



# PLAN SUBMITTAL GUIDELINES

## GENERAL PLANNING INFORMATION HANDOUT

MARCH 2020

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

Planning Department staff are available to advise you in the preparation of this application. Call 415.558.6377 for further information.

**Español:** Si desea ayuda sobre cómo llenar esta solicitud en español, por favor llame al 415.575.9010. Tenga en cuenta que el Departamento de Planificación requerirá al menos un día hábil para responder

中文：如果您希望獲得使用中文填寫這份申請表的幫助，請致電415.575.9010。請注意，規劃部門需要至少一個工作日來回應。

**Tagalog:** Kung gusto mo ng tulong sa pagkumpleto ng application na ito sa Filipino, paki tawagan ang 415.575.9010. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.

## 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.

## **GENERAL INFORMATION**

Every set of plans should contain a title bar on each sheet that includes the person who prepared the plans, the project address, the date the plans were prepared, the drawing scale, the sheet number, and a professional certification stamp, if appropriate.

For revisions, the revised scopes of work should be clouded, with a numbered delta symbol indicating the revision number. The numbered delta symbol should be listed in the title block with a date indicating when the revision was made.

## **TITLE SHEET**

Provide a narrative of the existing use and site conditions, as well as the proposed project - including all scopes of work, the maximum depth of excavation, and total soil disturbance (in cubic yards).

The title sheet should also contain a project summary table, indicating the project's block and lot numbers, zoning district, height and bulk district, and proposed building height.

The project summary table should include existing and proposed square footages (gross, as defined in Planning Code Section 102) for the following features:

- Residential Uses
- Commercial/Retail Uses
- Office Use
- Industrial/PDR Uses
- Parking, including number of spaces
- Bicycle parking, including number of spaces
- Usable Open Space
- Better Roofs Ordinance, including total roof area, living roof area, and solar ready zone area
- For projects with new residential units, the following additional information shall be provided in the project summary on the Title Sheet:
  - Number of market rate dwelling-units
  - Number of on-site affordable dwelling-units (BMR)
  - Dwelling-unit mix (number of studio, 1bd, 2bd, 3+bd)

## **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 site 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 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

## **SITE PLAN**

The site plan must be dimensioned to show significant measurements and signed by the preparer. 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 site plans should be provided. Preferably, the existing and proposed site plans should be on the same page, if possible. 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 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 AND ROOF PLANS

Existing and proposed floor and roof plans are required. Preferably, the existing and proposed floor plans should be on the same page, if possible. All 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 rooms
- Annotations identifying (E) and (N) toter storage (garbage/recycling/compost)
- 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
- The total roof area, living roof area, and/or solar ready zone area in GSF, 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 the full profile of the adjacent buildings, window openings, and light wells that face the project. Show the grade plane and heights of the buildings. All significant measurements must be dimensioned and a north arrow provided. The height limit should also be indicated 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
- Height datum point: center line of the building, top of curb.
- Indicate floor to ceiling height dimensions
- Illustrate existing and proposed grade
- Key section location on the floor plans and site plan

## **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.

## **STREETSCAPE PLAN**

Projects that require Street Design Advisory Team (SDAT) review due to Better Streets Plan (Section 138.1) requirements, Vision Zero, Privately-Owned Public Open Spaces (POPOS) that are in the public ROW, or any other reason are required to submit the following streetscape plan details with the project's first Development Application. This should include existing and proposed conditions of the following elements:

- Dimensions of existing and proposed sidewalk and curb extensions on plans
- Dimensions of existing and proposed curb cuts and on-street loading zones on plans, if applicable
- Dimensions of existing and proposed transit stops, if applicable
- Existing and proposed streetscape features (e.g. bulbouts, paving materials, trees, transit shelters, benches, bike racks)
- Adjacent ROW widths and curb-to-curb widths
- Locations of existing utility poles and hydrants
- Street sections, including dimensions of tree wells and path of travel
- Should the project be required to install a curb extension at the corner, turn templates will be required before final SDAT approval.

## **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.

## **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 photographs. 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



## San Francisco Planning

**FOR MORE INFORMATION:**

Call or visit San Francisco  
Planning

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FAX: **415 558-6409**

WEB: **<http://www.sfplanning.org>**

**Planning Information Center (PIC)**

1660 Mission Street  
San Francisco CA 94103-2479

TEL: **415.558.6377**

Planning staff are available by phone and at the PIC counter.  
No appointment is necessary.