



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

PUBLIC NOTICE

Date: March 16, 2020

Subject: Citywide Emergency Department Services Changes in Response to COVID-19

To ensure the health, safety and well-being of customers and department staff, the Development Services Department (DSD) is implementing citywide emergency service changes that will be effective until further notice starting Tuesday, March 17. The service changes respond to the latest directives from Mayor Kevin L. Faulconer and state, federal, and local authorities that aim to slow the spread of the COVID-19 pandemic while providing essential City services.

The most recognizable of the service changes will be the elimination of all face-to-face customer interactions between the public and DSD staff through:

- **Telephone and Skype Appointments:** All previously scheduled appointments will be rescheduled, conducted over the phone or on Skype. If you already have an appointment, staff will be in touch with you at the designated appointment time. New appointments for [available services](#) can be scheduled by calling 619-446-5300 or emailing DSDweb@sandiego.gov.
- **Quick Permit Requests and Submittal Drop-offs:** All walk-in and over-the-counter services are suspended. Customers may only pick up and drop off plans and applications on the first floor of the Development Services Center, located at 1222 1st Ave. All received documents and plan sets will be processed by DSD staff without further face-to-face customer interactions. A maximum of eight customers at a time will be allowed into the first-floor lobby to drop project plans and applications. The [Project Submittal Manual](#) and [Information Bulletin #153](#) respectively outline submittal and permit issuance requirements.
- **Quarantine of Submitted Documents and Plans:** As COVID-19 is detectable for up to 3 hours after aerosolization and is spreadable through contaminated

surfaces or objects, all submitted hard copy documents or plans will be placed in quarantine for 24 hours before being reviewed or processed.

- **Field Inspection Services Continue:** The Field inspections will continue. Also, all homeowners, property owners and licensed contractors are encouraged to [apply online](#) for no-plan Mechanical, Electrical and Plumbing (MEP) Permits, called Simple Permits. These permit applications may be dropped off at the Ridgehaven Facility at 9601 Ridgehaven Court between 8 a.m. to noon, Monday through Friday. To learn more about Simple Permits, see [Information Bulletin #103](#).
- **Code Enforcement to Focus on Top Priorities:** Code Enforcement Priority Three investigations are suspended. Cases that pose imminent health and safety hazards or constitute significant code violations will continue to be given the highest priority. Learn more about the [priority of Code Enforcement cases](#).

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 keep up-to-date with DSD via email.