

## PORT CODE PROCEDURE

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**NO. PCP-010** :

**DATE** : January 1, 2008

**SUBJECT** : Structural Plan Checking of Port Projects

**TITLE** : Port Structural Engineering Quality Control

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**PURPOSE** : The purpose of this Port Code Procedure (PCP) is to describe the quality assurance procedures to be used for structural engineering performed for Port Projects. Port projects are projects developed by Port Staff and its consultants.

**REFERENCE** : SEAONC (Structural Engineers Association of Northern California) Structural Plan Check Position Statement, March 2004

**DISCUSSION** : The Port is an organization responsible for both project development and plan checking. This PCP delineates the protocol to be followed for structural plan check review as applied to internally developed designs and is intended to provide the necessary level of professional review to assure compliance with all applicable codes during the plan check process. Structural plans and calculations shall be completely developed by the originating licensed engineer and checked by another licensed engineer.

### 1. DEVELOP STRUCTURAL PLANS AND CALCULATIONS

- a. A licensed engineer from Port Staff or consultant shall prepare the necessary design drawings and calculations to describe the improvement.
- b. The calculations and computer analysis shall be sufficiently developed and documented to describe the gravity and lateral load resisting systems to permit the plan checker to fully review the improvement without making assumptions or generating separate calculations.
- c. Develop a list of any special inspections that are required during the construction.
- d. The completed design documents and required special inspections shall be submitted to the Chief Harbor Engineer (CHE) for plan check.

### 2. PLAN CHECKING

- a. The CHE shall assign the plan checking to another licensed engineer.
- b. The plan checking process shall include complete review of the structure's vertical and lateral load systems.
- c. The plan checker shall review the design documents until he or she is fully satisfied with the capacity of the structure to withstand the required loads.
- d. The plan checker shall forward all comments to the CHE for return to the originator to review and incorporate into the design, as applicable.

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- e. Any unresolved professional design disagreement between the originator and the plan checker shall be resolved by the CHE.

## 3. DOCUMENTATION

- a. The plan check review documents shall be retained in the Port's archives according to the Port's Document Retention Procedure, for not less than 5 years.
- b. The originator and the plan checker shall sign all structural design documents. When requested by the CHE, the originator and the plan checker shall stamp the design documents indicating their professional review and concurrence with the design.
- b. The final design drawings shall be approved by the CHE.

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Port of San Francisco

Date

Original approved by the Port Commission on 01/01/2008  
Update reviewed and approved by Neil Friedman, Chief Building Inspector 10-26--2016