PUBLIC NOTICE

Date: Oct. 29, 2021

Subject: Nov. 1, 2021, Deadline to Convert Existing Paper Projects and Plans to Digital

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As a reminder, starting on Monday, Nov. 1, 2021, all previously accepted paper-based permit applications, plan resubmittals and stamp transfer/issuances for Building and Combination Building projects must be submitted electronically in a PDF format. No more paper plans will be accepted after this date.

Engineering and Discretionary projects that started before July 1, 2020, may continue to submit documents in paper form.

The switch to digital provides many benefits, including:
- Making it easier and more convenient to submit plans and other documents online 24/7.
- Aligning with the department's transition to 100% online permitting.
- Eliminating the need to provide multiple sets of plans for review and the physical drop-off rechecks at the downtown Development Services Center.
- Speeding up the stamp-transfer and permit process.

What You Should Know
1. All customers that started their building and combination building projects before July 1, 2020, must convert their paper-based project files into PDFs.
2. Customers will keep the same review schedule.
3. When ready to convert, customers will need to complete a simple [online form](#) to start the process.
4. The final permitted plans will be electronic for easy downloading and printing.

How to Apply for Digital Conversion

Visit sandiego.gov/department/paper-digital-plan-conversion and complete an online form requesting the conversion to digital. After receiving an email confirmation, plans and documents may be uploaded to OpenDSD.

#DigitalDSD

Converting from paper to digital is among the latest enhancements to the City's permitting process to help improve the permitting experience and 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 expansion during the COVID-19 pandemic and virtual inspections for construction projects.

COVID-19 Information

Stay informed about COVID-19 by visiting the City's COVID-19 Information page, the Center for Disease Control website and the County of San Diego Health and Human Services website.

Email Updates

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