



ELECTRICAL Permits & Inspections

Effective January 01, 2024, Port of San Francisco ("Port") and SF Department of Building Inspection ("SFDBI") – Electrical Inspection Division will require Port applicants to obtain an electrical permit for required inspection from SFDBI for types of work defined in the table at the end of this document. SFDBI will perform the required inspection work in support of the Port Building Permit process.

Here are the steps and requirements (subject to modifications):

1. Review the various electrical labor that require an electrical permit and inspection from SFDBI.

A. Electrical Scopes Only:

1. Submit a [Port building permit application](#) and plans to the Port for code compliance review; obtain Port permit application number and FIN (Facility Identification Number)
2. Await for Port confirmation that the plan review has started
3. [Apply for an electrical permit online with SFDBI Electrical Inspection Division \(EID\)](#) and reference the Port permit application number and the work location within the scope description.
**Note: Use the [Pier address](#) or if the address is not listed, use Non-Addressed permit application*
4. Upon EID permit issuance, provide the Port with EID permit number as needed for Port permit issuance.
5. Upon Port permit issuance and plan approval – work may commence.
6. Rough and final electrical inspection appointments shall be made with EID online

B. Alterations/ Tenant Improvements (with electrical scopes):

1. Follow the steps as listed above in item A
 2. In addition to EID inspections, applicant/ contractor is responsible for requesting Port and SFFD inspections where required.
2. Port Inspector/ Staff to verify inspection completion on EID website and obtain a record copy for Records Retention Policy

Fees:

- Applicants are responsible for paying the required fees from each City Agency
- Electrical permit & inspection fees are due at the time of submittal to EID
***Note: General contractors with a B license trying to obtain an electrical permit from EID will need to contact SFDBI directly. SFDBI staff will have to provide an invoice to the general contractor. EID system will not allow a general contractor to obtain an electrical permit online.*
- Electrical plan review fees are due at the time of submittal to Port

Port of San Francisco / Department of Building Inspection (Electrical Inspection)

Division of Electrical Inspection Activities between Port and EID

Revision Date: 12/29/2023, in effect 01/01/2024

General Notes

Replacement in kind requires DBI permit equivalent to new work.

New tenants - Tenant Improvements (Port typically performs plan review and will provide DBI inspectors with approved plans)

Port Projects Only - New Buildings not included (covered separately under a Development MOU with DBI)

<u>TYPE OF ELECTRICAL INSPECTION</u>	<u>INSPECTION BY DBI</u>	<u>INSPECTION BY PORT</u>	<u>COMMENTS</u>
Equipment operating at less than 50 volts: replacement in kind; non-life safety systems only		☑	Note: Port does not require conduit for low voltage wiring <50 volts
New equipment and/or wiring operating at less than 50 volts. All installations, alterations, and/or repair of wiring and electrical equipment for life safety systems.	☑		Note: Port does not require conduit for low voltage wiring <50 volts
Flexible cord and cable replacement in-kind	☑		
Electrical repairs on floating buildings under article 553		☑	
New electrical installations on floating buildings under article 553	☑		
Floating or fixed dock electrical repairs under Article 555		☑	
floating or fixed dock new installations under article 555	☑		
repair or replacement of broken or damaged luminaires in-kind; no change in wiring allowed; no work on emergency lighting; simple removal and replacement of up to 5 existing lights		☑	
Complete new lighting upgrades including emergency lighting	☑		
Existing motor removal and replacement in-kind, <2 horsepower; no change to existing wiring		☑	
Existing motor removal and replacement in-kind, >2 horsepower; all relocation and upgrades including larger motor substitution and/or change from single phase to 3 phase	☑		
replacement of receptacles in-kind, of not more than 20 amperes where no change in wiring is involved		☑	
Replacement of receptacles of more than 20 amperes; installation and wiring of new receptacles of any amperage	☑		
Replacement in-kind of refrigeration equipment where no change in wiring is involved		☑	
Installation of new refrigeration equipment; wiring of new or rewiring of existing refrigeration equipment	☑		

Switch replacement in-kind of not more than 20 amperes where no change in existing wiring is involved		5 .	
Switch replacement of more than 20 amperes or any switch wiring replacement; installation of all new switches and wiring	5 .		
All under-pier electrical inspections		5 .	
Inspection of generator power for special events		5 .	
Inspection of accessibility issues for switch and receptacle installations		5 .	

OpenGov created two electrical permits:

1. For permits that have an address - This is called **(standard)**.
2. The **(non-addressed)** one is intended for utility poles and places that don't have an address. In the past this universe included addresses we would have called 999 Unknown or 1 Port.

OpenGov is working on adding addresses for the Port (see current pier address list: <https://www.sf.gov/pier-number-address-list>)

If there is not yet an address for a pier, the contractor should use the (non-addressed) permit application.

Here is what the two options look like for contractors:

Electrical permit (standard) For electrical installations associated with an address, such as a building.	Select
Electrical permit (non-addressed) For electrical installations not associated with a building or address. Examples include utility poles, bus stops, advertising kiosks, or wireless facilities.	Select

Electrical Division Permits web address:

<https://sanfranciscoca.portal.opengov.com/categories/1087>