



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

# PUBLIC NOTICE

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**Date: May 11, 2023**

**Subject: Temporary Suspension of In-Person Services**

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Due to staffing shortages, Cashier and Records Review in-person services at the Development Services Center within the City Operations Building (COB), will be suspended tomorrow.

During the temporary suspension of in-person services, City staff will continue to process permits digitally. In addition, customers can continue to use online services, including applying for permits, paying invoices online, scheduling inspections or requesting code enforcement investigations — among other services — by visiting [sandiego.gov/DSD](https://sandiego.gov/DSD).

We thank you in advance for your cooperation and ask that you plan accordingly. Here are the impacts to the in-person services:

## **Mask Use Encouraged**

All customers coming in for available in-person services are encouraged to wear a mask covering their mouth and nose through Monday, May 22.

## **Records Review Services**

In-person Records Review services are suspended and will resume on Monday, May 15.

## **Cashier Services and Drop Safe**

Cashier services are suspended and will resume on Tuesday, May 16. Customers are encouraged to make [online payments](#) by e-check or credit card.

Drop safe payments can be made in the first-floor lobby at COB, Mondays through Thursdays from 7 a.m. to 4 p.m. and Fridays from 10 a.m. to 4 p.m.

### **In-person Service Hours**

All in-person services are provided Monday through Thursday from 7 a.m. to 3:30 p.m. and Fridays from 10 a.m. to 3:30 p.m., and are closed each day between 11:30 a.m. and 12:30 p.m.

### **Email Updates**

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