



INFORMATION SHEET

NO. G-24

DATE : January 27, 2017

CATEGORY : General

SUBJECT : **Memorandum of Understanding (MOU) Procedures for Plan Review and/or Inspection**

INTENT : The purpose of this Information Sheet is to establish procedures of MOU [Process/Attachment (a)] contracts by local/state agencies requesting project recommendation by the Department of Building Inspection (DBI).

REFERENCE : Previous contracts with the following MOU agencies –

- San Francisco Port Department (PORT)
- San Francisco Public Utilities Commission (SFPUC)
- Treasure Island Development Authority (TIDA)
- Transbay Joint Powers Authority (TJPA)

Application for Project Review [Attachment/Sample (b)]
Letter of Recommendation or approval [Attachment/Sample (c)]
San Francisco Building Code including Section 106A: Permits; and Section 3425:
Existing buildings or other structures located on a military base selected for closure
Intergovernmental agreement between Treasure Island Development Authority and DBI dated 8/09/09

DISCUSSION :

A. General Procedures

The DBI, acting solely in an advisory capacity with no jurisdiction and as requested by the authorized MOU agents, shall provide Plan Review services for each project plan.

As part of Plan Review, DBI shall check the following types of plans based on San Francisco Codes: architectural (including disabled access, civil, and landscaping); structural; mechanical; plumbing; and electrical.

DBI will have completed Application for Project Review [Attachment/Sample (d)] at the 2nd Floor PRS counter, for record-keeping purposes only.

DBI will designate a representative responsible for managing the Plan Review process for the Program.

For complex issue of alternate conditions/circumstances, it can be referred to Structural Advisory Subcommittee, Access Appeals Commission, or Board of Examiners, as negotiated per MOU.

Plan reviewer will stamp the plan's cover sheet and/or structural cover sheets.

At completion of Plan Review, DBI will issue a letter of approval/recommendation [Attachment/Sample (e)] to the authorized agent indicating the plans to be in compliance with governing codes. **(DBI WILL NOT ISSUE PERMITS.)**

Approvals/recommendations are strictly of DBI reviews only. Other agencies such as SFPUC, SFPDW, and HEALTH will be handled independently.

Upon specific request by MOU agents, DBI will coordinate SFFD involvement in Plan Review process in a manner consistent with customary DBI permitting practices, including fee collection.

B. Treasure Island Projects Permit Submittal and Issuance Procedures:

1. When permit application has **no** address, use *Block 1939, Lot 001, 1 Avenue of the Palms* in Address Valid System (AVS) in the Permit Tracking System (PTS) for all submittal of permit applications.
2. When permit application has address, the address need to be verified in AVS and the same address shall be used on permit application.
3. Treasure Island project has **no** deferred payment. Filing and issuance fees need to be paid per fee schedule.
4. Treasure Island projects are excluded from Planning Department (CP-ZOC) review. CP-ZOC need not be created in permit routing.
5. House number, Structural notification, and BOA surcharge fee are not applicable to Treasure Island permits.
6. All Treasure Island permits are not appealable per MOU.
7. After Treasure Island project has been submitted, PPC will link permit application to MOU database.
8. After permit is approved, all fees due at issuance need to be paid. **NO PERMIT PRINTING shall be performed.** PTS will show "APPROVED" ONLY, since Treasure Island projects are not appealable.

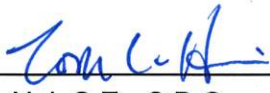
9. CPB will stamp





on permit application and send to Records Management Division (RMD) for microfilming.

10. Inspection procedures (including job card, etc.) will be the same as for regular permit.

Other conditions will be evaluated on a case-by-case basis by the Supervisor or Manager.



Tom C. Hui, S.E., C.B.O.  Date 
Director
Department of Building Inspection

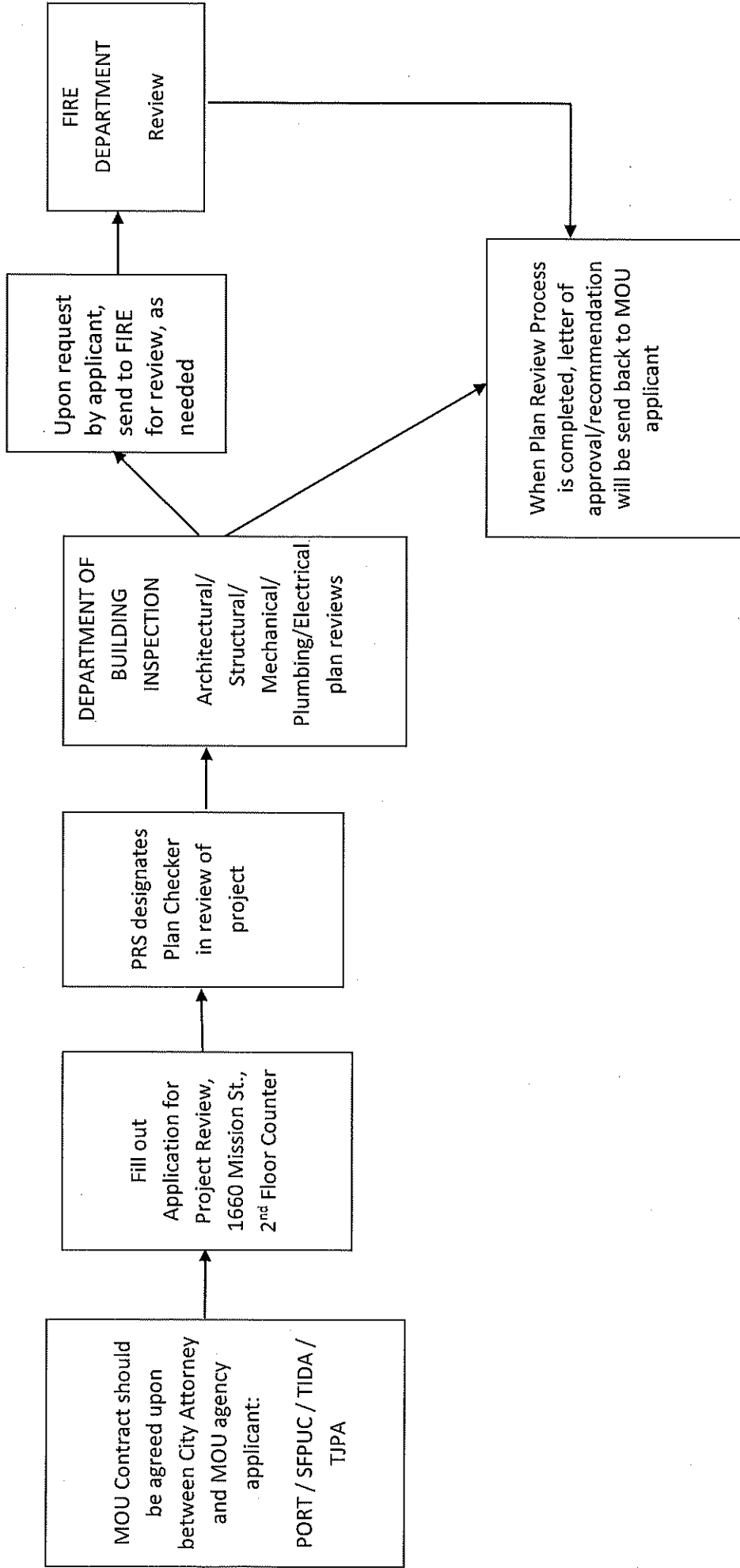
Attachments:

- (a) MOU Process Flowchart
- (b) Application for Project Review (*Not to be used for Treasure Island Projects*)
- (c) Sample letter of Approval/Recommendation (*Not to be used for Treasure Island Projects*)
- (d) Sample completed Application for Project Review (*Not to be used for Treasure Island Projects*)
- (e) Sample letter of Approval/Recommendation to authorized agent (*For Treasure Island Projects Only*)

This Information Sheet is subject to modification at any time. For most current version, visit our website at <http://www.sfdbi.org>

Memorandum of Understanding Process Flowchart

ATTACHMENT (a)



NOTES:

1. Other agencies such as SFPUC, SFPDW, and HEALTH will be handled independently.
2. DBI will not issue permits.

ATTACHMENT (b)
SAMPLE Application for Project Review
 (Not to be used for Treasure Island Projects)

FOR DEPARTMENT USE ONLY	CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF BUILDING INSPECTION APPLICATION FOR PROJECT REVIEW APPLICATION IS HEREBY MADE TO THE DEPARTMENT OF BUILDING INSPECTION OF SAN FRANCISCO FOR PLAN REVIEW AND INSPECTION SERVICES FOR THE PROJECT DESCRIBED HEREIN.
-------------------------	--

DATE FILED:	FILING FEE RECEIPT NO.:	PROJECT CONTROL NO.:
-------------	-------------------------	----------------------

BUILDING DESCRIPTION

STREET ADDRESS OF PROJECT:			ASSESSOR'S BLOCK & LOT NO.:	
TYPE OF CONSTR.:	USE OF BUILDING:		BUILDING CODE OCCUPANCY CLASS:	
NO. OF DWELLING UNITS:	NO. OF STORIES:	NO. OF BASEMENTS:	ESTIMATED COST:	REVISED COST:
HEIGHT OF BUILDING:	GROUND FLOOR AREA:	WILL SUB-SIDEWALK SPACE BE USED?	DOES BUILDING EXTEND BEYOND PROPERTY LINE?	IS BUILDING DESIGNED FOR ADDITIONAL STORIES? HOW MANY?

WRITE IN DESCRIPTION OF ALL WORK TO BE PERFORMED UNDER THIS APPLICATION:

CONTACT INFORMATION

GENERAL CONTRACTOR:		CALIFORNIA LICENSE NUMBER:	EXPIRATION DATE:
ADDRESS:		TELEPHONE:	EMAIL ADDRESS:
ARCHITECT OF RECORD:		CALIFORNIA CERTIFICATE NUMBER:	
ADDRESS:		TELEPHONE:	EMAIL ADDRESS:
ENGINEER OF RECORD:		CALIFORNIA CERTIFICATE NUMBER:	
ADDRESS:		TELEPHONE:	EMAIL ADDRESS:
OWNER'S NAME:			
ADDRESS:		TELEPHONE:	EMAIL ADDRESS:
APPLICANT'S NAME:		CHECK APPROPRIATE BOX: <input type="checkbox"/> OWNER <input type="checkbox"/> LESSEE <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER <input type="checkbox"/> AGENT	
ADDRESS:		TELEPHONE:	EMAIL ADDRESS:
APPLICANT'S SIGNATURE:		DATE:	

CONDITIONS AND STIPULATIONS

<input type="checkbox"/>	APPROVED: _____ DEPARTMENT OF CITY PLANNING	DATE: REASON:
<input type="checkbox"/>	APPROVED: _____ BUREAU OF FIRE PREVENTION AND INVESTIGATION, SFFD	DATE: REASON:
<input type="checkbox"/>	APPROVED: _____ PLAN CHECKER, DEPARTMENT OF BUILDING INSPECTION	DATE: REASON:
<input type="checkbox"/>	APPROVED: _____ CIVIL ENGINEER, DEPARTMENT OF BUILDING INSPECTION	DATE: REASON:
<input type="checkbox"/>	APPROVED: _____ MECHANICAL ENGINEER, DEPARTMENT OF BUILDING INSPECTION	DATE: REASON:
<input type="checkbox"/>	APPROVED: _____ BUREAU OF STREET USE AND MAPPING, DPW	DATE: REASON:
<input type="checkbox"/>	APPROVED: _____ DEPARTMENT OF PUBLIC HEALTH	DATE: REASON:
<input type="checkbox"/>	APPROVED: _____	DATE: REASON:

HOLD SECTION - NOTE DATES AND NAMES OF ALL PERSONS NOTIFIED DURING PROCESSING



Attachment (c)
SAMPLE letter of Approval/Recommendation
(Not to be used for Treasure Island Projects)

January 1, 20__

Subject: Demolition of freeway ramps
(DBI Project No. 000-000)

Dear Mr./Ms. _____:

The Department of Building Inspection (DBI) has concluded its plan review of the proposed demolition of the freeway ramps. We are pleased to inform you that we have found the proposed demolition program to be in general conformance with the San Francisco Building Code, based on our review of the following items:

Drawings prepare by John Doe
Structural calculations (Phase I)
Structural calculations (Phases II, III, IV)
"Engineered Demolitions, Sequences & Procedures Manual"

For DBI Inspection Services, please contact Bob Smith, Building Inspection Division, at (415) 888-8888. Bob will also coordinate Plumbing and Electrical inspections, if any, as necessary. Please provide a minimum of three (3) working days advanced notice prior to the date of inspections will be required.

If you have any questions or comments, please do not hesitate to contact the undersigned.


Sincerely,

Structural Engineer
Plan Review Services

Engineer
Manager, Plan Review Services

cc: Tom Hui, S.E., C.B.O., Director
Ron Tom, Assistant Director
Ed Sweeney, Deputy Director for Permit Services
Daniel Lowrey, Deputy Director for Inspection Services

SAMPLE Completed Application for Project Review
(Not to be used for Treasure Island Projects)

FOR DEPARTMENT USE ONLY		CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF BUILDING INSPECTION		
APPLICATION FOR PROJECT REVIEW				
APPLICATION IS HEREBY MADE TO THE DEPARTMENT OF BUILDING INSPECTION OF SAN FRANCISCO FOR PLAN REVIEW AND INSPECTION SERVICES FOR THE PROJECT DESCRIBED HEREIN.				
DATE FILED: January 1, 2000	FILING FEE RECEIPT NO.:	PROJECT CONTROL NO.: PROJ-000-000		
BUILDING DESCRIPTION				
STREET ADDRESS OF PROJECT: 1111 MARKET ST. & RAMPS INCLUSIVE			ASSESSOR'S BLOCK & LOT NO.: SEE ATTACHED	
TYPE OF CONSTR.:	USE OF BUILDING:		BUILDING CODE OCCUPANCY CLASS:	
NO. OF DWELLING UNITS:	NO. OF STORIES:	NO. OF BASEMENTS:	ESTIMATED COST: \$100,000,000	REVISED COST: \$500,000,000
HEIGHT OF BUILDING:	GROUND FLOOR AREA:	WILL SUB-SIDEWALK SPACE BE USED?	DOES BUILDING EXTEND BEYOND PROPERTY LINE?	IS BUILDING DESIGNED FOR ADDITIONAL STORIES? HOW MANY?
WRITE IN DESCRIPTION OF ALL WORK TO BE PERFORMED UNDER THIS APPLICATION: DEMOLITION OF FREEWAY RAMPS				
CONTACT INFORMATION				
GENERAL CONTRACTOR: ABC CONTRACTORS, INC.		CALIFORNIA LICENSE NUMBER: 123456		EXPIRATION DATE: 8-88-2018
ADDRESS:		TELEPHONE: 123-456-7890	EMAIL ADDRESS:	
ARCHITECT OF RECORD:		CALIFORNIA CERTIFICATION NUMBER:		
ADDRESS:		TELEPHONE:	EMAIL ADDRESS:	
ENGINEER OF RECORD: JOHN DOE		CALIFORNIA CERTIFICATE NUMBER: 99999		
ADDRESS: 123 MARKET ST.		TELEPHONE: 777-777-7777	EMAIL ADDRESS:	
OWNER'S NAME: JANE DOE		CALIFORNIA CERTIFICATION NUMBER:		
ADDRESS: 321 MARKET ST.		TELEPHONE: 987-654-3210	EMAIL ADDRESS:	
APPLICANT'S NAME: JJ		CHECK APPROPRIATE BOX: <input type="checkbox"/> OWNER <input type="checkbox"/> LESSEE <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER <input checked="" type="checkbox"/> AGENT		
ADDRESS:		TELEPHONE:	EMAIL ADDRESS:	
APPLICANT'S SIGNATURE: 		DATE: JANUARY 1, 2000		

CONDITIONS AND STIPULATIONS

	APPROVED: _____ DEPARTMENT OF CITY PLANNING	DATE: REASON:	HOLD SECTION -- NOTE DATES AND NAMES OF ALL PERSONS NOTIFIED DURING PROCESSING
	APPROVED: _____ BUREAU OF FIRE PREVENTION AND INVESTIGATION, SFFD	DATE: REASON:	
	APPROVED: JP DBI FEB 25 2016 _____ PLAN CHECKER, DEPARTMENT OF BUILDING INSPECTION	DATE: REASON:	
	APPROVED: JP DBI FEB 25 2016 _____ CIVIL ENGINEER, DEPARTMENT OF BUILDING INSPECTION	DATE: REASON:	
	APPROVED: _____ MECHANICAL ENGINEER, DEPARTMENT OF BUILDING INSPECTION	DATE: REASON:	
	APPROVED: _____ BUREAU OF STREET USE AND MAPPING, DPW	DATE: REASON:	
	APPROVED: _____ DEPARTMENT OF PUBLIC HEALTH	DATE: REASON:	
	APPROVED: _____	DATE: REASON:	



ATTACHMENT (e)
SAMPLE letter of Approval/Recommendation
(Not to be used for Treasure Island Projects)

January 1, 20__

Subject: Administrative Building, 100 ABC Way, San Francisco, CA 99999
DBI Permit Application Number 0000-0000-00000

Dear Mr./Ms. _____:

The Department of Building Inspection (DBI), in cooperation with the San Francisco Fire Department Plan Check Division have concluded the plan review of the proposed Administrative Building, referenced above. We are pleased to inform you that we have found the proposed submittal package of the Administrative Building to be in general conformance with the San Francisco Building Code.

If you have any questions or comments, please do not hesitate to call me at (415) 888-8888.

Sincerely,

Engineer
Plan Review Services Division

cc: Carey McElroy, Plan Review Services (PRS)
Records Management Division (RMD)
DBI Inspection Services