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

PUBLIC NOTICE

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Date: Aug. 28, 2020

Subject: Week of Aug. 28, 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:

- **Today's OpenDSD Planned Service Outage for Online Permits:** As a reminder, starting today at 5 p.m. through 8 a.m. on Monday, Aug. 31, OpenDSD will be offline to install system upgrades to support cloud-based electronic permitting. During the planned service outage, customers will be unable to apply for permits online. All other DSD online services will not be impacted.

- **Processing Timelines:** To assist with managing customer expectations for the time needed in the project application process, applicants are advised of the current average processing timelines to prepare a project for review or issue a permit. The timelines are specific to each process based on the current volume of submittal requests, and does not include the required review time for each discipline.
    o (Digital projects) Pre-Submittal- PTS # Assignment: 0-1 business day
    o (Digital projects) Submittal/Completeness Review: 4-6 business days
    o (Paper projects) Stamp Transfer: 8-10 business days after mandatory quarantine
    o (Paper projects) Issuance: 2 business days after mandatory quarantine

- **New! Express Services Requests:** 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:** Please remember to use the pink-colored [Stamp Transfer Drop Off Form DS-4000](#) when dropping off plans on the first floor of the City Operations Building, 1222 First Ave. 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, customers will be notified that that plans are available for pick up at the stamp transfer will call area on the third floor of the City Operations Building . To inquire about the status of your project, please use the [Project Status Request Form](#).

- **Plan Pick-up Customer Notification Procedures:** Please remember that email notifications are being sent when paper plans are ready for pick up. Only after you receive the email, will you be able pick up documents and plans at DSD. Promptly pick up the plans, as DSD will recycle the plans after 15 calendar days from the notification date.

- **New Information Bulletin (IB) 191 – Standard Notes for Building Permits:** [IB-191](#) includes all of the standard notes that reviewers require to be on plans for single dwelling units, duplexes and 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.