



INFORMATION SHEET

NO. S-11

DATE : April 6, 2018
SUBJECT : Structural
TITLE : **Procedure of Processing Private School Earthquake Evaluation Reports**

PURPOSE : The purpose of this Information Sheet is to clarify the procedure of processing private school earthquake evaluation reports.

REFERENCES : San Francisco Existing Building Code (SFBC)
San Francisco Ordinance 202-14: Earthquake Performance Evaluation of Private School Structures
Administrative Bulletin AB-109: Seismic Evaluation of Private School Facilities
ASCE 41-13, Seismic Evaluation and Retrofit of Existing Buildings

PROCEDURE :

1. The owner/school representative will submit the private school evaluation report to the Department of Building Inspection for review; either:
 - By e-mail: dbi.privateschool@sfgov.org
 - By mail or in person: Department of Building Inspection, Ground Floor Window #8, 1660 Mission Street, San Francisco, CA 94103
2. If submitted by e-mail, a reply confirming receipt of submittal will be given. If submitted in person, a received time stamp on the copy will be given.
3. The evaluation report will be logged in a database and routed to Diane Yin who will distribute to other engineers for review.
4. During the review process, if more information is needed or comments to be addressed, the plan checker will contact the engineer who prepared the report or the owner/school representative directly by e-mail. The engineer shall review these comments and correct the report if necessary and re-submit the report to the designated plan checker. Plan checker shall state the number of plan review hours on the review letter.
5. After the report is reviewed, a sample review letter (see Attachment A) signed by the plan checker and the evaluation report will be forwarded to Window #8 for further processing.

Sample Review Letter

Date: _____

Subject: Review Letter for Private School Earthquake Evaluation Report

School Name: _____

School Address: _____

Block/Lot numbers: _____ / _____

Dear Owner/School Administration:

The Department of Building Inspection (DBI) has concluded its review of the Earthquake Evaluation Report of your school as indicated above, submitted to our department as required by San Francisco Ordinance 202-14. We are pleased to inform you that the report appears complete as to form and is assumed correct based on the statement of the Structural Engineer whose seal and signature appear on the report, and is in general conformance with San Francisco Existing Building Code Section 329. The following buildings/structures are included in the report and our review:

list of buildings/structures

Review hours: _____ hrs

If you have any questions and comments, please do not hesitate to contact the undersigned review engineer.

Sincerely,

Plan Review Engineer
Plan Review Services