



INFORMATION SHEET

NO. G-25

DATE : June 24, 2016

CATEGORY : General

SUBJECT : **Permit and Inspection Services Guidelines for Restaurant Alterations and New Construction**

INTENT : This Information Sheet is provided to assist the architect, engineer, designer, general contractor and specialty contractors who are designing or constructing an alteration or new installation of a B occupancy or A-2 occupancy restaurant. This document is being provided as a resource to supplement the code knowledge and restaurant construction experience of the design and construction team.

DISCUSSION :

(A) DBI PLAN REVIEW RESOURCES

(I) DBI Website Resources:

1. DBI website: <http://sfdbi.org/>
2. DBI Administrative Bulletins under PLAN REVIEW tab: <http://sfdbi.org/administrative-bulletins>
3. DBI Information Sheets under PLAN REVIEW tab: <http://sfdbi.org/information-sheets>
4. DBI Building Plan Review under PLAN REVIEW tab: <http://sfdbi.org/building-plan-review>
5. DBI Energy/Mechanical Plan Review under PLAN REVIEW tab: <http://sfdbi.org/energy-mechanical-plan-review>
6. DBI Codes under PLAN REVIEW tab: <http://sfdbi.org/codes>

(II) Occupancy Groups:

1. Business Group B – Food service facility including fast-food take-out only, full-service restaurant or a combination. Maximum 49 total occupants permitted (staff and customers total).
2. Assembly Group A-2 – Assembly uses intended for food and/or drink consumption including nightclubs, bars, taverns, banquet halls, restaurants, cafeterias, and similar dining facilities with commercial kitchens. Occupant load exceeds 49 occupants (staff and customers total).

- (III) Certificate of Final Completion and Occupancy (CFC):
1. Document that describes the legal use and occupancy of a building or structure (building may have more than one legal use and occupancy group).
 2. Issued for a new (first time) use and occupancy group, a change of use and occupancy group, construction of horizontal and/or vertical expansion, or legalization of an existing illegal use of occupancy, e.g. converting a B restaurant to A-2 restaurant without permits, and upon abatement of Notices of Violation issued by the Code Enforcement Section and Disabled Access Section.
 3. CFC is not issued for alteration work in an existing legal occupancy that maintains the same occupancy group.
 4. When issued, CFC is issued by the building inspector upon completion of all work documented in the APPROVED building permit and plans, including all related permits for revisions and various sub-contractors' work, e.g. separate electrical, plumbing, mechanical, sprinkler and life safety permits.
 5. See Administrative Bulletin AB-028 for requirements to set-up a meeting with DBI (architectural, structural, accessibility and/or mechanical senior plan review staff) and with SFFD senior plan review staff.
 6. This bulletin sets out the procedure for requesting, conducting and concluding such a Pre-application or Pre-Addendum Plan Review Meeting.
 7. It is not intended that a general, non-directed plan review of a project will be made during this meeting, but that specific code issues will be addressed and resolved.
 8. Formal written confirmation of decisions agreed upon will be issued to the project sponsor following the meeting.

(B) PLAN REVIEW GUIDELINES

- (I) Permit Submittal Information and Requirements:
1. Provide an index on the cover sheet and list only the drawings included in the submittal. Subsequent and related submittals (e.g. separate permit submittals) will contain their own submittal-specific indices.
 2. Show accessible routes and provide DA-checklist.
 3. Provide building data on the cover sheet, e.g. occupancy groups for the restaurant and for any other building occupancies, construction type and fire-resistive rating, building number of stories, number of basements, fire sprinklers and which sprinkler standard.
 4. Provide a site plan showing the subject building in relationship to its property lines and proximity to the nearest streets.
 5. Label use of all spaces (spaces with uncommon labels shall be described with intended function).
 6. Provide graphical representation of the occupant load calculation based on the net floor area (Building Code Chapter 2 Definitions) and label functional spaces and uses (use Building Code, Chapter 10 table: Maximum Floor Area allowances per Occupant). For larger restaurants with multiple dining areas, an occupant load summary table identifying the functional spaces and uses will facilitate code review.
 7. Provide a dimensioned means of egress (MOE) plan for the various MOE components, that includes occupant load for separate spaces and show cumulative occupant load within the MOE, direction of exit paths and exit component capacities (aisle, corridors, doors, openings, etc.).
 8. Where required, comply with occupancy separation to adjoining occupancies. Provide fire-resistive rated assembly details at separation walls and floor/ceiling assemblies.
 9. Substantial plan review time may be spent reviewing the disabled access elements of the design that are connected to doors, openings, walls, partitions, fixtures, counters,

- furniture and equipment and how they impact the accessible path of travel and accessible route and that they provide for usability by persons with disabilities.
10. B occupancy group permit document set typically includes architectural, mechanical/Title-24, Green Building, fixtures, furniture and equipment plans.
 11. A-2 occupancy group permit document set is similar to the B occupancy documents. However, there are additional Building Code requirements and the SF Fire Department (SFFD) is an additional review station for all submittals.
 - a. All modified, added, altered or new fire sprinkler and/or fire alarm system is a separate permit submittal reviewed by SFFD only.
 - b. The plans shall show all exit doors swinging in the direction of egress.
 - c. Provide panic hardware at all exit doors. Provide a door and hardware schedule or other appropriate method to document that panic hardware is being provided.
 - d. Document the location and direction of exit signs.
 12. Where openings in a story are provided on only one side and the opposite wall of such story is more than 75' from such openings (e.g. long and narrow restaurant space), the story shall be equipped throughout with an approved automatic sprinkler system.
- (II) Plumbing Fixture Count: Provide documentation for minimum plumbing fixture counts, what is required and what is to be provided.
1. Include information on the number of fixtures located in single-accommodation toilet facilities and in multiple- accommodation toilet facilities.
 2. Reference Chapter 29 Plumbing Systems contained in the SF Building Code, including Table 2902.1 – Minimum Plumbing Fixtures to calculate the minimum fixture counts required.
- (III) Structural Information and Requirements:
1. Additional structural documents (plans, details and calculations) are likely required when:
 - a. Load-bearing walls and/or structural components are altered or added.
 - b. Mechanical or electrical components that are positively attached to the structure, weigh more than 400 lb. and has a center of mass location exceeding 4 ft. from the adjacent floor.
 - c. Horizontal grease duct, 24 inches and larger shall be designed for the weight of the ductwork plus 800 pounds.
 - d. Elevated platforms and/or mezzanines are structurally altered or are added to the tenant space.
 - e. Interior decorative features and elements that are attached to the walls or ceilings, e.g. overhead elements like trellises, suspended panels, "clouds," and large/heavy artwork (vertical support and lateral restraint system).
 2. Change of occupancy that results in an increase of more than 10 percent in the occupant load of the entire building or structure, and which also increases the occupant load by more than 100 persons (see SF Building Code for lateral force provisions) requires seismic upgrade to the building.
- (IV) Separate Permit Application Submittals:
1. The permit documents may be separated by design disciplines and submitted under separate permits, e.g. separate architectural, mechanical and fire sprinkler plan submittals. The valuation is aligned with the scope of work specific to each separate permit submittal
 - a. The first permit shall include the description of work and shall provide an additional description stating that MECHANICAL UNDER SEPARATE PERMIT,

or SPRINKLERS UNDER SEPARATE PERMIT, or TYPE I HOOD AND SUPPRESSION SYSTEM UNDER SEPARATE PERMIT or FIRE ALARM UNDER SEPARATE PERMIT, etc.).

2. For separate permit submittals, the first permit is the architectural submittal and it shall include the furniture, fixture and equipment plan, occupant load calculations with locations, and means of egress plan. Provide plans and dimensioned details to demonstrate compliance with all accessibility requirements.
 - a. All subsequent submittals under separate permit shall include a copy of the APPROVED and issued architectural permit for the plan checker to use as reference.
 - b. The architectural plans shall dimension the width of circulation aisles in the areas adjacent to kitchen equipment to demonstrate accessibility compliance. These dimensions shall not be deferred to a separate permit application, e.g. plans submitted by the kitchen equipment vendor.
 3. For separate permit submittals, provide an index on the cover sheet and do not list in the index, drawings that included in the submittal.
 - a. A common and repeated index shared by each separate submittal will be grounds for rejection.
 4. When the type I hood and fire suppression system is filed as separate permit, the initial architectural submittal shall document the fire resistive rated shaft construction when applicable.
 - a. For grease ducts enclosed in closely fitted, fire-resistive shafts, document how the method and/or sequence of shaft construction is coordinated with the sequence of installation for the grease duct; e.g. using shaft-wall drywall system or installing the grease duct from above or below a completed shaft.
- (V) Reference Plans: Reference plans for permits that have been previously issued by DBI and which contain the DBI APPROVED stamp, shall be kept separate from the submittal set.
1. Reference plans that may have been blended with the submittal set will require its removal and the separated sets re-collated.
 2. Reference plans are not a part of the current permit submittal.
 3. Reference plans can only have a single original DBI APPROVED stamp and shall not be re-stamped with the date of the current submittal, including a new RECEIVED stamp.
 4. Reference plans shall not contain two (or more) DBI APPROVED stamps with different dates.
 5. Reference plans shall not be re-scanned by the Records Management Division and will always keep the original permit number and address.
 6. When changes are made in subsequent permits that affect the conditions contained in the Reference plans, then those conditions will be superseded and shall no longer be used as a reference to the superseded conditions.
- (VI) Mechanical Plans: Plans shall address the mechanical requirements shown under the Construction Inspection Guidelines of this information sheet.
1. These requirements include: HVAC system, Type I hood, Type II hood, kitchen ventilation, solid fuel burning appliances and recirculating systems.
- (VII) Documenting Compliance for Accessibility Requirements:
1. Refer to the current iteration of the CBC/SFBC with up-to-date errata and supplements, Chapter 11B Accessibility to Public Buildings, Public Accommodations, Commercial Buildings and Public Housing.

- a. Alterations with an adjusted construction cost under the threshold amount shall comply with 11B-202.4 exception #8 (20% rule).
 - b. Alterations with adjusted construction cost above the threshold shall comply with requirements for new buildings except where specifically exempted, or where compliance is technically infeasible or would create an unreasonable hardship.
2. All areas of a newly designed and newly constructed restaurant shall comply with the requirements of Chapter 11B.
3. There may be additional requirements under the ADA for the building owner and the restaurant tenant.
4. Alterations to an existing restaurant shall comply with the applicable requirements for existing buildings.
 - a. Review the DISABLED ACCESS UPGRADE COMPLIANCE CHECKLIST PACKAGE (For Existing Buildings only) available on-line at: <http://sfdbi.org/sites/sfdbi.org/files/DA%20Checklist.pdf>
 - b. Complete the applicable documents, including the DA-checklist, and scan them into the permit plan set. Do not forget to sign and date the applicable forms.
 - c. Alterations with an adjusted construction cost under the threshold amount shall comply with 11B-202.4 exception #8 (20% rule).
 - d. Alterations with adjusted construction cost above the threshold shall comply with requirements for new buildings except where specifically exempted, or where compliance is technically infeasible or would create an unreasonable hardship.
5. An existing restaurant that is both altered and expanded with an addition, shall comply with the new construction and alteration to existing buildings portions of Building Code Chapter 11B.
 - a. The new portion(s) shall comply with Chapter 11B requirements for newly designed and newly constructed buildings and facilities.
 - b. The altered existing portion shall comply with the applicable requirements for existing buildings and facilities.
 - c. The total adjusted construction cost (new plus altered) shall be used when completing hardship requests.
6. Back-of-house operations, within employee work areas e.g. kitchen, dry storage, refrigerated storage, employee lockers, prep areas, cooking line, dish washing, service bar, drinks bar, etc.
 - a. Employee workstations shall be on an accessible route (walking surfaces, doorways and ramps, elevators, platform lifts).
 - b. Minimum 32" clear width for entrances to work areas and work stations.
 - c. Common use circulation paths within employee work areas shall be walking surfaces with a minimum 36" clear width for 9 or fewer employees. Minimum 44" clear width for 10 or more employees (employee count shall be consistent with the occupant load calculations provided to design the means of egress plan).
 - d. Common use circulation paths located within employee work areas that are an integral component of equipment shall not be required to be 36" clear width (an equipment plan and schedule are required that shows location, equipment name and dimensions).
 - e. Within employee work areas, clearance on common use circulation paths shall be permitted to be decreased by work area equipment provided that the decrease is essential to the function and operation of the equipment.
 - f. Pre-manufactured walk-in freezers and cold storage boxes used only by employees in a commercial kitchen (work station) are considered to be kitchen equipment not requiring compliance with accessibility provisions (interpretation provided by the Division of the State Architect, IR A-14, revised 08-03-2011).

- g. Exterior work areas exposed completely to the weather, such as bus stations used to service exterior seating areas.
- h. Pre-wiring for visible alarms shall be included in new buildings as additions.

(VIII) Accessible Path of Travel Documentation:

1. When access to the primary entrance to the restaurant from the public way passes through elements of the core and shell/base building (not within the scope of tenant's work) provide reference plans to show the disable access conditions of these areas and the accessible routes.
 - a. Depending on the terms of the lease, these areas may be the responsibility of either the tenant or the owner and the restaurant work may possibly initiate required upgrades in conjunction with the restaurant work.
 - b. In addition to any work triggered by the tenant improvement, the entrance to all public accommodations are subject mandatory disable access upgrade under San Francisco Ordinance #51-16.
 - c. Copies of the core and shell/base building plans are for reference only and normally provided by the building owner/manager to the restaurant tenant to facilitate the permit review process.
 - d. Advisory – Check California retail food law for required restroom within facilities.
2. For sanitary facilities located within the restaurant leasehold, provide an accessible path of travel drawing from the various dining areas of the restaurant to the sanitary facilities.
3. For sanitary facilities serving the restaurant that are not located in the restaurant and requires that a customer or staff leave the restaurant to use the sanitary facilities, provide an accessible path of travel drawing from the restaurant to the sanitary facilities.

(IX) Accessible Route:

1. Provide an accessible route to all functional areas, including raised or sunken areas and outdoor areas (see Building Code Chapter 11B for exceptions for mezzanine dining areas in buildings not requiring accessible routes between stories).
2. Doors, doorways and gates that are part of an accessible route shall comply with provisions in Building Code Chapter 11B, including (width, maneuvering clearances, level landings, hardware and opening force).

(C) CONSTRUCTION INSPECTION GUIDELINES

- (I) Responsible Party: For the purpose of obtaining the final inspection and closing out the building permit, including obtaining a CFC where applicable, the contractor of record, e.g. general contractor (GC), is the responsible party for all work and installations that are covered in the scope of work of the building permit.
1. This includes installation of equipment, furniture, fixtures and code-required signage, even though some of the work or installations may have been contracted directly to the project sponsor or other parties.
 2. After all associated permits have been finalized (electrical, plumbing, mechanical, life safety, etc.) the single point of contact (responsible party/GC) shall schedule the final inspection for the building inspector who issues the building permit final (and CFC where applicable) for the project.
- (II) DBI Inspection Scheduling:
1. Link to Inspection Services Inspection District Maps: <http://sfdbi.org/mapresources>
 2. Link to Inspection Procedures: <http://sfdbi.org/inspection-scheduling-procedures>

3. Electrical and Plumbing contractors can setup a username and password to schedule their inspections online: <http://sfdbi.org/instant-online-permit>
4. Scheduling electrical on the web: https://dbiweb.sfgov.org/dbi_electrical/
5. Scheduling plumbing on the web: https://dbiweb.sfgov.org/dbi_plumbing/

(III) Inspection Scheduling for other Agencies:

1. SF Fire Department: 415-558-3300
2. SF Department of Public Health: 415-558-2770
3. SF Public Works-Bureau of Street Use and Mapping: 415-554-5810
4. SF Bureau of Urban Forestry: 415-641-2674
5. Additional inspection telephone numbers are printed on the back of the building permit JOB CARD.

(IV) Inspection Guidelines/Building Inspection Division (BID): The following are building inspection issues for the general contractor and subcontractors to consider and to be mindful of.

1. Pre-Construction:
 - a. The issued APPROVED plans may be a source of conflict resulting from information that may have been omitted from the plans, information inconsistent with field conditions, conflicts with SF Department of Public Health requirements (usually comments noted in red and identified as SFDPH) or does not provide sufficient details in connection with accessibility/ADA requirements.
 - b. The District Building Inspector should be contacted prior to the start of work, 415-558-6570 (have address or building permit application number ready).
 - c. Additionally, the construction team may meet the District Building Inspector at 1660 Mission Street, 3rd floor, between 7:30 AM to 8:30 AM or 3:00 PM to 4:00 PM.
 - d. For projects that are larger or more complex in scope, it is recommended that an on-site meeting be scheduled (request a 101 Start Work inspection). The construction team can review the project with the building inspector to scope out potential issues and conflicts and to review lessons learned, especially if the contractor has not completed a restaurant project in the City and County of San Francisco previously.
2. Course-of-construction:
 - a. Review accessibility requirements shown on APPROVED plans and consult the building inspector.
 - (i) Verify conditions and requirements for the primary entry, including door maneuvering clearances and landings, grade changes with ramps, handrails, cross-slopes, door opening force, threshold height and door hardware.
 - (ii) Verify seating plan and locate all furniture so as to provide minimum access and egress aisles at seating area and various accessible routes to sanitary facilities.
 - (iii) Verify equipment plan in kitchen areas and provide minimum 36" aisles in general work areas, 44" aisles where service on both sides is provided.
 - (iv) Provide necessary backing for grab bars and fixtures.
 - (v) Verify all rough-in dimensions for plumbing fixtures, accounting for finishes that impact location of fixture centers and mounting heights
 - (vi) Verify dimensional requirements for accessible restrooms and accessible water closet stalls including finished dimensions for access, maneuvering space at doors and fixtures, mounting heights, clearances to obstructions,

- minimum accessible path from entry door to accessible stall, clearances below sinks and counters, maximum reach range to operable mechanisms of accessories and mounting height of mirrors. All operable parts, e.g. faucets, flush handles, latches and accessory mechanisms must be a maximum of 5 lbs. pressure without pinching, grasping or twisting of the wrist.
- (vii) Verify seating plan and requirements for designated accessible seating at free standing furniture, fixed furniture, counter seating, banquetts and booths, raised platform areas and mezzanines or other levels above or below the primary seating level.
 - (viii) Provide accessible door hardware.
 - (ix) Adjust all self-closing doors and hardware to comply with maximum operating force and closing rate requirements before final inspection.
 - (x) Verify all counters where food and drink are served and consumed have a 60" long section at 34" maximum height with knee and toe space provided.
- b. Verify exiting plan and requirements
- (i) Verify door hardware requirements.
 - (ii) For A-2 occupancy group restaurants verify all doors in the Means of Egress System swing in exit direction.
 - (iii) Provide panic hardware for A-2 occupancy group restaurants at all exits.
- c. Complete this work and related inspections before scheduling final inspection by the building inspector:
- (i) Complete all floor finishes.
 - (ii) Complete all striping at stairs and other changes in elevation.
 - (iii) Complete all handrails at stairs and ramps, including required extensions.
 - (iv) Install all exit signs at exits and exit access doors.
 - (v) Install emergency illumination for A-2 occupancy group restaurants.
 - (vi) Install fire alarm for assemblies having an occupant load of 300 persons or more.
 - (vii) Install a voice communication system for an occupant load of 1,000 persons or more.
 - (viii) Install sprinkler system when required and as shown on separate permit. Coordinate with DBI Plumbing Inspection Division and SF Fire Department for rough-in and final inspections.
 - (ix) Install all accessibility related signage.
 - (x) Install any required evacuation signage.
 - (xi) For B occupancy group restaurants, install "THIS DOOR TO REMAIN UNLOCKED DURING BUSINESS HOURS" sign adjacent to or above the exit door.
 - (xii) Install MAXIMUM OCCUPANT LOAD: _____ sign. (Public Assembly Permits are reviewed and issued by the SF Fire Department).
- d. San Francisco Department of Public Health (SFPDH)
- (i) Before JOB CARD is finalized by the district building inspector, contact SFPDH/Environmental Health for additional requirements before the restaurant can open for business, including a Permit to Operate and Food Safety Certification.
 - (ii) See <https://www.sfdph.org/dph/EH/Food/Permits/default.asp>
 - (iii) See <https://www.sfdph.org/dph/files/EHSdocs/ehsFood/permitsdocs/FoodPermitFlow.pdf>

- e. HVAC System
 - (i) Verify if APPROVED building permit documents indicate a separate permit for mechanical work (e.g. description states, MECHANICAL PLANS UNDER SEPARATE PERMIT). In such cases, an additional building permit with mechanical plans is issued for the project and shall be made available to the building inspector during inspections.
 - (ii) Installation of ductwork, equipment and their supports are inspected by the building inspector.
 - (iii) Verify location of air handling equipment, structural support, bracing, vibration isolation, and direction and proximity of fan/blower discharge to openings, especially those openings located on adjacent buildings or other portions of the same building.
 - (iv) Space-heating system shall be capable of maintaining an indoor temperature of minimum 68 degree Fahrenheit at a point 3 feet above the floor.
- f. Type I Hood and Kitchen Ventilation
 - (i) Verify cooking equipment location and dimensions.
 - (ii) Verify exhaust air duct velocity is between 500 FPM and 2,500 FPM.
 - (iii) Provide Title-24 process form (NRCC-PRC-03E) for commercial kitchen requirements.
 - (iv) Verify plans and details are provided for pre-manufactured hood.
 - (v) Where custom hood is provided, verify that construction details and exhaust airflow values are provided.
 - (vi) For canopy-type hood verify maximum mounting height and minimum overhang at all open sides.
 - (vii) Verify SFDPH cleaning and access requirements for hoods located below a ceiling.
 - (viii) Verify kitchen replacement air design and installation sufficient to prevent negative pressures from exceeding 0.02 inch water column (.05kPa).
 - (ix) Verify that each duct system constitutes an individual system serving only exhaust hoods in one fire zone on one floor. Multiple ducts shall not be permitted in a single enclosure unless documented in the APPROVED issued permit documents.
 - (x) Where fire-resistive shafts are provided verify minimum dimensions for clearances from the grease duct at the ceiling or wall penetration and within the shaft to the interior surface.
 - (xi) Verify fire resistive rating of construction method for new shafts and coordinate inspections of shaft installation with grease duct installation.
 - (xii) Annular spaces around grease duct penetrations at ceilings and walls shall be enclosed.
 - (xiii) Verify that duct construction and details have been provided in approved permit drawings.
 - (xiv) Verify that system shown is appropriate exhaust for the site conditions.
 - (xv) Verify size and location of tight fitting duct cleanout doors, which shall have a fire resistive rating equal to the shaft enclosure.
 - (xvi) Verify minimum slope at ducts to avoid grease pockets and sloping towards hood or approved grease reservoir.
 - (xvii) At horizontal grease ducts verify locations and sizes of openings to permit thorough cleaning and safe access from a 10 foot stepladder or work platform.

- (xviii) At vertical grease ducts verify adequate access for cleaning is provided on each floor.
 - (xix) At vertical grease ducts, where personnel entry is possible, verify that access is provided at the top of the vertical riser to accommodate descent.
 - (xx) Exhaust terminations at rooftops, verify minimum distance from adjacent buildings, adjacent property lines, adjacent air intakes and above adjoining grade or roof. Verify that exhaust flow is directed up and away a minimum 40" above the roof surface.
 - (xxi) Exhaust terminations at walls, verify wall construction condition and fire resistive rating. Verify minimum distances from outlets to adjacent buildings, property lines, grade level, combustible construction, or electrical equipment or lines, and closest point of any air intake, operable door or window at or below the plane of the exhaust termination.
- g. Fire extinguishing system for Type I hood and/or duct is inspected by the SF Fire Department.
- (i) Separate permit required and final approval signed on JOB CARD.
 - (ii) Provide fire extinguishing equipment for the protection of grease removal device, hood exhaust plenums and exhaust duct systems.
 - (iii) Fire extinguishing equipment shall include both automatic fire extinguishing systems as primary protection and portable fire extinguishers as secondary backup.
- h. Alternate duct fire protection, e.g. 3M FireBarrier Duct Wrap 615+.
- (i) System shall be documented in the APPROVED issued permit documents.
 - (ii) Verify design listing, installation methodology and details, UL Certificate of Compliance or other approved testing agency's listing and testing documentation, California State Fire Marshal listing, specifications and product type.
 - (iii) Coordinate any requirements for installer certification with building inspector, including a copy of installer's name and current certification card.
 - (iv) Coordinate sequence of installation with building inspector when the final visible wrap conceals any intermediate wrapping that may be required for the fire-rating.
 - (v) Provide fire rated grease duct access doors approved by the manufacturer and which conforms to the fire rating of the duct wrap.
- i. Type II Hood
- (i) Provide Type II hood for commercial dishwashing appliances and pizza ovens or similar appliances.
 - (ii) Exhaust system shall terminate at a minimum 10'-0" from property line, from any building air intake openings, and shall be located a minimum of 10'-0" above adjacent grade level.
- j. Solid fuel burning appliance
- (i) Provide separate kitchen exhaust system for wood-burning and gas-fired kitchen appliances.
- k. Recirculating Systems
- (i) Provide fire-extinguishing system.
- (V) Inspection Guidelines/Plumbing Inspection Division (PID): The following are plumbing inspection issues for the general contractor and subcontractors to consider and be mindful of.

1. Pre-construction:

- a. If plumbing drawings are included in the permit submittal set, DBI Plan Review Services does not review the plumbing drawings. When they are provided, plumbing drawings are stamped APPROVED for record purposes only.
- b. The issued APPROVED plans may be a source of conflict resulting from information that may have been omitted from the plans, conflicts with field conditions, and conflicts with SF Department of Public Health requirements (usually comments noted in red and identified as SFDPH) or may be in conflict with local plumbing requirements.
- c. When installing or moving sprinklers a plumbing permit must be obtained by a C-16 contractor.
- d. The District Plumbing Inspector should be contacted prior to the start of work, 415-558-6570 (clerical staff will forward the call to the appropriate inspector based on address or plumbing permit number).
- e. The construction team may meet the District Plumbing Inspector at 1660 Mission Street, 3rd floor, between 7:30 AM to 8:30 AM or 3:00 PM to 4:00 PM.
- f. Additionally, the construction team is encouraged to go to the Plumbing Inspection Division/PID (1660 Mission Street, 3rd floor, between 7:30am-3:00pm) to consult with the Chief or Senior PID inspector over the approved plans.

2. Course-of-construction:

- a. Verify the location and quantity of floor drains and floor sinks related to specified equipment.
- b. Check for the installation of grease capturing equipment: the size and type. You may be required to install an AGRD (automatic grease removal device).
- c. Verify the gas pipe sizing requirement for all of the specified equipment, whether listed on attached drawings or contained in an equipment manual.
- d. Verify that the water heater is the proper size and complies with all commercial temperature requirements. A residential water heater is not permitted.
- e. Check that the 3-compartment and hand sinks are directly tied into the sanitary drainage system.
- f. Provide indirect drainage for food prep sinks.
- g. If a bar is shown on the plans, the waste and venting installation may be required to comply with an island fixture type of installation.
- h. New accessible water closets shall provide proper side clearance. Verify and coordinate locations on approved architectural plans. Provided proper side clearance for all other water closets
- i. Accessible water closet with manual flushing mechanism is mounted on open side, except when the flush is activated by an automatic electric sensor.
- j. Water heaters shall comply with NRCC-01-E standard.

(VI) Inspection Guidelines/Electrical Inspection Division (EID): The following are electrical inspection issues for the general contractor and subcontractors to consider and be mindful of.

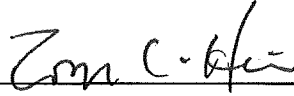
1. Pre-construction:

- a. If electrical drawings are included in the permit submittal set, DBI Plan Review Services does review the electrical drawings for content approval and permit issuance.
- b. The issued APPROVED plans may be a source of conflict resulting from information that may have been omitted from the plans, conflicts with field

- conditions, and conflicts with SF Department of Public Health requirements (usually comments noted in red and identified as SFDPH) or may be in conflict with local electrical requirements.
- c. The District Electrical Inspector should be contacted prior to the start of work, 415-558-6570 (clerical staff will forward the call to the appropriate inspector based on address or electrical permit number).
 - d. The construction team may meet the District Electrical Inspector at 1660 Mission Street, 3rd floor, between 7:30 AM to 8:30 AM or 3:00 PM to 4:00 PM.
 - e. Additionally, the construction team may go to the Electrical Inspection Division/EID (1660 Mission Street, 3rd floor, between 7:30am-3:00pm) to consult with the Chief or Senior EID inspector over the approved plans.
2. Course-of-construction:
- a. Verify the electrical distribution system dedicated for the space is adequate for the proposed new electrical equipment and all calculated electrical loads associated with the project.
 - b. Installation of luminaires (lighting) must meet applicable national electrical code and title 24 energy code requirements. Installed luminaires must also meet minimum mandatory lighting standards of the San Francisco Health Department.
 - c. All luminaires installed must be listed and labeled for the intended use. Note-designers/owners may desire certain specialized luminaires to create a certain ambience for the space. Verify any proposed luminaires are listed and labeled by a nationally recognized testing laboratory. Luminaires not listed or labeled by a NRTL will not be approved.
 - d. Clearances (working space) around electrical panels and equipment must be maintained. Care must be taken to design around their locations. This is of particular importance if panels or equipment are located in the interior of the restaurant.
 - e. All on-site electrical appliances, motors, HVAC, food storage and electric kitchen/cooking equipment must be listed and labeled for the intended use. Electrical design (outlets, switches, disconnects) must take into account locations of all such equipment. Extension cord wiring is not permitted to serve such equipment.
 - f. Electrical permits may be obtained in house or online by qualified contractors.
 - g. DBI Plan Review Services does not review the Electrical drawings even though they are stamped APPROVED.
 - h. The District Electrical Inspector should be contacted prior to the start of work, 415-558-6570.
 - i. Additionally, the construction team is encouraged to go to the Electrical Inspection Division/EID (1660 Mission Street, 3rd floor, between 0730 and 1600) to consult with a senior electrical inspector pertaining to the proposed electrical design for the space.
3. Quick Check List for Electrical Requirements
- a. Provide a complete Electrical Drawings to include but not limited to:
 - (i) Lighting
 - (ii) Battery Backed-up Emergency Exits Lights and Emergency Lights (No Generator)
 - (iii) Emergency Exit Lights and Emergency Lights (Generator)
 - (iv) Power
 - (v) Single Line Electrical Distribution Drawing
 - (vi) Kitchen Equipment
 - (vii) HVAC Equipment

- (viii) Kitchen Hood Exhaust Fire Suppression System
- (ix) Signage
- (x) Wiring Diagrams and Control Drawings
- (xi) Locations of the Outlets, Switches, and Disconnects
- b. Verify that the Electrical Distribution System in the Building is adequate for the new Electrical Equipment
- c. Verify locations of all electrical equipment and clearances (working space around)
- d. All required Lighting per the Health Department
- e. All required Lighting per the California Energy Code
- f. All required Load Calculations for the New Electrical Equipment
- g. All required California Energy Code Documents to include:
 - (i) Compliance Certificates on the Electrical Drawings
 - (ii) Certificate of Installation at completion of Project
 - (iii) Certificate of Acceptance at completion of Project
 - (iv) San Francisco Building Department MEP-06 Form: Submittal of Title-24 Installation, Verification, and Acceptance Energy Certificates
- h. Electric Hot Water Heaters
- i. Electric HVAC Equipment
- j. ADA Requirements

NOTE: Contact Supervisor or Manager for deviation from above procedure and special case.


6/24/16

 Tom C. Hui, S.E., C.B.O. *on* Date
 Director
 Department of Building Inspection

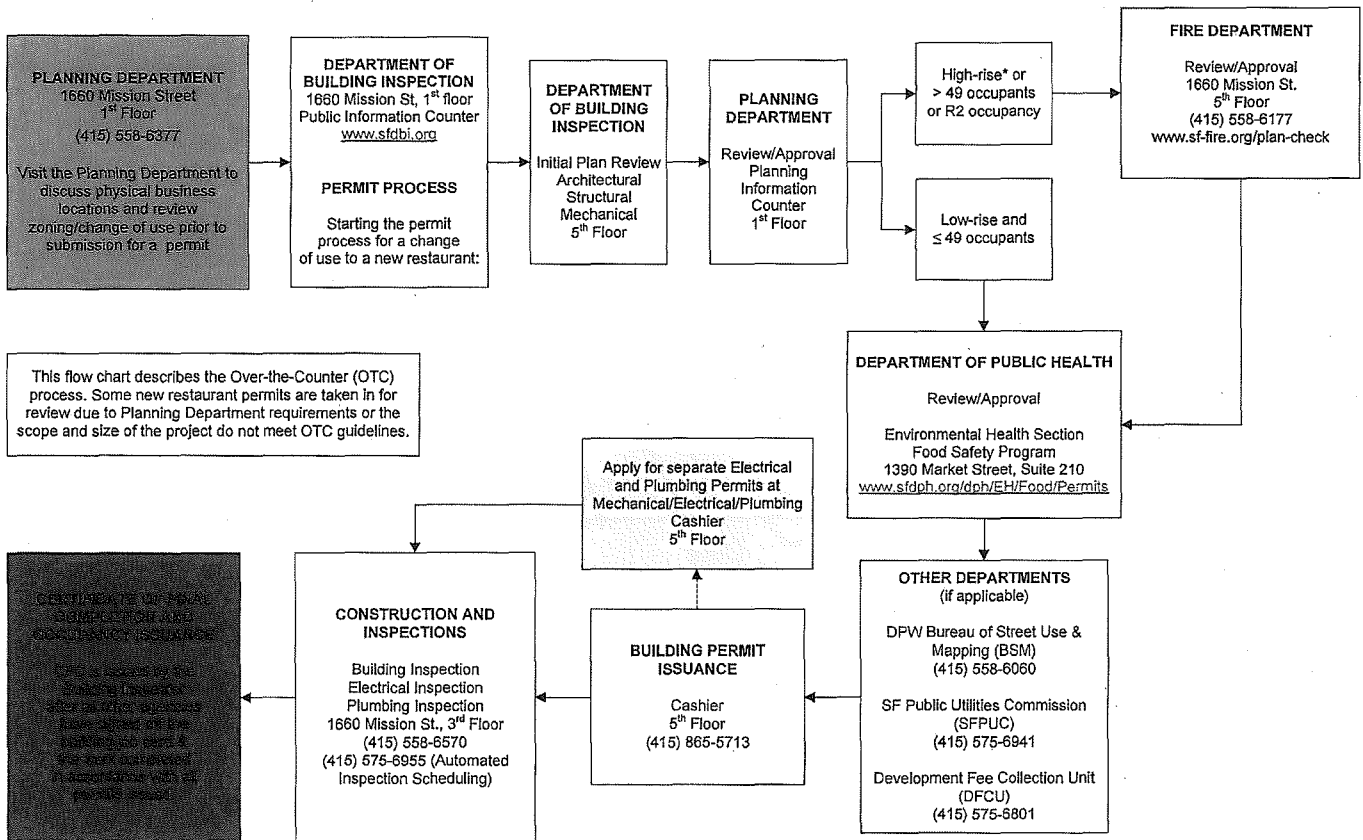
Attachments:

- New Restaurant Permitting Process

This Information Sheet is subject to modification at any time. For the most current version, visit our website at <http://www.sfdbi.org>

New Restaurant Permitting Process

Visit the San Francisco Business Portal at <http://businessportal.sfgov.org/> for comprehensive information and tailored tools.



This flow chart describes the Over-the-Counter (OTC) process. Some new restaurant permits are taken in for review due to Planning Department requirements or the scope and size of the project do not meet OTC guidelines.

CONSTRUCTION INSPECTIONS
Building Inspection
Electrical Inspection
Plumbing Inspection
1660 Mission St., 3rd Floor
(415) 558-8570
(415) 575-6955 (Automated Inspection Scheduling)

NOTE: *Occupied floors located > 75 feet above lowest level of Fire Department vehicle access (SFBC Section 403).



NEW RESTAURANT PERMITTING PROCESS

Frequently Asked Questions

GENERAL INFORMATION:

1. Which department should I visit first if I want to open a restaurant?

Prior to initiating your site search, visit the Department of City Planning to determine which parts of the City or a neighborhood are zoned to permit restaurants. After you find a specific location, return to the Department of City Planning to re-confirm that this specific site is zoned for your type of restaurant. Some neighborhoods will not allow any additional sit-down restaurants, although they may permit additional counter-service restaurants. If you select a site that requires a Conditional Use permit, the review process can take 3 months or longer and requires a public hearing. You may also have to go through a neighborhood notification process. Visit Planning Department at 1660 Mission Street, 1st Floor Counter #1, San Francisco, CA 94103 or by calling at (415) 558-6377.

2. How many City departments are involved in reviewing a building permit for change of use for restaurant?

Please visit <http://sfdbi.org/sites/default/files/IS%20G-25.pdf> and click permitting process flowchart of restaurant for City departments involved in the review process.

3. If I apply a building permit to remodel an existing restaurant, dose the permit need to be reviewed by Planning Department?

No, if the occupancy will not be changed and the remodeling does not involve any exterior work, the permit is not required reviewing by Planning Department and may qualify to be reviewed/approved over-the-counter.

4. What is the timeframe for building permit approval for change of use for restaurant?

This depends on the overall scope of work. After Planning Department approval, smaller scopes of work may qualify to be reviewed and potentially approved over-the-counter while you wait; larger scopes of work may be reviewed in house within four weeks by the Department of Building Inspection.

5. Will Fire Department be involved in reviewing a building permit for change of use for restaurant?

Yes, if the restaurant is classified as a Group A-2 occupancy (>49 occupants) or occupied floors of the building >75 ft. above lowest of Fire Department vehicle access (SFBC Section 403.1).

PERMIT APPLICATION:**6. Can an applicant submit a building permit for change of use for restaurant without plans, or with plans that are not prepared by licensed design professionals?**

No, two (2) sets of plans are required for submission for a building permit and all plans are required to be prepared by a licensed architect or engineer.

7. Do I need a permit to use sidewalk during the construction?

Yes, a Street Space Permit is required by Bureau of Street Use and Mapping (BSM). For more information, please visit [Bureau of Street Use and Mapping](#) or call (415) 554-5810.

8. Do I need to apply a separate permit for a sign of restaurant?

Yes. After the building permit is issued, apply a sign permit (Form 4/7) with 2 sets of plans at 1660 Mission St, 1st Floor Information Counter.

9. Are electrical and plumbing permits required as well?

The building permit application Form 3/8 including new or remodeling of kitchen or restroom shall indicate that both electrical and plumbing permits are required. For more information, please contact Building Inspection Division at (415)558-6570.

BUILDING AND OTHER CODE REQUIREMENTS:**10. Will Accessibility Requirements be triggered when I apply a building permit for change of use for a restaurant?**

Yes, in accordance with San Francisco Building Code Chapter 11B, Accessibility to Public Buildings, Public Accommodations, Commercial Buildings and Publically Funded Housing, disability access improvements is required when work involves alteration and/or structural repairs.

11. Will seismic retrofit upgrade be triggered?

Seismic retrofit upgrade will be triggered when the change of use results in an increase of more than 10 percent in the occupant load of the entire building or structure, and which also increases the occupant load by more than 100 persons as compared to the occupant load of the existing legal use or the use for which the building was originally designed (SFBC Section 3408.4.1).

12. What other building/mechanical/energy code requirements will be triggered?

Depending on your scope of work, in addition to building code requirements, mechanical and energy code requirements may be triggered if your restaurant project involved new or altered store front, other building envelop components, HVAC and lighting systems. State and local Green Building requirements may also apply.

13. Can I change façade of the restaurant?

This is subject to Planning Department's approval.

COSTS/FEES**14. What will be the construction cost to meet San Francisco Building Code requirements?**

Depending upon the scope of work, the cost will vary. Please consult a licensed civil or structural engineer, architect or a licensed contractor, to obtain accurate estimates and multiple bids. The Department of Building Inspection may adjust the proposed construction according to the latest edition of DBI Cost Schedule.

15. What is the cost of building permit application? Is it a fix fee or a percentage of construction costs?

Cost of permit is a percentage of construction costs per San Francisco Building Code Section 110A. For more information, please visit www.sfdbi.org/fees and click "Alteration Building Permit" under "Permit Fee Tables."

16. Will School Impaction Fee apply to a building permit for change of use for restaurant?

The State has ordered the governing board of the SFUSD to levy a fee for any project increases floor area for commercial occupancies. This fee is to be paid prior to the issuance of a building permit. For more information, please visit www.sfdbi.org/information-sheets and click Information Sheet G-11.

