



# 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:

\_\_\_\_\_

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 SFBC CHAPTER 34B**

(SFBC Section 3402B Exception 1 and Section 3404B.2.2)

Yes No

Was the building seismically strengthened to meet or exceed the standards of SFBC Section 1604.11 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 (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?

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.

Approved Permit Application	<input type="checkbox"/>	Original structural calculations / design criteria	<input type="checkbox"/>
Approved Structural Plans	<input type="checkbox"/>	Original construction documents	<input type="checkbox"/>
Certificate of Final Completion	<input type="checkbox"/>	Original soil or geotechnical report	<input type="checkbox"/>
		Original product literature	<input type="checkbox"/>

**SECTION 4 – EVALUATION DOCUMENTS**

(SFBC Section 3404B.2.2 and 3406B)

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

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.

**WOOD-FRAME SEISMIC RETROFIT PROGRAM SCREENING FORM**  
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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) | <input type="checkbox"/> | Structural plans for previous retrofit (see Note 2 above)        | <input type="checkbox"/> |
| Structural investigation report(s)      | <input type="checkbox"/> | Structural calculations for previous retrofit (see Note 2 above) | <input type="checkbox"/> |
| Soil / geotechnical report              | <input type="checkbox"/> |  |                          |
| Structural calculations                 | <input type="checkbox"/> |  |                          |
| Structural software verification        | <input type="checkbox"/> |  |                          |

**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

[Professional Stamp Here]

**5.2. Owner / Agent:**

- Owner  
 Agent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**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