

***BIC Regular Meeting
of
August 17, 2022***

Agenda Item 7



Update on Client Services Subcommittee

Building Inspection Commission

August 17, 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

Update – Overall working very well

- July 1 launch
- **188** projects to date
 - Level 2: **52**
 - Level 3: **21**
 - Level 4: **14**
- Approximately **1/3** are returned to applicant
- Approx. **15** minute review time per project

CITY AND COUNTY OF SAN FRANCISCO - DEPARTMENT OF BUILDING INSPECTION
Pre-Plan Check Scoring

Building: 6000 23, 2012
Reviewed by:
Project address:
Applicant email:
Application Scope:
Permit Appl. #:

<input type="checkbox"/> 1.000 - 1.010 (Initial Check)	<input type="checkbox"/> 1.100 - 1.110 (Final Check)
<input type="checkbox"/> 1.020 - 1.030 (Structural)	<input type="checkbox"/> 1.120 - 1.130 (Structural)
<input type="checkbox"/> 1.040 - 1.050 (Mechanical)	<input type="checkbox"/> 1.140 - 1.150 (Mechanical)
<input type="checkbox"/> 1.060 - 1.070 (Electrical)	<input type="checkbox"/> 1.160 - 1.170 (Electrical)
<input type="checkbox"/> 1.080 - 1.090 (Plumbing)	<input type="checkbox"/> 1.180 - 1.190 (Plumbing)
<input type="checkbox"/> 1.100 - 1.110 (Fire)	<input type="checkbox"/> 1.200 - 1.210 (Fire)
<input type="checkbox"/> 1.120 - 1.130 (Public Health)	<input type="checkbox"/> 1.220 - 1.230 (Public Health)
<input type="checkbox"/> 1.140 - 1.150 (Specialty/IMB)	<input type="checkbox"/> 1.240 - 1.250 (Specialty/IMB)
<input type="checkbox"/> 1.260 - 1.270 (Structural Calculations)	<input type="checkbox"/> 1.280 - 1.290 (Structural Calculations)
<input type="checkbox"/> 1.300 - 1.310 (Title 24 Energy Calculations)	<input type="checkbox"/> 1.320 - 1.330 (Title 24 Energy Calculations)
<input type="checkbox"/> 1.340 - 1.350 (Soils/Geotechnical Report)	<input type="checkbox"/> 1.360 - 1.370 (Soils/Geotechnical Report)
<input type="checkbox"/> 1.380 - 1.390 (Photography)	<input type="checkbox"/> 1.400 - 1.410 (Photography)
<input type="checkbox"/> 1.420 - 1.430 (Other)	<input type="checkbox"/> 1.440 - 1.450 (Other)

Notes:

- All text size shall be 1/8" high minimum
- Minimum 1/4" spacing between lines
- 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
- Floor levels and heights to top and finished 1st floor level
- Existing/changed/proposed number of stories
- Existing/changed/proposed type of construction
- Existing/changed/proposed Use and/or occupancy
- Existing/changed/proposed Number of dwelling units

Transitioning Plan Check Operations

Project Prioritization Criteria

Issue:

Legislative priority projects such as Affordable Housing, ADU's, etc. are exceeding their priority deadlines, and DBI needs to catch up on these first

Solution:

Spend the first weeks assigning only older priority projects.

- 63 total projects
- First 20 projects have caught up DBI from 12/21 through 6/22

Transitioning Plan Check Operations

Customer Questioning Their Tier Assignment

Issue:

Process for customers to request a reconsideration of the tier they were assigned

Solution:

Re-assessment of plan review tier may be done upon request however it is expected that the increased transparency in the process will not generate too many such requests.

Transitioning Plan Check Operations

Managing Rechecks

Issue:

Rechecks are currently not monitored or accounted for in the overall scheduling of plan checkers time. Rechecks are also not given any priority by plan checkers.

Solution:

- Rechecks will now be accounted for to each supervisor every week, with an estimated time for each project recheck.
- Rechecks will now be prioritized to be responded to within 10 business days
- Recheck time will be taken out of the weekly time available for work.

Next Phases

Phase Two

- Improve pre-plan review automation and ease communication between applicant, permit technician, and pre-plan checker.
- Unassign projects from individual plan checkers and incorporate into the general queue

Next Phases

Phase Three

- Create online queue tracker so applicants know where they are in line
- Capture and analyze data to improve process efficacy
- Reroute DBI rechecks through the intake station instead of direct communication with the plan checkers

Next Phases

Phase Four

- Coordinate with other development review agencies to incorporate into the same processes.
- Pre-plan check for Over-the-Counter reviews.



THANK YOU