



# How to Obtain a Building, Electrical, Plumbing Permit for the Remodeling of Single and Two-Family Dwellings in the City and County of San Francisco



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## INTRODUCTION

The purpose of this booklet is to provide assistance to you, the homeowner, in obtaining a permit to remodel, alter, or add to your home.

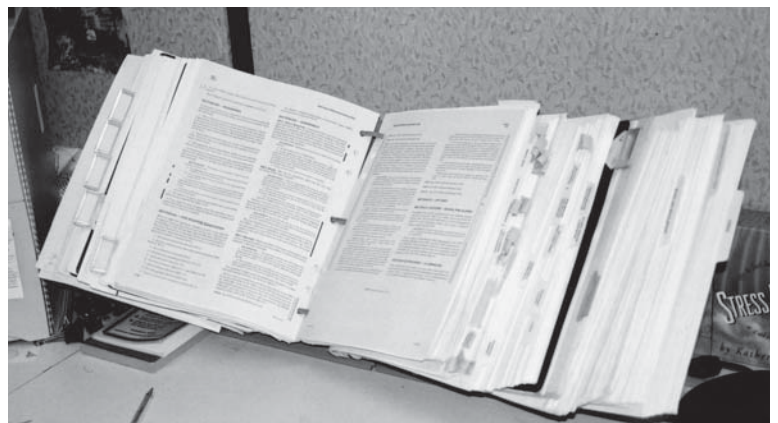
City of San Francisco laws require that one or more permits be obtained from the Department of Building Inspection (DBI) before starting work covered by the San Francisco Building, Housing, Electrical, Mechanical and/or Plumbing Codes. Obtaining a permit will help to protect you, the homeowner, from dangerous construction that may result in the loss of life or injury due to improper use of materials or construction procedures. It will help to assure your property is designed to prevent damage that may result from insufficient structural design intended to resist earthquakes and earth movement, illness caused by poor sanitation and ventilation, and provide security and safety within your home for you and your family.

There is an appendix containing phone numbers at the back of this booklet. This will aid you in contacting Department staff with questions you may have. The Department of Building Inspection is located at **1660 Mission Street, with office hours between 8:00am - 5:00pm, Monday through Friday, except holidays**. Please note that some of the divisions in the Department have public hours only in the morning and/or the afternoon, with the bulk of the day hours being reserved for inspection and plan review work.

The information contained in this booklet is general in nature and should not be used as a substitute for specific code requirements. Where possible, a reference to the code section has been made so that you may refer to the specific requirements. Copies of the Building, Housing, Electrical, Mechanical, and Plumbing Codes are available at the Public Library, or may be purchased at various bookstores including: Stacey's Bookstore, 581 Market Street, San Francisco, (415) 421-4687; General Code Publishers Corporation, 72 Hinchey Road, Rochester, NY 14624, (1-800-836-8834); the International Conference of Building Officials (ICBO), 5360 South Workman Mill Road, Whittier, CA 90601, (1-800-284-4406); and are also available for reference use at DBI's Technical Services Division, 558-6084. San Francisco has codes unique to our community and may have specific requirements beyond the State Code. If you do your own code research, review the California Building Codes with San Francisco Amendments.

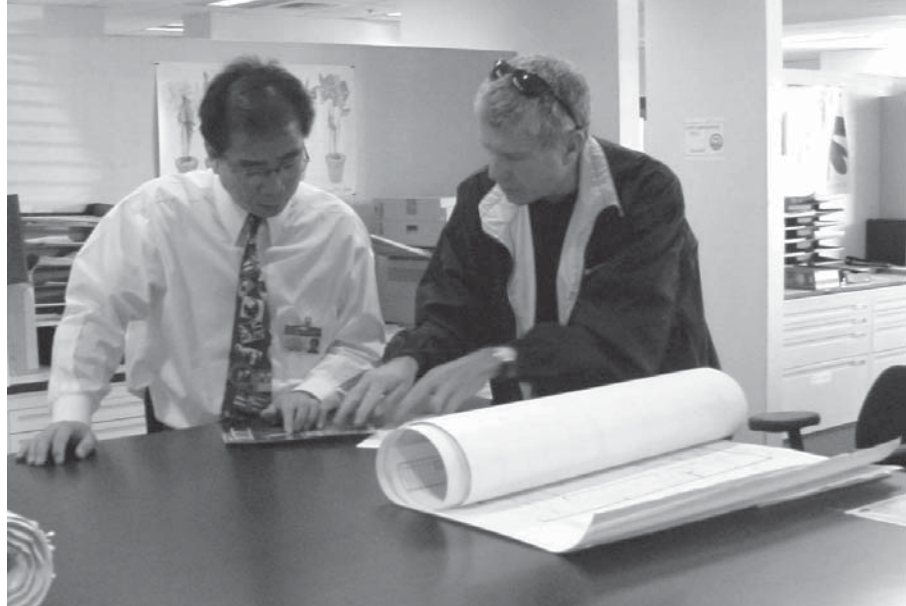
The State of California has passed laws that mandate when a licensed engineer or architect must prepare and sign plans for certain types of work. The design professional you hire can assure your plan meets code requirements while enhancing the enjoyment of your property.

Many permits also require review by the Planning Department. The Planning Department is a separate City department with its own Planning Code and Commission. The Planning Department reviews and approves building permits just as DBI does. The Planning Department



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reviews the height, size and occupancy type of your project as well as neighborhood concerns. The information in this booklet covers only the Department of Building Inspection requirements, which are generally set for minimum safety and the security of the occupant. For Planning information you can stop by their general information desk located on the 1st floor of 1660 Mission Street or call (415) 558-6377.



The information in this booklet is limited **to the remodeling of one or two family residences, or a one family residence together with a small business occupancy.** The procedure for submittal of an application is similar for multi-family dwellings such as an apartment building and for changing a single family building to another type of use such as a small retail shop. The latter has requirements that are generally more restrictive. The homeowner should consult a design professional.



This booklet covers four types of permits that are required: Building, Electrical, Mechanical and Plumbing. A separate permit is required for each type of work being done. The requirements for each type of work are covered in separate codes. Construction work is covered in the San Francisco Building Code, which is made up of the 2001 California Building Code with San Francisco amendments. Electrical work is covered by the 2001 California Electrical Code with San Francisco amendments. Plumbing work is covered by the 2001 California Plumbing Code with San Francisco amendments. Mechanical work is covered by 2001 Mechanical Code with San Francisco amendments.

Remember that in some cases, all four permits are necessary to begin or continue work. Adding a bathroom or building an addition are examples where building, electrical, mechanical, and plumbing permits are necessary.

## I. THE BUILDING PERMIT PROCESS

- ☛ The homeowner, the design professional, or the contractor must apply in person for a building permit. By calling (415) 558-6088, permit application forms may be mailed to the applicant. Customers seeking information in person before applying for a permit may come to the First Floor at 1660 Mission Street, Customer Information Desk.
- ☛ Building permits are reviewed by the Department of Building Inspection and other City departments as necessary. The law requires the applicant to provide plan requirements that meet the code. Plan review staff might catch a “**problem**” but it is the applicant’s responsibility to resolve the issue. Some people may hire a design professional to provide a complete code complying set of plans. The permit, depending on the type and nature of the work, may be issued over the counter or accepted for staff review. Review time may vary depending on the complexity of the project and the number of agencies the project has to



go through. Upon completion of the review and the approval by the Central Permit Bureau, a post card is sent to the applicant advising him/her that the permit is ready for pick-up. The payment of any applicable fees must be made prior to permit issuance.

- ☛ Although any permit can be appealed to the Board of Appeals within 15 days of issuance, with your valid permit you may choose to start work immediately (except for demolition permits).
- ☛ It is required by code to start the work within 90 days of the permit issuance. It is the applicant’s responsibility to notify the district Inspector when ready to start the work.



- ☛ Permits to complete work due to code enforcement violations must begin within 30 days of issuance. Starting work means the District Inspector has been to the job site and signed the job card.

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- Permits expire in 4 months to 4 years depending upon the cost of the project. Extensions are permitted and require a fee.
- Upon completion of the inspection process, the homeowner is advised to keep all documents in a safe place. DBI will microfilm records of all projects. For a fee, copies of permits and plans are available through DBI's Microfilm Section, 558-6080, two months after the job is finalized.



## II. BUILDING PERMITS

### A. WHAT IS THE PERMIT PROCESS?

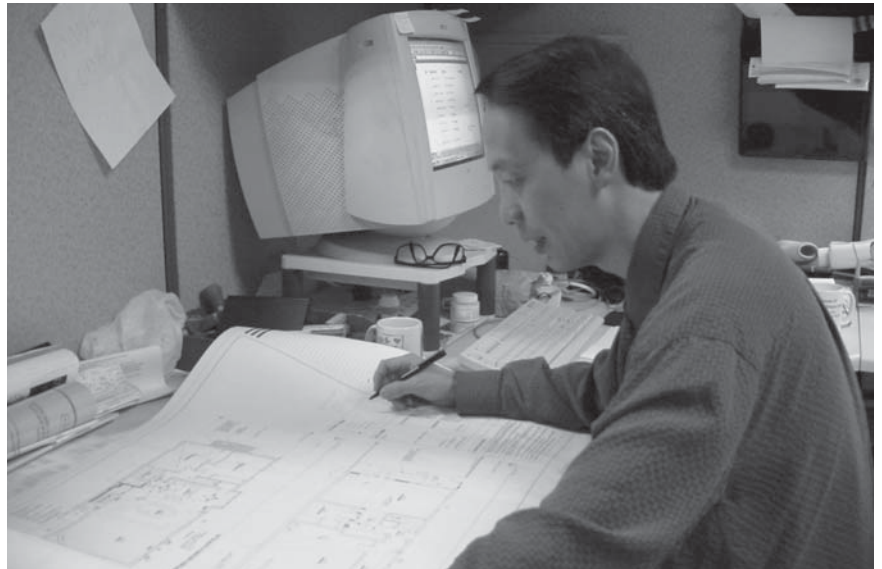
The permit issuance process can be as simple as submitting the completed application forms, having them reviewed by the Counter Building Inspector and having the permit issued after paying the fees. The length of process depends on the nature and complexity of the project.

A building permit issued while you wait is called an “Over-the-Counter Permit.” Typical types of work that can be done in an over-the-counter permit manner are:

- ☛ Existing bathroom remodel
- ☛ Kitchen remodeling (only one kitchen is permitted per legal dwelling unit)
- ☛ Repair of existing stucco or siding
- ☛ Most types of termite repair work
- ☛ Exterior stair repair
- ☛ Roof sheathing repair/reroofing
- ☛ Replacement of existing windows

For more complicated applications requiring plans, it may take longer for a permit to be issued due to required plan review from various agencies. These agencies include:

- ☛ Department of Building Inspection (DBI), Plan Check Services: Commercial, Major Projects/UMB, Mechanical, and Residential Divisions.
- ☛ Department of Public Health (DPH)
- ☛ Department of Public Works (DPW)
- ☛ Fire Department (FIRE)
- ☛ Planning Department (DCP)



Each of the above agencies must review your application if the work proposed is affected by the codes those agencies enforce. The Counter Building Inspector will determine which agencies must review your application.

### B. WHEN IS A BUILDING PERMIT REQUIRED? (Code Reference Section 106 of Building Code)

Almost all types of home alteration or remodeling require that you obtain a permit from the Department of Building Inspection. Since the type of work requiring permits is so broad, it is easier to list those items that do not require permits.



**The following items DO NOT require a permit:**

1. One-story detached accessory buildings or structures used as tool and storage sheds, playhouses and similar uses, provided the projected roof area does not exceed 100 square feet.
2. Wood, metal or plastic fences not over 6 feet in height located at the rear and side lot lines of the property, and all fences not over 3 feet in height along the front of the lot.
3. Amusement devices not on fixed foundations.
4. Movable cases, movable counters and movable partitions not over 5 feet 9 inches high.
5. Retaining walls which are not over 4 feet in height, measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or III-A liquids.
6. Water tanks supported directly upon grade if the capacity does not exceed 5000 gallons and the ratio of height to diameter or width does not exceed two to one.
7. Platforms, walks and driveways, when not a part of an exit, and not more than 30 inches above grade or over any basement or story below. Where more than 200 sq ft of ground is paved or covered, a plumbing drain permit is required.
8. Painting, papering and similar finish work.
9. Temporary motion picture, television and theater stage sets and scenery.
10. Minor repairs to existing interior plaster, except when part of a fire-resistive assembly such as any wall along the property line.
11. Prefabricated swimming pools accessory to a Group R, Division 3 Occupancy in which the pool walls are entirely above the adjacent grade if the capacity does not exceed 5000 gallons.
12. Reroofing without the installation, repair or removal of roof sheathing, if the surface area of the roof being worked on does not exceed 25 percent of the entire surface area.

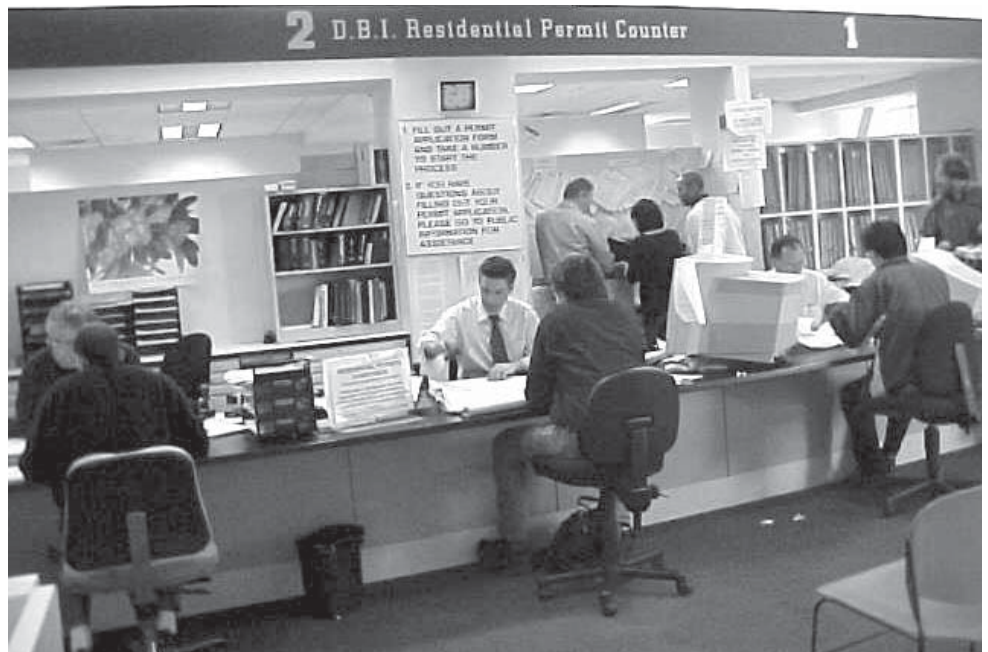


13. Surface mounting of readily removable materials on interior walls.
14. Installations or replacement of floor coverings in areas other than bathrooms and toilet rooms not requiring the removal of existing required flooring.
15. Repair and replacement of glazing in conformity with the code, and provided wire glass shall be replaced in kind.
16. Replacement of doors, except garage doors, in all occupancies, provided they are not required to be fire-resistive assemblies by the code.
17. A system of six or less automatic fire sprinkler heads. Plumbing permits shall be required when not more than six heads are involved and both a plumbing and building permit shall be required when more than six heads are involved.

If your project **is not** in the above list of exceptions, you must obtain the proper permit(s) before starting work. Failure to obtain a permit can result in penalty fees and the additional expense and time delays of having to remove and/or correct work not meeting the code.

### C. HOW DO I APPLY FOR A BUILDING PERMIT?

When you need a building permit, the first step is to fill out a permit application available at 1660 Mission Street. Office hours are 8:00 am to 4:30 pm, Monday through Friday, except holidays. The Counter Building Inspector can help you in filling out the permit application. For remodeling work needing a permit, the application form “Application For Building Permit Additions, Alterations or Repairs”, Building Form 3/8, would be used. A sample copy of this form is in the appendix for your review. For a new structure not attached to any other building, the application form “Application For Building Permit” Form 1/2 would be used. For demolition permits, a Form 6 is used. Demolition permits are used only when the entire building is removed.



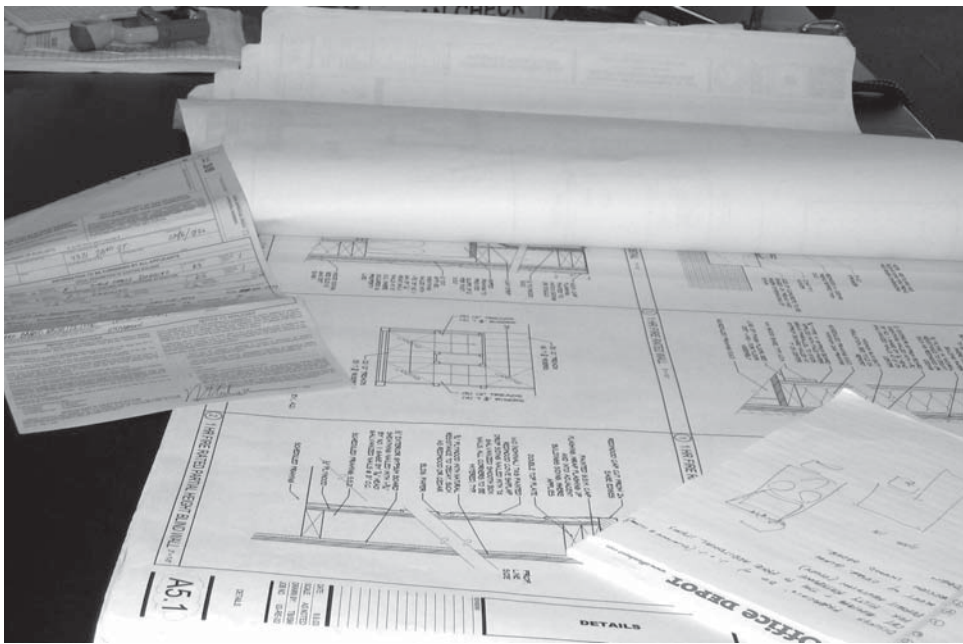
Filing an application does not allow you to start work. You can legally start work on your project when a permit is issued to you.

## D. WHEN ARE BUILDING PLANS REQUIRED?

Home maintenance projects such as replacing windows, remodeling of kitchen or bathrooms, and roofing permits can be described on the application and could be issued without plans and over-the-counter. Two sets of plans must be included with your application submittal, when required. Examples of work needing plans include:

- ☛ Removal or adding of a wall or part of a wall or creating new roof openings for a skylight.
- ☛ Converting a garage or storage area to a recreation room, play room, or bedroom.
- ☛ Any addition to the building or property such as adding a deck in the rear yard. Constructing a new addition or adding a new story. Also, building a new deck or enlarging an existing one.
- ☛ Changing the number of dwelling units by adding or removing a unit.

Two sets of plans are required to accompany the application. Plans shall be drawn to scale (1/8" = 1 ft. or 1/4" = 1 ft. minimum) and on **minimum size** of 11" x 17" white paper. Plans shall be of such quality that they could be microfilmed. The plans must show the location, nature and extent



of the work proposed and show in details that they will conform to the provisions of the code and all other laws and regulations. Remember that the owner, agent, or designer is responsible for submitting code complying plans.

Plans must be wet-stamped and wet signed by a professional engineer or architect as required by the California Architects and Engineers Practice Act. Plans must include

any or all of the following information that would help show the work being proposed: (See Sec. 106.3.3 of the San Francisco Building Code for complete details). A complete plan illustrates the following items:

1. Plot plan showing the building location and relationship to the street, sidewalk, property lines and other items on or near the property. Show the distance(s) between the house walls and the front, back, and side lot lines.
2. Exterior elevations illustrating the existing condition, the addition or the change being made.

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3. Floor plans of each floor being remodeled or added to. Show both the existing and proposed work on the floor(s) being improved. Name each room, showing dimensions and windows.
4. Type and size of all building materials to be used. Show how they are connected or attached.
5. Structural drawings and calculations when required.
6. Parking plans.
7. Conditioned areas would require California Code of Regulations (C.C.R), Title 24 Part 6 Energy Calculation.
8. Information and forms that have been glued, pasted or taped onto plans are not acceptable, nor is "white-out" allowed on permit drawings.



### **E. DO I NEED AN ENGINEER OR ARCHITECT?**

The California Architect and Engineer Practice Act mandates that certain work be prepared and



designed by an Architect or Engineer. Even if it is not required by law you may choose an Architect or Engineer for the project. Owners, contractors, and/or designers may prepare and sign plans for remodeling work on, or the new construction of, a single family dwelling of wood frame construction not more than 2 stories in height with spans between bearing walls not exceeding 25 ft.

However, special structural components such as engineered foundation or shear walls, retaining walls over 4 ft. high, underpinning, rigid frames, structural steel or reinforced concrete or wood trusses, glulam beams, columns and arches shall be designed and signed by a licensed architect, civil engineer or structural engineer.

If an addition includes new conditioned space(s), it is necessary to have an engineer, architect or energy consultant prepare the required energy calculations and State of California forms. The energy forms are available at DBI - just ask the information desk for assistance.

#### **F. MAY I DO THE WORK MYSELF?**

Work on an owner-occupied home may be done by the owner. You may also hire another person or a contractor to do the work on your own home. The contractor must be licensed and maintain the proper insurance and business license. State law requires worker's compensation insurance be provided for all workers, so be sure you or the contractor have this. No permit may be issued unless worker's compensation is indicated upon the application. Consult the Contractors State License Board for more information if you wish to do work as an owner/builder.

#### **G. WHEN MUST AN EXISTING BUILDING BE RE-DESIGNED FOR AN EARTHQUAKE?**

San Francisco is located in an area where earthquakes occur often and with such force as to cause damage to buildings. Therefore, when a building is remodeled, the remodeling may have to include strengthening for earthquakes. San Francisco Building Code Sections 3403 and 3405 cover the conditions under which an existing building must be upgraded. Examples of remodeling work that may require earthquake design are:

1. When 2 out of 3 stories are remodeled substantially.
2. Structural alteration.
3. Adding a story.
4. Horizontal addition.
5. Changing use of the building or a floor level.



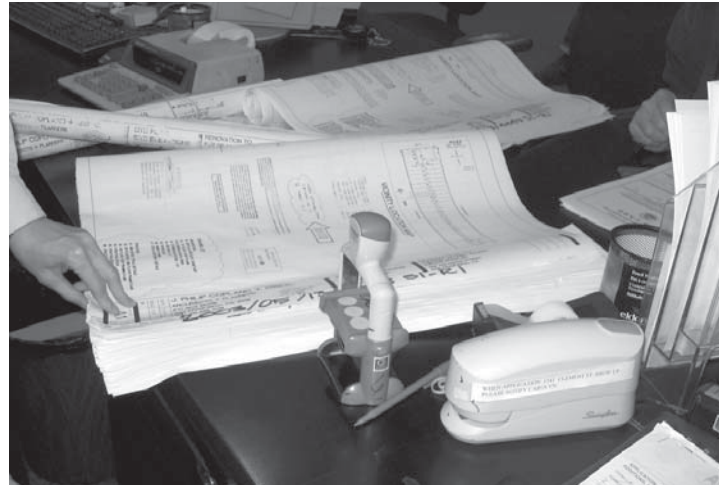
You may receive an estimate of the fees when you file your application or you may contact DBI's Central Permit Bureau at 558-6070 for a general idea of possible fees.

The Counter Building Inspector or the Engineer at the counter can help you to determine if earthquake resistant design is needed for your project.

## H. WHAT IS REQUIRED FOR COMPLIANCE WITH THE ENERGY REGULATIONS?

The State of California and the City and County of San Francisco regulate designs of residential additions and new buildings to prohibit excessive energy use. New buildings and additions to existing buildings are required to comply with the energy regulations.

Major alterations may require compliance with the energy requirements depending on the work being done and its dollar value. Minor alterations of existing heated space are not subject to those regulations. A booklet outlining the energy requirements is available from DBI's Housing Inspection Services (HIS) 558-6220, or call the California Energy Commission at 1-800-772-3300. Sale of your home requires compliance with the San Francisco Residential Energy Conservation Ordinance (RECO), as will projects that fall under RECO due to job value.



## I. WHAT FEES WILL BE REQUIRED?

Fees consist of the following: an application filing fee (payable when you file the application); the plan check fee, if plans are needed (payable when you file the application); permit fees (payable when you are issued the permit); and other fees collected by DBI's Central Permit Bureau for other City agencies such as the Planning Department (payable when you are issued the permit). School Fees are required to be paid to the San Francisco Unified School District (SFUSD) before permit issuance. The fees charged by the Department of Building Inspection are based on the estimated cost of the proposed work. The estimated cost used by the Department is determined from data from a national appraisal organization and may not reflect the actual cost of your project. However, the cost estimate will be uniform for all applications submitted to the Department.

## J. WHAT HAPPENS IF I HAVE PROBLEMS WITH THE PERMIT PROCESS?



Department of Building Inspection plan review staff write up and mail a comment sheet to the designer/owner when the plan cannot be approved. You will be notified by the reviewing agency telling you the code issues and you will be given a certain amount of time to comply. The first thing to do is to discuss the code issues with the agency that is holding your application. You may contact DBI's Public Services Division at 558-6088 to determine the agency presently reviewing your project.

If you believe your application or plans are unduly delayed, or you believe that you are caught between different requirements, you should contact the plan review staff's supervisor.

Further assistance can be obtained through the Division Managers, Deputy Directors, or the Director's Office.

### **K. HOW IS THE PERMIT ISSUED?**

After your permit application has been reviewed and approved by all necessary agencies, Central Permit Bureau will notify you by mail when the building permit is ready to be picked up. The permit can be picked up at DBI's Central Permit Bureau, 1st Floor, 1660 Mission Street, between the hours of 8:00 am - 4:45 pm. You must pay the permit fees and any other fees that are due before the permit can be issued. Any permit is appealable to the Board of Appeals if the appeal is made within 15 days of permit issuance.

### **L. APPROVED PRODUCTS AND MATERIALS?**

Products used in home remodeling projects must be listed by a nationally recognized independent agency. Some of the listing agencies are Underwriters Laboratories (UL), American Gas Association (AGA), and the International Conference of Building Officials (ICBO). Agency listings include fire rated assemblies, prefabricated fireplaces and stoves, furnaces and heaters, insulation, etc.

When you have identified a specific brand and model you want to install, check with your District Inspector to see if it has been approved for use in San Francisco. In most cases the brand and listings must be shown on the plan to be approved.

### III. MECHANICAL PERMIT

#### A. WHEN ARE PERMITS REVIEWED FOR MECHANICAL PLAN CHECK IN RESIDENTIAL PROPERTIES?

Mechanical work is covered under building permit applications and to a lesser extent under plumbing and electrical permits. New additions or converting garage/storage areas into conditioned areas need



to comply with California Energy Requirements. The Mechanical Plan Check Division reviews these energy calculations for compliance. Section 112.2 of the San Francisco Mechanical Code lists various types of work for which a building permit is not required. Subject to the exemptions listed in the plumbing and electrical codes, separate permits may be required for plumbing and electrical work, even if a building permit is not. Please contact the Plumbing Inspection Division at 558-6054 and/or the Electrical Inspection Division at 558-6030 for

further guidance. The Energy Compliance Forms you may need to fill out are available at DBI's Public Information Desk on the 1st Floor, 558-6088.

#### B. THE "OVER-THE-COUNTER PERMIT"

Some permit applications for mechanical work can be approved over-the-counter. These may include:

1. Installation of a new furnace in the same location as a furnace to be replaced. Please note that replacement of the thermostat may also be required if the existing thermostat does not meet the mandatory setback requirements of California Code of Regulations, Title 24, Part 6, Section 150(i). No plans are required.
2. Installation of new heating ducts within a single dwelling unit in which the volume of





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heated space is not increased. Please note that any ducts routed within unheated space requires a minimum of R4.2 insulation in accordance with California Code of Regulations, Title 24, Part 6, Section 150 (m), Mandatory Features. No plans are required.

3. Installation of any listed appliance in strict accordance with manufacturer's instructions. No plans are required.
4. Minor alterations of or additions to residential single family dwellings with complete energy calculation and documentation on plans.
5. Minor fire-damage repair projects such as replacement of ducts, mechanical units, etc. Minor revisions of previously-approved mechanical permits.

Newly constructed heated buildings are required to meet all applicable energy conservation standards. In addition, these standards apply to any alterations of the energy-related features (lighting, mechanical and building envelope) of existing heated buildings. Conversely, unheated buildings such as warehouses and parking garages are exempt from the energy standards, but conversions of unheated space to heated space must comply, such as a garage/storage into new living area.

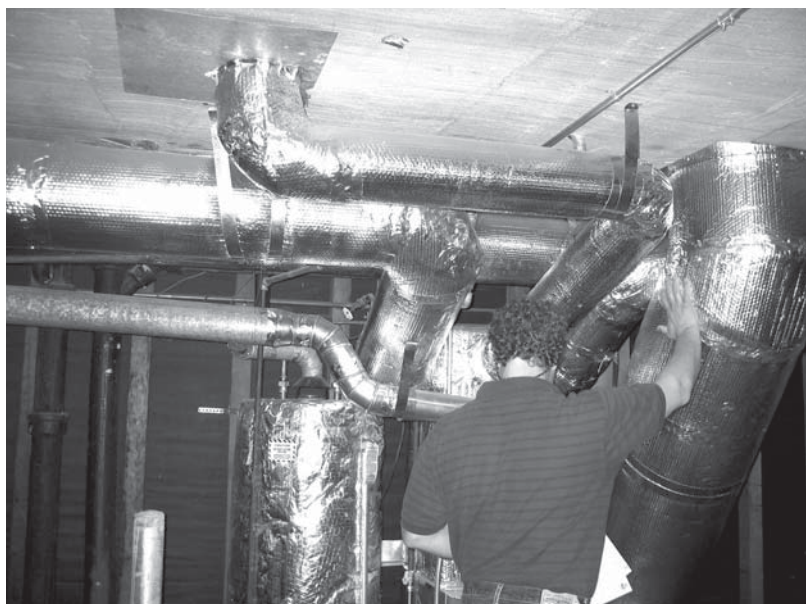
The California Energy Commission (CEC) requires all plans submitted with building permit applications that involve energy-related work to include proper documentation (commonly referred to as "energy calculations"). Furthermore, this documentation must be incorporated directly onto (not stapled, taped or sticky back) the submitted plan sheets. As a minimum the following compliance forms are required on the plans:

- Forms must be full size. Do not reduce size.
- Residential (new construction and alterations/additions) - "Certificate of Compliance: Residential" Form CF-IR and "Mandatory Measures Checklist: Residential" Form MF-IR.

All these required certificates must be signed on the spaces indicated, and all other information (addresses, license nos., checkmarks, etc.) must be included.

The most commonly asked questions pertain to residential window replacement, residential kitchen hoods, flexible duct and legal locations for various types of exhaust discharges, flues and chimneys.

If you are replacing an existing single-pane window with the same size window opening, then the new window is not required to be dual-pane. However, dual-pane windows with a U-value no larger than 0.55 are required:



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- ☛ If windows are added (new or increased size opening); or
- ☛ If an alteration apart from the window changes requires a building permit, then any new or replaced windows within the area being altered must have a maximum U-value of 0.55.

All manufactured windows, skylights and glass doors are required by the California Energy Commission to have a sticker that indicates the certified U-value. Please do not remove these stickers until final inspection is completed.

These requirements apply to all windows, glass doors and skylights located in heated portions of the building. Also, please inquire to the Planning Department regarding any additional window related requirements not pertaining to energy conservation.

Residential kitchen hoods are not required by code, but if you install one, please remember to:

- ☛ Locate the exhaust discharge no closer than 3 feet from property lines or other building openings.
- ☛ Ensure that the system includes a backdraft or automatic damper to prevent leakage of conditioned air.
- ☛ Observe all installation instructions furnished with your listed hood.

Flexible ducts are referred to in the California Mechanical Code as “factory-made” air ducts. Please note that flexible ducts are not intended as a substitute for rigid metal ducts. Its use is limited by the manufacturer’s instructions, as well as Section 602.3 and 604.2 of the 2001 California Mechanical Code and Sections 601.5 and 603.2 of the 2001 California Energy Code.

The aforementioned “3 feet” rule for residential kitchen hood exhausts outlet locations also applies to domestic clothes dryer exhausts, as well as domestic laundry room exhaust fans, and the exhaust fan discharge from bathrooms in any building (residential or non-residential).

Flues for furnaces, water heaters, boilers and gas fireplaces should terminate at least 4 feet from property lines, and at least 3 feet above any roof opening (such as an operable skylight) located within 10 feet. Please refer to Section 806.0 of the 2001 California Mechanical Code for further guidance. Chimneys for solid-fuel burning fireplaces shall terminate as required in Table 31-B of the 2001 California Building Code, and shall be provided with a spark arrester in accordance with Section 3102.3.8 of the 2001 California Building Code.

## IV. ELECTRICAL PERMITS

### A. THE ELECTRICAL PERMIT PROCESS

The Electrical Inspections Division provides assurance that electrical installations in San Francisco comply with minimum standards of safety through the inspection process. This process begins with the requirement for obtaining an electrical permit.

### B. WHEN IS AN ELECTRICAL PERMIT REQUIRED?

An electrical permit is required before alterations, extensions, or additions may be made to electrical installations, unless exempt under San Francisco Electrical Code Section 089-18.

### C. WHAT KIND OF ELECTRICAL WORK DOES NOT REQUIRE AN ELECTRICAL PERMIT?

The following does not require an electrical permit if no change in the building wiring is required:

1. Replacement of domestic appliances and their components parts.
2. Replacement of switches, receptacles, and residential lighting fixtures weighing less than 50 pounds.
3. Temporary holiday lighting that does not extend across a public thoroughfare.
4. Replacement of fuses, or circuit breakers of less than 100 amps rating.
5. Removal of abandoned and properly de-energized electrical wiring.



### D. HOW DO I APPLY FOR AN ELECTRICAL PERMIT?

California State Licensed Contractors (C7, C10, C11, C16, C46, C61, B1) who have not previously filed permits with the Department of Building Inspection,

are required to register with the Central Permit Bureau by presenting the following documents:

1. A valid California State Contractor's License
2. A current Business Tax receipt from the San Francisco Tax Collector's office.
3. A valid certificate of insurance for Worker's Compensation.

The next step is to fill out the Permit application Form. Please note: an electrical permit is separate from the building permit and shall be filed whenever electrical work is to be performed. This means that a separate electrical permit is required in addition to any other permits being filed.



### **E. MAY I DO THE WORK MYSELF?**

The owner of the stand-alone single-family dwelling may apply for a Homeowner's Permit by scheduling an interview with the district electrical inspector. The purpose of this interview is to ascertain if the applicant possesses the knowledge necessary to perform the proposed electrical work in a safe and code-complying manner. The applicant is required to complete a Homeowner's Declaration Form and a Permit Application worksheet.

### **F. ARE ELECTRICAL PLANS REQUIRED?**

Electrical plans are required for large installations involving emergency and/or life safety systems. If in doubt, please review with the district electrical inspector.

### **G. HOW LONG DOES IT TAKE TO GET AN ELECTRICAL PERMIT?**

Electrical permits are issued over-the-counter to contractors who are registered (see Section IV above).

### **H. WHERE DO I REGISTER AND APPLY FOR AN ELECTRICAL PERMIT?**

The San Francisco Permit Center is located on the first floor of 1660 Mission Street. The permit desk is open from 8:00 am until 4:30 pm, Monday through Friday.

## V. PLUMBING PERMITS

### A. THE PLUMBING PERMIT PROCESS

The Plumbing Inspection Division is a Division of the Department of Building Inspection whose job it is to insure that water systems, drainage and waste piping systems, gas piping systems, and vents from gas-fired appliances, water heaters and furnaces, are installed according to the Plumbing and Mechanical Codes of the City of San Francisco.

### B. WHEN DO I NEED A PLUMBING PERMIT?

A plumbing permit is not required for:

1. Repair of leaks not requiring cutting into or removing piping.
2. Unstopping of traps, sewers, vents or waste pipes not requiring cutting into or removal of traps or piping.
3. Replacement, repair or maintenance of faucets, valves, hose bibbs or roof drains not requiring cutting into or removal of piping.
4. Replacement of toilet seats, water closet tank covers and float mechanisms.
5. Replacement of old water closet with a new 1.6 gallon flush water closet.
6. Replacement of furnace filters.
7. Removal of drainage, water or gas piping from a building when the water supply, gas and drainage lines have been disconnected in an approved manner under a permit.
8. Work involved in setting up for a display of plumbing fixtures or appliances, when not connected to any supply or drainage lines in a sales establishment.
9. Installation of plumbing systems installed by a utility company in the operation of their utility business.
10. Replacement of water conservation devices not requiring cutting into or removal or piping.
11. Work performed in buildings or structures owned and occupied by the State and Federal governments.

Any cutting into or replacement of pipe, particularly pipe that is to be covered in walls or buried in the ground, requires a permit and inspection.



### **C. MAY I DO THE WORK MYSELF?**

Plumbing work must be done by a California Licensed Contractor. However, there may be times when the homeowner may do plumbing work to their home. When the application is filed for a single family dwelling, the Plumbing Inspector at the counter will test your knowledge of plumbing systems. If approved, you may do the work.

### **D. HOW DO I APPLY FOR A PLUMBING PERMIT?**

When you need a plumbing permit, the first step is to fill out a permit application at 1660 Mission Street, First Floor. The form entitled “**Application/PERMIT TO INSTALL PLUMBING, GAS, WATER, AND MECHANICAL**”, is to be filled out. A sample copy of the form is in the appendix. The plumbing permit is treated as a separate permit and therefore must be filed whenever



plumbing work is to be done. A plumbing permit is needed in addition to any other permit required. The Plumbing Inspector at the counter can help you in deciding which permits are needed for your project.

### **E. WHEN DO I CALL FOR INSPECTIONS?**

If you are issued a permit it is your responsibility to make an appointment with the District Plumbing Inspector to approve what you have done before you cover any of the work, and again when all the work is completed. On larger jobs multiple inspections could be necessary and on smaller jobs fewer may be required.

### **F. HOW MUCH DO PERMITS COST?**

The Plumbing Inspection Division gives you the opportunity to control your permit fees. We charge one fee for each portion of the permit you need. Those portions are Drainage Piping (Plumbing Permit Fee), Water Permit Fee, Gas Piping Fee, Mechanical Permit Fee (Flues & Gas Vents) and Sewer Repair Fee. The permit fee is required for each type of piping you are going to do.

In addition to those fees, we charge an inspection fee for each visit we make. If the work complies with the code on the first visit, no further visits are necessary. If the work does not comply with the minimum standards as set forth in the appropriate code, we will require additional inspection and inspection fees.

### **G. WHY DO I NEED A PERMIT?**

A permit is required for a number of reasons. The first and most important is to insure that you, and subsequent owners of your property, are getting a building that meets minimum standards. Another reason is to protect you from non-complying work. For contractors, it tells their customers they have done a job that complies with minimum standards. And finally, it documents who did what work, when, and affirms that it meets minimum standards.

## VI. WHAT TO DO AFTER YOUR PERMIT IS ISSUED

As important as it is to have your permit issued it is equally important to make sure that all of your required inspections are made and that your construction work is approved and finalized.

In order to assure that this process is completed, please review and follow the steps listed below:



1. Your permit is valid for a set period of time only. Generally, work must begin within 90 days or it will be subject to cancellation, and it may expire if work is abandoned for more than 90 days. Requests for extensions of time must be made in writing prior to expiration to the applicable divisions (Building, Plumbing, and Electrical). Your permit can be appealed to the Board of Appeals during a 15-day period after issuance, and work may be stopped. Remember that separate permits are required for building, plumbing and electrical work as applicable. Be sure to call your District Inspector upon the start of work. At this time you

can also discuss your future scheduled inspections. Your contractor may call to arrange any needed inspections.

2. Make sure that you schedule your inspections 24 to 48 hours in advance. When your inspector arrives have your copy of the approved permit, job card and the approved plans (if applicable) on the site. Keep in mind that if your project is not ready for inspection or permit documents are not on site when we arrive, you will be subject to a reinspection fee for an additional inspection. At the time of the inspection, if the workmanship is satisfactory, and the work corresponds with the approved plans, you will receive approval on the job card to continue.



## Department of Building Inspection - How to Obtain a Permit for 1 & 2 Family Dwellings

Remember that signature on the job card by the inspector is required prior to covering any work. If corrections are required your inspector will specify all items needed to be changed on a correction notice. Your inspector will be available to answer questions and discuss further required inspections. Make sure to obtain any required energy conservation inspections and clear all special inspection reports prior to calling for a final inspection.

3. After all your work has been completed you may call for a final inspection. At this time your inspector will sign off your project and issue any required certificates to you.

**Remember, we are here to assist you. If you have any questions about your project, please give us a call!**





## VII - DBI DIVISIONS AND FUNCTIONS

### DEPARTMENT OF BUILDING INSPECTION

1660 Mission Street, San Francisco, CA 94103

(415) 558-6088 Information • (415) 558-6401 Fax • [www.sfgov.org/dbi](http://www.sfgov.org/dbi)

The Department of Building Inspection is charged with implementing and enforcing local, state, and federal regulations and controls that govern the design, construction, quality, use, occupancy, and location of buildings and structures within the City and County of San Francisco. A seven-member Building Inspection Commission governs the Department.

	<u>Phone</u>	<u>Fax</u>
<b>DIRECTOR - 6TH FLOOR</b> .....	<b>558-6131</b>	<b>558-6225</b>
<b>CHIEF ADMINISTRATIVE OFFICER – 6TH FLOOR</b> .....	<b>575-6871</b>	<b>558-6225</b>
<b>DEPUTY DIRECTOR OF PERMIT SERVICES – 2ND FLOOR</b> .....	<b>558-6139</b>	<b>558-6436</b>
<b>DEPUTY DIRECTOR OF INSPECTION SERVICES – 3RD FLOOR</b> .....	<b>558-6142</b>	<b>558-6435</b>
<b>COMMUNICATIONS MANAGER – 6TH FLOOR</b> .....	<b>558-6250</b>	<b>558-6225</b>

**ADMINISTRATION AND FINANCE DIVISION (AFD) - 1650 Mission St., 3RD Floor** **558-6323**  
**558-6207**

Provides support to the Department in the areas of fiscal management, purchasing, employee services, and related data collection.

*Office Hours 8:00 a.m. – 5:00 p.m.*

**BUILDING INSPECTION DIVISION (BID) – 3RD Floor** ..... **558-6096** **558-6261**

Inspects buildings for compliance with building code requirements for building permits and responds to complaints on residential and commercial buildings. *Office Hours 7:30 a.m. – 5:00 p.m. • Building Inspectors’ Office Hours - 7:30 a.m. to 8:30 a.m. and 3:00 p.m. to 4:00 p.m.*

**CENTRAL PERMIT BUREAU (CPB) – 1ST Floor** ..... **558-6070** **558-6170**

Issues building, plumbing and electrical permits; collects fees for processing applications for DBI and other City agencies.

*Office Hours 8:00 a.m. – 5:00 p.m. • Last customer will be served at 4:30 p.m.*

**CODE ENFORCEMENT SECTION (CES) – 1650 Mission St., 3RD Floor**..... **558-6454** **558-6226**

Responsible for abatement of code violation cases referred from the building, plumbing, and electrical divisions. *Office Hours 8:00 a.m. – 5:00 p.m.*

**COMMERCIAL PLAN CHECK DIVISION (CPC) – 2ND Floor** ..... **558-6129** **558-6041**

Screens, reviews, and approves commercial tenant improvement applications for compliance with building, and disabled access regulations.

*Office Hours 8:00 a.m.– 5:00 p.m. • OTI Office Hours 8:00 a.m.– 12:00 Noon • Commercial Plan Check Counter Hours 8:00 a.m.– 4:00 p.m.*

**DISABLED ACCESS SECTION (DAS) – 3RD Floor**..... **558-6014** **558-6474**

Responsible for the intake and resolution of all complaints filed by the public regarding disabled access citywide. *Office Hours 7:30 a.m. – 5:00 p.m.*

**ELECTRICAL INSPECTION DIVISION (EID) – 3RD Floor** ..... **558-6030** **558-6397**

Provides public safety by enforcing municipal and State regulations and codes relative to construction, alteration, and installation of electrical equipment and systems. *Office Hours 7:30 a.m.– 5:00 p.m. • Electrical Inspectors’ Office Hours – 7:30 a.m. to 8:30 a.m. and 3:15 p.m. to 4:00 p.m.*

**HOUSING INSPECTION SERVICES (HIS) – 6TH Floor** ..... **558-6220** **558-6249**

Inspects buildings for code compliance in residential housing under building permits or as a result of complaints and inspects apartments and hotels.

*Office Hours 8:00 a.m. – 5:00 p.m. • Housing Inspectors’ Office Hours - 8:00a.m. to 9:00a.m. and 4:00p.m. to 5:00p.m.*

## Department of Building Inspection - How to Obtain a Permit for 1 & 2 Family Dwellings

**LEAD ABATEMENT DIVISION (LAD) – 1650 Mission St., 3RD Floor..... 558-6598      558-6635**  
 Responsible for environmental health and safety of DBI and applicable health and safety regulations and inspection of buildings for lead paint-exterior work practices. *Office Hours 8:00 a.m. – 5:00 p.m.*

**MAJOR PROJECTS/UMB’S DIVISION (MPC/UMB) – 2ND Floor ..... 558-6101      558-6041**  
 Reviews and approves new, major and UMB applications and plans for compliance with building, and disabled access regulations. *Office Hours 8:00 a.m. – 5:00 p.m.*

**MANAGEMENT INFORMATION SERVICES (MIS) -**

**1650 Mission Street, 3RD Floor..... 558-6400      558-6467**  
 Provides automated data capture, data management, and report dissemination throughout the Department. *Office Hours 8:00 a.m. – 5:00 p.m.*

**MECHANICAL PLAN CHECK DIVISION (MECH) – 2ND Floor ..... 558-6159      558-6041**  
 Screens and reviews applications and plans for compliance with mechanical and energy codes and mechanical ventilation, life/safety smoke control systems, and related portions of building code. *Office Hours 8:00 a.m. – 5:00 p.m.*

**PERMIT COORDINATION DIVISION (PCD) – 1ST Floor ..... 558-6649      558-6660**  
 Provides parallel review for complex residential as well as commercial projects that require multi departmental review; and performs quality control screening of all permit applications that have gone through the plan review process and are ready for permit issuance. *Office Hours 8:00 a.m. – 5:00 p.m.*

**PERSONNEL PAYROLL DIVISION (PPD) – 6TH Floor ..... 558-6343      558-6636**  
 Provides support to the Department in the areas of personnel, payroll, and other related Human Resources activities. *Office Hours 7:30 a.m. – 5:00 p.m.*

**PLUMBING INSPECTION DIVISION (PID) – 3RD Floor ..... 558-6054      558-6178**  
 Provides public safety by enforcing municipal and State regulations and codes relative to construction, alteration, and installation of plumbing equipment and systems. *Office Hours 7:30 a.m. – 5:00 p.m.* • *Plumbing Inspectors’ Office Hours - 7:30 a.m. to 8:00 a.m. and 3:00 p.m. to 4:00 p.m.*

**PUBLIC SERVICES DIVISION (PSD) – 1ST Floor ..... 558-6130      558-6605**  
 Serves as the first point of contact for the public, answers general questions; gives permit status and information. Management, processing, and updating of all microfilm services and residential records. *Office Hours 7:30 a.m. – 5:00 p.m.*

**RESIDENTIAL PLAN CHECK DIVISION (RPC) – 2ND Floor ..... 558-6133      558-6041**  
 Screens, reviews, and approves residential applications and plans for compliance with building, and disabled access regulations. *Office Hours 8:00 a.m. – 5:00 p.m.* • *Residential Plan Check Counter Hours 8:00 a.m. – 4:00 p.m.*

**STRUCTURAL SAFETY and EMERGENCY MANAGEMENT DIVISION (SSEM) –**

**2ND Floor..... 558-6099      558-6041**  
 Responsible for on-going seismic engineering and emergency response programs including the Emergency Management Program and the Building Occupancy Resumption Program (BORP); act as a liaison with the Emergency Services and Homeland Security, and the San Francisco Fire Department. *Office Hours 8:00 a.m. – 5:00 p.m.*

**TECHNICAL SERVICES DIVISION (TSD) - 1650 Mission Street, 3RD Floor 558-6205      558-6688**  
 Provides technical support for the Department in the areas of code development and information, and earthquake/ emergency program. *Office Hours 8:00 a.m. – 5:00 p.m.*

**BOARDS AND COMMISSIONS**

**Building Inspection Commission (BIC), Ann Aherne, Commission Secretary ..... 558-6164      558-6509**  
**Abatement Appeals Board (AAB), Dept. Rep..... 558-6142      558-6435**  
**Access Appeals Commission (AAC), Neil Friedman, Dept. Rep. .... 558-6168      558-6474**  
**Board of Examiners (BOE), Hanson Tom, Dept. Rep. .... 558-6157      558-6686**  
**Code Advisory Committee (BCAC), Alan Tokugawa, Dept. Rep. .... 558-6004      558-6688**  
**Unreinforced Masonry Buildings Appeals Board (UMB), Gary Ho, Dept. Rep..... 558-6083      558-6041**

## VII. DEFINITION OF TERMS

**APARTMENT BUILDING:** Any building or portion thereof, that contains three or more dwelling units, including residential condominiums.

**SAN FRANCISCO BUILDING CODE:** The San Francisco Building code is the California Building Code as amended by the City and County of San Francisco for local conditions.

**DWELLING UNIT:** Any building or portion thereof which contains living facilities, including provisions for sleeping, eating, cooking and sanitation, as required by code, for not more than one family, or a congregate residence for 10 or less persons.

**FAMILY:** An individual or two or more persons related by blood or marriage, or a group of not more than 5 who need not be related by blood or marriage, living together in a dwelling unit.

**HABITABLE SPACE (Room):** A space in a structure for living, sleeping, eating or cooking. Bathrooms, toilet compartments, closets, halls, storage or utility space, and similar areas are not considered habitable space.

**KITCHEN:** Any room used or intended or designed to be used for cooking, preserving and preparing food.

**PLANNING CODE:** The code is adopted to promote and protect the public health, safety, peace, morals, comfort, convenience and general welfare and is being enforced by the Planning Department.

# Appendix A

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APPROVED FOR ISSUANCE

BLDG. FORM 3/8

APPLICATION NUMBER

OSHA APPROVAL REC'D APPROVAL NUMBER:

<b>APPLICATION FOR BUILDING PERMIT ADDITIONS, ALTERATIONS OR REPAIRS</b> FORM 3 <input type="checkbox"/> OTHER AGENCIES REVIEW REQUIRED FORM 8 <input type="checkbox"/> OVER-THE-COUNTER ISSUANCE Leave Blank		<b>CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF BUILDING INSPECTION</b> APPLICATION IS HEREBY MADE TO THE DEPARTMENT OF BUILDING INSPECTION OF SAN FRANCISCO FOR PERMISSION TO BUILD IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS SUBMITTED HERewith AND ACCORDING TO THE DESCRIPTION AND FOR THE PURPOSE HEREINAFTER SET FORTH.	
NUMBER OF PLAN SETS _____			
DATE FILED	FILING FEE RECEIPT NO.	(1) STREET ADDRESS OF JOB	BLOCK & LOT
Jan 01, 1998	Blank	1234- 60th Avenue	1000/01
PERMIT NO.	ISSUED	(2A) ESTIMATED COST OF JOB	(2B) REVISED COST:
Blank	Blank	\$10,000	BY: Blank DATE: Blank
<b>INFORMATION TO BE FURNISHED BY ALL APPLICANTS</b>			
<b>LEGAL DESCRIPTION OF EXISTING BUILDING</b>			
(4A) TYPE OF CONSTR.	(5A) NO. OF STORIES OF OCCUPANCY:	(6A) NO. OF BASEMENTS AND CELLARS:	(7A) PRESENT USE:
5-N	2	1	Residential/One Family
(8A) OCCUP. CLASS	(9A) NO. OF DWELLING UNITS:		
R-3	01		
<b>DESCRIPTION OF BUILDING AFTER PROPOSED ALTERATION</b>			
(4) TYPE OF CONSTR.	(5) NO. OF STORIES OF OCCUPANCY:	(6) NO. OF BASEMENTS AND CELLARS:	(7) PROPOSED USE (LEGAL USE):
5-N	2	1	Residential/One Family
(8) OCCUP. CLASS	(9) NO. OF DWELLING UNITS:		
R-3	01		
(10) IS ADJACENT RUNWAY TO BE CONSTRUCTED OR ALTERED?	Choose YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	(11) WILL STREET SPACE BE USED DURING CONSTRUCTION?	Choose YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
(12) ELECTRICAL WORK TO BE PERFORMED?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	(13) PLUMBING WORK TO BE PERFORMED?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
(14) GENERAL CONTRACTOR	ADDRESS	ZIP	PHONE
Generic Construction	1001 Building Street S.F	94112	(415)555-1212
(15) OWNER - LESSEE (CROSS OUT ONE)	ADDRESS	ZIP	PHONE (FOR CONTACT BY DEPT.)
Mr. & Mrs. Homeowner	1234-60th Avenue	94117	(415) 555-1212
(16) WRITE IN DESCRIPTION OF ALL WORK TO BE PERFORMED UNDER THIS APPLICATION (REFERENCE TO PLANS IS NOT SUFFICIENT)			
Remodel existing kitchen with new cabinets, counter top, sink appliances and new vinyl floor.			
No structural work			
<b>ADDITIONAL INFORMATION</b>			
(17) DOES THIS ALTERATION CREATE ADDITIONAL HEIGHT OR STORY TO BUILDING?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	(18) IF (17) IS YES, STATE NEW HEIGHT AT CENTER LINE OF FRONT FT.	(19) DOES THIS ALTERATION CREATE DECK OR HORIZ. EXTENSION TO BUILDING?
(20) IF (19) IS YES, STATE NEW GROUND FLOOR AREA SQ. FT.	(21) WILL SIDEWALK OVER SUB-SIDEWALK SPACE BE REPAIRED OR ALTERED?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	(22) ANY OTHER EXISTING BLDG. ON LOT? IF YES, SHOW ON PLOT PLAN.
(23) DOES THIS ALTERATION CONSTITUTE A CHANGE OF OCCUPANCY?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	(24) ARCHITECT OR ENGINEER (DESIGN OR CONSTRUCTION)	ADDRESS
(25) CONSTRUCTION LENDER (ENTER NAME AND BRANCH DESIGNATION IF ANY, IF THERE IS NO KNOWN CONSTRUCTION LENDER, ENTER "UNKNOWN")	ADDRESS		
None	None		

**IMPORTANT NOTICES**

No change shall be made in the character of the occupancy or use without first obtaining a Building Permit authorizing such change. See San Francisco Building Code and San Francisco Housing Code.

No portion of building or structure or scaffolding used during construction, to be closer than 6'0" to any wire containing more than 750 volts. See Sec. 385, California Penal Code.

Pursuant to San Francisco Building Code, the building permit shall be posted on the job. The owner is responsible for approved plans and application being kept at building site.

Grade lines as shown on drawings accompanying this application are assumed to be correct. If actual grade lines are not the same as shown revised drawings showing correct grade lines, cuts and fills together with complete details of retaining walls and wall footings required must be submitted to this department for approval.

ANY STIPULATION REQUIRED HEREIN OR BY CODE MAY BE APPEALED.

BUILDING NOT TO BE OCCUPIED UNTIL CERTIFICATE OF FINAL COMPLETION IS POSTED ON THE BUILDING OR PERMIT OF OCCUPANCY GRANTED, WHEN REQUIRED.

APPROVAL OF THIS APPLICATION DOES NOT CONSTITUTE AN APPROVAL FOR THE ELECTRICAL WIRING OR PLUMBING INSTALLATIONS. A SEPARATE PERMIT FOR THE WIRING AND PLUMBING MUST BE OBTAINED. SEPARATE PERMITS ARE REQUIRED IF ANSWER IS "YES" TO ANY OF ABOVE QUESTIONS (10) (11) (12) (13) (22) OR (24).

THIS IS NOT A BUILDING PERMIT. NO WORK SHALL BE STARTED UNTIL A BUILDING PERMIT IS ISSUED.

In dwellings all insulating materials must have a clearance of not less than two inches from all electrical wires or equipment.

- CHECK APPROPRIATE BOX
- OWNER  ARCHITECT
  - LESSEE  AGENT
  - CONTRACTOR  ENGINEER

**APPLICANT'S CERTIFICATION**

I HEREBY CERTIFY AND AGREE THAT IF A PERMIT IS ISSUED FOR THE CONSTRUCTION DESCRIBED IN THIS APPLICATION, ALL THE PROVISIONS OF THE PERMIT AND ALL LAWS AND ORDINANCES THERE TO WILL BE COMPLIED WITH.

**NOTICE TO APPLICANT**

**HOLD HARMLESS CLAUSE:** The permittee(s) by acceptance of the permit, agree(s) to indemnify and hold harmless the City and County of San Francisco from and against any and all claims, demands and actions for damages resulting from operations under this permit, regardless of negligence of the City and County of San Francisco, and to assume the defense of the City and County of San Francisco against all such claims, demands or actions.

In conformity with the provisions of Section 3800 of the Labor Code of the State of California, the applicant shall have coverage under (I), or (II) designated below or shall indicate item (III), or (IV), or (V), whichever is applicable. If however item (V) is checked item (IV) must be checked as well. Mark the appropriate method of compliance below:

I hereby affirm under penalty of perjury one of the following declarations:

- ( ) I. I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
- ( ) II. I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:  
 Carrier Workers Compensation Co.  
 Policy Number 111110
- ( ) III. The cost of the work to be done is \$100 or less.
- (X) IV. I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California. I further acknowledge that I understand that in the event that I should become subject to the workers' compensation provisions of the Labor Code of California and fail to comply forthwith with the provisions of Section 3800 of the Labor Code, that this permit herein applied for shall be deemed revoked.
- (X) V. I certify as the owner (or the agent for the owner) that in the performance of the work for which this permit is issued, I will employ a contractor who complies with the workers' compensation laws of California and who, prior to the commencement of any work, will file a completed copy of this form with the Central Permit Bureau.

Jan 01, 1998  
Date

Signature of Applicant or Agent

# Appendix B



**CITY AND COUNTY OF SAN FRANCISCO**  
**DEPARTMENT OF BUILDING INSPECTION**  
**ELECTRICAL INSPECTION DIVISION**  
 1660 Mission Street  
 San Francisco, CA 94103-2414  
 Phone:(415)558-6030 Fax:(415)558-6397

## ELECTRICAL PERMIT

**PERMIT# E200411089705**  
 Permit Issued date: **11/08/2004 11:21:20 AM**  
 Permit Issued By: LISAYU

E200411089705

224 CASELLI AV

2689/004/0

Floor/Suite:

Printed on: 11/08/2004 11:12:52 AM

**JOB LOCATION:**

Job Address	Block/Lot/Structure Number	Unit	District
224 CASELLI AV	2689/004/0		8
Occupancy Residential	Floor/Suite		

**OWNER:**

Owner Name	Phone1	Phone2	Homeowner permit approved by
GREEN DAVID	(415)558-6030		

**CONTRACTOR:**

Company Name	License	Class	License Exp Date	Business Lic#
CENTURY ELECTRIC CONST	300955	C10	31-JUL-05	005219 C10
Address	City	State	Zip Code	Office Phone#
221 OAK ST	SAN FRANCISCO	CA	94102	(415)861-6522
Applicant/Occupant Name	Phone			
	( ) -			

EID Use Only: Building Appln. No Plumbing permit Nc

**DESCRIPTION OF WORK:**

KITCHEN AND BATHROOM REMODEL.

Work Scope Type	# of Equip.	Fees Fee Description	Fee Amount
		RESIDENTIAL OPENINGS FEE	\$226.00
		PROCESSING FEE	\$20.00
		Surcharge	\$15.99
		<b>Total Fees</b>	<b>\$261.99</b>

# Appendix C

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67012 F3

PERMIT NO.

**P**

## APPLICATION/PERMIT TO INSTALL PLUMBING, AND MECHANICAL

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF BUILDING INSPECTION  
PLUMBING DIVISION 558-6054

**P**

JOB ADDRESS 1234- 60th Avenue		BLK/LOT 1000   01	BLDG. USE Residential
<input type="checkbox"/> NEW <input checked="" type="checkbox"/> ALT	# STORIES	OWNER OF BLDG. Mr. & Mrs. Homeowners	PHONE 555-1212
ADDRESS 1234 - 60th Avenue			

AMENDMENT TO PERMIT NO.

I hereby affirm that I am licensed under provisions of Chapter 9 (Commencing with Sec. 7000) of Division 3 of the Business and Professions code, and my license is in full force and effect.

CONTRACTOR'S SIGNATURE A. Generic	DATE Jan 01, 98	CLASS	LICENSE # 6655441	LIC. EX. DATE Oct 98
COMPANY NAME Generic Construction			BTRC LICENSE	
ADDRESS 1001 Building Street			PHONE 555-1234	
CITY San Francisco	STATE Ca	ZIP 94112	FOR OFFICE USE ONLY	

ZIP CODE

JOB ADDRESS

CROSS STREET

**\* NOT VALID FOR PERMIT IF ANY EMPLOYEE DESCENDS INTO EXCAVATION DEEPER THAN 5'**

NUMBER OF INSPECTIONS REQUIRED: Two @ 68.50 EA. = 137.00

PLUMBING PERMIT ISSUANCE FEE: Waste Line ..... 16.55

WATER PERMIT ISSUANCE FEE: Water ..... 16.55

GAS PERMIT ISSUANCE FEE: Gas ..... 16.55

MECHANICAL PERMIT ISSUANCE FEE: .....

SEWER REPAIR OR TRAP REPLACEMENT FEE: .....

**SURCHARGE:** 8.30

**TOTAL PERMIT FEE:** 195.05

JOB ADDRESS

**DETACH AND  
POST ON  
JOB SITE**

**ROUGH INSPECTION**

DESCRIPTION OF WORK COVERED BY THIS PERMIT: Install new kitchen sink fixtures  
and trap. Install new dishwasher, connect refrigerator ice maker  
connect gas stove to existing gas line. Install hood fan duct

Date:

Sign:

**FINAL INSPECTION**

Date:

Sign:

**NOT VALID UNLESS  
DATED AND SIGNED  
BY CHIEF PLUMBING  
INSPECTOR**

DO NOT WRITE BELOW THIS LINE - FOR OFFICIAL USE ONLY		
DATE	INSP. INITIALS	REMARKS

**NOTICE TO APPLICANT HOLD HARMLESS CLAUSE:** The permittee(s) by acceptance of the permit, agree(s) to indemnify and hold harmless the City and County of San Francisco from and against any and all claims, demands and actions for damages resulting from operations under this permit, regardless of negligence of the City and County of San Francisco, and to assume the defense of the City and County of San Francisco against all such claims, demands or actions.

9003-07 (REV. 2/95)

I hereby affirm under penalty of perjury one of the following declarations:

**VALID FOR ISSUANCE:**

**VALID FOR ISSUANCE:**

- ( ) I. I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
- ( ) II. I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:  
Carrier \_\_\_\_\_ Policy Number \_\_\_\_\_
- (X) III. The cost of the work to be done is \$100 or less.
- ( ) IV. I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California. I further acknowledge that I understand that in the event that I should become subject to the workers' compensation provisions of the Labor Code of California and fail to comply therewith with the provisions of Section 3800 of the Labor Code, that the permit herein applied for shall be deemed revoked.
- ( ) V. I certify as the owner (or the agent for the owner) that in the performance of the work for which this permit is issued, I will employ a contractor who complies with the workers' compensation laws of California and who, prior to the commencement of any work, will file a completed copy of this form with the Central Permit Bureau.

APPROVED DATE

APPROVED DATE

CHIEF PLUMBING INSPECTOR

CHIEF PLUMBING INSPECTOR

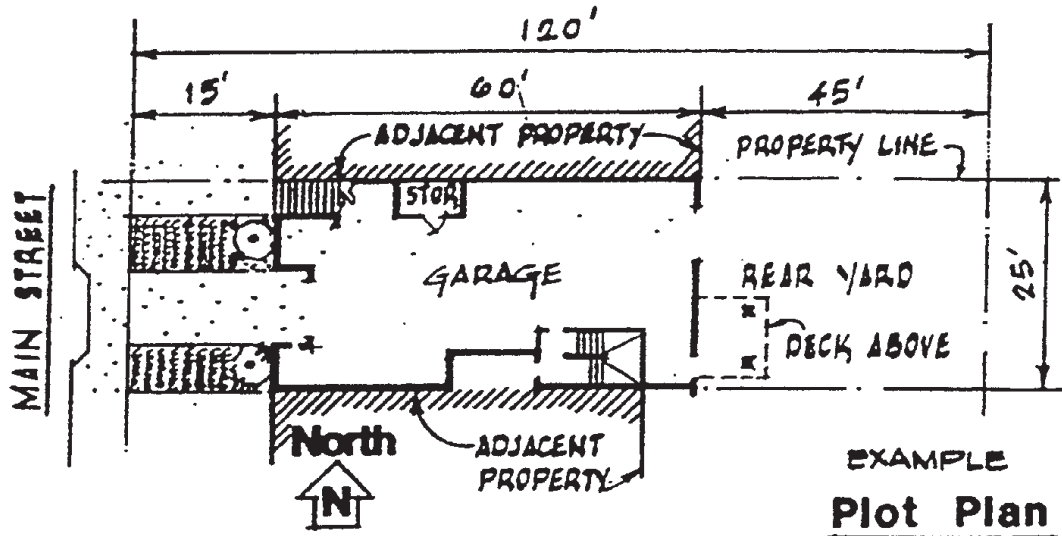
**PLEASE MAKE CHECK  
PAYABLE TO:**  
DEPARTMENT OF  
BUILDING INSPECTION  
1660 MISSION STREET  
SAN FRANCISCO, CA 94103

Signature of Applicant or Agent

Date  
Jan 01, 98

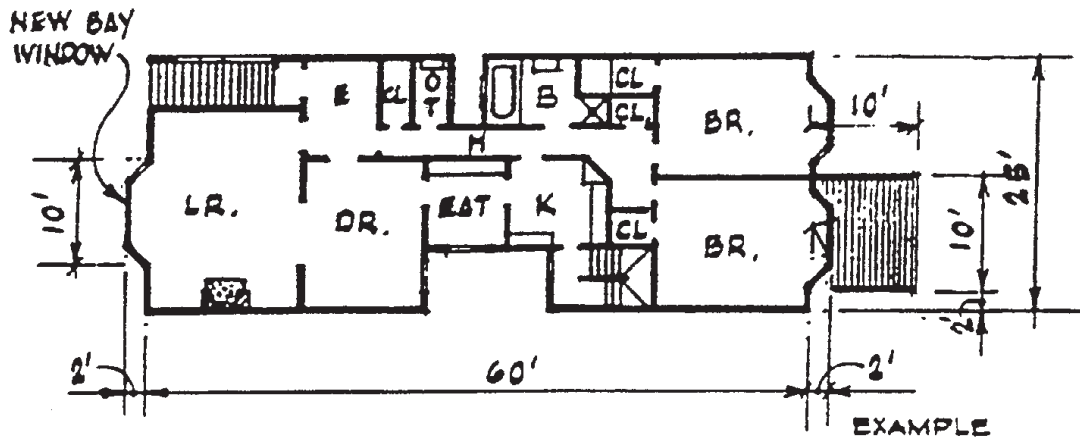
INSPECTOR'S REPORT

## Appendix D



**EXAMPLE  
Plot Plan**

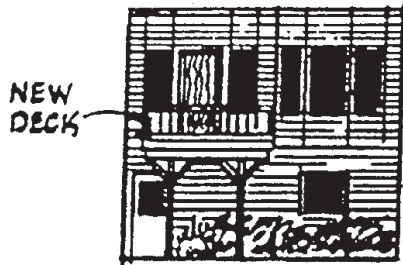
THE PLOT PLAN SHOULD SHOW THE WIDTH AND LENGTH OF THE LOT AND THE LOCATION OF THE BUILDING ON THE PROPERTY RELATIVE TO THE STREET(S), SIDE AND REAR PROPERTY LINES AND ADJACENT BUILDINGS OR STRUCTURES. SHOWN HERE IS THE ADDITION OF A DECK TO THE REAR OF THE DWELLING.



**EXAMPLE  
Floor Plan**

A TYPICAL FLOOR PLAN FOR REMODELING SHOULD SHOW THE AREA TO BE REMODELED PLUS ITS RELATION TO OTHER ROOMS ON THE SAME FLOOR. SHOWN HERE IS AN ADDITION OF A DECK TO THE REAR OF THE DWELLING AND THE INSTALLATION OF A NEW BAY WINDOW IN THE LIVING ROOM.

## Appendix E

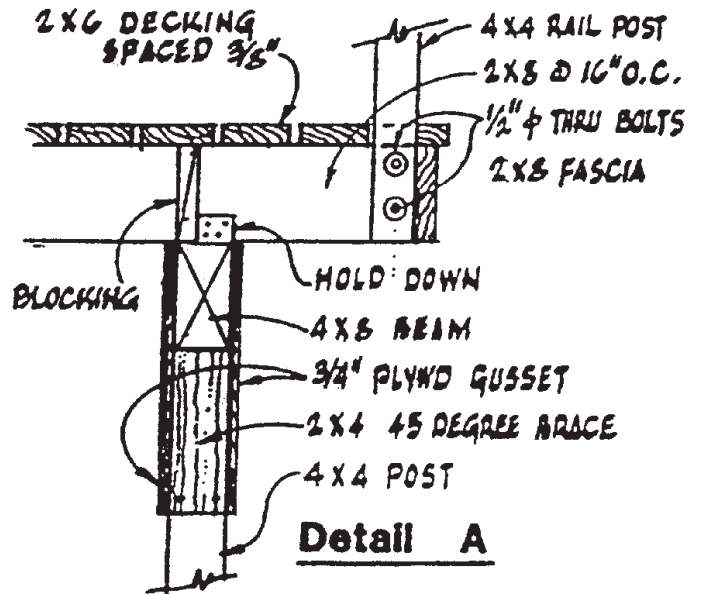


EXAMPLE

### Rear Elevation

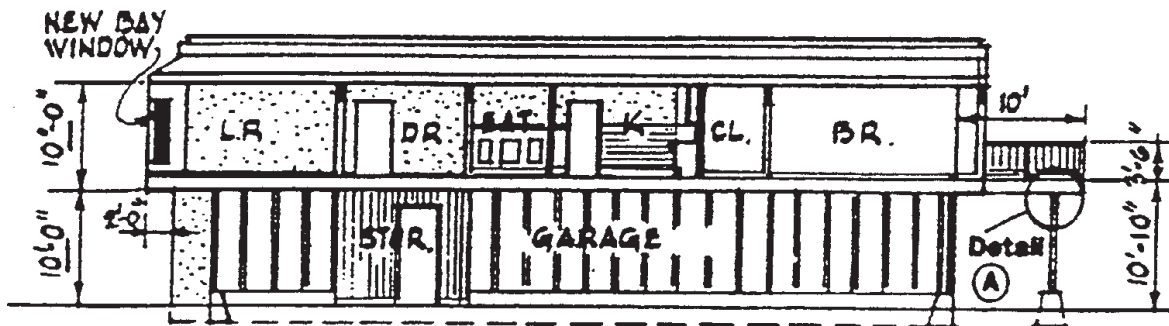
not to scale

SHOWN ABOVE IS THE REAR ELEVATION OF THE EXAMPLE DECK INSTALLATION SHOWN ON THE PLOT PLAN AND FLOOR PLAN.



### Detail A

THE DETAIL SHOWS HOW THE DECK IS SUPPORTED AT THE BEAM. DETAILS TYPICALLY SHOULD SHOW THE TYPE AND SIZE OF CONNECTORS, THE SIZE AND GRADE OF LUMBER, AND ANY OTHER CONSTRUCTION DETAIL NECESSARY TO SHOW HOW THE DECK ADDITION WILL BE BUILT.



EXAMPLE

### Longitudinal Section

Dwg. scale: not to scale

SHOWN ABOVE IS A LONGITUDINAL SECTION SHOWING THE NEW DECK AND NEW WINDOW. WE HAVE SHOWN THE ENTIRE LONGITUDINAL SECTION IN OUR DECK / BAY WINDOW EXAMPLE EVEN THOUGH IT WOULD NOT BE REQUIRED FOR THE SAMPLE CONSTRUCTION.



