



## Submittal Requirements for Projects Subject to the Stormwater Management Ordinance and Non-potable Ordinance

This handout lists the required submittals, and their order of submission, for projects electing to reuse rainwater or stormwater to comply with the Stormwater Management Ordinance (SMO) and the Non-potable Ordinance (NPO). It also applies to projects reusing graywater, blackwater, and foundation drainage in addition to rainwater or stormwater to comply with the ordinances.

### Step 1: Submit a [Preliminary Stormwater Control Plan \(SCP\)](#) to SFPUC Urban Watershed Management Program.

The Preliminary SCP shows the proposed stormwater management and rainwater harvesting (RWH) approach and the rainwater and/or stormwater cistern size. The Preliminary SCP must be approved prior to issuance of a Department of Building Inspection (DBI) Site Permit.

### Step 2: Submit a [Non-potable Water Budget Application and Water Calculator](#) to SFPUC Non-potable team at [nonpotable@sfgov.org](mailto:nonpotable@sfgov.org).

The application provides a basic overview of the proposed onsite water system, alternate water sources, and end uses of the treated non-potable water. Please note that the RWH cistern size must match the size approved in the Preliminary SCP. Applications must be approved prior to issuance of a DBI Plumbing Permit. The SFPUC non-potable program team will notify the applicant, DBI, and the San Francisco Department of Public Health (SFDPH) once the application is approved.

### Step 3: Submit a [Non-potable Engineering Report](#) to SFDPH at [dph.nonpotable@sfdph.org](mailto:dph.nonpotable@sfdph.org) if required for proposed end uses.

The Engineering Report must be prepared for review and approval by the SFDPH. Please refer to SFDPH's [Detailed Instructions for completing the Engineering Report](#), including sample tables for water quality design criteria. Rainwater harvesting projects for non-spray irrigation do not need to submit an Engineering Report.

### Step 4: Submit a [Final SCP](#) to SFPUC Urban Watershed Management Program.

The Final SCP must be approved prior to issuance of a DBI Certificate of Final Completion (CFC). Final SCPs must include:

- Finalized items listed in **Step 1**
- Copy of *Non-Potable Water Budget Application*
- Copy of *SFDPH Engineering Report* (if required for proposed end use)

### Step 5: Receive SFDPH Approval letter (or Conditional Approval letter) of Non-potable Engineering Report.

Project Team to coordinate directly with SFDPH regarding approval process.

### Step 6: Submit a [Maintenance Agreement](#) to SFPUC Urban Watershed Management Program for Final SCP approval.

The Maintenance Agreement package must be submitted with a copy of *SFDPH Approval Letter*. Please refer to [Maintenance Agreement Recordation Instructions](#) for more information on how to record a Stormwater Maintenance Agreement.

**Step 7: Receive Acknowledgement of Maintenance Agreement Recordation and Final SCP Approval from SFPUC Urban Watershed Management Program**

Once a copy of the recorded Stormwater Maintenance Agreement is received, the SFPUC issues the Acknowledgement of Maintenance Agreement Recordation and Final SCP Approval and the approval process is complete.

The SFPUC recommends scheduling a pre-application meeting with our stormwater and non-potable program staff to discuss your specific project and compliance with the SMO and NPO. To schedule a meeting, please email [stormwaterreview@swater.org](mailto:stormwaterreview@swater.org) and [nonpotable@swater.org](mailto:nonpotable@swater.org).

For additional guidance on submittal requirements for Stormwater Control Plans (SCPs), please visit <http://sfpuc.org/smr>.

For additional info on the Non-potable program requirements, please visit [www.sfpuc.org/np](http://www.sfpuc.org/np).