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Establishment of an Application Checklist for Public Works' Construction Permits to Improve the Review and Circulation Process

As part of an ongoing effort to advance the City's commitment to streamline the housing development process, San Francisco Public Works implemented significant changes in 2023 allowing earlier releases of holds on building permits. Now, we are reforming the way we review applications to ensure they are complete at the time they are submitted. Public Works has developed and published a new checklist and resource guide that provides clear standards detailing what applicants must submit to the department before the application can be reviewed and deemed complete.

A complete permit application package includes the filled-out preapplication checklist, the application, the project plans and the permit fee payment.

Once the application is deemed complete, Public Works will circulate the package to all relevant City agencies.

This change will allow the City's review of proposed developments impacting the public right of way – particularly housing – to be faster and more efficient, allowing projects to reach the construction phase quicker.

It remains our responsibility at Public Works to safeguard the public right of way, which means the success of this new approach will rely heavily on applicants understanding and ensuring their role to submit projects that are complete and compliant with our standards for a safe, accessible right of way. Together, we can and will improve the permitting process to move San Francisco forward.

To learn more, please visit our sfpublicworks.org/permits page.

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