



## INFORMATION SHEET

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**NO. G-24**

**DATE** : July 31, 2017

**CATEGORY** : General

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

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**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)  
(including Treasure Island Project and Yerba Buena Island Project)
- Transbay Joint Powers Authority (TJPA)

Application for Project Review [Attachment B]  
Sample Letter of Compliance [Attachment C]  
San Francisco Building Code Section 106A: Permits  
San Francisco Existing Building Code Section 326: 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 and/or Inspection services for each project plan.

- (1) 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.
- (2) DBI will have Application for Project Review [Attachment B] to be completed by the Applicant at the 2<sup>nd</sup> Floor Plan Review Services (PRS) counter, for record-keeping purposes only.

- (3) CPB will create routing slip as follow:

Routing For Special Project:  
Building Only. To: \_\_\_\_\_  
(Representative as designated below)

PRS 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 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.

- (4) At completion of Plan Review, DBI will issue a letter of Compliance [sample in Attachment C] to the authorized agent indicating the plans are in compliance with governing codes. **(DBI WILL NOT ISSUE PERMITS.)**

Approvals/recommendations are based on DBI reviews for code compliance only, unless noted otherwise in MOU. Other agencies such as SFPUC, SFDPW, 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.

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

- (6) Payment and Invoices.

The Applicant shall pay the plan review fee upon filing of the permit. The Applicant shall pay inspection fee and any other applicable fee due under the SFBC in accordance with DBI collection procedures under the SFBC. The Authority shall not issue any permits or make any final determinations until the Applicant has paid DBI in full.

#### **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, Permit Processing Center (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



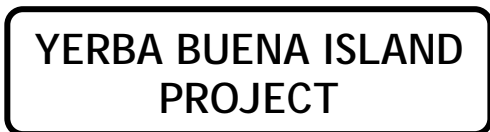
on permit application and send to Records Management Division (RMD) for scanning.

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

**C. Yerba Buena Island Projects Permit Submittal and Issuance Procedures:**

- 1. When permit application has **no** address, use *Block 1939, Lot 002, 60 Yerba Buena Road* 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. Yerba Buena Island project has **no** deferred payment. Filing and issuance fees need to be paid per fee schedule.
- 4. Yerba Buena 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 Yerba Buena Island permits.
- 6. All Yerba Buena Island permits are not appealable per MOU.
- 7. After Yerba Buena 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 Yerba Buena Island projects are not appealable.

- 9. CPB will stamp



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

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 7/31/2017  
Tom C. Hui, S.E., C.B.O.      *TH*      Date  
Director  
Department of Building Inspection

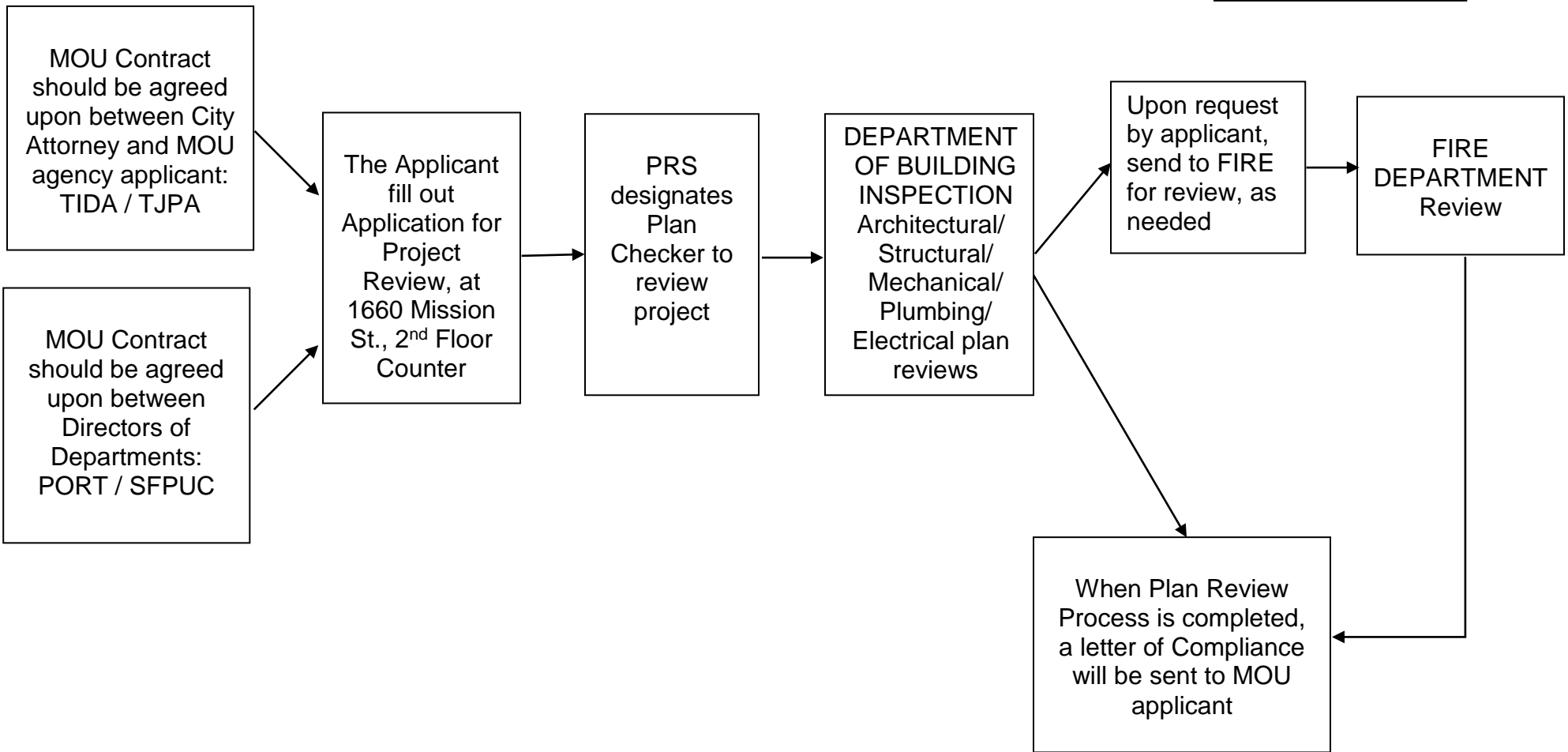
**Attachments:**

- A. MOU Process Flowchart
- B. Application for Project Review
- C. Sample letter of Compliance

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.

FOR DEPARTMENT USE ONLY		<b>CITY AND COUNTY OF SAN FRANCISCO</b> <b>DEPARTMENT OF BUILDING INSPECTION</b>  <b>APPLICATION FOR PROJECT REVIEW</b> 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:

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**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"/>	<p>APPROVED:</p>   <p>_____</p> <p>DEPARTMENT OF CITY PLANNING</p>	<p>DATE:</p> <p>REASON:</p>	<p><b>HOLD SECTION – NOTE DATES AND NAMES OF ALL PERSONS NOTIFIED DURING PROCESSING</b></p>
<input type="checkbox"/>	<p>APPROVED:</p>   <p>_____</p> <p>BUREAU OF FIRE PREVENTION AND INVESTIGATION, SFFD</p>	<p>DATE:</p> <p>REASON:</p>	
<input type="checkbox"/>	<p>APPROVED:</p>   <p>_____</p> <p>PLAN CHECKER, DEPARTMENT OF BUILDING INSPECTION</p>	<p>DATE:</p> <p>REASON:</p>	
<input type="checkbox"/>	<p>APPROVED:</p>   <p>_____</p> <p>CIVIL ENGINEER, DEPARTMENT OF BUILDING INSPECTION</p>	<p>DATE:</p> <p>REASON:</p>	
<input type="checkbox"/>	<p>APPROVED:</p>   <p>_____</p> <p>MECHANICAL ENGINEER, DEPARTMENT OF BUILDING INSPECTION</p>	<p>DATE:</p> <p>REASON:</p>	
<input type="checkbox"/>	<p>APPROVED:</p>   <p>_____</p> <p>BUREAU OF STREET USE AND MAPPING, DPW</p>	<p>DATE:</p> <p>REASON:</p>	
<input type="checkbox"/>	<p>APPROVED:</p>   <p>_____</p> <p>DEPARTMENT OF PUBLIC HEALTH</p>	<p>DATE:</p> <p>REASON:</p>	
<input type="checkbox"/>	<p>APPROVED:</p>   <p>_____</p>	<p>DATE:</p> <p>REASON:</p>	



**ATTACHMENT C**

January 1, 20\_\_

Subject: Soil Nail Retaining Wall at 100 ABC Way  
(PA# 20xx-xxxx-xxxx)

Dear Mr./Ms. \_\_\_\_\_:

The Department of Building Inspection (DBI) has concluded its plan review of the proposed Soil Nail Retaining Wall Project at 100 ABC Way. We are pleased to inform you that we have found the proposed plans for the Soil Nail Retaining Wall at 100 ABC Way to be in general conformance with the 2016 San Francisco Building Code, based on our review of the following items:

Structural Drawings dated \_\_\_\_\_.

For DBI Inspection Services, please contact Building Inspection Division, at (415) 558-6570. DBI inspector will also coordinate plumbing and electrical inspections, if any, as necessary. Please provide a minimum of three working days advanced notice prior to the date of inspections, as required.

Sincerely,

Carey McElroy  
Building Inspector  
Plan Review Services

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