



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

# PUBLIC NOTICE

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**Date:** Dec. 11, 2020

**Subject:** Plan Pick Up Hours Change: Weekdays 10-11:30 a.m. and 12:30-3 p.m.

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Effective on Monday, Dec. 14, Plan Pick Up service hours will be Monday through Friday 10-11:30 a.m. and 12:30-3 p.m. DSD will be closed for business between 11:30 a.m. to 12:30 p.m.

## **Plan Pick Up Process**

Customers will receive an email when paper plans are ready for pick up. When ready, customers may pick up their project files outside of the third-floor entryway to the [Development Services Center](#).

## **15-Day Plan Storage**

DSD will hold the plans for 15 calendar days from the notification date and recycle the plans if left unclaimed.

## **No Walk-up Services**

Do not come to pick up documents unless you have received an email confirming that your plan is ready for pick up.

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