



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

PUBLIC NOTICE

Date: Nov. 3, 2021

Subject: New Application and Resubmittal Digital Format Requirements Starting Nov. 15, 2021

To help expedite current processing and review times, starting Monday, Nov. 15, 2021, all new permit applications and resubmitted plans and documents must meet all Development Services Department (DSD) [digital format requirements for electronic plan review](#). All uploaded files that do not meet all the digital format requirements will be returned for format correction and resubmittal, causing delays in processing. The digital format requirements include:

1. Page Orientation

Do not combine landscape and portrait page orientations. All pages must be in either landscape or portrait, with the page number located in the bottom right-hand corner.

2. Page and Sheet Numbering

All sheets, including the first page, must have a sheet number. Page numbers must be located in the bottom right-hand corner, be alphanumeric and start with a Discipline Letter followed by the sheet number with no spaces.

3. Inserting and Deleting Sheets for Resubmittals

Plan resubmittals must always include the complete plan set. Partial submittals are not accepted. To delete a sheet from the revised plan – add a strike and "DELETED SHEET" label. The corresponding sheet number must be visible. All new sheets must be added at the end of the plan set.

Template Plan Sets

Customers may use their own design template that meets the digital format requirements or use one of DSD's [plan templates](#) available on Nov. 8 for download in CAD and PDF.

Upcoming Customer Webinar

Learn more about DSD's online permitting system and how to prepare your files for a faster review, and get an overview of a new tool that verifies all PDF files meet upload requirements for plan review.

How to Apply for Online: Accessory Dwelling Unit Plans for a Faster Review Wednesday, Nov. 10 (10 to 11 a.m.)

Zoom Meeting ID: 160 984 5592

Passcode: 165583

Call in (audio only): 833-568-8864

[Join Zoom Meeting](#)

#DigitalDSD

Online permitting is an integral part of #DigitalDSD, an initiative to modernize all DSD workplace systems, cost-effectively leverage technology to increase productivity and improve service delivery. Other #DigitalDSD services include virtual over-the-counter appointments, the launch of an online portal to assist local businesses with temporary outdoor business operations 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.