

WORKSHEET

For Commercial Projects – Exception to Architectural Plan Requirements

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

Address		Business Account Number (BAN) of the business, not permit consultant/contractor	
Business Name		Business Location Identification Number (LIN)	
Assessor Block / Lot		Cost of Construction	\$1 (no construction)
Floor level of commercial space within building		Project Description	

	Existing	Proposed
Planning Use		
Occupancy Code		

Occupancy

Space	Square Footage	Load Factor	Load = <small>Square Footage/Load Factor</small>	Estimated Occupants
Kitchen		200		
Dining		15 (net)		
Restroom		1		
Storage		300		
Exercise Room		50		
Office		150		
Other (specify)		150		
TOTAL				

Site Details

Number of Exits	
Width of Exits	
Are there sprinklers in the commercial space?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there fire alarms in the commercial space?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Occupant Load (for DBI to complete)	

INSTRUCTIONS FOR FLOOR PLAN

For Commercial Projects – Exception to Architectural Plan Requirements

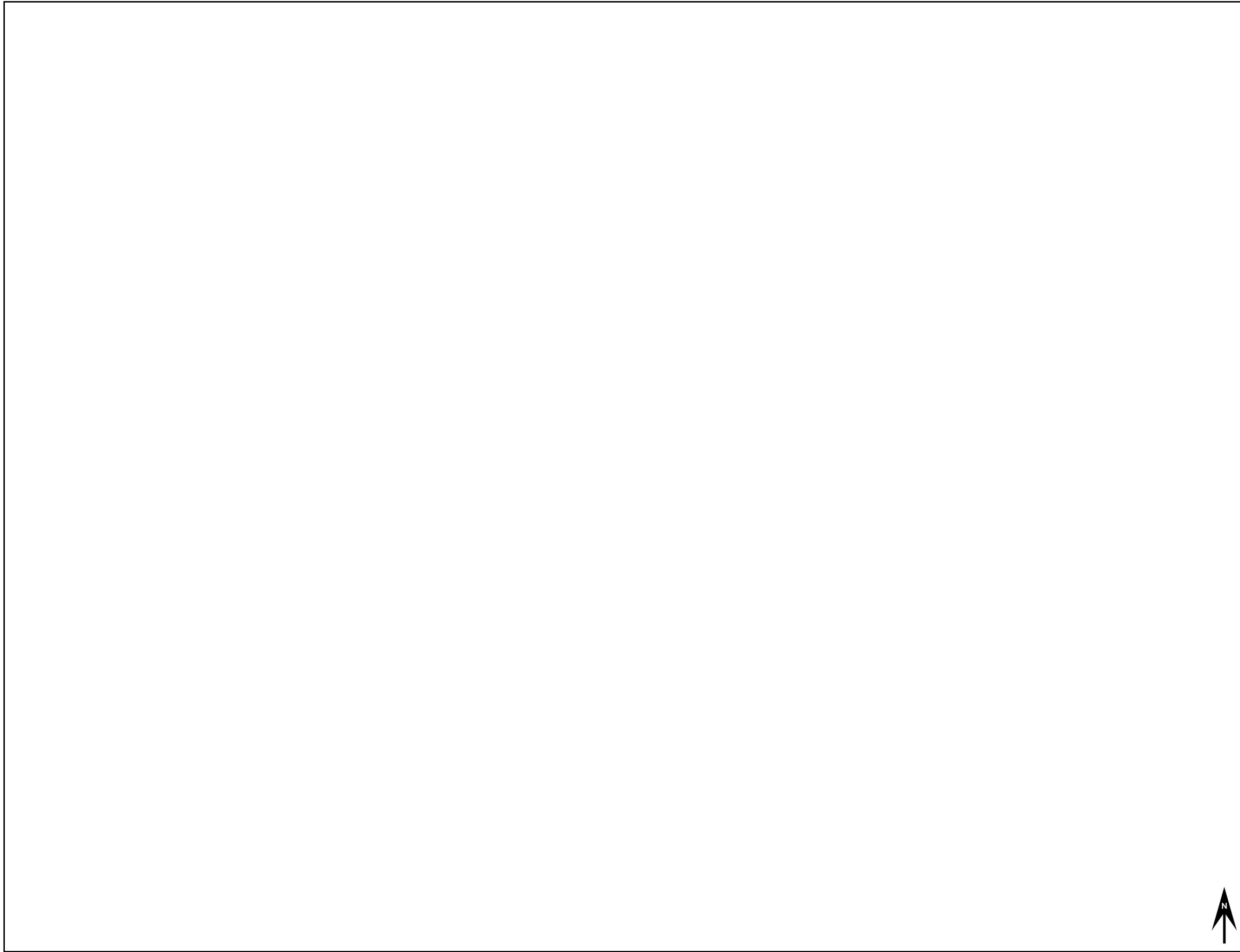
COMMERCIAL PROJECT WITH NO CONSTRUCTION—ONLY CHANGE OF USE

USE TEMPLATE ON NEXT PAGE

Address: _____		
Block / Lot: _____		
Business Name: _____		
Business Account Number: _____		
Location ID Number: _____		
Floor level of commercial space within building: _____		
Project Description Change of use for Planning Code purposes only. This represents the existing floor plan and no alterations are proposed as part of this permit.		
Applicant Signature _____	Date _____	
Planning Use	Existing	Proposed
Occupancy Code		
Sprinters: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Fire Alarms: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Occupant Load: _____		
Number of Exits: _____		
Width of Exits: _____		
Applicable Codes and Ordinances 2022 California Building Code 2022 SF Building Code & Amendments 2022 California Energy Code - Title 24 2022 SF Electrical Code 2022 SF Mechanical Code 2022 SF Plumbing Code 2022 SF Fire Code		

- **Ensure floor plan meets these requirements**
 - The floor plan must be dimensioned and drawn proportionately 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, if produced by hand.
 - 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.
- **Sign off on the floor plan**
 - Sign the affidavit in the “Project Description” box
- **Print floor plans**
 - Two sets of floor plans are required for submittal to the Department of Building Inspection, printed on 11”x17” size paper.
- **Include photographs of the space(s) that the business will occupy**
 - 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 include the photographs:
 - Create a digital photo collection with each space labeled and print two color copies on 11”x17” paper to be included with the floor plan, OR
 - Arrange printed photos together and make two color copies on 11”x17” paper with spaces labeled to be included with the floor plan

COMMERCIAL PROJECT WITH NO CONSTRUCTION—ONLY CHANGE OF USE



Address: _____

Block / Lot: _____

Business Name:

Business Account Number: _____

Location ID Number: _____

Floor level of commercial space within building:

Project Description

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

Applicant Signature _____ Date _____

	Existing	Proposed
Planning Use		
Occupancy Code		

Sprinklers: Yes No

Fire Alarms: Yes No

Occupant Load: _____

Number of Exits: _____

Width of Exits: _____

- Applicable Codes and Ordinances**
- 2022 California Building Code
 - 2022 SF Building Code & Amendments
 - 2022 California Energy Code - Title 24
 - 2022 SF Electrical Code
 - 2022 SF Mechanical Code
 - 2022 SF Plumbing Code
 - 2022 SF Fire Code

