Permit Streamlining

SITE PERMIT REFORM PROJECT

Joint Hearing: Building Inspection Commission & Planning Commission

Michael Christensen
Principal Planner
SF Permit Center

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Current State / What is a Site Permit?

Appealable

- FULL PERMIT
  - Complete Plan Set

- SITE PERMIT
  - Architectural Plan Set
  - Foundation Addenda
  - Superstructure Addenda
  - Architectural Addenda
  - Etc.

Not Appealable
Current State: Site Permits Today

- **Large Projects**: 96% of new build projects
- **Discretionary Projects**: Section 311 projects
- **Complex Projects**: Unique circumstances
We use old tools.

Permits and workflows are tracked in an aging system that does not enable staff to be proactive.

Current State: Areas for Improvement

It’s a long process
San Francisco’s permit process is one of the longest in California.

It’s uncoordinated.
Plans get to the agencies who need to see them, but City staff don’t coordinate on timelines or responses. Applicants get responses from each agency separately.

Next steps are unclear.
The next steps for an applicant after a Site Permit is issued are not defined, and the applicant is left to figure it out themselves. A project could need dozens of permits to build.

We use old tools.
Permits and workflows are tracked in an aging system that does not enable staff to be proactive.
Project Goals

- Fast & efficient, end-to-end
- Consistent & predictable results
- Organized & accountable to the public
DEVELOPMENT REVIEW PERMITS
Development Review Permits

Apply online with Planning.

Get a Plan Check Letter with all City comments.

Complete any processes requirements.

Receive a Development Review Permit.
Development Review Permits

DBI intake is eliminated and applicants apply directly to Planning using Accela Citizen Access.

DBI Submission
- Submits site permit application
- Building completes permit intake

DBI Intake

CPC Submission

CPC Intake

Plan Check
All agency plan checks will happen concurrently, applicant responds to all comments at once.

Applicant submits permit application

Applicant responds to comments

Planning completes permit intake

Planning, Building, & other depts. complete plan check

Planning completes Entitlements

Building & other agencies complete plan check

Issuance

Planning Issues Development Review Permit

Permit issued by CPC.
Applying for a permit

File Online
- Submit your application online from work or home without needing to visit the Permit Center.

Submit Payments
- Pay review fees online through the same application portal.

Track Status and Comments
- Track the progress of your permit through the portal or the Property Information Map and have access to review results in real-time.

Submit Revisions
- If corrections are needed, submit revisions and respond to comments online.
Applying for a permit

**TODAY**

- **How to Apply**: Apply in-person or via email with attachments.
- **Apply online through an application portal.**

**FUTURE**

- **How to Apply**: Apply in-person or via email with attachments.
- **Getting “Accepted”**: Intake by Building, then again by Planning.
- **Keeping Track**: Permits tracked in a modern system, creating accountability, oversight, and automation.
Getting plan check comments

One Combined Plan Check Letter
Submit your application online from work or home without needing to visit the Permit Center.

Comprehensive Plan Check by Planning
Planning Code compliance, Design Review, and Environmental Review are checked.

Preliminary Plan Check by Building, Public Works, and Fire
Checklists guide the review, so you know what will and will not be checked.

Proactive Management
With Accela, we can run automated reports to identify when something needs attention and fix the issue.
Getting plan check comments

**TODAY**

**Plan Check**
Two stages of Plan Check; Planning first, then everyone else.

One combined Plan Check with all comments provided at once.

**City Approvals**
Planning approves, THEN DBI conducts a preliminary Plan Check.

DBI Plan Check happens concurrent with Planning review, before approval.

**What is Reviewed**
What is checked during a Plan Check is not consistent.

Checklists are used (and made public) to guide review and ensure consistency.

**FUTURE**
Getting your permit

Permit Issuance
Your permit is issued automatically, and you don’t need to visit the Permit Center.

Construction Document Review
When construction is proposed, Construction Documents are reviewed under the existing Addenda process.

Defined Implementation
Applicants and the public understand what comes next.

Appeals
A Development Review Permit is appealable to the Board of Appeals. Construction Documents that follow are not appealable.
Getting your permit

**The Permit**
When approved, get a “Site Permit”

**Appeals**
Site Permits are appealable, Addenda are not.

**Next Steps**
Next steps are not defined.

When approved, get a “Development Review Permit”

Development Review Permits are appealable, Construction Documents are not.

The permit includes a roadmap of implementation steps.
Construction Document Review (only for Construction)

Submit Construction Documents to Building
Follows the existing Addenda process.

Not Appealable
Construction Documents

Objective & Consistent
Planning Code compliance, Design Review, and Environmental Review are checked.

Impact Fees Apply Here
Just like today, you pay impact fees when you can start construction, not at the preliminary review phase.
Building Preliminary Plan Check - DRAFT

1. **Accessibility**
   Provide a preliminary review of compliance with ADA Accessibility requirements.

2. **Construction Type**
   Review the proposed construction type and verify that it aligns with the size and height of the proposed building.

3. **Fire Protection**
   Review if firewalls or other fire protective designs are required based on the location of the building and setbacks to property lines.

4. **Egress**
   Verify that adequate egress is provided, particularly if fixing any deficiency may impact the building layout.
1. **Mapping Actions**
   Determine if the proposed project will require any mapping actions and define the process and requirements.

2. **Tree Removals**
   If the design impacts any existing street trees, provide feedback on whether that is supported or if another design is preferred.

3. **Transformer Vaults**
   If a transformer is needed, review the proposed location and if the location is appropriate.

4. **Street & Sidewalks**
   If the project requires changes to public streets, provide a preliminary review of those changes.
Fire Department Preliminary Plan Check - DRAFT

1. **Fire Features**
   Determine if the proposed building will require any specific features, such as sprinklers or an on-site fire tank.

2. **Safety Access**
   Review if safety personnel have adequate access to the site in the event of an emergency.
Project Timeline

- **Project Launched**
  - Project Charter Published & Case Studies Completed

- **Stakeholder Interviews**
  - Frequent Applicants and Internal Stakeholders

- **Stakeholder Outreach Event**
  - Frequent Applicants, Neighborhood Organizations, Department Contact Lists

- **Joint Hearing**
  - Building Inspection Commission & Planning Commission

- **Introduction of Legislation**
  - In development

Timeline:
- August 15, 2022
- January - April 2023
- April 19, 2023
- May 11, 2023
- Summer 2023

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THANK YOU