



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

# PUBLIC NOTICE

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**Date: Dec. 21, 2020**

**Subject: Summary of Department Operational Changes**

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As the COVID-19 pandemic's impact 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](https://sandiego.gov/dsd-covid19) to keep updated on all of the latest changes. Here is a summary of this week's service changes:

- **In-Person Records Review Appointments Suspended:** All in-person Records Review Appointments are temporarily suspended due to COVID-19 restrictions.

To conduct an online historical review of permits for a property or obtain zoning information:

- Visit [sandiego.gov/DSD](https://sandiego.gov/DSD) and click on the "Search for Project Status" icon in the Most Requested Services section. Then click "No" when prompted in the pop-up window. Last, click on the Address Search button in the Approval Search window. Search by address; you will be able to view the property's permit history.
- Visit the [Zoning and Parcel Information Portal](#) (ZAPP) to research more than 60 layers of information needed to plan and design the development of a property. Those layers of information include assessor parcel numbers, zoning maps, City Council districts, school districts, historic districts, fire risks, earthquake fault buffers and various regulatory areas.

- **New ADU and Signage Virtual Counter Appointments:** You can now schedule a 30-minute free online virtual counter appointment with specialists on constructing accessory dwelling units (ADUs) and to better understand the City's building sign regulations related to installing or altering building signs. To schedule an appointment, visit the Most Requested Services section at [sandiego.gov/DSD](https://sandiego.gov/DSD) and click on the Schedule an Appointment icon. You can choose from a list of available virtual counter appointment services.
- **Observed Holiday Office Closure Schedule:** As a reminder, all plan review, plan pick up, records review, inspection services and virtual counter appointment services will be closed on Christmas Day, Friday, Dec. 25, 2020, and on New Year's Day on Friday, Jan. 1, 2021. Thursday, Dec. 24, 2020, plan pick up and records review services will be closed, while all other services will continue with normal business hours. View the [Holiday Closure Schedule](#).

### **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.