



**DEPARTMENT OF BUILDING INSPECTION**

**City & County of San Francisco**  
**1660 Mission Street, 2<sup>nd</sup> Floor, San Francisco, California 94103-2414**  
**Tel: (415) 558-6133 Fax: (415) 558-6686 Web: www.sfgov.org**

**APPLICATION COMPLETENESS CONTROL SHEET**

Please provide the checked items for filing of your permit application. The Department may find it necessary to request other information after further analysis of the application prior to completing its review. Check with other review stations (Planning, Fire, etc) for their specific requirements. **Bring this sheet back when resubmitting.**

<b>FORM NUMBER (CIRCLE ONE)</b>	<b>3/8</b>	<b>4/7</b>	<b>5</b>	<b>6</b>
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JOB ADDRESS: \_\_\_\_\_

Initial Screening By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Notes (Plans, no plans, etc): \_\_\_\_\_

**A. GENERAL**

- 1. Complete appropriate permit application in its entirety. Leave no blanks except for Filing Fee Receipt No., Permit No., & Revised Cost. Verify information on the application before submitting.
- 2. Two sets of plans on minimum 11" x 17" paper. No pencil, no grid paper, good contrast and micro filmable.
- 3. Preparer's wet signature on all plan sheets.
- 4. Preparer's wet signature on supporting documents:
  - \_\_\_ Cover sheet of calculations and specs.
  - \_\_\_ Signature blocks on forms.
- 5. Architect or engineer seal and wet signature required on documents (expiration date shown).
- 6. Job address and floor (if applicable) on documents.
- 7. A copy of the City "approved" permit application, plans and related documents for reference. (1 set) If not the City "approved" plans, 2 sets, wet signed and stamped.
- 8. For "OTI," Office Tenant Improvement Checklist items with information on plans. Reference Office Tenant Improvement (OTI) process.

**B. PLANS**

- 1. General: Plans shall be drawn to scale (minimum 1/8" to 1 foot, larger if unclear or illegible) and reproduced on substantial paper and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of all codes, relevant laws, ordinances, rules and regulations. Label existing and proposed spaces. No stick/single line drawings. Include a cover sheet with a list of Index sheets and the scope of proposed work.
- 2. Plot plan and key plan. (Identify area of work. Indicate property lines, street and adjacent spaces). Plot plan may be drawn to 1/8" scale.
- 3. Architectural Floor Plans:
  - The following floors/levels (*circle*): 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> Other: \_\_\_\_\_
  - Separate existing and proposed floor plans.
  - Exiting scheme from the area of remodel to the public way (street). Include occupant load calcs, exit separation distances, etc.
  - Path of travel from the public way to the area of remodel and from the area of remodel to the restrooms that serve the area of remodel (see Disabled Access Requirements section for more details)
- 4. Roof Plan (mechanical ducts, skylights, exhaust ducts, etc.)
- 5. Structural Foundation/Framing Plans relating to architectural floor plans. Indicate vertical and lateral load carrying systems. Sheet S1 should include loading design information (design live and dead load, seismic base shear or wind, etc.) and special inspection requirements. Note: for sp. insp, required to use DBI format.

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- 6. Plumbing and Mechanical Floor Plans relating to architectural floor plans. Include weights and heights of mechanical units and anchorage of equipments.
- 7. Electrical floor plans relating to architectural floor plans. (Reflected ceiling plans, lighting, exit signs, plug heights, electrical box separation, etc.)
- 8. Sufficient Construction Details. Typical partition details, fire rated construction details (include fastener specifications and source, i.e. UBC tables, UL, Gyp Assoc, etc), drop ceiling details, etc.
- 9. Exterior Elevations:  
    \_\_\_ Front                      \_\_\_ Right (facing building front)  
    \_\_\_ Rear                      \_\_\_ Left (facing building front)
- 10. Building Sections.
- 11. Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. DISABLED ACCESS REQUIREMENTS**

- Information to be included ON THE PLANS demonstrating compliance with Disabled Access Provisions of Title-24, Part 2, California Code Regulations (CCR):
  - \_\_\_ Entrance and Path of Travel. Indicate door sizes, strike width and lever hardware, threshold, landings, door pressure, kick plate, push and pull clearances.
  - \_\_\_ Stairs and handrails.
  - \_\_\_ Elevators/Lifts (Cab size, elevator phone, call buttons, rails, etc.).
  - \_\_\_ Ramps and Handrails.
  - \_\_\_ Parking Stalls/Walkways and path of travel from parking stalls to area of remodel.
  - \_\_\_ Sanitary Facilities (plan, interior elevations and dimensions) and path of travel to facilities from area of remodel.
  - \_\_\_ Public (Pay) Telephone (if provided), T.D.D.
  - \_\_\_ Drinking Fountain (if provided).
  - \_\_\_ Signage.
  - \_\_\_ Visual Alarms.
  - \_\_\_ D.A. Checklist (P.1 and 2).
  - \_\_\_ Disabled Access 20% Rule.
  - \_\_\_ Unreasonable Hardship Request.
  - \_\_\_ Reference plans showing existing conditions for accessibility (2 set wet signed [& stamped if required] by preparer or person certifying or 1 copy of the original City “approved” set that has all the City approval stamps).
  - \_\_\_ Other \_\_\_\_\_

**D. SUPPORTING DOCUMENTS**

- 1. Structural Calculations.
- 2. Energy Calculations and Compliance Forms. Check with MECH for exact forms required to be reproduced on the plans.
- 3. Transit Impact Development Fee (TIDF) for new offices only.
- 4. Product Literature with Approved Listing.
- 5. Geotechnical/Soils Report. 2 copies
- 6. Notice of Violations (NOVs).
- 7. Pre-application letter (to be reproduced on the plans).
- 8. Special inspection form (in the required DBI format).
- 9. BAAQMD Asbestos Demolition/Renovation Notification Form, J#.
- 10. BAAQMD Permit Inquiry Cards.
- 11. Notice to Applicant - Sign Posting.
- 12. Affidavit for Lobby Sign.
- 13. Sprinkler Hydraulic Calculations.
- 14. Declaration of Use Limitation.
- 15. SFUSD Certification of Payment.
- 16. Street Space Permit Waiver.
- 17. Service Request Form. (Water Department).
- 18. State Industrial Safety Permit.
- 19. \_\_\_\_\_