



INFORMATION SHEET

NO. G-02

DATE : October 22, 2018
CATEGORY : General
SUBJECT : **Approval of Various Plan Review Procedures**

REFERENCES : San Francisco Building Code
Mayor's Executive Directive 17-02

INTENT : To clarify the approval of various Plan Review Procedures

DISCUSSION :

(A) PARALLEL PLAN REVIEW:

1. For housing projects under the Mayor's Executive Directive 17-02 only, applicant may request San Francisco Planning Department (Planning) and San Francisco Department of Building Inspection (DBI) parallel review by completing "Parallel Processing Program" Affidavit and the Statement of Eligibility Form (see Attachment A) and follow parallel processing guidelines outlined in the Packet of Information (see Attachment B).

Applicant shall also complete "Parallel Processing Coordinator Contact Information" Form (see Attachment C) and include the name and contact information of a Parallel Processing Coordinator serving as the primary point of contact in the Affidavit and Statement of Eligibility Form.

Applicant shall provide minimum three (3) sets of plans. Different sizes of plan sets not allowed. Applicant shall scan the Affidavit and the Statement of Eligibility Form with Parallel Processing Coordinator Contact Information on the first sheet of the plans. Central Permit Bureau (CPB) will route two (2) sets of plans to DBI and one (1) set of plans to Planning.

Applicant shall submit three (3) sets of revised plans for any revisions to Permit Processing Center (PPC). Applicant shall also have the revision scope scanned on the first sheet of the revised submittal. PPC will route two (2) sets of revised plans to DBI and one (1) set of revised plans to Planning.

[Note: After filing for serial plan review, change to parallel plan review is not allowed, unless approved by Deputy Director only. If approved, applicant needs to submit all three (3) sets to CPB.]

2. For projects not under the Mayor's Executive Directive 17-02, parallel review between Planning and DBI is allowed if request by Planning is approved by Deputy Director only.

Applicant shall provide minimum three (3) sets of plans. Different sizes of plan sets not allowed. CPB will route two (2) sets of plans to DBI and one (1) set of plans to Planning.

3. For Building, Mechanical and Fire only, after Planning approval. No approval required.

After Planning approval, applicant needs to submit a third set of plans to Fire Department directly.

- (B) ADDENDA SCHEDULE (submitted with a letter request from the applicant):

Approval by Manager or Supervisor required.

- (C) OVER-THE-COUNTER (OTC) PLAN REVIEW (for conversion from Submitted Plan Review only; See Section (P) below, for Form 8 conversion for applicable project types):

Applicant completes the Request Form for OTC Plan Review (see Attachment D) and submits to PPC.

Review and approval by Plan Review Supervisor or TSD Manager or Supervisor required.

PPC will call applicant after the Request Form is approved.

For OTC review by other department, contact the individual department.

- (D) CONVERSION OF SITE PERMIT TO REGULAR PERMIT OR
CONVERSION OF REGULAR PERMIT TO SITE PERMIT:

Not permitted, unless approved by Director only.

- (E) RELEASE OF APPROVED DRAWINGS TO APPLICANTS:

Not permitted for submitted projects prior to permit issuance, unless approved by Deputy Director only.

- (F) PREMIUM PLAN REVIEW PER SFBC SECTION 106A.4.13 (submitted with a letter request from the applicant and upon payment of an additional fee per Table 1A-B):

Approval by Plan Review Supervisor required, pending available Plan Review staff resources.

The promised plan review time will be determined by Plan Review Supervisor at time of approval.

The "PREMIUM PLAN REVIEW" stamp will be stamped on the routing slip, but not on the permit application and plans. It will also be "flagged" in the PTS system with the message: "PREMIUM PLAN REVIEWED FEE HAS BEEN PAID AT SUBMITTAL."

Premium plan review fee will be based on fee schedule tied to filing date of regular or site permit.

For addendum, premium plan review fee will be based on fee schedule tied to filing date of the addendum.

- (G) NOTICE OF VIOLATION (NOV):

Copies of notice of violation (if indicated in PTS) shall be attached to permit application.

- (H) KITCHEN/BATHROOM:

Permit application form for new or remodeling of kitchen or bathroom shall indicate that both electrical and plumbing permits are required.

(I) SUBMITTAL OF MASSIVE VOLUME OF PLANS TO CPB:

1. The maximum total number of sheets for each plan set or each group of subsets allowed to be submitted to CPB per permit without making an appointment is 200 sheets.
2. If exceeding the maximum number of 100 sheets per plan set, the applicant needs to separate into smaller subsets of 100 sheets per subset maximum. No appointment to submit plan set or group of subsets up to 200 sheets total.
3. If submitting more than 200 sheets total for each plan set or each group of subsets, the applicant shall make an appointment with CPB by calling (415) 558-6070 prior to submittal at CPB.

(J) INCLUSION OF THE REMODEL OF MULTIPLE APARTMENTS within a single building on one permit application:

If the multiple units are within one apartment building which has one Assessor Parcel Number (APN), the multiple units having the same scope of work can be included in one permit application.

Applicant shall verify with Inspection Services to determine if multiple inspections shall be scheduled.

(K) PLUMBING, ELECTRICAL AND MECHANICAL (P, E & M) Permit Applications:

CPB staff and plan reviewer shall review the scope of work on building permit application and remind applicant to pull separate permits for Plumbing, Electrical and Mechanical (e.g., furnace) to comply with building permit requirement if necessary. If required, applicant needs to complete the P, E & M permit applications at the same time when processing the building permit.

(L) Uniformity in size and scale of plans submitted for building permit:

Applicant needs to submit minimum two (2) sets of plans on minimum 11" x 17" size paper. Size of plans, including cover sheet, shall be uniform, except for:

1. Special Inspection form;
2. Disabled Access (DA) Checklist;
3. Administrative Bulletin (AB) form; or
4. Minor deviations approved by manager/supervisor.

All floor plans, including foundation, ceiling, etc., shall be uniform in scale; unless otherwise approved by manager/supervisor.

Other plans (including site plan, details, elevations, sections, etc.) can be in different scales.

(M) Pre-Application meeting:

The letter documenting the findings of the pre-application meeting shall be included in the permit's plan set submittal. AB-005 is not required unless specified in the letter.

(N) Request for duplication of permit application:

CPB would process the duplication of permit application upon written request to CPB by applicant or reviewer for such duplication and upon payment of CPB processing fee per SFBC Table 1A-J, if permit application or plans are lost by applicant. If permit application is lost by Planning, Fire or any other departments or divisions, the planner or the plan checker needs to provide a written request letter to CPB or email to: dbi.cpbrequest@sfgov.org to process the duplication of permit application.

(O) Payment of fees at addendum issuance:

The PTS POSTISSUE Fees on 1ST construction document shall be charged at issuance of Superstructure or Architectural Addendum.

(P) The following permits are eligible for conversion of Form 3 to Form 8:

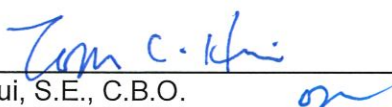
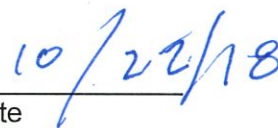
ADU, Unit Legalization or administrative permit with no work to be performed (or a scope of work typically eligible for OTC review) for a proposed Use Change (that does not require Conditional Use Authorization) but triggers Planning Code Section 312 or 311 (for example, in most Neighborhood Commercial Districts, a change from retail to restaurant, or from limited restaurant to full restaurant, triggers Neighborhood Notification) or triggers other intake requirements for the Planning Department not related to physical scope of work.

1. Applicant submits permit application (Form 3) at CPB;
2. CPB routes permit to Planning for review;
3. After Planning approval, Planning staff shall notify applicant of their ability to request OTC Plan Review via conversion to Form 8.
4. Applicant completes the Request Form for Form 8 Conversion/OTC Plan Review (see Attachment E) and brings to IPR to review and approve the Request Form for OTC Plan Review, and convert the permit application from Form 3 to Form 8.

If the scope of work requires further review before approving conversion, IPR may direct applicant to submit Request Form to PPC. In this case, Plan Review Supervisor or TSD Manager or Supervisor will review and approve the Request Form for OTC Plan Review. PPC will call applicant after the Request Form is approved.

5. Upon applicant's request, CPB or IPR will convert the permit application from Form 3 to Form 8.
6. All reviewing agencies shall treat the application as a Form 8.

NOTE: Contact Supervisor or Manager for deviation from above procedure and special case.

 _____ Date

 Tom C. Hui, S.E., C.B.O.

 Director

 Department of Building Inspection

Attachment A: San Francisco Planning Parallel Processing Program and Statement of Eligibility Affidavit Submittal Requirements

Attachment B: San Francisco Planning Parallel Processing Program Affidavit and Statement of Eligibility Packet of Information

Attachment C: Parallel Processing Coordinator Contact Information

Attachment D: Request Form for Over-the-Counter (OTC) Plan Review (Rev. 05/08/2018)

Attachment E: Request Form for Conversion of Building Permit from Form 3 to Form 8

This Information Sheet is subject to modification at any time. For the most current version, visit our website at <http://www.sfdbi.org>



PARALLEL PROCESSING PROGRAM AND STATEMENT OF ELIGIBILITY

AFFIDAVIT SUBMITTAL REQUIREMENTS

A Joint Initiative of the Planning Department and the Department of Building Inspection

In response to Mayor Edwin M. Lee’s Executive Directive 17-02, the Planning Department and the Department of Building Inspection (“DBI”) a voluntary Parallel Processing Program focused on those Housing Projects defined in Executive Directive 17-02. This program expands on current parallel processing options, is offered at no additional cost, and is intended to accelerate housing production in San Francisco.

Please review the Parallel Processing Program Informational Packet prior to filling out this application. Please answer all questions fully. Please type or print in ink and attach pages if necessary. If you have questions about this new joint Planning-DBI Parallel Processing Plan, please contact James Zahn at Department of Building Inspection at: 415-558-6152, and/or Kate Conner at Planning: 415-575-6914.

WHAT TO SUBMIT:

1. One (1) original of this affidavit application signed by owner or agent, with all blanks filled in.
2. A building or site permit along with three sets of plans, including the affidavit and statement of eligibility printed on the cover sheet.

HOW TO SUBMIT:

To file your affidavit application, please email the completed application to your assigned planner at San Francisco Planning.

Español: Si desea ayuda sobre cómo llenar esta solicitud en español, por favor llame al 415-575-9010. Tenga en cuenta que el Departamento de Planificación requerirá al menos un día hábil para responder

中文：如果您希望獲得使用中文填寫這份申請表的幫助，請致電415-575-9010。請注意，規劃部門需要至少一個工作日來回應。

Tagalog: Kung gusto mo ng tulong sa pagkumpleto ng application na ito sa Filipino, paki tawagan ang 415-575-9121. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.



PARALLEL PROCESSING PROGRAM AND STATEMENT OF ELIGIBILITY APPLICATION

Property Information

Project Address: _____ Block/Lot(s): _____

Related Applications

Preliminary Project Application and/or Environmental Evaluation Applications No(s): _____

Building Permit Applications No(s): _____

Eligibility Criteria

To be eligible for parallel processing, a project must meet the following criteria:

FEATURES	YES
Number of Units: The development must include either (1) 50 or more net new dwelling units with no non-residential uses excepting ancillary ground floor uses, or (2) 250 or more new units along with other, non-residential uses.	
Height: The development must be less than 240 feet in height. Projects over 240 feet in height require third-party peer review, which adds complexity that is not conducive to Parallel Processing.	
New Construction: The development must be new construction and not an alteration.	
Access to Public Right of Way: The development must not be landlocked and have legal access to existing public rights-of-way.	
Subdivisions & Mergers: The development may include a lot merger or a new construction condominium application; however, it may not include any land subdivision application.	

APPLICANT'S AFFIDAVIT

Under penalty of perjury the following declarations are made:

- a) The undersigned is the owner or authorized agent of the owner of this property.
- b) The information presented is true and correct to the best of my knowledge.
- c) Other information or applications may be required.
- d) As a voluntary program, I am assuming some risk if plans need to be modified during the review process and that revisions required by one agency may precipitate revisions from the other agency and that I am responsible for any associated fees that may be required due to DBI back-check reviews or additional Planning Department review costs.

Signature

Name (Printed)

Relationship to Project
(i.e. Owner, Architect, etc.)

Phone

Email

For Department Use Only

Application received and verified by Planning Department:

By: _____

Date: _____

CASE NO.	MOTION NO.	EFFECTIVE DATE	NSR RECORDED?
			<input type="checkbox"/> Yes <input type="checkbox"/> No

[This Page Intentionally Left Blank]



PARALLEL PROCESSING PROGRAM AFFIDAVIT AND STATEMENT OF ELIGIBILITY

PACKET OF INFORMATION

A Joint Initiative of the Planning Department and the Department of Building Inspection

In response to Mayor Edwin M. Lee's Executive Directive 17-02, the Planning Department and the Department of Building Inspection ("DBI") a voluntary Parallel Processing Program focused on those Housing Projects defined in Executive Directive 17-02. This program expands on current parallel processing options, is offered at no additional cost, and is intended to accelerate housing production in San Francisco.

Planning Department staff are available to advise you in the preparation of this application. Call (415) 558-6377 for further information.

WHAT IS PARALLEL PROCESSING?

Parallel Processing is the simultaneous review of a development project by staff at both DBI and the Planning Department. This approach typically involves DBI's review of a site or building permit application for a given project at the same time that the Planning Department reviews the project's entitlement application(s), analyzes potential environmental impacts pursuant to the California Environmental Quality Act ("CEQA"), or completes required neighborhood notification.

WHY USE PARALLEL PROCESSING?

Through Parallel Processing, Project Sponsors can potentially save months of review time compared to conventional serial processing, provided that the project does not substantially change once Parallel Processing has begun. Essentially, this process enables both the Planning Department and DBI to identify project deficiencies simultaneously. While Planning Department approval will continue to be required prior to permit issuance, through Parallel Processing, in some cases permit issuance by DBI may be possible soon after Planning Department approval.

ARE THERE RISKS ASSOCIATED WITH PARALLEL PROCESSING?

While the provisions of this Program are intended to mitigate risks to the maximum extent possible, project sponsors who choose to enroll projects in the Parallel Processing Program are advised that potential downsides exist. Specifically, revisions to an element of the project required by one agency (e.g. the Planning Department) may need to be re-reviewed by the other (e.g. DBI), despite that element having been previously reviewed. This not only consumes additional time, but creates a risk of a circular review process when dealing with conflicting Building and Planning Code provisions.

ARE THE STANDARDS OF REVIEW USED IN PARALLEL PROCESSING ANY DIFFERENT?

No. The standard of review (e.g. Planning Code provisions, Planning Commission policies, CEQA) is unchanged. Similarly, Building Code requirements are unchanged. This program changes only process, streamlining the permitting process where possible in order it to increase its efficiency and to reduce the time required to permit issuance.

The overall Program along with the specific provision contained therein will be evaluated and amended as appropriate by DBI, the Planning Department, and the Office of Economic and Workforce Development on a quarterly basis.

AFFIDVAIT AND STATEMENT OF ELIGIBILITY

As a voluntary program, Project Sponsors will be assuming some risk if plans need to be modified during the review process. Sponsors are required to complete an affidavit declaring they have chosen to enter into the Parallel Processing Program and are aware that revisions required by one agency may precipitate revisions from the other agency and that he or she is responsible for any associated fees that may be required due to DBI back-check reviews or additional Planning Department review costs. To be eligible for parallel processing, a project must meet the following criteria:

- Number of units. The development must include either (1) 50 or more net new dwelling units with no non-residential uses excepting ancillary ground floor uses, or (2) 250 or more new units along with other, non-residential uses.
- Height. The development must be less than 240 feet in height. Projects over 240 feet in height require third-party peer review, which adds complexity that is not conducive to Parallel Processing.
- New construction. The development must be new construction and not an alteration.
- Access to public right of way. The development must not be landlocked and have legal access to existing public rights-of-way.
- Subdivisions & Mergers. The development may include a lot merger or a new construction condominium application; however, it may not include any land subdivision application.

SUBMITTAL INSTRUCTIONS

Typically, Planning Department review begins prior to DBI review. If Planning Department staff receives a permit application or Development Application and the Project Sponsor elects to proceed with parallel processing, the following will occur:

1. The Project Sponsor completes this Affidavit and Statement of Eligibility stating he or she is aware of the potential risks of the Program.
2. The Project Sponsor submits a building or site permit (if not already submitted) along with three sets of plans (two for DBI and one for Planning), including the Affidavit and Statement of Eligibility printed on the cover sheet.
3. Both Planning Department staff and DBI staff commence review.
4. Any revisions submitted will have a revision scope printed on the cover sheet of the submittal. Revisions required by one agency will be distributed to the other through the conventional routing process.

PARALLEL PROCESSING COORDINATOR

If a Project Sponsor elects to enter into the Parallel Processing Program, he or she will provide to both agencies the name of a Parallel Processing Coordinator who will serve as the primary point of contact for the project. This contact information for the coordinator will be included in the Affidavit and Statement of Eligibility and is essential to ensure effective communications and responsiveness.

Materials, Windows and Addenda. While both agencies encourage early selection of materials, window treatment, and landscaping, they may nonetheless be selected later in the review process. In addition, the Parallel Processing Program does not affect the typical addenda process and these exterior materials are stipulated in the architectural addenda.

PARALLEL PROCESSING COMMENCEMENT AND RE-ROUTING CHECKLIST

The benefits of Parallel Processing are realized most fully when those building features most critical to each DBI and the Planning Department have been fully vetted and are no longer subject to change. Bearing this in mind, the Planning Department has developed a list of project features that, if changed during the parallel review process, may result in additional review by Planning staff and potentially lead to increased timelines, and costs, for review. Similarly, the Planning Department will not commence Parallel Processing for any application until it is satisfied that they are likely to remain unchanged for the remainder of the review process. These features include but are not limited to the number of dwelling units, the building's exterior dimensions, ground floor use types, and the area of commercial square footage. Similarly, DBI has created a checklist of project features that if changed during the Planning Department review stage would require re-review by DBI. Please see the items listed below:

- Envelope - height
- Envelope - walls and floors/ceilings
- Envelope - size and location
- Windows - treatment, materials
- Windows - location/configuration
- Architectural detail (e.g. façade, materials)
- Architectural detail – cornice
- Gross Floor Area
- Ground floor configuration and uses (residential)
- Ground floor configuration and uses (commercial)
- Below ground configuration (e.g. parking)
- Dwelling units - number
- Dwelling units - bedrooms in unit
- Dwelling units - configuration (interior and within building)
- Parking/loading spaces - number and location
- Circulation - vertical circulation (stairs, elevator)
- Common open spaces and courtyards
- Landscaping - private property



San Francisco Planning

FOR MORE INFORMATION:

Call or visit San Francisco
Planning

Central Reception

1650 Mission Street, Suite 400
San Francisco CA 94103-2479

TEL: **415.558.6378**

FAX: **415 558-6409**

WEB: **<http://www.sfplanning.org>**

Planning Information Center (PIC)

1660 Mission Street, First Floor
San Francisco CA 94103-2479

TEL: **415.558.6377**

Planning staff are available by phone and at the PIC counter.
No appointment is necessary.



Attachment C

PARALLEL PROCESSING COORDINATOR INFORMATION

Property Information:

Project Address: _____

Block/Lot(s): _____

Contact Information of Parallel Processing Coordinator:

Name: _____

Company: _____

Address: _____

Work Phone: _____

Cell Phone: _____

Email: _____

[This Page Intentionally Left Blank]

INSTRUCTIONS

- Before you complete the OTC Plan Review Request Form, please **ensure the current location** of the plans. If the plans are not with a DBI station (BLDG/STR/MECH), the OTC request will not be processed. This OTC Request **ONLY** applies to Building, Structural and Mechanical Stations.
- OTC is not allowed once a plan checker has started and issued comments on a project.
- Please provide accurate and correct information. Incorrect and incomplete information will delay the processing of the OTC request.
- The request will be reviewed and approved/denied by a plan review supervisor or TSD Manager.
- You will be notified of the outcome of the review via email. Make sure to write your email address legibly.
- All OTC Requests are processed in the order they are received.
- For OTC review by another agency, contact the individual Department for their policy when they have possession of the plans.



Building and Mechanical Only

Over-the-Counter (OTC) Plan Review Request Form

Architectural Structural Mechanical

Date of request: _____ Permit Application #: _____ Addendum _____

Job Address: _____

Reason for Request: Main criterion for OTC review is no more than one hour per review station

Contact Information:

Name: _____ Phone: _____

E-mail Address: _____

- Must pick up plans no later than 2:00 PM Must return plans to 2nd floor the same day
 Plan review must be completed within 2 weeks Valid government-issued ID required

Must check all boxes and sign form for processing

Signature: _____

Approved for:

ARCHITECTURAL STRUCTURAL

By: _____

Date: _____

Note: _____

MECHANICAL

By: _____

Date: _____

Note: _____

INSTRUCTIONS

- Before you complete the Request Form for Conversion of Building Permit from Form 3 to Form 8, please **ensure the current location** of the plans. If the plans are not with a DBI station (BLDG/STR/MECH), this request will not be processed.
- OTC is not allowed once a plan checker has started and issued comments on a project.
- Please provide accurate and correct information. Incorrect and incomplete information will delay the processing of this request.
- The request will be reviewed and approved/denied by a plan review supervisor or TSD Manager, if required.
- You will be notified of the outcome of the review via email. Make sure to write your email address legibly.
- All OTC Requests are processed in the order they are received.
- For OTC review by another agency, contact the individual Department for their policy when they have possession of the plans.



Request Form for Conversion of Building Permit from Form 3 to Form 8

Architectural Structural Mechanical

Date of request: _____ Permit Application #: _____ Addendum _____

Job Address: _____

Reason for Request: Main criterion for OTC review is no more than one hour per review station

Contact Information:

Name: _____ Phone: _____

E-mail Address: _____

- Must pick up plans no later than 2:00 PM
- Must return plans to 2nd floor the same day
- Plan review must be completed within 2 weeks
- Valid government-issued ID required

Must check all boxes and sign form for processing

Signature: _____

Approved for:

ARCHITECTURAL STRUCTURAL

By: _____

Date: _____

Note: _____

MECHANICAL

By: _____

Date: _____

Note: _____
