



CITY OF SAN DIEGO – 1222 FIRST AVE., SAN DIEGO, CA 92101

PUBLIC NOTICE

Date: June 18, 2021

Subject: New Virtual Counter Service for No-Plan Building Permit Applications

Need help applying for a No-Plan Building Permit?

Starting Tuesday, June 22, the City of San Diego Development Services Department (DSD) will begin offering free, 60-minute virtual counter appointments to assist customers with obtaining No-Plan Building Permits. During these appointments, customers can ask questions about their application, pay permit fees and obtain a same-day permit.

What is the process?

To schedule an appointment, customers must first request a [Project Tracking System \(PTS\) project number](#). Once the PTS number is assigned:

1. Log into to [OpenDSD](#).
2. Complete and upload the required documents.
3. Visit the DSD [Virtual Appointment Page](#) and scroll down the “Applications for No-Plan Building Permits” section and click on its green “Book Now” button.
4. Select a date, submit your information, and schedule an appointment.
5. After registering for an appointment online, you will receive a confirmation email with instructions and a link to join the meeting at the date and time requested.
6. [Download Microsoft Teams](#), as all virtual appointments will be conducted using Microsoft Teams.
7. Join the meeting at the accepted appointment time.

#DigitalDSD

The revamped permitting process for the select permit types is among the latest enhancements to the City’s permitting process to help reduce permitting processing times and are an integral part of #DigitalDSD, an initiative to modernize all DSD workplace systems and cost-effectively leverage technology to increase productivity and improve service delivery. Other #DigitalDSD services include all new permits being processed online, [virtual over-the-counter appointments](#), the launch of an [online portal](#) to assist local businesses with outdoor expansions and [virtual inspections](#) for construction projects.

Email Updates

Visit sandiego.gov/dsd-email to sign up to get the latest news and updates straight from DSD.