



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

PUBLIC NOTICE

Date: Jan. 14, 2022

Subject: New Virtual Service for New Project Set Up – Sign Permits

Starting Tuesday, Jan. 18, the Development Services Department (DSD) will begin offering free appointments for [New Project Set Up for Sign Permits](#), formerly available over-the-counter. These virtual appointments will provide a completeness check on new project applications for [Sign Permits](#), provide same-day service and reduce the intake processing time for customers that need assistance.

What is the process?

This 30-minute virtual appointment is for applicants who have a project number (PRJ-XXXXXX) and have uploaded all required documents for a Sign Permit.

To schedule an appointment, please review the following instructions:

1. Visit the DSD [Virtual Appointment Page](#), scroll down and expand the “Project Set-up” section.
2. Click on its green “Book Now” button.
3. Select a date, submit your information and schedule an appointment.
4. After registering for an appointment online, you will receive a confirmation email with instructions and a link to join the meeting at the date and time requested.
5. [Download Microsoft Teams](#), as all virtual appointments will be conducted using Microsoft Teams.
6. Join the meeting at the accepted appointment time.

#DigitalDSD

This Virtual Appointment service is among the latest enhancements to the City’s permitting process to help reduce permitting processing times and provide enhanced service to customers. It is an integral part of #DigitalDSD, an initiative to modernize all DSD workplace systems, cost-effectively leverage technology to increase productivity and improve service delivery. Other #DigitalDSD services include all new permits being processed online, a variety of other virtual [services](#), the launch of an [online portal](#) to assist local businesses with temporary outdoor business operations and [virtual inspections](#) for construction projects.

Email Updates

Visit sandiego.gov/dsd-email to sign up to get the latest news and updates straight from DSD.