

Development Services Department Operations - COVID-19 Update
Last updated August 27, 2020

<u>Jurisdiction</u>	<u>Walk-in/Over-the-counter services</u>	<u>New Submittals</u>	<u>Inspections</u>	<u>Payments</u>	<u>Appointments</u>	<u>Plan Pick-Up/Drop Off</u>	<u>Extensions</u>	<u>Enacted Eviction Moratorium? (Link below for more info)</u>	<u>Other</u>	<u>Website</u>
City of San Diego	Suspended	electronic permitting system now live	Ongoing	Walk-in payments are suspended. Payment drop-off is on 1st floor lobby of DSD center. Online payments available for most services. The Public Utilities Department is only accepting mail.	DSD staff is still processing projects including intake, plan review and permit issuance, and is now offering inspections by appointment.	Customers should email their Plan Pick Up/Will Call requests to DSDPlanPickUp@sandiego.gov.	Building permit applications and building permits will be automatically granted a six-month, 180-day extension, if eligible to receive an extension per the San Diego Municipal Code.	Yes - thru September 30, 2020		https://www.sandiego.gov/development-services/covid-19-public-notice/#Inspection%20Services
County of San Diego	All permit applications, plans, and resubmittals will be processed as a drop off service.	Similar drop off service to over-the-counter services	Ongoing	Online services, which include self-service reports for parcel information, requesting building inspections, online permits and conduct payments online - are encouraged	All customer appointments and meetings will be conducted by phone and video calls. Staff will respond within one business day.	A drop off desk is provided in the lobby of the Permit Center for customers to drop off permit applications, plans, and resubmittal.		Yes	County Assessor's Office reports that project recordings will continue	https://www.sandiego.gov/content/sdc/pds.html
Chula Vista	All plan submittal and pickup will occur Monday through Friday between 8:30 and 2:45 in bins located in front of Building B front doors. One will be labeled "drop off" and one will be labeled "pick up."	Similar drop off service to over-the-counter services. No pre-approval required for initial drop off - please view website (Column K) for more information.	Ongoing, prioritized on a case-by-case basis	Online services		The applicant will be notified via email that their permit package is ready for pickup.		Yes - thru August 31, 2020	Each morning Development Services Department (DSD) staff will place two bins in front of the doors to Building B. One will be labeled "Drop Off" and one will be labeled "Pick Up". These bins will be out between 8:30 am and 2:45 pm, Monday through Friday.	https://www.chulavistaca.gov/development-services/dsd-covid-operations
Carlsbad	No in-person services. Permit applications, plans, and resubmittals will be processed as a drop off/pick up service. Some permit services available online.		Ongoing	Walk-in payments are suspended. Online payments available for most services.	All previously scheduled face-to-face appointments will be rescheduled to be conducted over the phone or email.	Pick-up/Drop-off parking coordinated via email or phone	Building permit and building permit application have been granted a one-year extension.	Yes - COMMERCIAL only.		https://www.carlsbadca.gov/services/depts/building/default.asp
Coronado	by appointment only				Call (619)522-7326 or email comdev@coronado.ca.us			No		https://www.coronado.ca.us/cms/One.aspx?portalId=746090&pageId=16530180
City of Del Mar			Ongoing on a limited basis					Yes - COMMERCIAL only. See Item #8		https://www.delmar.ca.us/799/Conducting-City-Business-During-COVID-19
City of El Cajon	all services remain operational - best form of contact is email		Ongoing		BUILDING: PAC_CSR@cityofelcajon.us; PLANNING: Planning@cityofelcajon.us; HOUSING: Housing@cityofelcajon.us; ENGINEERING: PRomero@cityofelcajon.us			No		https://www.cityofelcajon.us/your-government/departments/community-development

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City of Encinitas	All services are available virtually, through phone, emails, the City web site (https://encinitasca.gov/) and the Customer Self Service (CSS) web portal (https://portal.encinitasca.gov/CustomerSelfService#/home).	All services are available virtually, through phone, emails, the City web site (https://encinitasca.gov/) and the Customer Self Service (CSS) web portal (https://portal.encinitasca.gov/CustomerSelfService#/home).	Ongoing on a limited basis	Online payments, through the customer's CSS dashboard, are available for most services and permits. Payments by mail or phone may also be accepted (customers are encouraged to contact the specific department first).	Appointments are conducted virtually, through phone, emails or video conference.	Plan submittals and staff reviews are conducted virtually. Customers can upload submittals, as well as access approved plans, through their CSS dashboard.	Extensions may be granted. Customers are requested to contact the specific department from which the extension is requested.	Yes		https://encinitasca.gov/Portals/0/City%20Documents/020Managers/COVID-19/Construction%20Protocols.pdf?ver=2020-03-26-185941-337
City of Escondido	Planning, Building and Engineering open, and City Hall is now open, but an appointment is required.		Ongoing, but requests received by 3 p.m. on any business day will be scheduled for the next business day. Inspection requests received after 3 p.m. will be scheduled in two business days		Time sensitive services such as building plan approval, engineering design review, etc. can now be done by calling or email			Yes	Any other issues will be handled ad hoc	https://www.escondido.org/covid-19.aspx
City of Imperial Beach	Available only online which include processing of permits, plan checks, inquiries, and payments and limited inspections will be available at least through the month of March or until further notice.		Ongoing	Online services	building permits, inspections, encroachment permits, planning/zoning inquiries, and code enforcement should be contacted via email			Yes		https://www.imperialbeachca.gov/index.asp?SEC=591115C2-60CE-428F-98A5-97751F4E2130&DE=026A4FD5-878A-4CFF-A6CC-C675C1C12535
City of La Mesa	appointment only	appointment only						Expired May 31		
City of Lemon Grove	appointment only	appointment only						No		
City of National City	Staff are issuing permits by email and phone. When permits are issued by email, the hard copy permit will be delivered by a field inspector at first inspection.	Small size plan submittals of 10 mb or less can be sent with pdf file. Larger files will be accepted using a dropbox type program that the city is working on.	ongoing	Credit cards accepted through email.				Yes - thru August 31		Contact: Building Official - Luis Sainz, lsainz@nationalcityca.gov, 619-336-4214
City of Oceanside	City accepts plans and permit requests online. Staff is answering phones and working remotely. City Hall is now open.		Ongoing					Expired May 31		

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City of Poway	Available online via email, through phone, teleconference, or mail where applicable.	Available through mail. First email a copy of the completed application, cost estimate (for grading or improvements) and a PDF of the plans (or link to a FTP site for downloading plans) to apalacios@poway.org	Ongoing	Available through mail or drop off at City Hall in the payment box located in the parking lot.	All customer appointments and meetings will be conducted by phone and video calls. On Tuesday, Wednesday and Friday from 10am – 2pm tables are out in front of City Hall for drop off and pick up.	Plan pick-up can be delivered during first inspection or available on Tuesday, Wednesday and Friday from 10am – 2pm where tables are out in front of City Hall for drop off and pick up. Plan drop off is available through mail or drop off days listed above.	Reviewed upon request.	Yes - for COMMERCIAL only.	If outside of City Hall, where a mask and maintain six feet of separation. Please review website for specific COVID-19 protocols. For all other building inquiries, please contact our Building Division at (858) 668-4644 or at building@poway.org and a representative will respond to your inquiry.	https://poway.org/167/Development-Services
City of San Marcos	City is now open at this time.		Ongoing					Yes - thru June 30, 2020	https://www.sanmarcos.net/live/emergency-preparedness/covid-19-response	https://www.sanmarcos.net/departments/development-services
City of Santee	Department of Development Services (DDS) functions remain operational. Note that e-mail / voice-mail contact is much appreciated, as are scheduled appointments, because all staff have direct access to resources at their work stations and some work remotely. Contact DDS at 619-258-4100.	Similar drop off service to over-the-counter services. Appointments are preferred.	Ongoing	Walk-in payments are allowed and on-line payments are available for certain services.	DSD is processing all projects including intake, plan review and permit issuance, and offers inspections by appointment as usual.	The lobby of the Permit Center is open for customers to drop off permit applications, plans, and resubmittals. Appointments are preferred.	Per Muni Code requirements.	Yes		https://www.cityofsanteeca.gov/our-city/public-notice
City of Solana Beach		appointment only	Ongoing on a limited basis			Thursdays only		No		https://www.ci.solana-beach.ca.us/index.asp?SEC=C93BCA28-780F-4FC2-A680-D33BA0AC7954&DF=B0161638-FFE4-4366-989F-A9C58F9DFFFC&Type=B_BA_SIC
City of Vista	City Hall is now open Staff is reviewing/processing existing projects.	City Hall is now open. Staff is reviewing/processing existing and new projects.	appointment only	Ongoing	online payments and walk-in payments accepted.	submittals at the counter by appointment, meetings via teleconferencing, preapplication review via emailed comments to the applicant.	The applicant will be notified via email that their permit package is ready for pickup. Plans can be dropped off with counter staff for resubmittals. New projects by appointment and submitted at the counter.		No	Zoning Administrator hearings conducted via teleconferencing. Planning Commission hearings conducted via Zoom format.