



INFORMATION SHEET

NO. G-20

DATE : March 17, 2017

CATEGORY : General

SUBJECT : **Interim Criteria - Building Permit Application Routing to City Agencies**

PURPOSE : To establish interim criteria for determining when building permit applications and permit revisions are to be referred by the Department of Building Inspection to other City agencies for their review and approval prior to permit issuance.

**SECTION(S)
INVOLVED** : **San Francisco Building Code, Section 106A**

DISCUSSION : `

(A) This Information Sheet supersedes all previously issued documentation on routing.

Since the routing criteria changes according to the needs of the various City Agencies, it is necessary to update the routing criteria from time to time.

To report any error/omissions in the Information Sheet, please contact Cora Ella at Technical Services Division by email: cora.ella@sfgov.org.

(B) Building Permit Application processing:

Building permit applications, renewals of expired permits, and permit revisions that fall under the categories listed in Attachment 1 shall be referred by the Department of Building Inspection to the specified agencies for review.

Building permit applications, renewals of expired permits, and permit revisions that are not within these categories need not be referred to other agencies unless DBI staff believes that referral is necessary to assure adequate and complete plan review or unless another agency specifically requests the referral of a permit application, renewal or revision.

The intent of this Information Sheet is to provide for the proper referral and review of building permit applications and permit renewals and revisions, including related submittal documents, to City agencies having jurisdiction over proposed elements of the project. The referral of building permit applications and permit renewals and revisions to appropriate City agencies for review is recognized as an important component of the plan review process.

City agencies not responsible for approval of permit applications, such as San Francisco Unified School District, will not typically have applications or revisions routed to them for review, although agencies that are responsible for collection of fees relating to construction may review applications for fee determinations prior to permit issuance.

Building Permit Applications that fall within the categories listed in Attachment 1 are to be referred to the agency under which the category is listed.

When a permit that was previously issued has expired with no work started, a permit application to renew such previously issued permit should be referred to other agencies as follows in accordance with the items noted in Attachment 1:

1. Planning Department (Planning) which is also known as City Planning – Zoning Counter (CP-ZOC)
2. Department of Building Inspection: Architectural and Structural Plan Review (BLDG)
3. Department of Building Inspection: Mechanical Plan Review (MECH)
4. Fire Department (SFFD)
5. Department of Public Works, Bureau of Street-Use and Mapping (BSM)
6. Public Utility Commission (PUC)
7. Department of Public Health (DPH)
8. Office of Community Investment and Infrastructure (OCII) which is the successor agency to the SF Redevelopment Agency (REDEV)
9. Mayor's Office on Disability/Department of Public Works, Office of Disability Access Coordinator (MOD/DPW)

(C) Routing to Planning and Others (for site permit and addendum)

Planning shall be the first station for site permit.

For new buildings, architectural addendum needs to be routed to Planning, BSM and PUC even if no changes from the site permit. Planning shall be the last station for architectural addendum.

For existing buildings, unless specially requested by Planning, architectural addendum need not be routed to Planning if no changes from the site permit.

(D) Major changes on issued Site Permit

1. File new permit application form 3/8 as altered site permit.
2. Route to Planning for review/approval (with reference drawings of the original site permit).
3. Set of altered site permit plus reference drawings will be assigned to the original plan reviewer.
4. Original site permit shall remain active paired with altered site permit.
5. Subsequent addenda shall have both original site permit and altered site permit application numbers on addenda cards, plans and Certificate of Final Completion (CFC).

(E) Routing to Fire for buildings of R3 occupancy

1. All site permit plans of new buildings need to be routed to SFFD for Fire Department access and Fire-flow.
2. Sprinkler addendum need to be routed to SFFD. Other addendum, such as architectural, mechanical, etc., does not need to be routed to SFFD.

3. For additions or alterations, applicant needs to mark on the plans and application Form one of the following:
 - a. **“Fire sprinklers not required.”** Routing to SFFD not required.
 - b. **“Fire sprinklers required.”** Routing to SFFD required.
 - c. **“Fire sprinklers under separate permit.”** Routing to SFFD required.

Note: Once sprinkler plans are submitted, submit a copy of the approved architectural plans with the sprinkler plans only as a reference (not for further review).

- (F) **For routing to Mechanical, also see Information Sheet MEP-05.**
- (G) **For coordination with the Department of Environment on demolition, see Information Sheet S-04.**
- (H) **MOD/DPW: For routing information on City projects or City funded projects, see Information Sheet DA-02, pages 2 and 3.**
- (I) **Kitchen/Bathroom Permit with No Plan: “No plan” permit application for remodeling of kitchen and/or bathroom need not be routed to SFFD. Building Plan Reviewer shall “N/A” the approval block for SFFD.**
- (J) **All permits/plans with alternate water systems (greywater, reclaimed water and storm water detention) need to be routed to PID (Plumbing Inspection Division) for review at site permit.**
- (K) **Routing for Medical Office will be the same as Dental Office.**
- (L) **Building or Plumbing or Electrical permits need to be routed to Planning if kitchen, stoves or bathrooms would be removed.**
- (M) **The marks “X”, “#”, “*”, “^”, “//”, “+” or “Ø” in Attachment 1 indicate that routing to the respective agency is required or as noted in the “COMMENTS” column.**
- (N) **Building permits involving Group R1 or R2 with cost of construction of \$50,000 or more need to be routed to SFFD. (See Attachment 2)**

Attachments:

- Attachment 1: Interim Routing Procedures
- Attachment 2: San Francisco Fire Department Notice dated 9/10/16

ATTACHMENT 1

INTERIM ROUTING PROCEDURES

The Matrix below shows the scope of works which require review by the applicable stations and departments. However, other departments or stations such as Building Inspection Division, Housing Inspection Division, Plumbing Inspection Division, Electrical Inspection Division, Disabled Access Division, and the Port Department may still require review for work listed below.

SCOPE OF WORK	PLANNING	BLDG	MECH	SFFD	BSM	PUC	DPH	OCII	MOD/DPW	COMMENTS
Exterior Work										
ATM's	X	X			X					
Awnings, Marquees and Canopies	X	X		X	X			//		// Required for projects within the OCII areas
Bay Windows	X	X	X	#	*			//		* Required if extend over the public right-of-way # Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3) // Required for projects within the OCII areas
Cellular antennas and transmitters	X	X	*	X			X			* Required if a stationary lead-acid battery system having a liquid capacity of more than 50 gallons is used
Change of existing door size	*	X		#			^			* Required if they are visible from street(s), are historic buildings, and are buildings of more than 50 years old # Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3) ^ Required for change of (E) any door or in a restaurant or food facility

SCOPE OF WORK	PLANNING	BLDG	MECH	SFFD	BSM	PUC	DPH	OCII	MOD/DPW	COMMENTS
Exterior Work										
Commercial Roof and roof for high-rise residential (Cool Roof)	#	X	X				//			# Required if there is a change in roof structure or sheathing. X Non-residential, high-rise residential, and hotels/motels are exempt from cool roof requirements, if: a) area of roof to be replaced is ≤50% of roof area and ≤2,000 sf; or, b) low-sloped roofs for high-rise residential building & hotels/motels; or, c) roof area covered by building integrated photo-voltaic panels and building integrated solar thermal panels; or, d) roof construction with thermal mass over roof membrane ≥25 psf [CEC 141.0(b)2B] //Required if used for rainwater collection and reuse. Exempt if used for subsurface irrigation only
Concrete paving in rear yard		X								
Concrete paving or landscape in front yard	X	X			*					* Required if landscaping or concrete paving is in the public area
Cooling Tower	X	X	X				#			#Required for commercial property, high rise buildings and residential property of more than three units
Creation of outdoor activities in commercial and industrial areas	X	X		#						# Required for high rise buildings, depending on type of occupancy

SCOPE OF WORK	PLANNING	BLDG	MECH	SFFD	BSM	PUC	DPH	OCII	MOD/DPW	COMMENTS
Exterior Work										
Decks	X	X		*			// #			* Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3) // If the deck supports retail food equipment, storage, waste containment or intended for dining # Required if used for rainwater collection and reuse for all commercial and residential (except single family and duplex). Exempt if used for subsurface irrigation only.
Demolition of building (complete removal or all portions above grade)	X	X		*	X		#	//		* Required for any SFFD regulated occupancy (High – rise, A,E,H,I,L or R except for R-3) #Required if cross connection control devices will be removed. // Required for projects within the OCII areas
Dormer Windows	X	X	X	*				//		* Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3) // Required for projects within the OCII areas
Drive-up facilities	X	X			X					
Evaporative Vapor Recovery (EVR) equipment for Gas Station	X	X	X	X			X	//		// Required for projects within OCII areas
Fill in a light well	X	X	X	#		X				# Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3)

SCOPE OF WORK	PLANNING	BLDG	MECH	SFFD	BSM	PUC	DPH	OCII	MOD/DPW	COMMENTS
Exterior Work										
Fill in an area on the ground floor underneath a legal room	X	X	X			X				
Fire escapes	X	X		X	*			//		* Required if extend over the public right-of-way // Required for projects within OCII areas
Foundation		X			* #					* Required if affects public right-of-way # Foundation repair/ work requiring more than 1 cubic yard of concrete
Gas/Service Station – new or remodel	X	X	X	X			X	//		// Required for projects within OCII areas
Generator	*	X	X	X	#		//			* Required if visible from street or located outdoor. # Required if piping and fuel port located or encroaching into the public right of way. // Petroleum powered generators only
Grading, including cut and/or fill, exceeding 50 cubic yards of material							*			* Refer to Article 22A of the San Francisco Health Code and Section 106.3.2.4 Hazardous Waste, of the Building Code.
Landscaping on Landmark Buildings and Buildings within Historic Districts	X	X								
Lighting fixtures on Landmark Buildings and Buildings within Historic Districts	X	X	X							
New curb cuts	X	X			X					

SCOPE OF WORK	PLANNING	BLDG	MECH	SFFD	BSM	PUC	DPH	OCII	MOD/DPW	COMMENTS
Exterior Work										
New and/or replacement in kind of entry door for restaurants (or food and/or beverage facilities), markets, grocery, and specialty food shops.	X	X	X	*	#		X	//		* Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3) # Required for works which will encroach into the right-of-way // Required for projects within OCII areas
New and/or replacement of windows in kind	*	X	#	^			+	//		* Required if visible from the street(s), on historic buildings, and buildings of more than 50 years old. # Required on residential buildings ^ Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3) + Required for any retail food facility // Required for projects within the OCII areas
New construction	X	X	X	X	X	X	#	//	+	# Required for works to promote and protect DPH issues # Required for retail food facilities (includes restaurants, bars, open food/prepackaged markets, commissaries, school and employee cafeterias). #Required if cross connection control devices will be installed (e.g. boiler onsite, irrigation system, industrial water) for all commercial and residential (except single family and duplex). Required for treatment and reuse of water onsite.

SCOPE OF WORK	PLANNING	BLDG	MECH	SFFD	BSM	PUC	DPH	OCII	MOD/DPW	COMMENTS
Exterior Work										
<i>Cont'd...</i> New construction								//	+	// Required for projects within OCII areas and for areas requiring a joint review from Planning and OCII (e.g. Hunters Point View, South of Market) + Required for projects that are publicly funded by the City and County of San Francisco
New garage	X	X	*	#	X					* Required if heating / cooling system or mechanical equipments are provided # Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3)
New openings for food service e.g. pass-thru windows	X	X	X	*			X			* Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3)
Non-Potable Water Systems							X			Potable & Non-potable plumbing schematics
Outdoor seating or eating areas	X	X		X	*		#			* Required if located in the public right-of-way # Required if cooking facilities, any food or utensil processing and/ or storage are provided
Painted or non-structural Signs	X									Use Application Form 7
Painting or re-painting, and mural on Landmark Buildings and Buildings within Historic Districts	X									
Property line windows	*	#	X	^						* Required if they are visible from street(s), are historic buildings, and are buildings of more than 50 years old. # see AB-009

SCOPE OF WORK	PLANNING	BLDG	MECH	SFFD	BSM	PUC	DPH	OCII	MOD/DPW	COMMENTS
Exterior Work										
Cont'd... Property line windows				^						^ Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3)
Repair in-kind of Rear or Front Deck	#	X		*						# Required ONLY for Front decks of Historic buildings * Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3)
Repair in-kind of Rear or Front Stairs	#	X		*						# Required ONLY for Front stairs of Historic buildings * Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3)
Repair in-kind of Rear, Front or Side Siding	#	X		*						# Required ONLY for sidings of Historic buildings for visible portions * Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3)
Replacement of Rear or Front Deck	X	X		*						* Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3)
Replacement of Rear or Front Stairs	X	X		*						* Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3)
Residential Roof for low-rise residential (Cool Roof)	#	X	*				//			# Required if there is a change in roof structure or sheathing

SCOPE OF WORK	PLANNING	BLDG	MECH	SFFD	BSM	PUC	DPH	OCII	MOD/DPW	COMMENTS
Exterior Work										
<i>Cont'd...</i> Residential Roof for low-rise residential (Cool Roof)			*				//			* Residential buildings (R-3, single family; or R-2 multi-family with three or less story) are exempt from cool roof requirements and need not be routed to Mechanical. // Required if used for rainwater collection and reuse. Exempt if used for subsurface irrigation only. Exempt for single family and duplex.
Restaurant, take-out food, delicatessen, bakery, ice cream parlor, bar/liquor, juice bar, cafeterias	X	X	X	*			X			* Required for occupant load greater than 49 or High-rises
Retaining walls	X	X			*					* Required if affects public right-of-way
Roof Chiller (s)	X	X	X				#			# Required for commercial property, high rise buildings and residential property of more than three units.
Roof Decks	X	X		*			#			* Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3) #Required if used for rainwater collection and reuse. Exempt if used for subsurface irrigation only. Exempt for single family and duplex.
Security Gate	X	X		*	#					* Required for R-2 occupancy and /or installed at the building entry/exit points # Required if affects public right-of-way

SCOPE OF WORK	PLANNING	BLDG	MECH	SFFD	BSM	PUC	DPH	OCII	MOD/DPW	COMMENTS
Exterior Work										
Shoring or Tiebacks		X			*					* Required if affects public right-of-way
Signs – Exterior <i>Note: For Interior Sign see Scope of Work for Interior Work section.</i>	X	X	*	#	+			//		* Required for illuminated signs # Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3) + Required if extend over the public right-of-way // Required for projects within the OCII areas
Signs - General Advertising	+	X	*	#			^	//		+ Removal or in-lieu replacement of G.A. signs requires Form 3. Removal of General Advertising Signs to comply with Notice of Violations shall include a copy of violation * Required for illuminated signs # Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3) ^ Required for Medical Cannabis // Required for projects within the OCII areas
Signs on awning	X									

SCOPE OF WORK	PLANNING	BLDG	MECH	SFFD	BSM	PUC	DPH	OCII	MOD/DPW	COMMENTS
Exterior Work										
Skylights	*	X	X	#						<p>* Required on slope roofs of historic buildings, and/or the skylight is located above the height limit under the Planning Code, but the total area of the skylight(s) and other rooftop mechanical equipments is less than 20% of the roof area.</p> <p># Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3)</p>
Solar panels	*	X		#						<p>* Building permit required and Planning Department review required if the building is covered under Article 10 or 11 of the Planning code [as identified in Planning Department's Property Information Map (PIM) preservation tab], or if the proposal includes removal or modification to the building beyond that normally required to install a solar energy system (i.e., a raised platform, parapet, trellis, etc.).</p> <p>X Required if they need structural and/or extensive permit review to assure the public health and safety. Otherwise, electrical permits only are required</p> <p># Required for high rise buildings, and depending on type of occupancy</p>
Stair, Elevator or Mechanical Penthouses	X	X		*						<p>* Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3)</p>

SCOPE OF WORK	PLANNING	BLDG	MECH	SFFD	BSM	PUC	DPH	OCII	MOD/DPW	COMMENTS
Exterior Work										
Stairs	X	X		*						* Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3)
Store Front	X	X		*	X		#			* Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3) # Required in food and/or beverage facilities
Sub sidewalk basement installation or repair		X			X					
Swimming pools and/or hot tubs	X	X					* #			* Required if located in commercial property and residential property of more than three units # Any changes to pool decking, gates or enclosure fencing layout and materials, or any construction or remodeling of ancillary areas (i.e. showers, locker rooms or restrooms). Additional set of plans required by DPH
Temporary Trailer (Mobile Module Trailer)	X	X	X				#			# Required for retail mobile kitchen
Temporary use of existing outdoor open space e.g. Ice Skating, Black and White Ball	X	X		X			#			# Required if cooking facilities are provided. However, food catering does not need the DPH review
Temporary use of vacant site e.g. Christmas tree lots, pumpkin lots	X	X								
Tower Cranes		#								# See AB-023 on Tower Crane Site Safety Plans and Information Sheet S-01

SCOPE OF WORK	PLANNING	BLDG	MECH	SFFD	BSM	PUC	DPH	OCII	MOD/DPW	COMMENTS
Exterior Work										
Transformer Vaults							#			# Required if transformer contains ≥55 gallons of dielectric fluid
Underground storage tank installations, removals, or modification such as tank lining, piping, monitoring equipment Installation	X	X		X			X	//		// Required for projects within the OCII areas
Underpinning		X			*					* Required if it may affect the public right-of-way
Un-reinforced Masonry Building (UMB)	X	X		*	X					* Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3)
Vertical and/or Horizontal addition	X	X	X	*	#	X		//		* Required for any SFFD regulated occupancy (High – rise, A,E,H,I,L or R except for R-3) # Required for works which will encroach into the right-of-way // Required for projects within the OCII areas
Wheel chair lift (<i>See Interior Work for a wheelchair installed inside the building</i>)	X	X								
Wind Screens	X	X								
Wind Turbine	X	X								

SCOPE OF WORK	PLANNING	BLDG	MECH	SFFD	BSM	PUC	DPH	OCII	MOD/DPW	COMMENTS
Interior Work										
Acupuncture	X	X				X	X			
Auto Repair	X	X	X	X		X	#			# Required if it involves Hazardous Materials
Beauty Salon	X	X				X	#			# Required if the establishment includes massage, permanent cosmetic, piercing, or tattoo services.
Candy shop, coffee shop, herb stores	X	X	X	*		X	X			* Required for occupant load greater than 49 or High-rises
Car lift (stacked car lift)	X	X		*						* Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3)
Change of a room or space to or from a bedroom within the Eastern Neighborhood Planning Area, and the Market & Octavia Planning Area Maps or any NCT Zoning District	*	X	X			X				* Required ONLY when removing a bedroom
Change of occupancy or use	X	X	X	X		X	//			// When going from a non food and/ or beverage occupancy or use to food and / or beverage.
Check Cashing	X	X				X				A copy of the State of California License to demonstrate that this service is not a "Check Cashier" or "Payday Lender"

SCOPE OF WORK	PLANNING	BLDG	MECH	SFFD	BSM	PUC	DPH	OCII	MOD/DPW	COMMENTS
Interior Work										
Commercial spaces merger in Neighborhood Commercial Districts	X	X	X	*		X				* Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3)
Construction of bathrooms, laundry rooms and wet bars in previously non-habitable areas on the basement, ground or attic floors of residential buildings	X	X	X	*		X	#			* Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3) # Required only for patron or employee restrooms in food and/or beverage facilities # Required if non-potable water is collected and treated onsite for use. Exempt if single family or duplex.
Corrections of Planning Code Violations	X	X								
Dental office (or Medical Office)	X	X				X	X			
Dry Cleaner	X	X	X	X		X	#			# Required if it provides dry cleaning services on premises
Dwelling units merger	X	X	X	*		X				* Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3)
Evacuation Sign				X					#	# Required if the building receives public funding, owned or leased by the city, and funded by the OCII, and Mayor's Office of Housing
Expansion of use and/or additional floor area	X	X	X	*		X				* Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3)

SCOPE OF WORK	PLANNING	BLDG	MECH	SFFD	BSM	PUC	DPH	OCII	MOD/DPW	COMMENTS
Interior Work										
Fire Alarm/ Life Safety			*	X						* Required if the smoke control report is included
Fire Sprinkler				X	*					* Required if dry standpipes or fire suppression air supply intakes are protruding in the public right-of-way
Fire Suppression System/ ANSUL System				X			#			#Required if quantity of gas contained in the system is >1,000 cubic feet
First time interior tenant improvement	#	X	+	*	//	Ø				# No longer required for upper level office uses, when a building permit has already been issued for office use. + Required if reflected ceiling plans are enclosed * Required for occupant load greater than 49 or High-rises // Required if improvements are at the building entry/exit points adjacent to the public right of way, and improvements will trigger new or upgrade of utility services in the public right-of-way Ø Involving plumbing fixtures only
Food processing or manufacturing facility, private organization food service and commissary areas	X	X	X			X	//			// Required if storing CO2 or Nitrogen gas in quantities ≥1,000 cubic feet
Food services, new work (i.e. grocery store, retail coffee)	X	X	X			X	//			// Required if storing CO2 or Nitrogen gas in quantities ≥1,000 cubic feet
Fuel cell units		X	X				X			

SCOPE OF WORK	PLANNING	BLDG	MECH	SFFD	BSM	PUC	DPH	OCII	MOD/DPW	COMMENTS
Interior Work										
Gas/Service Station – new or remodel	X	X	X	X		X	X	//		// Required for projects within OCII areas
Generator	*	X	X	X	#		//			* Required if it is located outdoor # Required if piping and fuel port located or encroaching into the public right of way // Required for commercial property and residential property of more than three units if powered by a petroleum based product.
Grocery store	X	X	X			X	//			// Required if quantity of gas in the Refrigeration Systems is ≥1,000 cubic feet
Heat pump (s)		X	X	#						* Required for any SFFD regulated occupancy (High-rise, A,E,H,I,L or R except for R-3)
Hold downs		X								
HVAC		*	X	#			//			* Required if the HVAC is more than 400 lbs per unit # Required for any SFFD regulated occupancy (High-rise, A,E,H,I,L or R except for R-3) // Required only for hood/cooking exhaust system installation or alteration in food and/or beverage facilities
Illegal dwelling unit(s) removal	X	X		*						* Required for any SFFD regulated occupancy (High-rise, A,E,H,I,L or R except for R-3)

SCOPE OF WORK	PLANNING	BLDG	MECH	SFFD	BSM	PUC	DPH	OCII	MOD/DPW	COMMENTS
Interior Work										
Increase in number of dwelling units	X	X	X	*		X				* Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3)
Institutions (Hospitals, Jails, Youth Guidance Centers)	X	X	X	X		X	X			
Kitchen Hood (s) Type 1 (grease)			X	X		X	*			* Required only in food and/or beverage facilities
Kitchen Hood (s) Type 2 (heat, steam)			X			X	*			* Required only in food and/or beverage facilities
Laundry Rooms	X	X	X	X		X	#			# Required if non-potable water is collected and treated onsite for use. Exempt if single family or duplex.
Live Work - Full or Half bathroom addition to the Work floor area	X	X	X	*		X	X			* Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3)
Legal dwelling unit(s) removal	X	X		*						* Required for any SFFD regulated occupancy (High-rise, A,E,H,I,L or R except for R-3)
Massage Parlor	X	X				X	X			
Medical Cannabis Cultivation and Extraction Sites (not permitted MCD)	X	X				X	#		X	#Required for all construction and major renovations.
Medical Cannabis Dispensing (MCD) facilities	X	X				X	#		X	#Required for all new construction and major renovations.
Medical Office (or Dental Office)	X	X				X	X			

SCOPE OF WORK	PLANNING	BLDG	MECH	SFFD	BSM	PUC	DPH	OCII	MOD/DPW	COMMENTS
Interior Work										
Mezzanine - new or expansion to existing	X	X	X	*		X				* Required for any SFFD regulated occupancy (High-rise, A,E,H,I,L or R except for R-3)
Mezzanine – reduction in size or sq ft		X		*						* Required for any SFFD regulated occupancy (High-rise, A,E,H,I,L or R except for R-3)
Nail Spa	X	X				X				
Non-Potable Water Systems (Need to be routed to PID for review also)						X	X			Potable & Non-potable plumbing schematics
Office interior tenant improvement	*	X	X	#	+	Ø				* Required on ground/ street level # Required for High Rise Buildings + Required if improvements are at the building entry/exit points adjacent to the public right-of-way, and improvements will trigger new or upgrade of utility services in the public right-of-way Ø Involving plumbing fixtures only
Office/ retail interior demolition in for exception to requirements for Disabled Access to vacant spaces per AB - 017		X		*						* Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3)
Paint spray booths	X	X	X	X			X			
Pet Hospital	X	X	X			X	X			
Pet Store	X	X	X			X	#			# Required if they provide a facility for pets to stay overnight

SCOPE OF WORK	PLANNING	BLDG	MECH	SFFD	BSM	PUC	DPH	OCII	MOD/DPW	COMMENTS
Interior Work										
Reconfiguration, relocation and/or reduction in size or any dwelling unit(s); elimination of any cooking facilities within residential uses.	X									Permit to be routed to Planning regardless of legality of unit(s) in question.
Relocate furnace	*	X	X							* Required ONLY when relocation may impact existing off-street parking
Repair in-kind of damage due to Water		X		*						* Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3)
Repair in-kind of damage due to Fire		X		*						Notes: Applicants shall call for inspection with the building inspector prior to construction * Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3)
Restaurant bathroom upgrades to ADA compliance		X	X	*		Ø	X			* Required for occupant load greater than 49 or High-rises Ø Change from tank type toilet to flush valve toilet only
Retail store interior tenant improvement at ground floor in downtown	X	X	X	#	*	Ø	//			# Required for occupant load greater than 49 or High-rises * Required if improvements are at the building entry/exit points adjacent to the public right of way, and improvements will trigger new or upgrade of utility services in the public right-of- way Ø Involving plumbing fixtures only // if food or beverage is sold

SCOPE OF WORK	PLANNING	BLDG	MECH	SFFD	BSM	PUC	DPH	OCII	MOD/DPW	COMMENTS
Interior Work										
Self-Contained Fryer		X	X	*			X			* Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3)
Seismic Retrofit, including Soft-Story		*		#	X					* Verify unit count # Required for any SFFD regulated occupancy (High-rise, A,E,H,I,L or R except for R-3)
Signs – Interior (ex. Westfield Mall, Stone town Galleria)		X	*	#						* Required for illuminated signs # Required for any SFFD regulated occupancy (High-rise, A,E,H,I,L or R except for R-3)
Sump pump		X								
Swimming pools and/or hot tubs		X				X	* #			* Required if located in commercial property and residential property of more than three units # Any changes to pool decking, gates or enclosure fencing layout and materials, or any construction or remodeling of ancillary areas (i.e. showers, locker rooms or restrooms). Additional set of plans required by DPH
Tattoo Parlor	X	X				X	X			
Transformer vaults	*	X	X		X					* Required ONLY when proposed for ground/street level façade
Wheel chair lift (installed to stairs)		X								

SCOPE OF WORK	PLANNING	BLDG	MECH	SFFD	BSM	PUC	DPH	OCII	MOD/DPW	COMMENTS
Work with No Plans										
Emergency Panel/Fire Alarm Replacement				X						
Furnace replacement in-kind		X	X							
Garage Door Replacement	X	X								
Remodel of existing kitchen and/or existing bathroom with no structural work or wall removal		X	X				//			// Required if retail food and/or beverage facility
Removal of General Advertising (pictures are required)	X	X								Removal of General Advertising Signs to comply with Notice of Violations shall include a copy of violation
Replacement in-kind or repair of existing siding that is visible or not visible from the street	#	X			*					# Required if they are historic buildings * Required if it affects public right-of-way
Replacement of existing Decks (pictures are required if less than 50% repair)	X	X								
Replacement of existing siding to new siding for example from stucco to wood siding or vice versa	X	X								
Replacement of existing Stairs (pictures are required if less than 50% repair)	X	X								
Re-roofing (No removal of wood shingle, No re-sheathing, No plywood replacement)	*	X	#							* Required if they are historic buildings, and are buildings of more than 50 years old # Required for cool roof for non-residential buildings

SCOPE OF WORK	PLANNING	BLDG	MECH	SFFD	BSM	PUC	DPH	OCII	MOD/DPW	COMMENTS
Work with No Plans										
Voluntary installation of anchor bolts and plywood sheathing at the first story of residential wood-frame buildings		X #								# Plans are required for voluntary installation of hold downs
Window Replacement	#	X	X	*			//			# Required if the window is visible from street and/or the building has a historic rating * Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3) // Required for non-fixed windows in retail food and/or beverage facility.

SCOPE OF WORK	PLANNING	BLDG	MECH	SFFD	BSM	PUC	DPH	OCII	MOD/DPW	COMMENTS
Others										
Academy of Art University	X	X		X		X	X			Route to Planning for <u>any</u> scope of work on AofA University properties which have active Planning code violation noted in Planning Information Database (PID)
Any earthwork: i.e. grading, excavating, trenching, cut/fill, landscaping, planting, digging, burying, removing topsoil, etc. exceeding 50 cubic yards of material. (NOTE: Refer to Information Sheet G-14 for Maher Toxic Zone Ordinance 155-13, except in the Hunters Point Shipyard Redevelopment Area. See next item)	X	X			X		*			* Refer to Article 22A of the Health Code; and, Building Code Section 106A3.2.4 Hazardous Substances.
Any disturbance of soil: i.e. grading, excavating, trenching, cut/fill, landscaping, planting, digging, burying, removing topsoil, excavating in the street, leveling to pour a foundation, installation of underground utilities, maintenance of underground utilities, etc. in the Health Code Article 31 Area. Input the address or block/lot and under restrictions it will say " <i>Health Code Article 31 Restrictions Apply.</i> "	X	X			X		*			* DPH does NOT need the plans, specifications, drawings, etc. that were submitted with the building permit package. DPH only needs to sign the back of Form 3/8, amended Form 3/8, Job Card, etc. after applicant has complied with Article 31 of the Health Code. Refer to Building Code Section 106A.3.2.5 Hunters Point Shipyard.
Legalization of items listed on the Physical Inspection Report which generally requires plans	X	X	#	*		#				* Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3) # Required for new habitable space

SCOPE OF WORK	PLANNING	BLDG	MECH	SFFD	BSM	PUC	DPH	OCII	MOD/DPW	COMMENTS
Others										
Live-work	X	X								DBI requires a formal letter from the director of City Planning prior to sending any documents.
Lot split or Lot merger	X	X			X					
Medical Cannabis Nurseries	X	X				X	X		X	1. Route to DPH first before Planning reviews the permit. 2. Add PUC for review of heavy water use and possible contaminated discharge. 3. MOD routing is only required for medical cannabis dispensaries; not nurseries or delivery-only dispensaries.
Project NOT on City-owned or leased property, and it does NOT receive public funding	X	X	X	*		Ø				* Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3) Ø Involving plumbing fixtures only
Project NOT on City-owned or leased property, but it receives public funding	X	X	X	*		Ø			#	* Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3) Ø Involving plumbing fixtures only # MOD requires review for Disability Access upgrades

SCOPE OF WORK	PLANNING	BLDG	MECH	SFFD	BSM	PUC	DPH	OCII	MOD/DPW	COMMENTS
Others										
Project ON City-owned or leased property, and it is being funded or designed by DPW	X	X	X	*		Ø			#	* Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3) Ø Involving plumbing fixtures only # DPW requires review for Disabled Access upgrades
Project ON city owned or leased property, and it is NOT being funded or designed by DPW	X	X	X	*		Ø			#	* Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3) Ø Involving plumbing fixtures only # MOD requires review for Disability Access upgrades
Request of full compliance with Physical Inspection Report which generally does not require plans.		X		*						* Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3)