

TYPICAL STORMWATER CONTROL PLAN (SCP) PROJECT REVIEW & APPROVAL PROCESS FOR SITE PERMITS (WITH ADDENDA)

The SFPUC Stormwater Management Requirements and Design Guidelines (SMR) Project Review Team reviews submitted SCPs based on the *Typical SCP Project Review & Approval Process Diagram(s) – February 2025 UPDATE* (see reverse of each page).

SCP reviews occur as a separate and parallel process to the DBI Building Permit Application (BPA) process.

- The Preliminary SCP (PSCP) shall receive 'intake acceptance' by SFPUC prior to DBI Site Permit submittal.
- The Final SCP (FSCP) shall receive 'intake acceptance' by SFPUC prior to DBI Architectural Addenda submittal.
- NOTE: FSCP shall be approved prior to DBI Certificate of Final Completion (CFC) issuance.

SMO Determination: Determine if the project is subject to the SMO - see [How to Comply With the Requirements](#).

Pre-application Meeting: Request and attend a required pre-application meeting (email StormwaterReview@sfpuc.org to schedule). 1-hour timeslots are available Tuesdays 1-4pm or Thursdays 10am-1pm.

Preliminary SCP: Submit the PSCP to SFPUC and receive intake acceptance **prior to submitting a DBI Building Permit Application for acceptance**. After intake acceptance, SFPUC will review the PSCP in its entirety with a target timeline aligning with the DBI review timeline.

- Alternative Compliance Application (if applicable) shall be submitted PRIOR to PSCP submittal.
- CD Plans included with SCP should be approximately 50% to 100% DD level.
- Project schedule should reflect possible need for more than one PSCP submittal prior to approval.
- **Preliminary SCPs should be approved prior to the DBI BPA Site Permit issuance.**

Final SCP: Submit the FSCP to SFPUC and receive intake acceptance **prior to submitting a DBI Architectural Addenda for acceptance**. After intake acceptance, SFPUC will review the FSCP in its entirety with a target timeline aligning with the DBI review timeline.

- CD plans should reflect design level typical of a DBI Addenda (e.g., 100% CDs, DBI Addenda Permit CDs, etc.).
- Project schedule should reflect possible need for more than one FSCP submittal prior to approval.
- DBI PID documentation confirming 'Stormwater Plan' review approval is required for FSCP 'Approval with Condition'.¹
- Final SCP is 'Approved with Condition' upon resolution of all comments.

Final SCP Conditions of Approval (COA): After the FSCP is 'Approved with Condition' and prior to the issuance of Certificate of Final Completion (CFC) by DBI, the following mandatory conditions must be completed for full FSCP Approval:

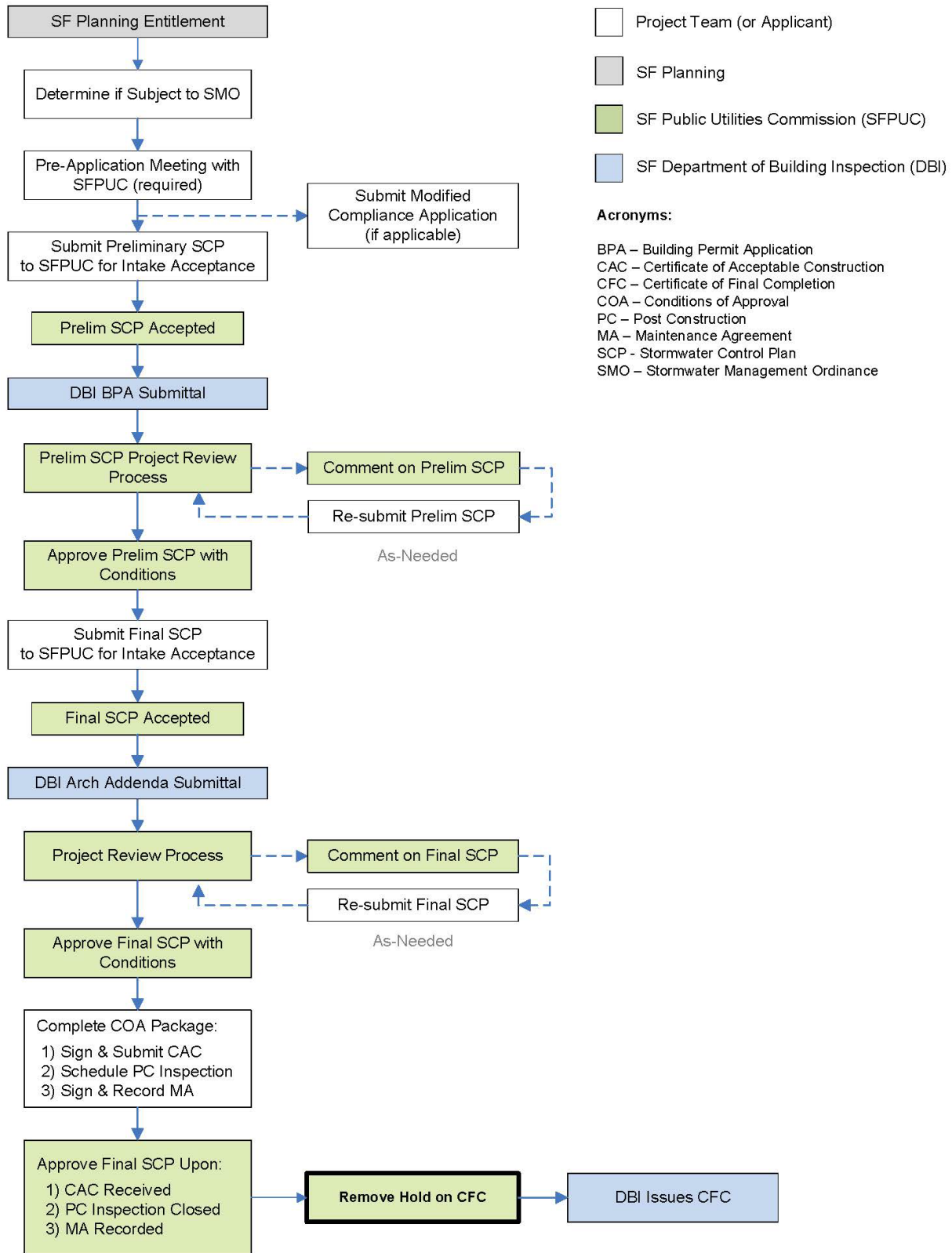
- The project team must submit a signed Certification of Acceptable Construction (CAC) upon completion of construction.
- After a CAC is submitted, the project team must schedule an SFPUC Post Construction Inspection.
- Once the inspection is complete and closed, the project team must submit a signed & recorded Maintenance Agreement (MA) per the [Maintenance Agreement Recordation Instructions](#).

Final SCP Approval: After all COAs are completed, the project will receive SCP Final Approval and the SMO hold on the DBI CFC will be lifted. All materials required for Final SCP Approval are available at www.sfpuc.org/smr - SCP Resources section.

Fees: A completed SCP Review Fee Form (www.sfpuc.org/smr, SCP Resources page) and payment must be included with each SCP or review will not start. Use the total project gross square footage and Schedule W-47 at www.sfpuc.org/ratesbook to calculate the fee for each submittal.

1. Prior to FSCP approval, DBI Plumbing Inspection Division (PID) requires a 'Stormwater Plan' to be submitted as a separate permit for design level review and approval.

SITE PERMIT (WITH ADDENDA) PROCESS DIAGRAM



NOTE: Projects that are subject to SMO compliance, yet do not submit to the DBI for Building Permit Application (i.e. Universities, Hospitals, Federal, Port, etc.), must coordinate with the SMR Project Review Team to determine an appropriate SCP submittal process.

TYPICAL STORMWATER CONTROL PLAN (SCP) PROJECT REVIEW & APPROVAL PROCESS

FOR FULL BUILDING PERMITS

The SFPUC Stormwater Management Requirements and Design Guidelines (SMR) Project Review Team reviews submitted SCPs based on the *Typical SCP Project Review & Approval Process Diagram(s) – January 2025 UPDATE* (see reverse of each page).

SCP reviews occur as a separate and parallel process to the DBI Full Building Permit process.

- The Preliminary SCP (PSCP) shall be approved by SFPUC and the Final SCP (FSCP) shall receive 'intake acceptance' prior to DBI Full Permit acceptance.
- NOTE: FSCP shall be approved prior to DBI Certificate of Final Completion (CFC) issuance.

SMO Determination: Determine if the project is subject to the SMO - see [How to Comply With the Requirements](#).

Pre-application Meeting: Request and attend a required pre-application meeting (email StormwaterReview@sfpuc.org to schedule). 1-hour timeslots are available Tuesdays 1-4pm or Thursdays 10am-1pm.

Preliminary SCP: Submit the PSCP to SFPUC for intake acceptance. After intake acceptance, SFPUC will review the PSCP in its entirety.

- Alternative Compliance Application (if applicable) shall be submitted PRIOR to PSCP submittal.
- CD Plans included with PSCP should be approximately 50% to 100% DD level.
- Project schedules should reflect possible need for more than one SCP submittal prior to approval.

Final SCP: Submit the FSCP to SFPUC for intake acceptance **prior to submitting a DBI Full Permit for acceptance**. After acceptance, SFPUC will review the FSCP in its entirety.

- CD plans should reflect design level typical of a Full Building Permit (e.g., 100% CDs, etc.).
- Project schedule should reflect possible need for more than one FSCP submittal prior to approval.
- DBI PID documentation confirming 'Stormwater Plan' review approval is required for FSCP 'Approval with Condition'.
- Final SCP is 'Approved with Condition' upon resolution of all comments.

Final SCP Conditions of Approval (COA): After the Final SCP is 'Approved with Condition' and prior to the issuance of Certificate of Final Completion (CFC) by DBI, the following mandatory conditions must be completed for full Final SCP Approval:

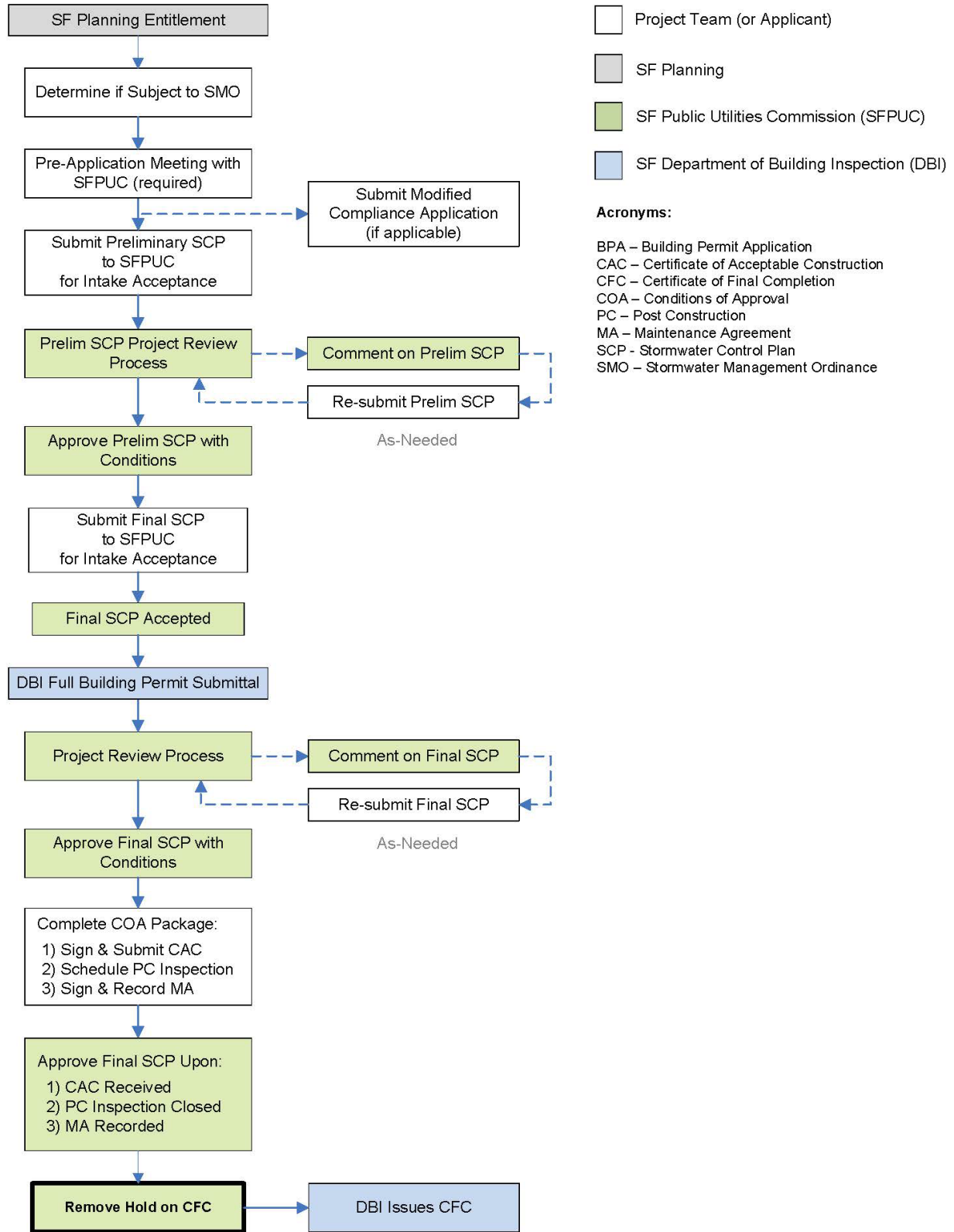
- The project team must submit a signed Certification of Acceptable Construction (CAC) upon completion of construction.
- After a CAC is submitted, the project team must schedule an SFPUC Post Construction Inspection.
- Once the inspection is complete and closed, the project team must submit a signed & recorded Maintenance Agreement (MA) per the [Maintenance Agreement Recordation Instructions](#).

Final SCP Approval: After all COAs are completed, the project will receive SCP Final Approval and the SMO hold on the DBI CFC will be lifted. All materials required for Final SCP Approval are available at www.sfpuc.org/smr - SCP Resources section.

Fees: A completed SCP Review Fee Form (www.sfpuc.org/smr, SCP Resources page) and payment must be included with each SCP or review will not start. Use the total project gross square footage and Schedule W-47 at www.sfpuc.org/ratesbook to calculate the fee for each submittal.

1. Prior to FSCP approval, DBI Plumbing Inspection Division (PID) requires a 'Stormwater Plan' to be submitted as a separate permit for design level review and approval.

FULL BUILDING PERMIT PROCESS DIAGRAM



NOTE: Projects that are subject to SMO compliance, yet do not submit to the DBI for Building Permit Application (i.e. Universities, Hospitals, Federal, Port, etc.), must coordinate with the SMR Project Review Team to determine an appropriate SCP submittal process.