



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

# PUBLIC NOTICE

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**Date: June 22, 2020**

**Subject: Week of June 22, 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. 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](http://sandiego.gov/dsd-covid19) to keep updated on the latest changes. Here is a summary of this week's service changes:

- **Ordinance Passed Authorizing Permit and Application Extensions:** On Tuesday, June 2, the City Council approved an interim urgency ordinance that provides extensions up to 365 days for various DSD permits and applications. This ordinance will remain in effect for 45-calendar days. [Learn more.](#)
- **All New Applications and Submittals to be Processed Online July 1:** Don't forget, starting Wednesday, July 1, 2020, all NEW applications for permits and approvals will be processed online. In an effort to improve operational efficiency, no new applications will be accepted in paper form. Requests for construction changes will also be required to submit digitally. Applications received before July 1 may continue to be processed in paper form. [Learn more.](#) **#DigitalDSD**
- **Upcoming Fee Changes for Fiscal Year 2021:** Starting July 1, permit fees will increase 6.2% based on the recent Consumer Price Index rate, 2.7% per the annual inflator approved in the adopted [Resolution No. 310545](#) and 3.5% increase

approved in [Resolution No. 311816](#). Applications (both paper and online) deemed complete starting July 1 are required to follow the updated fee rate regardless of the drop-off or creation date. [Learn more](#).

- **Stamp Transfer Process Improvement:** Due to the public closure of DSD, a new internal stamp transfer process for paper submittals, the [Stamp Transfer Drop Off form](#), has been created and is in immediate effect. This new pink form should be used in lieu of the goldenrod Project/Issue Drop Off form. The form contains clarifying information and reminders specific to the stamp transfer process intended to help ensure more accurate submittals that will save both staff and customer time and improve efficiencies. For successful processing, it is important to follow all instructions on the form.
- **No Duplicates!:** Reminder, applicants should NOT duplicate paper and electronic applications. If every applicant creates a paper and electronic project submittal for each project, it will take twice as long to process all of the submitted applications. Please only submit one time to help us with processing efficiency.

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