

New In-House Permit Review Process

Department of Building Inspection

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Building Inspection Commission – July 20, 2022

Overview of the Pre-Plan Check Process

Applicant contacts dbi.epr@sfgov.org to submit permit application + plans

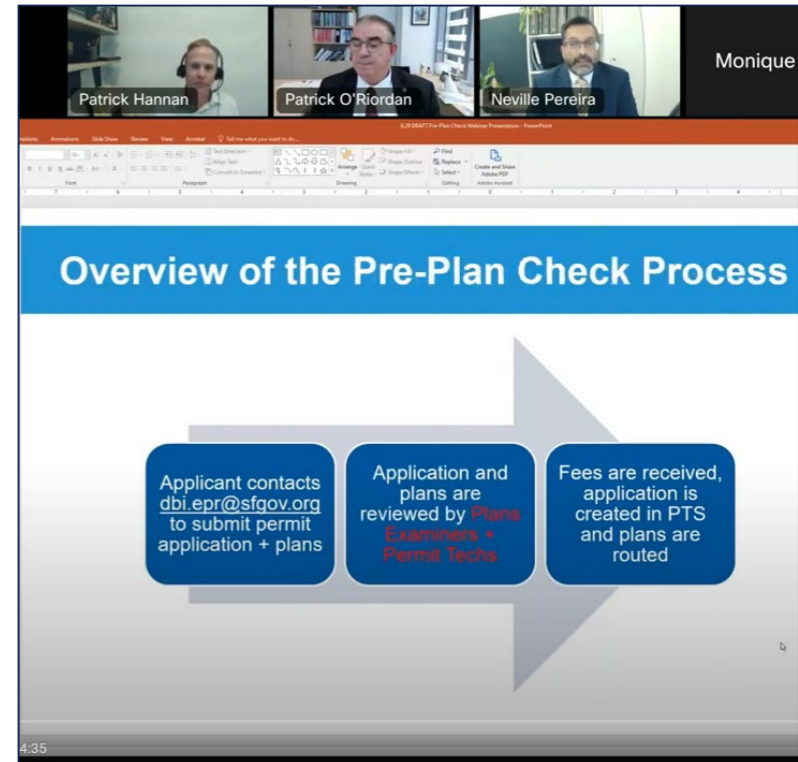
Application and plans are reviewed by **Plans Examiners + Permit Techs**

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

Pre-Plan Check Launch

Webinar

- June 29
- 220 attendees
- 13 questions - Examples
 - What about mid-stream projects?
 - Criteria for different tiers?
 - Recourse if disagree with pre-plan check direction?
- Recording - sfdbi.org/virtualevents



Pre-Plan Check Launch

Update – Overall working very well

- July 1 launch
- 41 projects to date
- Approximately 1/3 are returned to applicant
- Approx. 15 minute review time per project
- Added pre-plan check info and checklists to In-house review process overview on sf.gov

The image shows a screenshot of a 'Pre-Plan Check Screening' form from the City and County of San Francisco Department of Building Inspection. The form includes a header with the city seal and title, followed by a date field (June 23, 2022) and several input fields for project details. Below these are several checklist sections with checkboxes and detailed requirements for various aspects of the plan check process.

City and County of San Francisco – Department of Building Inspection Pre-Plan Check Screening	
Date: June 23, 2022	
Reviewed By: _____	
Project Address: _____	
Applicant email: _____	
Application Scope: _____	
Permit Appl. #: _____	
<input type="checkbox"/> NOV's & Complaints	List outstanding violations
<input type="checkbox"/> Application Completeness	
<input type="checkbox"/> Contact information	
<input type="checkbox"/> Previous Apps & Characteristics	
<input type="checkbox"/> Scope of Work	
<input type="checkbox"/> Valuation	
<input type="checkbox"/> Plan Check Fees Due	
<input type="checkbox"/> Dev. Review Routing	<input type="checkbox"/> Planning <input type="checkbox"/> Structural <input type="checkbox"/> Public Works <input type="checkbox"/> Bureau of Forestry <input type="checkbox"/> Fire Prevention <input type="checkbox"/> Public Health <input type="checkbox"/> DBI Specialty (MEP) Plan Check
<input type="checkbox"/> Plan Check Tier	
<input type="checkbox"/> Supporting Documentation	<input type="checkbox"/> Structural Calculations <input type="checkbox"/> Title 24 Energy Calculations <input type="checkbox"/> Soils/Geotechnical Report <input type="checkbox"/> Hydrology Study <input type="checkbox"/> Other report
<input type="checkbox"/> Plans - Cover Sheet	<ul style="list-style-type: none">• All text size shall be 1/8" high minimum.• Stamped and signed by a licensed architect or licensed engineer. Wet Signature on cover sheet• Complete and accurate scope of work.• List of codes the project will comply with.• Drawing index with all sheets listed.• Existing/changed/proposed building characteristics:• Existing/changed/proposed number of stories• Existing/changed/proposed number of basements• Existing/changed/proposed Type of construction• Existing/changed/proposed Use and/or occupancy• Existing/changed/proposed Number of dwelling units (if any)

Pre-Plan Check Launch

Number of Projects Received Since July 1, 2022

- Level 2: 36
- Level 3: 2
- Level 4: 3

Pre-Plan Check Launch

Next steps

- Identify most common errors and how to help applicants avoid them
- Incorporate backlog projects into the project queue
- Develop priority process for re-checks
- Create online queue tracker so applicants know where they are in line



THANK YOU