



County of San Diego

KATHLEEN A. FLANNERY
ACTING DIRECTOR

PLANNING & DEVELOPMENT SERVICES
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VINCE NICOLETTI
ACTING ASSISTANT DIRECTOR

June 17, 2021

Dear valued customer:

With new direction from the State and the CDC on safe re-opening, we will be able to have customers come into the office to process building permits and conduct other related business. As of June 15th, our office will re-open to the public and we will be providing services on a walk-in basis.

We will begin to phase out the drop-off appointment system but will be honoring any appointments that have already been established. Moving forward, we are offering two options for customers with an existing appointment:

- 1) You may come in on the date of your appointment at your scheduled time. You will receive priority review for your project's pre-intake or issuance, depending on the appointment you had signed up for.
- 2) You may come in any date prior to your appointment as a walk-in customer. Priority will be given to those with appointments and walk-ins will be assisted on a "first come, first serve" basis. If you choose to process your previous appointment as a walk-in, we ask that you cancel your appointment on our calendar or make our staff aware so we can remove the appointment.

If neither option listed above is practical for you, please contact Sylvia Mendez to discuss alternate options (858) 495-5483 or sylvia.mendez@sdcounty.ca.gov.

We greatly appreciate your patience and support during these challenging times. Our staff are looking forward to having the opportunity to work with you to get your projects completed.

Sincerely,

Dennis Howe

DENNIS HOWE P.E., Chief of Building Services, Building Official
Planning & Development Services