SAN FRANCISCO

GREEN INFRASTRUCTURE PERMIT GUIDEBOOK

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San Francisco Water Power Sewer
Services of the San Francisco Public Utilities Commission

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How to Use this Guidebook

Welcome to San Francisco's Green Infrastructure Permit Guidebook! The purpose of this Guidebook is to provide a resource to assist you in navigating the permit processes for green infrastructure (GI) projects in the City and County of San Francisco. There are many public agencies that issue permits in San Francisco, each with their own jurisdiction and process for issuing permits. Therefore, the chapters of this Guidebook are organized by permitting agency. The adjacent icons on this page are used throughout this Guidebook to walk you through the permits that may be relevant to your green infrastructure project.

This Guidebook is not an exhaustive list of permits and does not supersede any permitting requirements by the agencies of the City and County of San Francisco. Permitting requirements are highly project specific, so it is important to meet with individual agencies during the project design phase to understand what is allowed and required.

Figure 1: Icons used in this Guidebook

?

Boxes like this one include **QUESTIONS** for you to consider about your project.

NO

YES

!

Boxes like this include **ACTION ITEMS** for you and your project team to perform during your permitting process.

!

Permit Requirement

Submittal Requirements:

- Boxes like this identify a likely **PERMIT REQUIREMENT** for your project and include next steps to apply for a permit.

Glossary

Best Management Practice (BMP): Constructed facilities or measures to help protect receiving water quality and control stormwater quantity, also referred to as stormwater controls.

Bioretention: Stormwater facilities that rely on vegetation and engineered soils to capture, infiltrate, transpire, and remove pollutants from runoff.

Buildable Area: The area of a property that is not part of the required yards or set backs under the Planning Code and within the applicable height limit.

Disconnected Downspout: A roof downspout that has been separated from the City's sewer system to redirect roof runoff onto a pervious surface, such as a bioretention planter.

Drainage Management Area (DMA): A discrete area that drains to a single stormwater BMP, to a series of hydraulically-connected BMPs, or directly to the sewer system. A BMP is sized to accommodate runoff from its associated DMA for selected design storm.

Living Roof or Vegetated Roof: Rooftops that include plants and soil as an integral component of the roof.

Permeable Pavement: Any porous load-bearing surface that temporarily stores rainwater prior to infiltration or drainage to a controlled outlet.

Rainwater Harvesting: The practice of collecting and using rainwater from various above ground surfaces, such as roofs and patios.

Public Right of Way: The area across, along, beneath, in, on, over, under, upon, and within the dedicated public alleys, boulevards, courts, lanes, roads, sidewalks, spaces, streets, and ways within the City.

Introduction

Green Infrastructure (GI) is a set of engineered, sustainable stormwater management tools that slow down, clean, and route stormwater to keep it from overwhelming San Francisco's sewer system. They also provide many other benefits, including enhancing neighborhood beautification, providing urban greening, supporting biodiversity, recharging groundwater, and improving air quality through carbon sequestration. Types of green infrastructure include bioretention, rain gardens, permeable pavement, and rainwater harvesting, among others. Just like any construction project, building green infrastructure will involve obtaining the appropriate permits from the relevant public agencies in the City and County of San Francisco. Most permits for GI pertain to **where** your facility is located and **how** stormwater is getting into and out of your GI. This guidebook highlights the general processes for obtaining permits related to green infrastructure from the City and County of San Francisco.

What Types of Permits are There?

The type of permits that a green infrastructure project requires will depend on a number of factors, including the type of green infrastructure facilities you propose to build, the location of the facilities, the methods used to route stormwater on your property, and the configuration of building downspouts, just to name a few. The following public agencies oversee a range of permitting processes in the City and County of San Francisco. Start by reviewing this summary, and proceed to the relevant section(s) for the agencies that may be relevant for your project.

SF Planning | p. 7

SF Planning oversees Environmental Review and Planning Code Review for all projects in San Francisco.

Typical Project Features Reviewed:
CEQA approval for all projects, public access, construction in historic districts, and neighborhood notifications for certain zoning districts.

SF Department of Building Inspection | p. 11

SF Department of Building Inspection (DBI) oversees construction and retrofits of structures on private property, including review of building, electrical, and plumbing plans.

Typical Project Features Reviewed:
Disconnected downspouts, stormwater facilities proposing infiltration, overflow structures, and underdrains.

SF Department of Public Health | p. 17

SF Department of Public Health (SFDPH) oversees water quality standards related to the use of on-site alternative water sources.

Typical Project Features Reviewed:
Rainwater harvesting with indoor end-use or spray irrigation.

SF Public Utilities Commission | p. 21

SF Public Utilities Commission (SFPUC) oversees the use of rainwater harvesting, water efficient irrigation, construction site runoff, and cross-connections.

Typical Project Features Reviewed:
Projects with >500 square feet of landscaping, rainwater harvesting systems, and projects that disturb >5,000 square feet.

SF Public Works | p. 25

SF Public Works oversees all construction and proposed work in the public right of way in San Francisco.

Typical Project Features Reviewed:
Any construction in the building frontage zone, sidewalk, or street.

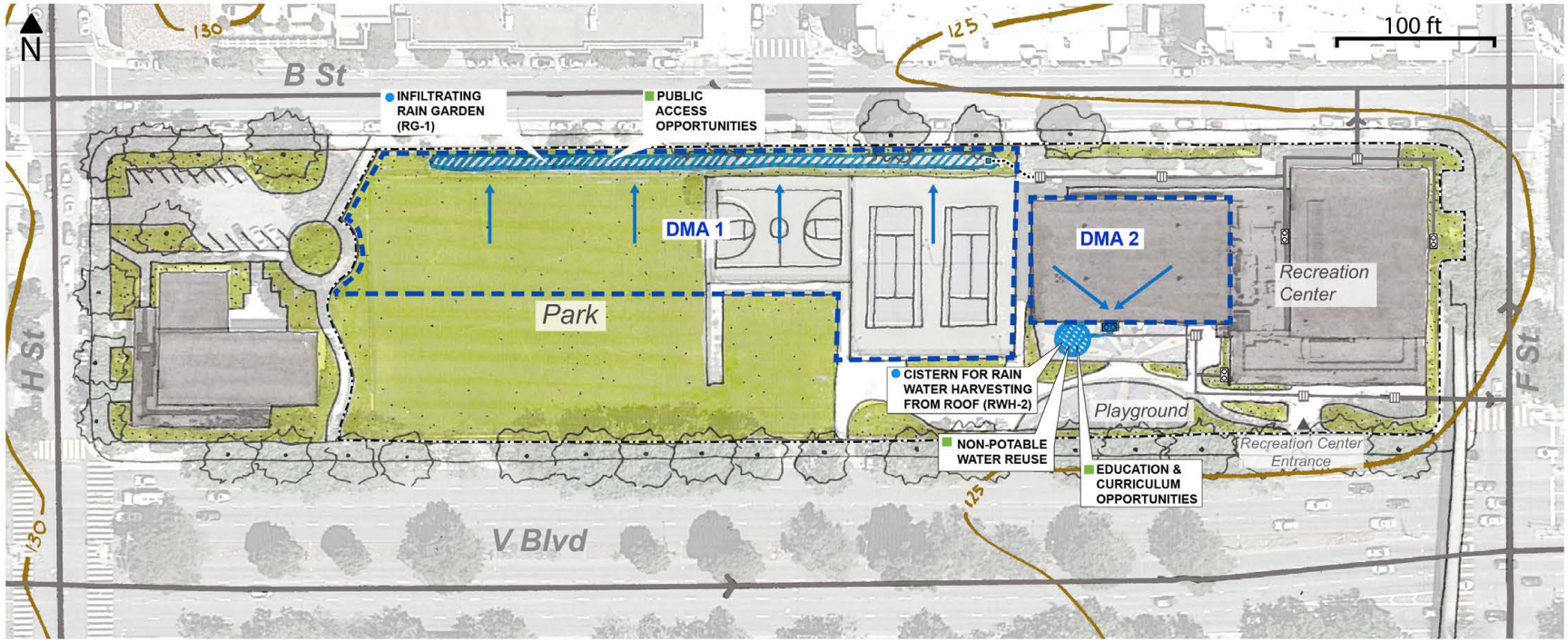
What You Need to Determine Permit Requirements

Concept Design

To determine the permitting requirements for your proposed green infrastructure project, you should have at a minimum completed a concept design. The concept design serves as the blueprint for your project and will be used to determine the permits that your project may trigger. In some cases a concept design will include enough information to apply for a permit, while in other cases you may be required to provide detailed design drawings in your permit application. Your concept design should include the following information on one or more plans or diagrams:

- Project boundary
- Proposed stormwater best management practices (BMPs)
  - Footprint of each proposed BMP
  - Corresponding Drainage Management Area (DMA) for each BMP
  - BMP drainage components (overflow, underdrain, outlet control structures for the BMP itself, etc.)
- Proposed connections to existing conveyance systems or sewers
- Proposed site drainage features (new drains, downspouts, etc.)
- Flow direction arrows for stormwater sheet flow and pipe flow.
- Changes to land cover, including impervious and pervious surfaces
- Areas that require regrading or grading contours
- Labels of proposed uses (playground, parking, etc.)

Figure 2: Example concept level design



Estimated Permit Costs

These examples provide estimated permitting costs for hypothetical Green Infrastructure projects requiring various permits. This is intended to provide an estimate of potential permitting costs for your project based on 2018 fee schedules. Actual permit fees will vary based on project specifications. Permit fees are subject to change, please refer to the fee schedules associated with the appropriate City agency for updated permit costs.

San Francisco Department of Building Inspection: https://sfdbi.org/FEES
San Francisco Public Works: https://www.sfpublicworks.org/services/permits/fee-schedule
San Francisco Department of Public Health: https://www.sfdph.org/dph/files/EHSdocs/ehsFees/SF_EHB_Fees.pdf

Example 1: Rainwater Harvesting Project

Assumptions:
Rainwater harvesting project with indoor use of non-potable water. Project size is 0.5 acres.

Permits Required:
- DBI Building Permit
- DBI Plumbing Permit
- SFDPH Alternate Water Source Systems Permit

Estimated Cost:

$8,200

Example 2: Bioretention with Disconnected Downspout

Assumptions:
Disconnection of building downspout, draining to bioretention on a private property. Project size is 0.5 acres.

Permits Required:
- DBI Building Permit
- DBI Plumbing Permit

Estimated Cost:

$6,300

Example 3: Bioretention in Public Right of Way

Assumptions:
Bioretention in the building frontage zone, collecting runoff from building roof. Project size is 0.5 acres

Permits Required:
- DBI Building Permit
- DBI Plumbing Permit
- SFPW Minor Sidewalk Encroachment Permit

Estimated Cost:

$9,500

SF Planning Department

The San Francisco Planning Department (SF Planning) is responsible for protecting environmental and historic resources, enforcing good land use practices, and ensuring compliance with the City's General Plan, Planning Code, and adopted design guidelines. At a minimum, your green infrastructure project will involve environmental review by SF Planning. In some cases, SF Planning may also review Department of Building Inspection (DBI) Building Permits for green infrastructure projects, which are addressed in the Department of Building Inspection Section of this guidebook (see page 11).

In certain zoning districts and depending on the scope of the project, a **Neighborhood Notification** may be required by SF Planning. A Neighborhood Notification is mailed to residents and owners of properties located within 150 feet of the subject property and registered neighborhood groups. This process involves Planning Department Review, a Notice Preparation Period, and a 30-day Notification Period, which together will add to your project timeline. The following sections provide advice for navigating the environmental review process and some important first steps to begin your green infrastructure project's permitting process.

SF Planning Department: Environmental Review

Any project that requires a permit, regardless of the type of green infrastructure proposed, will have to go through the California Environmental Quality Act (CEQA) review process. SF Planning's Environmental Planning Division reviews projects for potential environmental impacts.

For more information on the environmental review process, including information on the Environmental Planning private consultant pool, CEQA and technical analysis guidelines, document templates and forms, and general CEQA information, visit the SF Planning website at: https://sfplanning.org/permit/environmental-consultant-pools-and-sponsor-resources

Rainwater Harvesting, Ulloa Elementary, San Francisco

Planning Information Center: First Stop for Permits

To begin the permitting process for your project, we recommend consulting with the San Francisco Planning Department. After reviewing this guidebook and evaluating the types of permits that you might trigger, visit the Planning Information Center at 1660 Mission Street (Ground Floor) for an in-person meeting. Bring your project address, parcel number (block/lot), and concept design.

In addition to the chapters in this guidebook, the following questions will help guide your meeting at the Planning Information Center:

Does your project propose any above-grade construction (i.e., rainwater harvesting cisterns, rerouting downspouts, etc.)?

YES | NO

Check with SF Planning to determine if your project triggers the neighborhood notification process. This process can take up to 4-6 months!

Does your project propose to excavate greater than 2 feet below grade?

YES | NO

Check with SF Planning to see if your project is located in an archeological sensitive zone. Excavation greater than 2 feet below grade in an archeological sensitive zone will trigger additional archeological review. Projects that propose to excavate greater than 8 feet below grade will require review by the Environmental Planning Division, regardless of location.

Is your project located in a Historic District?

YES | NO

Check with SF Planning to confirm whether your project triggers a historic resources review. Non-traditional paving, such as permeable pavements, could require review by SF Planning's Historic Preservation Division.

Disconnected Downspout, 350 Friedell Street, San Francisco

Department of Building Inspection

The San Francisco Department of Building Inspection (DBI) is the regulatory building safety agency responsible for overseeing enforcement of the City and County of San Francisco's commercial and residential buildings. The two main services DBI provides are permit and inspection services. DBI is responsible for permit issuance including review, approval and issuance of plans to ensure code compliance. DBI also inspects and enforces building safety and code compliance. The four main inspection departments at DBI are Building Inspection, Electrical Inspection, Plumbing Inspection, and Housing Inspection Services.

Green infrastructure retrofit projects will almost always involve permitting with the San Francisco Department of Building Inspection. This will most commonly include DBI Building and Plumbing Permits. Additionally, DBI may forward your project information to SF Planning, San Francisco Department of Public Health, San Francisco Public Utilities Commission, or San Francisco Public Works for additional permit review. Navigate through the flowcharts on the following pages to determine which DBI permits may apply to your green infrastructure project.

Department of Building Inspection: Permits for Construction on Parcels

Most DBI permit applications require the submittal of construction drawings for the proposed work. Therefore, in order to apply for a DBI permit, you should have completed the design phase of your green infrastructure project.

Most construction projects will be required to apply for a Building or Site Permit

Building or Site Permit

Submittal Requirements:

- Complete a Building or Site Permit Application, available at the Public Information Counter on the first floor of 1660 Mission Street, San Francisco, CA 94103.
- Submit two (2) sets of site plans (drawings) of the proposed work (equivalent to 100% design Construction Documents).
- Pay a permit fee, payable to Department of Building Inspection. The permit fee required will depend on the valuation of the project. See the current DBI fee schedule.
- Submit all of the above to Department of Building Inspection, 1660 Mission Street, San Francisco, CA 94103.
- For questions, contact DBI at 415-558-6088.

Does your project propose to construct any of the follow features as part of your stormwater project?:

- Disconnected rooftop downspouts
- Underdrain systems
- Overflow structures
- Infiltrating BMPs

NO → A Plumbing Permit may not be needed. Confirm with DBI Plumbing Inspection Division at 415-558-6570 to determine if your project requires a Plumbing Permit.

YES

Plumbing Permit

Submittal Requirements:

- A plumbing permit may be filed at 1660 Mission Street or Online if the applicant is a registered contractor signatory to DBI database.
- To apply in person, request a Stormwater Plan Check on the first floor of 1660 Mission Street, San Francisco, CA 94103.
- Complete an Application/Permit to Install Plumbing and Mechanical Worksheet.
- Submit two (2) sets of site plans (drawings) of the proposed work (equivalent to 100% design Construction Documents).
- Submit the results of any soil infiltration tests or geotechnical site investigations.
- Pay a permit fee, payable to Department of Building Inspection.
- Submit all of the above to the Plumbing Inspection Division, Department of Building Inspection, 1660 Mission Street, San Francisco, CA 94103.
- If assistance is required in filing for a Plumbing Permit you may come to the 3rd floor of 1660 Mission Street, ask for a Plumbing Inspector and he/she will assist you in the process.
- Once the Plumbing permit has been issued, before any work has been covered up, and all necessary tests are in place, the Permit Holder, (the person the permit has been issued to) shall call Inspection Services at 415-558-6570 between the hours of 7:30 AM to 3:00 PM to schedule an inspection appointment.

Department of Building Inspection: Permits for Rainwater Harvesting

DBI oversees permitting of rainwater harvesting systems to ensure compliance with City and State plumbing codes. Chapter 16 of the 2016 California Plumbing Code specifies allowable uses of harvested rainwater and sets forth guidance on permitting requirements for rainwater harvesting systems. The types of permits that your rainwater harvesting system triggers will depend on the source of the rainwater, the size of the cistern, the use of make-up water, and the end use of the harvested rainwater. Use the following flowchart to determine which permits your rainwater harvesting system triggers.

What is the end-use for your rainwater harvesting system?

- **Subsurface irrigation, drip irrigation, or surface non-spray irrigation**
- **All other uses (toilet flushing, spray irrigation, washing, etc.)**

Your project triggers permitting by San Francisco Department of Public Health (see page 19)

Does your rainwater harvesting system require electrical power or a make-up water supply connection?

NO / YES

Electrical Permit

Submittal Requirements:

- An Electrical Permit may be filed at 1660 Mission Street or Online if the applicant is a registered contractor signatory to DBI database.
- To apply online, register by completing the Contractor Agreement and Terms of Service.
- To apply in person, request on the first floor of 1660 Mission Street, San Francisco, CA 94103
- A permit fee will be required, payable to Department of Building Inspection. The permit fee required will depend on the valuation of the project. See the current DBI fee schedule.
- For questions, contact DBI at 415-558-6088.

Comply with the SFPUC's Cross-Connection Control Program (see page 24)

Is your cistern capacity 5,000 gallons or more?

OR

Is the height to width ratio of your cistern more than 2:1?

OR

Is the storage tank supported by footings or foundations above or below grade?

NO / YES

Building Permit

Submittal Requirements:

- Footings and/or foundations are required and must be designed by a structural engineer for seismic safety.
- See page 12 for Building Permit submittal requirements.

Does your project propose to harvest rainwater from a downspout that is currently directly connected to the sewer system?

NO / YES

Plumbing Permit

Submittal Requirements:

- See page 12 for Plumbing Permit submittal requirements.

If you answered "No" to all of these questions, then your project likely does not require a permit from DBI or SFDPH. We recommend that you confirm with DBI Plumbing Inspection Division at 415-558-6570 to determine if your project will require a permit.

Vegetated Roof, 1 Henry Adams Street, San Francisco

Department of Building Inspection: Permits for Living/Vegetated Roofs

Have a licensed design professional (LDP) investigate the structural integrity of the roof and estimate the existing loading capacity. Ensure that the living roof can be supported, in addition to other live loads.

Does the living roof cover greater than 25% of the building roof area or require installation, repair or removal of the roof sheathing or any new plumbing or electrical work?

- NO → A Building Permit may not be needed. Confirm with DBI at 415-558-6088 to determine if your project requires a Building Permit.
- YES

Is the living roof designed to be an accessible outdoor space?

- NO → **Building Permit**

  Submittal Requirements:
  - Take the proposal to the DBI information desk at 1660 Mission to obtain the proper permit applications, pay application fees and begin the permitting process.
  - See page 12 for Building Permit submittal requirements.
- YES

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Is the living roof (and access to it) within the buildable area* of the building?

- NO → Neighborhood notification by SF Planning may be required in addition to all other requirements.
- YES → If the project is consistent with the San Francisco Planning Code and any relevant design guidelines, Planning permit approval can possibly be granted "over-the-counter".

SF Planning *involvement will vary based on the roof's accessibility and whether it fits inside the buildable area* of the building. Additional restrictions may apply to designated historic buildings.*

*The buildable area means the area that is not part of the required yards or set backs under the Planning Code and within the applicable height limit (see the Roof Decks Handout).

Bioretention and Permeable Pavement, Wiggle Neighborhood Green Corridor, San Francisco

Department of Public Health

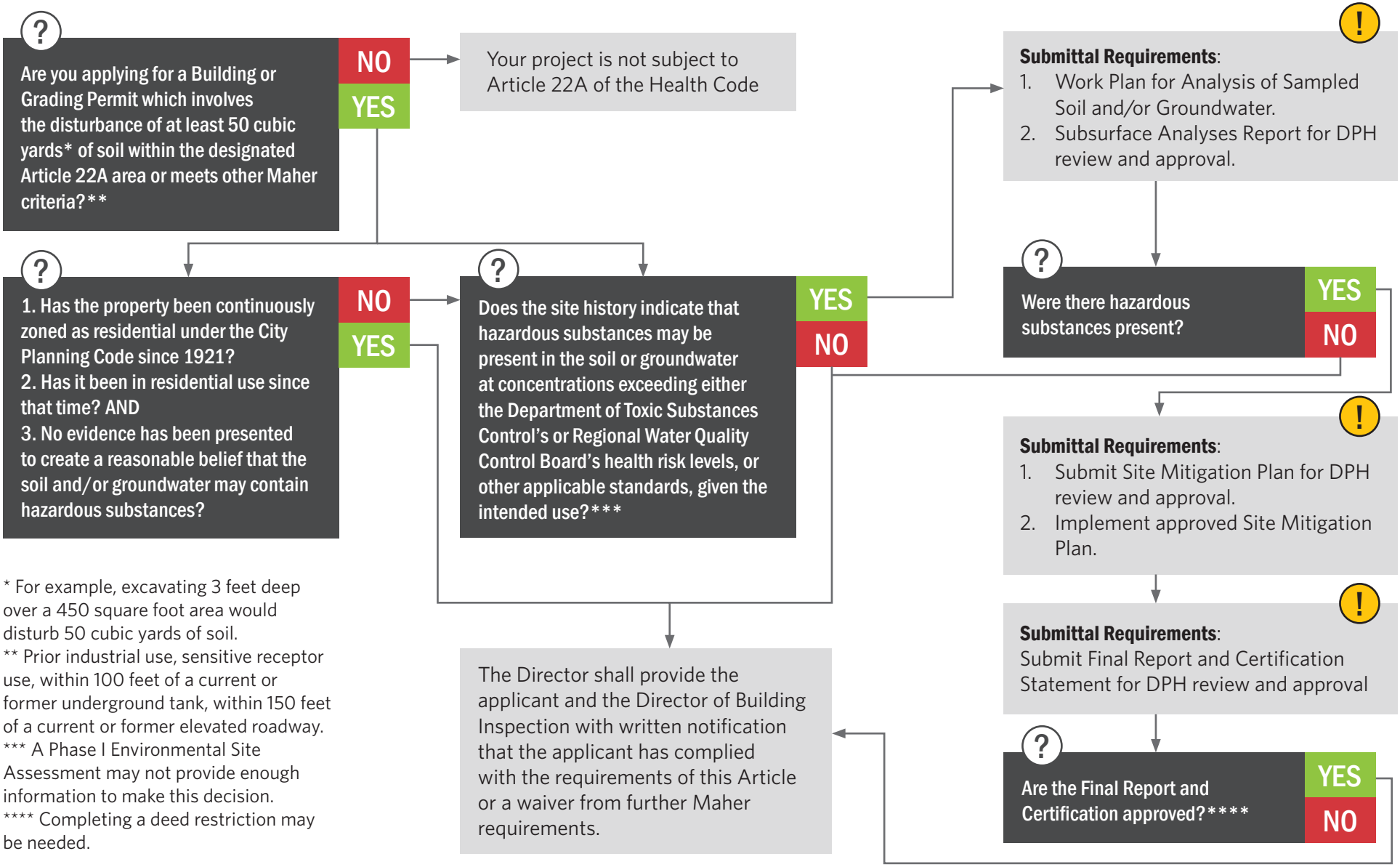
The San Francisco Department of Public Health (SFDPH) works to improve and protect public health in the City and County of San Francisco. The SFDPH Environmental Health Branch (SFDPH-EH) oversees permitting for the mitigation of contaminated sites in San Francisco, and the on-site treatment and reuse of alternate water types including rainwater, stormwater, foundation drainage, graywater, and blackwater.

SFDPH-EH may be involved in the permitting of rainwater harvesting systems, depending on the system configuration and the end-use of the harvested rainwater. SFDPH-EH may also oversee projects that propose to excavate soil in an area with a history of industrial land use and soil contamination under the Maher Ordinance. Use the following flowcharts to determine if your project triggers review by SFDPH-EH under the Maher Ordinance or Alternate Water Source Systems Permit.

San Francisco
Department of Public Health

Department of Public Health: Maher Ordinance

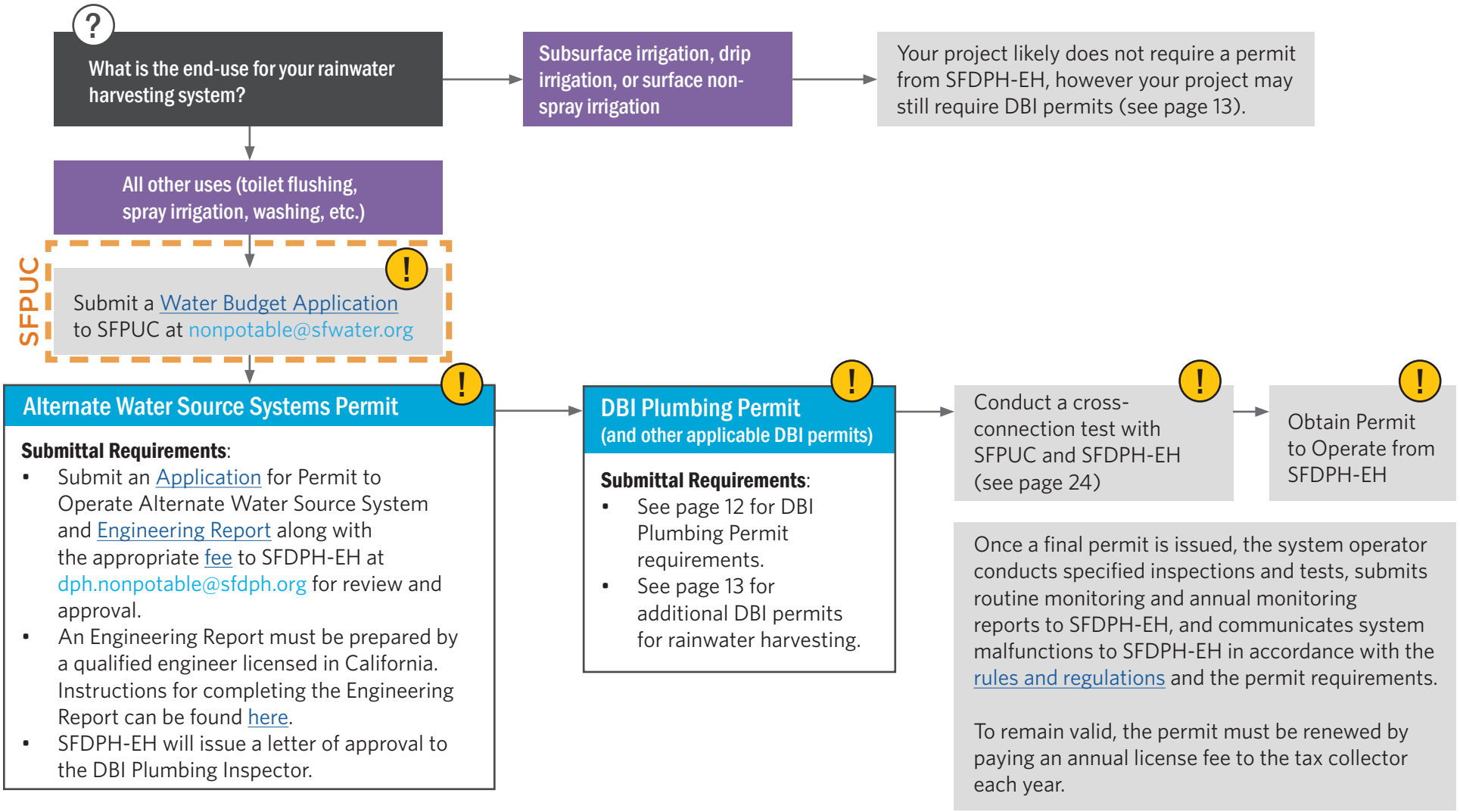
The Maher Ordinance (or Health Code Article 22A) requires San Francisco Department of Public Health oversight for the characterization and mitigation of hazardous substances in soil and groundwater in designated areas zoned for industrial uses, sites with industrial uses or underground storage tanks, sites with historic bay fill, sites in close proximity to freeways, or underground storage tanks. Use the online map and follow the chart below to see how your project shall comply with the requirements.



* For example, excavating 3 feet deep over a 450 square foot area would disturb 50 cubic yards of soil.
** Prior industrial use, sensitive receptor use, within 100 feet of a current or former underground tank, within 150 feet of a current or former elevated roadway.
*** A Phase I Environmental Site Assessment may not provide enough information to make this decision.
**** Completing a deed restriction may be needed.

Department of Public Health & SFPUC: Permits for Rainwater Harvesting

Rainwater harvesting systems must adhere to permitting requirements by DBI, and may trigger additional permit requirements by the SFPUC and San Francisco Department of Public Health Environmental Health Branch (SFDPH-EH). Small-scale rainwater harvesting systems that reuse rainwater for subsurface irrigation may not require a permit from DBI or SFDPH-EH. Large-scale systems that reuse rainwater for indoor non-potable uses will likely require oversight and monitoring under a Alternate Water Source Systems Permit.



Disconnected Downspout, 55 Laguna St, San Francisco

San Francisco Public Utilities Commission

The San Francisco Public Utilities Commission (SFPUC) provides retail drinking water and wastewater services to the City of San Francisco, wholesale water to three Bay Area counties, green hydroelectric and solar power to Hetch Hetchy electricity customers, and power to the residents and businesses of San Francisco through the CleanPowerSF program.

The SFPUC manages three programs that may be triggered by the construction of green infrastructure in San Francisco. The Water Efficient Landscape Ordinance aims to reduce landscape water use through efficient irrigation design and low water-use plantings. The Construction Site Runoff Control Program aims to reduce the discharge of pollution to the local storm drain system, prevent infrastructure damage, and protect water quality in the San Francisco Bay. The Cross-Connection Control Program protects the city's drinking water distribution system from contamination caused by backflow. Use the following flowcharts to determine if your green infrastructure project triggers SFPUC review.

San Francisco Water Power Sewer

Services of the San Francisco Public Utilities Commission

SFPUC: Water Efficient Irrigation Ordinance

Whether you're installing a landscape as part of a new construction project or modifying an existing one, the Water Efficient Irrigation Ordinance applies to all residential, commercial, mixed-use, and public landscaping projects with 500 square feet or more. Follow the chart below to see how your project shall comply with the requirements.

Does your project propose to construct 500 square feet or more of new landscape area?
OR
Does your project propose to modify 1,000 square feet or more of existing landscape area?

NO → Your project is not subject to the Water Efficient Irrigation Ordinance

YES → **Does your project propose to modify between 1,000 – 2,500 square feet of existing landscape area?**

NO → **Does your project propose to construct greater than 500 square feet of new landscape area or modify greater than 2,500 square feet of existing landscape area?**

NO → Your project is not subject to the Water Efficient Irrigation Ordinance

YES → **Submittal Requirements**:
- Prior to installation of the landscape, submit a Tier 2 application and required documentation to the SFPUC Water Conservation Section at landscape@sfwater.org for review and approval.
- Along with your application, include the following electronic documentation:
  - Planting plan
  - Grading plan (if significant grading)
  - Irrigation plan
  - Soil management report or soil specification

→ Install your landscape in accordance with your approved application.

→ **Submittal Requirements**:
- Submit a Certificate of Completion to the SFPUC Water Conservation Section.

YES → **Does the landscape consist of:**
a) More than 25% turf
OR
b) Less than 75% low water use plants?

YES → **Submittal Requirements**:
- Prior to installation of the landscape, submit a Tier 1 application and required documentation to the SFPUC Water Conservation Section at landscape@sfwater.org for review and approval.

→ Install your landscape in accordance with your approved application.

→ **Submittal Requirements**:
- Submit a Certificate of Completion to the SFPUC Water Conservation Section.

NO → **Submittal Requirements**:
- Prior to installation of the landscape, submit a Tier 2 application and required documentation to the SFPUC Water Conservation Section at landscape@sfwater.org for review and approval.
- Along with your application, include the following electronic documentation:
  - Planting plan
  - Grading plan (if significant grading)
  - Irrigation plan
  - Soil management report or soil specification

→ Install your landscape in accordance with your approved application.

→ **Submittal Requirements**:
- Submit a Certificate of Completion to the SFPUC Water Conservation Section.

Online Resources

- The San Francisco Plant Water Use List
- SFPUC Rules and Regulations for Water Efficient Irrigation
- SFPUC Landscape Assistance Programs
- Guidebook to Water-Wise Gardening in San Francisco

SFPUC: Construction Site Runoff Control Program

Stormwater runoff from construction sites is a major source of pollution that can degrade water quality in the San Francisco Bay. To reduce the discharge of pollution to the local storm drain system and prevent infrastructure damage, the City adopted the Construction Site Runoff Ordinance in 2013. The SFPUC now manages the Construction Site Runoff Control Program to ensure that all construction sites implement Best Management Practices (BMPs). The State of California also regulates construction site runoff for large projects.

Does your project disturb 5,000 square feet or more?*

NO

Your project does not require a Construction Site Runoff Control Permit, however your project is required to implement Best Management Practices applicable to the project site.

YES

Construction Site Runoff Control Permit

Submittal Requirements:

- Submit an Erosion Sediment Control Plan (ESCP) or a Storm Water Pollution Prevention Plan (SWPP) to SFPUC.
- Submit a Construction Site Runoff Control Project Application to SFPUC.
- For more information on the Construction Site Runoff Control Program and supporting links please visit: https://sfwater.org/index.aspx?page=235

* Projects in the Municipal Separate Storm Sewer System (MS4) that disturb 1 acre or more are required to comply with the State's Construction General Permit (CGP) and the Construction Site Runoff Control Ordinance.

SFPUC: Cross-Connection Control Program

The City and County of San Francisco has a Cross-Connection Control Program to protect the city's drinking water distribution system from contamination caused by backflow. Under normal conditions, water from the distribution system flows into a consumer's premises. When backflow occurs, water from the consumer's premises flows into the distribution system. If that water is contaminated because of activities on the consumer's premises (for example, addition of fertilizers or herbicides to an irrigation system or use of non-potable water), the water can carry contaminants into the distribution system, possibly causing illness or even death. The city's Cross-Connection Control Program is administered by the Water Quality Division of the SFPUC. For more information, see the Consumer Guide to Backflow Prevention.

Does your project have a potential cross-connection or hazard associated with it?
For example:

- Chemical feed equipment
- Dedicated irrigation meters
- Non-potable water systems, including rainwater harvesting with a make-up water supply connection
- Other potential cross-connection or hazard

NO → The Cross-Connection Control Program does not apply to your project.

YES →

All potential cross-connections must be protected with an approved backflow prevention assembly. Visit the Cross-Connection Control Program website for resources on "Approved Backflow Prevention Assemblies".

DBI Plumbing Permit

Submittal Requirements:

- A DBI Plumbing Permit will be required to approve the design of the backflow prevention assembly.
- See page 12 for Plumbing Permit submittal requirements.

Conduct a cross-connection test with SFPUC Water Quality Division. New assemblies must be tested immediately after installation. All testing must be performed by an Authorized Backflow Prevention Assembly Tester. A list of companies employing Authorized Backflow Prevention Assembly Testers is available here.

Backflow prevention assemblies must be tested annually. SFPUC Water Quality Division will send you a notice at the beginning of the month in which your backflow prevention assemblies must be tested.

If a backflow prevention assembly needs to be removed, moved, or replaced, a Plumbing Permit must be obtained from the DBI Plumbing Inspection Division.

SF Public Works

San Francisco Public Works (SF Public Works) oversees all construction in the public realm in San Francisco, including work in the street, sidewalk, and building frontage zone. SF Public Works issues permits to ensure safety of the City's public right of way during construction. If your project involves any work in the public right of way, it is very likely that you will be issued a permit from SF Public Works.

The types of permits vary depending on where your project is located and the type of green infrastructure proposed. Some permit types that may be relevant to your green infrastructure project include: General Excavation Permit, Sidewalk Landscaping Permit, Minor Sidewalk Encroachment Permit, Special Sidewalk Surface Permit, and Street Improvement Permit. If your project involves work in the right of way, use the flow chart on the following pages to determine what type of permits your project may trigger.

SAN FRANCISCO PUBLIC WORKS

SF Public Works: Permits for Work in the Public Right of Way

Does your project involve work in the right of way, including sidewalk, street, building frontage zone, or driveway?

- NO → Your project likely does not require a permit from SF Public Works.
- YES → **Does your project involve work ONLY in the sidewalk or building frontage zone (i.e., no work in the street)?**

Does your project involve work ONLY in the sidewalk or building frontage zone (i.e., no work in the street)?

- NO → **Does your project involve work in the STREET, including any work on a curb (i.e., curb-cuts, bulb-outs)?**
- YES → **Does your project propose to excavate below the sidewalk?**

Does your project involve work in the STREET, including any work on a curb (i.e., curb-cuts, bulb-outs)?

- NO → Your project likely does not require a permit from SF Public Works.
- YES → (continue to following page)

Does your project propose to excavate below the sidewalk?

- NO → **Does your project propose rain gardens without concrete walls?**
- YES → **General Excavation Permit**

Does your project propose rain gardens without concrete walls?

- NO → (continue to following page)
- YES → **Sidewalk Landscaping Permit**

(continue to following page)

Does your project propose bioretention planters or rain gardens with concrete walls?

- NO → (continue to following page)
- YES → **Minor Sidewalk Encroachment Permit**

General Excavation Permit

Submittal Requirements:

- Complete an Application For General Excavation.
- File a certificate of liability insurance with Public Works.
- Provide proof of a Business Tax Registration Certificate issued by the City and County of San Francisco Tax Collector's Office.
- File and maintain a Street Excavation Bond with a minimum amount of $25,000.00 with Public Works prior to the issuance of the permit.
- All work shall be done by a licensed paving contractor and in accordance with the requirements of Department of Public Works Standard Specifications.

Sidewalk Landscaping Permit

Submittal Requirements:

- Complete a Sidewalk Landscaping Permit Application.
- Refer to sample plans and drawings for your required permit application plan drawing in the Residents How to Guide.
- Pay a processing fee, payable to CCSF-DPW-BUF
- Submit all of the above to San Francisco Public Works, Bureau of Urban Forestry, 1155 Market Street, 3rd Floor, San Francisco, CA 94103.

Minor Sidewalk Encroachment Permit

Submittal Requirements:

- Complete a Minor Sidewalk Encroachment Permit Application.
- Pay a non-refundable fee, payable by cash, check or VISA/MC only to Public Works.
- Minor Sidewalk Encroachment Plans: Two (2) sets. Encroachment plans can be in conjunction with other Public Works permits.
- Photos of the sidewalk frontage along the subject property and the surrounding neighbors within the block showing existing neighborhood encroachment pattern.
- Neighborhood Notification package (if applicable)
- Submit all of the above with the application to San Francisco Public Works, Bureau of Street-Use & Mapping, 1155 Market Street, 3rd Floor, San Francisco, CA 94103.
- Certain types of minor encroachments are subject to annual assessment.

SF Public Works: Permits for Work in the Public Right of Way

Street Improvement Permit

When an application for a building permit with DBI includes work that has an impact on the sidewalk, curb and gutter, pavement, or any other facilities in the public right-of-way, Public Works will review the plans and perform an engineering inspection of the location for which building permit is issued to determine whether a Street Improvement Permit is needed.

Submittal Requirements:

- Complete a Street Improvement Permit Application Form.
- Pay a permit fee payable by cash, check or VISA/MC only to SF Public Works.
- A ground floor architectural site plan and elevation drawings of each street-facing frontage.
- Street Improvement Plans:
  - Two (2) printed sets of plans for projects occupying most of the block face or more
  - One electronic copy (PDF) sent to BSMpermitdivision@sfdpw.org
- Refer to sample plans and checklists for your required permit application plan drawing on Public Works website.
- Submit all of the above with the application to San Francisco Public Works, Bureau of Street-Use & Mapping, 1155 Market Street, 3rd Floor, San Francisco, CA 94103

Does your project propose permeable pavement? NO / YES

Special Sidewalk Surface Permit

Submittal Requirements:

- Complete a Special Sidewalk Permit Application.
- Two (2) sets of completely dimensioned and noted plans to show ONLY the extent and location of the proposed work. Special sidewalk plans can be in conjunction with other Public Works permits
- Pay a non-refundable fee payable by cash, checks, or VISA/MC to Public Works for processing and inspection
- Submit all of the above with the application to San Francisco Public Works, Bureau of Street-Use & Mapping, 1155 Market Street, 3rd Floor, San Francisco, CA 94103

Does your project propose to reroute water from the right of way to a stormwater facility on your property? NO / YES

Street Improvement Permit

AND

Minor Sidewalk Encroachment Permit

AND

DBI Plumbing Permit

Special Considerations:
Rerouting stormwater runoff from the right of way to a private property will trigger a detailed project review and intensive permitting process. This will likely add significant time to your permit approval process. If your project proposes this, please reach out to the SFPUC prior to beginning the permit process.

If you answered "No" to all of these questions, but are proposing work in the public right of way please confirm with Public Works at 415-554-5810 to determine if your project will require a permit.

Mission Valencia Green Gateway, San Francisco

GREEN INFRASTRUCTURE PERMIT GUIDEBOOK

UTILITY PLANNING DIVISION, WASTEWATER ENTERPRISE
SAN FRANCISCO PUBLIC UTILITIES COMMISSION

EMAIL: GIGRANTS@SFWATER.ORG

San Francisco Water Power Sewer
Services of the San Francisco Public Utilities Commission