



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

PUBLIC NOTICE

Date: May 22, 2020

Subject: Week of May 22 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 updated as needed to 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:

- **Avoid Processing Delays:** While paper submittals are still accepted, processing times are longer because of the quarantine period and COVID-19 staffing issues. To save time, customers are encouraged to submit new applications and construction changes electronically. Watch the [instructional video](#) and review the [User Guide](#) to learn how to submit new projects electronically for faster processing. Submit your electronic applications at sandiego.gov/development-services/permits.
#DigitalDSD
- **Now Accepting All Construction Changes Online #DigitalDSD:** Applicants can now submit construction changes remotely by submitting them in the online portal. To submit the construction changes online:
 1. Log in to your account
 2. Upload a digital copy of the approved stamped plan with the construction change.
 3. To submit, please select [Construction Change to Building Permit](#) from the list of permit types

- **Project Status Help:** Operational modifications to facilitate continued operations in response to the COVID-19 emergency have resulted in an increase in questions and duplicative requests, with most inquiring about the status of applications submitted on paper. To help address these questions more expeditiously, DSD created an [electronic Project Status Request form](#). Information requested in this electronic form is needed to search for the documents and obtain the status. Before submitting requests, please check [OpenDSD](#) for the status; your information may already be posted here.
- **Express Service is Reinstated:** Customers may elect to have new ministerial projects processed with timelines 1.5 times faster than standard timelines. There is a fee associated with this Express service.

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.