



# SAN FRANCISCO FIRE DEPARTMENT

Bureau of Fire Prevention – Plan Check Section  
49 South Van Ness, Suite 560  
San Francisco, CA 94103

Telephone (628) 652-3472 Fax (628) 652-3476

**Date:** \_\_\_\_\_

## Pre-Application Meeting – Required Background Information

The following information must be provided before the Fire Department will schedule a pre-application meeting.

**1. Your Name, Telephone Number, and Email Address:**

\_\_\_\_\_

**2. Address of Property:**

\_\_\_\_\_

**3. Scope of Proposed Work:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Type of Construction of the Subject Building:**

\_\_\_\_\_

**5. Number of Stories/Basements in the Subject Building:**

(If this is changing, please specify existing/proposed)

\_\_\_\_\_

**6. Last Legal Occupancy Type(s) in the Building as defined in the California Building Code:**

(If this is changing, please specify existing/proposed)

\_\_\_\_\_

**7. Is the building fully sprinklered or proposed to be? Please describe the system.**

\_\_\_\_\_

**8. Is the building provided with a fire alarm system? Please describe the system.**

\_\_\_\_\_

**In addition to this form, please provide a list of written questions that reference specific code sections, and plans with sufficient detail to show the issues raised.**

The purpose of a pre-application meeting is to:

1. Answer questions regarding issues where the specific requirements of the building code cannot be met and an equivalency is proposed; or,
2. Provide interpretations of specific code sections.

The San Francisco Fire Department does not provide a pre-plan review service. If code problems are noticed by the Fire Department representative, he or she will bring them to the applicant's attention; however, the SFFD takes no responsibility for items not addressed in the pre-application questions.

The minimum fee charged by the Fire Department is **\$596.00**. If the time spent by the Fire Department representative to prepare for the meeting, attend the meeting, and review the post meeting agreement exceeds four hours, the Fire Department reserves the right to charge an additional fee of **\$149.00** per hour.