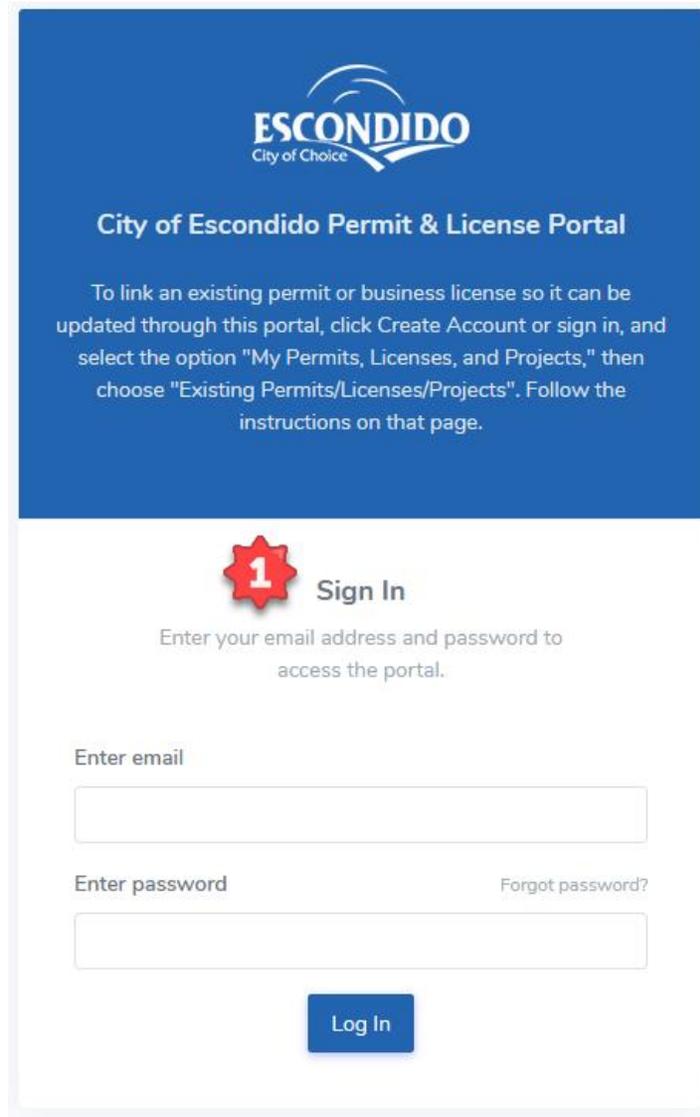


## View and Upload Plan Documents in 10 Easy Steps

1. Log into the Online Portal <https://cwols.escondido.org/portal> and select *"My Permits and Licenses"*
2. Select the *"My Applications"* button
3. Locate the Permit Record and select *"View Permit License Info"*
4. Select *"Open Plan Review"*
5. View the Plan Review Dashboard that opens with default tab *"Plan Documents"*
6. Select *"Review Documents"* tab to view documents grouped by submittal. This is noted in the Online Portal as the *"Review Cycle"*
7. Select *"Approved Documents"* tab to view the approved documents
8. Upload updated documents at the *"Plan Documents"* tab
9. Give permission for the City to use the plan documents
10. Note the uploaded document revision

# Step by Step Screen Shots



The image shows a screenshot of the City of Escondido Permit & License Portal. At the top, there is a blue header with the Escondido logo and the text "City of Escondido Permit & License Portal". Below the header, there is a white box containing instructions for linking an existing permit or business license. The main content area is white and features a red gear icon with the number "1" inside, followed by the text "Sign In". Below this, there is a prompt to enter an email address and password. There are two input fields: one for the email address and one for the password. A "Log In" button is located at the bottom of the form. A link for "Forgot password?" is also present next to the password field.

**ESCONDIDO**  
City of Choice

## City of Escondido Permit & License Portal

To link an existing permit or business license so it can be updated through this portal, click Create Account or sign in, and select the option "My Permits, Licenses, and Projects," then choose "Existing Permits/Licenses/Projects". Follow the instructions on that page.

**1** Sign In

Enter your email address and password to access the portal.

Enter email

Enter password [Forgot password?](#)

Log In

NAVIGATION

- Home
- Create New Application
- Incomplete Applications

ACCOUNT

- Modify Account
- Log Out

Select Language

My Dashboard

Create New Application

2

My Applications

My Fees

To link an existing permit or business license, enter the renewal code from your license renewal form into the Search box below

NOTE: If your business has changed location, you will not be able to make that change during online renewal. Please call our Business License department at 760-839-4659 before renewing. Moving a business into or out of the City of Escondido can change your license sub-type, and associated fees.

Actions Button Glossary

- 🔄 - This button allows you to renew your Business License.
- 🔍 - This button allows you to view a detailed summary of the application.

Show 10 entries

Search:

Actions	Permit Number	Project Name	Status	Sub-Type	Location	Date Created
🔍						
🔍						
🔍						

Actions Button Glossary

- 🔄 - This button allows you to renew your Business License.
- 🔍 - This button allows you to view a detailed summary of the application.

Show 10 entries

3

View Application Info

Click here to view a detailed summary of this application.



NAVIGATION

- Home
- Create New Application
- Incomplete Applications

ACCOUNT

- Modify Account
- Log Out

Select Language

Permit/License Info

Permit/License Info

Permit/License Number:

Location :

Case Type:

Sub Type:

Status:

Date Issued:

Parent Permit/License:

Child Permit/License:

OnBase Plan Review Project

Identifier

**4** [Open Plan Review](#)  
for review comments and to submit plans and documents

POWERED BY OnBase

# Plan Review

5

**PLAN DOCUMENTS TAB**

- \* List of all documents added to the project.
- \* NOTE: Documents cannot be added or deleted during the review cycle.

[Projects](#) [Settings](#) [Profile](#)

Project Information | Plan Documents | Review Documents | Approved Documents | Related Projects

Browse... Clear Upload Cancel Edit Names Status: Ready

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	0001-A-ELEVATION - ARCHITECTURAL - ELEVATION	Architectural	Elevation		1		
<input type="checkbox"/>	0001-A-SCHEDULE - ARCHITECTURAL - SCHEDULE	Architectural	Schedule		1		
<input type="checkbox"/>	0001-A-SITEPLAN - ARCHITECTURAL - SITEPLAN	Architectural	Siteplan		1		

**Project** B21-0601  
**Group** <None>  
**Name** test  
**Status** Plans Approved

---

**Review Status**  
 Review Cycle 4, Cancelled

# Plan Review

6

**REVIEW DOCUMENTS TAB**

- \* List of all documents grouped by Review Cycle.
- \* Use drop down to select Review Cycle, list will filter documents to the review cycle.
- \* Download document to view

[Projects](#) [Settings](#) [Profile](#)

Project Information | Plan Documents | Review Documents | Approved Documents | Related Projects

Review Cycle: All

<input type="checkbox"/>	Name	Document Date	Download
<input type="checkbox"/>	Marked Plan Set for Project ID B21-0601	2/13/2021	
<input type="checkbox"/>	Review Comments for Project ID B21-0601 (PDF)	2/13/2021	
<input type="checkbox"/>	Marked Plan Set for Project ID B21-0601	2/13/2021	
<input type="checkbox"/>	Review Comments for Project ID B21-0601 (PDF)	2/13/2021	

**Project** B21-0601  
**Group** <None>  
**Name** test  
**Status** Plans Approved

---

**Review Status**  
 Review Cycle 4, Cancelled

# Plan Review



## APPROVED DOCUMENTS TAB

- \* List of all Approved Documents.
- \* Download document to view

Projects Settings Profile

Project Information Plan Documents Review Documents **Approved Documents** Related Projects

Project  
B21-0601  
Group  
<None>  
Name  
test  
Status  
Plans Approved

---

Review Status  
Review Cycle 4, Cancelled

Plan Set and Reference Documents ▾

<input type="checkbox"/>	<a href="#">Name</a>	<a href="#">Document Date</a>	<a href="#">Download</a>
<input type="checkbox"/>	Approval Letter for Project ID B21-0601 (PDF)	2/13/2021	
<input type="checkbox"/>	Approved Plan Set - B21-0601	2/13/2021	

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## Plan Review

Projects Settings Profile

Project Information Plan Documents Review Documents Approved Documents Related Projects

Project: B21-0601  
Group: <None>  
Name: test  
Status: Plans Approved

Review Status: Review Cycle 4, Cancelled

Actions: Add Plan Documents

Submit for Review

**8**

**UPLOADING UPDATED PLAN DOCUMENTS**

- Select the files to Update
- Browse, locate and upload updated documents
- Submit for Review

**Note:**

- There is a maximum file size of 350 mb
- And maximum upload time of 3 minutes.

Please contact the City for options to upload files greater than 350 MB or that take longer than 3 minutes to load.

**To Submit for review the Upload Status Needs to be "Success"**

Name	Discipline	Description	Revision	Upload Status	Actions
<input checked="" type="checkbox"/> 0001-A-ELEVATION - ARCHITECTURAL - ELEVATION	Architectural	Elevation	1	Pending Upload	
<input type="checkbox"/> 0001-A-SCHEDULE - ARCHITECTURAL - SCHEDULE	Architectural	Schedule	1		
<input type="checkbox"/> 0001-A-SITEPLAN - ARCHITECTURAL - SITEPLAN	Architectural	Siteplan	1		

POWERED BY OnBase

## Plan Review

Projects Settings Profile

Project Information Plan Documents Review Documents Approved Documents Related Projects

Project: B21-0601  
Group: <None>  
Name: test  
Status: Plans Approved

Review Status: Review Cycle 4, Cancelled

Actions: Add Plan Documents

Submit for Review

**9**

To perform a complete review of an uploaded file copy, the Reviewing Body requires permission to repurpose the file copy contents. By uploading a file copy, you give the Reviewing Body permission to repurpose the file copy for the purpose of reviewing your submission.

Yes  No

Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input checked="" type="checkbox"/> 0001-A-ELEVATION - ARCHITECTURAL - ELEVATION	Architectural	Elevation		1	Pending Upload	
<input type="checkbox"/> 0001-A-SCHEDULE - ARCHITECTURAL - SCHEDULE	Architectural	Schedule		1		
<input type="checkbox"/> 0001-A-SITEPLAN - ARCHITECTURAL - SITEPLAN	Architectural	Siteplan		1		

# Plan Review

**DOCUMENT UPLOADS & REVISIONS**

\* For this purpose, a "Revision" is a revised version of a previously submitted document & Upload Status = "Success".

\* Replacing documents using the process defined will automatically mark the file as a new revision of the previous document.

- Project Information
- Plan Documents**
- Review Documents
- Approved Documents
- Related Projects

Project  
B21-0601

Group  
<None>

Name  
test

Status  
Plans Approved

---

Review Status  
Review Cycle 4, Cancelled

Browse... Clear Upload Cancel Edit Names Status: Done

	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	0001-A-ELEVATION - ARCHITECTURAL - ELEVATION	Architectural	Elevation		2	Success	  
<input type="checkbox"/>	0001-A-SCHEDULE - ARCHITECTURAL - SCHEDULE	Architectural	Schedule		1		  
<input type="checkbox"/>	0001-A-SITEPLAN - ARCHITECTURAL - SITEPLAN	Architectural	Siteplan		1		  

