
PCP-019

DATE: February 24, 2020

SUBJECT: Permit Processing

TITLE: Site Permit Processing

PURPOSE: To allow work to begin on a construction project before all plans and other documents have been submitted.

REFERENCE: 2019 Port of San Francisco Building Code (PBC) Section 106A.4.1.2

DISCUSSION: The PBC, under Section 106A.4.1.2 allows the application for and the issuance of a SITE PERMIT (and subsequent addenda.) This permit is issued upon the review and approval of conceptual design drawings and related specifications and documentation.

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

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

1. DEFINITIONS (in alphabetical order)

- a. Addenda. The plural of Addendum. (Also see Section 6 for Addenda Submittal and Section 8 for processing of Site Permit Addenda).
- b. Addenda Schedule. The proposed division of construction work into a logical sequence of addenda that aligns with the project's construction sequences and that collectively carries the building through to completion. (See Section 7 for Approval of Sequence of Partial Construction Phases).
- c. Addendum. The grouping of desired work into one single phase of construction.
- d. Altered Site Permit. An alteration application that effectively retires an original Site Permit issued under the original permit application and activates an alternate Site Permit as the sole survivor. A newly approved Addenda Schedule must be issued for the Altered Site Permit. Work described in the addenda approved under the original Site Permit may be carried forward onto the Altered Site Permit Addenda Schedule. An Altered Site Permit will be required only in those cases where a major change affects the concept of the original Site Permit. A typical example may be to add or delete stories to/from the building.
- e. Approved Addenda Schedule. The Addenda Schedule listing the acceptable sequence of work

phases as approved by the Chief Harbor Engineer. Approval will be given upon submission of a letter request from the applicant. The request letter for an approved Addenda Schedule may be submitted after the issuance of a Site Permit and prior to, or jointly with, the submittal of the first Addendum.

- f. Approved Addendum. An Addendum that has been submitted to the Port for review and has been plan checked and approved. The Addendum plans shall bear the Port stamp of approval as described in PBC Section 106A.4.1 and one set shall be kept at the work site as required by PBC Section 106A.4.2. Work shall not proceed on the site until such time that approved Addendum plans indicating work permitted are on site and available. Each approved Addendum shall be considered as a permit.
- g. Final Addendum. This Addendum includes all work excluded under the Superstructure and Mechanical and Electrical system Addenda.
- h. Foundation Addendum. This Addendum includes piles, pile caps, spread footings, line footings, grade and tie beams, and slabs on grade and underground utilities as applicable. Cantilever retaining and basement walls not more than one story above grade may be included when clearly shown on the plans. Suspended slabs not more than one story above grade may be considered as part of the foundation Addendum when no structural steel work is included.
- i. Grading Addendum. This package shall include grading, excavation, and shoring drawings; shoring calculations, completed special inspection and observation form; and geotechnical review letter and report. Grading is defined by Appendix J in the PBC. Permanent cantilevered retaining walls may be included, if not part of the building, when clearly shown and completely detailed on the plans. Excavation, shoring, lagging and bracing may be included as part of this Addendum, or under separate permit. When tie-back anchors extend onto an adjoining leased area, formal written permission granted by the Chief Harbor Engineer is required. A separate permit is required for underpinning of each building on an adjoining lease area. The Site Permit applicant is cautioned to provide reasonable notice to tenants of adjoining lease areas of intent to excavate per California Civil Code Section 832. Demolition of buildings on the site will require separate permits per PBC Section 106A.
- j. Mechanical and Electrical Systems Addendum - including Life Safety. This Addendum includes all the mechanical and electrical work within the building except any work included in the Superstructure and the Final addenda. Typical work includes the sprinkler systems, HVAC systems, smoke evacuation and control systems, emergency lighting and power, fire alarms and warning device systems, voice enunciation and communication systems, boilers, lighting, and central control station installation.

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

- k. Site Permit. A permit that is issued upon the approval of a building permit application based on preliminary drawings and documentation. The Site Permit plans shall describe the exterior of the building in sufficient detail and dimensioned to mark heights, lengths, and widths. Court

sizes, openings, and other significant projections or recesses shall be located, sized, and dimensioned. The interior shall indicate the Means of Egress systems, fire separations that may be required for major building or area separations and for occupancy separations greater than one hour. Property lines, both real and assumed in cases of multi-buildings, shall be clearly delineated as well as type of construction and other forms of basic information to establish the design intent. Approval and issuance of a Site Permit alone does not allow for construction. Additional construction documents submitted and approved as addenda, complete the set of approved construction documents. (See Section 4 for Site Permit Submittal Package and Section 5 for Site Permit Review Process).

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

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

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

Lateral or branch lines, ducts, piping, wiring, machinery and equipment installation are not permitted or approved until the Mechanical and Electrical System Addendum but may be shown and included in the Superstructure Addendum submittal and need not be 'masked' out. If such work is shown on this Addendum, there shall be a general note on the cover sheet of the drawing set stating "No installation of lateral electrical or mechanical lines" or an equivalent statement. Exceptions requiring installation shall also require documentation review and shall be declared and described in the approved Addenda Schedule and noted specifically as an exception on the plans under the general note previously mentioned prohibiting such installation. Extensive use of such exceptions shall be accommodated through combining the Mechanical and Electrical System Addendum into the Superstructure Addendum. All mechanical and electrical work must have related plumbing and electrical permits. Closure for walls, floors and shafts where mechanical and electrical systems are installed shall only occur after proper inspection and approval.

2. SITE PERMIT PROCESS

A Site Permit may be filed at the Port permit desk for a new building or, if the size of the project warrants, an alteration to an existing building.

3. MARKINGS ON PLANS

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

SITE PERMIT

THIS APPLICATION SUBMITTED FOR
SITE PERMIT ONLY. NO WORK MAY
BE STARTED UNTIL CONSTRUCTION
PLANS (ADDENDA) HAVE BEEN
ISSUED.

- b. All plans submitted for partial construction as Addenda to a Site Permit shall be clearly marked by Port staff on the front of each plan sheet as follows:

ADDENDUM# _____

SITE PERMIT ADDENDUM FOR
CONSTRUCTION OF:

NOTE: each Addendum shall have its own, unique Port permit number.

4. SITE PERMIT SUBMITTAL PACKAGE

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

- a. Architectural Plans: architectural plans shall include plot plan, floor plans (existing and new), sections and elevations to describe the general scope of work.
- b. Topographic Site Survey: for new construction or horizontal additions on sloping sites, the site permit submittal package shall include a topographic site survey.
- c. Smoke Control Report: for new high-rise construction (defined as more than 75 feet above the lowest level of fire department vehicle access), the Site Permit package shall include a preliminary smoke control report.
- d. Structural Design Criteria Document: For projects subject to Structural Design Review, the site permit submittal package shall include the Structural Design Criteria Documents as separately detailed by the Port.
- e. Green Building Submittal: For projects subject to green building regulations, see Port Green Building Submittal Form.

NOTE: An Acoustical Analysis Report will not be required at Site Permit Submittal.

5. SITE PERMIT REVIEW PROCESS

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

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

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

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

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

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

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

- d. Means of Egress (MOE): Provide occupant loads and analysis of the MOE system. Include diagonal dimensions of spaces requiring two or more exits and the exit separation distances. Provide diagonal dimensions of each story or portion thereof requiring two or more exits and the exit separation distances. From the most remote point in a story or portion thereof to an exit, document exit access travel distances. Where applicable, document the common path of egress travel distance from the most remote point in a space, in a story or portion thereof. Travel distances shall be measure rectilinearly at right angles except where the direction of travel is guided by walls or other permanent architectural features.
- e. Fire-Resistance Elements and Ratings: Identify by legend or other graphical methods, location of fire-resistance vertical and horizontal assemblies required for the separation of occupancies, building portions, area limits, shaft enclosures, exit enclosures, incidental accessory occupancies, and other adjacent spaces. Include the fire-resistance rating for each

of these elements.

- f. Emergency Escape and Rescue: Where applicable, provide compliant exterior emergency escape and rescue openings. Such openings shall align with the information documented on exterior building elevations approved by the Planning Division. Changes affecting the exterior design subsequent to Planning Division approval will necessitate rerouting the Site Permit to that division for additional review.
- g. Accessibility: Buildings and sites for covered residential occupancies, public buildings, public accommodations, commercial buildings and publicly funded housing shall be accessible to persons with disabilities. The Site Permit shall provide sufficient details to document the accessible exterior route of travel, general accessibility for entrances, exits and paths of travel, accessible Means of Egress, and common use facilities, such as parking and restrooms. (Review by the Mayor's Office on Disability is not required at Site Permit review stage, but is required prior to review of the architectural Addendum.)
- h. Estimated Construction Valuation: Determine the estimated construction cost.
- i. SFUSD Fee: Determine the areas required for the calculation of SFUSD fees.

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

The purpose of the Port's plan review of Site Permits is to assure that there are no major factors that would preclude the detailed design of a code-complying structure.

The Plan Checker shall determine whether the Planning Division should review any changes resulting from the rechecks. At a minimum, drawings showing floor plans and elevations should have a Planning Division approval stamp.

6. ADDENDA SUBMITTALS

A typical and recommended submittal of an Addenda Schedule is as follows:

- a. Grading Addendum
- b. Foundation Addendum
- c. Superstructure Addendum
- d. Mechanical and electrical Systems Addendum
- e. Final Addendum

The Applicant shall submit an Addenda Schedule prior to, or jointly with the submittal of the first Addendum. This Addenda Schedule shall be retained by the Port permit desk and distributed with the plans to the various review disciplines. All addenda shall be submitted at the Port permit desk. The scope of work for each Addendum shall be clearly indicated on the cover sheet. An Addendum may be submitted at any time after issuance of the Site Permit. No Addendum package may be

submitted before the Site Permit has been issued without the approval of the Chief Harbor Engineer. An Addendum may not be issued prior to the issuance of the Site Permit.

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

7. APPROVAL OF SEQUENCE OF PARTIAL CONSTRUCTION PHASES

In order to use 'partial construction phases' (Addenda), the applicant shall secure written approval of an Approved or modified Addenda Schedule from the Chief Harbor Engineer. The request shall itemize and clearly define the extent of partial construction sought under each addendum, (Also see Section 6, 'ADDENDA SUBMITTALS'):

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

Acceptable phasing will be approved by the Chief Harbor Engineer by confirmatory letter. Such approval must be obtained before the first Addendum plans of are filed. An Addendum submitted to the Port shall have the contents of the Approved Addenda Schedule for the particular Addendum noted on the first plan sheet of the Addendum set.

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

The applicant may file more than one Addendum at a time, but un-issued active addenda within the approval review process may not number more than three (3) at any time, unless otherwise approved.

8. PROCESSING OF SITE PERMIT ADDENDA

Port staff will verify at the time that each site permit addendum is filed:

- a. That the applicant has a letter from the Chief Harbor Engineer that approves the proposed sequence of construction phases and that the notes on the front sheet of each addendum show the contents of work indicated on the approved addenda schedule.
- b. Unless otherwise approved, there are not more than three (3) unissued addenda in circulation for review at the Port;
- c. That the cover sheet has been marked by applicant as described above

PORT staff will mark outside of roll of plans with:

- a. Permit Application number
- b. Date stamp
- c. Description of phase of work covered by Addendum.

If revisions to addendum plans are necessary, they shall be submitted as revisions. -

In no event will any addendum be submitted until the original site permit has been issued.

Rod Iwashita

Date

Chief Harbor Engineer

Port of San Francisco