

## Touchless Building & Construction Permit Submittal & Close-Out Procedures

August 2022

Presidio Trust Permitting Office

1. Engage with Trust PM/TDR about scope and submit to Planning Review to initiate compliance reviews (Environmental and Historic, Design Review, and Permitting). If project doesn't currently have PM/TDR, please prompt Work Order Center to assign one [woservicecenter@presidiotrust.gov](mailto:woservicecenter@presidiotrust.gov), 415-561-4270.
2. Submit electronic digital 100% CD (construction document) plan and supporting documentation to Permitting Office via email in PDF format.
3. Submit application filled-out by contractor, including insurance certificate, to Permitting Office via email.
4. 100% CD plans will be sent to external code consultant for review. Permit to be issued electronically once review is complete (see #7).
5. After review is completed, submit 1 paper/hardcopy of final 100% CD permit set.
  - a. Touchless: Self drop-off/pick-up in Blue Box located at 103 Montgomery Presidio back porch, for permit processing.
  - b. Assisted: Drop-off at Presidio Work Order Desk located at 1750 Lincoln Blvd in the Presidio.
  - c. Mailing: 1750 Lincoln Blvd SF, CA 94129 in the Presidio.
6. Permitting Office will notify contractor/applicant to pick-up processed permit set.
7. Fees will be paid before permit is issued. Types of accepted payments are pay.gov website, credit form, or check.
8. Permit is issued via DocuSign to contractor for signature. Then Permitting Official signs the permit. After Permitting Official signs, final approved Permit will be sent to contractor and entered into the permanent record.
9. Work may start after contractor receives counter-signed and final approved Permit, which includes all comments/stipulations.
10. Contractor schedules rough and final inspections by filling-out inspection request forms and submitting to consultant inspector and Permitting Office.
11. When work is completed and final inspection passes, Permitting Office issues Certificate of Occupancy (CO) or Certificate of Completion (CC) for project close-out. Final approved certificate will be sent to contractor and tenant for record. Tenant to have the certificate available for presentation to the inspectors (building and fire) during fire and building annual and occasional inspections.
12. Submit As-Built plans to Permitting Office for record and project close-out.