SFPUC Pre-Screening Guidelines for Capacity Charges

1. Water & Wastewater Capacity Charges for Review
   Reviews are required for: Site Permit Submittals & Addendums with Architectural Plans

   ▪ New Construction → DBI Forms 1 & 2
     o All New Constructions
       ● For Multi-Family Residential (2+ dwelling units) – Refer to Residential Water Submetering

   ▪ Additions & Alterations → DBI Forms 3 & 8
     Apply to any of the following:
     ● Dwelling units – Increase in number of units
     ● Square footage – Increases such as:
       o enlarging the building vertically and or horizontally
       o converting unconditioned space to conditioned space with the building envelope, such as a basement or attic conversion
     ● Plumbing fixtures – Adding, removing, replacing, and or relocating fixtures
     ● Legalizing – Legalizing residential or commercial units
     ● Tenant improvement – Any plumbing fixture work
       o Commercial tenant or First Time tenant improvement

   ▪ Change of Use → DBI Forms 3 & 8
     ● A change of use, occupancy, zoning category, or even a change of the existing business for all or parts of a building

   Additional Information:
   ● Form 8, SFPUC requires DBI’s Building (BLDG) to complete its review prior to the Over-The-Counter (OTC) review
   ● SFPUC may require the Department of Public Health (DPH) to complete its review for permits involving cafés and restaurants for Over-The-Counter review

   Review is NOT required for:
   ● Fences, private garages, roofs, decks, and or window remodels
   ● Replace in Kind plumbing fixtures
   ● Replace Like for Like plumbing fixtures
**SFPUC Fixture Count Form**
Permit applicant must include a completed SFPUC Existing and Proposed fixture count form. *(Note: the Fixture Count coversheet for multi-unit buildings must include all units).*

**SFPUC Checklist**
Permit applicant must include a completed SFPUC Checklist.

Additional information on the SFPUC requirements and other related information:
- San Francisco’s Water, Power, and Sewer Stormwater Requirements
- Capacity Charges General Information
- Capacity Charges for Accessory Dwelling Units (ADUs)
- Capacity Charges Rate Schedule
- New Water Service Installations