SFPUC Pre-Screening Guidelines for Capacity Charges

1. Water & Wastewater Capacity Charges for Review

Reviews are required for: Site Permit Submittals & Addendums with Architectural Plans

- New Construction → DBI Forms 1 & 2
  - All New Constructions
    - For Multi-Family Residential (2+ dwelling units) – Refer to Residential Water Submetering

- Additions & Alterations → DBI Forms 3 & 8
  Apply to any of the following:
  - Dwelling units – Increase in number of units
  - Square footage – Increases such as:
    - enlarging the building vertically and or horizontally
    - converting unconditioned space to conditioned space with the building envelope, such as a basement or attic conversion
  - Plumbing fixtures – Adding, removing, replacing, and or relocating fixtures
  - Legalizing – Legalizing residential or commercial units
  - Tenant improvement – Any plumbing fixture work
    - Commercial tenant or First Time tenant improvement

- Change of Use → DBI Forms 3 & 8
  - A change of use, occupancy, zoning category, or even a change of the existing business for all or parts of a building

Additional Information:

- Form 8, SFPUC requires DBI’s Building (BLDG) to complete its review prior to the Over-The-Counter (OTC) review
- SFPUC may require the Department of Public Health (DPH) to complete its review for permits involving cafés and restaurants for Over-The-Counter review

Review is NOT required for:

- Fences, private garages, roofs, decks, and or window remodels
- Replace in Kind plumbing fixtures
- Replace Like for Like plumbing fixtures
**SFPUC Fixture Count Form**
Permit applicant must include a completed SFPUC Existing and Proposed fixture count form. *(Note: the Fixture Count coversheet for multi-unit buildings must include all units).*

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**SFPUC Checklist**
Permit applicant must include a completed SFPUC Checklist.

Additional information on the SFPUC requirements and other related information:
- [San Francisco’s Water, Power, and Sewer Stormwater Requirements](#)
- **Capacity Charges General Information**
- **Capacity Charges for Accessory Dwelling Units (ADUs)**
- **Capacity Charges’ Rate Schedule**
- **New Water Service Installations**