Instructions for electronic submittal:

- **STEP 1: Application Submittal**
  - Send a complete permit application to: permit-desk@sfport.com
  - You will receive confirmation of receipt and will be assigned a permit number. You will also be given a link to a OneDrive folder specific to the permit application number. A Microsoft account is not required.
  - Note: please check Spam inbox for SFPORT-PermitDesk

- **STEP 2: Email Verification and Authentication**
  - Follow the Microsoft OneDrive prompts to request verification code
  - Enter the verification code to authenticate permission to upload your documents

- **STEP 3: Upload onto One Drive**
  - Plans must comply with the minimum submittal guidelines
  - Submittals include the following, but not limited to: plans, structural calculations, cut-sheets, specification, etc.
  - Preferred File Naming Convention examples:
    B-2020-xxxx_PLANS
    B-2020-xxxx_CALCS
    B-2020-xxxx_REVISION_(mm.dd.yy)
    E-2020-xxxx_TCP

  - Any missing documents required for submittal will be communicated to the applicant's email address as noted on the permit application

- **STEP 4: Plan Review & Fees**
  - A preliminary review of the application and plans will be done in person and electronically
  - An invoice will be emailed to the applicant. The applicant can pay with a credit card over the phone (coordinated with the Port Permit Technician) or hand deliver a check to the Port of San Francisco front desk reception (Note: include the permit application number on the check)
  - Plan review comments will be updated in Accela and communicated via email
  - Revisions that are requested by a plan checker: applicant shall upload revised sheets/ plans onto OneDrive. It's the applicant's responsibility to notify the Permit Desk via email of any newly uploaded plans/ documents.

- **STEP 5: Permit Issuance**
  - The applicant will be notified via email when the permit has been approved
  - A copy of the permit and approved plans will be uploaded into OneDrive for the applicant to download

If you have any questions, please contact permit-desk@sfport.com