



Wood-Frame Seismic Retrofit Program

OPTIONAL EVALUATION FORM - \$374.00 FEE

This form has been developed in compliance with San Francisco Existing Building Code Section 504E.2.2 for use by owners of buildings within the scope of SFBC Chapter 5E. The purpose of the form is to summarize an owner's optional evaluation demonstrating that the building either 1) has been strengthened to meet or exceed the standards of SFBC Section 303.4 or its predecessor provisions since June 17, 1998, or 2) already meets the criteria of SFBC Section 504E.2 without additional retrofit. Where used, Sections 3 through 5.1 of this form are to be completed by a California licensed architect, civil or structural engineer.

Submit the completed Optional Evaluation Form together with a completed Screening Form and with the supporting documents identified in Sections 3 and/or 4 to Department of Building Inspection, Technical Services Division, 49 South Van Ness Avenue, Suite 500, San Francisco, CA 94103.

BLOCK / LOT NUMBER _____

OWNER NAME _____

OWNER ADDRESS _____

SECTION 1 – ADMINISTRATIVE INFORMATION

Owner telephone _____

Owner email _____

Owner mailing address (if different from above) _____

Authorized agent (optional) _____

Agent telephone _____

Agent email _____

Agent mailing address _____

CONDOMINIUM OWNERS: Please submit one Screening Form and one set of contact information for each building. Please list all lot numbers comprising the building here:

Does this Optional Evaluation Form replace or supplement a previously submitted Optional Evaluation Form for the same building? Yes No

BLOCK / LOT NUMBER _____

SECTION 2 – BASIS FOR COMPLIANCE WITH SFEBc CHAPTER 5E

(SFBC Section 502E Exception 1 and Section 502E.2.2)

Yes No

Was the building seismically strengthened to meet or exceed the standards of SFEBc Section 303.4 or its predecessor provisions since June 17, 1998?

If yes, complete EITHER Section 3 if you are submitting documentation of the past retrofit OR Section 4 if you are submitting new evaluation documentation.

Notes:

1. Exemption for voluntary seismic retrofit completed under AB-094 (SFEBc Section 502E Exception 1) is covered in Screening Form Section 2. If an AB-094 retrofit has been completed, do not submit this Optional Evaluation Form.
2. For buildings retrofitted prior to June 17, 1998 (and therefore not eligible for exemption under SFEBc Section 502E Exception 1), answer the next question and complete Section 4 as appropriate.

Are you declaring that the building already meets the criteria of SFEBc Section 502E.2?

If yes, skip Section 3 and complete Section 4.

SECTION 3 – DOCUMENTATION OF PREVIOUS RETROFIT

(SFBC Section 502E Exception 1)

Indicate which of the following items you are submitting to document that the previous retrofit satisfies all of the following:

- The retrofit meets or exceeds the standards of SFEBc Section 303.4 or its predecessor provisions.
- The retrofit was permitted after June 17, 1998.
- The retrofit was properly permitted, completed, and maintained.

Approved Permit Application

Approved Structural Plans

Certificate of Final Completion

Original structural calculations / design criteria

Original construction documents

Original soil or geotechnical report

Original product literature

SECTION 4 – EVALUATION DOCUMENTS

(SFBC Section 502E Exception 1)

If you completed Section 3, you may skip Section 4.

With reference to SFEBc Section 506E.2, which criteria are you using to demonstrate compliance of the existing building?

FEMA P-807

ASCE 41-13

ASCE 41-06

ASCE 31-03

Other

If Other, describe briefly: _____

Notes:

1. Your submittal will be reviewed using the criteria noted above and Administrative Bulletin 107. Design professionals are advised to review AB-107 requirements for each set of criteria before submitting evaluation documents.
2. Structural calculations for retrofits performed before June 17, 1998 are not necessarily sufficient to comply with SFEBc Chapter 5E. They may be submitted as reference, but evaluation with one of the listed criteria is still required.

BLOCK / LOT NUMBER _____

Indicate which of the following items you are submitting as evidence that the building meets the criteria noted above:

- Building condition assessment report(s) Structural plans for previous retrofit (see Note 2 above)
- Structural investigation report(s) Structural calculations for previous retrofit (see Note 2 above)
- Soil / geotechnical report
- Structural calculations
- Structural software verification

SECTION 5 –DESIGN PROFESSIONAL & OWNER AFFIDAVIT

Under penalty of perjury, the Design Professional certifies that the information provided in Sections 2, 3 and 4 and the Owner/Agent certifies that the information provided in Section 1 of this Optional Evaluation Form are correct to the best of their knowledge.

5.1. Design Professional:

[Professional Stamp Here]

Date stamped and signed

Firm name

Design Professional telephone

Design Professional email

5.2. Owner / Agent:

- Owner
- Agent

Signature

Date

FOR DBI USE ONLY

DBI has approved the evaluation showing that the existing building has been strengthened to meet or exceed the standards of SFEBC Section 303.4 or its predecessor provisions since June 17, 1998. DBI to send a letter confirming compliance with SFEBC Chapter 5E.

DBI has approved the evaluation showing that the existing building meets the criteria of SFEBC Section 506E.2 without additional retrofit. DBI to send a letter confirming compliance with SFEBC Chapter 5E.

DBI has reviewed the materials submitted but cannot approve the evaluation as submitted. DBI to send a letter giving the reason(s) for non-approval.

DBI Reviewer

Date reviewed