



TECH SPEC: Preservation ART 10/11

TECH SPEC: FLEX Wireless

CP QUADRANT: NE NW SE SW

PERMIT APPLICATION INTAKE CHECKLIST

WAIVER: This permit application has been accepted for purposes of initial filing. The Department may request additional information after further analysis of the application prior to completing its review. Other planning approvals, environmental documentation, or historic resource information may be required for the project to be approved. At this time, the following additional application or actions have been identified as necessary. Consult our "Plan Submittal Guidelines" for further information.

ADDRESS: _____ BLOCK: _____ LOT(S): _____

Columns to the right describe potential construction project types.
 Rows describe project-specific required application materials.
 Yellow Shading in those columns describing your project indicates that the materials described by that row are required.
 Numbers within a cell refer to the matrix notes listed on the other side of the page.

		ALTERATIONS (Forms 3 & 8)													Signs (Forms 4 & 7) Awnings, Canopies	
		Demolition (Form 6)	New Construction (Forms 1 & 2)	Horizontal Addition	Vertical Addition	Repair Work	Garage	Bay Window(s) (Permitted Obstructions, PC 136)	Deck	Dormer(s), Stair Penthouse, Mech. Equip.	New Roof (Change of profile)	Facade Work (New windows / siding)	Commercial Tenant Improvements	Lower Floor Rooms (No change in density)		Change of Use or Occupancy
GENERAL	Pre-Application See Note 1 for 6 REQUIRED Components		1	1	1		1		1	1					1	
	Project Application	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
	Site Survey (Signed by Surveyor or Civil Engineer)															
	Formula Retail Affidavit		4													4
PLOT PLANS Showing Existing and Proposed	Location of Proposed Work Within the Lot															
	Adjacent Building Profiles / Rooflines (Showing Full Width of Abutting Lots)			18	18		9		16							
	Landscaping (Showing Street Tree Planter & Utility Line Location)			7	7	5	7								7	
PLAN(S) Showing Existing and Proposed	Floor Plan(s) of Floor(s) of Work		17	17	17										17	
	Floor Plan(s) of Other Floor(s)													12		
	Roof Plan											14			15	
	Garage (Automobile and Bicycle Parking Spaces)												6		6	
ELEVATION(S) (Showing Existing and Proposed)	Front			10	10		13	16	16	11	14		8		8	
	Rear			10	10		13	16	16	11	14	8	8			
	Side			10	10	8	13	16	16	11	14	8	8			
	Sections (existing and proposed)															
PHOTOGRAPHS Provide location key. May be placed on Plot Plan.	Buildings on the Same Side of the Street							8								
	Buildings on the Facing Side of the Street															
	Front Facade of the Subject Building						13	8	8				8			16
	Rear Facade of the Subject Building						13		16				8			
	Rear View of the Adjacent Buildings								16							

ACCEPTED NOT ACCEPTED DATE: _____ PLANNER (PRINT NAME) _____

Project may require (advise applicant): Conditional Use Variance Environmental Evaluation Historic Evaluation

Neighborhood Notification (Sec. 311) contact (print name and provide telephone and/or email): _____

NOTES:

1. In areas subject to Neighborhood Notification (Planning Code Section 311): required for new construction, vertical additions of 7 feet or more, horizontal additions of 10 feet or more, decks over 10 feet above grade or within the required rear yard, or Formula Retail uses subject to a Conditional Use Authorization.

Notes for a complete pre-application:

- A copy of the letter (use standard template) mailed to neighbors and neighborhood organizations. A copy of the postmarked envelope is encouraged, but not required;
 - A list of those persons and neighborhood organizations invited to the meeting;
 - A copy of the sign-in sheet (use standard template);
 - A summary of the meeting and a list of any changes made to the project as a result of the neighborhood comments (use standard template);
 - The affidavit, signed and dated (use standard template);
 - One reduced copy of the plans presented to the neighbors at pre-application meeting.
2. All projects that require intake for Planning Department review must submit a Project Application in order to be accepted. The Project Application replaces the supplemental project data sheet and the Environmental Evaluation Application.
 3. Not required if applicant has previously filed for a Conditional Use.
 4. Required if the proposed construction involves a new commercial tenant. Required for new business signs if no Affidavit was filed with a building permit.
 5. Required if repair work includes paving driveways and/or walkways or planter boxes in the required front setback.
 6. Required when the proposed work is in the garage level and it could reduce the number of parking spaces.

7. Required per Planning Code Section 142 and the Green Landscaping Ordinance.

Street trees are DPW jurisdiction, but Planning will ensure plot plans reflect basic information needed for DPW staff to review.

8. Required when work is visible from the street.
9. Required only when there is an expansion of the building envelope or the proposed work involves a new structure.

Profiles of adjacent buildings that show the full width and roof line of each adjacent building must be included.

Indicate exterior cladding and window materials.

10. Indicate location of adjacent building's light well(s) and/or windows in relation to proposed addition, as needed. Photos may be required.
11. Profiles of adjacent buildings may be required at the discretion of the reviewer. Applications may be accepted without these profiles.
12. Required when the link between the existing use and the proposed work is weak and unclear.
13. Required if affected by the proposed garage.
14. If it affects the roofline.
15. If mechanical equipment is located on the roof.
16. Depends on the location of the improvements.
17. Provide a table on cover sheet with existing and proposed gross square feet by floor, and by unit as applicable. A second table may be necessary to document demolition calculations.
18. Label adjacent property addresses.

Illustrate required rear yard, provide dimensions, and if averaging, indicate qualifying rear walls.

Indicate the number of floors of each part of site plan.

COMMENTS OR ADDITIONAL NOTES:



**San Francisco
Planning**

FOR MORE INFORMATION: Contact the San Francisco Planning Department

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