



City and County of San Francisco – Department of Building Inspection
Residential 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 (ADU, UDU, 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 "Covered Multifamily Dwelling" when applicable, bathroom option chosen
<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"/> 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"/> 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) • 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
<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 • 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"/> 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 • 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