



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

PUBLIC NOTICE

Date: July 7, 2020

Subject: Week of July 7, Summary of Department Operational Changes in Response to COVID-19

As the impact of the COVID-19 pandemic is continuously evolving, the Development Services Department (DSD) is adjusting how it provides essential City services to customers. DSD operational changes are fluid and updated as needed to help ensure the health, safety and well-being of customers and employees of essential businesses.

DSD will send process update [emails to subscribed customers](#) to keep stakeholders informed of the latest news, as significant operational changes are incorporated. An email recap will be sent at the end of the week if significant changes occur.

Customers are encouraged to visit sandiego.gov/dsd-covid19 to keep updated on all of the latest changes. Here is a summary of this week's service changes:

- **New applications, submittals and construction changes processed entirely online.** All new applications for permits and approvals, as well as construction changes for previously issued permits and deferred submittals, must be processed online by visiting the DSD home page: sandiego.gov/dsd. DSD Information Bulletins and Forms are in the process of being updated to reflect updated instructions for these digital processes.

Paper applications received before July 1 may continue to be processed in paper format. Still, applicants are encouraged to digitize all project-related files to expedite processing and avoid delays with [mandatory quarantine periods in place](#) to review hardcopy files. [Learn more.](#) #DigitalDSD

- **New fee schedule:** DSD's [Cost Recoverable User Fees increased](#). This helps meet established levels of service, ensures full cost recoverability and secures sufficient resources to improve the quality of the mandated regulatory review processes.

- **Temporary Outdoor Business Operations:** Per the Executive Order issued by Mayor Kevin L. Faulconer on July 7, restaurants may now temporarily utilize sidewalks and private parking lots for outdoor dining without a public right-of-way permit, and without additional parking requirements. Next week, an ordinance allowing temporary outdoor business operations streamlining sidewalk café and pedestrian plaza permitting (use of parking spaces immediately adjacent to the business) will be brought to the City Council for approval. Restaurants and retail expanding into the right-of-way for social distancing should submit proposals to DSD in advance of the City Council hearing. [Learn more.](#)
- **New Rapid Review Replacing the Over the Counter (OTC) Review Process:** Rapid Review is now available for some electronic permit types for minor projects submitted digitally. Rapid Review will help reduce the time it takes customers to obtain a permit for minor projects. Eligibility for Rapid Review is determined by DSD staff at submittal based on the proposed scope of the project. Some of the more common minor projects include:
 1. Construction permits for single-story, single-dwelling unit additions. See [Information Bulletin 140](#), "How to Obtain a Permit to Build a Residential Addition."
 2. Accessory structures for single-dwelling units (carports, patio covers, fences, retaining walls) using City of San Diego standard designs contained in [Information Bulletins](#).
 3. Construction permits for minor interior remodels for commercial tenant improvements.
 4. Standard public improvements as identified on [Information Bulletin 165](#), "How to Obtain a Public Right-of-Way Permit for Standard Public Improvements."
- **Stamp Transfer Process Improvement:** The department is working to fix the operational impacts that have delayed Stamp Transfer. Dedicated staff will assist in ensuring these are processed promptly. Customers using paper applications are now required to use the new [Stamp Transfer Drop Off form](#).

The form contains clarifying information and reminders specific to the stamp transfer process intended to help ensure more accurate submittals that will save both staff and customer time and improve operational efficiencies. The new pink form should be used instead of the goldenrod Project/Issue Drop Off form. For successful processing, it is essential to follow all instructions on the form.

- **Permit and Application Extensions:** On Tuesday, June 2, the City Council approved an interim urgency ordinance that provides extensions up to 365 days for various DSD permits and applications. This ordinance will remain in effect for 45-calendar days. [Learn more.](#)

COVID-19 Information

Stay informed about COVID-19 by visiting the [City's COVID-19 Information page](#), the [Center for Disease Control website](#) and the [County of San Diego Health and Human Services](#) website.

Email Updates

Visit sandiego.gov/dsd-email to keep up-to-date with DSD via email.