

***BIC Regular Meeting  
of  
November 16, 2022***

***Agenda Item 12***



# Building Inspection Commission Client Services Subcommittee Update

Building Inspection Commission, November 16, 2022

# Client Services Subcommittee - Update

## October Agenda

1. MOU for Small Business Plans Exception
2. Residential Construction Wage Theft Prevention Bond Requirement
3. Electronic Plan Review Survey

# 1. MOU for Small Business Plans Exception

## Background

To aid in the city's economic recovery, San Francisco seeks to streamline the permitting process for small businesses.

When there is a change-of-use, but no construction, this program relaxes the requirement for professionally designed plans.

## Parties

- Department of Building Inspection
- Office of Small Business
- Planning Department

## Effective date

October 17, 2022

# 1. MOU for Small Business Plans Exception

## Goal

Facilitate regulatory review and permitting process for establishment and change of use for certain small businesses.

## Eligibility Criteria

No construction proposed, *no improvements or change in layout*, and occupant load remains the same or decreases.

The permit is triggered by a Planning Code change of use only and not for a change of occupancy classification.

# 1. MOU for Small Business Plans Exception

## Application Review Requirements

- Applicant must present a dimensioned floor plan and photos of the space before occupancy
- Plans don't need to be professionally produced
- DBI to facilitate issuance of permits to the extent permitted by code and other regulations

# 2. Residential Construction Wage Theft Prevention Requirement

## Background

The Residential Construction Wage Theft Prevention Ordinance was passed by the Board of Supervisors earlier this year to prevent wage theft on construction sites for residential buildings of 10 or more units.

## Partners

- Department of Building Inspection
- Controller's Office
- Office of Labor Standards Enforcement

## Effective date

June 6, 2022

## 2. Residential Construction Wage Theft Prevention Requirement

### Details

- Amended the Police and Building Codes
- Owners of residential construction projects creating 10 or more residential or sleeping units are required to maintain a labor compliance bond and the release of such bond is conditioned on specified reporting and labor standards compliance for work on the project



## 2. Residential Construction Wage Theft Prevention Requirement

### Details

- Amount of the bond equal to approximately 10% of valuation to maximum \$1,250,000.
- Exemptions for:
  - Development agreement projects
  - Publicly funded projects
  - Prevailing wage projects, valid Project Labor Agreement or Community Workforce Agreement

# 3. Electronic Plan Review Survey

## Electronic Plan Review Benefits for DBI Customers and the Public

Saves Money – No need to print multiple large rolls of paper plans at \$4.00 a page

Increases Transparency – All project information, comments, revisions and approvals are captured, aggregated and logged in one location, accessible online 24/7

Saves Time – With the project plans online, customers no longer have to make multiple trips to the SF Permit Center. Meanwhile, plan checkers can conduct some reviews simultaneously, further shaving time off the total review period

# 3. Electronic Plan Review Survey

## Goal

Increase the percentage of In-house Review permit applicants using Electronic Plan Review (EPR) to 100%

- July, August, Sept 2022: 73% EPR / 27% paper
  - EPR = 257 of 354 In-house Review permit applications during that time
- EPR was opened to all In-house Review permit applicants in July 2021

# 3. Electronic Plan Review Survey

## Strategy

Increase customer adoption of Electronic Plan Review through marketing and operational improvements

# 3. Electronic Plan Review Survey

## Tactics

Conduct survey of In-house Review applicants to understand why they do and do not use Electronic Plan Review

Analyze results to understand motivators and barriers to adoption

Develop and implement marketing strategies and operational improvements to promote motivators and address barriers

# 3. Electronic Plan Review Survey

## Details

- 1,730 survey universe: In-house Review applicants since July 2021
  - 939 EPR only
  - 599 Paper only
  - 192 Both
- 20 questions; 8 minutes to complete
  - All audiences received the same survey
- Opened 10/25; Closed 11/1
- Currently being analyzed with Digital Services



**THANK YOU**