

## ADMINISTRATIVE BULLETIN

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**NO. AB-004** :

**DATE** : October 15, 2008 (Updated 01/01/2014 for code references)  
[Supersedes Administrative Bulletin AB-004 originally issued 10/6/06, updated 1/1/11 for code references]

**SUBJECT** : Permit Processing and Issuance

**TITLE** : **Priority Permit Processing Guidelines**

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**PURPOSE** : ...

**REFERENCES** : 2013 San Francisco Building Code, Section 106A, Permits.  
San Francisco Campaign and Government Conduct Code, Section 3.400 ðPermit Application Processingö  
Ethics Commission ðPermit Processing Code of Conductö  
San Francisco Planning Department, Directorø Bulletin #2006-02  
Department of Public Works, Directorø Order #175,487

**DISCUSSION** ...

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### PROCEDURES

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#### Case A - Applications for Permits

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8. Permit applications for projects that meet an exceptionally high standard for efficiency and ðgreen building.ö Such projects must involve standardized documentation by qualified professionals and third party certification, and must obtain certification meeting or exceeding at least one of the following:

- LEED Platinum certification using the Leadership in Energy and Environmental Design Rating System from the U.S. Green Building Council and Green Building Certification Institute; or
- GreenPoint Rated with 150 Green Points under the GreenPoint Rated system from Build It Green; or
- Living Building Challenge Certification or Petal Recognition or Net Zero Energy Certification from the International Living Future Institute; or
- Certified Passive House Certification or EnerPHIT Certification by the International Passive House Institute or PHIUS+ Certification by the Passive House Institute US; or
- Other equivalent ðgreen buildingö standards that include published verification and quality assurance procedures, as approved on a case-by-case basis using the procedures described in DBI Administrative Bulletin 005.

Compliance with green building standards is to be assured through conformance with ðPerformance Assurance for Green Buildingsö requirements noted below;

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### **Documentation of Priority Processing**

Priority processing for permits meeting the above criteria is to be undertaken at the request of the permit applicant. All cases of priority permit application processing shall be documented using a standard form, Documentation of Findings for Priority Permit Processing (Attachment A), that includes written findings of conformity with one of the priority types described in this bulletin. This document shall be prepared and submitted by the applicant. Department of Building Inspection, Division managers may approve the form where the permit is in clear conformity with the standards for priority processing. All other requests for priority permit processing should be reviewed and approved by a Deputy Director or other senior manager.

One copy of the form approving priority permit processing shall remain with the application, one copy shall be microfilmed or otherwise retained as part of the approved permit documents, and the original shall be retained in a chronological file in the office of the Deputy Director for Permit Services or in another designated location and shall be available for review by any person at any time during normal Department working hours. Permit applications that are approved for priority processing should be so noted in the Department of Building Inspection's permit tracking system.

### **Performance Assurance for Green Buildings**

Where priority processing for a permit application is requested for projects that meet or exceed the qualifying green building criteria in #8 above (e.g. LEED Platinum, GreenPoint Rated with  $\times$  150 points, Living Building Challenge, Net Zero Energy, Passive House, PHIUS+, or equivalent), such permit applications should be filed prior to the submittal of the associated permit. Application for priority on the basis of "Green Building" shall be made using the "Documentation of Findings for Priority Permit Application Processing" form in Attachment A, and must be accompanied by:

- Documentation that specifies performance criteria and elements of the project required to obtain the required green building certification (e.g. a LEED checklist); and
- Proof that the project has been registered in the applicable certification program (e.g. LEED project registration); and
- Written commitment to apply for formal, written review of the project at the earliest milestone where the certifying body offers "pre-certification" or similar (e.g. LEED Design Review).

Plan review fees per San Francisco Building Code Section 110A, Table 1A-B will be charged on an hourly basis for all SF Green Team staff time related to an individual project.

Following submittal of the application for Priority Processing, the applicant shall meet with the City's "Green Team," comprised of technical staff from the agencies reviewing the application (Department of Building Inspection, Department of Environment, and generally Planning Department), to discuss the project. No application for priority on the basis of "green building" shall be accepted without the project sponsor and the City first entering into a formal agreement regarding the specific rating system to be used, major green building features, and a schedule for potential benchmarks and routine consultations between the sponsor and City during the permitting and construction processes.

Failure of the project to meet all obligations for construction and installation of any features or uses associated with Priority status may result in (1) prohibition of approval and/or issuance of the building permit for the project if such permit has not yet been approved or issued, (2) suspension or revocation of the building permit for the project if such permit has been approved or issued but the project is not yet complete, or (3) suspension or revocation of the Certificate of Occupancy for the project if the project has been completed. Prior to any approval, issuance or reinstatement of such permit or Certificate of Occupancy, the feature or use in question or an alternate feature or use that is in the sole judgment of the City - satisfies the intent of the Project's priority status may be required.

Additionally, the City reserves the right to withhold any such approval, issuance or reinstatement for a length of time equal to that which was saved through enrollment in the Priority Application Processing program. In any such situation, the project sponsor shall be responsible for all administrative costs incurred by the City along with all penalties identified in [Building] Code.