



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

PUBLIC NOTICE

Date: May 3, 2021

Subject: New Process to Convert Existing Paper Projects and Plans to Digital

The Development Services Department (DSD) is [now accepting requests](#) from customers that started their permit application for building and combination building projects in paper form to convert their plans to digital to complete the review and permit process.

The switch to digital offers many benefits, including:

- Making it easier and more convenient to submit plans and other documents online 24/7.
- Aligning with DSD's transition to 100% online permitting.
- Eliminating the need to provide multiple sets of plans for review and the physical drop-off rechecks at the downtown Development Services Center.
- Speeding up the stamp-transfer and permit process.

What you Should Know

1. All customers that started their building and combination building projects prior to July 1, 2020, may apply for the conversion to digital.
2. Customers with Building and Combination Building projects must scan all existing stamped paper plans to digital PDF files.
3. Customers will keep the same review schedule.
4. The final permitted plans will be electronic for easy downloading and printing.

How to Apply

Visit sandiego.gov/departments/paper-digital-plan-conversion and complete an [online form](#) requesting the conversion to digital. After receiving an email confirmation, plans and documents may be uploaded to [OpenDSD](#).

DigitalDSD#

On May 4, 2020, DSD started accepting permits online for all new projects, expanding the

existing digital permitting process that is currently available for a limited number of permits. Converting from paper to digital is among the latest enhancements to the City's permitting process to help improve permitting experience and are an integral part of #DigitalDSD, an initiative to modernize all DSD workplace systems and cost-effectively leverage technology to increase productivity and improve service delivery.

Other #DigitalDSD services include all new permits being processed online, [virtual over-the-counter appointments](#), the launch of an [online portal](#) to assist local businesses with outdoor expansion during the COVID-19 pandemic and [virtual inspections](#) for construction projects.

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 sign up to get the latest news and updates straight from DSD.