



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

# PUBLIC NOTICE

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**Date: Oct. 10, 2024**

**Subject: ePlanSNAPP Tool Available Beginning Monday, Oct. 14, 2024; Temporary Impact to Online Services on Sunday, Oct. 13**

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The Development Services Department (DSD) is excited to launch a new online tool known as [ePlanSNAPP](#). This PDF sheet numbering application identifies sheet numbers for submitted plans, notifying customers of any issues such as missing or duplicated numbers and will help reduce plan review and permit processing time.

ePlanSNAPP will be available for use beginning Monday, October 14. Details on the tool, as well requirements for digital document submittal, can be found in this [dedicated factsheet](#).

Ahead of this launch, DSD hosted free public [webinars](#) detailing the use of this tool. A recording of that presentation is available via DSD's [Media Learning Center](#).

## **Temporary Impact to Online Services on Sunday, Oct. 13**

As part of this planned launch as well as other, routine updates to various online tools and services, uploading documents to DSD [Online Permitting Portal](#) will be unavailable beginning Sunday, Oct. 13, 2024, at 3:00 a.m. until 8:00 p.m.

During this time, customers can continue to use all other online services, including checking on project status, submitting new applications, resubmitting documents, accessing the [Zoning and Parcel Informational Portal](#), [scheduling inspections](#), booking [virtual appointments](#) and requesting [Building and Land Use Enforcement](#) investigations - among other services - by visiting [sandiego.gov/DSD](http://sandiego.gov/DSD).

### **#DigitalDSD**

ePlanSNAPP is among the latest enhancements to the City's permitting process, designed to 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 and cost-effectively leverage technology to increase productivity and improve service delivery.

### **Need Help?**

For customer assistance or to report any issues accessing your project, please contact DSD customer service at 619-446-5000 Monday through Friday, 8 a.m. to 3 p.m.

### **Email Updates**

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