



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

PUBLIC NOTICE

Date: May 8, 2020

Subject: Week of May 8 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 adjusting how it provides essential City services to customers. DSD operational changes are fluid and may be updated again in the near future, but help ensure the health, safety and well-being of customers and employees of essential businesses. DSD sends weekly process update [emails to subscribed customers](#) to keep stakeholders informed of the latest news.

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:

- **#DigitalDSD is now Live:** On Monday, May 4, DSD started accepting applications electronically for all new projects. Visit sandiego.gov/DSD to apply for permits online. DSD now has a digital process for submittal, processing, stamp transfer, invoicing and permit issuance of paper plans may still be submitted at the Development Services Center during the transition but will see delays due to the [quarantine of submitted documents and plans](#). Customers are encouraged to submit new projects electronically here forward for faster processing.
- **Permit Application Status Online:** Customers can visit the most frequently-used services section at sandiego.gov/DSD to check the real-time status of applications on Open DSD, review plan comments, confirm development process timelines and receive official stamped electronic approvals on plan sets.
- **Construction Site Safety Protocols:** The [April 24 Public Notice](#) requiring construction job sites to implement safety protocols to protect workers and visitors

and avoid the spread of COVID-19 is now available for posting at construction sites [in Spanish](#).

- **Plan Retention Policy:** Changes to DSD operations now require a maximum 15-day plan retention policy for items in Plan Pick-up and Will Call. This will be reinstituted on Monday, May 18, 2020. Remember, masks are required for in person business. No Mask, No Service. Customers must use email notifications and appointments are recommended for plan pick up.
- **Planning Commission Meeting:** The next [Planning Commission virtual meeting is on Thursday, May 14](#). 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 to keep up-to-date with DSD via email.