Microsoft SharePoint File Upload Instructions – Port Permit Desk
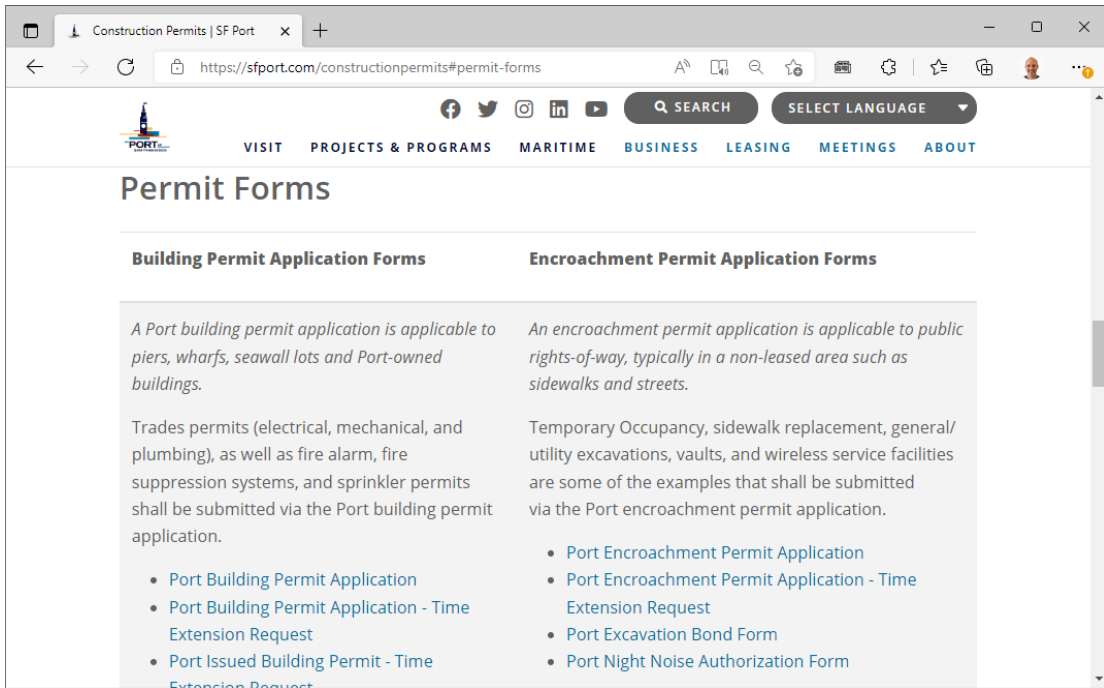
May 10, 2022

Please email Port Permit Services (Permit-Desk@sfport.com) with any questions regarding the process outlined below.

- The Port Permit Desk is open to visitors on Monday through Friday between 8:30 a.m. and 11:30 a.m. Appointments are not required. Applications may be submitted electronically or in person via a portable USB flash drive at Pier 1.
  For questions, please contact the Port Permit Desk at Permit-Desk@sfport.com
- For questions related to the City's Electronic Plan Review (EPR) Process please review the Port's Electronic Plan Review, or contact the CCSF Permit Center at permitcenter@sfgov.org
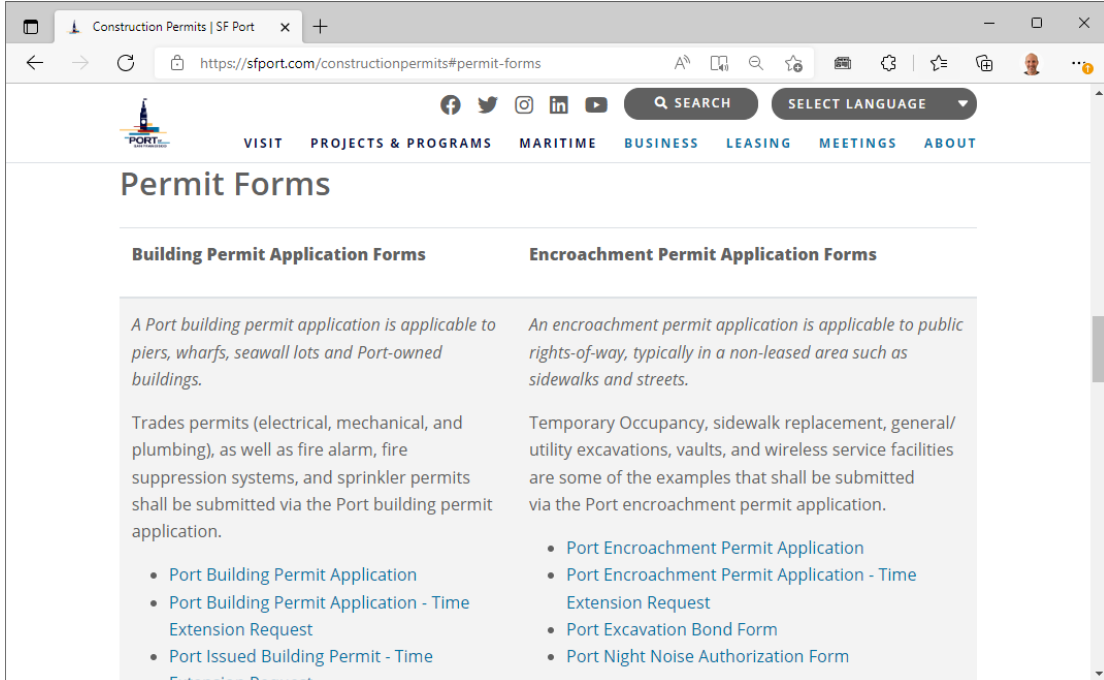
1. Visit or click on the following link: https://sfport.com/business/permit-services. Click on the Construction Permits link near the top of the page.

2. Scroll down on the page to review instructions for how to apply for a permit.

3. Scroll down to the Permit Forms section.

4. For Building Permits, click on the link titled **Port Building Permit Application**. Download the PDF form and complete the application paperwork. For Encroachment Permits, use the **Port Encroachment Permit Application**.

5. After you've completed your permit application paperwork, follow the instructions to submit your application to the Port Permit Desk. Instructions for how to submit your permit can be found above the Permit Forms section on the Construction Permits page. Please do not submit locked PDFs as they impede the electronic plan review process.
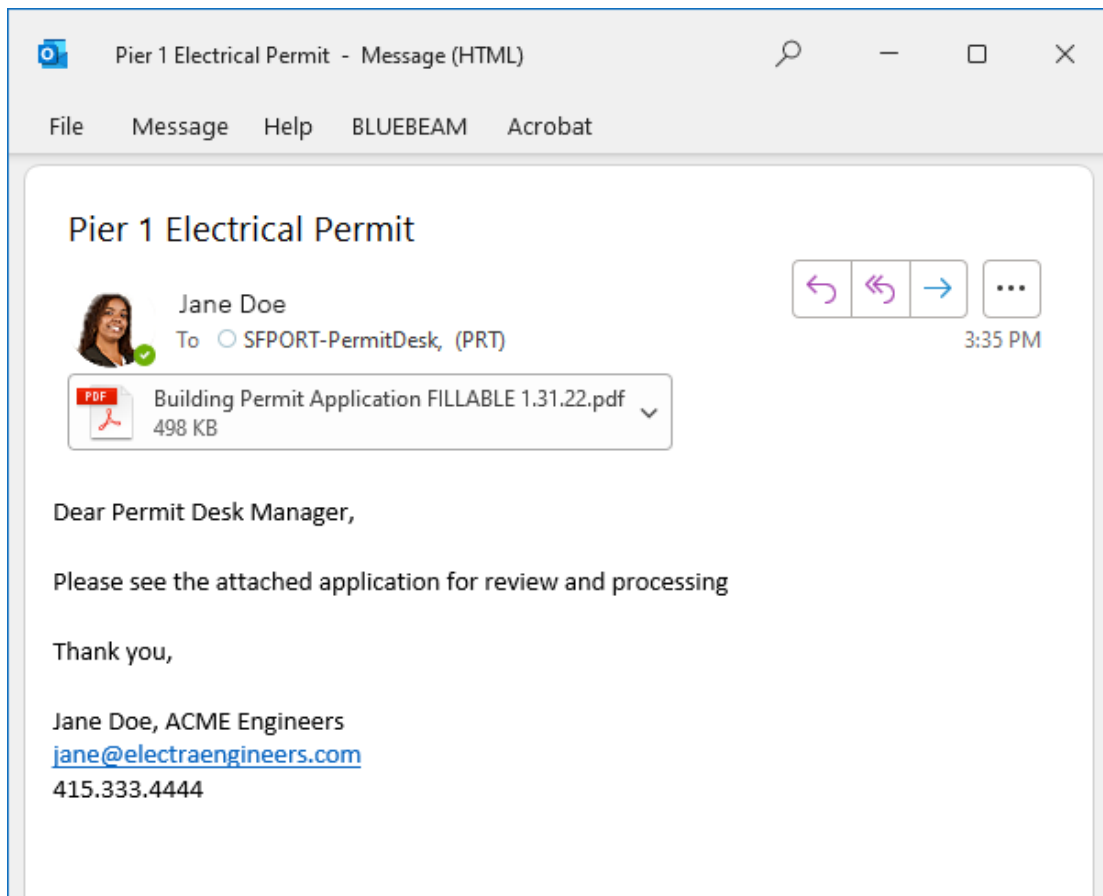

6. Upon receiving your application, the Port Permit Services will review the application for completeness. This process typically takes between 24 to 48 hours.
   - If your application is incomplete, the Port Permit Desk will send you an email with instructions to make corrections.
   - If your application is deemed complete your application will be processed for intake.

7. Port Permit Services will email you once your permit application has been deemed complete. The email will contain your assigned building or encroachment permit application number along with a Microsoft SharePoint link where you can upload plans, calculations, reports, etc. (Be sure to check your spam folder if the email doesn't arrive in your inbox.)
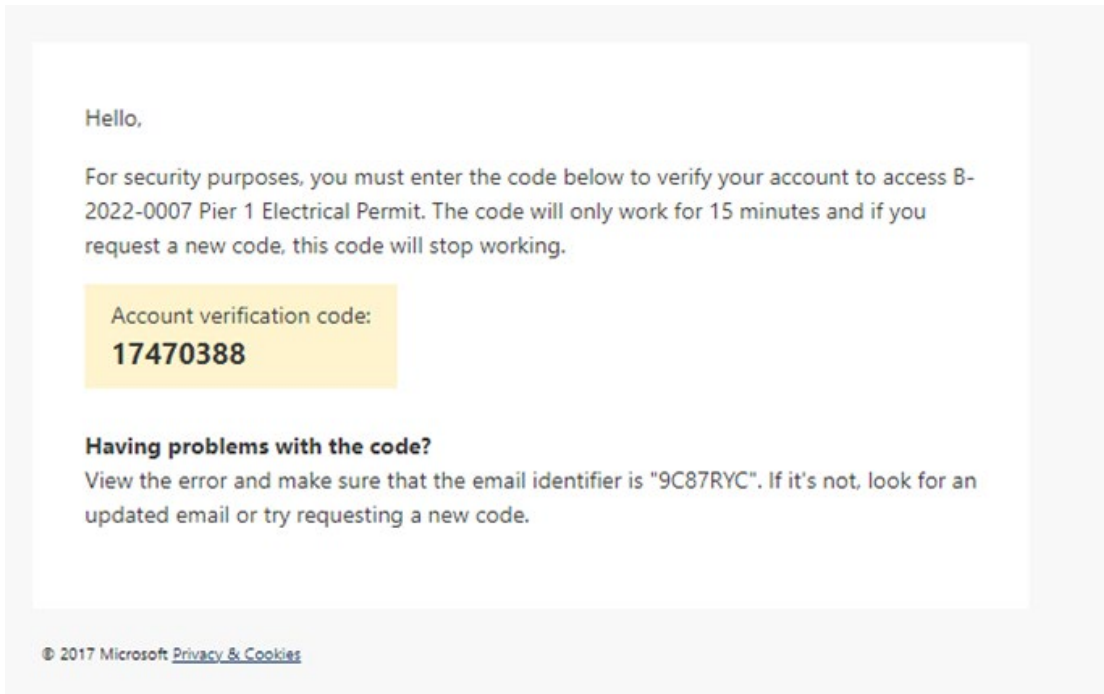
8. Click the blue "Open" button in the body of the email.
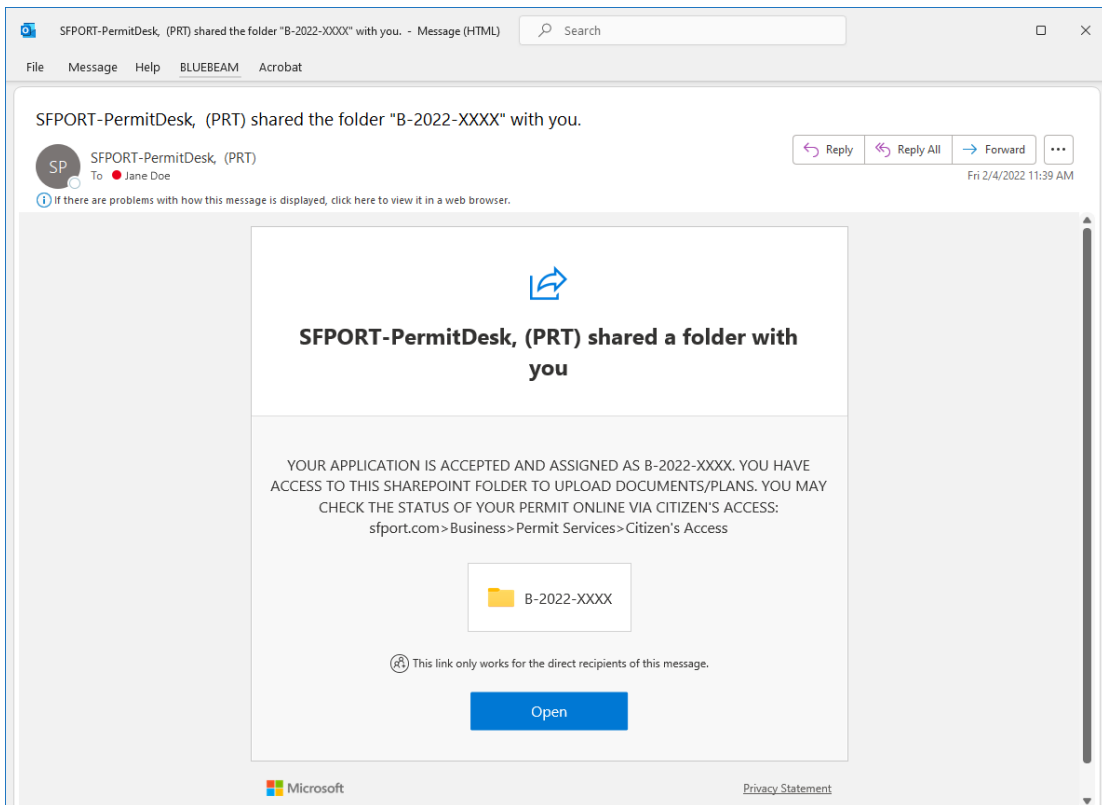
9. Follow the Microsoft prompts to Request Verification Code.
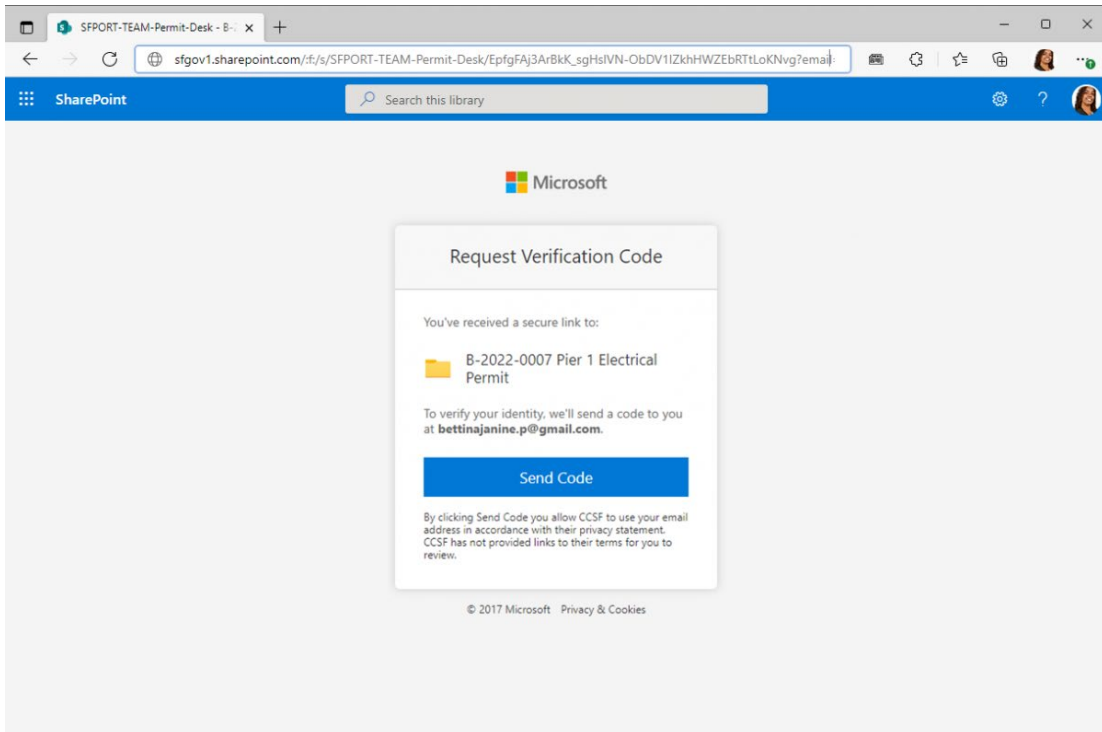
10. Enter the verification code that was emailed to you. (Be sure to check your spam folder if the email doesn't arrive in your inbox.)


11. Once verified, you will be redirected to your assigned SharePoint folder to begin uploading submittal documents. Be sure to bookmark this page.
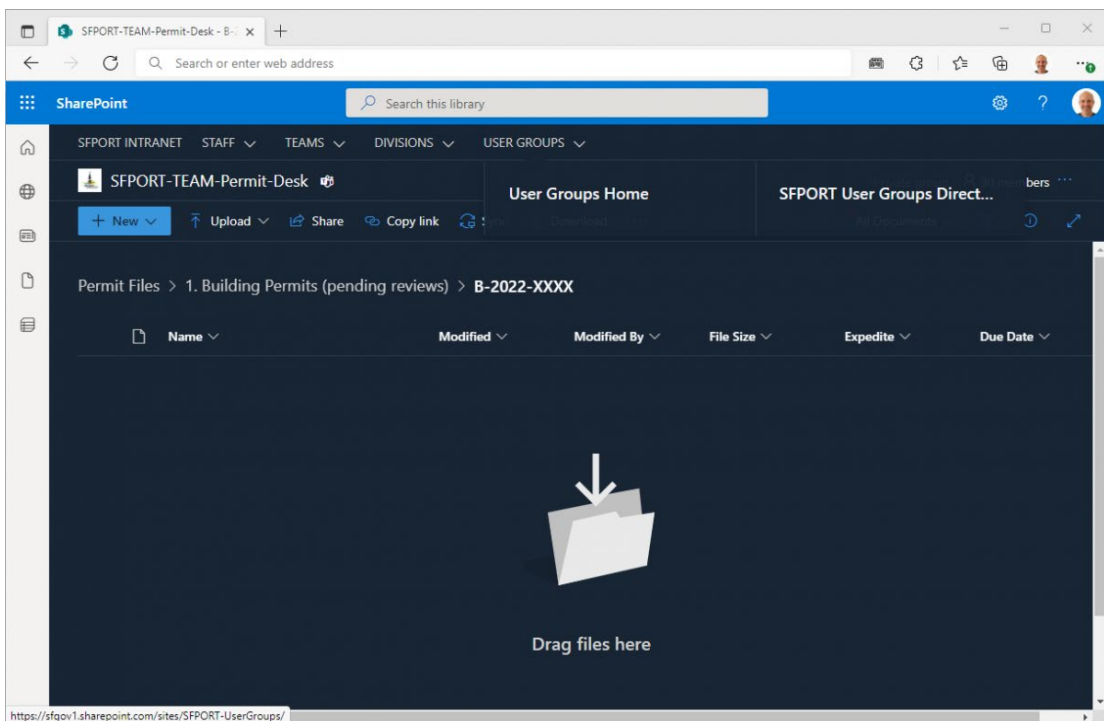
12. Copy the files from your local directory to SharePoint by dragging them into the SharePoint Browser window. Please refer to Appendix 2 of the **CCSF EPR Applicant Procedure** which contains document naming conventions for submissions to the Port Permit Desk.
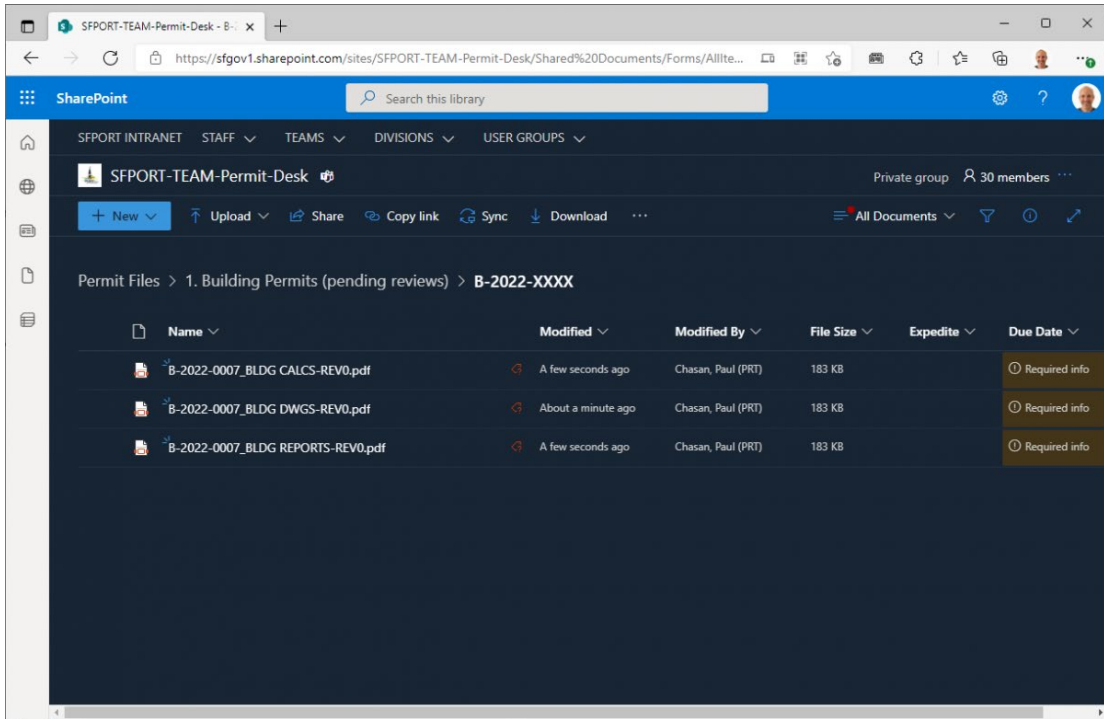
13. Send a confirmation email to Permit-Desk@sfport.com that the submittal is uploaded for review.
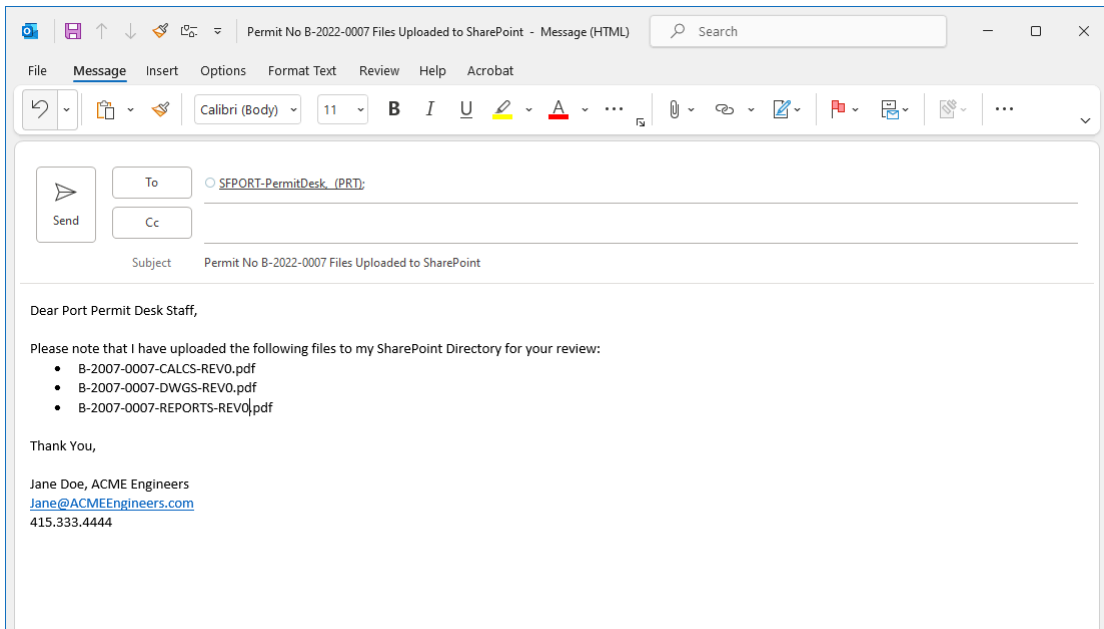
14. Revisions and/or supplemental files are uploaded in the same manner.