

A CONSTRUCTION PERMIT IS MEANT FOR PROJECTS THAT:

1. Have utility work in conjunction with an excavation clearance (dig) permit
2. Or, are subject to Trust Municipal Standards and oversight (ie: utility projects)
3. Or, include work not necessarily subject to building codes which, consequently, do not require a standard building permit
4. And, have insurance, liability and indemnification conditions set and current with the Trust Contracting Office. Call [415-561-4272](tel:415-561-4272) with any questions.

PROJECTS SUITABLE FOR A CONSTRUCTION PERMIT:

1. Utility equipment and metering alterations/additions
2. Landscape and paving
3. Remediation
4. Irrigation
5. Real Estate improvements involving utilities
6. Decommissioning services

SUBMITTAL MUST INCLUDE:

1. A **construction permit application** form submitted by the contractor that is legally responsible for the scope of work covered by the permit.
2. A **transmittal** must accompany the submittal and list all documents included in the submittal.
3. 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.
4. One set of project specific **specifications** (in PDF).
5. One set of **engineered calculations** wet or electronically stamped and signed by the Engineer of Record for any engineered systems that apply. See [Supporting Documents](#) list below.
6. An **FTP site** can be loaded with the 100% CD drawings in PDF form along with calculations, specifications, etc. which will be distributed to our in-house resource specialists and municipal departments. Smaller sets can be sent simply as PDF email attachments. Contact the permitting office if you do not have electronic means to distribute documents.
7. Payment of all **permit fees**.

AFTER THE SUBMITTAL:

1. The permit plan review time period starts when all documents are made available. Allow **25 working days** for the initial review.
2. Review comments and responses shall be addressed in written form. Email is acceptable.
3. After the review dialogue with the design team is complete and all items have been resolved, the permit can be issued.

Construction Permit Submittal Procedures

October 2022

Presidio Trust Permitting Office

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 Completion (CC)**.
6. The permit must be renewed after 180 days from the date of issuance.

ADDITIONAL INFORMATION:

1. Please note that 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 sign for the permit.
2. For **site utility use** and coordination contact Utilities [415-740-8572](tel:415-740-8572).
3. For **bird nesting** requirements contact Natural Resources [415-561-4481](tel:415-561-4481).
4. Any digging or ground breaking activity requires an Excavation Clearance Permit in addition to this Construction Permit. Contact the Permitting Office for more details.

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 (as requested):

1. Geotechnical /soils reports
2. Structural calculations and drawings
3. Any other documents appropriate for your project

PRIMARY REVIEWING DEPARTMENTS:

1. Infrastructure Management Services
2. N² (NEPA+NHPA)
3. Electrical
4. Sewer
5. Water
6. Roads and Grounds
7. Transportation