



MINOR PERMIT TO ALTER

INFORMATIONAL AND SUPPLEMENTAL APPLICATION PACKET

ATTENTION: A Project Application must be completed and/or attached prior to submitting this Supplemental Application. See the [Project Application](#) for instructions.

Section 1110 of the Planning Code requires that the Historic Preservation Commission (“HPC”) review all building permit applications for the alteration or demolition of any Significant or Contributory buildings or any buildings within Conservation Districts. Section 1111.1 states that the HPC shall determine if a proposed alteration is a Major Alteration or a Minor Alteration and may delegate approval of Minor Alterations to Department staff.

For questions, you can call 415.558.6377, email pic@sfgov.org or visit the Planning Information Center (PIC) at 1660 Mission Street, First Floor, San Francisco, where planners are available to assist you.

Español: Si desea ayuda sobre cómo llenar esta solicitud en español, por favor llame al 415.575.9010. Tenga en cuenta que el Departamento de Planificación requerirá al menos un día hábil para responder

中文: 如果您希望獲得使用中文填寫這份申請表的幫助，請致電415.575.9010。請注意，規劃部門需要至少一個工作日來回應。

Tagalog: Kung gusto mo ng tulong sa pagkumpleto ng application na ito sa Filipino, paki tawagan ang 415.575.9120. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.

WHAT IS A MINOR PERMIT TO ALTER AND WHEN IS IT NECESSARY?

Article 11 (Historic Preservation in the C-3 Districts) was developed as a part of the City’s Downtown Plan in 1985. Buildings are placed into five (5) categories - Significant (I & II), Contributory (III & IV), and Not Evaluated (V). In addition to these “individually” categorized properties, there are portions of Downtown that have been designated as “Conservation Districts”. Article 11 outlines the process to classify a building and also outlines the entitlement and review process to alter to these buildings.

A Permit to Alter is the entitlement required to alter a Significant or Contributory building or any building within a conservation district. A Permit to Alter is required for any construction, addition, major alteration, relocation, removal, or demolition of a structure, object or feature. Depending on the scope of the project, it may require a hearing before the Historic Preservation Commission. For those that don’t, they’re called Minor Permit to Alter as defined by the Historic Preservation Commission. These Minor Alterations are approved by Planning Department Preservation staff and do not require a hearing before the Historic Preservation Commission. To determine if your project qualifies for a Minor Permit to Alter, please speak with a Preservation Planner at the Planning Information Center (PIC) at (415) 558-6377 or info@sfplanning.org

HOW DOES THE MINOR PERMIT TO ALTER PROCESS WORK?

1. Gather the information needed to complete the attached form, including all of the items indicated on the checklist. Complete all blanks on the application form. If you need help, you may call or visit the Planning Information Center (on the First Floor), 1660 Mission Street; Telephone No. 558-6377; open Monday through Friday. Because there may be a substantial wait at the Planning Information Center, it is best to research and gather as much information

as possible, complete the application to the best of your ability and have all your questions ready before contacting the Information Center.

2. File a Building Permit Application and attach the Minor Permit to Alter Application. Submit both applications to Central Permit Bureau, which will then be routed a Preservation Planner.
3. Department staff reviews the proposed project to determine if it meets the Historic Preservation Commission's definition of a Major or Minor alteration. If determined to be a Major Alteration, a Major Permit to Alter application will be required. Please see that application for additional information regarding process.
4. Permits that are determined to be Minor Alterations will be processed internally by the Department. Once the application is determined to be complete, the Department issues the Minor Alteration Permit to Alter. Please note that the Department reserves the right to bring any proposed alteration, even if it meets the criteria for a Minor Permit to Alter, to the Historic Preservation Commission for review and approval.
5. The Minor Alteration Permit to Alter will be sent to each Historic Preservation Commission Commissioner and all interested parties on file with the Department.
6. Once the Minor Permit to Alter is issued, there is a mandatory 20-day 'Request for Hearing' period. If no 'Request for Hearing' is made within the designated time period, the building permit application associated with the Minor Permit to Alter will be approved by the Planning Department.
7. The final issuance of the Minor Permit to Alter and the building permit application may be appealed to the Board of Appeals.

For scopes of work that the HPC has determined to be major in scope and approvable by Department staff, please refer to the Major Permit to Alter Application on the Department's website.

A Permit to Alter (major or minor) is not necessary for projects already subject to Article 10 of the Planning Code, i.e., individual landmarks. Those buildings require a Certificate of Appropriateness. Please refer to the "Certificate of Appropriateness" application on the Department's website for more information.

WHO MAY APPLY FOR A MINOR PERMIT TO ALTER?

A Minor Permit to Alter is an entitlement that runs with the property; therefore, the property owner or a party designated as the owner's agent may apply for a Minor Permit to Alter. [A letter of agent authorization from the owner must be attached.]

FEES

There is no set fee required. Time and materials charges will be calculated based upon hours spent processing the application.



MINOR PERMIT TO ALTER

SUPPLEMENTAL APPLICATION

Property Information

Project Address: _____

Block/Lot(s): _____

Project Description:

FINDINGS OF COMPLIANCE WITH PRESERVATION STANDARDS		YES	NO	N/A
1	Is the property being used as it was historically?			
2	Does the new use have minimal impact on distinctive materials, features, spaces, and spatial relationship?			
3	Is the historic character of the property being maintained due to minimal changes of the above listed characteristics?			
4	Are the design changes creating a false sense of history of historical development, possible from features or elements taken from other historical properties?			
5	Are there elements of the property that were not initially significant but have acquired their own historical significance?			
6	Have the elements referenced in Finding 5 been retained and preserved?			
7	Have distinctive materials, features, finishes, and construction techniques or examples of fine craftsmanship that characterize the property been preserved?			
8	Are all deteriorating historic features being repaired per the Secretary of the Interior Standards?			
9	Are there historic features that have deteriorated and need to be replaced?			
10	Do the replacement features match in design, color, texture, and, where possible, materials?			
11	Are any specified chemical or physical treatments being undertaken on historic materials using the gentlest means possible?			
12	Are all archeological resources being protected and preserved in place?			
13	Do exterior alterations or related new construction preserve historic materials, features, and spatial relationships that are characteristic to the property?			
14	Are exterior alterations differentiated from the old, but still compatible with the historic materials, features, size, scale, and proportion, and massing to protect the integrity of the property and its environment?			
15	If any alterations are removed one day in the future, will the forms and integrity of the historic property and environment be preserved?			

Please summarize how your project meets the Secretary of the Interior's *Standards for the Treatment of Historic Properties*, in particular the *Guidelines for Rehabilitation*, and how the project will retain character-defining features of the building and/or district:

APPLICANT'S AFFIDAVIT

Under penalty of perjury the following declarations are made:

- a) The undersigned is the owner or authorized agent of the owner of this property.
- b) The information presented is true and correct to the best of my knowledge.
- c) Other information or applications may be required.

Signature

Date

Name (Printed)

Relationship to Project
(i.e. Owner, Architect, etc.)

Phone

Email

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____