



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

PUBLIC NOTICE

Date: Sept. 8, 2023

Subject: Self-Service Workstations Available at the City Operations Building to Help Customers Apply for Permits and Access Online Services

To help customers with little or no access to computers or the Internet, the Development Services Department (DSD) has installed two computer self-service workstations available to the public on the third-floor lobby of the downtown [Development Services Center](#), located at 1222 First Ave., [during business hours](#).

While the stations are primarily designed for self-service and equipped with user manuals, DSD staff will be available for customers requiring additional support. The self-service workstations can be reserved or available for walk-in service on a first-come, first-serve basis.

Use of these stations is limited to:

- Creating an online permitting account.
- Applying for permits.
- Uploading plans or documents.
- [Submitting investigation requests](#) to the Building and Land Use Enforcement Division.
- Making [online payments](#) for DSD invoices.
- Scheduling [inspections](#).
- Researching [zoning information online](#), among other online-related services and features.

How to Reserve a Self-Service Workstation

To reserve a self-service workstation for a one-hour appointment:

1. Visit the DSD [Virtual Appointment Page](#), scroll down to In-person Services and expand the “Self-Service Workstations for DSD Online Services” section.
2. Click on the green “Book Now” button.

3. Select a date and time, submit your information and schedule an appointment.
4. You will receive a confirmation email after registering for an appointment online.

#DigitalDSD

This Virtual Appointment service is among the latest enhancements to the City's permitting process to help reduce permitting processing times and provide enhanced service to customers. It is an integral part of #DigitalDSD, an initiative to modernize all workplace systems and cost-effectively leverage technology to increase productivity and improve service delivery to customers.

What are the current processing times?

You can now check on the [permit processing timeline](#) for intake and issuing a permit.

Email Updates

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