

***BIC Regular Meeting  
of  
October 19, 2022***

***Agenda Item 8***



# Building Inspection Commission Client Services Subcommittee Update

Building Inspection Commission, October 19, 2022

# Client Services Subcommittee - Update

Pre-Plan Check

Site Permit Process Reform

# Pre-Plan Check - Overview

Applicant contacts  
[dbi.epr@sfgov.org](mailto:dbi.epr@sfgov.org)  
to submit permit  
application + plans

Application and  
plans are reviewed  
by **Plans  
Examiners +  
Permit Techs**

Fees are received,  
application is  
created in PTS  
and plans are  
routed

# Pre-Plan Check – Goals & Progress



Increase transparency and accountability



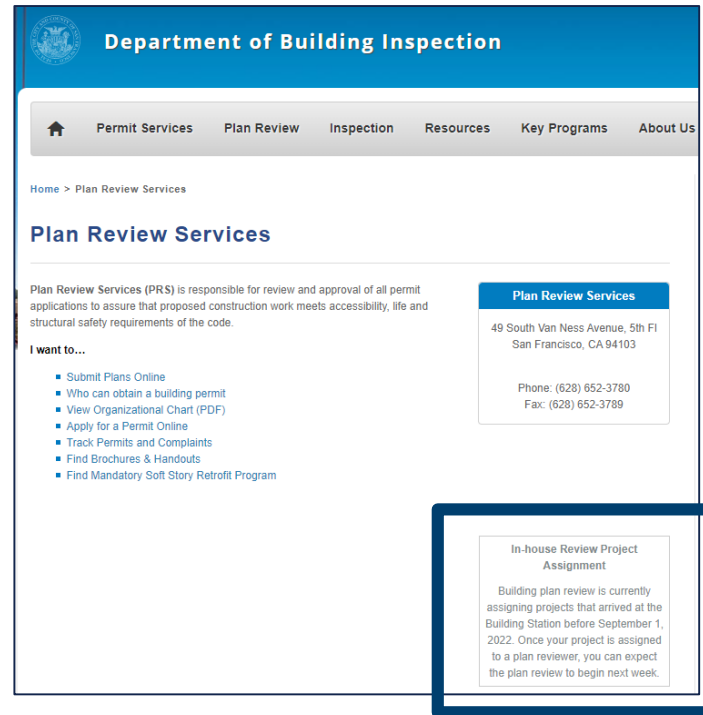
Improve equity of plan review assignment

***In progress***

Easier and faster permit review and issuance

# Pre-Plan Check - Transparency

In-house  
Review project  
assignment  
dates are now  
available online



The screenshot shows the Department of Building Inspection website. The header includes the department name and a navigation menu with links for Permit Services, Plan Review, Inspection, Resources, Key Programs, and About Us. The main content area is titled 'Plan Review Services' and includes a brief description of the service, a list of links for users to explore, and contact information for the department. A blue-bordered box highlights a specific announcement titled 'In-house Review Project Assignment'.

**Department of Building Inspection**

Permit Services | Plan Review | Inspection | Resources | Key Programs | About Us

Home > Plan Review Services

### Plan Review Services

Plan Review Services (PRS) is responsible for review and approval of all permit applications to assure that proposed construction work meets accessibility, life and structural safety requirements of the code.

I want to...

- Submit Plans Online
- Who can obtain a building permit
- View Organizational Chart (PDF)
- Apply for a Permit Online
- Track Permits and Complaints
- Find Brochures & Handouts
- Find Mandatory Soft Story Retrofit Program

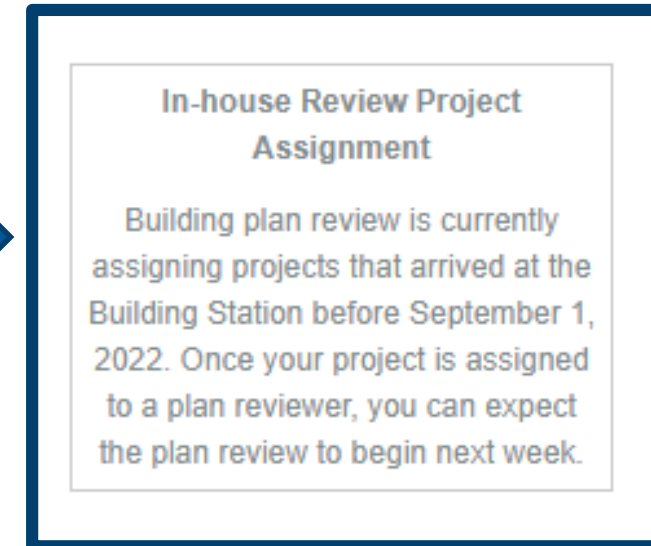
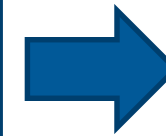
**Plan Review Services**

49 South Van Ness Avenue, 5th Fl  
San Francisco, CA 94103

Phone: (628) 652-3780  
Fax: (628) 652-3789

**In-house Review Project Assignment**

Building plan review is currently assigning projects that arrived at the Building Station before September 1, 2022. Once your project is assigned to a plan reviewer, you can expect the plan review to begin next week.



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[Sfdbi.org/plan-review-services](https://sfdbi.org/plan-review-services)

# Site Permit Process Reform - Goal

Easier and faster permit review and issuance

# Site Permit Process Reform - Strategy

Bifurcate City Planning's entitlement process from the Department of Building Inspection's construction permitting process



# Site Permit Process Reform - Partners

Department of Building Inspection

City Planning Department

The Permit Center

# Site Permit Process Reform - Process

Consensus on concept - *Complete*

Operational details - *Underway*

Commission review and code change approval

- Building Inspection Commission
- Planning Commission

Legislation to change code

- Board of Supervisors

Public outreach

Target implementation – *June 2023*



**THANK YOU**