



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

PUBLIC NOTICE

Date: March 11, 2022

Subject: DSD Offering New Virtual Service – Permit Issuance Appointments for Projects Signed Off by All Reviewers

Starting Monday, March 14, the Development Services Department (DSD) will begin offering virtual appointments for the final steps in permit issuance for qualified projects that have been signed off by all reviewers. The new virtual 30- to 45-minute permit issuance appointments are available during business hours for:

- No Plan or Rapid Review Building Permits.
- Demolition Permits.
- Standalone Mechanical, Electrical, Plumbing (MEP) Permits with plans.
- Sign Permits.

This new service is separate from the new Project Setup virtual appointments launched last year. Customers should only book an appointment for a permit to be issued when all reviewers have approved the project for permit issuance.

How to Book an Appointment

To schedule an appointment, please review the following instructions:

1. Ensure that your qualified project has received the final signoff from all reviewers.
2. Visit the DSD [Virtual Appointment Page](#), scroll down and expand the “Permit Issuance (For Projects Signed Off by All Reviewers.)” section.
3. Open the section and click on the green “Book Now” button listed for the respective permit type.
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 this platform.

7. Join the meeting at the accepted appointment time.

#DigitalDSD

This Virtual Appointment service is among the latest enhancements to the City's permitting process to help reduce permitting processing times and provide enhanced service to customers. It 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 all new permits being processed online, a variety of other virtual [services](#), the launch of an [online portal](#) to assist local businesses with temporary outdoor business operations 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.