



ADMINISTRATIVE BULLETIN

NO. AB-032	:	[Previously numbered BC-303(g)-1]
DATE	:	June 4, 2012 (supersedes Administrative Bulletin AB-032 dated 6/10/85, updated 5/21/99 for code references and Administrative Bulletin AB-033 dated 1/08/91, updated 5/21/99 for code references)
SUBJECT	:	Permit Process
TITLE	:	Site Permit Processing

PURPOSE	:	To allow work to begin on a construction project before all plans and other submittal documents have been submitted.
REFERENCE	:	2010 San Francisco Building Code AB-082 - Guidelines and Procedures for Structural Design review AB-093 - Implementation of Green Building Regulations
DISCUSSION	:	The San Francisco Building Code (SFBC) under Section 106A.3.4.2 allows the application for, and the issuance of, a SITE PERMIT. This permit is issued upon the review and approval of conceptual design drawings and related specifications and documentation.

Construction work at the site is controlled and scheduled through the Site Permit process by the submission and approval of a series of segmented phased construction plans identified as addenda. Plans submitted under each addendum shall clearly contain details sufficient to enable plan review, fabrication in the field, and inspection confirmation. Only work shown on approved addenda plans bearing the Department "Stamp of approval" as specified in Code Section 106A.4.1 shall be permitted to proceed at the site. Those approved addenda plans and specifications shall be kept available on the site per Code Section 106A.4.2 for the use of the inspectors. It is recommended that subcontractors check their shop drawings with the approved addenda kept on site to confirm that their portion of the work has been approved.

Work in progress beyond that shown on the approved addendum or addenda or the failure to display and make available the approved plans at the site shall result in stoppage of work.

1. DEFINITIONS (See Section 8 for additional information)

a. Grading Addendum. This package shall include grading, excavation, and shoring drawings; shoring calculations, completed special inspection and observation form; and geotechnical review letter and report. Grading is defined by Appendix J in the San Francisco Building Code. Permanent cantilever retaining walls may be included, if not part of the building, when clearly shown and completely detailed on the plans. Excavation, shoring, lagging and bracing may be included as part of this addendum, or under separate permit. When tie-back anchors extend onto adjoining property, formal written permission granted by the adjoining owner is required. A separate permit is required for underpinning of each building on adjoining property. The Site Permit applicant is cautioned to provide reasonable notice to adjoining owners of intent to excavate as required by California Civil Code Section 832. Demolition of buildings on the site will require separate permits per SFBC Section 106A.

b. Foundation Addendum. This addendum includes piles, pile caps, spread footings, line footings, grade and tie beams, slabs on grade and underground utilities as applicable. Cantilever retaining and basement walls not more than one story above grade may be included when clearly shown on the plans. Suspended slabs not more than one story above grade may be considered as part of the foundation addendum when no structural steel work is included.

c. Superstructure Addendum. Work for this addendum includes the erection of the basic building and structural frame, providing fireproofing, constructing floors, structural wall systems, stairs and stair shafts.

The exterior skin shall be included for structural and energy compliance. Structural details and calculations for fabrication, erection and fastening shall be provided. Loading points on beams, girders and columns shall be considered, support details designed, and shown on the drawings. California Code of Regulations (CCR.) Title 24, Part 6, energy compliance shall be submitted, but only the building envelope will be approved under this addendum. Building envelope details must be confirmed with CCR Title 24, Part 6 documentation.

Unless the Mechanical and Electrical System addendum is incorporated with the Super-structure addendum, mechanical and electrical systems shall only include partial installations limited to riser or portions of systems that are physically restrained and locked in by the construction of the building structure. Only stub-outs from riser trunk lines to receive connections from lateral branch lines may be installed under this addendum. Standpipes shall be installed per SFBC Section 905.2 during erection for purposes of fire protection. These works are permitted but will not be approved unless calculations and supportive documentation are submitted for plan check review and accepted.

Lateral or branch lines, ducts, piping, wiring, machinery and equipment installation are not permitted nor approved until the Mechanical and Electrical System addendum, but may be shown and included in the Superstructure addendum plan submittal and need not be masked out. If such work is shown on this addendum, there shall be a general note on the cover sheet of the set stating "No installation of lateral electrical or mechanical lines" or some such equivalent statement. Exceptions requiring installation shall also require documentation review and shall be declared and described in the approved addenda schedule and noted specifically as an exception on the plans under the general note previously mentioned prohibiting such installation. Extensive use of such exceptions shall be accommodated through combining the Mechanical and Electrical System addendum into the Superstructure addendum. All mechanical and electrical work must have related plumbing and electrical permits. Closure for walls, floors and shafts where mechanical and electrical systems are installed shall only occur after proper inspection and approval.

d. Mechanical & Electrical Systems Addendum - Including Life Safety. This addendum includes all of the mechanical and electrical work within the building except that inclusive in the Superstructure and the Final addendum. Typical work includes the sprinkler systems, HVAC systems, smoke evacuation and control systems, emergency lighting and power, fire alarms and warning device systems, voice enunciation and communication systems, boilers, lighting, and central control station installation.

Full design plans including energy calculations and acoustic report if applicable are to be submitted. Where schematic plans are submitted, typical details for installation should be provided. For example, typical hangers, struts, sleeves, packing and seismic restraints should be shown for sprinkler system installations. Full documentation shall be submitted for review at this time. Included as part of this documentation will be the compliance as required by SFBC Section 403.2.2 for seismic consideration for those systems shown.

e. Final Addendum. This addendum includes all work excluded under the Superstructure and the Mechanical and Electrical system addenda.

- f. Addendum is the grouping of desired work into one single phase of construction.
- g. Addenda are the plural of addendum. (See Section 6 for Addenda Submittal and Section 9 for Processing of Site Permit Addenda).
- h. Addenda Schedule is the proposed division of work into a logical sequence of addenda that aligns with the project's construction sequences that collectively carries it through to completion. (See Section 8 for Approval of Sequence of Partial Construction Phases).
- i. Approved Addenda Schedule shall be the addenda schedule listing the acceptable sequence of work phases approved by DBI. Approval will be given upon submission of a letter request from the applicant. The request letter for an approved addenda schedule may be submitted after the issuance of site permit and prior to, or jointly with, the submittal of the first addendum.
- j. Approved Addendum is an addendum that has been submitted to the Department for review, checked and approved. The addendum plans shall bear the Department stamp of approval as described in SFBC Section 106A.4.1 and one set shall be kept at the work site as required by SFBC Section 106A.4.2. Work shall not proceed on the site until such time that approved addendum plans indicating work permitted are on site and available. Each approved addendum shall be considered as a permit.
- k. Site Permit is a permit issued upon the approval of a building permit application based on preliminary drawings and documentation. The Site Permit plans shall describe the exterior of the building in sufficient detail and dimensioned to mark heights, lengths, and widths. Court sizes, openings, and other significant projections or recesses shall be located, sized, and dimensioned. The interior shall indicate the Means of Egress systems, fire separations that may be required for major building or area separations and for occupancy separations greater than one hour. Property lines, both real and assumed in cases of multi-buildings, shall be clearly delineated as well as type of construction and other forms of basic information to establish the design intent. 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. (See Section 4 for Site Permit Submittal Package and Section 5 for Site Permit Review Process.)
- l. Altered Site Permit is an alteration application to effectively retire the Site Permit issued under the original permit application and activate an alternate Site Permit as the sole survivor. A new approved addenda schedule must be issued for the Altered Site Permit. Work described in addenda approved under the original Site Permit may be carried forward onto the Altered Site Permit addenda schedule. An Altered Site Permit will be required only in those cases where a major change affects the concept of the original Site Permit. A typical example may be to add or delete stories to the building. (See Section 7 for Revision after Planning Approval).

2. SITE PERMIT PROCESS

A Site Permit may be filed at Central Permit Bureau (CPB) for a new building or, if the size of the project warrants, an alteration to an existing building. Permit Processing Center (PPC) will be the central coordinating review agency for all Site Permit applications and their attendant addenda.

3. MARKINGS OF PLAN

- a. All plans submitted for Site Permit shall be clearly marked by CPB staff on the front of each plan sheet as follows:

<p>SITE PERMIT</p> <p>THIS APPLICATION SUBMITTED FOR SITE PERMIT ONLY. NO WORK MAY BE STARTED UNTIL CONSTRUCTION PLANS HAVE BEEN APPROVED.</p>
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- b. All plans submitted for partial construction as Addenda to a Site Permit shall be clearly marked by CPB staff on the front of each plan sheet as follows:

<p>ADDENDUM #_____</p> <p>SITE PERMIT ADDENDUM FOR CONSTRUCTION OF:</p> <p>_____</p>
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Addendum routing forms will be supplied by the CPB staff for completion by the APPLICANT.

4. SITE PERMIT SUBMITTAL PACKAGE

The Site Permit submittal package shall include completed permit application form and 2 sets of the following (as a minimum):

- a. Architectural Plans. Architectural plans shall include plot plan, floor plans (existing and new), sections and elevations to describe the general scope of work.
- b. Topographic site Survey. For new construction or horizontal additions on sloping sites, the site permit submittal package shall include a topographic site survey.
- c. Smoke Control Report. For new high-rise construction (more than 75 feet above the lowest level of fire department vehicle access), the site permit package shall include a preliminary smoke control report.
- d. 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.
- e. Green Building Submittal. For projects subject to green building regulations, see AB-093.

NOTE: Acoustical Analysis Report will not be required at Site Permit Submittal. The report will be required at Addenda Submittal if triggered by Section 1207.

Contact other Departments for additional materials required.

5. SITE PERMIT REVIEW PROCESS

The Plans Checker shall review the site permit for major architectural/life safety and accessibility issues. The following shall be included for Site Permit review:

- a. **Building Information & Data:** Describe the scope of work, use and occupancy group classifications, construction type, number of stories and basements, height, and sprinkler provisions. List all applicable codes including the applicable version.
- b. **Allowable Height, Story and Area:** Provide computations to document analysis. Include sprinkler and area modification provisions where applicable.

For mixed occupancies, state for the building or portions thereof, the method of compliance, applying accessory occupancies, non-separated occupancies, or separated occupancies where applicable. Tabulate the actual and allowable height, story and area.

For new buildings, tabulate the gross area for all basements and stories individually and provide a summation of the total building area.

For alterations with vertical and/or horizontal additions, tabulate the gross area for the existing building and for the additional area (or reduced area). Provide these values for all basements and stories individually. Provide a summation of the total building area.

- c. **Exterior Wall and Opening Protection:** Provide a plot plan locating the building, adjoining properties and buildings, and public ways. Locate and dimension property lines, both real and assumed in cases of two or more buildings on the same lot regulated as separate buildings.

Dimension the Fire Separation Distance (FSD) for all exterior walls and openings adjacent to property lines. Tabulate the total area of unprotected and protected openings per story. Tabulate the actual and allowable percentages comparison for each opening type, per story. Indicate the rating for required fire-resistive exterior walls.

- d. **Means of Egress (MOE):** Provide occupant loads and analysis of the MOE system. Include diagonal dimensions of spaces requiring two or more exits and the exit separation distances. Provide diagonal dimensions of each story or portion thereof requiring two or more exits and the exit separation distances. From the most remote point in a story or portion thereof to an exit, document exit access travel distances. Where applicable, document the common path of egress travel distance from the most remote point in a space, in a story or portion thereof. Travel distances shall be measure rectilinearly at right angles except where the direction of travel is guided by walls or other permanent architectural features.

- e. **Fire-Resistance Elements and Ratings:** Identify by legend or other graphical methods, location of fire-resistance vertical and horizontal assemblies required for the separation of occupancies, building portions, area limits, shaft enclosures, exit enclosures, incidental accessory occupancies, and other adjacent spaces. Include the fire-resistance rating for each of these elements.

f. **Emergency Escape and Rescue:** Where applicable, provide compliant exterior emergency escape and rescue openings. Such openings shall align with the information documented on exterior building elevations approved by the Planning Department. Changes affecting the exterior design subsequent to Planning Department approval will necessitate rerouting the Site Permit to that department for additional review.

g. **Accessibility:** Buildings and sites for covered residential occupancies, public buildings, public accommodations, commercial buildings and publicly funded housing shall be accessible to persons with disabilities. The Site Permit shall provide sufficient details to document the accessible exterior route of travel, general accessibility for entrances, exits and paths of travel, accessible Means of Egress, and common use facilities, such as parking and restrooms. (Review by the Mayor's Office on Disability is not required at site permit review stage, but is required prior to review of the architectural addendum.)

h. **Estimated Construction Valuation:** Determine the estimated construction cost.

i. **SFUSD Fee:** Determine the areas required for the calculation of SFUSD fees.

Inasmuch as the purpose of a Site Permit is to allow review of preliminary conceptual and schematic designs of proposed construction, there is no detailed plan review of construction details required at the time of Site Permit review. Such detailed review will be done at the time of addendum review.

The purpose of 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.

The Plan Checker shall determine whether or not the Planning Department should review any changes resulting from the rechecks. As a minimum, drawings showing floor plans and elevations should have a Planning Department approval stamp.

6. ADDENDA SUBMITTAL

The Applicant shall submit an addenda schedule prior to, or jointly, with the submittal of the first addendum. This addenda schedule shall be retained in PPC and distributed with the plans to the various review agencies/disciplines. All addenda shall be submitted at CPB. The scope of work for each addendum shall be clearly indicated on the cover sheet. Addenda can be submitted at any time after issuance of the site permit. No addendum package can be submitted before site permit is issued.

Addenda application form, 2 sets of plans for the addenda and 1 reference copy of complete set of issued Site Permit plans shall be submitted.

7. REVISION AFTER PLANNING APPROVAL

If the scope of work on addenda plans has been modified after Planning Department approval, the applicant shall file a new permit application as revision to previously approved Site Permit and Addenda plans, and follow these steps:

a. **For Major Changes:**

i. Site Permit issued.

ii. Addenda plans are submitted with "Major" changes to the Site Permit which require Planning re-review and/or neighborhood re-notification.

- iii. Then Plan Checker shall add review comments in the PTS and inform the applicant to submit a new ALTERED SITE PERMIT and keep current addenda plans on “Hold”
 - iv. Applicant files new ALTERED SITE PERMIT with new application number which is routed to Planning for review.
 - v. ALTERED SITE PERMIT receives Planning approval and is routed back to DBI.
 - vi. Continue review of Addenda plans of ALTERED SITE PERMIT.
 - vii. Issue Addenda plans and card.
 - viii. Plan checker writes comments on addenda routing of the ORIGINAL Site Permit application in the PTS stating that the ALTERED SITE PERMIT and its ADDENDA PLANS supersede the ORIGINAL Addenda plans. No action needed for ORIGINAL SITE PERMIT and its Addenda plans.
- b. For Minor Changes:
- i. Site Permit issued.
 - ii. Addenda plans are submitted with “Minor” changes (i.e. change of window size, recess rear stair from side property line which do not require neighborhood re-notification) were made to the Site Permit.
 - iii. For minor changes the Plan Checker shall add comments and route the Addenda plans back to Planning.
 - iv. Addenda plans and card approved and routed back to DBI from Planning.
 - v. Continue review of Addenda plans.
 - vi. Issue Addenda plans and card.

8. APPROVAL OF SEQUENCE OF PARTIAL CONSTRUCTION PHASES

The APPLICANT shall secure written approval from the Director of this proposed division of work as the Approved Addenda Schedule defined in Item 9 of the DEFINITIONS above. The request shall itemize and clearly define the extent sought under each Addendum, such as:

Addendum 1 - Grading
Addendum 2 - Foundation
Addendum 3 - Superstructure
Addendum 4 - Final

The description of work for typical addenda is normally taken from the DEFINITIONS. If, for particular reasons, an applicant wishes to vary the work within addenda definitions, the exact work description shall be indicated in the Addenda Schedule request and, if approved, shall likewise be shown in the approved Addenda Schedule.

Acceptable phasing will be approved by the Director by confirmatory letter. Such approval must be obtained before the first Addendum plans of a sequence are filed. An addenda submitted to our Department shall have the contents of the Approved Addenda Schedule for the particular Addendum noted on the first plan sheet of the Addendum set.

The APPLICANT is cautioned to submit the Addendum plans sufficiently early to permit processing and approval before any construction covered by such Addendum is scheduled. It must be recognized that construction covered by successive Addenda is generally overlapping and not sequential.

The applicant may file more than one addendum at a time, but un-issued active addenda within the approval review process may not number more than three at any time, unless otherwise approved.

9. PROCESSING OF SITE PERMIT ADDENDA

DBI STAFF will verify at the time Site Permit Addenda are filed:

- a. that the Applicant has confirmatory letter from the Director approving the proposed sequence of construction phases and that the notes on the front sheet of the Addendum show the contents of work indicated on the Approval Addenda Schedule;
- b. unless otherwise approved, there are not more than three un-issued addenda in the Department;
- c. that the front of each sheet has been marked by Applicant as described above;
- d. that Addendum routing forms to accompany plans have been completely filled out in duplicate.

DBI STAFF will mark outside of roll of plans with:

- a. Application number;
- b. Date stamp;
- c. Description of phase of work covered by Addendum, by stamp if appropriate.

If revisions to the Addendum plans are necessary, they will be submitted as revised plans. Such revised plans will also be stamped with the phase of work to be done unless those revisions are subsequent to an Approved Addendum, in which case an alteration permit will be required.

All Site Permit Addenda will be routed directly to PPC. PPC will receive the Addendum from the staff and will determine the further routing. The routing will be accomplished by checking the appropriate boxes on the Addendum routing form. The PLAN CHECKER will also verify, before approving same, that all plan sheets and Addendum routing forms have been marked as described above.

The PLAN CHECKER shall verify that any required letters of permission by adjoining owners for tie-back installation have been scanned on plans as part of the GRADING Addendum documents.

The PLAN CHECKER will review the plans and approve them by signing the Addendum routing form noting whatever conditions are required for approval, as would be done for any permit application. When all required approvals have been obtained, the plans and Addendum routing forms will be returned to the PPC staff.

PPC STAFF will verify that all required approvals have been obtained, and will then route to CPB. CPB will then notify the Applicant. In no event will any Addendum be submitted until the original Site Permit has been issued. After the Applicant has signed for the stipulations, he will receive one copy of the approved plans and Addendum routing form to be kept on the job with his original plans and Site Permit application. The CPB STAFF will forward the office copy of the approved Addendum routing form and the Addendum to the Records Management Division.

Originally signed by:
Franklin Lew, Acting Superintendent, B.B.I.

Revision signed by:
Vivian L. Day, C.B.O. 6/4/2012
Director
Department of Building Inspection

Revision approved by the Building Inspection Commission on 5/16/2012