

INSTRUCTIONS

Please read the following guidelines before submitting this request

- Before you complete the OTC Plan Review Request Form, please **ensure the current location** of the plans. If the plans are not with a DBI station (BLDG/STR/MECH), the OTC request will not be processed. This OTC Request **ONLY** applies to Building, Structural and Mechanical Stations.
- You may request OTC once.
- OTC is not allowed once a plan checker has started and issued comments on a project.
- Please provide accurate and correct information. Incorrect and incomplete information will delay the processing of the OTC request.
- The request will be reviewed and approved/denied by a plan review supervisor or TSD Manager.
- You will be notified of the outcome of the review via email. Make sure to write your email address legibly. Plan review must be completed within 2 weeks of the approval email.
- All OTC Requests are processed in the order they are received.
- For OTC review by another agency, contact the individual Department for their policy when they have possession of the plans.
- Fill out the form completely. Please submit your request via email to DBI.PRS.OTC@sfgov.org or mail/hand delivery.



Building and Mechanical Only

ONE TIME Over-the-Counter (OTC) Plan Review Request Form

Architectural Structural Mechanical

Date of request: _____ Permit Application #: _____ Addendum _____

Job Address: _____

Reason for Request: Main criterion for OTC review is no more than one hour per review station

Contact Information:

Name: _____ Phone: _____

E-mail Address: _____

- Must pick up plans no later than 2:00 PM
- Must return plans to 2nd floor the same day
- Plan review must be completed within 2 weeks
- Valid government-issued ID required

Must check all boxes and sign form for processing

Signature: _____ *Please email the completed form to DBI.PRS.OTC@sfgov.org*

Approved for:

ARCHITECTURAL STRUCTURAL

By: _____

Date: _____

Note: _____

MECHANICAL

By: _____

Date: _____

Note: _____
