

# SAN FRANCISCO STORMWATER MANAGEMENT ORDINANCE

## SCP PROJECT REVIEW PROCESS

### [FOR DBI SITE PERMIT APPLICATIONS]

The SFPUC Stormwater Management Ordinance (SMO) Project Review Team reviews Stormwater Control Plans (SCPs) based on the 'San Francisco Stormwater Management Ordinance - SCP Project Review Process', September 2025 UPDATE (see reverse).

**SCP reviews occur as a separate and parallel process to the DBI In-House Review Site Permit process.**

- The Preliminary SCP (PSCP) shall receive 'intake acceptance' by SFPUC prior to DBI Site Permit submittal.
- The Final SCP (FSCP) shall receive 'intake acceptance' by SFPUC prior to DBI Architectural Addenda submittal.
- FSCP and its Conditions of Approval (COAs) shall be approved prior to DBI Certificate of Final Completion (CFC) issuance.

The following describes the SCP project review process. Refer to guidance on when SMO applies to your project - see [How to Comply With the Requirements](#).

**Pre-application Meeting:** Request and attend a required pre-application meeting (email [StormwaterReview@sfgwater.org](mailto:StormwaterReview@sfgwater.org) to schedule).

**Preliminary SCP:** Submit the PSCP to SFPUC and receive intake acceptance **prior to submitting a Site Permit application to DBI**. After intake acceptance, SFPUC will review the PSCP in its entirety with a target timeline aligning with the DBI review timeline.

- Alternative Compliance Application (if applicable) shall be submitted prior to PSCP submittal.
- CD Plans included with SCP should be 50% to 100% DD level.
- Project schedule should reflect the possible need for more than one PSCP submittal prior to approval.
- Preliminary SCP must be approved prior to submitting a Final SCP.

**Final SCP:** Submit the FSCP to SFPUC and receive intake acceptance **prior to submitting an Architectural Addenda to DBI**. After intake acceptance, SFPUC will review the FSCP in its entirety with a target timeline aligning with the DBI review timeline.

- CD plans should reflect design level typical of a DBI Addenda (e.g., 100% CDs, DBI Addenda Permit CDs, etc.).
- Project schedule should reflect the possible need for more than one FSCP submittal prior to approval.
- Final SCP is 'Approved with Conditions' upon resolution of all comments.

**Final SCP Conditions of Approval:** After the FSCP is 'Approved with Conditions' and prior to the issuance of Certificate of Final Completion (CFC) by DBI, the following conditions must be met for full FSCP Approval:

- The project team must submit a signed Certification of Acceptable Construction (CAC) upon completion of construction.
- After a CAC is submitted, the project team must schedule an SFPUC Post-Construction Inspection.
- Once the inspection is complete and closed, the project team must submit a signed and recorded Maintenance Agreement (MA) per the [Maintenance Agreement Recordation Instructions](#).

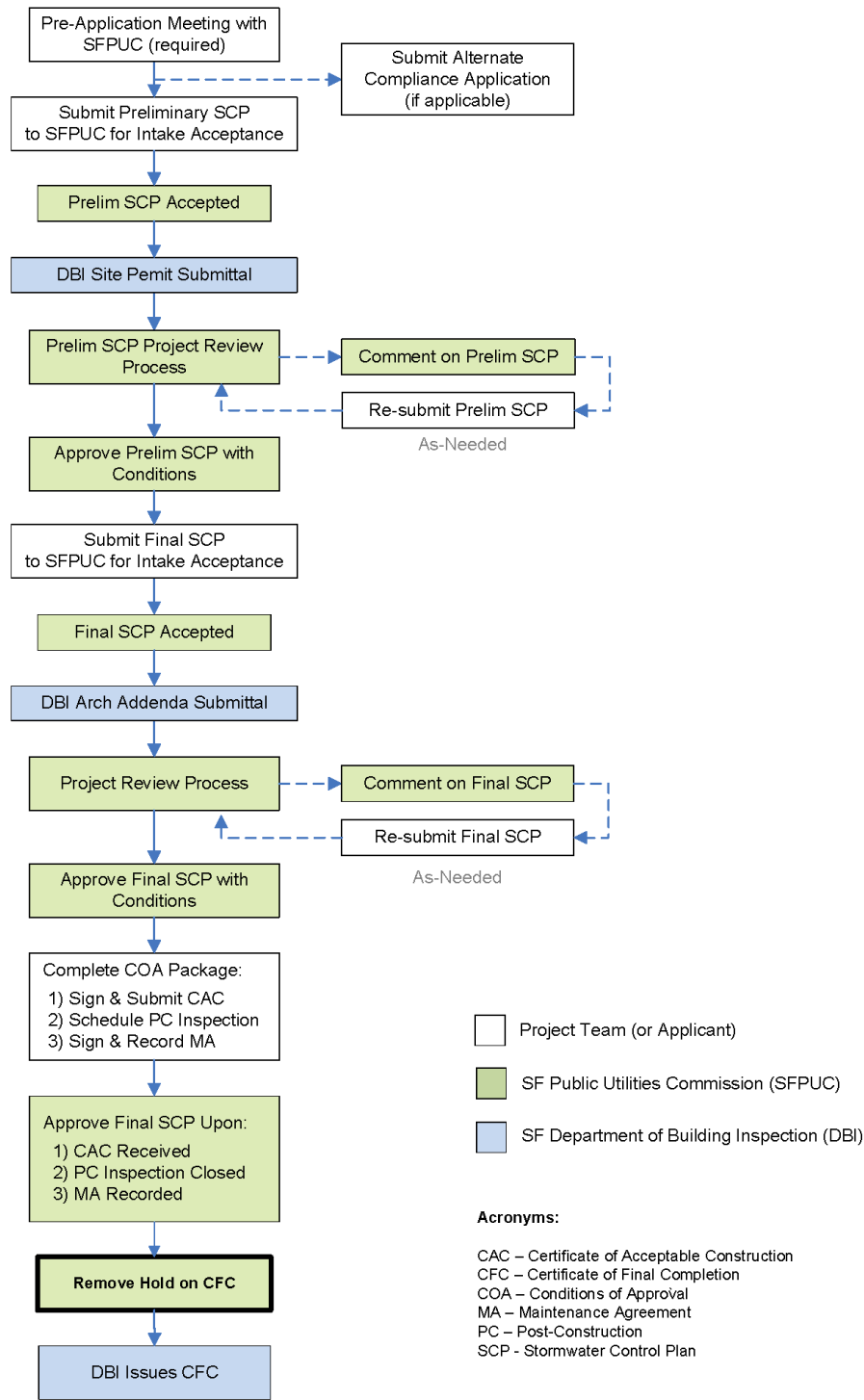
**Final SCP Approval:** After all COAs are completed, the project will receive SCP Final Approval and the SMO hold on the DBI CFC will be lifted. All materials required for Final SCP Approval are available at [www.sfpuc.org/smr](http://www.sfpuc.org/smr) - 'SCP Resources' section.

**Fees:** A completed SCP Review Fee Form ([www.sfpuc.org/smr](http://www.sfpuc.org/smr), 'SCP Resources' page) and payment must be included with each SCP submittal, or review will not start. Use the total project gross square footage and Schedule W-46 at [www.sfpuc.org/ratesbook](http://www.sfpuc.org/ratesbook) to calculate the fee for each SCP submittal.

# SAN FRANCISCO STORMWATER MANAGEMENT ORDINANCE

## SCP PROJECT REVIEW PROCESS

### [FOR DBI SITE PERMIT APPLICATIONS]



**NOTE:** Projects that are subject to SMO compliance, yet do not submit to the DBI for Building Permit application (e.g., universities, hospitals, federal, Port, etc.), must coordinate with the SMR Project Review Team to determine an appropriate SCP submittal process.

# SAN FRANCISCO STORMWATER MANAGEMENT ORDINANCE

## SCP PROJECT REVIEW PROCESS

### [FOR DBI FULL PERMIT APPLICATIONS]

The SFPUC Stormwater Management Ordinance (SMO) Project Review Team reviews Stormwater Control Plans (SCPs) based on the 'San Francisco Stormwater Management Ordinance - SCP Project Review Process', September 2025 UPDATE (see reverse).

**SCP reviews occur as a separate and parallel process to the DBI In-House Review Full Permit process.**

- **The Preliminary SCP (PSCP) shall be approved by SFPUC and the Final SCP (FSCP) shall receive 'intake acceptance' prior to DBI Full Permit acceptance.**
- **The Final SCP (FSCP) and its Conditions of Approval (COAs) shall be approved prior to DBI Certificate of Final Completion (CFC) issuance.**

The following describes the SCP project review process. Refer to guidance on when SMO applies to your project - see [How to Comply With the Requirements](#).

**Pre-application Meeting:** Request and attend a required pre-application meeting (email [StormwaterReview@sfgwater.org](mailto:StormwaterReview@sfgwater.org) to schedule).

**Preliminary SCP:** Submit the PSCP to SFPUC. After intake acceptance, SFPUC will review the PSCP in its entirety.

- Alternative Compliance Application (if applicable) shall be submitted prior to PSCP submittal.
- CD Plans included with PSCP should be 50% to 100% DD level.
- Project schedules should reflect the possible need for more than one SCP submittal prior to approval.
- Preliminary SCP must be approved prior to submitting a Final SCP.

**Final SCP:** Submit the FSCP to SFPUC and receive intake acceptance **prior to submitting a Full Permit application to DBI**. After intake acceptance, SFPUC will review the FSCP in its entirety.

- CD plans should reflect the design level typical of a DBI Full Permit (e.g., 100% CDs, etc.).
- Project schedule should reflect the possible need for more than one FSCP submittal prior to approval.
- Final SCP is 'Approved with Conditions' upon resolution of all comments.

**Final SCP Conditions of Approval:** After the Final SCP is 'Approved with Conditions' and prior to the issuance of Certificate of Final Completion (CFC) by DBI, the following conditions must be met for full Final SCP Approval:

- The project team must submit a signed Certification of Acceptable Construction (CAC) upon completion of construction.
- After a CAC is submitted, the project team must schedule an SFPUC Post-Construction Inspection.
- Once the inspection is complete and closed, the project team must submit a signed and recorded Maintenance Agreement (MA) per the [Maintenance Agreement Recordation Instructions](#).

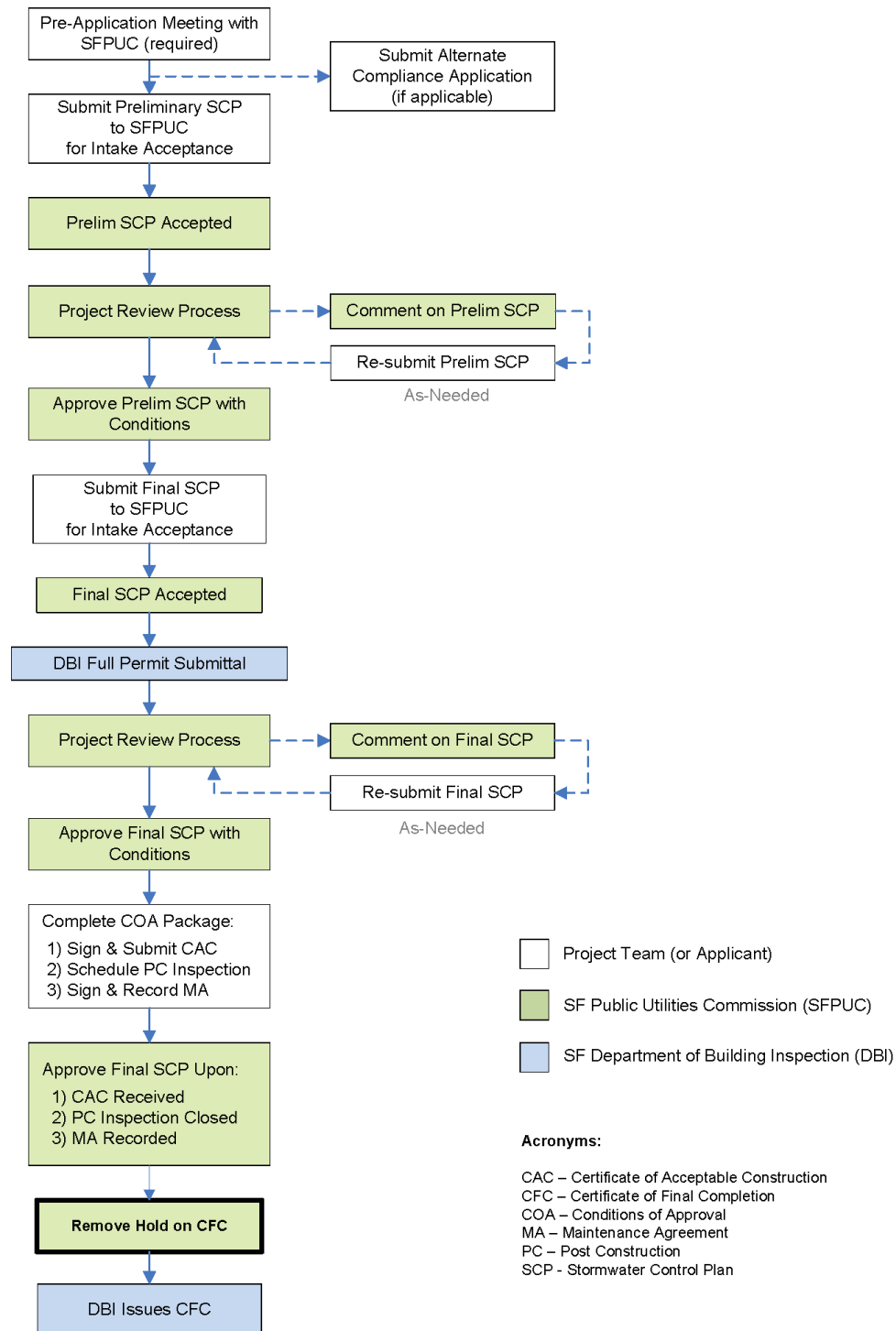
**Final SCP Approval:** After all COAs are complete, the project will receive SCP Final Approval and the SMO hold on the DBI CFC will be lifted. All materials required for Final SCP Approval are available at [www.sfpuc.org/smr](http://www.sfpuc.org/smr) - 'SCP Resources' section.

**Fees:** A completed SCP Review Fee Form ([www.sfpuc.org/smr](http://www.sfpuc.org/smr), 'SCP Resources' page) and payment must be included with each SCP submittal, or review will not start. Use the total project gross square footage and Schedule W-46 at [www.sfpuc.org/ratesbook](http://www.sfpuc.org/ratesbook) to calculate the fee for each SCP submittal.

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## SCP PROJECT REVIEW PROCESS

### [FOR DBI FULL PERMIT APPLICATIONS]



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