

City and County of San Francisco

Department of Building Inspection



Initial Permit Review Manual

Last Revision: February 23, 2008

Table of Contents

SECTION 1: INTRODUCTION

1.1	Mission Statement	2
1.2	Organization	2
1.3	Plan Review Services	2
1.4	Business Hours	2

SECTION 2: INITIAL PERMIT REVIEW

2

2.1	Duties and Responsibilities	2
2.1. A.	Pre-screening	2
	i. General	
	ii. Notice of Violations and Complaints	2
2.1. B	Permit Applications with No Plans	3
2.1. C	Permit Review for Applications with Plans	4
	i. Full Permit	5
	ii. Site Permit	6
	iii. Addendum Plans	6
	a. Parallel Plan Check Submittal	7
	b. Over-The-Counter Approval	8
	c. Over-The -Counter Approval and Submittal..	9
2.1.D	Premium Fees	9
2.1. E.	Fire Sprinkler, Fire Alarm and Mechanical Applications	11
	i. Fire Sprinkler and Fire Alarm Systems	11
	ii. Mechanical and Energy	12
2.1. F	Planning Department Submittal	13
2.2.	Work Exempt from Permit	13
2.3	Signature Authorization on Plans and Documents	14
2.4	Scope of Work Required For Departments Reviews	15

SECTION 1: INTRODUCTION

1.1 Mission Statement

Initial Permit Review (IPR) shall provide a pro-active, excellent and consistent customer service in screening, checking and reviewing building permit applications and plans for completeness before submittal and routing for further review to Plan Review Services (PRS) and other applicable plan review stations or departments.

1.2 Organization

IPR is located on the fourth floor and currently staffed by four Principal Clerks (Class 1408), one Senior Plan Checker (Class 6266) and a Supervisor (Class 5293 Senior Planner) reporting to the Division Manager of Permit Services. The IPR will have a cashier station in near future to provide service for the customers for all transactions related to permit issuance on the fourth floor.

1.3 Plan Review Services

The mission of Plan Review Services is to provide high quality plan review of proposed construction work to verify conformance with code requirements in a timely, consistent, transparent, professional, and courteous manner to all clients.

Duties and responsibilities of the PRS are available in the Plan Review Services Manual. The PRS staff also has the authority to make changes to the information (e.g. type of construction, type of occupancy, number of stories) provided or recorded by the IPR staff as required.

1.4 Business Hours

IPR and PRS business hours are from 8:00 am to 3:45 pm on Monday, Tuesday, Thursday, and Friday; and from 9:30 am to 3:45 pm on Wednesday.

SECTION 2: INITIAL PERMIT REVIEW

The IPR reception counter serves as the initial contact for applicants to meet with staff before submitting building permit applications. On applicants' first visit, staff will provide information, answer inquiries and assist applicants on filling out the application forms.

The primary functions at the IPR are described below.

2.1 Duties and Responsibilities

The IPR Staff is primarily responsible to perform the following duties as described below:

- A. Pre-screening
- B. Permit Applications with No Plans
- C. Permit Review for Applications with Plans
- D. Premium Fees

- E. Fire Sprinkler, Fire Alarm and Mechanical Applications
- F. Planning Department Submittal.

2.1. A. Pre-screening

When customers are seeking to file building permit applications, they shall meet with IPR prescreening counter staff in order to get information on the appropriate application for the work customers are going to obtain.

i. General

In general, the IPR pre-screening staff is responsible for the following:

- Screen various building permit application for completeness, which includes type of construction, type of occupancy, number of stories and basement if any, street address, block and lot numbers, description of work, and historical status.
- Confirm the number of dwelling units for R-1 and R-2 type of occupancy using Housing Information Services Database, Planning Information Database and permit history.
- Require two sets of plans on minimum 11" x 17" paper; number of set of plans for parallel plan review; number of set of addendum plans; minimum 16 pt. (?) font size and quality of plans to be microfilm able.
- Require wet signature on plan sheets and supporting documents; architect or engineer seal and wet signature on the first sheet and facsimiles on other sheets, architect or engineer seal and wet signature on documents if required; a copy of the City" approved" plans for reference if required.
- Require scope of work, a list of index sheets and project data shown on cover sheet.
- Require plot plan and key plan showing property lines, street and adjacent buildings; roof plan showing mechanical ducts, skylights, exhaust ducts; existing and proposed architectural floor plans; exterior elevations; building sections; structural foundation and framing plans relating to architectural floor plans; sufficient construction details.
- Require Title 24 Disabled checklists, Title 24 Energy forms, Smoke Control Reports if required.

ii. Notice of Violations and Complaints

When there are active Complaints and/or Notice of Violations pertaining to subject property, IPR staff shall direct customers to appropriate division to review before submittal.

The IPR pre-screening staff is responsible for the following: *(waiting for confirmation from Sean McNulty)*

- Direct customers to the Building Inspection Division (BID) for the scope of work associated with any Notice of Violation (NOV) issued by the District Building Inspector for approval to process the permit applications.
- Direct customers to the Code Enforcement Section (CES) and the Disabled Access Division (DAD) for the scope of work associated with the NOV's.

- Do not direct customers to BID for complaints on Signs, Life Safety, Noise and old complaints (*a couple years or more ?*).
- Direct customers to BID for recently (1 or 2 months?) expired permits. If the permit applications have been expired for more than three times (?), customers shall apply for new building permit applications (treat *them as new applications*) and route them to the required review stations.
- Direct customers to the Housing Inspection Division (HIS) for any NOV's issued by the Housing Inspector for approval to process permit the permit applications.

2.1.B Permit Applications with No Plans

With the exception of permit applications for re-roofing, window and garage door replacement, or commercial painted sign which are reviewed and submitted at the first floor, applicants shall submit the following building permit applications at the IPR reception counter:

- Remodel of existing kitchen with no structural work.
- Remodel of existing bathroom with no structural work
- Compliance with Physical Inspection Report (aka 3R report). There are two types of Physical Inspection applications.
 - i. Legalization of items listed on the Physical Inspection Report which generally requires plans.
 - ii. Request of full compliance with Physical Inspection Report which generally does not require plans. This application shall be reviewed and routed directly to the Code Enforcement Section (CES) for approval before submittal.
- Repair of damage due to dry rot and/or termites (report and pictures are required; and plans are required for foundation and larger or major scope of work).
- Replacement/repair of stucco or siding (pictures are required).
- Alteration of existing exterior walls (non-rated) from stucco to siding or vice versa (pictures are required for planning review).
- Replacement/repair of existing wood decks and guard rails in kind (pictures are required if less than 50% replacement or repair, and plans are required for more than 50% replacement or repair).
- Voluntary installation of anchor bolts and plywood sheathing at the first story of residential wood-frame buildings (without plans and special inspection, this work does not constitute seismic strengthening, retrofit or upgrade).
- Work (without plans) to comply with Notice of Violation.
- Exploratory work (*needs Ray's confirmation*)
- Voluntary removal of General Advertising Signs (removal of General Advertising Signs to comply with Notice of Violations shall require plans) (*needs Ray's confirmation*)

In addition to the Pre-screening duties as described on 2.1.A, IPR staff is also responsible for the following:

- Create application numbers.
- Type in the description of work, characteristics, and routing on the Permit Tracking System (PTS).
- Direct applicants to the Over-the-Counter (OTC) Permit Review *not* to the Initial Permit Review (IPR) Staff
- Collect fees (future).
- Issue permits and job cards (*future*).

2.1.C Permit Review for Applications with Plans

For permit application with plans, the IPR prescreening staff will direct customers to IPR staff for permit review intake. There are three different building permit review processes. They are as follows:

- i. Full Permit
- ii. Site Permit
- iii. Addendum.

i. Full Permit

The Full Permit is a building permit application consisting of a complete set of plans such as architectural, structural, fire and/or mechanical plans, and related documents. Approval and issuance of a full or regular permit allows for construction. A full permit can be approved over-the-counter if each of the required review stations is able to approve the application within an hour of review process.

The IPR staff is responsible for the following:

- Review application and drawings for accurate scope of work, project data, completeness of drawings, index on cover sheet, and supporting construction documents.
- Determine if applications and plans are deemed complete (If applications and plans are deemed incomplete. Reject the application and plans and fill out the application completeness control sheet including job address, date and IPR staff name, and give the control sheet to the applicant to return with the requested and required information).
- Determine if the permit application can be or cannot be approved over-the-counter. (Note: if the permit application cannot be approved over-the-counter, and it requires more than two disciplines to review, then ask applicants to provide additional set(s) of plans for parallel plan review).
- Stamp each sheet of plans with the "Date Received" stamp, and initial the Date Received stamp only on the first sheet.
- Create application number and type of application form into the PTS.
- Enter job description, characteristics including the letter "P" for parallel, and the required routing into PTS.
- Change the sequential routing order number from "serial" (1,2,3,4) to "parallel" (1,1,1,1..... and 2 for CPB as the last routing).

- Determine appropriate routing based on scope of work and advise applicant of the requirements and sequence of stations or approvals as follows:
 - 1. Planning (CP- ZOC)
 - 1. Permit Processing Center (PPC)
 - 1. Plan Review Services (BLDG)
 - 1. Fire Department (SFFD) if required
 - 1. Bureau of Street Use and Mapping (DPW-BSM) if required
 - 1. Public Utility Commission (SFPUC) if required
 - 2. Central Permit Bureau (CPB)
- Write in application number on the application form, routing slip and the first sheet of plans.
- Return plans and application to customers and direct them to appropriate disciplines for OTC review or submit the plans and application, and pay the fees at CPB on the first floor.

ii. Site Permit

The Site Permit is a permit that is issued based on architectural or design development drawings only which include type of construction information and exiting if required. In most cases applicants file Site Permits for review and approval by the Planning Department before submitting the required structural, mechanical and/or fire safety plans, and related documents. Since the sets of drawings of the Site Permit application do not include structural, mechanical, electrical, plumbing and more detailed information, approval and issuance of a site permit alone cannot be used for construction. .

The IPR staff is responsible for the following:

- Review application and drawings for accurate scope of work, project data, completeness of drawings, and index on cover sheet.
- Determine if applications and plans are deemed complete (If applications and plans are deemed incomplete. Reject the application and plans and fill out the application completeness control sheet including job address, date and IPR staff name, and give the control sheet to the applicant to return with the requested and required information).
- Stamp each sheet of plans with the "Site Permit" stamp, and initial the Site Permit stamp only on the first sheet.
- Create application number and type of application form into the PTS.
- Enter job description, characteristics including the "Yes" answer for Site Permit, and the required routing into PTS.
- Enter the sequential routing order number on "serial" (1,2,3,4... with CPB as the last routing).
- Determine appropriate routing based on scope of work and advise applicant of the requirements and sequence of stations or approvals as follows:
 - 1. Planning (CP- ZOC)
 - 2. Permit Processing Center (PPC)

3. Plan Review Services (BLDG)
 4. Fire Department (SFFD) if required
 5. Bureau of Street Use and Mapping (DPW-BSM) if required
 6. Central Permit Bureau (CPB)
- Write in application number and the letter "S" for Site Permit on the application form and the first sheet of plans as well.
 - Return plans and application to customers and direct customers to submit the plans and application, and pay the fees at CPB on the first floor.

iii. Addendum Plans

Addendum plans are plans consisting of the more detailed drawings of architectural, structural, mechanical plans and/or fire safety plans, and related documents which are submitted after Planning approval or DBI approval and/or issuance of the Site Permit. Therefore, approval of addendum plans and issuance of addendum card(s) can be used for construction.

Addendum plans submittals to the Department will also depend on the nature of projects as described below:

- After Planning approval of the Site Permit application but the Site Permit has not been issued yet, IPR staff will determine the eligibility of the projects whether or not they shall continue submitted as a Site Permit, Full Permit or an Addendum.
- If the projects involve a vertical and/or horizontal addition, or a small deck addition of an R-3 occupancy, the approved Site Permit application shall be modified to a Full Permit.
- For large projects, IPR staff will inform customer to submit addendum plans after issuance of the Site Permit application and plans.
- If customers modify the projects after Planning approval of the Site Permit, IPR staff will ask customers to change plans to its original approval by Planning or deal directly with Planning staff.
- When customers are ready to submit addendums, IPR staff shall provide initial permit review and provide customer with the following options:
 - a. Parallel Plan Check Submittal
 - b. Over-The-Counter Approval
 - c. Over-the-Counter Approval and Submittal

a. Parallel Plan Check Submittal

The IPR staff is responsible for the following:

- Review application and addendum plans for accurate scope of work, project data, completeness of drawings, index on cover sheet, and supporting construction documents (Title 24 Energy calculations, Structural calculations, Soil reports, etc)
- Determine addenda schedules. For example:
 1. Grading/Excavation/Shoring
 2. Foundation
 3. Superstructure

-
4. Exterior Curtain Wall
 5. Architectural
 6. Mechanical/Electrical/Plumbing
 7. Sprinkler
 8. Fire Alarm
 9. Smoke Control
 10. Final
- Review and compare Site Permit plans and Addendum plans to ensure that both Site Permit and Addendum plans have same scope of work.
 - Ensure that customer submit the number of copy of the City “approved” Site Permit plans equals to the number of addendum plans.
 - Retrieve Site Permit Application number on the PTS.
 - Enter addendum schedule, addendum number and the required routing stations on the PTS.
 - Enter job description, characteristics including the letter “P” for parallel, and the required routing into PTS.
 - Change the sequential routing order number from “serial” (1,2,3,4) to “parallel” (1,1,1,1.... and 2 for CPB as the last routing).
 - Determine appropriate routing based on scope of work and advise applicant of the requirements and sequence of stations or approvals as follows:
 1. Plan Review Services (BLDG)
 1. Mechanical (MECH) if required
 1. Fire Department (SFFD) if required
 1. Bureau of Street Use and Mapping (DPW-BSM) if required
 1. Public Utility Commission (SFPUC) if required
 2. Central Permit Bureau (CPB)
 - Stamp each sheet of plans with “Addendum” stamp, write in addendum number and schedule inside the Addendum Stamp and initial it on the first sheet only.
 - Write in application number and the letter “S1” for Addendum No.1 on the addenda card, routing slip and the first sheet of addendum plans.
 - Make copies of Site Permit Application (front and back pages) and Addendum card for each review station.
 - Write in the appropriate review section or department on the first sheet of plans (top right corner), and attach copies of applications and cards, and the required documents accordingly. For example: Structural Calculations and Soil Report shall be attached to BLDG set of plans, and Title 24 Energy Calculations shall be attached to MECH set of plans.
 - Put the complete addendum plans, copy of approved Site Permit plans, and the required documents in the bin.
 - Deliver plans and applications to the first floor plan room by close of business of the day.

b. Over-The-Counter Approval

The IPR staff is responsible for the following:

- Review application and plans for accurate scope of work, project data, completeness of drawings, index on cover sheet, and supporting construction documents (Title 24 Energy calculations, Structural calculations, Soil reports, etc)
- Change the characteristics on PTS from “Yes” for Site Permit to “No”.
- Eliminate the letter “S” for Site Permit on approved plans.
- Stamp each sheet of plans with the “Date Received” stamp, and initial the Date Received stamp only on the first sheet.
- Type in the letter “P” for parallel, and the required routing into PTS.
- Change the sequential routing order number from “serial” (1,2,3,4) to “parallel” (1,1,1,1.... and 2 for CPB as the last routing).
- Determine appropriate routing based on scope of work and advise applicant of the requirements and sequence of stations or approvals as follows:
 - 1. Plan Review Services (BLDG)
 - 1. Fire Department (SFFD) if required
 - 1. Bureau of Street Use and Mapping (DPW-BSM) if required
 - 1. Public Utility Commission (SFPUC) if required
 - 2. Central Permit Bureau (CPB)
- Return plans and application to customer and direct customer to appropriate disciplines for OTC review and approval, and pay the fees at CPB on the first floor.

c. Over-the-Counter Approval and Submittal

The IPR staff is responsible for the following:

- Review application and plans for accurate scope of work, project data, completeness of drawings, index on cover sheet, and supporting construction documents (Title 24 Energy calculations, Structural calculations, Soil reports, etc)
- Change the characteristics on PTS from “Yes” for Site Permit to “No”.
- Eliminate the letter “S” for Site Permit on approved plans.
- Stamp each sheet of plans with the “Date Received” stamp, and initial the Date Received stamp only on the first sheet.
- Type in the letter “P” for parallel, and the required routing into PTS.
- Change the sequential routing order number from “serial” (1,2,3,4) to “parallel” (1,1,1,1.... and 2 for CPB as the last routing).
- Determine appropriate routing based on scope of work and advise applicant of the requirements and sequence of stations or approvals as follows:
 - 1. Plan Review Services (BLDG)
 - 1. Fire Department (SFFD) if required
 - 1. Bureau of Street Use and Mapping (DPW-BSM) if required
 - 1. Public Utility Commission (SFPUC) if required
 - 2. Central Permit Bureau (CPB)

- Return plans and application to customers and direct them to appropriate disciplines for OTC review or submit the plans and application, and pay the fees at CPB on the first floor (If the project requires more than two disciplines to review, ask applicants to provide additional set(s) of plans for parallel plan review)

2.1.D Premium Fees

Currently there are Site Permit Applications which have not been issued after Planning approval, and still under review with the Plan Checkers. The customers are allowed to submit addendum plans under parallel plan review with additional payment of 50% of the plan review fee.

The IPR staff is responsible for the following:

- Review application and addendum plans for accurate scope of work, project data, completeness of drawings, index on cover sheet, and supporting construction documents (Title 24 Energy calculations, Structural calculations, Soil reports, etc)
- Determine addenda schedules. For example:
 1. Grading/Excavation/Shoring
 2. Foundation
 3. Superstructure
 4. Exterior Curtain Wall
 5. Architectural
 6. Mechanical/Electrical/Plumbing
 7. Sprinkler
 8. Fire Alarm
 9. Smoke Control
 10. Final
- Review and compare Site Permit plans and Addendum plans to ensure that both Site Permit and Addendum plans have same scope of work.
- Retrieve Site Permit Application number on the PTS.
- Enter addendum schedule, addendum number and the required routing stations on the PTS.
- Enter job description, characteristics including the letter "P" for parallel, and the required routing into PTS.
- Change the sequential routing order number from "serial" (1,2,3,4) to "parallel" (1,1,1,1.... and 2 for CPB as the last routing).
- Determine appropriate routing based on scope of work and advise applicant of the requirements and sequence of stations or approvals as follows:
 1. Plan Review Services (BLDG)
 1. Mechanical (MECH) if required
 1. Fire Department (SFFD) if required
 1. Bureau of Street Use and Mapping (DPW-BSM) if required
 1. Public Utility Commission (SFPUC) if required
 2. Central Permit Bureau (CPB)

- Stamp each sheet of plans with “Addendum” stamp, write in addendum number and schedule inside the Addendum Stamp and initial it on the first sheet only.
- Write in application number and the letter “S1” for Addendum No.1 on the addenda card, routing slip and the first sheet of addendum plans.
- Make copies of Addendum card for each review station.
- Write in the appropriate review section or department on the first sheet of plans (top right corner), and attach copies of applications and cards, and the required documents accordingly. For example: Structural Calculations and Soil Report shall be attached to BLDG set of plans, and Title 24 Energy Calculations shall be attached to MECH set of plans.
- Ask applicant to bring the addendum plans to the first floor / Central permit Bureau (CPB) and pay the additional premium fee which is 50 % of the plan review fee.
- CPB staff will process and collect the premium fee and deliver the addendum plans and documents to the Plan room.

2.1.E Fire Sprinkler, Fire Alarm and Mechanical Applications.

Permit applications for Fire Sprinkler, Fire Alarm System and Mechanical work are generally submitted after a building permit application approval and/or issuance of architectural and structural plans, and depending on scope of work, these applications most of time can be approved over-the-counter.

i. Fire Sprinkler and Fire Alarm Systems

The IPR staff is responsible for the following:

- Review application and drawings for accurate scope of work, project data, completeness of drawings, index on cover sheet, and supporting documents.
- Check if approved permit application and plans for architectural plans or tenant improvement work are available for reference.
- Determine if applications and plans are deemed complete (If applications and plans are deemed incomplete. Reject the application and plans and fill out the application completeness control sheet including job address, date and IPR staff name, and give the control sheet to the applicant to return with the requested and required information).
- Determine if the permit application can be or cannot be approved over-the-counter. (Note: if the permit application cannot be approved over-the-counter, and it requires more than two disciplines to review, then ask applicants to provide additional set(s) of plans for parallel plan review)
- Stamp each sheet of plans with the “Date Received” stamp, and initial the Date Received stamp only on the first sheet.
- Create application number and type of application form into the PTS.

- Enter the description of work including an approved permit application number associated with the job, characteristics including the letter “P” for parallel, and the required routing into PTS.
- Change the sequential routing order number from “serial” (1,2,...) to “parallel” (1,1,.. and 2 for CPB as the last routing).
- Write application number on the application form, routing slip and the first sheet of plans.
- Determine appropriate routing based on scope of work and advise applicant of the requirements and sequence of stations or approvals. For example:
 - 1. Fire Department (SFFD) if required
 - 1. Mechanical (MECH)
 - 1. Bureau of Street Use and Mapping (DPW-BSM) if required
 - 2. Central Permit Bureau (CPB)
- Route application directly to SFFD (Fire), BSM if required and write N/A and initial it on the back side of application forms (original and copy) for BLDG.
- Route application to BLDG only if the building is R-3 or low rise B occupancy.
- Leave the “Revised Cost” on the application form “blank” in order for SFFD Plan Reviewer to fill out the final cost of job and put his/her initial, and the date.
- Return plans and application to customers and direct them to appropriate disciplines for OTC review or submit the plans and application, and pay the fees at CPB on the first floor.

Note: If the application includes a Smoke Control report, the application and plans shall be routed to MECH station.

ii. Mechanical and Energy

The IPR staff is responsible for the following:

- Review application and drawings for accurate scope of work, project data, completeness of drawings, index on cover sheet, and supporting documents.
- Check if approved permit application and plans for architectural plans or tenant improvement work are available for reference.
- Determine if applications and plans are deemed complete (If applications and plans are deemed incomplete. Reject the application and plans and fill out the application completeness control sheet including job address, date and IPR staff name, and give the control sheet to the applicant to return with the requested and required information).
- Determine if the permit application can be or cannot be approved over-the-counter. (Note: if the permit application cannot be approved over-the-counter, and it requires more than two disciplines to review, then ask applicants to provide additional set(s) of plans for parallel plan review)
- Stamp each sheet of plans with the “Date Received “stamp, and initial the Date Received stamp only on the first sheet.
- Create application number and type of application form into the PTS.

- Enter the description of work including an approved permit application number associated with the job, characteristics including the letter “P” for parallel, and the required routing into PTS.
- Change the sequential routing order number from “serial” (1,2,...) to “parallel” (1,1,.. and 2 for CPB as the last routing).
- Determine appropriate routing based on scope of work and advise applicant of the requirements and sequence of stations or approvals. For example:
 - 1. Mechanical (MECH)
 - 1. Fire Department (SFFD) if required
 - 1. Bureau of Street Use and Mapping (DPW-BSM) if required
 - 2. Central Permit Bureau (CPB)
- Write application number on the application form, routing slip and the first sheet of plans.
- Route application directly to MECH, SFFD (Fire) if required, BSM if required and write N/A and initial it on the back side of application form (original and copy) for BLDG.
- Route application to BLDG only if the building is R-3 or low rise B occupancy.
- Leave the “Revised Cost” on the application form “blank” in order for MECH Plan Reviewer to fill out the final cost of job and put his initial, and date it.
- Return plans and application to customers and direct them to appropriate disciplines for OTC review or for customers to submit the plans and application, and pay the fees at CPB on the first floor.

2.1.F Planning Department Submittal

- Plan Revisions

Applicants shall submit plan revisions for the Planning Department to the IPR reception counter. Plan Revisions for other departments shall be submitted on the first floor.

The IPR intake staff is responsible for the followings:

- Stamp “Received” stamp on each sheet of plans.
- Initial the Received stamp on first sheet only.
- Write application and revision numbers on the first sheet.
- Enter number of sets of plans and received date on Revision in the PTS.
- Put revised plans in the bin and deliver to the first floor plan room by close of business of the business day.

2.2 Work Exempt from Permit

Under Section 106.A.2 of the San Francisco Building Code, a building permit shall not be required for the following:

- One-story detached accessory buildings or structures used as a tool /storage shed, play houses and similar uses with roof area of 100 square feet or less.
- Fences at front property line \leq 3 feet in height. Fences at side and rear property lines \leq 6 feet in height.

- Movable cases and counters.
- Partitions < 5'9" in height.
- Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall without surcharge.
- Platforms, decks, and walks not part of an exit of ≤ 30 " in height above adjacent grade.
- Painting and papering.
- Minor repairs to interior plaster and sheet rock (< 16 square feet).
- Floor covering not requiring removal if existing floor framing or sheathing.
- Glazing repair.
- Some minor electrical work, including some low voltage installations, covers plates, and residential fixture replacement.
- Some minor plumbing work including residential faucet replacement and residential low flow toilet replacement.

Note: Planning Department may require a building permit application for work exempt from permit as listed above.

2.3. Signature Authorization on Plans and Documents

Based on the Professional Engineers Act, Architects Practice Act, Business and Professions Code, Education Code, Health and Safety Code, and Code Ruling No. BC-302(b)-1 dated August 20, 1984, the seal and signature requirements on drawings and calculations are as follows:

- **Structural Engineers** may design any building of any type.
- **Civil Engineers** may design any building of any type except public schools and hospitals.
- **Architects** may design any building of any type except the structural portion of a hospital. Note: architect or engineer seal and wet signature on the first sheet and facsimiles on other sheets are acceptable.
- **Unlicensed Individuals** may design only the following types of buildings or construction:
 - Single family dwellings of wood frame construction (Type V) not more than two (2) stories and basement in height, with spans between bearing walls not more than 25 feet and conventional wood frame construction including alteration work to such buildings.
 - Store fronts (including doors) not affecting the structural safety on the building, and a construction cost not exceeding \$ 10,000.
 - Awnings and canopies.
 - Projecting signs not over 24 square feet in area and all wall signs.
 - Tenant improvements in commercial and office space on a single floor that do not affect the structural and fire life safety of the building, and a construction cost not exceeding \$ 100,000.

- Dwelling unit improvements limited to window replacement, kitchen remodel, bathroom remodel, termite repair of non-structural members, roof repairs of existing sheathing, and non-structural alterations or repair that do not trigger seismic retrofit. These improvements must be contained within the space occupied by or serving an individual dwelling unit or an R-2 or R-3 (except single family dwellings as described above) occupancy that do not affect the structural and fire life safety of the building, and a construction cost estimate not exceeding \$ 50,000.
- Rear stair in-kind replacement can be designed by an unlicensed professional. However, front stair replacement or deck replacement in-kind requires a licensed engineer.

2.4. Scope of Work Required For Departments Reviews

(Max will consolidate the information from each applicable department)

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2.5 Resource Directory

Department of Building Inspection (DBI)

Initial Permit Review (IPR)	(415) 558 -
Permit Issuance Center (PIC) (formerly CPB)	(415) 558 -
Permit Processing Center (PPC)	(415) 558 -
Plan Review Services (PRS) (formerly Residential& Commercial Plan Check).....	(415) 558 -
Building Inspection Division (BID)	(415) 558 - 6096
Code Enforcement Section (CES)	(415) 558 - 6454
Disabled Access Section (DAS)	(415) 558 - 6014
Electrical Inspection Division (EID)	(415) 558 - 6030
Housing Inspection Division (HIS)	(415) 558 - 6220
Plumbing Inspection Division (PID)	(415) 558 - 6054
Public Services Division (PSD)	(415) 558 -
Physical Inspection Report (formerly 3R/Microfilm)	(415) 558 - 6080

Department of Public Works (DPW)

Street Space Use (415) 558 - 6060
Street Use and Mapping (415) 554 - 5800

Fire Department (SFFD)

Fire Inspection (415) 558 -3300
Fire Plan Check (415) 558 -

Health Department (HEALTH)

Environmental Health (415) 252 - 3800
Permits (415) 252 - 3815
Toxins/Asbestos (415) 206 - 5477

Planning Department (PLANNING)

Planning Information Counter (415) 558 – 6378

Police Department (SFPD)

Permits (Entertainment, Cabaret Licenses) (415) 553 - 1115
Noise Abatement/Nuisance (415) 553 - 3012

Public Utilities Commission (SFPUC)

Permits (415) 558 -

Redevelopment Agency (REDEV)

Building Permit (415)

San Francisco Unified School District (SFUSD)

School Fees (415) 558 -

State Industrial Permit

Elevator Inspections (415) 703 - 5250
Occupational Safety and Health/CAL OSHA (415) 703 - 5100