PRESIDIO TRUST - PERMITTING OFFICE

MODULAR PHONE BOOTH INSTALLATION PERMITTING REQUIREMENTS

PLANNING & COMPLIANCE DEPARTMENT

PRESIDIO TRUST®

FAQs

Guidelines and Recommendations for Tenants

Considering Commercial Phone Booths

June 2025

Phone Booth Installation Guidelines at the Presidio

Prefabricated phone booths are often marketed as "furniture"; however, from a jurisdictional standpoint, they are not considered furniture, but rather standalone "booths." Their installation involves structural, electrical, and life-safety considerations, making the process substantially more complex than placing typical office furnishings like a chair or desk.

The Presidio Trust recognizes and supports tenants' interest in using phone booths as effective tools for space planning in the era of virtual meetings. However, the same safety and historic preservation requirements that apply to any major tenant improvement within the Presidio also apply to the installation of phone booths. For this reason, tenant cooperation is essential to ensure phone booths are installed in a way that does not create long-term safety concerns or other issues.

There are four primary considerations that affect the installation of phone booths:

1. Seismic stabilization (e.g., earthquake strapping)
2. Integration with ventilation, fire alarm, and sprinkler systems
3. Accessibility (ABA)
4. Preservation of historic building features

Due to the range of available phone booth models and the unique conditions of tenant spaces within the Presidio, there is no standard installation approach. Tenants are expected to review manufacturer specifications to determine whether a unit requires features such as internal sprinklers or dedicated ventilation. If a sprinkler is required, the tenant is responsible for all associated costs, which can be substantial and may impact historic elements. To minimize complexity and cost, please select a model that does not require a sprinkler head.

Key Questions to Consider Before Installing a Phone Booth:

1. What materials are used in my space, and have I confirmed whether these finishes are historic?
2. Does the phone booth require a dedicated sprinkler head to be dropped into the unit?
3. Does the phone booth need to be integrated into the existing heating or ventilation system?
4. Would placing a phone booth block or obstruct any heating or ventilation components?
5. Is there an alternative meeting area in my space that provides wheelchair access?
6. Would placing a phone booth obstruct an emergency exit route?

The Presidio Commercial staff are available to help you address these and other questions related to your phone booth planning. Please reach out to them **before** purchasing a phone booth to ensure your installation complies with your lease agreement. They can also guide you through the Planning Review process to make sure your installation meets the Presidio Trust's design and preservation standards.

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Tenant & (PM/TDR) Plan Review Submittal Guidance:

Please ensure that all tenants are informed that no new phone booths should be purchased or installed until a building permit has been issued. To facilitate early coordination and ensure that future installations meet all applicable code and safety standards, tenants with existing non-compliant phone booths—or those proposing new installations—will be required to submit the following documentation:

Scaled Floor Plan

An 11” x 17” floor plan of the tenant space, drawn at a scale of 1/8" = 1'-0", clearly identifying the proposed location(s) of the phone booth(s), with all relevant spatial dimensions included to verify compliance with code-required accessibility clearances. If no other ABA-compliant phone booth is available, an additional designated room for accessibility must be provided as an alternative accessible option.

Reflected Ceiling Plan Overlay

The floor plan must include a reflected ceiling plan overlay showing all existing lighting fixtures, fire detection, suppression, and life safety systems.

Existing Furniture and Equipment Layout

The plan should also reflect the layout of all existing furniture and office equipment currently in use within the space.

Manufacturer Specifications

Complete documentation from the phone booth manufacturer that details construction materials and verifies compliance with applicable fire safety requirements as established by the Fire Marshal’s Office.

Seismic Stability Requirements

Overturning moment calculations have been completed for the typical booth configurations under the applicable seismic categories. Based on these findings, seismic anchoring or strapping will be required to ensure structural stability under both occupied and unoccupied loading.

Licensed Design Professional Certification

It is required that tenants engage a licensed design professional to prepare, sign, and stamp all required documentation. These submittals must be routed through the planning review process for evaluation and further comment.

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Presidio Trust – Phone Booth Installation Checklist & Sign-Off Sheet

Project Details

Tenant Name:	
Building Number:	
Room/Suite:	
Date Submitted:	
(PM/TDR) Contact:	
Phone / Email:	

Building Permit Required: Submit Checklist with Planning Review Application

Pre-Procurement Checklist: To be completed by the (PM/TDR)

Item	Description	Complete (✓)
1	Proposed booth location identified and indicated on the floor plan	
2	Manufacturer's cut sheets and product specifications submitted	
3	Booth dimensions verified to comply with spatial and egress requirements	
4	Certification of fire-retardant materials provided (if applicable)	
5	Electrical and ventilation requirements reviewed and confirmed	
6	Installation method specified (e.g., strapped, bolted)	
7	The installation method must be approved via site visit	
8	Accessibility (ABA) requirements considered and addressed (if applicable)	
9	Booth location confirmed to not obstruct emergency systems or egress paths	
10	Installer credentials verified (licensed and insured)	

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Approval Sign-Offs (Required Before Procurement or Installation)

Reviewer	Printed Name	Signature	Date	Comments
Permitting Manager/ Approved Rep				
Fire Marshal / Approved Rep				
Federal Historic Preservation Officer / Approved Rep				

Final Sign-Offs (Required After Installation)

Reviewer	Printed Name	Signature	Date	Comments
Permitting Manager / Approved Rep				
Fire Marshal / Approved Rep				
Federal Historic Preservation Officer / Approved Rep				

Final Notes

1. Submit completed form and supporting documents to the Permitting Office.
2. Allow up to 10 business days for review and coordination.
3. No procurement or installation may proceed until all signatures are obtained.

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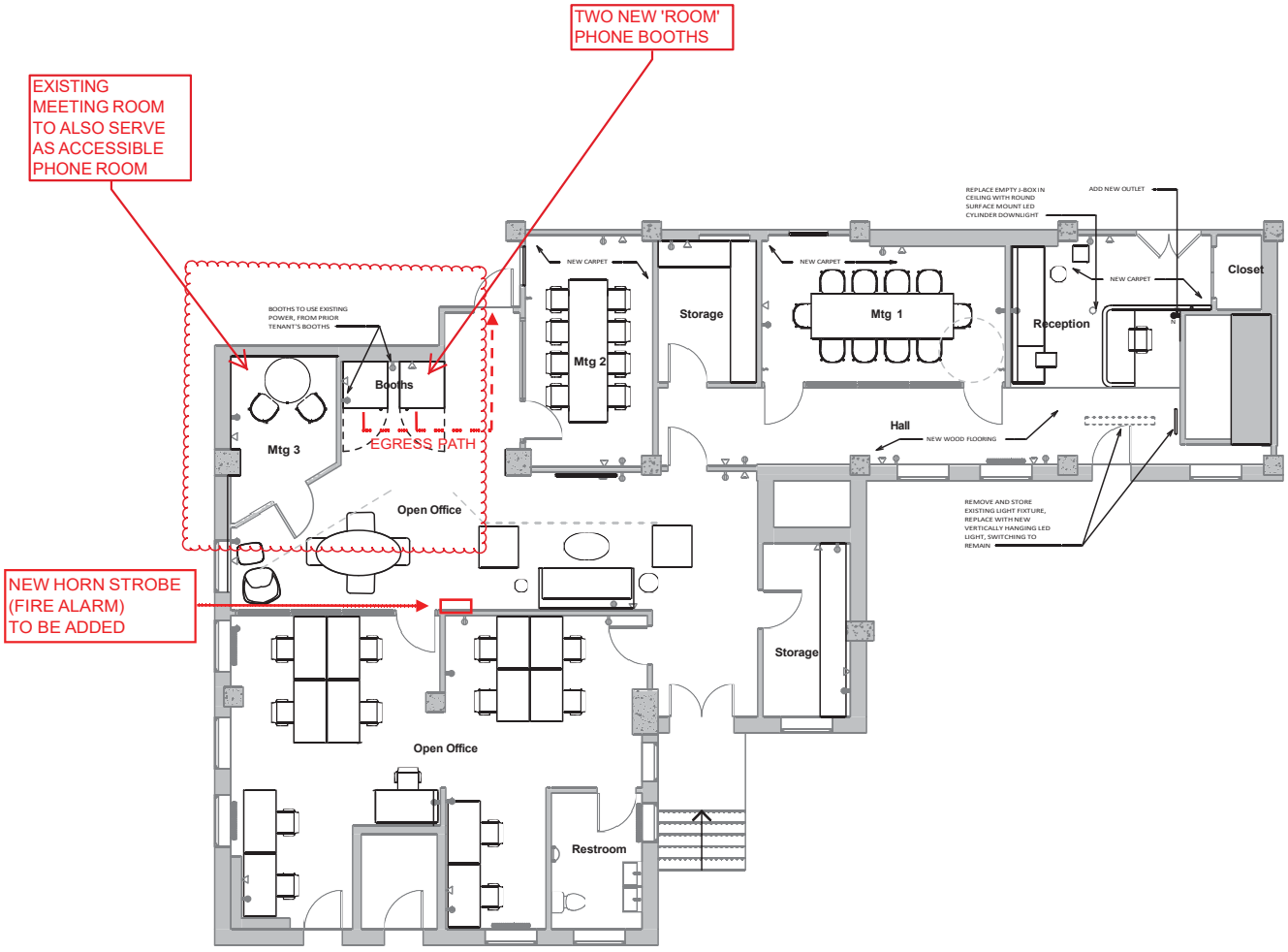
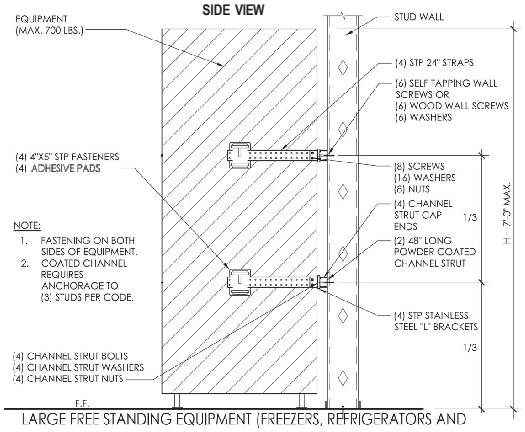
SAMPLE OFFICE FLOOR PLAN & SEISMIC STRAPPING DETAILS:



1 **Office Floor Plan**
1/4" = 1'-0"

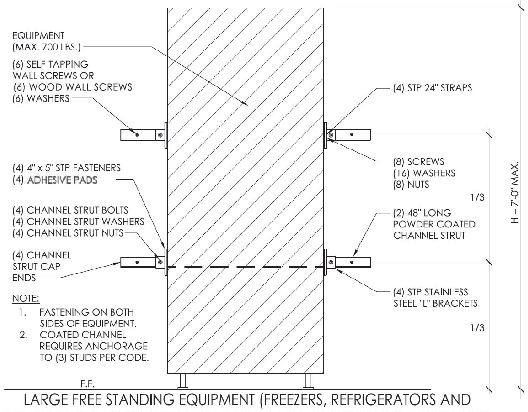
FASTENING TO WALL (1) : USING STRUTS

Fig. 5
SIDE VIEW



LARGE FREE STANDING EQUIPMENT (FREEZERS, REFRIGERATORS AND FUME HOODS) 7'-0" HIGH MAX. WALL BRACE - SECTION (MAX. 700 LBS.)

Fig. 6
FRONT VIEW



LARGE FREE STANDING EQUIPMENT (FREEZERS, REFRIGERATORS AND FUME HOODS) 7'-0" HIGH MAX. WALL BRACE - ELEVATION (MAX. 700 LBS.)

PRESIDIO TRUST - PERMITTING OFFICE

MODULAR PHONE BOOTH INSTALLATION
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PLANNING & COMPLIANCE DEPARTMENT

STANDARD SPECIFICATION

BLDG

Memorandum

PRESIDIO TRUST®

Date: Monday, April 21, 2025

To: Prakash Pinto, AIA, AICP, LEED AP – Director of Planning & Compliance

From: Hamed Zadran, CBO – Permitting Program Manager

Re: Code Analysis and Compliance Requirements for Modular Office Phone Booths

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Executive Summary

This memorandum provides a comprehensive code interpretation regarding the classification, fire protection requirements, structural implications, and placement considerations for modular office phone booths commonly proposed for installation within tenant spaces in commercial buildings. This analysis references the 2021 International Building Code (IBC), the 2022 Edition of NFPA 13, and applicable provisions from ASCE 7-16, with the goal of supporting consistent application during plan review, permitting, and field inspections.

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1. Fire Protection Requirements – NFPA 13 (2022 Edition)

Modular office phone booths may qualify as Small Temporarily Occupied Enclosures as defined in NFPA 13, Section 9.2.10, subject to the following conditions:

- Section 9.2.10.1: Sprinkler protection is not required where enclosures are isolated, temporarily occupied, and do not extend to the ceiling.
- Section 9.2.10.2: These enclosures must not exceed 24 square feet (2.2 m²) in area and may not be used for storage.

Provided that phone booths meet these criteria, they may be exempt from sprinkler coverage upon AHJ approval.

Sprinkler Obstruction Consideration:

Per NFPA 13 and IBC Section 903.3.3, sprinkler omission is permitted beneath obstructions less than 4 feet in width. Width is defined by NFPA 13 as the shorter horizontal dimension. Modular booths with a maximum width of 4 feet or less and a longer horizontal dimension exceeding 4 feet may be classified as minor obstructions, and sprinkler coverage beneath such units is not required.

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2. Structural Classification

Modular phone booths are to be considered freestanding, limited load-bearing components. While they support their own weight and light internal loads (e.g., occupancy, minimal furnishings), they do not exert significant structural load on the base building or impact structural stability.

These units:

- Are modular, freestanding, and self-supporting
- Are not permanently affixed to the building structure
- Can be relocated without construction or demolition
- Are not integrated with the building's structural, mechanical, electrical, or life safety systems

As such, under the IBC, these units do not constitute "structures" and are not subject to the structural design, bracing, or anchorage requirements outlined in IBC Chapter 16, unless otherwise directed by the Trust based on site-specific circumstances.

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3. Code Precedent and Industry Practice

Modular phone booths are functionally analogous to:

- Partition systems
- Cubicle assemblies
- Mobile furniture or storage units

These systems are routinely classified as **non-structural furniture** during tenant improvements and are not subject to structural permit review unless they impede egress, violate accessibility, or pose a safety risk. Modular phone booths should be reviewed under the same criteria unless they are permanently installed or exceed permissible placement limits.

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4. Applicable IBC Provisions

- IBC Section 202 (Definitions): Modular booths do not meet the code definition of a “structure.”
- IBC Chapter 16 (Structural Design): Applies to structural systems. Freestanding furniture not integrated into the building is excluded.
- IBC Chapter 10 (Means of Egress): Booths must not obstruct any egress component. Required aisle widths and door clearances must be maintained.
- IBC Chapters 503 & 601 (Construction Classification): Modular phone booths do not affect building height, area, or fire-resistance-rated assemblies and are not included in floor area calculations.

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5. Seismic Anchorage Requirements – IBC 2021 & ASCE 7-16

Pursuant to IBC Section 1613 and ASCE 7-16, modular phone booths may require seismic restraint based on the Seismic Design Category (SDC) of the building.

Although booths are often light and non-essential to building function, their height and center of mass may pose a tipping hazard in SDC C, D, E, or F. As such, where required, modular phone booths should be:

- Anchored or strapped using an approved method (ICC-ES Approved Method)
- Designed in accordance with ASCE 7-16, Chapter 13, and IBC Chapter 16
- Installed to prevent overturning or lateral movement
- Verified during field inspection by the Trust

Where seismic anchorage is deemed not required, written documentation of exemption from a licensed structural engineer shall be submitted for record and retained in the project file.

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6. Accessibility, Egress, and Installation Clearances

During plan review and installation, the following clearances shall be enforced:

- Rear clearance: Minimum 3 inches from walls or permanent structures
- Front clearance: Minimum 41 inches for full door swing, exclusive of egress path width
- Anchored units: Where seismic restraint is used, provide a minimum of 3 inches between booths and 6 inches between larger units for tool access and anchorage installation

Electrical Requirements:

- All installations must comply with the National Electrical Code (NEC)
- A 2-foot, 12 AWG power cord is required; longer cords may be used only if compliant with outlet placement and agency adopted electrical codes.

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7. Product Certification, Quantities, and Approval Process

- Only fire rated phone booths shall be permitted for use
- Prior to procurement, UL certification must be verified with the manufacturer
- Documentation of the UL listing must be submitted to both the Fire Marshal's Office and the Permitting Office
- The number of phone booths permitted per tenant space shall be evaluated based on:
    1. Occupant loading
    2. Egress access
    3. Space planning layout
    4. Coordination with fire protection systems

Final booth layouts must be reviewed for:

- Code-compliant egress
- Interference with sprinklers or strobe alarms
- Electrical code compliance
- Accessibility and required clearances

Conclusion and Enforcement Recommendation

Modular office phone booths may be classified as furniture and treated as non-structural elements if all the following criteria are satisfied:

- Units are freestanding and do not exceed 24 ft²
- Units are not used for storage
- Sprinkler protection is not required, based on compliance with NFPA 13 obstruction rules and enclosure limits
- Egress and accessibility standards are met

- Only fire-rated and UL-listed booths are approved for installation
- Seismic anchorage is provided where required by the Seismic Design Category
- Final layouts and quantities are approved through the permitting process

All installations remain subject to review and final approval by the Trust. Field inspections shall verify compliance with all applicable requirements.

Appendix:

Please find below a summary of the overturning moment calculation for a modular office phone booth with an occupant, performed in accordance with ASCE 7-16 and IBC 2021 to evaluate the need for seismic anchorage.

Assumptions:

- Phone booth weight: 330 lbs
- Booth height: 7.2 feet
- Occupant weight: 185 lbs
- Occupant center of gravity: approximately 3.3 feet above the base
- Seismic parameters: Sds = 1.0, ap = 1.0, Rp = 1.5, Ip = 1.0
- Booth base width: 3.3 feet

Calculations:

1. Seismic Force on Booth (Fp_booth): Fp_booth = (1.0 * 1.0 * 1.0 * 330 lbs) / 1.5 = 220 lbs
2. Seismic Force on Occupant (Fp_occupant): Fp_occupant = (1.0 * 1.0 * 1.0 * 185 lbs) / 1.5 = 123.33 lbs
3. Overturning Moment due to Booth: M_booth = 220 lbs * 3.6 ft = 792 ft-lbs
4. Overturning Moment due to Occupant: M_occupant = 123.33 lbs * 3.3 ft = 406.99 ft-lbs
5. Total Overturning Moment: M_total = 792 ft-lbs + 406.99 ft-lbs = 1198.99 ft-lbs
6. Resisting Moment (W_total * Booth Width / 2): W_total = 330 lbs + 185 lbs = 515 lbs
7. Resisting Moment = 515 lbs * (3.3 ft / 2) = 849.75 ft-lbs
8. Factor of Safety (Resisting Moment / Total Overturning Moment): 849.75 ft-lbs / 1198.99 ft-lbs = FoS = 0.71

Calculation Summary:

- Overturning Moment: approximately 1196 foot-pounds
- Resisting Moment: approximately 858 foot-pounds
- Factor of Safety (FoS): approximately 0.71 $\leq$ 1.0

Conclusion:

Based on the calculated factor of safety being less than 1.0, the phone booth may be susceptible to tipping under seismic loads in Seismic Design Categories (SDS) C through F. Therefore, it must be seismically anchored or strapped using an approved method that complies with the requirements of ASCE 7-16 and IBC Chapter 16. The seismic anchorage method shall be designed by a licensed Structural Engineer of Record (EOR). The method illustrated on the following page is provided only as an example of a potential seismic strapping option. The EOR retains full responsibility for the final design.

SAFE-T-PROOF™ Earthquake Fastener STP-FS-202/203: INSTALLATION INSTRUCTIONS

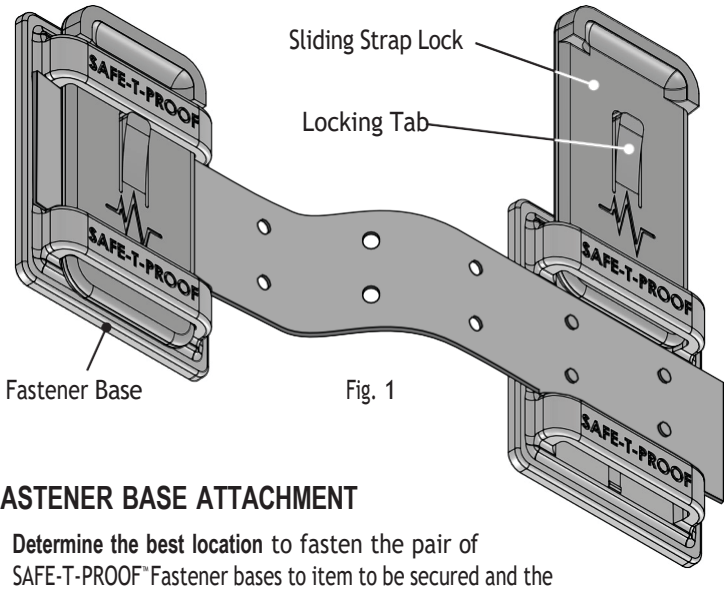


Fig. 1

FASTENER BASE ATTACHMENT

1. **Determine the best location** to fasten the pair of SAFE-T-PROOF™ Fastener bases to item to be secured and the surfaces to which they will be secured.
2. **Clean the selected surfaces** – on item to be fastened and on the surface where it will be secured – **with isopropyl alcohol and wipe dry**. This is very important in creating the best adhesion. Do not attach to surfaces that can peel off. Do not use other cleaning agents which may leave residues that can prevent the adhesive from fully attaching to the surface.
3. **Remove protective red sheet** from the 3M™ VHB™ Tape on one fastener base. Hold the fastener base by its edges when handling. Do not touch the adhesive surface once the protective sheet is removed.
4. **Carefully place the fastener in position** (at the location determined in Step 1 and cleaned in Step 2) and attach the exposed adhesive. Remember, once the adhesive makes contact, that's where it's going to be.
5. **Press hard on the base** once attached in place to ensure good contact between the adhesive and surfaces.
6. **Repeat Steps 3 through 5** for the other fastener base. It is recommended that you do not pull the strap taut before affixing any fastener base. Leave some slack in the strap so that the bond can set more thoroughly.
7. **Let the fastener sit undisturbed for 72 hours** to ensure a proper bond.

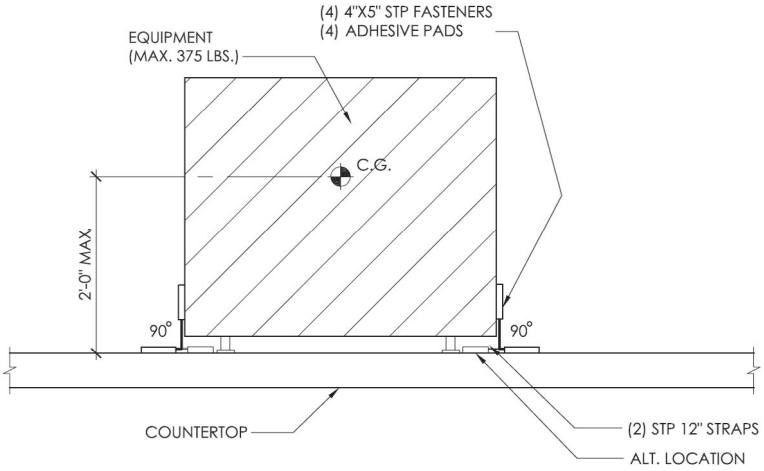
STRAP ADJUSTMENT & RELEASE

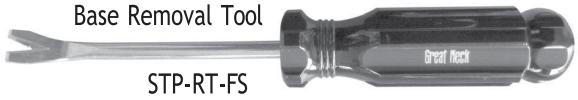
Releasing the Strap: Press down the locking tab (shown in Fig. 1, above) and slide out the strap lock. The strap is instantly free to remove or adjust.

Adjusting the Strap: If simply adjusting strap length, lift and slip the strap into its new pins position and slide the strap lock back in place until the locking tab snaps to its lock position.

FASTENING TO TABLETOP/COUNTERTOP

Fig. 2





BASE REMOVAL

Removing SAFE-T-PROOF™ Fastener From Surfaces

1. Spray denatured alcohol around perimeter of the fastener base to be removed.
2. Using a prying tool, carefully and slowly pry off the adhesive from one corner of the fastener base (Fig. 3). Protect the surface by placing a piece of wood, plastic or metal under the prying tool you will use.
3. Remove the adhesive by pulling it back on itself (Fig. 4).
4. Once the adhesive is removed, it can be replaced and the SAFE-T-PROOF™ Fastener can be reused.

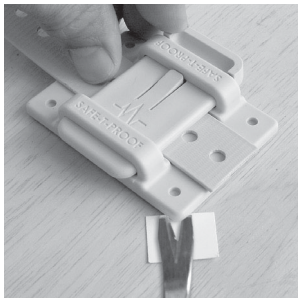


Fig. 3

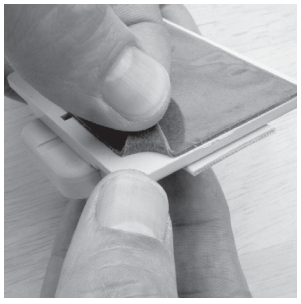


Fig. 4

FASTENING TO WALL AND/OR FLOOR: See reverse side for instructions on fastening to wall and/or floor.

APPLICATION TECHNIQUES for the SAFE-T-PROOF™ Fastener's 3M™ VHB™ Tape Adhesive Pads:

CLEANING: Most substrates are best prepared by cleaning with a 70% mixture of isopropyl alcohol (IPA*) and water prior to applying the adhesive

Exceptions to the general procedure that may require additional surface preparation include:

• **Heavy Oils**: A degreaser or solvent-based cleaner may be required to remove heavy oil or grease from a surface and should be followed by cleaning with IPA/water.

• **Abrasion**: Abrading a surface, followed by cleaning with IPA/water, can remove heavy dirt or oxidation and can increase surface area to improve adhesion.

• **Adhesion Promoters**: Priming a surface can significantly improve initial and ultimate adhesion to many materials such as plastics and paints.

• **Porous Surfaces**: Most porous and fibered materials such as wood, particleboard, concrete, etc. need to be sealed to provide a unified surface.

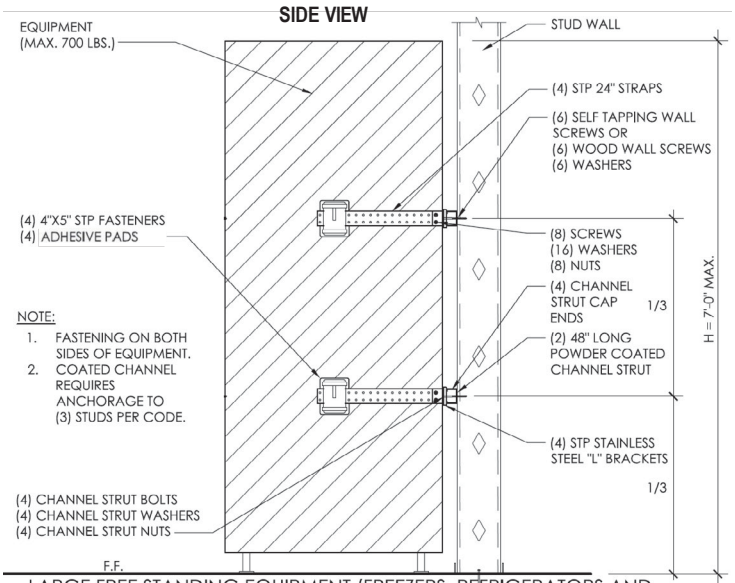
• **Unique Materials**: Special surface preparation may be needed for glass and glass-like materials, copper and copper containing metals, and plastics or rubber that contain components that migrate (e.g. plasticizers).

• **Rough-Textured Surfaces**: Equipment surfaces that have a slightly rough texture (as is common with many refrigeration units) should be treated with a 3.® 4DPUDI-#SJUF® 7447)BOE 1BE before putting on the adhesive.

Scrub the area the fastener will be attached to with the 3.® 4DPUDI-#SJUF® 7447)BOE 1BE. Clean the surface once with the alcohol wipe to remove the particle that will be on the unit's surface after scrubbing. Allow to dry, and then clean a 2nd time with an additional wipe. Once the surface is dry, go ahead and affix the peel-and-stick fastener.

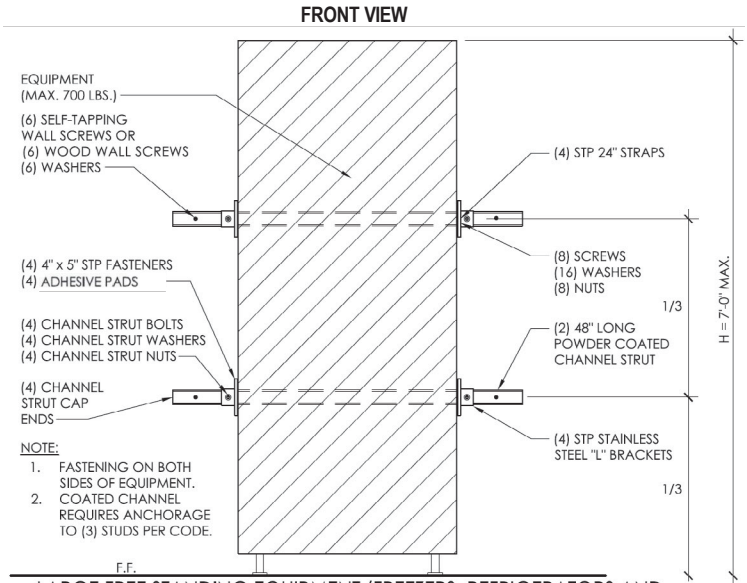
FASTENING TO WALL (1) : USING STRUTS

Fig. 5



LARGE FREE STANDING EQUIPMENT (FREEZERS, REFRIGERATORS AND FUME HOODS) 7'-0" HIGH MAX. WALL BRACE - SECTION (MAX. 700 LBS.)

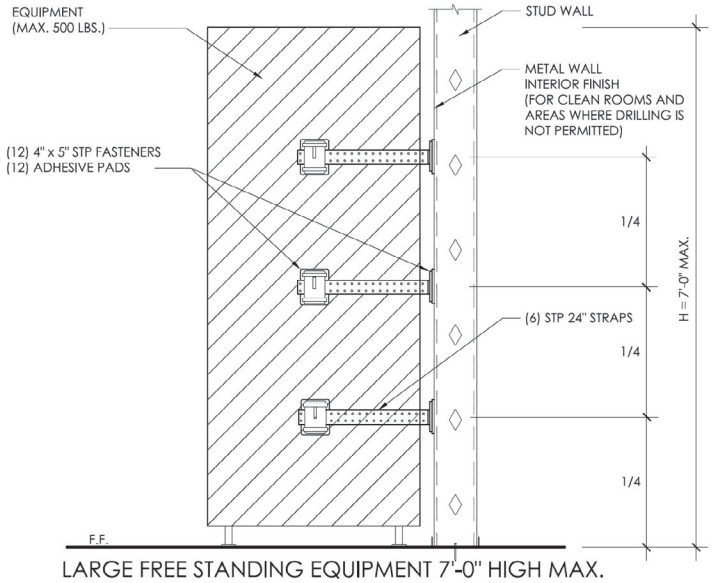
Fig. 6



LARGE FREE STANDING EQUIPMENT (FREEZERS, REFRIGERATORS AND FUME HOODS) 7'-0" HIGH MAX. WALL BRACE - ELEVATION (MAX. 700 LBS.)

FASTENING TO WALL (2) : NO DRILLING

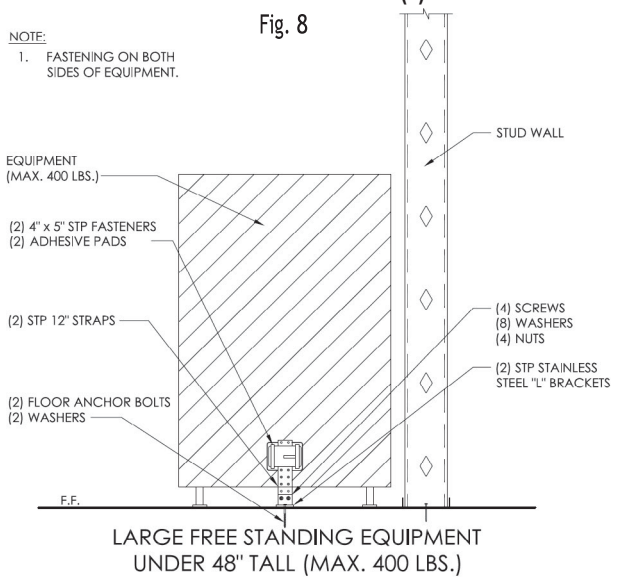
Fig. 7



LARGE FREE STANDING EQUIPMENT 7'-0" HIGH MAX. METAL WALL BRACE - SECTION (MAX. 500 LBS.)

FASTENING TO FLOOR (3)

Fig. 8



LARGE FREE STANDING EQUIPMENT UNDER 48" TALL (MAX. 400 LBS.)

FASTENING TO WALL & FLOOR: Where appropriate, a combination of wall and floor fastening can increase the anchorage strength for the item being secured.

NOTE: Details in Figure 2 (reverse page) and Figures 5 through 8 (above) only show suggested fastener locations based on common situations. Your Engineer of Record should design and approve your anchorage based on site-specific conditions and applicable codes. For wall fastening, your Engineer of Record should also verify adequate attachment of top of wall to structure above.

WARRANTY AND DISCLAIMER: The SAFE-T-PROOF™ Earthquake Fastening System is sold under this warranty and disclaimer:

WARRANTY: Manufacturer warrants all parts to be in good working condition for a period of One Year providing maintenance and installation was done properly per the installation instructions.

DISCLAIMER: The user shall determine the suitability of the product for the intended use and shall assume all risk and liability in connection therewith; this will include all items sold or distributed by SAFE-T-PROOF™.

User is required to read all instructions and follow the manufacturer's guidelines. SAFE-T-PROOF™ cannot accept any responsibility for bodily injuries and/or property damage that may occur during the use of its products. In addition, SAFE-T-PROOF™ cannot be responsible for any injuries or damage that result from a natural disaster or any act of God. SAFE-T-PROOF™ accepts no responsibility for improper installation of its products.

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