



# Earthquake Safety Fair How to Obtain a Permit

John Romaidis and Joe Ospital, DBI  
June 15, 2017

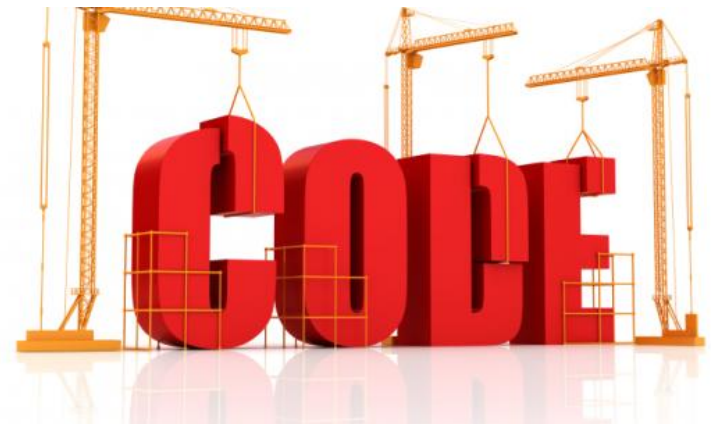
# Purpose of this Session

- To understand the permitting process
- To know the regulating agencies
- To understand permit review options
- To be aware of available resources



# Benefits of Getting a Permit

- Provide minimum standards for habitability & fire life safety
- Provide minimum standards for structural and seismic safety
- Provide minimum standards for energy conservation
- Provide verification that construction meets minimum legal standards, at state and local levels.



# Work Not Requiring a Permit

- Tool/storage sheds  $\leq$  100 sq ft roof area
- Front fences  $\leq$  3' high and other fences  $\leq$  6' high
- Retaining walls  $\leq$  4' high (bottom of footing to top of wall) without surcharge

# Work Not Requiring a Permit

- Platforms and walks not part of an exit,  $\leq 30''$  high above adjacent grade
- Painting and papering
- Minor repairs to interior plaster and sheet rock
- Floor covering not requiring removal of existing floor framing
- Glazing repair (Glass Only)

# Work Not Requiring a Permit

- Electrical
  - Cover plates
  - Residential fixture replacement
- Plumbing
  - Residential low-flow toilet replacement

# Alterations with No Plans

## OTC Permit Review

- Dry rot repair (Limited 50% repair or less “ In Like Kind”)
- Re-roofing (except cool roof)
- Window replacement (same size, same location)
- Garage door replacement (same size)
- Non-structural kitchen & bathroom remodel
- Replacement/repair of stucco or siding

# Alterations with No Plans

## OTC Permit Review

- Exterior siding repair / replacement (pictures are required by Planning Department)
- Installation of anchor bolts & plywood sheathing on the ground floor of residential buildings
- Notice of Violation compliance without plans (Only if NOV states “no plans”.)



**SAN FRANCISCO**  
**DEPARTMENT OF**  
**BUILDING INSPECTION**

- [illegible]

# Over-the-Counter Permit Review

- Alterations with no plans
- Alterations with plans
  - Building and structural plan review (including disabled access review for commercial projects)
  - Mechanical plan review
  - Fire Department plan review



# Initial Permit Review – 5<sup>th</sup> Floor

## OTC Permit Review – Alterations with Plans



- Initial screening of permit application
  - Applicant information
  - Scope of work, building characteristics
  - Completeness of submittal package
  - Quality of submittal package
- Review and approval of alteration projects with no plans
- Routing to necessary review agencies

# Initial Permit Review – Departments Involved

## OTC Permit Review – Alterations with Plans



- Planning Department
- Department of Building Inspection
  - Building and structural
  - Mechanical / Energy
- Fire Department
- Bureau of Street-Use and Mapping
- Public Utilities Commission

# Permit Issuance

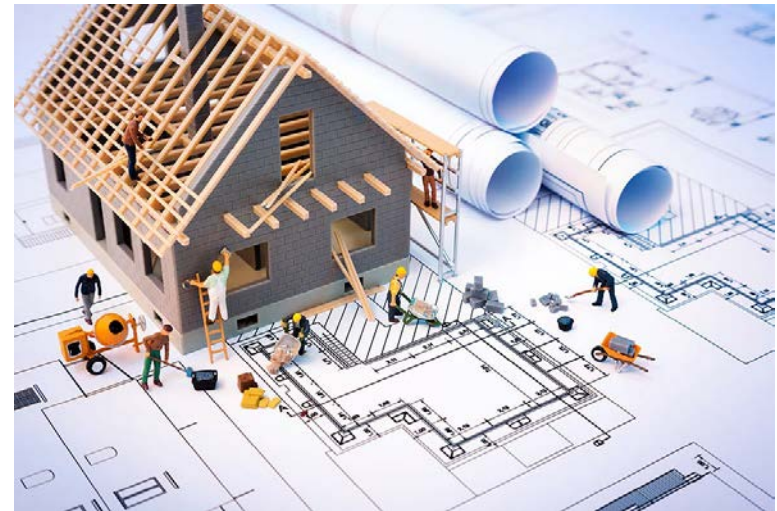
## OTC Permit Review – Alterations with Plans

- Payment of fees
  - Planning, DBI, SFFD plan review
  - DBI field inspection
  - Public Utilities Commission
  - Transit impact development
  - San Francisco Unified School District
- Contractor requirements
  - Licensed in the State of California
  - San Francisco business tax certificate
  - Workmen's compensation insurance
  - Cal/OSHA safety permit
- Issuance of job card



# Submitted Projects – Intake Process

- Complicated projects that cannot be reviewed in one-hour
- Projects requiring neighborhood notification
- Site Permit and Addenda process



# Central Permit Bureau– 1st Floor

## Submitted Projects

- Initial screening of permit application
  - Applicant information
  - Scope of work, building characteristics
  - Completeness of submittal package
  - Quality of submittal package
- Initial Payment of plan review fees
- Determination of routing to required review agencies



# Plan Review Services — Departments Involved Submitted Projects



- Planning Department
- Department of Building Inspection
  - Building and structural
  - Mechanical / Energy /Electrical
- Fire Department
- Bureau of Street-Use and Mapping
- Public Utilities Commission

# Permit Issuance Submitted Projects

- Payment of fees
  - DBI field inspection
  - Public Utilities Commission
  - Transit impact development
  - San Francisco Unified School District
- Contractor requirements
  - Licensed in the State of California
  - San Francisco business tax certificate
  - Workmen's compensation insurance
  - Cal/OSHA safety permit
- Issuance of job card

	1 year	2 years	3 years	4 years	5 years	6 years
6,573	2	157	6,732	3,340	1,866	
9,768	582	701	11,051	11,615	6,292	
6,271	1,037	943	8,251	7,274	5,024	
23,522	938	557	25,017	27,091	24,638	
26,603	8,446	8,838	43,887	40,687	30,867	
1,275	542	950	2,767	2,645	2,481	
26,767	6,559	5,970	39,296	32,899	26,448	
19,542	2,055	49,287	70,884	65,286	57,535	
11,537	3,783	12,602	27,922	26,323	26,459	
3,175	4,410	6,633	14,218	13,909	13,044	
1,308	104	85	1,497	1,250		
136,341	28,458	86,723	251,522	232,319	194,654	
84,558	2,450	2,234	69,242	52,234	48,183	
200,899	30,908	88,957	320,764	284,553	242,837	
38,706	20,481	32,979	32,166	90,606	74,027	
27,832	10,266	19,798	896	45,951	34,555	
66,538	30,747	52,777	52	136,557	108,582	
267,437	61,655	141,734	41	421,110	351,419	
			(3)	(3,884)	(4,168)	
			466	117,226	347,251	
45,644	24,480	45,116	115,241	6,748	101,227	

# Additional Separate Permits

- Department of Building Inspection
  - Electrical
  - Plumbing
  - Mechanical
  
- DPW – Bureau of Street Use & Mapping
  - Street space during construction
  - Encroachment
  
- Other agencies, as applicable ( e.g. SFMTA, Police, BAAQMD, OSHA, etc.)

# Educate and Prepare Yourself

- Contact Planning Department
- Review DBI printed materials/pamphlets
- Browse DBI website at [www.sfdbi.org](http://www.sfdbi.org)
  - Administrative Bulletins
  - Information Sheets
- Visit the San Francisco Permit Center at 1660 Mission Street
- Consult a design professional
- Visit the Contractors State License Board at <http://www.cslb.ca.gov/>

# Thank You for Attending!

- We value you and your opinion
- We are here to assist you
- Our goal is to improve the value of our services to better serve you
- We'll continue to listen to your priorities



- ANY QUESTIONS?