



**City and County of San Francisco – Department of Building Inspection
Commercial Pre-Plan Check Processing**

Please address the following comments and return the corrected submittal package to intake staff.

- Date:
- Reviewed by (PT):
- Reviewed by (PR):
- Project Address:
- Applicant Name:
- Applicant email:
- Application Scope:
- Plan Check Tier:
- Permit Appl. #:

<input type="checkbox"/> Application Completeness	Please complete the following portions of the permit application: <input type="checkbox"/> Incorrect address <input type="checkbox"/> Incorrect Form
<input type="checkbox"/> Previous Apps & Characteristics	
<input type="checkbox"/> Scope of Work	The scope of work has been revised to the following: <input type="checkbox"/> Identify any special programs (Prop H, Accessible Business Entrance, Mixed use affordable housing...) <input type="checkbox"/> Identify floor, unit number where work take place. <input type="checkbox"/> Identify "To comply with NOV #xxxx" <input type="checkbox"/> Identify architectural design criteria when applicable such horizontal exit, heavy timber, any special element etc
<input type="checkbox"/> Valuation	The construction valuation of this project has been changed to \$ _____
<input type="checkbox"/> Plan Check Fees Due	Please see the attached invoice
<input type="checkbox"/> Dev. Review Routing	<input type="checkbox"/> Planning (CP-ZOC) <input type="checkbox"/> Architectural (BLDG) <input type="checkbox"/> Structural (PAD-STR) <input type="checkbox"/> DBI Specialty (MEP) Plan Check (MECH) <input type="checkbox"/> Public Works Bureau of Streets & Mapping (DPW-BSM) <input type="checkbox"/> Public Utilities Commission (PUC) <input type="checkbox"/> Public Works Bureau of Urban Forestry (DPW-BUF) <input type="checkbox"/> Fire Prevention (SFFD) <input type="checkbox"/> Public Health (DPH) <input type="checkbox"/> Mayor's Office of Disability (MOD) <input type="checkbox"/> Office of Community Investment & Infrastructure (OCII)
<input type="checkbox"/> Supporting Documentation	<input type="checkbox"/> School District developer fee form & 90-day refund form <input type="checkbox"/> Special inspection form

	<input type="checkbox"/> Ground floor development affidavit <input type="checkbox"/> Structural calculations <input type="checkbox"/> Title 24 energy calculations <input type="checkbox"/> Soils/Geotechnical report & CD ROM or flash drive <input type="checkbox"/> Geotechnical review letter <input type="checkbox"/> Hydrology study <input type="checkbox"/> Sound transmission report <input type="checkbox"/> Previously approved drawings if current permit application is a revision to an issued permit <input type="checkbox"/> Other report <input type="checkbox"/> Identify any environmental information such as: Maher Ordinance requirements <input type="checkbox"/> Slope Protection Areas & checklist <input type="checkbox"/> Site survey required by a licensed land surveyor <input type="checkbox"/> Disabled Access checklist (D.A. checklist) completely filled-out; including (as applicable): Technical Infeasibility, Equivalent Facilitation or Unreasonable Hardship forms in conjunction with the D.A. checklist. 20% exception rule (Form C) when applicable <input type="checkbox"/> Accessible path of travel reference plans
<input type="checkbox"/> Plans - Cover Sheet	<ul style="list-style-type: none"> • All text size shall be 3/32" high minimum • Property information (address, lot/block, planning zone, overlay zones (flood, high fire, historical...)) • Stamped and signed by a licensed architect or licensed engineer; wet signature on cover sheet • Concise, complete and accurate scope of work • List of codes the project will comply with • Drawing index with all sheets listed • Existing/changed/proposed building characteristics • Existing/changed/proposed number of stories • Existing/changed/proposed number of basements • Existing/changed/proposed type of construction • Existing/changed/proposed use and/or occupancy • Existing/changed/proposed number of dwelling units • Existing/changed/proposed floor area • Existing/changed/proposed fire sprinkler status; provide sprinkler standard (NFPA-XX, if any) • Existing/changed/proposed type of fire alarm (if any) • List of deferred submittals • Addenda schedule (if applicable)
<input type="checkbox"/> Plans – Site Plan	<ul style="list-style-type: none"> • North arrow • Property lines • All other buildings on lot and adjacent lot and use(s)

	<ul style="list-style-type: none"> • Location of street • Applicable setbacks from property line • Location of new retaining walls and fences • NOTE: If scope of work is outside the building, then provide separate existing and proposed site plans showing the existing and proposed location of any new retaining wall(s), fence(s), deck(s), etc
<input type="checkbox"/> Architectural (New & Existing) Floor & Roof plans with dimensions and opening sizes – drawn to scale	<ul style="list-style-type: none"> • Separate existing and proposed floor & roof plans (as applicable) • Floor plans to be drawn to scale • Dimensions and opening sizes • Provide and label gridlines • Provide relevant dimensions, existing and proposed use for each room and/or space • Label each level as either a story or a basement; don't use vague terms such as: ground floor, lowest level, sub-basement, upper level, etc • Provide existing grade (if the grade varies, provide enough data points to convey slope). • Wall/shading legend that clarifies: <ul style="list-style-type: none"> • Which walls/retaining walls are existing and to remain • Which walls/retaining walls are to be removed • Hatching that clarifies the area of work/excavation; provide dimensions of the areas • Symbols, words, and notes that accurately describes the scope of the demolition • Show existing and proposed ceiling height • Complete schedules for doors, windows, walls, finishes showing fire resistance rating
<input type="checkbox"/> Architectural - Egress Analysis	<ul style="list-style-type: none"> • Show use and occupant loads of each tributary room/space • Show the cumulative load increases towards the exit • Specify maximum diagonal dimension for exit path and maximum exit travel distance • Show location of fire extinguishers, fire alarms, exit signs and emergency exit lighting
<input type="checkbox"/> Architectural Exterior Elevations	<ul style="list-style-type: none"> • Separate existing and proposed • Gridlines • Symbols, words and notes that describe the scope of the remodel

	<ul style="list-style-type: none"> Label each level as either a story or a basement. Don't use vague terms such as: ground floor, lowest level, sub-basement, upper level, etc...
<input type="checkbox"/> Architectural Building Cross Sections - coordinated with the plans	<ul style="list-style-type: none"> Separate existing and proposed Gridlines Symbols, words and notes that describe the scope of the remodel Label each level as either a story or a basement; don't use vague terms such as: ground floor, lowest level, sub-basement, upper level, etc
<input type="checkbox"/> Architectural details	<ul style="list-style-type: none"> Provide complete accessibility details for all elements of the required path of travel Provide complete details for all new construction accessibility elements
<input type="checkbox"/> Architectural – Schedules (door, opening/wall/finish schedules)	<ul style="list-style-type: none"> Provide the following missing schedules providing necessary details for fire resistance ratings, smoke control, and specialty requirements
<input type="checkbox"/> Structural Title Sheet	<ul style="list-style-type: none"> Structural design parameters, material specifications, referenced standards etc
<input type="checkbox"/> Structural Foundation, Floor & Roof framing plans	<ul style="list-style-type: none"> Structural design parameters Material specifications Referenced standards Abbreviations
<input type="checkbox"/> Structural Section/Details	<ul style="list-style-type: none"> Gridlines Detail callouts Cross section callouts (as applicable) Label each level as either a story or a basement; don't use vague terms such as: ground floor, lowest level, sub-basement, upper level, etc
<input type="checkbox"/> Green Building sheets	<ul style="list-style-type: none"> Use the City's Green Building Standards form (referenced in AB 093) on the plans instead of a generic Residential or Commercial Mandatory Measures checklist Clearly indicate which measures are not applicable to this project

	<ul style="list-style-type: none">• Clearly reference plan notes, details, or the checklist itself for each measure to facilitate the plan reviewer's and inspector's review
<input type="checkbox"/> Title 24 Energy Reports	<ul style="list-style-type: none">• Ensure all text is legible in the drawings• Ensure special features are detailed in the plan sheets• Ensure details and specifications in the plan sheets match the recommendations of the energy compliance report and vice versa