




## MEMORANDUM

**DATE:** March 21, 2023  
**TO:** All Plan Review and Permit Processing Staff  
**FROM:** Patrick O'Riordan, C.B.O., Director   
**SUBJECT:** Site Permit Review Criteria

The Site Permit is issued based on preliminary drawings and documentation. Approval and issuance of a site permit alone does not allow for construction. Additional construction documents, submitted and approved as addenda, complete the set of approved construction documents.

A Site Permit submittal package shall include the following documents.

- Architectural Plans. Architectural plans shall include preliminary floor plans (existing and new), sections and elevations depicting topographic site conditions as needed to describe the general scope of work.
- Structural Design Criteria Document. For projects subject to Structural Design Review per AB-082, the site permit submittal package shall include the Structural Design Criteria Documents as separately detailed by the Department of Building Inspection.

In order to expedite the review of Site Permits, the following review criteria apply to Site Permit applications.

- Use or Occupancy. Check the proposed type of construction, allowable height and number of stories, and allowable floor area for the proposed use or occupancy.
- Exterior Wall Protection. Check the proposed exterior wall fire-resistive construction and general opening protection requirement based on location on the site and clearances to property lines and other buildings.
- Means of Egress. Check that the proposed means of egress system provides a sufficient number of exits and identifies major potential egress requirements.

- Accessibility. Check the path of travel and general overview of the provisions for access. (Review by the Mayor's Office on Disability is not required at site permit review stage, but is required as part of the addendum review.)
- Estimated Construction Valuation. Review and, if necessary, adjust the construction valuation.
- SFUSD Fee. Determine the areas required for the calculation of SFUSD fees.

The purpose of a Site Permit is to allow review of preliminary conceptual and schematic designs for proposed construction. DBI's plan review of Site Permits is to assure that there are no major factors that would preclude the detailed design of a code-complying structure.

Due to the preliminary nature of the Site Permit, detailed plan review of construction documents, other than those listed above, is not required at the time of Site Permit review. Such detailed plan review shall be reserved for the time of addendum review.

cc: Christine Gasparac, Assistant Director  
Neville Pereira, Deputy Director Permit Services