



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

# PUBLIC NOTICE

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**Date: May 1, 2020**

**Subject: Week of May 1 Summary of Department Operational Changes in Response to COVID-19**

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

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

- **Cloud-based Permitting Starts Monday, May 4:** DSD will start accepting permits online for all new projects, expanding the existing digital permitting process that is currently available for a limited number of projects that do not require plan review. These include simple no-plan mechanical, electrical and plumbing permits, news rack and right-of-way permits, and [residential solar photovoltaic projects](#), which launched last month.

Customers can visit the most frequently-used services section at [sandiego.gov/DSD](https://sandiego.gov/DSD) to check the real-time status of applications on Open DSD, see plan review comments, confirm development process timelines and receive official stamped electronic approvals on plan sets.

- **No Mask, No Service:** Customers must wear a mask or a face covering over their nose and mouth at all times when conducting business at the [Development Services Center](#). Face coverings include fabric coverings, such as scarves and bandana coverings. DSD staff will not serve or allow access to the first floor of the

Development Services Center to customers that are not wearing a mask or face covering.

- **Drop-off and Plan Pick-up/Will Call:** [Quick Permit Drop-offs](#) and [Payment Drop-offs](#) are accepted in the first-floor lobby and [Plan Pick-up/Will Call](#) is on the third-floor entrance of the Development Services Center. Drop-off services are available Monday through Friday, from 7 a.m. to 4 p.m. While DSD is closed for business between 11:30 a.m. to 12:30 p.m. during weekdays, the first floor will remain open during this time to allow for document and [payment drop-off](#).
- **Plan Retention Policy:** The 15-day plan retention policy for items in Plan Pick-up and Will Call will be reinstituted effective May 18, 2020, since full-service access is available.
- **Construction Site Safety Protocols:** Starting May 1, all construction job sites are required to implement protocols that help protect workers and visitors and avoid the spread of COVID-19. [Learn more](#).
- **Historical Resources Board (HRB) Meetings:** The next HRB meeting is on Thursday, May 28, will take place at the [City Administration Building](#) and be conducted by teleconference. The public may view the HRB meetings at their scheduled time on [YouTube](#). If you would like to comment on an agenda or non-agenda item, comments may be submitted using this [webform](#). Please visit the [HRB page](#) for updates.
- **Planning Commission Meetings:** The [next Planning Commission virtual meeting is on Thursday, May 7](#). Members of the public can comment on agenda or non-agenda items using this [webform](#). The meeting will be [broadcast online](#).

### 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](https://sandiego.gov/dsd-email) to keep up-to-date with DSD via email.