Development Services

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

PUBLIC NOTICE

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Date: Aug. 24, 2020

Subject: Week of Aug. 24, Summary of Department Operational Changes

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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 process update emails to subscribed customers to keep stakeholders informed of the latest news, as significant operational changes are incorporated. An email recap will be sent at the end of the week if significant changes occur. Customers are encouraged to visit sandiego.gov/dsd-covid19 to keep updated on all of the latest changes. Here is a summary of this week's service changes:

- **Aug. 28-31, OpenDSD Planned Service Outage for Online Permits:** As a reminder, starting at 5 p.m. on Friday, Aug. 28 through 8 a.m. on Monday, Aug. 31, OpenDSD will be offline to install system upgrades to support cloud-based electronic permitting. Customers will be unable to apply for permits throughout the weekend until Monday, Aug. 31, at 5 a.m. Another planned outage to OpenDSD will take place on Sept. 12-13. Please plan accordingly for these scheduled weekend outages.

- **New! Express Service Request:** Express Services for plan review can now be requested when submitting an online permit application. Check the box for Express Services at the bottom of the online permit application form. Note that Express Services are not available for all project types and are based upon staff availability. **If your project qualifies for express processing, additional fees will be charged.** See Information Bulletin 501 and Information Bulletin 502 for additional information and fees for Express Services.

- **Stamp Transfer Update:** Due to the public closure of the Development Services Center at the City Operations Building (COB), a new internal stamp transfer process has been implemented for paper submittals. As a reminder, the pink-colored Stamp Transfer Drop Off Form DS-4000 must be used when leaving plans on the 1st floor of COB.

DSD continues to make adjustments to speed up the stamp transfer process. After permit reviews are completed, paper permits will take up to 10 business days to complete the stamp transfer and issuance process, assuming all required documentation is provided and applicable fees are paid. Once the stamp transfer is complete, plans are routed to the stamp transfer will call area on the third floor of the City Operations Building for customers to pick up. To inquire about the status of your project, please use the [Project Status Request Form](#).

- **Plan Pick-up Customer Notification Procedures:** Customers will now receive an email notification of when paper plans are ready for pick up. After receipt of the email, customers can pick up documents and plans at DSD. Don't let the plans sit, as DSD will hold the plans for 15 calendar days from the notification date and recycle the plans if left unclaimed.

- **Rapid Review:** DSD has updated the website to provide additional details regarding [Rapid Review](#) and project eligibility. No need to request this service; eligible projects are automatically placed into Rapid Review at submittal.

- **Technical Advisory Ad Hoc Committee (TAC) Meeting:** The next TAC meeting will take place on Wednesday, Aug. 26, at 11:30 a.m. Please look for the meeting agenda [here](#) before the meeting.

- **New Information Bulletin (IB) 191 – Standard Notes for Building Permits:** [IB-191](#) includes all of the standard notes that plan reviewers require to be on plans for single dwelling units, duplexes, companion units along with the standard notes for commercial tenant improvements. The standard comments are being provided to help applicants comply with the San Diego Municipal Code and the California Building Standards.

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.