Ordinance amending the Building Code to outline the site permit application process, and define and limit the scope of Building Official review of site permits, and require; requiring simultaneous interdepartmental review of electronically submitted applications for site permits; and affirming the Planning Department's determination under the California Environmental Quality Act.

NOTE: Unchanged Code text and uncodified text are in plain Arial font. Additions to Codes are in single-underline italics Times New Roman font. Deletions to Codes are in strikethrough italics Times New Roman font. Board amendment additions are in double-underline Arial font. Board amendment deletions are in strikethrough Arial font. Asterisks (* * * *) indicate the omission of unchanged Code subsections or parts of tables.

Be it ordained by the People of the City and County of San Francisco:

Section 1. Findings.

(a) The Planning Department has determined that the actions contemplated in this ordinance comply with the California Environmental Quality Act (California Public Resources Code Sections 21000 et seq.). Said determination is on file with the Clerk of the Board of Supervisors in File No. 230374 and is incorporated herein by reference. The Board affirms this determination.

(b) On June 13, 2023, at a duly noticed public hearing, the Building Inspection Commission considered this ordinance in accordance with Charter Section D3.750-5 and Building Code Section 104A.2.11.1.1. A copy of a letter from the Secretary of the Building Inspection Commission regarding the Commission's recommendation is on file with the Clerk of the Board of Supervisors in File No. 230374.
(c) No local findings are required under California Health and Safety Code Section 17958.7 because the amendments to the Building Code contained in this ordinance do not regulate materials or manner of construction or repair, and instead relate in their entirety to administrative procedures for implementing the code, which are expressly excluded from the definition of a “building standard” by California Health and Safety Code Section 18909(c).

Section 2. The Building Code is hereby amended by revising Section 106A.3.4, to read as follows:

106A.3.4 General Permit Procedures.

106A.3.4.1 Architect or engineer of record. General: When it is required that documents be prepared by an architect or engineer, the building official may require the owner to engage and designate on the building permit application an architect or engineer who shall act as the architect or engineer of record. If the circumstances require, the owner may designate a substitute architect or engineer of record who shall perform all of the duties required of the original architect or engineer of record. The building official shall be notified in writing by the owner if the architect or engineer of record is changed or is unable to continue to perform the duties.

The architect or engineer of record shall be responsible for reviewing and coordinating all submittal documents prepared by others, included deferred submittal items, for compatibility with the design of the building.

106A.3.4.2 Site permit. For any work or project for new construction, major alterations, or otherwise requiring plan review or entitlement by the Planning Department, the property owner or owner’s agent may apply for a site permit. The site permit shall be issued by the Building Official after the Planning Department completes its review and has issued any required authorizations, approvals, or certifications required by the project under the Planning Code, and after the Building
Official completes the review outlined in subsection 106A.3.4.2.2. No construction work shall be done under the site permit. Construction may proceed after the appropriate addenda have been issued pursuant to subsection 106A.3.4.2.3, may be issued for the construction or major alteration, as that term is defined by the Building Official, of a building or structure upon approval of preliminary drawings and before the entire working drawings and specifications of the building or structure have been completed and submitted for approval.

106A.3.4.2.1 Contents of site permit application. The site permit application shall consist of:

1. **Completed form.** The completed application form, pursuant to section 106A.3.1.

2. **Preliminary plans and drawings.**
   a. **Architectural Plans.** Architectural plans that include plot plan, floor plans (existing and new), sections, and elevations to describe the general scope of work. Submit two sets if applying in paper format.
   b. **Structural Design Criteria Document.** For projects subject to Structural Design Review, see Administrative Bulletin 082 as may be amended from time to time. If applying in paper format, the site permit application shall include two sets of the Structural Design Criteria Documents.
   c. **Green Building Submittal.** For projects subject to green building regulations, the application shall include the information required under Administrative Bulletin 093 as may be amended from time to time.

3. **Information required for site permit review.** The following shall be included for site permit review:
   a. **Building Information and Data.** Sufficient information to establish that the project meets minimum standards for the scope of work, use and occupancy group classifications, construction type, number of stories, and basements, height, and sprinkler provisions.
   b. **Allowable Height, Story, and Area.** Tabulation of the actual and allowable height, story, and area, with computations to document analysis, including sprinkler and area...
modification provisions where applicable. For new buildings, tabulation of the gross area for all
basements and stories individually, and a summation of the total building area. For alterations with
vertical and/or horizontal additions, tabulation of the gross area for the existing building and for the
additional area (or reduced area). Values for all basements and stories shall be provided individually.
summation of the total building area.

   c. Exterior Wall and Opening Protection. A plot plan locating the building, and
   adjoining properties and buildings, and public ways. Location and dimension of property lines, both
   real and assumed in cases of two or more buildings on the same lot regulated as separate buildings.

   d. Means of Egress. Occupant loads and analysis of the Means of Egress system,
including diagonal dimensions of spaces requiring two or more exits and the exit separation
distances, and 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, exit
access travel distances must be documented. Where applicable, the common path of egress travel
distance from the most remote point in a space, in a story or portion thereof, must be documented.
Travel distances shall be measured rectilinearly at right angles except where the direction of travel is
guided by walls or other permanent architectural features.

   e. Slope Protection Act Checklist. Projects located in areas subject to the
   Slope Protection Act, Section 106A.4.1.1, shall submit the information required by Section
   106A.4.1.4.4.

4. Fees. Such preliminary drawings and specifications shall clearly indicate the nature,
character and extent of the work proposed. The application procedure shall comply with Sections
106A.1 through 106A.4 except for the completeness of plans. The permit issuance fees and plan
review fees shall be as set forth in Section 110A, Table 1A-A – Building Permit Fees, and
Table 1A-B – Other Building Permit and Plan Review Fees, and shall be calculated on the
basis of the total valuation of the work. No construction work shall be done under the site permit.
Construction may proceed after the appropriate addenda have been issued. In no case shall construction exceed the scope of the issued addenda.

106A.3.4.2.2 Scope of site permit review. The purpose of a site permit is to allow the Department to review the preliminary conceptual and schematic designs of proposed construction while the Planning Department completes its review and issues any required approvals or authorizations under the Planning Code. To expedite the permit review process for electronically submitted site permit applications, the Department shall distribute the site permit to the Planning Department, Fire Department, and any other department that may need to review the site permit such that all interdepartmental review of electronically submitted applications is conducted simultaneously.

The scope of review of the site permit is limited. The Building Official reviews the site permit to assure that there are no major issues with the proposed construction that need resolution before proceeding to detailed design of a code-complying structure. There is no detailed plan review required at the time of site permit review, nor shall a site permit be withheld in order to conduct detailed plan review. Detailed review of plans, along with any associated revisions, modifications, or comments, will be conducted during addendum review after the site permit is issued.

106A.3.4.2.3 Addenda to site permits. The site permit must be issued prior to submittal of the first addendum. Plans for construction may be divided and submitted in accordance with an addenda schedule submitted on the site permit drawings or on the first addendum drawings. See Section 110A, Table 1A-B – Other Building Permit and Plan Review Fees – for applicable fee.

The holder of such permit and addenda shall proceed with approved addenda work at the permittee's own risk, without assurance that approvals for the remaining addenda or for the entire building or structure will be granted.
Each addendum must be approved and issued before work shown on that addendum may commence. The time allowed for review, approval, and issuance of all addenda is governed by the maximum time allowed per Section 106A.4.4 and Table B – Maximum Time Allowed to Complete All Work Authorized by Building Permit. The extension times may be applied upon payment of a fee per Section 110A, Table 1A-J – Miscellaneous Fees. If all required addenda are not approved and issued by the maximum time allowed, the site permit, all previously approved addenda, and all remaining addenda shall be deemed to be canceled. When a site permit has been canceled, an alteration work application shall be required to resume processing. The provisions of Section 107A.3.3 shall apply to such alteration work application.

Section 3. Effective Date. This ordinance shall become effective 30 days after enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board of Supervisors overrides the Mayor’s veto of the ordinance.

Section 4. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors intends to amend only those words, phrases, paragraphs, subsections, sections, articles, numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal Code that are explicitly shown in this ordinance as additions, deletions, Board amendment

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additions, and Board amendment deletions in accordance with the “Note” that appears under the official title of the ordinance.

APPROVED AS TO FORM:
DAVID CHIU, City Attorney

By: /s/ Robb Kapla
ROBB KAPLA
Deputy City Attorney

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Ordinance amending the Building Code to outline the site permit application process, and define and limit the scope of Building Official review of site permits; requiring simultaneous interdepartmental review of electronically submitted applications for site permits; and affirming the Planning Department’s determination under the California Environmental Quality Act.

July 10, 2023 Land Use and Transportation Committee - AMENDED, AN AMENDMENT OF THE WHOLE BEARING NEW TITLE

July 10, 2023 Land Use and Transportation Committee - CONTINUED AS AMENDED

July 17, 2023 Land Use and Transportation Committee - RECOMMENDED AS COMMITTEE REPORT

July 18, 2023 Board of Supervisors - PASSED ON FIRST READING
   Ayes: 11 - Chan, Dorsey, Engardio, Mandelman, Melgar, Peskin, Preston, Ronen, Safai, Stefani and Walton

July 25, 2023 Board of Supervisors - FINALLY PASSED
   Ayes: 11 - Chan, Dorsey, Engardio, Mandelman, Melgar, Peskin, Preston, Ronen, Safai, Stefani and Walton
I hereby certify that the foregoing Ordinance was FINALLY PASSED on 7/25/2023 by the Board of Supervisors of the City and County of San Francisco.

Angela Calvillo
Clerk of the Board

London N. Breed
Mayor

Date Approved

7/28/23