

## PORT CODE PROCEDURE

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**NO. PCP-001****DATE** : January 1, 2017**SUBJECT** : General Administrative Procedures**TITLE** : Preparing Port Code Procedures

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**PURPOSE** : The purpose of this Port Code Procedure (PCP) is to describe the procedures to be used in originating, writing, editing and distributing PCPs. PCPs document the procedures to be followed by the Port of San Francisco (Port) staff and, if necessary, other agencies which are involved with the regulatory functions of the Port. These PCPs elaborate, clarify, or interpret specified sections or articles of the Building, Existing Building, Mechanical, Electrical or Plumbing Codes. PCPs are the officially adopted interpretations of code sections or the intent of the codes. PCPs are to be used by both Port and the public.**REFERENCE** : 2016 Port of San Francisco Building Code Section 104A.2.1**DISCUSSION** : The following steps are to be observed in the publishing of a Port Code Procedure. Each Code Procedure shall be reviewed periodically as necessitated by changes in policies or requirements.

### 1. IDENTIFY THE PROPOSED CODE PROCEDURE

- a. Any individual in the Port may identify the need for a Port Code Procedure and report this need to the supervisor, who will in turn discuss it with the Chief Harbor Engineer (CHE). The CHE will determine if a PCP is required and may give the authorization to proceed with the writing of the PCP.
- b. The CHE will assign a person as Preparer to write a draft procedure and an internal Port Review Panel with expertise in the matter to review the draft procedure. The review panel shall have a designated Chairperson, who will notify the preparer to proceed with the first draft.

### 2. PREPARE THE DRAFT PORT CODE PROCEDURE

The Preparer shall submit a first draft. Such first draft shall be reviewed by the Review Panel for form and content, and revised as necessary. See ATTACHMENT "A" for the document format which is to be followed. The panel Chairperson shall forward the reviewed draft to the Chief Harbor Engineer for his/her review.

### 3. REVIEW THE DRAFT PORT CODE PROCEDURE

- a. The Preparer is to include a list of persons or committees to whom the draft is recommended to be sent for review, if needed. The CHE and review panel may revise this list. (See ATTACHMENT "B" for a list of possible reviewers).
- b. The Panel Chairperson will distribute the first draft and, after a review

## 2016 Port of San Francisco Building Code

period, will forward any comments received to the CHE. The CHE will review the first draft and the review comments, and if necessary, discuss them with the Preparer. The CHE may refer the draft Code Procedure to other agencies or personnel for review as deemed appropriate.

**4. PREPARE THE FINAL DRAFT FOR REVIEW BY THE CHIEF HARBOR ENGINEER**

Based upon draft review comments a final draft bulletin will be prepared by the Preparer. The review panel will prepare the final draft and review for form and content and assign a PCP number to the procedure.

**5. PREPARE THE APPROVED COPY FOR PRINTING AND DISTRIBUTION**

- a. The Panel Chairperson shall prepare a final copy for signature by the CHE.
- b. The signed PCP will be duplicated and distributed as noted on a final distribution list. The Panel Chairperson shall sign and file the PCP and record the completed PCP in separate indexes by:
  - 1) Port Code Procedure Number
  - 2) Title

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Eunejune Kim  
Chief Harbor Engineer  
Port of San Francisco

Date

Originally Approved by the Port Commission on 01/01/2008  
Update reviewed and approved by N. Friedman, Chief Building Inspector 10-25-2016

**ATTACHMENT "A"****PORT CODE PROCEDURE GUIDE**

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**NO. PCP-001** : *The CODE PROCEDURE NUMBER. is assigned by **Chief Harbor Engineer**.*

**DATE** : *The DATE is the effective date.*

**SUBJECT** : *The SUBJECT identifies the major topic or topics covered by the Code Procedure.*

**TITLE** : *The TITLE should be short and to the point (e.g.. Processing Demolition Applications and Permits).*

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**PURPOSE** : *The PURPOSE serves as an abstract and clearly defines the scope and intent of the Code Procedure.*

**REFERENCE** : *The REFERENCE materials used in writing the Code Procedure may include to Municipal Codes, City Charter, State and Federal Laws, letters, directives, and other justifications for this Code Procedure. If there are none, leave this item out.*

**DISCUSSION** : *The DISCUSSION provides background information and a description of the intended action or procedure. It includes detailed explanations and additional examples, attachments, or diagrams.*

*The SIGNATURE BLOCK contains the CHE's signature and title. Additional signatures and titles may be included if the Code Procedure is written as a joint document with other agencies.*

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Eunejune Kim  
Chief Harbor Engineer  
Port of San Francisco

Date

Approved by the Port Commission on December 3, 2016

Reviewed by Neil Friedman, Chief Building Inspector  
11/15/16

## ATTACHMENT "B"

### Distribution List:

#### Port of San Francisco:

Port Executive Director  
Chief Harbor Engineer  
Deputy Director of Maintenance  
Deputy Director of Planning  
Deputy Director of Administration  
Building Permit Group  
Disability Access Coordinator

#### Port of San Francisco Commission:

Port Building Code Review Board

#### City Agencies: Mayor's Office

Clerk of the Bd. Of Supervisors  
City Attorney, Office of Planning Department  
Fire Department

#### Public Works

Bureau of Architecture Bureau of Engineering Bureau of Construction Mgt. Bureau of Street Use & Mapping  
BSUM

Bureau of Building Repair Department of Public Health Real Estate Department

Port of San Francisco

Housing Authority

#### Professional Societies and Organizations:

American Institute of Architects (AIA), San Francisco Chapter  
American Society of Civil Engineers (ASCE)  
American Society of Fire Protection Engineers (ASFPE)  
American Society of Heating, Refrigeration, and Air Conditioning Engineers, Inc (ASHRAE)  
Consulting Engineers Association of California National Electrical Contractors Association (NECA)  
San Francisco Bay Area Chapter of the National Association of the Remodeling Industry (NARI)  
San Francisco Chapter of the Construction Specifications Institute (CSI)  
San Francisco District of the Associated General Contractors of California, Inc. (AGC)  
Sheet Metal and Air Conditioning National Association, Inc. (SMACNA)  
Structural Engineers Association of Northern California (SEAONC)

#### Public Organizations:

Building Owners and Managers Association (BOMA)  
Center for Independent Living  
Foundation for San Francisco's Architectural Heritage  
San Francisco Board of Realtors  
San Francisco Building Trades Council  
San Francisco Chamber of Commerce  
San Francisco Planning & Urban Research Association (SPUR)

Note: This is the current list on file. Any interested individual, agency or organization may be included on this list by sending a written request to: Chief Harbor Engineer, Port of San Francisco, Pier 1 - The Embarcadero, San Francisco, CA 94111