



## BUILDING INSPECTION DIVISION STRUCTURAL SPECIAL INSPECTIONS HOW TO SUBMIT REPORTS AND FINAL COMPLIANCE LETTERS

1. **Locate** special inspection requirements by doing one of the following:
  - a. Review the approved drawings to locate the special inspection and structural observation requirements for your project; OR
  - b. Search online at [www.sfdbi.org](http://www.sfdbi.org)
    - i. Click on Permit Services >Track Permits and Complaints >Search for documents by Permit (Application) or Complaint Number (e.g. 2015XXXXXXXX) >Select Building Permit (Application) Number >Select Show Site Permit Details.
    - ii. Scroll to the bottom of the page to locate the *Special Inspections* section for a list of special inspections required for the project.
  
2. **Contact** your architect, engineer, and/or special inspection agency to obtain the final compliance letter and testing reports for applicable special inspections. A list of recognized special inspection and testing agencies are available on our website in the *Forms and Handouts* section.
  - a. Prepare the final compliance letter using the sample letter on Page 2 as a template.
  
3. **Email** the Final Compliance letter and any supporting documents (such as concrete sampling reports) to [dbi.specialinspections@sfgov.org](mailto:dbi.specialinspections@sfgov.org). Please include the project address and building permit application number in the subject line of the email. Allow 10 business days for your letter to be reviewed by the assigned inspector.
  
4. After 10 business days you may check online to see if your special inspections were cleared by following the steps listed in item #1b of these instructions. When approved, you will see a date in the “*Completed Date*” column and initials of a Building Inspector in the “*Inspected By*” column. See example below:

**Special Inspections:**

Addenda No.	Completed Date	Inspected By	Inspection Code	Description	Remarks
0	6/9/2015	ABC	1	CONCRETE PLACEMENT AND SAMPLING	
0	6/9/2015	ABC	2	BOLTS INSTALLED IN CONCRETE	

If the special inspections have not been approved after 10 business days, **do not resubmit the letter**. Please call Special Inspections at 415-558-6132 or email [dbi.specialinspections@sfgov.org](mailto:dbi.specialinspections@sfgov.org) with the reason for your call or email, the date you emailed the letter, permit application number, project address, and your contact information. We will respond within 72 hours.

# SPECIAL INSPECTION FINAL COMPLIANCE REPORT

[Date]

[Special Inspection Coordinator]  
City and County of San Francisco  
Department of Building Inspection  
1660 Mission Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103

The compliance letter may require additional supporting documents. Examples include geotechnical reports, testing agency reports with data for concrete sampling, structural welding, fireproofing, high strength bolting etc.

Re: Project Address \_\_\_\_\_  
Permit Application No. [XXXXXXXXXXXXXX]

In accordance with Section 1704 and 1705 of the 2013 San Francisco Building Code, we have provided special inspection for the following items:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

List all applicable required special inspections

Based upon inspections performed and our (my) substantiating reports, it is our (my) professional judgment that, to the best of our (my) knowledge, the inspected work was performed in accordance with the approved plans, specifications, and applicable workmanship provisions of the San Francisco Building Code.

Sincerely,

Signed: \_\_\_\_\_ Inspection Agency: \_\_\_\_\_

Print full name: \_\_\_\_\_

Engineer's stamp must be clear and legible

