



San Francisco Department of Public Health Green Programs

Office/ Retail Compliance Applicability Guide

Office/ Retail businesses have few regulatory concerns*, unless the business is a large facility or provides services specified below. High-rises, warehouse facilities using propane forklifts, and facilities storing over 5 gallons of flammable liquids and compressed gases are required to obtain permits from the SF Fire Department (SFFD). Businesses that store large amounts of hazardous materials (e.g. paints, cleaning products, propane) and/or generate hazardous waste are also regulated by the SF Department of Public Health (SFDPH) Hazardous Materials Unified Program Agency (HMUPA). SFDPH also requires permits for food sales, pool/spa, massage and underground/ aboveground storage tanks. Businesses with back-up generators, boilers and some water treatment systems need permits from the Bay Area Air Quality Management District (BAAQMD). The SF Public Utilities Commission (SFPUC) also requires offices and retail establishments with food services (cafeterias, snack bars) to implement fats, oils and grease (FOG) reduction best management practices (BMPs). Air compressors require a CalOSHA permit.

***Note:** This is not a complete list of local regulatory requirements.

See detail below for common activities and storage situations that require compliance by your San Francisco facility and where to get compliance help or obtain required permits/registrations:

BAAQMD, Engineering Division, 939 Ellis St., SF, CA 94109 415-771-6000 www.baaqmd.gov

- On-site maintenance, chemical storage areas with Volatile Organic Compounds (VOCs) emissions
- Underground Storage Tank/Aboveground Petroleum Storage (UST/AST) containing gasoline or other VOCs

SFPUC Wastewater Enterprise, Pretreatment Source Control Program, 3801 3rd St., Ste 600, SF, CA 94124 415-695-7310 www.sfwater.org

- Must comply with wastewater discharge limits and prohibitions set forth in SF Municipal Code Section 123 of Article 4.1, Chapter X, Part II as well as DPW Order #158170.
- No specific permits are issued, but facilities may be inspected if violations are suspected or reported
- If restaurant on site, refer to Restaurant Compliance Applicability Guide for FOG management.

SFDPH- HMUPA, 1390 Market St., Ste. 210, SF, CA 94102 415-252-3907/ 415-252-3922

www.sfdph.org/dph/eh/

SF Health & Safety Code, Articles 21, 21A, 22, 24 and 25; CA H&SC and CCR

- Generate any amount of hazardous waste: compliance certificate required
- Old, obsolete Underground Storage Tanks (USTs)- SF prohibition of abandonment
- On-site maintenance, chemical storage area
- Over HMUPA thresholds of hazardous materials (55 gal liquid, 500 lbs solids, 200 cu ft gases) - Compliance Certificate Required
- Underground Storage Tanks/Aboveground Storage Tanks (UST/AST)
- Universal Waste generation or collection: must be handled in accordance with current state and/or federal laws.
- Laboratory on site

SFDPH- Consumer Protection/ Food Safety Program, 1390 Market St., Ste. 210, SF, CA 94102 415-252-3800 www.sfdph.org/dph/eh/

- Pool/spa- operating permits required
- Food sales (includes packaged food)
- Massage services
- Tattoo parlors



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SFFD, Bureau of Fire Prevention, 698 2nd St., SF, CA 94107 415- 558-3303 www.sf-fire.org

- Must be in compliance with High-rise Section annual inspections as applicable
- Permits required for:
 - Storage/use of over 5 gallons of flammable liquids inside building, over 10 gals outside building
 - Storage/use of over 25 gallons combustible liquids inside building, over 60 gallons outside building
 - Underground Storage or Aboveground Storage Tanks (UST/AST) containing flam. or comb. liquids
 - Any amounts of Liquefied Petroleum gases (propane forklifts, catering propane and butane)
 - Welding operations (flammable gases over 200cf, oxidizing gases over 504cf, inert gases over 6000cf)
 - Paint Spray booths
 - Auto repair/fleet maintenance operations
 - Storage, use, dispensing, transporting or handling of other hazmats (amounts vary per type)

Other

- Air compressor- CA Dept of Industrial Relations (CalOSHA) permit <http://www.dir.ca.gov/dosh/>
- Workers' Compensation Insurance required for all businesses with employees- CA Dept of Industrial Relations Worker's Comp. Division: http://www.dir.ca.gov/dwc/dwc_home_page.htm