Wood-Frame Seismic Retrofit Program
OPTIONAL EVALUATION FORM - $374.00 FEE

This form has been developed in compliance with San Francisco Building Code Section 3404B.2.2 for use by owners of buildings within the scope of SFBC Chapter 34B. 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 1604.11 or its predecessor provisions since June 17, 1998, or 2) already meets the criteria of SFBC Section 3406B.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, 1660 Mission Street, 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:

Yes  No

Does this Optional Evaluation Form replace or supplement a previously submitted Optional Evaluation Form for the same building?
BLOCK / LOT NUMBER _______________________

SECTION 2 – BASIS FOR COMPLIANCE WITH SFBC CHAPTER 34B
(SFBC Section 3402B Exception 1 and Section 3404B.2.2)  

Was the building seismically strengthened to meet or exceed the standards of SFBC Section 1604.11 or its predecessor provisions since June 17, 1998?  

[ ] Yes  [ ] No

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 (SFBC Section 3402B Exception 2) 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 SFBC Section 3402B Exception 1), answer the next question and complete Section 4 as appropriate.

Are you declaring that the building already meets the criteria of SFBC Section 3406B.2?  

[ ] Yes  [ ] No

If yes, skip Section 3 and complete Section 4.

SECTION 3 – DOCUMENTATION OF PREVIOUS RETROFIT
(SFBC Section 3402B 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 SFBC Section 1604.11 or its predecessor provisions.
- The retrofit was permitted after June 17, 1998.
- The retrofit was properly permitted, completed, and maintained.

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Approved Permit Application</td>
<td>☐</td>
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<tr>
<td>Approved Structural Plans</td>
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<td>Certificate of Final Completion</td>
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<tr>
<td>Original structural calculations / design criteria</td>
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<tr>
<td>Original construction documents</td>
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<td>Original soil or geotechnical report</td>
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<td>Original product literature</td>
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</tbody>
</table>

SECTION 4 – EVALUATION DOCUMENTS
(SFBC Section 3404B.2.2 and 3406B)

With reference to SFBC Section 3406B.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 SFBC Chapter 34B. They may be submitted as reference, but evaluation with one of the listed criteria is still required.
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:

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 SFBC Section 1604.11 or its predecessor provisions since June 17, 1998. DBI to send a letter confirming compliance with SFBC Chapter 34B.

DBI has approved the evaluation showing that the existing building meets the criteria of SFBC Section 3406B.2 without additional retrofit. DBI to send a letter confirming compliance with SFBC Chapter 34B.

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