

## Permit Consultant Focus Group #2 Meeting Minutes

Wednesday, October 29, 2025

### Agenda:

- Status Update on PermitSF Day 200, Day 300 legislation
- Open call for Ideas
- Feedback Survey

### Notes:

Day 300 change - Allow payment of an in-lieu fee to all projects subject to the street tree requirement

There was a question around the trigger requirements of 10 foot increments and that would that make the in-lieu fee higher for some projects versus actually planting them.

***AI - The project team would take this back for discussion and clarify***

There was a question about how this legislation would apply to a lot of currently on hold projects with approved site permits but not having gone through the BUF approval.

***AI - The project team would take this back for discussion and clarify***

Open Call for Ideas/Concerns

It was brought up that sometimes responses from Departments are very prompt and at other times lag by over a week despite reminders.

***Response from City Staff – The best way to handle this is to escalate to a manager given it maybe due a multitude of reasons (workload, time off etc.) and escalation will help improve performance metrics for the Department.***

Office redevelopments often want some kind of food service scope included

In the past these requests would be brought up during the pre-application meeting with DPH and would either result in an OTC approval or soft intake with a one week review. With

the process change enacted, this has slowed down. It would help if DPH would provide clear documentation on when a DPH review is (or not) required. For eg. An office development may want to get catered food delivered to a team member who then places this in a staff kitchen for self service – What kind of DPH review does this require?

***AI - The project team would take this back for discussion and clarify***

BBN notifications

Do these notifications go out only to the BBN holders or does it also include other neighbors.

***Response from City Staff – BBN notifications only go out to the holders.***

Allowing for OTC BUF approval of standardized street tree protections

***AI - The project team would take this back for discussion and clarify***

Requesting DBI to issue a statement or guideline on which addenda will need to be reviewed by which station/s. This was also brought up as a concern by another permit consultant in the room.

***AI - The project team would take this back for discussion and clarify. It was mentioned that this could be clarified during the addenda schedule discussions.***

There was a request for Fire to review Addenda in parallel with DBI Mech. It was noted that currently Fire states that their review will begin after DBI Mech signs off.

***AI - The project team would take this back for discussion and clarify***

There was a request for DBI/Planning to clarify what requires an altered site permit when the architect makes changes (in some cases reducing the project square footage by removing a basement level).

***AI - The project team would take this back for discussion and clarify***

There was a comment on how the Maher/Stormwater control plan processes which used to be on the tail end of the permitting process has now been upfronted to completeness check which then require a substantial amount of time for projects on the front end. Given this was a result of AB 1114 streamlining which only applies to residential projects, the process is also causing initial delays to commercial projects.

***AI - The project team would take this back for discussion and clarify***