



## **Building Permitting of Existing Laundromat Alterations**

### **Scope**

The Department of Building Inspection is committed to the preservation of businesses that support occupants of all housing. As such, this document outlines a streamlined permitting process requiring minimal documentation and review processing to facilitate rehabilitation and remodeling of existing public laundry facilities. This abbreviated process for existing laundry facility is reserved for the following scopes of work only:

- Changeout of existing washers and dryers in the same location as existing appliances that do not reduce the access aisle to less than 36 inches.
- Changeout of existing folding tables of the same size and in the same location as existing tables and provide folding space that is accessible.
- Refreshing wall finishes and floor finishes that do not create a floor level difference of more than ¼ inch. Floor thresholds higher than ¼ inch require additional documentation and disabled access review.



### **Exceptions to streamlined permitting process include the following:**

- Permitting new laundry facilities in existing spaces that constitute a change of use or occupancy.
- Alterations that create or alter accessory, separated, or non-separated uses or occupancies such as kitchens, bars, personal care salons or other services or mercantile uses not associated with the cleaning and care of clothing and ordinary household fabrics.
- Alterations to restrooms require additional documentation and disabled access review.

### **Definitions**

**Accessible** - A site, building, facility, or portion thereof that is approachable and usable by persons with disabilities in compliance with the Building Code.

**Alteration** - Any construction or renovation to an existing structure. A change, addition, or modification in construction, change in occupancy or use, or structural repair to an existing building or facility. Alterations include, but are not limited to, remodeling, renovation, rehabilitation, reconstruction, historic restoration, resurfacing of circulation paths or vehicular ways, changes or rearrangement of the structural parts or elements, and changes or rearrangement in the plan configuration of walls and full-height partitions. Normal maintenance, reroofing, painting, or wallpapering, or changes to mechanical and electrical systems are not alterations unless they affect the usability of the building or facility.

### **Required Documentation**

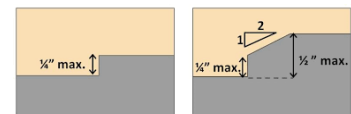
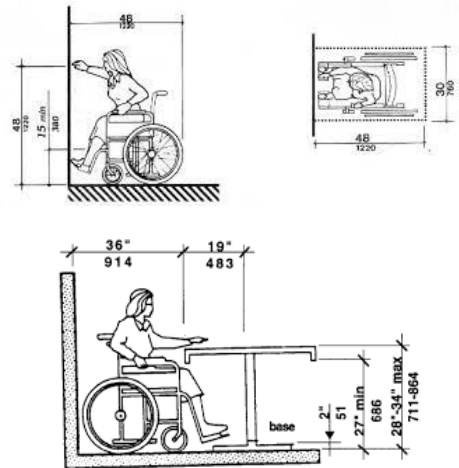
1. Application for building permit before any work is started, with the scope of work in alignment with that outlined above.

2. Two (2) colored copies of dimensioned photos of the existing conditions on 11" x 17" sheets. The following are required on each sheet: (see attached example)
  - a. The address of the business
  - b. The statement "These photos represent the actual conditions of the space within 20 days of the date of the application. No other work is proposed other than what is shown hereon."
  - c. Scope of work (i.e.: Changeout of existing washer, dryers in existing laundromat. Replace existing coin-op soap dispensers.)
  - d. The name and signature of the person preparing the documentation.
  - e. A government issued identification of the person procuring the permit. Only the owner of the property, a qualified licensed contractor, or an authorized representative of the owner or the licensed contractor can procure a permit.

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**What are we checking for?**

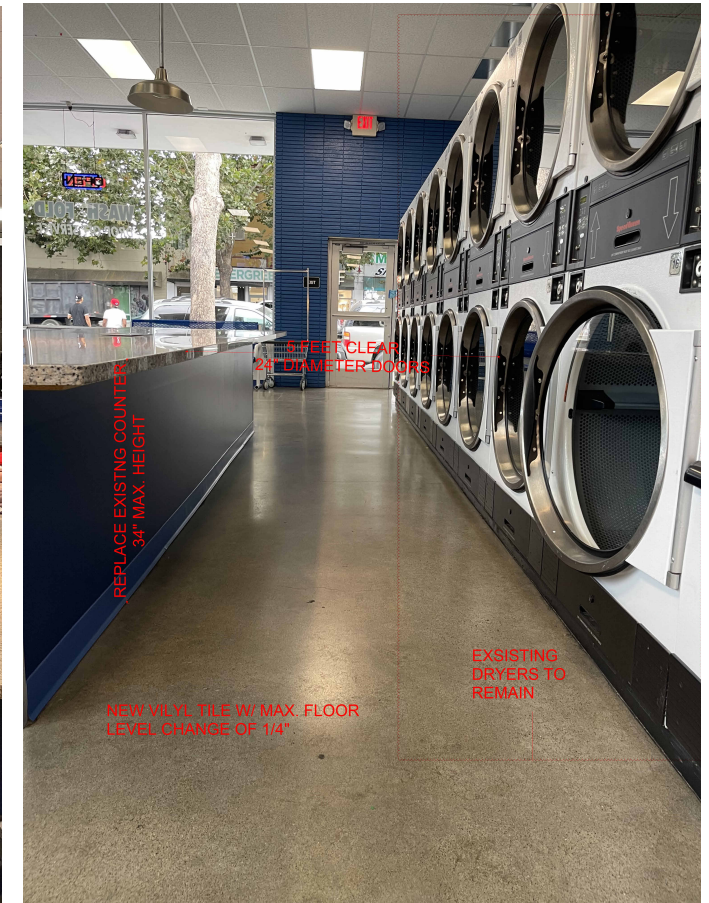
- No net increase in weight of appliances if the washers and dryers are located on a raised floor or above another use.
- A 36 inches wide access aisle is maintained, with appliance doors open at 90 degrees, when the equipment is installed.
- 60" wheelchair turn around area within the tenant space.
- Equipment (i.e. washer, dryer, change machine, coin-op laundry detergent dispensers, etc.) reach ranges are within 15 inches minimum and 48 inches maximum above the finished floor and have a clear floor space of 30 inches by 48" for access.
- At least one replacement folding table has 27 inches minimum knee space with a tabletop height of 34 inches maximum.
- The front entry door has the following accessible features:
  - No more than 5 pounds door opening force.
  - Door opening shall have minimum dimensions of 32 inches x 80 inches clear.
  - 1/4 inch maximum door threshold or details of beveled 1/2 inch threshold.



**Required Other Approvals and Permits**



This process is for interior alterations to an existing legally permitted use only. It therefore does not require a Planning review or approval. Separate electrical, mechanical, and plumbing permits are required for any work that is beyond connecting the new appliances to existing infrastructure such as existing electrical receptacles, dryer vents, water supply and drainage systems. Additional electrical, mechanical, and/or plumbing plans and review may be required if new work is necessary behind existing wall, ceiling, or floor finishes.



SCOPE OF WORK  
 REPLACE ALL WASHERS AND DRYERS. REPLACE FLOORING  
 RPLCE COIN MACHINE, DETERGENT VENDING, AND FOLDING COUNTER TOPS



## 1234 CLEAN STREET, SAN FRANCISCO, CA

THESE PHOTOS REPRESENT THE ACTUAL CONDITIONS OF THE SPACE WITHIN 20 DAYS OF THE DATE OF THE APPLICATION. NO OTHER WORK IS PROPOSED OTHER THAN WHAT IS SHOWN HEREON

A. PERSON