



PERMIT SUBMITTAL DOCUMENTS and REQUIRED PROCEDURES

BUILDING PERMIT

Submittal must include the following:

1. A building permit application form submitted by the contractor that is legally responsible for the scope of work covered by the permit.
2. Two full-size sets of the 100% CD drawings, stamped and wet-signed. Three total sets of fire sprinkler and fire alarm drawings and calculations (we will send one to the Presidio Fire Department). See #5 for separate fire department submittal requirements.
3. One set of project specific specifications (PDF).
4. Two sets of engineered calculations wet-signed and stamped by the Engineer of Record for structural, title 24, hydraulic calculations and any others that apply. See Supporting Documents list below.
5. Three full-size sets each of the fire sprinkler and fire alarm drawings and calculations, stamped and wet-signed. This portion of the submittal can be 'delayed'. In either case, three sets are required.
6. Eight sets of ½ sized drawings for review by our Trust resource specialists (4 sets) and plan review vendor (4 sets).

Alternatively, 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 outside plan review and inspection vendor.

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. Documents should be posted to an FTP site for the outside plan review firm to access. Please be sure all support documents (ie: structural calculations) are included.
3. After the review dialogue with the A/E team is complete and all items have been resolved, the permit can be issued. It shall be signed and paid for by the contractor responsible for the work.
4. The job card and permit set of documents must remain on site through issuance of the Certificate of Occupancy.

EXCAVATION CLEARANCE PERMIT

Submittal must include the following:

1. An excavation permit application form which should be submitted by the Trust project manager or by the contractor that is legally responsible for the scope of work covered by the permit.

2. Submit one site map and one detail map showing the excavation scope area. The application and site/detail map can be e-mailed or delivered to the permitting office.
3. If drawn, provide four sets of ½ sized drawings for review by our Trust resource specialists.
4. Alternatively, an FTP site can be loaded with all drawings in PDF form along with calculations, specifications, etc. which will be distributed to our in-house resource specialists.
5. After review, which may take up to 10 working days, with Trust resource specialists is complete and all items have been resolved and utilities cleared and marked by our utility locator, the permit can be issued. It shall be picked up by the contractor responsible for the work, at which time payment will be due. U. S. A. North must then be called [800-227-2600](tel:800-227-2600).

Excavation procedures:

1. Each contractor performing excavation is to secure their own permit.
2. No excavation or exploratory work is allowed prior to receiving a permit.
3. No Trust project manager or contractor is allowed to perform work under another contractor's permit.
4. Required documents are to be submitted 12 days before the planned start of work.
5. Comments from the resource specialists will be provided at the time of permit issuance which are to be read before signing the job card.
6. Comments are a part of the permit and require adherence without exception.
7. Excavation contractors are responsible for calling and following the requirements of U. S. A. North.
8. Utility markings expire twenty-eight days from the date of the ticket. Work then must stop. The ticket can be renewed with a call to U. S. A. North to re-mark the utilities.
9. If anything (construction or weather) obscures the markings, a call to U. S. A. North must be made to re-mark the utilities.
10. For site specific issues, consult your Trust project manager.
11. Not following these procedures will be cause for review and may result in disciplinary action.

ADDITIONAL INFORMATION:

1. The 2006 IBC and other codes were adopted on 6/30/08. Further iterations of the model codes will be adopted along with the ICC updates.
2. 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 pick up the permit.
3. Permitting Department Bulletins are issued providing information and guidance which may be related to your work. These are available in the permitting office and may be picked up with your permit.
4. Permit cards and related permit documents MUST remain available on site through the issuance of the Certificate of Occupancy.
5. Periodic updates of these procedures are made available through the website. You are advised to periodically check the website to keep yourself updated with current information.

PERMITTING DEPARTMENT:

1. No appointment is required (hours are 8:30-4; we are closed from noon until 12:30). A courtesy call to the administration desk at [415.561.3527](tel:415.561.3527) is recommended.

2. The permitting department is located on the 2nd floor at 1750 Lincoln Blvd, room 202.
(1/4 mi. inside the 25th Street gate)

SUPPORTING DOCUMENTS:

1. Structural calculations
2. Energy calculations with compliance forms
3. Material submittals
4. Geotechnical /soils reports
5. Special inspections (let us know who you've chosen to do your special inspections)
6. Fire sprinkler inspections
7. Any other documents appropriate for your project

04/23/09