



**PORT of SAN FRANCISCO**  
 BUILDING PERMIT SERVICES  
 HOURS: M-F, 8:30AM-11:30AM  
 (415) 274-0554  
 Pier 1, The Embarcadero  
 San Francisco, CA 94111

**BUILDING PERMIT APPLICATION**

**FEES REQUIRED AT TIME OF SUBMITTAL**

COMPLETE ALL APPLICABLE INFORMATION

**BUILDING PERMIT APPLICATION PROCEDURE**

**Submittal. Reviews Required:** The Port Building Permit Process begins with the submittal of an application and required drawings/documents to the Building Permit Group (BPG), Engineering Division, located at Pier 1, The Embarcadero, 2<sup>nd</sup> Floor. Once submitted, the process may require preliminary review and approvals from the Real Estate, Maritime and/or Planning Divisions prior to the application being accepted (“filed”) and routed for plan check reviews for compliance with the Port of San Francisco Building Code (PBC). Depending on the scope of work, the process may also require review and approval from other San Francisco City or Port agencies with regulatory concerns including, but not limited to, Fire Department (SFFD), Port ADA Title II Coordinator, Public Utilities Commission (SFPUC) and/or Department of Public Health (DPH).

**Review Routing Process:** Port Building Permit applications and related documentation are routed for proprietary and conditional use reviews to the Real Estate, Maritime and Planning Divisions. (**Restaurants and other Food Service Establishments** require review and approval by SFPUC’s Wastewater Enterprise, Collections Systems Division *prior* to SF Port building permit issuance. For additional information, call **SFPUC/WWE/CSD at 415-695-7310** or go online [www.sfwater.org](http://www.sfwater.org) – *Community Resources-Wastewater Pretreatment-FOG.*) Upon receiving the required preliminary approvals, BPG will “file” the application and create a routing workflow for the Engineering Division code compliance reviews. The workflow may include plan review of structural and/or civil engineering; architectural design, barrier free accessibility; mechanical, electrical and/or plumbing designs; and, depending on the scope of work, plan review by the Port Fire Marshall and/or Port Environmental Specialist for compliance with the Fire Code and environmental concerns pertinent to the Port’s jurisdictional area.

**FACILITY IDENTIFICATION NUMBER (FIN)**

A Facility Identification Number (FIN) is required to process all permit applications. SF Port FIN information is available online at [www.sfport.com](http://www.sfport.com) under *Business-Permit Services-Lease Maps* and at the Building Permit Desk at Pier 1, The Embarcadero, open Monday through Friday, 8:30 A.M. to 11:30 A.M. (or, by appointment.)

**INSPECTIONS**

BPG is responsible for inspections of new building construction, as well as tenant improvements (T.I.) and renovations of buildings and of tenant spaces involved in a change of occupancy or use, to ensure compliance with the Port of San Francisco Building, Mechanical, Electrical and Plumbing Codes.

After Permit Issuance: **Submit a paperless inspection request online** (permit number required) at [www.sfport.com](http://www.sfport.com) under *Business-Permit Services*. For **Fire Inspections call (415) 274-0565**.

**CONTACT INFORMATION**

Real Estate Division Review		
Area Portfolio	Property Manager	
Fisherman’s Wharf	D. Amaro	274-0260
NE Waterfront	D. Kavanagh	274-0501
Ferry Plaza	K. Nishimura	274-0519
S Beach	K. Nishimura	274-0519
China Basin	J. Gee	274-0562
S Waterfront	M. Corral	274-0413

Engineering Division Review		
Architectural	A. Gin	274-0589
Structural/Civil	P. Luong	274-0595
Electrical	A. Prestosa	274-0627
Mech./Plumb.	D. Hu	274-0463

Environmental Review	
C. Bach	274-0568

Maritime Division Review	
M. Nerney	274-0416

Building Permit Group		
Neil Friedman	Chief Building Inspector	274-0564
Chester Chiu	Building Inspector	274-0376

Planning Division Review Coordinator	
M. Paez	705-8674

Permit Desk	
Bettina Perez	274-0554

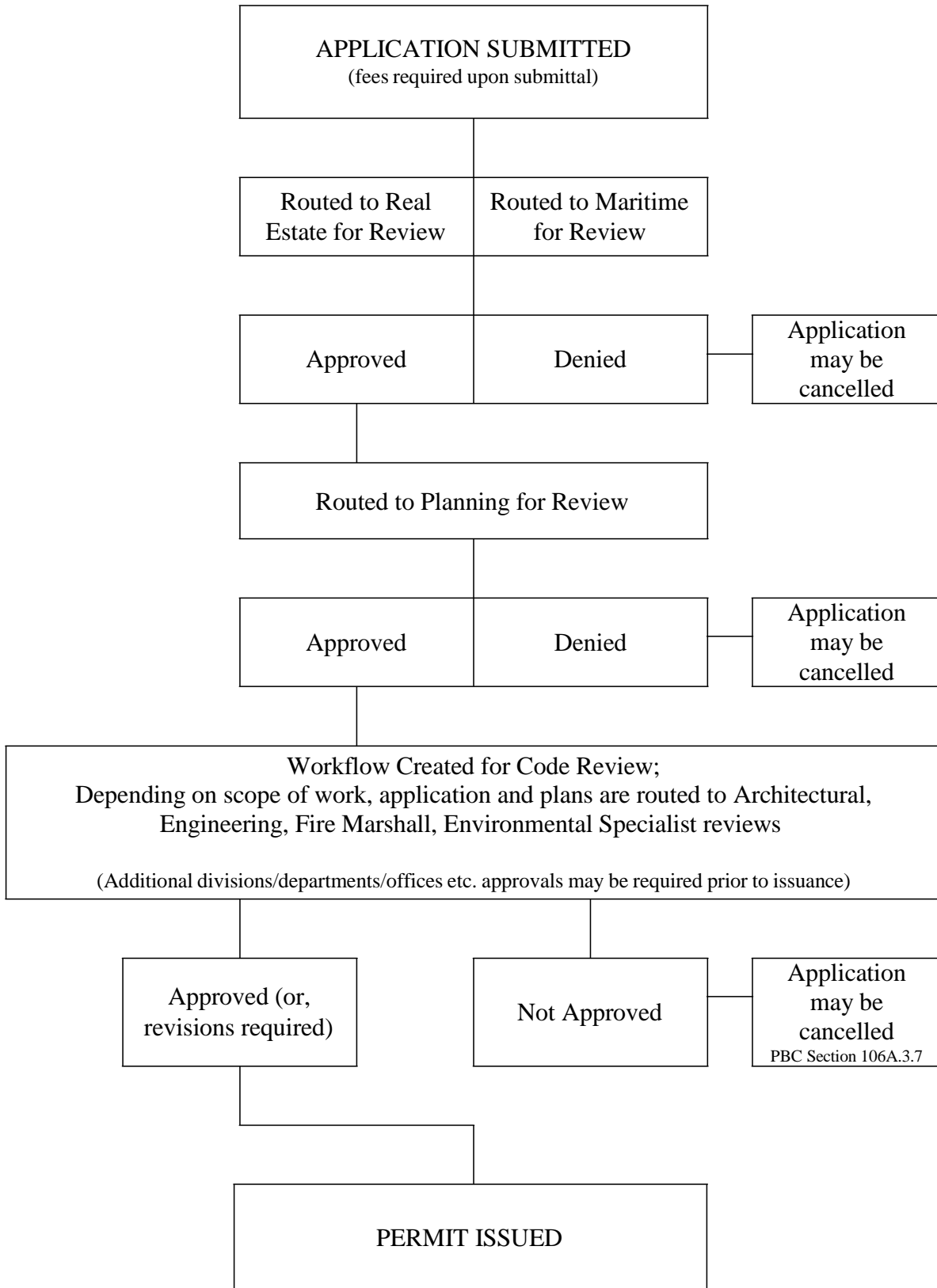
ADA Title II Accessibility	
W. Proctor	274-0592

**Application Status** can be viewed at [www.sfport.com](http://www.sfport.com) – Business – Permit Services – *Citizen Access to Permit Services*

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**APPLICATION FLOW CHART**

(IN HOUSE REVIEWS)



Applicants can check on **Application Status** by logging onto Port's web site [www.sfport.com](http://www.sfport.com) and clicking on *Citizen Access to Building Permit Services* under the *Permit Services* sub header at *Business Services*.

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**APPLICANT-** To ensure an efficient and timely review, it is **important to completely answer all questions on this application.** An incomplete response **may lead to the rejection** of this application.

<b>Port Real Estate Information Checklist by Applicant **</b>				
<b>Tenant Impact Assessment</b>	Yes	No	NA	Comments
Impact on Tenants considered / addressed				
Access to Tenant Premises affected				
Tenant Protection necessary				
<b>Community Outreach</b>	Yes	No	NA	Comments
Project signage to be provided				
<b>Construction Staging Area Requirements</b>	Yes	No	NA	Comments
Construction Staging area required				Location:
Material or Dirt stockpile area approved				Location:
Noise, Dust and Debris mitigation attached				
Contractor parking plan required				
Hazardous Materials plan in place				
<b>Traffic Mitigation Measures</b>	Yes	No	NA	Comments
Lane closures required / dates				
Traffic plan / directional signage required				
<b>Work Commencement Notification</b>	Yes	No	NA	Comments
Construction commencement notification				
Tenant notice required				# of hours in advance:
<b>Utility Services Disruption - Water</b>	Yes	No	NA	Comments
Utility shut down required				
Tenant notification				
Port Maintenance notice required				
<b>Utility Services Disruption - Gas</b>	Yes	No	NA	Comments
Utility shut down required				
Tenant notification				
Port Maintenance notice required				
<b>Utility Services Disruption - Electric</b>	Yes	No	NA	Comments
Utility shut down required				
Tenant notification				
Port Maintenance notice required				

<b>Do not write below this line – OFFICE USE ONLY</b>					
Item Description	Yes	No	NA	Comments	Entity
<b>Project Overview / Schedule</b>					
- Special Work Hours restrictions required					RE / Eng
<b>Tenant Impact Assessment</b>					
- Parking Restrictions required					RE
- Security Issues considered / addressed					RE / HS
- Lease Issues reviewed					RE / Legal
<b>Community Outreach</b>					
- CAC / CBD organizations contacted					RE
- Pre-construction meetings required					RE / Eng
- Construction progress reports required					RE / Eng
<b>Traffic Mitigation Measures</b>					
- ISCOTT notification required					RE
- DPW Parking Control Officers requested					RE / Eng
- Cruise Ship/Giants/Spec. Events Schedule					RE / Mar
<b>Work Commencement Notification</b>					
- Property Manager notice required				# of Hrs:	RE
<b>Specific Real Estate Conditions</b>					
<b>FIN verified &amp; entered to Accela data</b>				** FIN =	RE
<b>Property Manager:</b>				<b>Date:</b>	
<b>Project Manager:</b>				<b>Date:</b>	

\*\* Mandatory fields - application will not be processed if left blank

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**FACILITY IDENTIFICATION NUMBER (FIN) :**

ENTER THE FIN FOR THE SITE OF THIS APPLICATION HERE \*\*

**NOTE:** Real Estate and Maritime Division approvals are required at the bottom of this form prior to an application being filed for a building code review. Please provide the information below for review by a Property Manager.

BUSINESS/TENANT INFORMATION:		
COMPANY/OPERATING NAME OR NAME OF TENANT: **	NUMBER OF THE LICENSE / LEASE / PERMIT TO ENTER:	
DESCRIPTION OF BUSINESS:	HOURS OF OPERATION:	
CORPORATE OFFICE ADDRESS:	CORP. FAX NO.:	
PERSON FOR PROPERTY MANAGER TO CONTACT REGARDING THIS PROJECT: **	CONTACT PHONE NO.:	
CONTACT EMAIL ADDRESS :	CONTACT FAX:	
DESCRIPTION OF THE RELATIONSHIP BETWEEN THE APPLICANT /AGENT AND THE TENANT:		
LOCATION **		
<input type="checkbox"/> PIER #	<input type="checkbox"/> WHARF #	UNIT OR SUITE:
<input type="checkbox"/> SEAWALL LOT/STREET ADDRESS:	Lot # _____ Address: _____	
SCOPE OF WORK write a brief description of work to be performed under this application; reference to plans is not sufficient. **		
Do not write below this line – Office Use Only		
REAL ESTATE PROPERTY MANAGER:		APPROVED <input type="checkbox"/>
DATE:		DENIED <input type="checkbox"/>
Information provided has been reviewed for filing at the Building Permit Desk		
PORT REAL ESTATE DIVISION REVIEW		
MARITIME REVIEWER:		<input type="checkbox"/> APPROVED <input type="checkbox"/>
DATE:		DENIED <input type="checkbox"/>
Information provided has been reviewed for filing at the Building Permit Desk		<input type="checkbox"/> MARITIME REVIEW NOT REQUIRED
PORT MARITIME DIVISION REVIEW		

\*\* Mandatory fields - application will not be processed if blank

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**NOTE:** Planning & Development Division approval is required at the bottom of this form and on all plans prior to an application being filed for a building code review. Please provide all of the information requested below for review by a Planner.

**PLANNING & DEVELOPMENT PROJECT INFORMATION**

**PROJECT DESCRIPTION: \*\*** (describe the entire project – o.k. to refer to separate attached document)

IS THIS WORK A COMPONENT OF A LARGER PROJECT?.....  YES  NO  
 ARE ADDITIONAL BUILDING PERMITS ASSOCIATED TO THIS PROJECT ANTICIPATED?.....  YES  NO  
 ARE FUTURE (within 12 months) TENANT IMPROVEMENT PERMITS ANTICIPATED? .....  YES  NO

**SF BAY CONSERVATION AND DEVELOPMENT (BCDC) \*\***

Projects within 100 feet of the Bay are subject to the jurisdiction of the San Francisco Bay Conservation and Development Commission (BCDC). Work in the Bay waters may also be subject to review and permitting by the U. S. Army Corp of Engineers.

IS THE PROPOSED WORK WITHIN 100 FEET OF THE SAN FRANCISCO BAY? .....  YES  NO

**IF YES:** Required permits from agency(s) (usually BCDC) must be secured **prior to final planning approval to issue.**

**EROSION AND SEDIMENT CONTROL PLAN \*\***

Projects that disturb 5,000 square feet or more of uncovered ground surface, cumulatively, or are designated as high risk by Port staff are required to submit an Erosion and Sediment Control Plan (ESCP) or Stormwater Pollution Prevention Plan (SWPPP) and Permit Application.

DOES THE PROPOSED WORK DISTURB 5,000 SQUARE FEET OR MORE OF UNCOVERED GROUND SURFACE (CUMULATIVELY)? .....  YES  NO

**IF YES:** ESCPs must be approved from agency(s) **prior to final planning approval to issue.**

**BUILDING INFORMATION**

**Actual construction value including hard and soft costs and permanent or mounted equipment:**

<b>NUMBER OF BUILDINGS IN THIS SUBMITTAL:</b>		<b>USE OF BUILDING(S)</b> (i.e., restaurant, office, warehouse, bulk storage or other uses) **		
<b>THIS PROJECT IS : **</b>	<input type="checkbox"/> NEW BUILDING	<input type="checkbox"/> NEW ADDITION TO EXISTING BUILDING	<input type="checkbox"/> RENOVATION	<b>RENOVATION &amp; ADDITION</b>
<b>TOTAL FLOOR AREA FOR THIS PROJECT:</b>	FT <sup>2</sup>	<b>NUMBER OF LEVELS:</b>		<b>** IS PARKING PROVIDED?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>TOTAL AREA IN EXISTING BLDG.:</b>	FT <sup>2</sup>	<b>ESTIMATED DATE TO BEGIN:</b>	**	<b>ESTIMATED COMPLETION DATE:</b> **

**Do not write below this line – Office Use Only**

<input type="checkbox"/> Approved subject to verification of permits as per/SF BAY Conservation and Development (BCDC) above.  <b>Comments:</b>  <b>By:</b> _____ <b>Date:</b> _____  Information provided has been reviewed for filing at the Building Permit Desk	<input type="checkbox"/> <b>Approved for Issuance</b> <input type="checkbox"/> <b>Denied</b>  <b>By:</b> _____ <b>Date:</b> _____
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**PORT PLANNING & DEVELOPMENT DIVISIONAL REVIEW**

**\*\* Mandatory fields - application will not be processed if left blank.**

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**FIRE AND BUILDING CODE INFORMATION**

<b>NAME OF PERSON SUBMITTING THIS APPLICATION</b> ** (PRINT) (Required)		PHONE	E-MAIL (for auto notification)		
ADDRESS	CITY		STATE	ZIP	
<b>CONTRACTOR</b>		PHONE	E-MAIL		
LICENSE NO.	ADDRESS	CITY	STATE	ZIP	
<b>ARCHITECT</b>		PHONE	E-MAIL		
LICENSE NO.	ADDRESS	CITY	STATE	ZIP	
<b>ENGINEER</b>		PHONE	E-MAIL		
LICENSE NO.	ADDRESS	CITY	STATE	ZIP	

<b>PERMIT TYPE (CHECK ONE) **</b>					
<input type="checkbox"/> NEW CONSTRUCTION		<input type="checkbox"/> ALTERATION (T.I.)		<input type="checkbox"/> GRADING	
			<input type="checkbox"/> SPECIAL EVENT		<input type="checkbox"/> SIGN
<b>DEFERRED PERMITS</b>					
Deferred submittals are those portions of the design not included within the plans submitted for New Construction, Alteration or T.I. permit that include the alteration of the existing, or the installation of new, mechanical, electrical, plumbing, sprinkler or fire alarm systems required for the New, Alteration or T.I. work.					
<b>All Deferred Submittals MUST be listed on the lead sheet of the Architectural plans at the time of submittal.</b>					
<b>THE FOLLOWING SHALL BE SUBMITTED UNDER SEPARATE PERMIT APPLICATIONS FOR DEFERRED WORK</b>					
(CHECK ALL THAT APPLY) NOTE: DEFERRED WORK SHALL NOT START WITHOUT THE APPROVAL OF THE BUILDING OFFICIAL.					
<input type="checkbox"/> ELECTRICAL		<input type="checkbox"/> MECHANICAL		<input type="checkbox"/> PLUMBING	
			<input type="checkbox"/> SPRINKLERS		<input type="checkbox"/> ALARM
<input type="checkbox"/> OTHER :					

<b>VALUATION OF WORK **</b>	<b># OF STORIES **</b>	<b>PLANS SUBMITTED **</b>	<b>PUBLICLY FUNDED **</b>
\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

**EXISTING USE AND TYPE OF CONSTRUCTION \*\***

<input type="checkbox"/> TYPE	Select A/B	PRESENT USE	<input type="checkbox"/> Occupancy Classification / Circle 1 2 3 4 or 5
<input type="checkbox"/> TYPE 1	A    B		<input type="checkbox"/> A 1 2 3 4 5 <input type="checkbox"/> I 1 2 3 4
<input type="checkbox"/> TYPE 2	A    B		<input type="checkbox"/> B <input type="checkbox"/> M
<input type="checkbox"/> TYPE 3	A    B		<input type="checkbox"/> E <input type="checkbox"/> R 1 2 3 4
<input type="checkbox"/> TYPE 4	A    B		<input type="checkbox"/> F 1 2 <input type="checkbox"/> S 1 2
<input type="checkbox"/> TYPE 5	A    B		<input type="checkbox"/> H 1 2 3 4 5 <input type="checkbox"/> U
<input type="checkbox"/> EMPTY LOT	N/A		

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**PROPOSED USE AND TYPE OF CONSTRUCTION (IF DIFFERENT THAN EXISTING)**

TYPE OF CONSTRUCTION:	NUMBER OF STORIES:	PROPOSED USE:	OCCUPANCY CLASSIFICATION:
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**WORK INCLUDES \*\* Mandatory fields: Erroneous information may cause review delays \*\* CHECK ALL THAT APPLY**

<input type="checkbox"/> CONST. IN/OVER WATER	<input type="checkbox"/> PILE DRIVING	<input type="checkbox"/> PAINT REMOVAL	<input type="checkbox"/> PUBLIC WAY ENCROACHMENT
<input type="checkbox"/> DREDGING/BAY FILL	<input type="checkbox"/> HAZARDOUS MATERIALS	<input type="checkbox"/> SOIL BORING	<input type="checkbox"/> USE OF TREATED WOOD
<input type="checkbox"/> EXCAVATION OVER 50 C.Y.	<input type="checkbox"/> INTERIOR DEMOLITION	<input type="checkbox"/> TANK (under or above ground)	<input type="checkbox"/> FOOD HANDLING
<input type="checkbox"/> FILL OVER 50 C.Y.	<input type="checkbox"/> EXTERIOR DEMOLITION	<input type="checkbox"/> SOIL DISTURBANCE >1 ACRE	<input type="checkbox"/> SEAFOOD TANKS

**WORKER'S COMPENSATION COMPLIANCE \*\***

HOLD HARMLESS CLAUSE: The permittee(s) by acceptance of the permit, agree(s) to indemnify and hold harmless the Port of San Francisco (PSF) and/or the City and County of San Francisco (CCSF) from and against any and all claims, demands and actions for damages resulting from operations under this permit, regardless of negligence of the PSF and/or CCSF and to assume the defense of the PSF and/or CCSF against all such claims, demands or actions.

In conformity with the provisions of Section 3800 of the Labor Code of the State of California, the applicant shall have coverage under (I), or (II) designated below or shall indicate item (III), or (IV), or (VI), whichever is applicable. \* If however item (VI) is checked item (V) must be checked as well.

**Check the appropriate method of compliance below.**

- I CERTIFICATE OF CONSENT TO SELF-INSURE ISSUED BY THE DIRECTOR OF INDUSTRIAL RELATIONS.
- II CERTIFICATE OF WORKERS' COMPENSATION ISSUED BY AN ADMITTED INSURER.
- III AN EXACT COPY OF DUPLICATE OF (I) CERTIFIED BY THE DIRECTOR OF (II) CERTIFIED BY THE INSURER.
- IV THE COST OF THE WORK TO BE PERFORMED IS \$100.00 OR LESS.
- V\* I CERTIFY THAT IN THE PERFORMANCE OF THE WORK FOR WHICH THIS PERMIT IS ISSUED, I SHALL NOT EMPLOY ANY PERSON IN A MANNER SO AS TO BECOME SUBJECT TO THE WORKERS' COMPENSATION LAWS OF CALIFORNIA. I FURTHER ACKNOWLEDGE THAT I UNDERSTAND, IN THE EVENT THAT I SHOULD BECOME SUBJECT TO THE WORKERS' COMPENSATION PROVISIONS OF THE LABOR CODE OF CALIFORNIA AND FAIL TO COMPLY FORTH WITH THE PROVISIONS OF SECTION 3800 OF THE LABOR CODE THAT THE PERMIT HEREIN APPLIED FOR SHALL BE DEEMED REVOKED.
- VI\* I CERTIFY AS THE OWNER (PERSON, AGENT, FIRM OR CORPORATION HAVING A LEGAL OR EQUITABLE INTEREST IN THE PROPERTY), THAT IN THE PERFORMANCE OF THE WORK FOR WHICH THIS PERMIT IS ISSUED, I WILL EMPLOY A CONTRACTOR WHO COMPLIES WITH THE WORKERS' COMPENSATION LAWS OF CALIFORNIA AND WHO HAS ON FILE, OR PRIOR TO THE COMMENCEMENT OF ANY WORK WILL FILE WITH THE SAN FRANCISCO PORT COMMISSION EVIDENCE THAT THE WORKERS' COMPENSATION INSURANCE IS CARRIED.

I declare under penalty of perjury that the foregoing is true and correct and that, if not the owner, I am authorized by the owner to act as owner's authorized agent responsible for advising the owner of all conditions attached to the application by the various approving agencies. In signing this application I authorize, when it is necessary, the Chief Harbor Engineer or the Chief Harbor Engineer's appointed deputy, to make an inspection to enforce the provisions of this code, or where the Chief Harbor Engineer has reasonable cause to believe that there exists in a structure of upon a premise a condition which is contrary to or in violation of this code which makes the structure or premises at reasonable times to inspect or to perform the duties imposed by this code, provided that if such structure or premises be occupied that credentials be presented to the occupant and entry requested. If such structure or premises is unoccupied, the Chief Harbor Engineer shall first make a reasonable effort to locate the owner or other person having charge or control of the structure or premises and request entry. If entry is refused, the Chief Harbor Engineer shall have the recourse to the remedies provided by law to secure entry. I hereby certify that I have reviewed all stipulations within this application and agree that if a permit is issued for the construction described in this application; all the provisions of the permit and all laws thereto will be complied with.

\*\* Signature of Applicant/Agent: \_\_\_\_\_ \*\* Date: \_\_\_\_\_  
(PERSON SUBMITTING THIS APPLICATION)

**IMPORTANT NOTICES**

- ❖ No change shall be made in the character of the occupancy or use without first obtaining a building permit authorizing such change.
- ❖ Pursuant to the Port of Francisco Building Code, the building permit shall be posted on the job. The owner is responsible for approved plans and documents being kept at the building site.
- ❖ Grade lines, lease lines, property lines shown on drawings accompanying this application are assumed to be correct. If actual grade, lease or property lines are the same as shown revised drawings showing correct grade, lease or property lines, cuts and fills together with complete details of retaining walls and wall footings required must be submitted to this department for approval.
- ❖ Any stipulation required herein or by code may be appealed.
- ❖ Building not to be occupied until Certificate of Final Completion and Occupancy or Temporary Certificate of Occupancy is granted, when required.
- ❖ **THIS IS NOT A BUILDING PERMIT.** No work shall be started until a building permit is issued. All fees are due upon submittal.

\*\* Mandatory fields - application will not be processed if left blank

Port of San Francisco  
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MINIMUM SUBMITTAL GUIDELINES FOR BUILDING PERMIT APPLICATIONS AND PLANS

**PLANS:** Minimum 2 sets of signed construction plans required (additional sets may be necessary for parallel plan review).

**NOTE: MINIMUM SIZE OF PLANS 11" x 17"; 1/8" scale min.. For Change of Occupancy, see PBC Section 106A.3.3, Item 5.**

**BUILDING CODES:** Work must comply with the applicable Port of San Francisco Building Codes. All plans shall be signed by the preparer; if preparer is licensed by the state, the signature shall include the license number. Facsimile copies of the signature and seal are acceptable. The Chief Harbor Engineer may require plans, computations and specifications to be prepared and designed by an engineer or architect by the state to practice as such even if not required by state law.

**DESIGN CRITERIA:** Plans must include (a) site plan with property and/or lease lines, (b) project address, (c) type of construction, (c) occupancy group, (d) occupant load calculations, (e) exits, (f) exit widths, (g) exit paths, (h) sanitary facilities (including basis for calculating the number of fixtures), (i) barrier free access path of travel with specific details for accessibility.

**PLUMBING:** Show (a) size and location of all meters and plumbing fixtures; (b) sizes and materials of all water, waste, sewers, and vent lines; (c) all under-pier plumbing systems shall be min. cast iron supported by stainless steel hangers and 4-band no-hub couplings; (d) all piping installed under piers, wharfs or docks shall be braced with rigid stainless steel hardware to prevent horizontal movement from wave action; (e) all required cleanouts shall be to grade or readily accessible from a pier surface; (f) all waste and sewer lines shall be connected to a single discharge; (g) alternate methods & materials may be approved (see PBC Sec. 104A.2.8).

**MECHANICAL:** Show (a) BTU rating of all gas appliances, size of fuel lines and connectors, (b) size and type of vents, (c) CFM of all heating, ventilation, and air handling equipment, (d) CFM and sizing for commercial kitchen hood & duct systems, (e) Compliance with Title 24 Energy Conservation Standards.

**ELECTRICAL:** Show (a) single line diagram including panel schedules & load balancing, (b) method and location of connection to existing power, (c) size and type of panel boards and/or switchboards & type and size of disconnect switches, size of fuses, circuit breakers and feeders, (d) indicate and number all circuits, (e) wire and conduit sizes, (f) locations of lighting fixtures, outlets, motors, etc., (g) wattage of lighting fixtures, capacity of power outlets, horsepower and voltage of motors, (g) Title 24 Energy Conservation Standards Compliance Forms, (h) name and license of Electrical Contractor with signature of designer on each plan set or seal and signature of electrical engineer..

**NOTE:** Under-pier conduit shall be PVC coated rigid steel supported by stainless steel hangers.

**SIGNS:** Show (a) sign layout including lettering and wording, (b) materials, dimensions, & colors (c) location on building or lot, (e) height above sidewalk (f) method of mounting & fastener details.

If lighted, show: (a) wattage & locations of each fixture, (b) source of power, (c) location of disconnect switches & breakers, (d) sizes of wires and conduits.

**NOTE:** Drawings must indicate compliance with Port's *Guidelines for Review and Approval of Signs & Murals.*"

**FLOOR PLANS:** Show (a) plan of each floor, (b) **existing & proposed** work, (c) any items to be removed, include structural members supporting floors, roof, walls, partitions, ceiling, rafters, beams, girders, columns, (d) stairways & exits to & including the public way, (e) wall schedules.

**SECTIONS & ELEVATIONS:** Show (a) typical sections & elevations, (b) height between floors & between floors & roof, (c) material & thickness of sheathing, interior & exterior finishes including colors, (d) roofing materials including color & texture, (e) doors & window schedules, (f) height of windows above finished floor, (g) awnings with height from finished floor.

**STRUCTURAL INFORMATION:** Show: (a) nailing schedule & grade of structural lumber & timber, (b) details of structural connections and shear walls, (c) sizes of all truss members & connection details, (d) size & spacing of concrete reinforcement, (e) thickness of concrete coverage of reinforcement, (f) load calculations for structural members, (g) indicate heavy loads such as file areas, safes, machinery, etc.

**NOTE: Applications and plans must be submitted in person to the Permit Desk for processing, Mon. through Fri.-8:30 to 11:30 A.M.**

**NOTE: Applications and plans will not be processed if they are incomplete.**

**FOR INFORMATION CONTACT:**

**PERMIT DESK:** (415) 274-0554

**PORT FIRE MARSHALL:** (415) 274-0565

**PORT PLANNING & DEVELOPMENT:** (415) 274-0549

**PORT ENVIRONMENTALIST:** (415) 274-0568

**APPLICATION STATUS:** Applicants can check on **Application Status** by logging onto Port's web site [www.sfport.com](http://www.sfport.com) and clicking on *Citizen Access to Building Permit Services* under the *Permit Services* sub header at *Business Services*.