



Permit Submittal Requirements Checklist Transmittal

September 2022

Presidio Trust Permitting Office

Date Submitted: _____ Revision Date Submitted: _____
 From (Name): _____ From (Name): _____
 Company: _____ Company: _____

Revision Date Submitted: _____ Revision Date Submitted: _____
 From (Name): _____ From (Name): _____
 Company: _____ Company: _____

To: Presidio Trust Permitting Office

Types of Permits Applying For:

Note: Working days for initial review may vary. Notify permitting office if your project needs expediting.

Building: Allow 25 working days for initial reviews

Deferred: Processed the same way as Building submittal

Demolition: Allow 10 working days for initial reviews (Processed the same way as Building submittal)

Construction: Processed the same way as Building submittal

Excavation: Allow at least 10 working days for initial reviews

Encroachment: Allow at least 10 working days for initial reviews

Grading: Allow at least 20 working days for initial reviews

Food Service: Allow at least 20 working days for initial reviews

Other: _____

Presidio Trust Permitting Office
 103 Montgomery St. 3rd Floor SF Presidio, CA 94129
 Permitting Email: BuildingPermits@presidiotrust.gov
 Permitting Administrator: 415-471-7249
 Permitting Manager: 415-589-0084
 Office Hours: T/Th, 9-11am
 Self Drop-off/Pick-up: Blue Box at 103 back porch
 Call, text, or email for assistance

Permit Submittal Requirements:

100% CD plan stamped and signed in digital/electronic format (PDF is acceptable)

100% CD permit set hardcopy stamped and signed (Submitted to Permitting Office after review is completed)

Supporting Documents and Calculations (See list below)

Specifications (If requested by Permitting Office)

Permit application (Filled-out by contractor or staff performing the work)

Certificate of Insurance/COI (Guidelines noted on page 2 of application in red color)

Site map or plan (Must accompany Excavation and/or Encroachment)

USA Ticket (Must be obtained for Excavation/any ground-breaking): Call USA North 811 or 800-642-2444;

USA requirements should be followed i.e. utilities to be remarked after 28 days; Visit usanorth811.org for more info

Traffic control plan (Must accompany Encroachment if there's any traffic impacts and disruptions)

Other (If requested by Permitting Office): _____

Supporting Documents:

Structural calculations

Energy calculations with compliance forms

Material submittals

Geotechnical/soils reports

Special inspections certifications (provide the name of the firm you've chosen to do your special inspections)

Fire sprinkler inspection reports

Any other documents appropriate for your project