



SAN FRANCISCO
PLANNING
DEPARTMENT

GENERAL PLANNING INFORMATION

Plan Submittal Guidelines

Date:
February 2015

Subject:
Plan submittal requirements for Planning Department review
of Building Permits and Planning Applications

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Introduction

In order for Planning Department staff to accurately review projects in a timely manner, plan sets submitted with Building Permits and Planning applications must be complete and thorough. This handout provides plan requirements including scale, schedules, and material specifications. A comprehensive understanding of this handout and implementation of these requirements on plans to be reviewed by the Planning Department ensures an efficient staff review of the proposal. There are many components to a plan set that are discussed in this handout including: site survey, floor plans, elevations, sections, landscaping plan, material specifications, and photographs.



Site Permit and Planning Applications

To assist an applicant in obtaining Planning Department approval for a Building Permit application without the need to submit a full set of working drawings, the City has developed a Site Permit procedure whereby the Planning Department is the first agency to review an application. Under this procedure, an applicant submits a Site Permit application to the Department of Building Inspection (DBI) with preliminary drawings and other materials required for Planning Department review.

As defined in the Building Code, a Site Permit is "a permit issued upon the approval of a building permit application based on conceptual preliminary drawings and documentation. The Site Permit plans shall describe the exterior of the building in sufficient detail to mark heights, lengths, and widths. Court sizes, openings, and other significant projections or recesses shall be located, sized, and dimensioned under the Site Permit. The interior shall indicate code exit paths, and major fire separations that may be required as for area separation walls or occupancy separations greater than one hour."



DBI refers the Site Permit to Planning for review. Once Planning approves the Site Permit application, it is referred to the next reviewing agency. After the Site Permit application is approved by all reviewing agencies, and the permit is issued, the complete set of working drawings must be submitted to DBI for review. These working drawings must be consistent with the plans previously approved by Planning or DBI will return the plans to Planning for review to determine if they are still approvable. This may delay building permit issuance and potentially require a second neighborhood notification and revision recheck fee.

Site Survey

Site surveys are required for new buildings, or as requested by Planning Staff, and must be signed by a licensed surveyor registered in California. A plot plan cannot substitute for the site survey. The following must be included:

- Scale: 1/8"=1'-0" or 1" = 10'-0" unless the project is too large to accommodate the 1/8"=1'-0" scale.
- The full width of all buildings on adjacent lots.
- The front setback of all adjacent buildings.
- Curb elevation in line with the mid-point of the subject building and those adjacent lots.
- Grade elevations at the mid-point of the front wall of adjacent buildings.
- Roof elevations including the elevation of eaves and peaks of pitched roofs.
- Contour lines.
- Utility lines, landscaping, street trees, existing structures on the site, etc.
- North arrow.

Scope of Work

Please provide a narrative description of the proposal including all scopes of work. Please also include existing and proposed square footage (use gross square footage calculations, as defined in Planning Code Section 102.9, unless the project necessitates occupied square footage calculations, as defined in Planning Code Section 102.10). Detail other pertinent project data, such as maximum depth of excavation and total soil disturbance (in cubic yards).

Detailed Vicinity Plan

For large projects, as defined in Planning Code Section 138.1(c) (2), and for other large projects as requested by Planning Staff, a detailed vicinity plan should be provided for an area three blocks in each direction from the furthest project boundary line, indicating: buildings, landscape, hardscape, parking areas, curb cuts, and street trees.

Plot Plan

The plot plan must be dimensioned to show significant measurements and signed by the preparer who, in most cases, must be a licensed architect registered in California. It must show both **existing** and **proposed** development on the subject lot and all development on those lots used to compute the maximum depth of the project pursuant to the requirements of the Planning Code. In most cases, separate existing and proposed plot plans should be provided. It must include:

- Scale: 1/8"=1'-0" or 1"=10'-0" unless the project is too large to accommodate the 1/8"=1'-0" scale.
- The full width of all buildings on adjacent lots.
- Heights (in feet and number of stories, calculated as defined in Planning Code Sections 102.12 and 260) of buildings and any difference in elevation due to pitched roofs or steps in building mass.
- Existing and proposed curb cuts, curb lines, including both adjacent properties.
- Dimensioned landscaped areas. Please also include permeability area calculations.
- Dimensioned setback requirements including front setback, rear yard, and side yard of the subject and adjacent buildings.
- North arrow.

Floor Plans

Existing and proposed floor and roof plans are required. The floor and roof plans must be dimensioned to show significant measurements and show all of the following information:

- Scale: 1/4"=1'-0" unless the project is too large to accommodate the 1/4"=1'-0" scale, but a minimum of 1/8" = 1'-0".
- Annotations identifying the existing and intended use of all rooms.
- All walls, those to remain and those to be removed or added, along with a key. If substantial amounts of demolition are proposed, include demolition calculations pursuant to Planning Code Section 317.
- All stairs showing the direction of ascent or descent.
- All doors and windows, existing and proposed.
- North arrow.

Elevations

Elevations are needed of each building face related to the work for which the application is being sought. The type of building materials on all wall surfaces and for windows and doors should be indicated. Profiles of adjacent buildings that show the full outline of each adjacent building are required in certain instances; refer to the Permit Application Checklist. Side elevations should show full profile of the adjacent building and window openings that face the project. Show grade plane and heights of the buildings. All significant measurements must be dimensioned and a north arrow provided. Please also indicate the height limit on the elevation.

Sections

Sections through critical points of the proposed building should be provided to clarify the plans. All significant measurements must be dimensioned. At least two sections (longitudinal and lateral) are required for all expansions or if excavation is involved (i.e. ground floor development). For longitudinal sections, show the relation between the street, front property line, subject building, rear yard and rear property line; for lateral sections, show the relation between the subject building and the outline of each adjacent building. The following additional information should be provided on each section:

- Scale: 1/4"=1'0" unless the project is too large to accommodate the 1/4"=1'-0" scale.
- Datum point for the center line of the building, top of curb for height measurement.
- Indicate floor to ceiling height dimensions.
- Illustrate existing and proposed grade.
- Key section location on the floor plans and plot plan.
- North arrow.

Landscaping Plan

For large projects, as defined in Planning Code Section 138.1(c) (2), and for other projects as requested by Planning Staff, a landscaping plan with significant measurements dimensioned must show details such as curbs, materials, plant species, and size of any trees. Please also include drip lines.

Material Specifications

Provide general design details, descriptions of doors and windows including dimensions, operation (double-hung, casement etc.), and materials and finishes for all exterior surfaces. If materials and operation are clearly visible on the provided illustration, a separate schedule may not be required. Any new window visible from the street will require a window section with dimensions. Be sure to include muntin specifications on window details.

Photographs

The application must be accompanied by unmounted photographs, large enough to show the nature of the property but not over 11" x 17". Each photograph or image montage should be clearly labeled to indicate the relation to the subject property. Refer to the Permit Application Checklist to determine which photographs are required for your type of application.

Renderings

To facilitate understanding of your project, a 3-D representation of your project in relation to its context is strongly recommended for all projects.

In addition, all new construction and full Discretionary Review projects require the submittal of a 3-D rendering as a submittal requirement for the Planning Commission. For large projects, as defined in Planning Code Section 138.1(c)(2), as well as on an as-needed basis, submittals should include day and night views.

Helpful Tools

Although not required as part of the Plan Submittal, the following additional graphic tools may aid the Planning Department, Commission, and public in fully understanding your proposal relative to surrounding development:

- For projects involving new construction or exterior alterations, a digital 3D representation of the project and its context.
- For large projects, a 3D representation of all projects within the three-block vicinity, noting the zoning, as well as the heights of existing and proposed buildings.



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**FOR OTHER PLANNING INFORMATION:
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*Planning staff are available by phone and at the PIC counter.
No appointment is necessary.*