

PERMIT SUBMITTAL MUST INCLUDE:

1. A **building permit application** form submitted by the contractor responsible for the scope of work covered by the permit. The permit and fee will include all MEPS scopes of work, UNLESS DEFERRED. The submittal is not considered complete until the application is complete, all documents are provided, and proper seals and signatures are provided.
2. A **transmittal** must accompany the submittal and list all documents included in the submittal.
3. Documents should be posted to a cost-free cloud site for the outside plan review firm to access. Please be sure all support documents (ie: T-24 compliance forms, geotechnical reports, structural and hydraulic calculations) are included.
4. One full-size set of the **100% CD** drawings, **wet or electronically stamped and signed by engineer of record**. Submittals should show clearly the scope of work requested to be permitted. Extraneous information should be deleted or clearly crossed off the drawing.
5. One set of the project specific specifications if requested by the Permitting Office.
6. One set of **engineered calculations** wet or electronically stamped and signed by the Engineer of Record for structural, Title 24, hydraulic calculations, soils analysis, geotechnical reports and any others that apply to the scope of work. See Supporting Documents list below.
7. One full-size set each of the **fire sprinkler** and **fire alarm drawings** and calculations, stamped and signed (signatures and stamps are also accepted in digital format). This portion of the permit submittal can be 'deferred'. We suggest timely submittal so as not to delay the issuance of the permit.
8. **For plan review**, provide PDF documents which can be sent as email attachments if they are small enough to be reliably transmitted. Or you can provide a cost-free cloud site and load all documents for access by the Trust and our third party review team.

AFTER PERMIT SUBMITTAL:

1. The permit plan **review time period starts** when all documents are made available in the required formats.
2. The comment **review period** is variable and is dependent on accurate drawings and prompt, precise comment responses. Allow **25 working days** for the initial review.
3. After the review dialogue with the A/E team is complete and all items have been resolved, the permit can be **issued**.
4. **Fee should be paid**, and **permit signed via Docusign**. **One hardcopy permit set plan** should be submitted to Permitting Office for processing.
5. The **Permit Card and permit set plan must remain on site** through issuance of the **Certificate of Occupancy**. Sign-off and certification of T-24 documentation is required for the CO.
6. Any **updates** subsequent to the initial submittal must be clouded and provided a delta reference for clarity. All submittal documents must be stamped and wet-signed as if an original submittal.

ADDITIONAL INFORMATION:

1. The **2018 IBC** and other codes were previously adopted. Further iterations of the model codes will be adopted along with the ICC updates. It is your responsibility to **stay current**.
2. Please note that the applicant, the legally responsible **contractor, shall** be required to respond to and comply with the plan reviewers' comments, provide the insurance and worker's compensation information, pay fees, and secure the permit.
3. Permitting Office **Bulletins are issued** providing information and guidance which may be related to your work. These are available in the Permitting Office and request for them via email.
4. Permit cards and related permit documents **MUST** remain available on site through the issuance of the Certificate of Occupancy.
5. Periodic updates of these procedures are made available through the Permitting Office. You are advised to periodically check the Permitting Office to keep updated with current information.
6. For all utility connections, disconnections, modifications, or new service, provide a completed utility application to the Utility Billing Department, Building 103, **561-2124** or email [on the application]. A construction permit may be necessary.

PERMITTING OFFICE:

1. Regular office hours are **T/TH 9-11a**. Otherwise, an appointment is required.
2. The Permitting Office is located at **103 Montgomery St. 3rd Floor SF Presidio, CA 94129**.
3. **Self-served drop-off and pick-up Box** located on 103 Montgomery Presidio back porch.

SUPPORTING DOCUMENTS:

1. Structural calculations
2. Energy calculations with compliance forms
3. Material submittals
4. Geotechnical /soils reports
5. Special inspections certifications (provide the name of the firm you've chosen to do your special inspections)
6. Fire sprinkler inspection reports
7. Any other documents appropriate for your project

OTHER PERMITS and ACCEPTED SUBMITTALS:

Construction Permit
Demolition Permit
Encroachment Permit
Grading Permit Health/Food
Facility Permit
Stormwater Pollution Prevention Plan (SWPPP)
HazMat
LEED