

Small business exception to plan requirements - worksheet

For small businesses undergoing a change of use under the Planning Code and are not proposing any new construction

Address	
Business Name	
Assessor Block / Lot	
Location of tenant space within building	
Business Account Number (BAN) <i>(of the business, not permit consultant or expeditor)</i>	
Business Location Identification Number (LIN)	
Scope of Work	

	Existing	Proposed
Planning Use		
Occupancy Code		

Occupancy

Space	Square Footage	Load Factor	Load = Square footage/load factor	Estimated Occupants
Kitchen		200		
Dining (unconcentrated tables and chairs)		15 (net)		
Restroom		1		
Storage		300		
Exercise Room		50		
Office		150		
Other (specify)		150		
Total				

Details

Number of exits	
Width of exits	
Are there sprinklers in tenant space?	
Are there fire alarms in the tenant space?	
Occupant load	
Cost of construction	\$1

Floor plan notes

Use this template for projects with no construction and only a change of use

Address:
Block / Lot:
Business Name:
BAN:
LIN:
Location of Tenant Space
within Building:

Scope of Work:

Change of use for Planning purposes only.
This represents the existing floor plan and no
changes are proposed as part of this permit.

Applicant Signature Date

	Existing	Proposed
Planning Use		
Occupancy Code		

Sprinklers:
Fire Alarms:
Occupant Load:
Number of Exits:
Width of Exits:

Applicable Codes and Ordinances
2018 California Building Code
2019 SF Building Code & Amendments
2019 California Energy Code - Title 24
2018 SF Electrical Code
2019 SF Mechanical Code
2019 SF Plumbing Code
2019 SF Fire Code
2018 California Retail Food Code
County of San Francisco Health Code

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- **Signature** – Sign the affidavit in the “Scope of Work” box
- **Two sets** of floor plans are required for submittal to the Department of Building Inspection
- The floor plan must be **dimensioned** and drawn proportionately (not necessarily to scale) of the space the business plans to occupy
- The dimensions shall be sufficient to calculate the gross floor area or net floor area.
- A **straightedge** must be used
- The floor plan shall **identify all the uses/activities** within the business, location and width of exits, location of fixed (counters, booths, stations...) and movable (tables, chairs, shelving...) furniture and equipment.
- The floor plan shall identify the **number of occupants that will be in each space**.

Use this template for projects with no construction and only a change of use

Address:
Block / Lot:
Business Name:
BAN:
LIN:
Location of Tenant Space
within Building:

Scope of Work:

Change of use for Planning purposes only.
This represents the existing floor plan and no
changes are proposed as part of this permit.

Applicant Signature

Date

	Existing	Proposed
Planning Use		
Occupancy Code		

Sprinklers in space:
Fire Alarms in space:
Occupant Load:
Number of Exits:
Width of Exits:

Applicable Codes and Ordinances

2019 California Building Code
2019 SF Building Code & Amendments
2019 California Energy Code - Title 24
2019 SF Electrical Code
2019 SF Mechanical Code
2019 SF Plumbing Code
2019 SF Fire Code
2019 California Retail Food Code
County of San Francisco Health Code



Photograph Requirement Instructions

For projects with no construction and only a change of use

Applicants must provide photographs to the Department of Building Inspection of the space(s) that the business will occupy.

Photograph requirements:

- Photos must show each space to be occupied by the business (e.g., kitchen, bar, restroom, retail space, etc.)
- Each space must be shown from at least two different angles
- Photos should show full current state of each space to be occupied

Ways to submit the photographs:

- Create a digital photo montage with each space labeled and print two color copies to be included with the floor plan OR
- Arrange printed photos in a montage and make two color copies with spaces labeled to be included with the floor plan