



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

PUBLIC NOTICE

Date: April 10, 2020

Subject: Summary of Department Operational Changes in Response to COVID-19

As the impact of the COVID-19 pandemic is continuously evolving, the Development Services Department (DSD) is making adjustments to how it provides essential City services to customers. These operational changes are fluid and may change on a daily basis, but help ensure the health, safety and well-being of customers and employees. DSD will send weekly emails with process updates posted on its [Operational Changes in Response to COVID-19 page](#) to subscribed customers.

Customers are encouraged to visit sandiego.gov/dsd-covid19 to keep updated on the latest changes. Here is a summary of this week's service changes:

- **Plan Pick Up/Will Call:** A request to pick-up project files must be sent to DSDPlanPickUp@sandiego.gov. Customers will receive a reply email when the project plans or documents are ready for pick up and should only come to retrieve items after receiving this notification.
- **Project File Drop-offs:** Paper submittal, resubmittals and document drop-offs occur in the unstaffed first-floor lobby of the Development Services Center until 3 p.m. Monday through Friday. Items left without the completed [goldenrod Form DS-3500](#) will be discarded and not processed.
- **Building Permit Extensions:** Building permit applications deemed complete on or after March 20, 2019, have automatically been granted a six-month, 180-day extension per the San Diego Municipal Code (SDMC). Building permits will also be automatically granted a 180-day extension, if eligible, per the SDMC.
- **Inspection Services:** During inspections, social distancing and face-covering requirements will be strictly enforced, and a handwashing station or hand sanitizer

must be available for inspectors to clean their hands before and after inspections. For a complete list of COVID-19 safety requirements during inspections, click [here](#).

- **Onsite Payment Now Available:** Customers can now simply drop check payments into the new payment drop-off safe located on the first-floor lobby of the downtown Development Services Center. This service is for payment of any building permit fees. No cashier services are available. Customers are encouraged to make online payments by e-check (\$1.50 fee) or credit card (% fee).
- **Cash Payments:** Appointments to make cash payments can be requested by sending email to DSDCashiers@sandiego.gov
- **Project Review Comments:** Customers can now review next-time document requirements for resubmittals and project review staff comments online on [OpenDSD](#).

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.