

	Plans Required (415) 558-6084	Planning Department Review (415) 558-6377	Building Permit (415) 558-6088	Plumbing Permit (415) 558-6570	Electrical Permit (415) 558-6570	Bureau of Street Use and Mapping Review (415) 554-5810 Street and Sidewalk Permits (415) 558-6060
New garage	•	•	•		•	
Sidewalk /curb-cut repair	◆	◆				•
Repair front stairs	◆	◆	•			◆
Room addition	•	•	•	◆	•	◆
New fireplace	•	◆	•	◆	◆	◆
New skylight	•	•	•			◆
Repair / replace roof (over 25%)			•			◆
New deck	•	•	•			◆
New bay window	•	•	•			◆
New fence (front: >3 ft./back: >6 ft.)	•	•	•			
Replace plumbing fixtures				•		
Remove / replace sewer line	◆		◆	•		◆
Construct a shed over 100 sq. ft. in projected roof area	•	•	•			◆
Kitchen / bathroom remodel (interior)	◆	◆	•	◆	◆	◆
New retaining wall over 4 ft. high	•	◆	•			◆
Replace water heater				•		
Replace furnace			◆	•	◆	
New 110 volt circuit			◆		•	

For general information
please call (415) 558-6088.

- Required
- ◆ May be required



Department of Building Inspection
1660 Mission Street
San Francisco, CA 94103-2414



Want a DBI Pro to brief your community / organization on permits
and inspection issues? Please contact us at 415-558-6089 or
DBICommunityOutreach@sfgov.org and we will make it happen.



What You Should Know About

Construction Permits



Department of Building Inspection
1660 Mission Street
San Francisco, CA 94103

General Information (415) 558-6088
Code Questions (415) 558-6084
Fax (415) 558-6401
www.sfgov.org/dbi
Reprinted August 2008



HOW THE PERMIT PROCESS WORKS

Homeowners may apply for and obtain permits for work on an owner-occupied single family dwelling. When you need a permit, you can pick up an application at 1660 Mission Street or you may call (415) 558-6088 and we will be happy to mail one to you.

When applying for an electrical or plumbing permit, you may need to demonstrate to the respective division that you have an adequate understanding of the subject in order to perform the work according to applicable codes. The single family home must be stand-alone (detached).

Usually, permits for repairs which do not require plans may be applied for and obtained in person over-the-counter. If plans are required, you will be asked to submit two sets for review. If your home is two stories or less and the work you plan to do follows conventional construction practices, you may prepare and sign the plans yourself. If your project calls for unusual or unconventional construction, State law requires that a California licensed architect or engineer prepare, sign, and seal (stamp) your plans, including all revisions to the plans.

Your project plans will be reviewed for compliance with the appropriate codes and ordinances. If we have any questions during the review, we will contact the applicant and the respective design professional. It is important that you provide sufficient details and information on the plans so that we can complete our review quickly.

Permit fees vary depending upon the construction value of your project and the type of project. Fees are computed by the Central Permit Bureau after the review process. Call (415) 558-6070 if you have any questions concerning building permit fees.

When the review process has been completed and approved, you will be notified and asked to pick up your permit. After you have paid the fees, you will be given a job card and asked to contact your district inspector for further instructions.

THE MOST COMMONLY ASKED QUESTIONS

Q. Will my property taxes increase if I fix up my house?

A. Not necessarily. Contact the Assessor's office at (415) 554-5596.

Q. I am planning to sell my house. Will the city require me to modify my house to comply with the current Building Code?

A. No, presuming the house was originally constructed in compliance with the Code in effect at that time, and similarly, any subsequent alterations were done with appropriate permits and inspections, and you have maintained your house, the City will not require that the house comply with current Code. However, you do have to comply with the Residential Energy Conservation Ordinance (RECO). Call our Housing Inspection Services Division for a copy at (415) 558-6220.

Q. Do I need Worker's Compensation Insurance?

A. If you are working on your own property without help, you probably won't need Worker's Compensation Insurance. However, if someone helps you, you will need protection. Be safe! Contact your own insurance agent.

Q. I recently purchased a house which had work done without a permit. I also performed further work without obtaining permits. Will everything have to be ripped out?

A. Not necessarily. If the work is up to code, you may apply for permits to "legalize" the work.

Q. I want to install some new appliances in the kitchen. Will I have to bring the whole house "up to code"?

A. No. Your work will be limited to the area(s) shown on the approved plans. For example: If you modernize the kitchen with new wiring, you would not be required to re-wire the entire house. Please consult with our Electrical Inspection Division at (415) 558-6570 for more details.

Q. I am halfway through my project and I want to make some changes. What should I do?

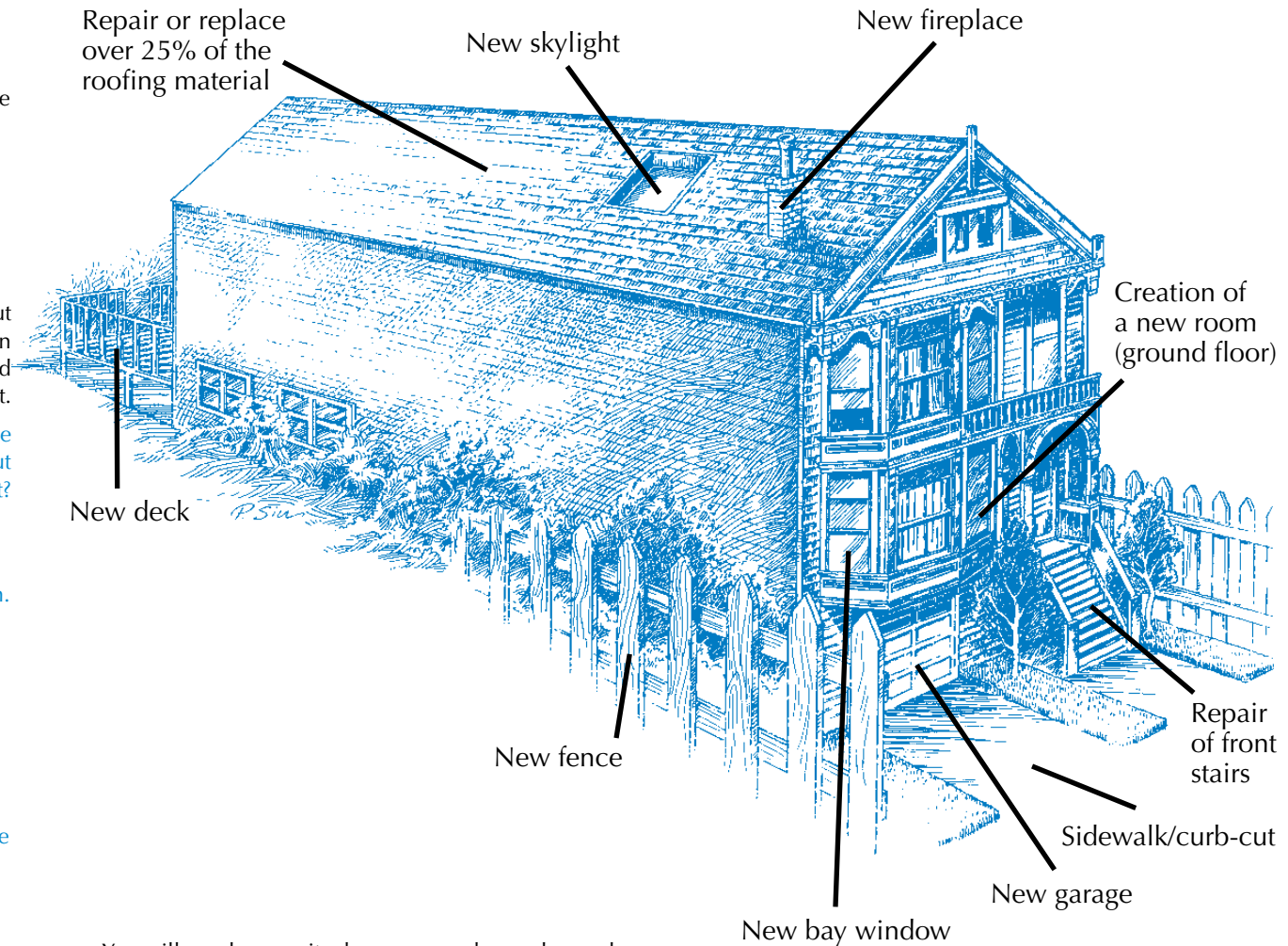
A. Before you make any changes, you must submit a new building permit application with revised plans which clearly show the changes. Once the revised plans have been reviewed and the permit issued, you may proceed with your new work.

Q. Who is responsible for the replacement or repair of fences located on property lines, my neighbor or me?

A. Unfortunately the building code does not address this question specifically. Talk with your neighbors about ways in which the design and cost of replacement fences may be shared. Don't forget to get a building permit if required!

Q. Are there regulations concerning the use of streets and sidewalks for the placement of construction related vehicles and materials?

A. Yes, please call Department of Public Works - Bureau of Street Use and Mapping at (415) 558-6060 for information.



You will need a permit when your work goes beyond painting, flooring, replacement of electrical receptacles, switches or light fixtures and repair or replacement of faucets. If you have any questions regarding the requirement for a permit, call us at (415) 558-6088.

If you are discovered doing work without appropriate permits, a Notice of Violation ("red-tag") may be posted on your property and you could be subject to a penalty of nine times the amount of the permit fee. Permit fees are based on the construction costs of the project. For example, if the permit fee is \$100.00, you may have to pay a penalty of \$900.00 in addition to the regular permit fees. Penalty could be appealed to the Board of Appeals.

The following is a list of the most common situations requiring permits that you, the homeowner, may encounter.

SCOPE OF WORK

- New garage
- Sidewalk/curb-cut
- Repair front stairs
- Creation of a new room
- New fireplace
- New skylight
- Repair/replace over 25% of the roofing material
- New deck
- New bay window
- New fence