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.

### PERMIT APPLICATION INTAKE CHECKLIST

<table>
<thead>
<tr>
<th>Demolition</th>
<th>New Construction (Forms 1 &amp; 2)</th>
<th>ADDITIONS (Forms 3 &amp; 6)</th>
<th>ALTERATIONS (Forms 3 &amp; 8)</th>
<th>INTERIOR WORK (Forms 3 &amp; 8)</th>
<th>SIGN (Forms 4 &amp; 6)</th>
<th>ENVIRONMENTAL (Forms 13 &amp; 280)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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.

### 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):
____________________

---

**SAN FRANCISCO PLANNING**

---

**ATTACH THIS FORM TO THE BUILDING PERMIT APPLICATION**

**REv. 05.31.2019**
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.

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:

FOR MORE INFORMATION:
Contact the San Francisco Planning Department

Central Reception
49 South Van Ness Avenue, Suite 1400
San Francisco, CA 94103
TEL: 628.652.7600
WEB: www.sfplanning.org

Planning counter at the Permit Center
49 South Van Ness Avenue, 2nd Floor
San Francisco, CA 94103
EMAIL: pic@sfgov.org
TEL: 628.652.7300