



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

PUBLIC NOTICE

Date: March 23, 2022

Subject: DSD Offering New Appointment Service to Make In-Person Payments

Starting Thursday, March 24, the Development Services Department (DSD) will begin offering appointments to come in and make check, cashier check, money order or credit card payments in person. Cash payments are currently not accepted. Online payments are accepted 24/7.

Payments from walk-in customers without an appointment are always accepted. However, customers can drop check, cashier check and money order payments into the drop-off safe located on the first-floor lobby of the downtown Development Services Center [during business hours](#). All payments must be made out to the “City Treasurer.”

How to Book an Appointment

To schedule an appointment, please review the following instructions:

1. Visit the DSD [Virtual Appointment Page](#), scroll down to In-person Services and expand the “Payments” section.
2. Click on the green “Book Now” button.
3. Select a date, submit your information and schedule an appointment.
4. After registering for an appointment online, you will receive a confirmation email.

Payment Drop-off Option: Customers can drop check payments into the payment drop-off safe located on the first-floor lobby of the downtown Development Services Center [during business hours](#). All payments must be made out to the “City Treasurer.”

#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 different 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.