



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

PUBLIC NOTICE

Date: June 1, 2020

Subject: Starting July 1, 2020, All New Applications and Submittals to be Processed Online #DigitalDSD

Starting on Wednesday, July 1, 2020, all new applications for permits and approvals will be required to submit applications online. Applications received before July 1, can continue to be processed in paper form.

The fully online application process for all new projects expands on the [electronic system rolled out ahead of schedule in response to COVID-19 on May 4](#), which allowed customers to submit applications electronically or in paper form. The nearly two-month transition to a fully online permitting application provided flexibility for customers and plan reviewers to get familiarized with the new system.

Requiring all new projects be processed online is an integral part of **#DigitalDSD**, a DSD initiative to modernize all workplace systems and cost-effectively leverage technology to increase productivity and improve service delivery to our customers.

To submit a new application online, visit the most frequently-used services section at sandiego.gov/DSD. The system's features include providing the ability 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. The online system is also used to request and track more than 5,000 new [Code Enforcement Investigations](#) each year.

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.

The new hybrid system will let customers select all DSD permits and approval types before they submit electronic PDF files for staff review. These include:

- Building Permits and Construction Changes
- Deferred Submittals
- Discretionary Approvals and Permits
- Electrical Permits
- Fire Permits
- Grading Permits
- Mapping Approvals
- Mechanical Permits
- Noise Permits
- Plumbing Permits
- Preliminary Review Requests
- Solar Photovoltaic Permits
- Right-of-Way Permits
- Sign Permits
- Traffic Control Permits
- Transportation Permits

Remember: No Double Submittals!

While paper submittals for new applications will be processed through July 1, customers are reminded to submit either electronic or paper submittal for new applications; not both. Duplicate submissions will cause a processing delay for your application. Customers are encouraged to submit new applications and construction changes electronically.

Submittal Questions?

Should you have questions about your electronic submittal, use the new [electronic Project Status Request form](#). Information requested in this electronic form helps staff search for the documents and obtain the status. Before submitting requests, please check [OpenDSD](#) for the status; your information may already be posted here.

Now Accepting All Construction Changes Online:

As a reminder, you can now submit construction changes online. Please select [Construction Change to Building Permit](#).

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.