

APPENDIX D

Scanning and Indexing Requirements for Building Plans

DEPARTMENT OF BUILDING INSPECTION

SCANNING AND INDEXING REQUIREMENTS FOR BUILDING PLANS

| FIELD # | INDEX FIELD | DESCRIPTION | TYPE | LENGTH |
|--|----------------------------|--|---------|--------|
| 1 | APPLKEY = APPLICATION # | <p>The Application Number is handwritten once or twice on the right-hand edge of the first page of the set of plans. Some times there will be more than one set of plans together with the same application number with an alpha character such as S, S1, R written again. Do not index these as a separate set. These sets should be considered all one set of plans with one line of indexing using the application number written on the first page of the set of plans.</p> <p>For further explanation of the procedure for this field, please call PSD staff.</p> <p>MANUAL ENTRY.</p> | Numeric | 12 |
| <p>Once application number is entered and matched with DBI PTS (Permit Tracking System) information, all other fields are populated from the database.</p> <p>Un-shaded fields are required fields. These fields are NOT to be left blank.</p> <ul style="list-style-type: none"> If a required field cannot be identified or located on the document, that document will be marked for exception processing and authorized personnel at CCSF DBI will be contacted to resolve the issue. A copy of the image may be faxed to (415) 575-6875 or emailed to <u>dbi-publicservices@sfgov.org</u> for DBI review, vendor personnel will await instructions before proceeding with that document. If DBI is unable to verify data, enter NA on such field, do not use space or slash when entering NA. <p>Shaded fields are optional fields, information should be included if available on PTS.</p> <ul style="list-style-type: none"> If there is no information on a field, the field should be left empty, the word “Blank” should not be entered. <p>Exception: Fields #14, #15, and #17 – Vendor must enter the appropriate information manually (not from database). Please refer to the description on each field.</p> <p>Note: Since application numbers are handwritten on the plans, there is a greater chance of human error. If the application number is unreadable or does not match PTS, a copy of the image may be faxed to (415) 575-6875 or emailed to <u>dbi-publicservices@sfgov.org</u> for DBI review.</p> | | | | |

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| FIELD # | INDEX FIELD | DESCRIPTION | TYPE | LENGTH |
|--|-------------------------|---|--------------------|--------|
| 2 | BLOCK = BLOCK NUMBER | AUTOMATICALLY POPULATED FROM DBI DATABASE. | Numeric / Alpha | 5 |
| 3 | LOT = LOT NUMBER | AUTOMATICALLY POPULATED FROM DBI DATABASE. | Numeric / Alpha | 4 |
| 4 | BUILD_NO | AUTOMATICALLY POPULATED FROM DBI DATABASE IF AVAILABLE. | Numeric / Alpha | 8 |
| <p>For Fields 5 – 12: For buildings with one lot number that have two or more house numbers, i.e. 10-12 Church St, DBI database creates one line of indexing for each house number. In this example: the database will create a line of index for 10 Church St, and one line of index for 12 Church St for the same permit application number. However, DBI requires only one line of indexing per permit application number. Therefore, the correct indexing will be 10 – 12 Church Street.</p> <p>Exception: If a document has 2 different addresses (i.e. a corner building may have 2 addresses with different street names, i.e. 2301 – 2303 Bryant & 2731 – 2737 21st Street), the document will be indexed twice. For example: Appl. #200504069331 will be indexed twice under 2301 – 2303 Bryant Street and 2731 – 2737 21st Street.</p> | | | | |
| 5 | LO_STREET_NO | AUTOMATICALLY POPULATED FROM DBI DATABASE. | Numeric | 6 |
| 6 | LO_STR_SFX | AUTOMATICALLY POPULATED FROM DBI DATABASE IF AVAILABLE. | Numeric / Alpha | 4 |
| 7 | HI_STR_NO | AUTOMATICALLY POPULATED FROM DBI DATABASE IF AVAILABLE. | Numeric | 6 |
| 8 | HI_STR_SFX | AUTOMATICALLY POPULATED FROM DBI DATABASE IF AVAILABLE. | Numeric / Alpha | 4 |
| 9 | STREET NAME | AUTOMATICALLY POPULATED FROM DBI DATABASE. | Character | 20 |
| 10 | STREET_SFX | AUTOMATICALLY POPULATED FROM DBI DATABASE. | Character | 2 |

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|---------|-----------------------------|--|---------------------|--------|
| 11 | UNIT | AUTOMATICALLY POPULATED FROM DBI DATABASE IF AVAILABLE. | Numeric / Alpha | 7 |
| 12 | UNIT_SFX | AUTOMATICALLY POPULATED FROM DBI DATABASE IF AVAILABLE. | Numeric / Alpha | 4 |
| 13 | APP_TYPE | AUTOMATICALLY POPULATED FROM DBI DATABASE. | Numeric | 1 |
| 14 | ROLL NUMBER = BOX NUMBER | <p>Manual Entry</p> <p>For this work sample, please use: P0001 SAMPLE – 01/01/08</p> <p><i>For further explanation of the procedure for this field, please call PSD staff.</i></p> | Character | 12 |
| 15 | DOC_TYPE | <p>P for building plans.</p> <p>Manual Entry.</p> | Character | 1 |
| 16 | DOC_DATE = ISSUE DATE | AUTOMATICALLY POPULATED FROM DBI DATABASE. | Numeric / Character | 8 |
| 17 | SUB_FOLDER | <p>Please name the folder as CCSF Building Plans</p> <p>Manual Entry.</p> | Character | 20 |

DEPARTMENT OF BUILDING INSPECTION SCANNING AND INDEXING REQUIREMENTS FOR BUILDING PLANS

DOCUMENT PREPARATION AND REASSEMBLY

- Plans are picked up at DBI – 1660 Mission Street, 1st Floor every other Friday.
- DBI authorized personnel will sign a vendor provided delivery receipt at time of delivery for any and all deliveries. Both parties keep a copy of the signed receipt for their records.
- Plans may be picked up in rolls or flattened.
- Plans are not returned to DBI. These are discarded two months after delivery has been made of CD/DVD and upon approval of DBI authorized staff. Note: Customers may request that original plans are returned to them, in such cases customers will contact scanning vendor directly.
- Turnaround – delivery the 1st of each month for the previous four (4) weeks worth of work.

SCANNING SPECIFICATIONS

- Plans will be scanned at sufficient resolution.
- The first page of the scanned plans should be the page containing the application number.
- Plans will be rotated to the correct orientation, right-reading, and centered on the page.
- Entire image should be scanned / captured.
- No borders to be added to the images.
- When printed, the plans should fit on a 11" X 17" sheet of paper, landscape orientation.

ADDITIONAL REQUIREMENTS

- The Permit Tracking System (PTS) database download is sent by MIS to vendors on a monthly basis and it contains all information needed to index documents. This database must be used to match the application numbers entered.
- Field number must correspond to order on Papervision search screen.
- Application / Permit numbers are **unique**, there should only be one line of indexing per number. If any repeated numbers are found, check the original document for accuracy.
- If a required field cannot be located on the plans that plans will be marked for exception processing and authorized personnel at CCSF DBI will be contacted to resolve the issue.

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- A copy of the image may be faxed to **(415) 575-6875** or emailed to dbi-publicservices@sfgov.org for DBI review, vendor personnel will await instructions before proceeding with that document.
- If DBI is unable to verify data, enter NA on such field, do not use space or slash when entering NA.
- One Read / Write CD or DVD delivered with PaperVision compatible indexing / database or other approved format as approved by CCSF DBI personnel.
- Datagroups / Sub Folder to be named **CCSF BUILDING PLANS**.