

Submittal Process Overview

This summary outlines the submittal process and enables you to navigate successfully to obtain the approval to apply for Building Permits for your construction projects from the Building Inspection and Code Enforcement Department (BICE).

Applicable Codes: SFIA Tenant Improvement Guide (TIG), 2016 California Codes of Regulations, Title 24 (Building, Electrical, Mechanical, Plumbing, 2016 Energy, and Fire), and National Fire Protection Association (NFPA) National Fire Codes.

Project Documents: All plans shall include, but are not limited to, the following as applicable: title sheet, site/plot plan, foundation plan, floor plan, cross sections, elevations, framing, structural, mechanical, plumbing, fire protection, electrical, details, soils report, energy calculations, structural calculations, and specifications.

SUBMITTAL CHECKLIST

- Submittal to include the approval from the Infrastructure Review Committee (IRC) and if necessary the Design Review Committee (DRC).
- Submittals shall be in PDF format and include a transmittal letter describing the items that are in the package.
- All plans must have searchable text, page numbers next to the corresponding Sheet Index Number, must bear the responsible architect or engineer's signature, stamp or seal and date (digital signatures accepted), and must not have viewports. The project's scope of work must also be identified on the plans.
- A 3" X 3" area must be reserved in the title block for all sheets for the BICE approval stamp.
- Resubmittal shall be in a conformed set and include a written response to all comments. **Submittals without a written response to each comment will not be processed.**
- One (1) full size set and CAD files are required for airfield striping work.

Omitting any of the above from your application may cause delays in plan review. It also may cause the rejection of your plans due to insufficient information.

SUMMARY OF PROCESS

- Submittals shall be hand delivered, or by United States Postal Service, or mail courier services to BICE on a flash drive, CDs, or DVDs. Our Address is 648 West Field Road, Level 2, Suite 122 San Francisco, CA 94128.
- Plans are reviewed by BICE, Fire Marshal and when necessary, other SFO sections.
- BICE will issue correspondence with Plan Review Comments, if required. If no comments, go to Step 5.
- Plans undergo another round of plan review.
- Once the submittal is approved, BICE will issue an approval letter for the application of a Building Permit.
- Follow the instructions on the **BICE Building Permit Process Overview** to obtain a Building Permit.

FREQUENTLY ASKED QUESTIONS

When can I expect a submittal response?

Depending on the current work load of each plan reviewer, the response may take four (4) weeks from the received date.

What should I expect to receive from the submittal response?

You will receive an email from sfobice.documentcontrol@flysfo.com or download@flysfo.com that will contain a marked up PDF with the BICE stamp of approval status (if applicable), a spreadsheet of comments (if applicable), and an approval letter once the submittal is approved for permit.

Where do I get a Certificate of Occupancy or Certificate of Completion for my facility?

When all work has been completed and our inspectors find no code violations, BICE and the Fire Marshal's office will issue a Certificate of Occupancy or Certificate of Completion.

IRC & DRC: Applicants must receive approval from the IRC and if necessary the DRC prior to submitting plans to this office for permit review. For information regarding the DRC, please call (650) 821-5998. For information regarding the IRC, please email SFOIRC@flysfo.com. For more information, please email us at sfobice.documentcontrol@flysfo.com.