



SAN FRANCISCO
PLANNING
DEPARTMENT

APPLICATION PACKET FOR Minor Permit to Alter

Planning Department
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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.

The first pages consist of instructions which should be read carefully before the application form is completed. Planning Department staff are available to advise you in the preparation of this application. Call (415) 558-6377 for further information.

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 § 214 '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 Large Project Authorization. [A letter of agent authorization from the owner must be attached.]

INSTRUCTIONS:

The attached application for a Minor Permit to Alter includes a project description and necessary contact information. Please type or print ink and attach pages if necessary.

Please provide the following materials with this application:

- **Authorization:** If the applicant in this case is the authorized agent of the property owner, rather than the owner, a letter signed by the owner and creating or acknowledging that agency must be attached and is included in the application for a Permit to Alter.
- **Building Permit Application:** The application must be accompanied by plans sufficient for proper determination of the case. Plans must meet submittal requirements for the Department of building inspection. Planning staff may require additional information in order to process the minor Permit to Alter.
- **Photographs:** The application must be accompanied by unmounted photographs, large enough to show the nature of the property but not over 11 X 17 inches.

All plans and other exhibits submitted with this application will be retained as part of the permanent public record in this case.

After your case is assigned to a planner, you will be contacted and asked to provide an electronic version of this application including associated photos and drawings.

- **Fees:** There is no set fee required. Time and materials charges will be calculated based upon hours spent processing the application.
- **CEQA Review:** The California Environmental Quality Act (CEQA) and Chapter 31 of the San Francisco Administrative Code implementing that act may require an Environmental Evaluation before the application may be considered. Please consult the Planning Department staff to determine if an Environmental Evaluation application must be submitted with this application. A separate fee is required for environmental review.

To file your Minor Permit to Alter application, please attach to a building permit application and submit at Central Permit Bureau for routing to Planning Department Preservation staff.

CASE NUMBER:
For Staff Use only

APPLICATION FOR Minor Permit to Alter

1. Owner/Applicant Information

PROPERTY OWNER'S NAME:	
PROPERTY OWNER'S ADDRESS:	
TELEPHONE:	()
EMAIL:	

APPLICANT'S NAME:		Same as Above <input type="checkbox"/>
APPLICANT'S ADDRESS:		
TELEPHONE:	()	
EMAIL:		

CONTACT FOR PROJECT INFORMATION:		Same as Above <input type="checkbox"/>
CONTACT PERSON'S ADDRESS:		
TELEPHONE:	()	
EMAIL:		

2. Location and Classification

STREET ADDRESS OF PROJECT:	ZIP CODE:
CROSS STREETS:	

ASSESSORS BLOCK/LOT:	LOT DIMENSIONS:	LOT AREA (SQ FT):	ZONING DISTRICT:	HEIGHT/BULK DISTRICT:
/				
ARTICLE 11 CLASSIFICATION			CONSERVATION DISTRICT:	

3. Project Description

Building Permit Application No. _____

Date Filed: _____

CASE NUMBER:
For Staff Use only

Estimated Construction Costs

TYPE OF APPLICATION:	
OCCUPANCY CLASSIFICATION:	
BUILDING TYPE:	
TOTAL GROSS SQUARE FEET OF CONSTRUCTION:	BY PROPOSED USES:
ESTIMATED CONSTRUCTION COST:	
ESTIMATE PREPARED BY:	
FEE ESTABLISHED:	

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: _____

Print name, and indicate whether owner, or authorized agent:

Owner / Authorized Agent (circle one)

Minor Permit to Alter Application Submittal Checklist

The intent of this application is to provide the Historic Preservation Commission and Preservation Staff with sufficient information to understand and review the proposal. Receipt of the application and the accompanying materials by the Planning Department shall only serve the purpose of establishing a Planning Department file for the proposed project. After the file is established, Preservation Staff will review the application to determine whether the application is complete or whether additional information is required. Applications listed below submitted to the Planning Department must be accompanied by this checklist and all required materials. The checklist is to be completed and **signed by the applicant or authorized agent**.

REQUIRED MATERIALS (please check correct column)	MINOR PERMIT TO ALTER
Minor Permit to Alter Application, with all blanks completed	<input type="checkbox"/>
Building Permit Application and related plans	<input type="checkbox"/>
Historic photographs (if possible), and current photographs	<input type="checkbox"/>
Letter of authorization for agent	<input type="checkbox"/>
Other: Section Plan, Detail drawings (ie. windows, door entries, trim), Specifications (for cleaning, repair, etc.) and/or Product cut sheets for new elements (ie. windows, doors)	<input checked="" type="checkbox"/>

NOTES:

- Required Material. Write "N/A" if you believe the item is not applicable, (e.g. letter of authorization is not required if application is signed by property owner.)
- Typically would not apply. Nevertheless, in a specific case, staff may require the item.
- Two sets of original labels and one copy of addresses of adjacent property owners and owners of property across street.

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____



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DEPARTMENT**

**FOR MORE INFORMATION:
Call or visit the San Francisco Planning Department**

Central Reception
1650 Mission Street, Suite 400
San Francisco CA 94103-2479

TEL: **415.558.6378**
FAX: **415 558-6409**
WEB: **<http://www.sfplanning.org>**

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San Francisco CA 94103-2479

TEL: **415.558.6377**
*Planning staff are available by phone and at the PIC counter.
No appointment is necessary.*