

1 [Building Code - Streamlining Site Permit Review]

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3 **Ordinance amending the Building Code to outline the site permit application process,**  
4 **and define and limit the scope of Building Official review of site permits, and require**  
5 **requiring simultaneous interdepartmental review of electronically submitted**  
6 **applications for site permits; and affirming the Planning Department’s determination**  
7 **under the California Environmental Quality Act.**

8 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.  
9 **Additions to Codes** are in *single-underline italics Times New Roman font*.  
10 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.  
11 **Board amendment additions** are in double-underlined Arial font.  
12 **Board amendment deletions** are in ~~strikethrough Arial font~~.  
13 **Asterisks (\* \* \* \*)** indicate the omission of unchanged Code  
14 subsections or parts of tables.

15 Be it ordained by the People of the City and County of San Francisco:

16 Section 1. Findings.

17 (a) The Planning Department has determined that the actions contemplated in this  
18 ordinance comply with the California Environmental Quality Act (California Public Resources  
19 Code Sections 21000 et seq.). Said determination is on file with the Clerk of the Board of  
20 Supervisors in File No. 230374 and is incorporated herein by reference. The Board affirms  
21 this determination.

22 (b) On June 13, 2023, at a duly noticed public hearing, the Building Inspection  
23 Commission considered this ordinance in accordance with Charter Section D3.750-5 and  
24 Building Code Section 104A.2.11.1.1. A copy of a letter from the Secretary of the Building  
25 Inspection Commission regarding the Commission’s recommendation is on file with the Clerk  
of the Board of Supervisors in File No. 230374.

1 (c) No local findings are required under California Health and Safety Code Section  
2 17958.7 because the amendments to the Building Code contained in this ordinance do not  
3 regulate materials or manner of construction or repair, and instead relate in their entirety to  
4 administrative procedures for implementing the code, which are expressly excluded from the  
5 definition of a “building standard” by California Health and Safety Code Section 18909(c).

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7 Section 2. The Building Code is hereby amended by revising Section 106A.3.4, to read  
8 as follows:

9 **106A.3.4 General Permit Procedures.~~Architect or engineer of record.~~**

10 **106A.3.4.1 Architect or engineer of record.~~General.~~** When it is required that documents  
11 be prepared by an architect or engineer, the building official may require the owner to engage  
12 and designate on the building permit application an architect or engineer who shall act as the  
13 architect or engineer of record. If the circumstances require, the owner may designate a  
14 substitute architect or engineer of record who shall perform all of the duties required of the  
15 original architect or engineer of record. The building official shall be notified in writing by the  
16 owner if the architect or engineer of record is changed or is unable to continue to perform the  
17 duties.

18 The architect or engineer of record shall be responsible for reviewing and  
19 coordinating all submittal documents prepared by others, included deferred submittal items,  
20 for compatibility with the design of the building.

21 **106A.3.4.2 Site permit.** For any work or project for new construction, major alterations, or  
22 otherwise requiring plan review or entitlement by the Planning Department, the property owner or  
23 owner’s agent may apply for a A site permit. The site permit shall be issued by the Building Official  
24 after the Planning Department completes its review and has issued any required authorizations,  
25 approvals, or certifications required by the project under the Planning Code, and after the Building

1 Official completes the review outlined in subsection 106A.3.4.2.2. No construction work shall be done  
2 under the site permit. Construction may proceed after the appropriate addenda have been issued  
3 pursuant to subsection 106A.3.4.2.3. ~~may be issued for the construction or major alteration, as that~~  
4 ~~term is defined by the Building Official, of a building or structure upon approval of preliminary~~  
5 ~~drawings and before the entire working drawings and specifications of the building or structure have~~  
6 ~~been completed and submitted for approval.~~

7 **106A.3.4.2.1 Contents of site permit application.** The site permit application shall consist of:

8 1. **Completed form.** The completed application form, pursuant to section 106A.3.1.

9 2. **Preliminary plans and drawings.**

10 a. **Architectural Plans.** Architectural plans that include plot plan, floor plans  
11 (existing and new), sections, and elevations to describe the general scope of work. Submit two sets if  
12 applying in paper format.

13 b. **Structural Design Criteria Document.** For projects subject to Structural Design  
14 Review, see Administrative Bulletin 082 as may be amended from time to time. If applying in paper  
15 format, the site permit application shall include two sets of the Structural Design Criteria Documents.

16 c. **Green Building Submittal.** For projects subject to green building regulations, the  
17 application shall include the information required under Administrative Bulletin 093 as may be  
18 amended from time to time.

19 3. **Information required for site permit review.** The following shall be included for site  
20 permit review:

21 a. **Building Information and Data.** Sufficient information to establish that the  
22 project meets minimum standards for the scope of work, use and occupancy group classifications,  
23 construction type, number of stories, and basements, height, and sprinkler provisions.

24 b. **Allowable Height, Story, and Area.** Tabulation of the actual and allowable  
25 height, story, and area, with computations to document analysis, including sprinkler and area

1 modification provisions where applicable. For new buildings, tabulation of the gross area for all  
2 basements and stories individually, and a summation of the total building area. For alterations with  
3 vertical and/or horizontal additions, tabulation of the gross area for the existing building and for the  
4 additional area (or reduced area). Values for all basements and stories shall be provided individually.  
5 summation of the total building area.

6 c. Exterior Wall and Opening Protection. A plot plan locating the building, and  
7 adjoining properties and buildings, and public ways. Location and dimension of property lines, both  
8 real and assumed in cases of two or more buildings on the same lot regulated as separate buildings.

9 d. Means of Egress. Occupant loads and analysis of the Means of Egress system,  
10 including diagonal dimensions of spaces requiring two or more exits and the exit separation  
11 distances, and diagonal dimensions of each story or portion thereof requiring two or more exits and the  
12 exit separation distances. From the most remote point in a story or portion thereof to an exit, exit  
13 access travel distances must be documented. Where applicable, the common path of egress travel  
14 distance from the most remote point in a space, in a story or portion thereof, must be documented.  
15 Travel distances shall be measured rectilinearly at right angles except where the direction of travel is  
16 guided by walls or other permanent architectural features.

17 e. Slope Protection Act Checklist. Projects located in areas subject to the  
18 Slope Protection Act, Section 106A.4.1.1, shall submit the information required by Section  
19 106A.4.1.4.4.

20 4. Fees. Such preliminary drawings and specifications shall clearly indicate the nature,  
21 character and extent of the work proposed. The application procedure shall comply with Sections  
22 106A.1 through 106A.4 except for the completeness of plans. The permit issuance fees and plan  
23 review fees shall be as set forth in Section 110A, Table 1A-A – Building Permit Fees, and  
24 Table 1A-B – Other Building Permit and Plan Review Fees, and shall be calculated on the  
25 basis of the total valuation of the work. ~~No construction work shall be done under the site permit.~~

1 ~~Construction may proceed after the appropriate addenda have been issued. In no case shall~~  
2 ~~construction exceed the scope of the issued addenda.~~

3 106A.3.4.2.2 Scope of site permit review. The purpose of a site permit is to allow the  
4 Department to review the preliminary conceptual and schematic designs of proposed construction  
5 while the Planning Department completes its review and issues any required approvals or  
6 authorizations under the Planning Code. To expedite the permit review process for electronically  
7 submitted site permit applications, the Department shall distribute the site permit to the Planning  
8 Department, Fire Department, and any other department that may need to review the site permit such  
9 that all interdepartmental review of electronically submitted applications is conducted  
10 simultaneously.

11 The scope of review of the site permit is limited. The Building Official reviews the site permit to  
12 assure that there are no major issues with the proposed construction that need resolution before  
13 proceeding to detailed design of a code-complying structure. There is no detailed plan review required  
14 at the time of site permit review, nor shall a site permit be withheld in order to conduct detailed plan  
15 review. Detailed review of plans, along with any associated revisions, modifications, or comments, will  
16 be conducted during addendum review after the site permit is issued.

17 106A.3.4.2.3 Addenda to site permits. The Ssite Ppermit must be issued prior to submittal  
18 of ~~1st~~ the first addendum. Plans for construction may be divided and submitted in accordance  
19 with an addenda schedule submitted on the site permit drawings or on the first addendum  
20 drawings. See Section 110A, Table 1A-B – Other Building Permit and Plan Review Fees – for  
21 applicable fee.

22 The holder of such permit and addenda shall proceed with approved addenda work  
23 at the permittee's own risk, without assurance that approvals for the remaining addenda or for  
24 the entire building or structure will be granted.

1           Each addendum must be approved and issued before work shown on that addendum  
2 may commence. The time allowed for review, approval, and issuance of all addenda is  
3 governed by the maximum time allowed per Section 106A.4.4 and Table B – Maximum Time  
4 Allowed to Complete All Work Authorized by Building Permit. The extension times may be  
5 applied upon payment of a fee per Section 110A, Table 1A-J – Miscellaneous Fees. If all  
6 required addenda are not approved and issued by the maximum time allowed, the site permit,  
7 all previously approved addenda, and all remaining addenda shall be deemed to be canceled.  
8 When a site permit has been canceled, an alteration work application shall be required to  
9 resume processing. The provisions of Section 107A.3.3 shall apply to such alteration work  
10 application.

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12           Section 3. Effective Date. This ordinance shall become effective 30 days after  
13 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the  
14 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board  
15 of Supervisors overrides the Mayor’s veto of the ordinance.

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17           Section 4. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors  
18 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,  
19 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal  
20 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment

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1 additions, and Board amendment deletions in accordance with the “Note” that appears under  
2 the official title of the ordinance.

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4 APPROVED AS TO FORM:  
5 DAVID CHIU, City Attorney

6 By: /s/ Robb Kapla  
7 ROBB KAPLA  
8 Deputy City Attorney

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