



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

# PUBLIC NOTICE

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**Date: Feb. 1, 2023**

**Subject: \*\*UPDATE\*\* City Operations Building Closure Due to Emergency Power Upgrade**

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During the [temporary two-week closure of the City Operations Building \(COB\)](#), Development Services Department (DSD) employees will continue to process permits digitally. In addition, all online services are available. These include applying for permits, paying invoices online, scheduling inspections or requesting code enforcement investigations, among other services available by visiting [sandiego.gov/DSD](http://sandiego.gov/DSD).

Here is an update to DSD's in-person services:

- **Plans, Mylars, Agreements and Reports Drop-off**

Until further notice during the building closure, plans, mylars, agreements and reports for DSD Engineering Division review, previously dropped off in the self-service baskets located on the first floor of the COB, can now be temporarily dropped off at Plaza Hall at 202 C St., San Diego, CA 92101.

The glass door entry is located adjacent to the street-level elevator of the [Evan V. Jones Parkade](#). This service will be available Mondays through Fridays from 8 a.m. to 11:30 a.m. and between 12:30 p.m. and 3 p.m.

*Important:* Engineering staff will not be available to assist with drop-offs at this location, so please place items in the correct basket.

- **Cashier Services**

Customers are encouraged to make [online payments](#) by e-check or credit card. During the closure, cashier in-person services will be temporarily available [by appointment](#) only at Plaza Hall at 202 C St., San Diego, CA 92101. The glass door entry is located adjacent to the street-level elevator of the [Evan V. Jones Parkade](#).

Appointments to make in-person cashier services are available Mondays through Thursdays from 7 a.m. to 11:30 a.m. and between 12:30 p.m. to 4 p.m. and Fridays from 10 a.m. to 11:30 a.m. and 12:30 p.m. to 4 p.m.

- **Drop Safe**

A drop safe located at Civic Center Plaza, 1200 Third Ave., Lobby Suite 100, is available to drop off payments. Drop-safe payments will be accepted Mondays through Fridays from 7 a.m. to 6 p.m.

- **Records Review Suspension**

COB will remain closed to in-person Records Review, and customers with existing in-person Records Review appointments will be rescheduled to the week of Feb. 20. All efforts will be applied to remotely handle as many requests as possible.

We thank you in advance for your cooperation.

### **Email Updates**

Visit [sandiego.gov/dsd-email](https://sandiego.gov/dsd-email) to get the latest news and updates straight from DSD.