



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

PUBLIC NOTICE

Date: June 26, 2020

Subject: Week of June 26, 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:

- **Stamp Transfer Process Improvement:** The department is currently working to fix the operational impacts that have delayed Stamp Transfer. Dedicated staff will assist in ensuring these are processed promptly. Customers using paper applications are now required to use the new [Stamp Transfer 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 operational efficiencies. The new pink form should be used instead of the goldenrod Project/Issue Drop Off form. For successful processing, it is essential to follow all instructions on the form.
- **Starting Next Week, All New Applications and Submittals to be Processed Online:** Don't forget, starting Wednesday, July 1, 2020, all new applications for permits and approvals, as well as construction changes for issued permits will be processed online. No new applications will be accepted in paper form. Applications

received before Wednesday next week may continue to process in paper format.

[Learn more.](#) #DigitalDSD

- **DSD Introducing new Rapid Review Replacing the Over the Counter (OTC) Review Process:** Starting Wednesday, July 1, 2020, Rapid Review will be available for some electronic permit types for minor projects submitted digitally. Rapid Review will help reduce the time it takes customers to obtain a permit for minor projects. Some of the more common minor projects include:
 1. Construction permits for single-story, single-dwelling unit additions. See [Information Bulletin 140](#), "How to Obtain a Permit to Build a Residential Addition."
 2. Accessory structures for single-dwelling units (carports, patio covers, fences, retaining walls) using City of San Diego standard designs contained in [Information Bulletins](#).
 3. Construction permits for minor interior remodels for commercial tenant improvements.
 4. Standard public improvements as identified on [Information Bulletin 165](#), "How to Obtain a Public Right-of-Way Permit for Standard Public Improvements."
- **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.](#)

Temporary Outdoor Business Operations: Restaurants and retail expanding into the right-of-way for social distancing should submit proposals for streamlined permits in advance of the anticipated July 14, 2020, City Council hearing. DSD will provide applicants technical assistance in advance so that permits may be issued on July 15 for enhanced sidewalk cafes. [Learn more.](#)

Upcoming Fiscal Year 2021 Fee Changes to Start Wednesday: On Wednesday, July 1, permit fees are increasing. 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.](#)

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.

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