



INFORMATION SHEET

NO. G-20

DATE : August 29, 2025

CATEGORY : General

SUBJECT : **Interim Criteria - Building Permit Application Routing to City Agencies**

PURPOSE : To establish interim criteria for determining when building permit applications and permit revisions are to be referred by the Department of Building Inspection to other City agencies for their review and approval prior to permit issuance.

**SECTION(S)
INVOLVED** : **San Francisco Building Code, Section 106A**

DISCUSSION :

(A) This Information Sheet supersedes all previously issued documentation on routing.

Since the routing criteria changes according to the needs of the various City Agencies, it is necessary to update the routing criteria from time to time.

To report any error/omissions in the Information Sheet, please contact Technical Services Division by email: techq@sfgov.org.

(B) Building Permit Application processing:

Building permit applications, renewals of expired permits, and permit revisions that fall under the categories listed in Attachment 1 shall be referred by the Department of Building Inspection to the specified agencies for review.

Building permit applications, renewals of expired permits, and permit revisions that are not within these categories need not be referred to other agencies unless DBI staff believes that referral is necessary to assure adequate and complete plan review or unless another agency specifically requests the referral of a permit application, renewal or revision.

The intent of this Information Sheet is to provide for the proper referral and review of building permit applications and permit renewals and revisions, including related submittal documents, to City agencies having jurisdiction over proposed elements of the project. The referral of building permit applications and permit renewals and revisions to appropriate City agencies for review is recognized as an important component of the plan review process.

City agencies not responsible for approval of permit applications, such as San Francisco Unified School District, will not typically have applications or revisions routed to them for review, although agencies that are responsible for collection of fees relating to construction may review applications for fee determinations prior to permit issuance.

Building Permit Applications that fall within the categories listed in Attachment 1 are to be referred to the agency under which the category is listed.

When a permit that was previously issued has expired with no work started, a permit application to renew such previously issued permit should be referred to other agencies as follows in accordance with the items noted in Attachment 1:

1. Planning Department (Planning) which is also known as City Planning – Zoning Counter (CP-ZOC)
2. Department of Building Inspection: Architectural and Structural Plan Review (BLDG)
3. Department of Building Inspection: Mechanical Plan Review (MECH) / Electrical Plan Review (MECH-E)
4. Fire Department (SFFD)
5. Department of Public Works, Bureau of Street-Use and Mapping (BSM)
6. Public Utility Commission (PUC)
7. Office of Community Investment and Infrastructure (OCII) which is the successor agency to the SF Redevelopment Agency (REDEV)
8. Department of Public Works, Office of Disability Access Coordinator (PW-DAC)

(C) Routing to Department of Public Health (DPH). See attachment 3.

Notes:

1. New construction, seismic retrofit or remodel of buildings under DPH programs (see attachment)
2. Retail projects involving Food Facility needs to be routed to DPH.
3. For onsite consumption in Medical Cannabis Dispensing (MCD) facilities, the permit will be routed to DPH first before Planning.
4. Do not route Article 38 (enhanced ventilation system) construction plans to DPH.

(D) Routing to Planning and Others (for site permit and addendum)

Planning shall be the first station for site permit.

For new buildings, architectural addendum needs to be routed to Planning, BSM and PUC even if no changes from the site permit. Planning shall be the last station for architectural addendum.

For existing buildings, unless specially requested by Planning, architectural addendum need not be routed to Planning if no changes from the site permit.

(E) In OCII areas, permits will be routed to OCII instead of to Planning. OCII is the last station to review. Note that OCII reviews all permit addenda.

(F) Major changes on issued Site Permit

1. File new permit application form 3/8 as altered site permit.
2. Route to Planning for review/approval (with reference drawings of the original site permit).
3. Set of altered site permit plus reference drawings will be assigned to the original plan reviewer.
4. Original site permit shall remain active paired with altered site permit.
5. If any addendum of the original site permit has been issued, no altered site permit will be allowed.
6. All addenda shall be under the altered site permit.
7. Fees due by the issuance of all addenda shall be based on both the altered site permit and the original site permit.
8. The Certificate of Final Completion (CFC) of both the altered site permit and the original site permit shall be issued together at the same time.

(G) Routing to Fire for buildings of R3 occupancy

1. All site permit plans of new buildings need to be routed to SFFD for Fire Department access and Fire-flow analysis.
2. Sprinkler addendum need to be routed to SFFD. Other addendum, such as architectural, mechanical, etc., does not need to be routed to SFFD.
3. For additions or alterations, applicant needs to mark on the plans and application form one of the following:
 - a. "Fire sprinklers not required." Routing to SFFD not required.
 - b. "Fire sprinklers required." Routing to SFFD not required.
 - c. "Fire sprinklers under separate permit." Routing to SFFD not required.
4. Vertical additions need to be routed to SFFD for Fire Department access.

Note: Once sprinkler plans are submitted, submit a copy of the approved architectural plans with the sprinkler plans only as a reference (not for further review)

(H) For coordination with the Department of Environment on demolition, see Information Sheet S-04.

(I) Routing to PW-DAC: Site permit and architectural addendum, (for new construction, alteration, addition, change in occupancy/use) on any City Project or project receiving public funds, needs to be routed to PW-DAC.

Applicable PW-DAC sign-off form needs to be scanned on to submittal set. For additional information on City Projects, see Information Sheet DA-02, pages 2 and 3.

Routing to PW-BSM is no longer required when any of the following criteria are met:

1. An element affixed to any building is no more than four inches into the Public Way.
2. A minor element affixed to a building was authorized by a previous building permit, including:
 - a. Utility fixtures.
 - b. Water spouts.
 - c. Standpipes.
 - d. Outward-swinging doors.
 - e. Security gates.
3. The building permit is exclusively for compliance with an applicable accessibility standard, including:
 - a. Door actuators.
 - b. Wheelchair lifts.

Routing to PW-BSM is still required when the permit is for an awning with fixed vertical posts located in the public right-of-way, such as canopies.

(J) Kitchen/Bathroom Permit with No Plan: "No plan" permit application for remodeling of kitchen and/or bathroom need not be routed to SFFD. Building Plan Reviewer shall "N/A" the approval block for SFFD. Exception: see Attachment 2 and where cost of construction exceeds \$99,000 in Group R2 occupancy.

(K) All permits/plans with alternate water systems (greywater, reclaimed water and storm water detention) need to be routed to PID (Plumbing Inspection Division) for review at site permit.

(L) The marks "X", "#", "*", "^", "//", "+" or "Ø" in Attachment 1 indicate that routing to the respective agency is required or as noted in the "COMMENTS" column.

- (M) **Building permits involving Group R2 with cost of construction of \$99,000 or more need to be routed to SFFD. (See Attachment 2)**
- (N) **CON-BOND shall be added to routing if permit includes new construction, horizontal and/or vertical addition, and/or alteration for a proposed multi-residential building or proposed multi-residential mixed-use building that increases the existing unit count by ten (10) or more.** (Exception: Projects that are part of a Development Agreement, or that receive public funding in whole or in part, or that have an established Labor Agreement), shall have Issuance of only the main Building Permit application and of the first construction document held until the clearance is received from the Controller's office. "First Construction Document" means the first addendum that authorizes the construction of the project, and shall not include permits or addenda for demolition, grading, shoring, or site preparation work.

Attachments:

- Attachment 1: Interim Routing Procedures
- Attachment 2: San Francisco Fire Department AB 3.08
- Attachment 3: Department of Public Health Routing Checklist

INTERIM ROUTING PROCEDURES

The Matrix below shows the scope of works which require review by the applicable stations and departments. However, other departments or stations such as Building Inspection Division, Housing Inspection Division, Plumbing Inspection Division, Electrical Inspection Division, Disabled Access Division, and the Port Department may still require review for work listed below.

Exterior Work										
SCOPE OF WORK	PLANNING	BLDG	MECH/MECH-E	SFFD	BSM	PUC	HEALTH	OCII	PW-DAC	COMMENTS
ATM's	X	X			X			//		// Required for projects within the OCII areas, route to OCII instead of Planning
Accessible Entrance Elements	X	X		*						* Required if entrance serves any SFFD regulated occupancy (High-rise, A, E, H, I, L or R except for R-3)
Awnings, Marquees and Canopies	X	X		X	X			//		// Required for projects within the OCII areas, route to OCII instead of Planning
Cellular antennas and transmitters	X	X	^	X			X	//		^ MECH-E only. // Required for projects within the OCII areas, route to OCII instead of Planning
Concrete paving in rear yard		X								
Concrete paving or landscape in front yard	X	X			^			//		^ Required if landscaping or concrete paving is in the public area // Required for projects within the OCII areas, route to OCII instead of Planning
Cooling Tower	X	X	#				X	//		# MECH only // Required for projects within the OCII areas, route to OCII instead of Planning
Creation of outdoor activities in commercial and industrial areas	X	X		*				//		* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3) // Required for projects within the OCII areas, route to OCII instead of Planning

Exterior Work										
SCOPE OF WORK	PLANNING	BLDG	MECH/MECH-E	SFFD	BSM	PUC	HEALTH	OCII	PW-DAC	COMMENTS
Curb Cuts (New or modified)	X	X			X			//		// Required for projects within the OCII areas, route to OCII instead of Planning
Decks - New Decks; Roof Decks; Replacement of Rear or Front Decks	X	X		*				//		* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3) // Required for projects within the OCII areas, route to OCII instead of Planning
Decks - Repair in-kind of Front or Rear Deck	X	X		*				//		* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3) // Required for projects within the OCII areas, route to OCII instead of Planning
Demolition of building (complete removal or all portions above grade)	X	X		*	X			//		* Required for any SFFD regulated occupancy (High – rise, A, E, H, I, L or R except for R-3) // Required for projects within the OCII areas, route to OCII instead of Planning
Doors - Change of existing door size	#	X		*				//		# Required if they are visible from street(s), are historic buildings (Category A* or A) * Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3) // Required for projects within the OCII areas, route to OCII instead of Planning
Drive-up facilities	X	X			X			//		// Required for projects within the OCII areas, route to OCII instead of Planning
Energy Storage Systems (ESS) over 20 kWh total capacity		X	#	X						# MECH-E only

Exterior Work										
SCOPE OF WORK	PLANNING	BLDG	MECH/MECH-E	SFFD	BSM	PUC	HEALTH	OCII	PW-DAC	COMMENTS
Evaporative Vapor Recovery (EVR) equipment for Gas Station	X	X	X	X			X	//		// Required for projects within the OCII areas, route to OCII instead of Planning
Fill in a light well	X	X	#	*		X		//		# MECH only * Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3) // Required for projects within the OCII areas, route to OCII instead of Planning
Fill in an area on the ground floor underneath a legal room	X	X	#			X		//		# MECH only // Required for projects within the OCII areas, route to OCII instead of Planning
Fire escapes	X	X		X	^			//		^ Required if extend over the public right-of-way // Required for projects within OCII areas
Foundation	X	X			^					^ Required if affects public right-of-way
Garage (New)	X	X	^	*	X	Ø		//		^ MECH only. Required if heating / cooling system or mechanical equipment is provided * Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3) Ø Required for projects that include the addition of plumbing fixtures // Required for projects within the OCII areas, route to OCII instead of Planning
Gas/Service Station – new or remodel	X	X	X	X		Ø	X	//		Ø Required for projects that include the addition of plumbing fixtures // Required for projects within the OCII areas, route to OCII instead of Planning

Exterior Work										
SCOPE OF WORK	PLANNING	BLDG	MECH/MECH-E	SFFD	BSM	PUC	HEALTH	OCII	PW-DAC	COMMENTS
Generator	#	X	X	X	^		+	//		# Required if located outdoors. ^ Required if piping and fuel port located or encroaching into the public right of way. + Petroleum powered generators only // Required for projects within the OCII areas, route to OCII instead of Planning
Landmark Buildings and Buildings within Historic Districts – Landscaping (Category A*)	X	X						//		// Required for projects within the OCII areas, route to OCII instead of Planning
Landmark Buildings and Buildings within Historic Districts - Lighting Fixtures (Category A*)	X	X	#					//		# MECH-E only // Required for projects within the OCII areas, route to OCII instead of Planning
Landmark Buildings and Buildings within Historic Districts - Painting (including re-painting and murals) (Category A*)	#							//		# Building permit not required however must consult Planning department
New construction	X	X	X	X	X	X		//	+	// Required for projects within the OCII areas, route to OCII instead of Planning. Areas such as Hunters Point View and South of Market required a joint review by Planning and OCII. + Required for projects that are publicly funded or owned by, or operated on behalf of the City and County of San Francisco
New openings for food service e.g. pass-thru windows	X	X	#	*			X	//		# MECH only * Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3) // Required for projects within the OCII areas, route to OCII instead of Planning

Exterior Work										
SCOPE OF WORK	PLANNING	BLDG	MECH/MECH-E	SFFD	BSM	PUC	HEALTH	OCII	PW-DAC	COMMENTS
Outdoor seating or eating areas	X	X		X	^			//		<p>^ Required if located in the public right-of-way</p> <p>// Required for projects within the OCII areas, route to OCII instead of Planning</p>
Penthouses - Stair, Elevator or Mechanical	X	X		*				//		<p>* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3)</p> <p>// Required for projects within the OCII areas, route to OCII instead of Planning</p>
Restaurant, take-out food, delicatessen, bakery, ice cream parlor, bar/liquor, juice bar, cafeterias	X	X	X	*		X	X	//		<p>* Required for occupant load greater than 49 or High-rises</p> <p>// Required for projects within the OCII areas, route to OCII instead of Planning</p>
Retaining walls	X	X			^			//		<p>^ Required if affects public right-of-way</p> <p>// Required for projects within the OCII areas, route to OCII instead of Planning</p>
Roof Chiller(s)	X	X	#				X	//		<p># MECH only</p> <p>// Required for projects within the OCII areas, route to OCII instead of Planning</p>
Roof - Commercial Roof and roof for high-rise residential (Cool Roof)	#	X		*	^			//		<p># Required for historic buildings (Category A*) where there is a change in roof structure or sheathing</p> <p>* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3) Roofing involving Hot Work (torch down or acetylene)</p> <p>// Required for projects within the OCII areas, route to OCII instead of Planning</p> <p>^ If requested no street space, then route to Public Works</p>

Exterior Work										
SCOPE OF WORK	PLANNING	BLDG	MECH/MECH-E	SFFD	BSM	PUC	HEALTH	OCII	PW-DAC	COMMENTS
Roof - Residential Roof for low-rise residential (Cool Roof)	#	X		*	^			//		# Required for historic buildings (Category A*) where there is a change in roof structure or sheathing // Required for projects within the OCII areas, route to OCII instead of Planning ^ Street space required. If requested no street space, then route to Public Works * Roofing involving Hot Work (torch down or acetylene) route to SFFD
Security Gate	X	X	*					//		* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3) // Required for projects within the OCII areas, route to OCII instead of Planning
Shoring or Tiebacks		X			^					^ Required if affects public right-of-way
Siding - Repair in-kind of Rear, Front or Side Siding	#	X		*				//		# Required if publicly visible from street or on any historic building (Category A*) * Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3) // Required for projects within the OCII areas, route to OCII instead of Planning
Signs – Exterior <i>Note: For Interior Sign see Scope of Work for Interior Work section.</i>	X	X	^	+	+			//		^ MECH-E only. Required for illuminated signs + Required if extend over the public right-of-way greater than 4 inches // Required for projects within the OCII areas, route to OCII instead of Planning

Exterior Work										
SCOPE OF WORK	PLANNING	BLDG	MECH/MECH-E	SFFD	BSM	PUC	HEALTH	OCII	PW-DAC	COMMENTS
Signs - General Advertising	X	X	^	*				//		<p>^ MECH-E only. Required for illuminated signs</p> <p>* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3)</p> <p>// Required for projects within the OCII areas, route to OCII instead of Planning</p>
Signs - On Awning	X							//		<p>// Required for projects within the OCII areas, route to OCII instead of Planning</p>
Signs - Painted or non-structural	X							//		<p>// Required for projects within the OCII areas, route to OCII instead of Planning</p>
Skylights	#	X	^	*				//		<p># Required on publicly visible portions or slope roofs of historic buildings (Category A*)</p> <p>^ MECH only</p> <p>* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3)</p> <p>// Required for projects within the OCII areas, route to OCII instead of Planning</p>
Solar panels / Solar roofs		^	+	*				//		<p>^ Required if they need structural and/or extensive permit review to assure the public health and safety. Otherwise, electrical permits only are required</p> <p>+ MECH-E only</p> <p>* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3)</p> <p>// Required for projects within the OCII areas, route to OCII instead of Planning</p>

Exterior Work										
SCOPE OF WORK	PLANNING	BLDG	MECH/MECH-E	SFFD	BSM	PUC	HEALTH	OCII	PW-DAC	COMMENTS
Stairs	X	X		*	^			//		<p>* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3)</p> <p>^ Required if extend over the right-of-way</p> <p>// Required for projects within the OCII areas, route to OCII instead of Planning</p>
Stairs - Repair in-kind of Rear or Front Stairs	#	X		*	^			//		<p># Required ONLY for front stairs</p> <p>* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3)</p> <p>^ Required if extend over the right-of-way</p> <p>// Required for projects within the OCII areas, route to OCII instead of Planning</p>
Stairs - Replacement of Rear or Front Stairs	X	X		*	^			//		<p>* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3)</p> <p>^ Required if extend over the right-of-way</p> <p>// Required for projects within the OCII areas, route to OCII instead of Planning</p>
Storefront (including Entry Doors)	X	X	^	*	%			//		<p>^ MECH only. Required if there are proposed fenestration changes</p> <p>* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3)</p> <p>% Required for works which will encroach into the right-of-way</p> <p>// Required for projects within the OCII areas, route to OCII instead of Planning</p>
Sub sidewalk basement installation or repair		X			X					

Exterior Work										
SCOPE OF WORK	PLANNING	BLDG	MECH/MECH-E	SFFD	BSM	PUC	HEALTH	OCII	PW-DAC	COMMENTS
Swimming pools and/or hot tubs	X	X	#	X			X	//		# MECH only // Required for projects within the OCII areas, route to OCII instead of Planning
Temporary Trailer (Mobile Module Trailer)	X	X	X					//		// Required for projects within the OCII areas, route to OCII instead of Planning
Temporary use of existing outdoor open space e.g. Ice Skating, Black and White Ball	X	X		X			+	//		+ Required if cooking facilities are provided. However, food catering does not need the DPH review // Required for projects within the OCII areas, route to OCII instead of Planning
Temporary use of vacant site e.g. Christmas tree lots, pumpkin lots	X	X						//		// Required for projects within the OCII areas, route to OCII instead of Planning
Tower Cranes		X			X					
Underground storage tank installations, removals, or modification such as tank lining, piping, monitoring equipment Installation	X	X		X			X	//		// Required for projects within the OCII areas, route to OCII instead of Planning
Underpinning		X			^					^ Required if it may affect the public right-of-way
Un-reinforced Masonry Building (UMB) Retrofit	X	X		*	X			//		* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3) // Required for projects within the OCII areas, route to OCII instead of Planning

Exterior Work										
SCOPE OF WORK	PLANNING	BLDG	MECH/MECH-E	SFFD	BSM	PUC	HEALTH	OCII	PW-DAC	COMMENTS
Vertical and/or Horizontal addition	X	X	X	*	^	X		//	+	<p>* Required for any SFFD regulated occupancy (High – rise, A, E, H, I, L or R except for R-3). For R3 occupancy see (G) 4 requirements.</p> <p>^ Required for works which will encroach into the right-of-way</p> <p>// Required for projects within the OCII areas, route to OCII instead of Planning</p> <p>+ Required for City projects and/or projects receiving public funds</p>
Wheelchair lift (<i>See Interior Work for a wheelchair installed inside the building</i>)	X	X						//		// Required for projects within the OCII areas, route to OCII instead of Planning
Wind Screens	X	X						//		// Required for projects within the OCII areas, route to OCII instead of Planning
Wind Turbine	X	X						//		// Required for projects within the OCII areas, route to OCII instead of Planning
Windows - Bay Windows; dormer windows; new and or/or replacement windows; property line windows	X	X	#	*	^		+	//		<p># MECH only</p> <p>* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3)</p> <p>^ Required for Bay Windows extended over the public right-of-way</p> <p>+ Required for retail food and/or beverage facility</p> <p>// Required for projects within the OCII areas, route to OCII instead of Planning</p>

Interior Work										
SCOPE OF WORK	PLANNING	BLDG	MECH/ MECH-E	SFFD	BSM	PUC	HEALTH	OCII	PW-DAC	COMMENTS
Acupuncture	X	X				X	X	//		// Required for projects within the OCII areas, route to OCII instead of Planning
Addition of bathrooms and/or plumbing to detached secondary buildings/accessory structures.	X	X	X			X		//		// Required for projects within the OCII areas, route to OCII instead of Planning
Auto Repair	X	X	X	X		X	X	//		// Required for projects within the OCII areas, route to OCII instead of Planning
Beauty Salon	X	X	X			X	+	//		+ Required if the establishment includes massage, permanent cosmetic, piercing, or tattoo services // Required for projects within the OCII areas, route to OCII instead of Planning
Candy shop, coffee shop, herb stores	X	X	X	*		X	X	//		* Required for occupant load greater than 49 or High-rises // Required for projects within the OCII areas, route to OCII instead of Planning
Cannabis Cultivation and Extraction Facilities	X	X	X	X		X	*	//		Note: Documentation from Office of Cannabis (OOC) prior to permit application process * Required for only cultivation and NOT extraction facilities // Required for projects within the OCII areas, route to OCII instead of Planning
Cannabis Dispensing Facilities	X	X	X	*		X	+	//		* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3)

Interior Work										
SCOPE OF WORK	PLANNING	BLDG	MECH/ MECH-E	SFFD	BSM	PUC	HEALTH	OCII	PW-DAC	COMMENTS
										<p>Note:</p> <ul style="list-style-type: none">Documentation from Office of Cannabis (OOC) prior to permit application processSee (C) 4, if onsite consumption <p>+ Route to Health before Planning if there is onsite consumption</p> <p>// Required for projects within the OCII areas, route to OCII instead of Planning</p>
Car lift (stacked car lift)	X	X		X				//		// Required for projects within the OCII areas, route to OCII instead of Planning
Change of a room or space to or from a bedroom	^	X	#	*		X		//		<p>^ Required for Single-Family Oceanview Large Residence Special Use District 11 changing to or from 5 bedrooms</p> <p># MECH only</p> <p>* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3)</p> <p>// Required for projects within the OCII areas, route to OCII instead of Planning</p>
Change of occupancy or use	X	X	X	X		X	^	//	+	<p>^ Required when going from a nonfood and/or beverage use to food and/or beverage use.</p> <p>// Required for projects within the OCII areas, route to OCII instead of Planning</p> <p>+ Required for City projects and/or projects receiving public funds</p>
Commercial spaces merger	X	X	X	*		X		//		<p>* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3)</p> <p>// Required for projects within the OCII areas, route to OCII instead of Planning</p>

Interior Work										
SCOPE OF WORK	PLANNING	BLDG	MECH/ MECH-E	SFFD	BSM	PUC	HEALTH	OCII	PW-DAC	COMMENTS
Conversion of unconditioned space to conditioned space (e.g. garage conversion to habitable space)	X	X	#	X		X		//		# MECH only // Required for projects within the OCII areas, route to OCII instead of Planning
Corrections of Planning Code Violations	X	X						//		// Required for projects within the OCII areas, route to OCII instead of Planning
Creation of 5 or more bedrooms in a Single-Family dwelling in the Oceanview Large Residence Special Use District (D11)	X	X	#	*						# MECH only * Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3)
Dental office (or Medical Office)	X	X	X			X	X	//		// Required for projects within the OCII areas, route to OCII instead of Planning
Dry Cleaner	X	X	X	X		X	+	//		+ Required if dry cleaning services is provided on premise // Required for projects within the OCII areas, route to OCII instead of Planning
Dwelling Unit(s) - Unauthorized Dwelling Unit(s) removal	X	X		*				//		* Required for any SFFD regulated occupancy (High-rise, A, E, H, I, L or R except for R-3) // Required for projects within the OCII areas, route to OCII instead of Planning
Dwelling Unit(s) - Increase number of dwelling units	X	X	X	*		X		//		* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3) // Required for projects within the OCII areas, route to OCII instead of Planning

Interior Work										
SCOPE OF WORK	PLANNING	BLDG	MECH/ MECH-E	SFFD	BSM	PUC	HEALTH	OCII	PW-DAC	COMMENTS
Dwelling Unit(s) - Legal dwelling unit(s) removal	X	X		*				//		<p>* Required for any SFFD regulated occupancy (High-rise, A, E, H, I, L or R except for R-3)</p> <p>// Required for projects within the OCII areas, route to OCII instead of Planning</p>
Dwelling Unit(s) - Merger	X	X	X	*		X		//		<p>* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3)</p> <p>// Required for projects within the OCII areas, route to OCII instead of Planning</p>
Dwelling Unit(s) - reconfiguration, relocation and/or reduction in size of any dwelling unit(s)	X	X	X	*		X		//		<p>Permit to be routed to Planning regardless of legality of unit(s) in question.</p> <p>* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3)</p> <p>// Required for projects within the OCII areas, route to OCII instead of Planning</p>
Electric Vehicle Chargers	#	X	^	X						<p># Required in parking lots and parking garages</p> <p>^MECH-E only</p>
Energy Storage Systems over 20 kWh		X	X	X						
Evacuation Sign at elevator lobbies				X						

Interior Work										
SCOPE OF WORK	PLANNING	BLDG	MECH/ MECH-E	SFFD	BSM	PUC	HEALTH	OCII	PW-DAC	COMMENTS
Expansion of use and/or additional floor area	X	X	X	*		X		//		* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3) // Required for projects within the OCII areas, route to OCII instead of Planning
Fire Alarm/ Life Safety			^	X						^ Required if the smoke control report is included
Fire Sprinkler				X	^					^ Required if dry standpipes or fire suppression water supply inlets (FDC) are protruding in the public right-of-way and BSM sidewalk excavation for fire lateral installation
Fire Suppression System/ ANSUL System				X						
Food processing or manufacturing facility, private organization food service	X	X	X	*		X	+	//		* Required if storing quantities ≥875 cubic feet of CO2 or ≥6,000 cubic feet of Nitrogen + Required if storing CO2 or Nitrogen gas in quantities ≥1,000 cubic feet // Required for projects within the OCII areas, route to OCII instead of Planning
Food services, new work (i.e. grocery store, retail coffee), food commissary	X	X	X	*		X	X	//		* Required if storing quantities ≥875 cubic feet of CO2 or ≥6,000 cubic feet of Nitrogen // Required for projects within the OCII areas, route to OCII instead of Planning
Fringe Financial Service	X	X				X		//		// Required for projects within the OCII areas, route to OCII instead of Planning
Fuel cell units		X	X	X			X			
Gas/Service Station – new or remodel	X	X	X	X		X	X	//		// Required for projects within the OCII areas, route to OCII instead of Planning

Interior Work										
SCOPE OF WORK	PLANNING	BLDG	MECH/ MECH-E	SFFD	BSM	PUC	HEALTH	OCII	PW-DAC	COMMENTS
Generator	#	X	X	X	^		+	//		# Required if it is located outdoor ^ Required if piping and fuel port located or encroaching into the public right of way + Required for commercial property and residential property of more than three units if powered by a petroleum based product // Required for projects within the OCII areas, route to OCII instead of Planning
Grocery store	X	X	X			X	X	//		// Required for projects within the OCII areas, route to OCII instead of Planning
Heat pump (s)		X	#	*						# MECH only * Required for any SFFD regulated occupancy (High-rise, A,E,H,I,L or R except for R-3)
HVAC		^	#	*			+			# MECH only ^ Required if the HVAC is more than 400 lbs per unit * Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3) + Required only for hood/cooking exhaust system installation or alteration in food and/or beverage facilities
Institutions (Hospitals, Jails, Youth Guidance Centers)	X	X	X	X		X	+	//		+ Required only for installation or alteration in food and/or beverage areas. // Required for projects within the OCII areas, route to OCII instead of Planning

Interior Work										
SCOPE OF WORK	PLANNING	BLDG	MECH/ MECH-E	SFFD	BSM	PUC	HEALTH	OCII	PW-DAC	COMMENTS
Intermediate Length Occupancy (ILO) designation	X	X		*				//		* Required for any SFFD regulated occupancy (High-rise, A, E, H, I, L or R except for R-3) // Required for projects within the OCII areas, route to OCII instead of Planning
Kitchen – Addition of a new kitchen in a residential building or two-burner stove	X	X	#	*		X		//		# MECH only * Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3) // Required for projects within the OCII areas, route to OCII instead of Planning
Kitchen - Removal / Elimination of a kitchen within residential uses	X	X		*				//		* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3) // Required for projects within the OCII areas, route to OCII instead of Planning
Kitchen Hood (s) Type 1 (grease)			#	X		X	+			# MECH only + Required only in food and/or beverage facilities
Kitchen Hood (s) Type 2 (heat, steam)			#			X	+			# MECH only + Required only in food and/or beverage facilities
Laundry Rooms	X	X	X	*		X				* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3) + Required for commercial laundry facilities that are available to the general public.

Interior Work										
SCOPE OF WORK	PLANNING	BLDG	MECH/ MECH-E	SFFD	BSM	PUC	HEALTH	OCII	PW-DAC	COMMENTS
Live Work	X	X	X	*		Ø		//		DBI requires a formal letter from the director of City Planning prior to sending any documents, * Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3) Ø Required for projects that include the addition of plumbing fixtures // Required for projects within the OCII areas, route to OCII instead of Planning
Massage Establishment	X	X	X			Ø	X	//		Ø Required for projects that include the addition of plumbing fixtures // Required for projects within the OCII areas, route to OCII instead of Planning
Medical Office (or Dental Office)	X	X	X			X	X	//		// Required for projects within the OCII areas, route to OCII instead of Planning
Mezzanine - new or expansion to existing	X	X	X	*		X		//		* Required for any SFFD regulated occupancy (High- rise, A, E, H, I, L or R except for R-3) // Required for projects within the OCII areas, route to OCII instead of Planning
Mezzanine – reduction in size or sq ft		X		*						* Required for any SFFD regulated occupancy (High-rise, A,E,H,I,L or R except for R-3)
Nail Spa	X	X	X			Ø		//		Ø Required for projects that include the addition of plumbing fixtures // Required for projects within the OCII areas, route to OCII instead of Planning
Non-Potable Water Systems (Need to be routed to PID for review also)						X	X			Potable & Non-potable plumbing schematics

Interior Work										
SCOPE OF WORK	PLANNING	BLDG	MECH/ MECH-E	SFFD	BSM	PUC	HEALTH	OCII	PW-DAC	COMMENTS
Interior Tenant Improvement	#	X	X	*	^	Ø		//		# Required on ground or street level or second floor. * Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3) ^ Required if improvements are at the building entry/exit points adjacent to the public right-of-way, and improvements will trigger new or upgrade of utility services in the public right-of-way Ø Required for projects that include the addition of plumbing fixtures // Required for projects within the OCII areas, route to OCII instead of Planning
Interior Tenant Improvement – Accessibility upgrades / barrier removals		X		*		Ø				* Required for occupant load greater than 49 or High-rises Ø Required for projects that include the addition of plumbing fixtures
Interior Tenant Improvement - Requesting for exception to requirements for Disabled Access to vacant spaces per AB – 0173		X		*						* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3)
Interior Tenant Improvement – Retail store interior tenant improvement at ground floor in downtown	X	X	X	*	^	Ø	+	//		* Required for occupant load greater than 49 or High-rises ^ Required if improvements are at the building entry/exit points adjacent to the public right of way, and improvements will trigger new or upgrade of utility services in the public right- of- way Ø Required for projects that include the addition of plumbing fixtures + if food or beverage is sold // Required for projects within the OCII areas, route to OCII instead of Planning

Interior Work										
SCOPE OF WORK	PLANNING	BLDG	MECH/ MECH-E	SFFD	BSM	PUC	HEALTH	OCII	PW-DAC	COMMENTS
Paint Spray Booths	X	X	X	X			X	//		// Required for projects within the OCII areas, route to OCII instead of Planning
Pet Hospital	X	X	X			Ø		//		Ø Required for projects that include the addition of plumbing fixtures // Required for projects within the OCII areas, route to OCII instead of Planning
Pet Store	X	X	X				+	//		+ Required if the premise has a facility for animal overnight boarding // Required for projects within the OCII areas, route to OCII instead of Planning
Relocate furnace / water heater	#	X	*					//		# Required ONLY when relocation may impact existing off-street parking * MECH only // Required for projects within the OCII areas, route to OCII instead of Planning
Repair in-kind of damage due to Water		X		*						* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3)
Repair in-kind of damage due to Fire		X		*						Notes: Applicants shall call for inspection with the building inspector prior to construction * Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3)
Self-Contained Fryer		X	#	*			X			# MECH only * Required for any SFFD regulated occupancy (High - rise, A,E,H,I,L or R except for R-3)

Interior Work										
SCOPE OF WORK	PLANNING	BLDG	MECH/ MECH-E	SFFD	BSM	PUC	HEALTH	OCII	PW-DAC	COMMENTS
Seismic Retrofit, including Soft-Story	#	X		*	X					# Only required for historic buildings (Category A*) * Required for any SFFD regulated occupancy (High- rise, A, E, H, I, L or R except for R-3)
Signs – Interior wayfinding (ex. Westfield Mall, Stone town Galleria)		X	^	*						^ MECH-E only. Required for illuminated signs * Required for any SFFD regulated occupancy (High- rise, A, E, H, I, L or R except for R-3)
Sump pump		X								
Swimming pools and/or hot tubs		X	#	X			X			# MECH only
Tattoo Parlor, body arts, and permanent cosmetics	X	X				X	X	//		// Required for projects within the OCII areas, route to OCII instead of Planning
Transformer vaults	#	X	X		X			//		# Required ONLY when proposed for ground/street level façade // Required for projects within the OCII areas, route to OCII instead of Planning
Wheelchair lift (installed to stairs)		X				^				^ Required if extend over the right-of-way

Work with No Plans										
SCOPE OF WORK	PLANNING	BLDG	MECH/MECH-E	SFFD	BSM	PUC	HEALTH	OCII	PW-DAC	COMMENTS
Emergency Panel/Fire Alarm Replacement				X						
Furnace replacement in-kind with duct work		X	#							# MECH only
Garage Door Replacement in-kind	X	X						//		// Required for projects within the OCII areas, route to OCII instead of Planning
Remodel of existing kitchen and/or existing bathroom (no structural work or wall removal, no new plumbing fixtures)		X		*			+			* See Attachment 2 + Required if retail food and/or beverage facility
Removal of General Advertising (pictures are required)	X	X						//		Removal of General Advertising Signs to comply with Notice of Violations shall include a copy of violation // Required for projects within the OCII areas, route to OCII instead of Planning
Repair in-kind of less than 50% of existing deck	#	X						//		# Required only for front decks of historic buildings (Category A*) // Required for projects within the OCII areas, route to OCII instead of Planning
Repair in-kind of less than 50% of existing stairs	#	X			^			//		# Required only for front stairs of historic buildings (Category A*) ^ Required if extend over the right-of-way // Required for projects within the OCII areas, route to OCII instead of Planning
Replacement in-kind or repair of existing siding that is visible or not visible from the street	#	X						//		# Required for historic buildings (Category A*) // Required for projects within the OCII areas, route to OCII instead of Planning

Work with No Plans										
SCOPE OF WORK	PLANNING	BLDG	MECH/MECH-E	SFFD	BSM	PUC	HEALTH	OCII	PW-DAC	COMMENTS
Replacement of existing siding to new siding for example from stucco to wood siding or vice versa	X	X						//		// Required for projects within the OCII areas, route to OCII instead of Planning
Re-roofing (No removal of wood shingle, No re-sheathing, No plywood replacement)	#	X		*	^			//		# Required if they are historic buildings (Category A). // Required for projects within the OCII areas, route to OCII instead of Planning * Roofing involving Hot Work (torch down or acetylene) SFFD required ^If requested no street space, then route to Public Works
Voluntary installation of anchor bolts and plywood sheathing at the first story of residential wood-frame buildings		X								
Window Replacement in-kind	#	X	^	*			+	//		# Required if the window is visible from street ^ MECH only. Required for residential buildings with 4 or more habitable stories and non-residential buildings * Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3) + Required for non-fixed windows in retail food and/or beverage facility // Required for projects within the OCII areas, route to OCII instead of Planning

Others										
SCOPE OF WORK	PLANNING	BLDG	MECH/ MECH-E	SFFD	BSM	PUC	HEALTH	OCII	PW-DAC	COMMENTS
Academy of Art University	X	X		X		X	X			Route to Planning for <u>any</u> scope of work on AAU properties which have active Planning code violation noted in Planning Information Map (PIM)
Soil disturbance of at least 50 cubic yards of soil within the Maher Area .	X	X			X		X	//		Refer applicant to complete Attachment 3 Examples of soil disturbance include grading, excavating, trenching, cut/fill, landscaping, planting, digging, burying, removing topsoil, etc. Refer to Information Sheet G-14 // Required for projects within the OCII areas, route to OCII instead of Planning
Soil disturbance of any volume within the Health Code Article 31 Area .	X	X			X		X	//		Refer applicant to complete Attachment 3 Sites within the Health Code Article 31 Area will note “ <i>Health Code Article 31 Restrictions Apply</i> ” under zoning information in a PIM property search . (Examples of soil disturbance include grading, excavating, trenching, cut/fill, landscaping, planting, digging, burying, removing topsoil, etc. https://sfdbi.org/sites/default/files/IS G-14.pdf) // Required for projects within the OCII areas, route to OCII instead of Planning

Others										
SCOPE OF WORK	PLANNING	BLDG	MECH/ MECH-E	SFFD	BSM	PUC	HEALTH	OCII	PW-DAC	COMMENTS
Legalization of items listed on the Physical Inspection Report which generally requires plans	X	X	^	*		Ø		//		<p>^ <i>MECH only</i>. Required for new habitable space</p> <p>* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3)</p> <p>Ø Required if includes addition of plumbing fixtures</p> <p>// Required for projects within the OCII areas, route to OCII instead of Planning</p>
Lot split or Lot merger	X	X			X			//		// Required for projects within the OCII areas, route to OCII instead of Planning
Cannabis Cultivation/Nurseries	X	X		X		Ø		//		<p>Ø Required for review of heavy water use and possible contaminated discharge.</p> <p>// Required for projects within the OCII areas, route to OCII instead of Planning</p>
Project NOT on City-owned or leased property, and it does NOT receive public funding	X	X	X	*		Ø		//		<p>* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3)</p> <p>Ø Required for projects that include the addition of plumbing fixtures</p> <p>// Required for projects within the OCII areas, route to OCII instead of Planning</p>
Project NOT on City-owned or leased property, but it receives public funding	X	X	X	*		Ø		//		<p>* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3)</p> <p>Ø Required for projects that include the addition of plumbing fixtures</p> <p>// Required for projects within the OCII areas, route to OCII instead of Planning</p>

Others										
SCOPE OF WORK	PLANNING	BLDG	MECH/ MECH-E	SFFD	BSM	PUC	HEALTH	OCII	PW-DAC	COMMENTS
Project ON City-owned or leased property, and it is being managed, designed or built by DPW	X	X	X	*		Ø		//	+	<p>* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3)</p> <p>Ø Required for projects that include the addition of plumbing fixtures</p> <p>// Required for projects within the OCII areas, route to OCII instead of Planning</p> <p>+ PW-DAC requires review for Disabled Access code compliance</p>
Project ON city owned or leased property, and it is NOT being managed, designed or built by DPW	X	X	X	*		Ø		//		<p>* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3)</p> <p>Ø Required for projects that include the addition of plumbing fixtures</p> <p>// Required for projects within the OCII areas, route to OCII instead of Planning</p>
Request of full compliance with Physical Inspection Report which generally does not require plans.		X		*						<p>* Required for any SFFD regulated occupancy (High - rise, A, E, H, I, L or R except for R-3)</p>

3.08 Sleeping Area Fire Alarm Requirements (2019)

Reference: San Francisco 2016 Ordinance 165-16; San Francisco 2021 Ordinance 077-21; 2019 SFFC Section 1103.7.6.1; 2013 NFPA 72 Section 18.4.5— “Sleeping Area Requirements”

Purpose: To clarify requirements to satisfy the 2016 CCSF Ordinance 165-16; 2021 CCSF Ordinance 077-21 and San Francisco Fire Code (SFFC) Section 1103.7.6.1.

Scope: Compliance shall include all residential buildings with three units or more with an existing fire alarm system. The building owner shall upgrade the fire alarm system (if necessary) to comply with sound level requirements for sleeping areas set forth in section 18.4.5.1 of NFPA 72 (2013 edition) as amended from time to time, upon any of the following:

(A) Before completion of work on a building permit with a cost of construction of \$99,000 or more, excluding seismic upgrade work required per the Existing Building Code.

(B) On or prior to July 1, 2023.

This San Francisco Fire Code section amended by SFBOS on 5/11/21, Ord. 210259, effective 6/10/21

2013 NFPA 72 Section 18.4.5.1

Where audible appliances are installed to provide signals for sleeping areas, they shall have a sound level of at least 15 dB above the average ambient sound level or 5 dB above the maximum sound level having a duration of at least 60 seconds or a sound level of at least 75 dBA, whichever is greater, measured at the pillow level in the area required to be served by the system using the A-weighted scale (dBA).

2013 NFPA 72 Section 18.4.5.2

If any barrier such as a door, curtain, or retractable partition is located between the notification appliance and the pillow, the sound pressure level shall be measured with the barrier placed between the appliance and the pillow.

2013 NFPA 72 Section 18.4.5.3

Effective January 1, 2014, audible appliances provided for the sleeping areas to awaken occupants shall produce a low frequency alarm signal that complies with the following:

- 1) The alarm signal shall be a square wave or provide equivalent awakening ability
- 2) The wave shall have a fundamental frequency of 520 Hz +/- 10 percent.

Specific SFFD Requirements:

1. If the existing fire alarm system has existing audible appliances that achieve the sound pressure level requirements of NFPA 72-2013 they shall be acceptable even if they do not produce Low-Frequency tones. An audibility test shall be performed by a licensed C-10 contractor to demonstrate audibility compliance. The test results shall be documented on an associated Department of Building Inspection "Fire Only" permit indicating the sound level of at least 75 dBA; measured at the pillow of each sleeping area using a calibrated and approved dBA meter.
2. When new audible appliances are required to meet the minimum 75dBA sound level, they shall be current CSFM listed Low-Frequency audible appliances.
3. Any fire alarm work associated with this bulletin shall comply with the applicable sections in SFFD Administrative Bulletin 2.01.
4. Wireless fire alarm system equipment shall be permitted to be used for this application per SFFD 2019 Administrative Bulletin 2.01 specific requirements.
5. If the **existing FACU is being replaced with a new FACU**, the following applicable requirements shall apply:
 - a) The primary power source for the Fire Alarm Control Unit (FACU) and remote power supplies shall be from a dedicated circuit. This circuit shall be labeled at both the electrical sub panel and on the inside of the FACU/Power supply door and be provided with a circuit lock (if it is not installed in a locked room). If the existing FACU and/or remote power supplies did not have dedicated power circuit(s), new dedicated circuit(s) must be provided for the new FACU and any remote power supply (if provided). The building owner shall be responsible to provide the dedicated power circuit(s) if required. The dedicated power circuit(s) shall be in accordance with the SFEC-2019 and be provided by a CA licensed electrical contractor (not required to be the same C-10 FA contractor performing the FA work).
 - b) Where applicable, a replacement FA system design shall differentiate the intent to meet current codes or replaced on a like-for-like basis per CSFM Code interpretation 12-001 and information bulletin dated 9/4/2008 (These two documents shall be scanned onto the FA permit plans).
 - c) Where an existing FA remote annunciator is not provided, a new LCD or LED annunciator may be voluntary provided at the main building entrance (SFFD response point) in an approved location per SFFD Administrative Bulletins 2.01, 3.01, and 3.02.

d) If not provided for the existing FA system, a new wireless communicator shall be required per AB # 2.01 Section VIII.

e) If the existing FA system does not have existing initiating devices per current codes to generate the activation of the FA notification system, additional initiating devices shall be required to be provided and installed per current codes. This will include both automatic and manual initiating devices. When the building is not fully sprinklered per NFPA 13 or NFPA 13R, new smoke detectors shall be installed in all interior corridors leading to dwelling units per the 2019 SF Building Code Section 907.2.9.5.

Exception: Existing Fire Alarm Boxes (Manual Pull Stations) which are installed at all required exits (within 5 feet to the entrance of each required exit) at higher elevation than 42"-48" AFF, shall be permitted to remain at their current elevation. If new manual pull stations are required to be provided at required Exits they shall be installed in approved locations within 5 feet to the entrance of each required Exit at 42"-48" elevation AFF.

g) If the existing FA system does not have current code complaint audible and visual notification system in common areas of the building outside the dwelling units, additional audible and visual appliance shall be provided in the common areas for general public notification per current applicable codes.

Exception 1: If existing unsynchronized strobes are provided in common areas and have CD rating coverage per NFPA 72, they shall not have to be replaced with new synchronized strobes. If the CD rating coverage of the existing strobes does not meet current NFPA 72-2016 requirements, they will have to be modified by selecting a higher CD rating or by replacing the existing strobes with new strobes.

Exception 2: If existing audible appliances such as horns, bells, sounders, speakers, etc. are provided in common areas and generate 15 dBA sound pressure level above ambient, they shall not have to be replaced with new audible appliances if they do not interfere with the Temporal-3 FA alert tone inside the dwelling units and sleeping areas. This will be verified by the Fire inspector at the time of inspection.

h) When the existing FACU is replaced but the existing initiating devices are not replaced, Compatibility Listing (backwards compatibility) between the new FACU and the existing initiating devices must be provided by the applicant and be placed on the FA permit plans. The plans shall indicate that a 100% test of all the fire alarm system functions plus 10% of all existing initiating devices is required per the approved FA Sequence of Operation Matrix (S.O.O.M.). All new/replacement fire alarm system devices and components (if provided) shall be 100% tested.

6. If any of the specific requirements above or any other applicable codes requirements are not clear or require further and specific SFFD interpretation, the building owner or the permit applicant may request to have a Pre-Application meeting with the SFFD by submitting a pre-application meeting request form--

<https://sf-fire.org/services/plan-check#pre-ap>



**SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH BRANCH**

49 South Van Ness Suite 600, San Francisco, CA 94103

<https://www.sfdph.org/dph/EH/default.asp>

Phone: (415) 252-3800

Department of Public Health (DPH) Program Routing Checklist

NOTICE TO APPLICANT: Check all applicable scope of work below subject to review from DPH Environmental Health Branch (EHB) Programs. If any scope of work below is selected, submit this form along with your building permit application.

PROJECT ADDRESS:		BLOCK/LOT:	BUILDING PERMIT APPLICATION #:
APPLICANT NAME:	EMAIL ADDRESS:		PHONE NUMBER:
APPLICANT SIGNATURE:			DATE:

EHB Programs	Scope of Work (Check all that apply)	Health Station
1. Retail Food Facility/ Public Laundry/ Retail Facility with Overnight Animal Boarding	New or modification of: <input type="checkbox"/> Retail food facilities (e.g., restaurants, bars, grocery stores, corner stores, employee breakrooms, and etc.) <input type="checkbox"/> Public Laundry facilities <input type="checkbox"/> Retail facility with overnight animal boarding	HEALTH-FD
2. Site Mitigation- Article 22A (Maher) & Article 22B (Dust Control)	<input type="checkbox"/> Disturbance of ≥ 50 cubic yards of soil in the Maher area <input type="checkbox"/> Dust generating activities at sites > 0.5 acres	HEALTH-MH
3. Cellular Towers (Radio Frequency)	<input type="checkbox"/> New or modification of cell antennas Note: Does <u>not</u> include dismantling a cell or radio tower	HEALTH-RF
4. Article 38 (Enhanced Ventilation)	<input type="checkbox"/> New, major alteration or Planning Dept change of use of a "sensitive use" building (e.g. residential use, childcare, school, adult day care center) located within the Air Pollutant Exposure Zone	HEALTH-AQ
5. Cannabis	<input type="checkbox"/> Dispensing facilities with any onsite consumption	HEALTH-CN
6. Hazardous Materials and Waste	<input type="checkbox"/> Facilities that store/handle/generate hazardous materials/medical waste (e.g., clinics, labs, auto shops, underground storage tanks, cell towers with batteries, cooling towers, dry cleaners, and etc.)	HEALTH-HM
7. Hunters Point Shipyard Redevelopment	<input type="checkbox"/> Disturbance of soil under Article 31 area	HEALTH-HP
8. Massage & Body Arts Establishment	<input type="checkbox"/> Establishments with massage, permanent cosmetic, piercing, or body art services	HEALTH-MB
9. Pools & Hot Tubs	<input type="checkbox"/> New or modification of pools and hot tubs and their ancillary areas located in commercial property and residential property of more than three units	HEALTH-PL
10. Alternate Water Source System	<input type="checkbox"/> Onsite water treatment system for nonpotable use	HEALTH-AW
11. Solid Waste	<input type="checkbox"/> New or modification of solid waste transfer, processing, disposal facilities	HEALTH-SW

SFDPH- Updated 5.5.2023