



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

PUBLIC NOTICE

Date: Monday, May 1, 2023

Subject: Office and Phone Line Closures on Friday, May 5

On Friday, May 5, the Development Services Department (DSD) will hold a required department-wide training and meeting, impacting the services listed below. Most walk-in services will be unavailable during the closure and will resume during regular business hours on Monday, May 8, 2021. All online services are still available by visiting www.sandiego.gov/DSD.

- **Cashier Services**

Appointment and walk-in Cashier Services will be closed. Customers are encouraged to make [online payments](#) by e-check or credit card. Walk-in drop-safe payments will be accepted on the first-floor lobby of the City Operations Building.

- **Records Services**

Appointments and walk-in Records services will be closed.

- **General Department Line: 619-446-5000**

The phone lines will be closed.

- **Ridgehaven General Office Inspection Line: 858-492-5070**

During the office and phone line closure, inspections may be scheduled using the automated phone service by calling 858-581-7111. Inspections can also be scheduled online, 24/7, through the online permitting portal for individuals listed as a point of contact on the permit.

Ridgehaven staff will be available to address inquiries after 1 p.m. on Friday, May 5. All calls will be returned in the order received and may be returned in the next

business day, depending on the number and complexity of calls.

- **Building and Land Use Enforcement Line: 619-236-5500**

Voicemails with questions can be left during the closure and will be returned on the next business day in the order received. [Requests for investigation](#) can be submitted easily online 24/7.

We thank you in advance for your cooperation and ask that you please plan accordingly.

Available Online Services During the Closure

Online services include applying for permits, making online payments, checking a project's status, accessing the [Zoning and Parcel Informational Portal](#), [scheduling inspections](#), booking virtual over-the-counter appointments or requesting [Building and Land Use Enforcement investigations](#).

Regular Downtown Service Hours to Resume Monday, May 8

As a reminder, most DSD services are provided Monday through Thursday from 7 a.m. to 4 p.m. and Fridays from 10 a.m. to 4 p.m. Please note that all services are closed each day between 11:30 a.m. and 12:30 p.m.

Email Updates

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