



Home Remodeling Process Made Stress Free - Meet the Experts

Inspection Division Chiefs
Earthquake Safety Fair - June 11, 2019

Introducing the DBI Team

- Building Inspection Division
- Electrical Inspection Division
- Plumbing Inspection Division



Purpose of the Session

- To understand the permitting process
- To understand permit review options
- To be aware of available resources

Getting a Permit

- Provide minimum standards for habitability & fire life safety
- Provide minimum standards for structural & seismic safety
- Provide minimum standards for energy conservation
- Provide verification that construction meets minimum standards for code compliance



Educate & Prepare Yourself

- Browse DBI website: www.sfdbi.org for materials & pamphlets
- Contact City Planning: www.sfplanning.org 415-558-6377
- Visit the San Francisco Permit Center (1660 Mission Street)
- Consult a design professional

Possible Types of Permits for Residential Remodels

- Over-The-Counter without plans
- Over-The-Counter with plans
- Plans requiring Intake (e.g. Horizontal & Vertical Additions and ADUs) with plans



Possible Over-the-Counter Permits Without Plans

- Window Replacement (in-kind)
- Skylight Replacement (in-kind)
- Repair Stairs & Decks (less than 50%)
- Cosmetic Kitchen & Bathroom Remodel
- Dry-rot & Termite Repair (in-kind)



Possible Over-the-Counter Permits Without Plans (Cont'd)

- Possible multiple agency review
- Re-roofing
- May require electrical, plumbing and/or mechanical permits from DBI even if building permit is not required
- If scaffolding required in the public way, a street permit from DPW must be obtained

Types of Over-the-Counter Permits With Plans

- Kitchen & Bath Remodel (Structural & Alteration of Floor Plan)
- Deck/stairs Repairs (Over 50% or Replacement in-kind)
- Rooms Down (adjacent to garage or conversion of non-habitable space)
- Skylight (new)
- Foundation Repairs & Upgrades
- Typical Retaining Wall (under 10 feet)
- Fences (over six feet)
- Voluntary Seismic Upgrades



Plans Requiring Intake Review

- New Buildings
- Horizontal Additions
- Vertical Additions
- Solar Installation 4KW or greater
- Legalization of Units, ADUs & Change of Use/Occupancy
- All of the above require Planning review, in addition to Architectural, Structural & Mechanical review.



Forms to be used for Building Permit/Construction Process

- Building Permit Application Forms
- Inspection Record
- Certificate of Final Completion & Occupancy

BUILDING PERMIT
FORM 3/8
APPROVED FOR ISSUANCE

APPLICATION NUMBER
APPROVAL NUMBER

APPLICATION FOR BUILDING PERMIT
ADDITIONS, ALTERATIONS OR REPAIRS

FORM 3 ☐ OTHER AGENCIES REVIEW REQUIRED
FORM 8 ☐ OVER-THE-COUNTER ISSUANCE

NUMBER OF PLAN SETS ☐ DO NOT WRITE ABOVE THIS LINE

INFORMATION TO BE FURNISHED BY ALL APPLICANTS

LEGAL DESCRIPTION OF EXISTING BUILDING

DESCRIPTION OF BUILDING AFTER PROPOSED ALTERATION

ADDITIONAL INFORMATION

IMPORTANT NOTICES

NOTICE TO APPLICANT

APPLICANT'S CERTIFICATION

REVISIONS

OFFICE COPY

DATE

Building Permit Application Form 3/8

APPLICATION FOR BUILDING PERMIT
ADDITIONS, ALTERATIONS OR REPAIRS

FORM 3 ☐ OTHER AGENCIES REVIEW REQUIRED
FORM 8 ☐ OVER-THE COUNTER ISSUANCE

1 ☐ NUMBER OF PLAN SETS

DATE FILED: 10-11-07
BLDG/HIS RECEIPT NO.:
PERMIT NO.:
ISSUED: 240-242244 Jones St 1020/02
(JAL) ESTIMATED COST OF JOB: 2500

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF BUILDING INSPECTION

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 PURPOSES HEREINAFTER SET FORTH.

INFORMATION TO BE FURNISHED

(4A) TYPE OF CONSTRUCTION: V-N
(4B) NO. OF STORIES OR OCCUPANCY: 2
(4C) NO. OF BUILDINGS AND CELLARS: 1
(4D) PRESENT USE: Apartments
(4E) OCCUP. CLASS: R-1
(4F) NO. OF DWELLING UNITS: 3

(5) TYPE OF CONSTRUCTION: V-N
(5A) NO. OF STORIES OR OCCUPANCY: 2
(5B) NO. OF BUILDINGS AND CELLARS: 1
(5C) PROPOSED USE (LEGAL USE): Apartments
(5D) OCCUP. CLASS: R-1
(5E) NO. OF DWELLING UNITS: 3

(6) TYPE OF CONSTRUCTION: V-N
(6A) NO. OF STORIES OR OCCUPANCY: 2
(6B) NO. OF BUILDINGS AND CELLARS: 1
(6C) PROPOSED USE (LEGAL USE): Apartments
(6D) OCCUP. CLASS: R-1
(6E) NO. OF DWELLING UNITS: 3

(7) GENERAL CONTRACTOR: If Selected
(7A) OWNER/LESSOR (CROSS OUT ONE): Your name
(7B) ADDRESS: 244 Jones St
(7C) CITY: 94700
(7D) PHONE (FOR CONTACT): (415) 555-1000
(7E) COMPLIANCE WITH PHYSICAL INSPECTION REPORT 3R-SSS

ADDITIONAL INFORMATION

(8) DOES THIS ALTERATION EXCEED EXISTING HEIGHT OR STORY TO BUILDING? YES ☐ NO ☒
(9) WILL SIDEWALK WITH CURB-ADJACENT SPACE BE REMOVED OR ALTERED? YES ☐ NO ☒
(10) ARCHITECT OR ENGINEER (DESIGN):
(11) ARCHITECT OR ENGINEER (SEAL):
(12) CONSTRUCTION LENDER (ENTER NAME AND BRANCH DESIGNATOR IF ANY):
(13) IF THESE ARE KNOWN CONSTRUCTION LENDER, ENTER "UNKNOWN"

IMPORTANT NOTICES

No change shall be made in the character of the use of any lot after the first obtaining a Building Permit authorizing such change. See San Francisco Building Code and San Francisco Housing Code.

No portion of building or structure is to be used for any purpose other than that for which it was originally designed or intended. The owner is responsible for approved plans and application being kept at building site.

Grading lines as shown on drawings accompanying the 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 existing walls and footings required must be submitted to this department for approval.

ANY VARIATION FROM THE ABOVE OR ANY 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 ELECTRICAL, WIRING OR PLUMBING MUST BE OBTAINED. SEPARATE PERMITS ARE REQUIRED IF ANSWER IS "YES" TO ANY OF ABOVE QUESTIONS (10) (11) (12) (13) (14) OR (15).

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

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

CHECK APPROPRIATE BOX:
☒ OWNER
☐ ARCHITECT
☐ LESSOR
☐ 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 THEREIN WILL BE COMPLIED WITH.

1000-10 (REV. 1/02)

NOTICE TO APPLICANT

HOLD (WARRANT) CLAUSE: The applicant, by acceptance of this permit, agrees 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 5000 of the Labor Code of the State of California, the applicant shall file a copy of this permit with the Department of Industrial Relations, (DIL), or (D) designated before or after the permit is issued, or (D), whichever is applicable. If however item (D) is checked item (D) must be checked as well. Mark the appropriate method of compliance below.

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

(1) I have and will maintain a certificate of constant self-insurance for workers' compensation, as provided by Section 5000 of the Labor Code, for the performance of the work for which this permit is issued.

(2) I have and will maintain workers' compensation insurance, as required by Section 5000 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:
(3) The cost of the work to be done is \$100 or less.

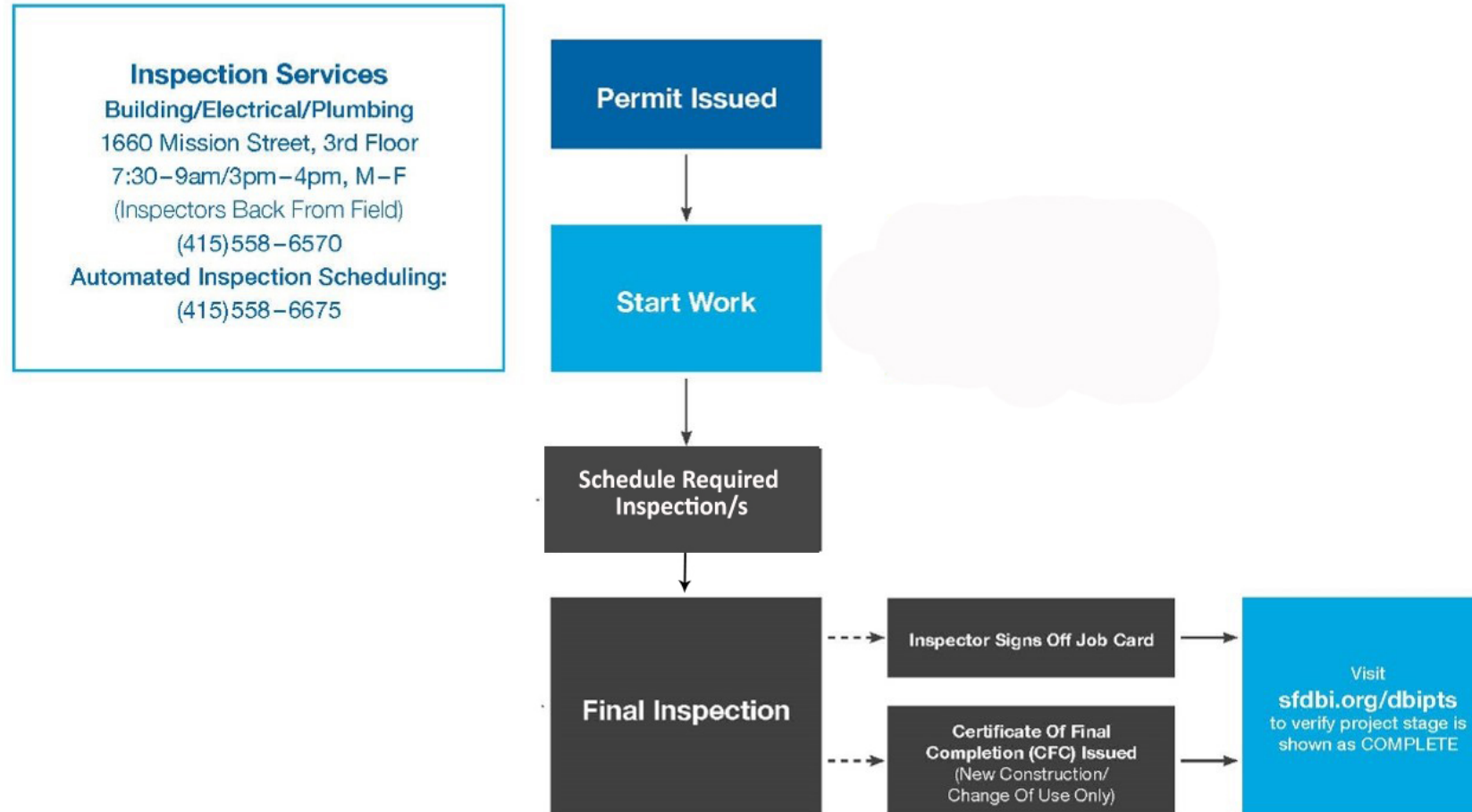
(4) I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California. I further acknowledge that I understand that the event that I should become subject to the workers' compensation provisions of the Labor Code of California and fail to comply therewith with the provisions of Section 5000 of the Labor Code, that I shall remain liable for the same and shall be deemed to have waived my right to be heard.

(5) 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 shall employ a contractor who complies with the workers' compensation laws of California and who, prior to the commencement of the work, has filed a copy of this form with the Central Permit Bureau.

Minimum Information on Building Permit Application Form 3/8 (Pink)




- 1) Address & Block/Lot
- 2) Estimated Cost of Job/Name & contact info
- 3) Name & Contact
- 4) Description of all Work (e.g. Notice of Violation compliance)
- 5) Signed & Dated

INSPECTION PROCESS



Building Inspection General Information

- Call (415) 558-6570 for Inspections
- Call (415) 575-6955 Automated Telephone Scheduling
- 48 hour response (Try to call well in advance to insure no delays to your project)
- Call between 8:30 a.m.-3:00 p.m. to book your inspection
- Online web scheduling – plumbing, electrical, and some building permits

ONLINE	CALL	VISIT
 <p>You can schedule your inspection service(s) online 24 hours a day, if you have a valid DBI online account.</p> <ul style="list-style-type: none"> ■ Schedule Building Inspection -NEW ■ Schedule Electrical Inspection ■ Schedule Plumbing Inspection <p>First Time User? Register Here.</p>	 <p>You can call our automated system 24 hours a day or reach our staff during our regular business hours.</p> <ul style="list-style-type: none"> ■ Voice Inspection Scheduling Automated System (415) 575-6955 Available 24/7 ■ Inspection Services (415) 558-6570 M-F 7:30 AM - 3:00 PM 	 <p>You can visit our office to speak with inspection staff in person to get your inspection services scheduled.</p> <p>DBI Inspection Services 1660 Mission Street 3rd Floor M-F 7:30 AM - 5:00 PM</p>

Building Inspection General Information

- Contractors can schedule online
- To speak directly to an inspector, call between 7:30 a.m.- 8:30 a.m. or 3:00 p.m.- 4:00 p.m. each weekday
- Inspectors are in the field 8:30 a.m.-3:00 p.m.
- To narrow your inspection window within one hour, call between 7:30 a.m.- 8:30 a.m.



Inspect for Foundation/Steel Underpinning/Shoring

- Coordinated by Agent / Contractor
- Building Inspector: Steel/Rebar, bolts in concrete, form size as approved, hold downs, shear walls, waterproofing, Special Inspection by Engineer, Shoring & Excavation for the Adjoining Property
- Electrical: Underground prior to cover (CEE)
- Plumbing: Underground prior to cover
- *Don't forget to call PGE at 811 before you dig!*

Job Card

- Job Card will be issued at the time of permit payment
- Owner is required to keep job card onsite and retained for their essential records

City and County of San Francisco
DEPARTMENT OF BUILDING INSPECTION
JOB CARD

OFFICE HOURS: THE BUILDING INSPECTION DIVISION IS OPEN DAILY, MONDAY THRU FRIDAY, FROM 7:30 a.m. TO 5:00 p.m. DISTRICT BUILDING INSPECTORS KEEP OFFICE HOURS DAILY, MONDAY THRU FRIDAY, FROM 7:30 a.m. TO 8:30 a.m. and FROM 3:00 p.m. TO 4:00 p.m.
REQUESTS FOR INSPECTIONS ARE TAKEN ONLY DURING THE HOURS OF 8:30 A.M. TO 3:00 P.M.
BY CALLING (415) 358-6096

APPLICATION NO. _____ PERMIT NO. _____ ISSUED _____
JOB ADDRESS: _____ BLOCK: _____ LOT: _____
NATURE OF WORK: COMPLY WITH PHYSICAL INSPECTION REPORT
3R -

WORK PERMITTED UNDER AUTHORITY OF THIS BUILDING PERMIT NUMBER MUST START BY _____ and BE COMPLETED BY _____
WORK UNDERWAY MUST BE INSPECTED AT LEAST EVERY NINETY (90) DAYS IN ORDER TO PREVENT EXPIRATION DUE TO ABANDONMENT OF WORK.
EXTENSIONS OF THE "START" & "COMPLETE WORK" DATES OF THIS BUILDING PERMIT NUMBER MAY BE GRANTED UPON WRITTEN REQUEST PRIOR TO THE DATES NOTED ABOVE.
For information on the Permit Process, Building Plans Review, Access Issues, etc., please see page 4 of this JOB CARD for useful and appropriate telephone numbers.
ELECTRICAL & PLUMBING WORK MUST HAVE PERMITS SEPARATE FROM A BUILDING PERMIT.
KEEP THIS CARD POSTED IN A CONSPICUOUS PLACE ON THE JOB SITE AT ALL TIMES. PLANS AND PERMIT DOCUMENTS SHALL BE ON THE JOB SITE AT ALL TIMES WHEN WORK IS IN PROGRESS. AFTER COMPLETION OF WORK, RETAIN THIS CARD FOR YOUR RECORDS.

City and County of San Francisco
DEPARTMENT OF BUILDING INSPECTION
INSPECTION RECORD

FORM ☐ APPLICATION NO. _____ ISSUED _____
JOB ADDRESS: _____ BLOCK: _____ LOT: _____
NATURE OF WORK: _____

Do Not Pour CONCRETE until the following are signed		
INSPECTIONS	Dates	Inspectors
Foundation Forms		
Foundation Steel		
Grounding Electrode		
O.K. TO POUR		

Do Not CONCRETE SLAB until the following are signed

INSPECTIONS	Dates	Inspectors
Plumbing Underground	12/17/16	[Signature]
Electrical Underground		
Fire Service Underground		

Do Not COVER until the following are signed

INSPECTIONS	Dates	Inspectors
Rough Plumbing	1/4/17	[Signature]
Shower Pan	1/11/17	[Signature]
Fla, Vents & Ducts (PLBG)		
Heating Hydromatic Test		
Rough Sprinklers (PLBG)		
Rough Electrical	2/4/17	[Signature]
Rough Sprinklers (FIRE)		
Hydromatic (FIRE)		
Sound Transmission		
Rough Framing		
Insulation		
Environmental Air, Vents, Ducts (BLDG)		
Lath		
O.K. TO COVER	3/13/17	[Signature]

ADDITIONAL WORK REQUIRING APPROVALS		
INSPECTIONS	Dates	Inspectors
Special		
Special		
Special		
Fire Alarm		
Energy Ordinance		

FINAL INSPECTION REQUIRED		
INSPECTIONS	Dates	Inspectors
Disabled Access		
Sprinklers (PLBG)		
Mechanical		
Plumbing	5/5/17	[Signature]
Electrical	5/5/17	[Signature]
Street Use & Mapping		
Urban Forestry		
Fire Department		
Health Department		
Building		

CERTIFICATE OF FINAL COMPLETION 5/17/17 [Signature]

WARNING: THE PROVISIONS OF YOUR BUILDING INSPECTION PERMIT WILL BE NULLIFIED UNLESS ALL FINAL INSPECTIONS ARE SIGNED OFF ABOVE BY THE APPROPRIATE INSPECTORS.

Cover Inspection



- Prior to building cover up (rough framing and building systems)
- Plumbing, gas, waste & water supply (rough)
- Electrical (rough)
- Mechanical (rough)

Final Inspection

- Plumbing
- Electrical
- Mechanical
- Public Works (DPW) – Sidewalk
- B.U.F.- Street Trees
- Special Inspection Complete
- Title 24 Compliance
- Building
- Certificate of Final Completion (CFC) issued if building envelope enlarged, change of use, or if work done to correct violation



Certificate of Final Completion & Occupancy



- Certificate of Final Completion & Occupancy (CFC) will be issued at the time all the work is satisfactory to Building Inspector
- CFCs issued for new buildings, horizontal/vertical additions
- Owner needs to keep CFC

City and County of San Francisco
Department of Building Inspection
CERTIFICATE OF FINAL COMPLETION AND OCCUPANCY

LOCATION: 240-242-244 Jones Street 1020/020A
(number) (street) (block and lot)

Permit Application No: 2007-XX-XX-XXXX Type of Construction: V-N Stories: (2) Two Dwelling Units: (3) Three

Basements: Ø Occupancy Classification: R-1 No. of Guestrooms: Ø with cooking facilities: Ø

Description of Construction: Comply with Physical Inspection Report 3R-SSSS

To the best of our knowledge, the construction described above has been completed and, effective as of the date the building permit application was filed, conforms both to the Ordinances of the City and County of San Francisco and to the Laws of the State of California. The above referenced occupancy classification is approved pursuant to Section 109 of the San Francisco Building Code.

Any change in the use or occupancy of these premises--or any change to the building or premises--could cause the property to be in violation of the Municipal Codes of the City and County of San Francisco and, thereby, would invalidate this Certificate of Final Completion and Occupancy. A copy of this Certificate shall be maintained on the premises and shall be available at all times. Another copy of this Certificate should be kept with your important property documents.

Before making any changes to the structure in the future, please contact the Department of Building Inspection, which will provide advice regarding any change that you wish to make and will assist you in making the change in accordance with the Municipal Codes of the City and County of San Francisco.

Approved: N/A 200 Bureau of Fire Prevention This certificate issued on: October 11th 2007
by: N/A (Signature) (Printed Name)

Approved: N/A 200 Department of Public Health by: Joe Miller Joe Miller, Building Inspector
by: N/A (Signature) (Printed Name)

by: N/A (Signature) (Printed Name)

Copies: White (original to microfilm); Blue (to property owner); Yellow (to Building Inspector); Pink (to Housing Inspector)

9003-M-36 (Rev. 9/00)

Frequently Asked Questions & Answers

- Is an electrical permit needed if I am upgrading my foundation?
- Do I need to arc fault protect my new laundry outlet?
- Do I need to upgrade the wiring in my kitchen if, I am only replacing the cabinets?
- What Electrical Code is San Francisco currently enforcing?
- When will the next code cycle be adopted?
- Can a built in microwave be one of the two required small appliance circuits?

Frequently Asked Questions & Answers

- What are the Special Inspection and Title 24 verification requirements?
- Explain the Condo Conversion process.
- Are carbon monoxide detectors required and where?
- Is it a requirement to post a building permit where it can be seen by the public?
- When is Planning approval needed?
- When replacing a water heater with a tankless water heater, are there any code challenges?
- I would like to capture my rain water, are there any issues I should be aware of?
- If I replace my water heater do I need a permit and if so can I obtain a homeowners permit?

Thank you for attending!

- We value you and your opinion
- We're here to help assist you
- Our goal is to improve the value of our services to better serve you
- We'll continue to listen to your priorities

Contact Us

- Patrick O’Riordan, Chief Building Inspector
Building Inspection Division
- Kenneth Burke, Chief Electrical Inspector
Electrical Inspection Division
- Steve Panelli, Chief Plumbing Inspector
Plumbing Inspection Division

Inspection Services

1660 Mission Street- 3rd Floor
San Francisco, CA 94103-2414

Automated Inspection
Scheduling 24/7:

(415) 575-6955