



CITY OF SAN DIEGO - 1222 FIRST AVE., M.S. 501, SAN DIEGO, CA 92101

# PUBLIC NOTICE

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**Date: Friday, Aug. 6, 2021**

**Subject: Suspension of Walk-in Services at the Downtown Development Services Center**

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Starting on Monday, Aug. 9, all walk-in services without a previously scheduled appointment at the Downtown Development Services Center in the City Operations Building (COB) are suspended until further notice.

## **Suspended Walk-in Services**

- Walk-in cashier services on the third floor are suspended. However, customers can continue drop-off payments in the first-floor dropbox during normal business hours or [pay invoices and fees online](#) 24/7.
- Walk-in services without an appointment for records review are suspended. Customers with an appointment can still view archived building plans or records in person. [Schedule your Records Review appointment](#).

## **Stairway and Elevator Use for Employees Only**

Public use of the stairways and elevators at COB is suspended. The first-floor entrance on First Avenue will be open during business hours to drop off documents and payments. Access to the elevators and stairways will be limited to employee use only.

## **Entry Procedures: Customers with Appointments Only**

Customers without appointments will not be permitted into the building. Customers with [appointments](#) can enter the Development Services Center at the [City Operations Building](#) using the third-floor bridge connected to the [Evan V. Jones Parkade](#) Terrace Level.

## **No Mask, No Service.**

When inside the building, customers must wear a mask or a face covering over their nose and mouth and maintain required social distancing at all times indoors. Customers without a mask or face covering will not be allowed into the building.

**Permitted Face Coverings**

Permitted face coverings include surgical masks, medical procedure masks, respirators or a tightly woven fabric or non-woven material mask of at least two layers. Face coverings must not contain any visible holes, openings, exhalation valves or vents.

**Unpermitted Face Coverings**

Face coverings not allowed include scarves, ski masks, gaiters, balaclavas, bandanas, turtleneck collars or other coverings with only a single layer of fabric.

**Email Updates**

Visit [sandiego.gov/dsd-email](https://sandiego.gov/dsd-email) to sign up to get the latest news and updates directly from DSD.