



# PLANNING DEPARTMENT

City and County of San Francisco • 1660 Mission Street, Suite 500 • San Francisco, California • 94103-2414

MAIN NUMBER  
(415) 558-6378

DIRECTOR'S OFFICE  
PHONE: 558-6411  
4TH FLOOR  
FAX: 558-6426

ZONING ADMINISTRATOR  
PHONE: 558-6350  
5TH FLOOR  
FAX: 558-6409

PLANNING INFORMATION  
PHONE: 558-6377  
MAJOR ENVIRONMENTAL  
FAX: 558-5991

COMMISSION CALENDAR  
INFO: 558-6422  
INTERNET WEB SITE  
[WWW.SFGOV.ORG/PLANNING](http://WWW.SFGOV.ORG/PLANNING)

To: Members of the Biodiesel Task Force

Date: July 20, 2006

From: Sarah Dennis, Planning Department

Re: **Permitting Process- Current Requirements for Regular Gas Stations**

Basic agencies involved in the permitting of gas stations include the Department of Building Inspection, Planning Department, Department of Public Health, Fire Department and regional agency via Bay Area Air Quality Management District.

### Building Department

#### Basic Permitting Process:

- Department of Building Department/DBI – initial check, routing
- Routed to Planning – check if permitted, any required site standards
- Back to Commercial Plan Check/DBI - architectural, structural, mechanical
- Routed to Health – check for hazardous materials, regulation of storage tanks, regulation of measuring and weighing devices
- Routed to Fire – regulation of tanks, repair, subservice, work on piping, insulation of piping and tanks
- Routed to BAAQMD – permitting for Gasoline Dispensing Facility with regards to air pollution; sets annual throughput limit
- Returns to DBI/Central Permit Bureau – final plan check, review of outside permits and job cards, quality control process

Site Construction Requirements: No specific guidelines for site development of petroleum dispensing locations; DBI will check for employee access, vehicular access, and typical commercial plan check issues such as architectural, structural, mechanical.

([http://www.sfgov.org/site/dbi\\_index.asp?id=29050](http://www.sfgov.org/site/dbi_index.asp?id=29050); tel: 558-6089; contact = Simon Tiem)

Received in Task Force Meeting 7/20/06

### Planning Department:

Automotive Gas Stations are currently defined in Sec. 790.14/ Sec. 890.14 of the Planning Code as “a retail automotive service use which provides motor fuels, lubricating oils, air, and water directly into motor vehicles and without providing automotive repair services, including self-service operations which sell motor fuel only”.

Planning controls land use, site and lot, layout, height and signage.

Use Districts Permitted:

- Permitted in Commercial Districts - C-1 (Neighborhood Shpg), C-2 (Community Shpg), C-3-G (General Comm), C-3-S (Downtown Support)
- Permitted in Industrial Districts such as C-M (Heavy Commercial), M-1 (Light Ind), M-2 and SLI, SLR, SSO in the South of Market
- Conditionally permitted in Neighborhood Commercial Districts - NC-2, NC-3 and NC-S
- Not permitted in most Neighborhood Commercial Individual Area Districts
- Conditionally permitted in some Neighborhood Commercial Individual Area Districts i.e. West Portal.

([www.asfgov.org/planning](http://www.asfgov.org/planning); tel: 558-6314, contact = Sarah Dennis)

### Health Department

Regulates underground and above ground storage tanks.

- Initial forms required:
  - facility form
  - storage tank form
  - leak detection monitoring program
  - certificate of financial responsibility
  - Others - 601B - installation/modification application ; 601A - closure application
- Annual inspection required for underground, every 3 years for above-ground
- Special requirements: submittal of specific business information, submittal of state-mandated UST permitting forms including Facility Form, Tank Form, facility map, statement of financial responsibility, and UST monitoring plan. Tank owner/operator must maintain a valid operating permit for each tank. There are additional requirements for installation as well as removal or closure of USTs.
- Other special requirements: in addition to the business plan requirements, above ground storage tank businesses must also prepare a Spill Control and Counter Measures Plan. There are no fees associated with this program element.

(<http://www.sfdph.org/eh/>; tel: 252-3904; contact = Patrick ?)

DPH also administers the weights and measures program of the California Food and Agriculture state mandated laws and regulations. Relevant programs include:

- Measuring and Weighing Devices: Inspection and testing of various commercial devices including scales, gasoline pumps, taximeters, liquified petroleum gas dispensers and electric meters. Investigation of public complaints concerning inaccurate computation of price. Non-commercial devices can be checked for a fee. Meters are permitted for one year.
- Petroleum Products: Inspection of petroleum products for compliance with quality, labeling, and advertising requirements. Consumer complaints concerning service station advertising and gasoline contamination are investigated.
- Weighmaster: Audit weighmaster operations and records for compliance with California laws and regulations.

([www.sfgov.org/casf](http://www.sfgov.org/casf); tel: 252-3884)

Fire Department

Provides annual permit for tanks, for self-service stations and for any minor repairs

- Insulation permits - requires approved plans from DBI (usually takes up to 1yr). If have received DBI job card, can then file P119 for piping insulation, P217 for underground piping, P117 for above ground piping.
- Inspection by Fire Department required for final approval of permits - testing of primary supports, connections, test for leaks and pressure, secondary supports. This can take some time to schedule – is dependent on construction time and inspector availability.

([www.sfgov.org/fire](http://www.sfgov.org/fire); tel: (415) 558-3303; contact = Inspector Pegueros)

Bay Area Air Quality Management District

Regulates stationary sources of air pollution such as factories, industrial sites, and gasoline stations.

- Permits for new or modified source of toxic air contaminants including gas stations.
- Requires periodic testing requirements for vapor recovery equipment.

([www.baaqmd.gov](http://www.baaqmd.gov))