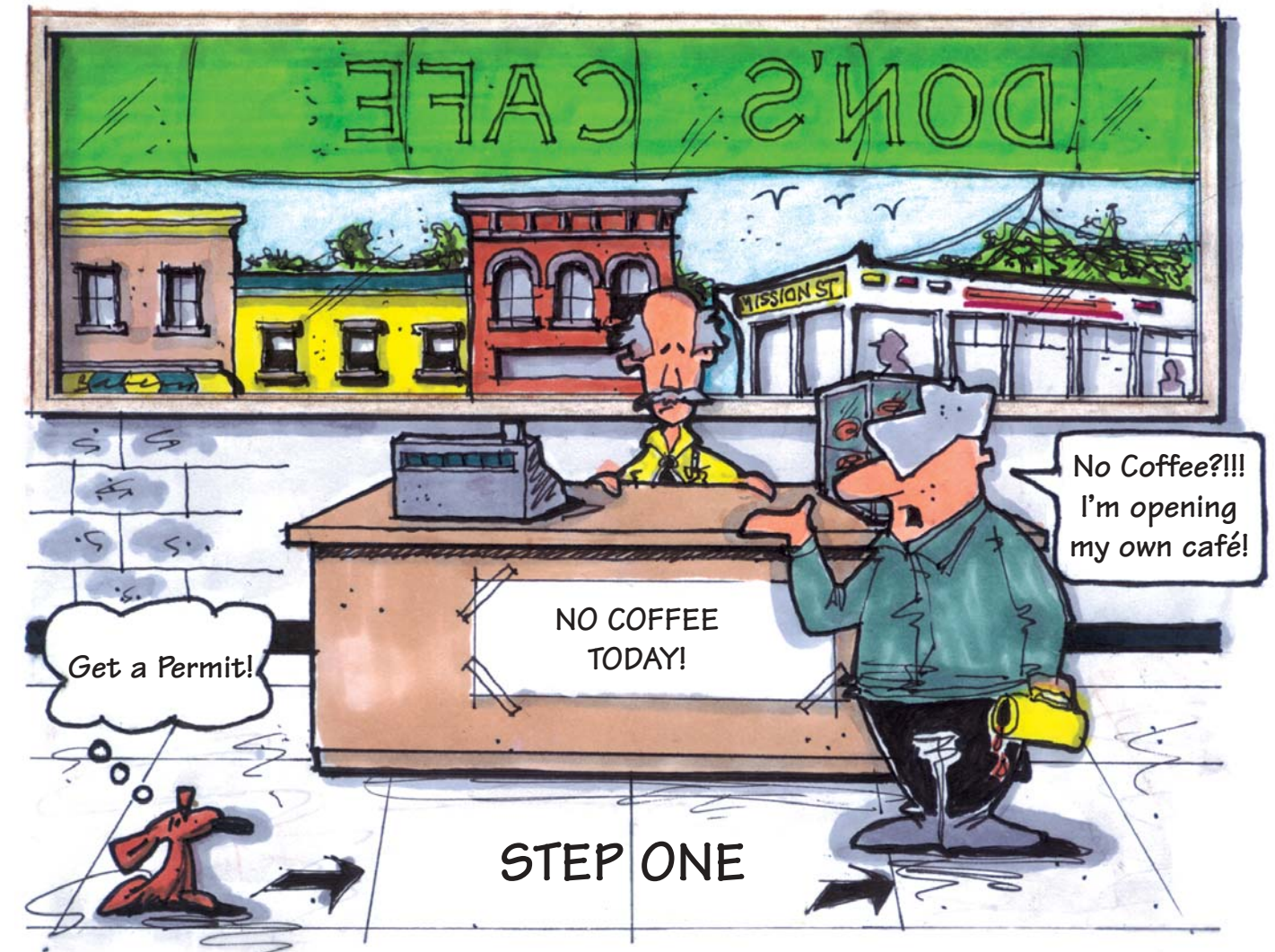


# Getting a City Permit



A Guide to doing construction work in the City and County of San Francisco



This booklet was prepared by the  
 San Francisco Permit Center - Department of Building Inspection  
 City and County of San Francisco  
 1660 Mission Street  
 San Francisco, CA 94103  
 Tel: (415) 558-6088  
 Fax: (415) 558-6401  
 www.sfgov.org/dbi  
 November 2004

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Booklet written and illustrated by Crystal Pearl.  
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## DEPARTMENT OF BUILDING INSPECTION

1660 Mission Street, San Francisco, CA 94103

(415) 558-6088 Information - (415) 558-6401 Fax

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.

<b>DIRECTOR - 6TH FLOOR</b> .....	<b>.558-6131 Office</b>	<b>558-6225 Fax</b>
<b>ASSISTANT DIRECTOR - 6TH FLOOR</b> .....	<b>.558-6250 Office</b>	<b>558-6515 Fax</b>
<b>SPECIAL ASSISTANT DIRECTOR - 6TH FLOOR</b> .....	<b>.558-6893 Office</b>	<b>558-6515 Fax</b>
<b>DEPUTY DIRECTOR OF INSPECTION SERVICES - 3RD FLOOR</b> .....	<b>.558-6142 Office</b>	<b>558-6435 Fax</b>
<b>DEPUTY DIRECTOR OF PERMIT SERVICES - 2ND FLOOR</b> .....	<b>.558-6139 Office</b>	<b>558-6436 Fax</b>
<b>ADMINISTRATION AND FINANCE DIVISION (AFD) - 1650 Mission St., 3RD fl. Manager</b> .....		
Provides support to the Department in the areas of fiscal management, purchasing, employee services, and related data collection.		
<b>BUILDING INSPECTION DIVISION (BID) - 3RD Floor</b> .....	<b>.Manager</b>	<b>.558-6096 Office</b>
Inspects buildings for compliance with building code requirements for building permits and responds to complaints on residential and commercial buildings. Building Inspectors' Office Hours - 7:30 a.m. to 8:30 a.m. and 3:00 p.m. to 4:00 p.m.		
<b>CENTRAL PERMIT BUREAU (CPB) - 1ST Floor</b> .....	<b>.Manager</b>	<b>.558-6070 Office</b>
Issues building, plumbing and electrical permits; collects fees for processing applications for DBI and other City agencies.		
<b>CODE ENFORCEMENT SECTION (CES) - 1650 Mission St., 3RD Floor</b> .....	<b>.Supervisor</b>	<b>.558-6454 Office</b>
Responsible for abatement of code violation cases referred from the building, plumbing, and electrical divisions.		
<b>COMMERCIAL PLAN CHECK (CPC) - 2ND Floor</b> .....	<b>.Manager</b>	<b>.558-6133 Office</b>
Screens, reviews, and approves commercial tenant improvement applications for compliance with building, and disabled access regulations.		
<b>DISABLED ACCESS SECTION (DAS) - 3RD Floor</b> .....	<b>.Supervisor</b>	<b>.558-6014 Office</b>
Responsible for the intake and resolution of all complaints filed by the public regarding disabled access citywide.		
<b>ELECTRICAL INSPECTION DIVISION (EID) - 3RD Floor</b> .....	<b>.Manager</b>	<b>.558-6030 Office</b>
Provides public safety by enforcing municipal and State regulations and codes relative to construction, alteration, and installation of electrical equipment and systems. Electrical Inspectors' Office Hours - 7:30 a.m. to 8:30 a.m. and 3:15 p.m. to 4:00 p.m.		
<b>HOUSING INSPECTION SERVICES (HIS) - 6TH Floor</b> .....	<b>.Manager</b>	<b>.558-6220 Office</b>
Inspects buildings for code compliance in residential housing under building permits or as a result of complaints and inspects apartments and hotels. Housing Inspectors' Office hours - 8:00 a.m. to 9:00 a.m. and 4:00 p.m. to 5:00 p.m.		
<b>LEAD ABATEMENT SECTION (LAS) - 1650 Mission St., 3RD Floor</b> .....	<b>.Supervisor</b>	<b>.558-6598 Office</b>
Responsible for environmental health and safety of DBI and applicable health and safety regulations and inspection of buildings for lead paint-exterior work practices. Provides a mentor/intern employment program for DBI.		
<b>MAJOR PROJECTS/UMB'S - 2ND Floor</b> .....	<b>.Manager</b>	<b>.558-6133 Office</b>
Reviews applicants and plans for compliance with building, and disabled access regulations.		
<b>MANAGEMENT INFORMATION SYSTEMS (MIS) - 6TH Floor</b> .....	<b>.Manager</b>	<b>.558-6146 Office</b>
Provides automated data capture, data management, and report dissemination throughout the Department.		
<b>MECHANICAL PLAN CHECK (MECH) - 2ND Floor</b> .....	<b>.Manager</b>	<b>.558-6133 Office</b>
Screens, and reviews applications and plans for compliance with mechanical and energy codes.		
<b>ONE-STOP PERMIT COORDINATION (OSP) - 3RD Floor</b> .....	<b>.Manager</b>	<b>.558-6649 Office</b>
Provides parallel review and screening for complex residential as well as commercial projects that require multi-departmental review.		
<b>PERSONNEL PAYROLL DIVISION (PPD) - 1650 Mission St., 3RD Floor</b> .....	<b>.Manager</b>	<b>.558-6343 Office</b>
Provides support to the Department in the areas of personnel, payroll, and other related Human Resources activities. Management, processing, and updating of all microfilm services and residential records.		
<b>PLAN CHECK SERVICES - 2ND Floor</b> .....	<b>.Manager</b>	<b>.558-6133 Office</b>
Provides managerial support to Commercial Plan Check Division, Major Project/UMB Division, Mechanical Plan Check Division, and Residential Plan Check Division.		
<b>PLUMBING INSPECTION DIVISION (PID) - 3RD Floor</b> .....	<b>.Manager</b>	<b>.558-6054 Office</b>
Provides public safety by enforcing municipal and State regulations and codes relative to construction, alteration, and installation of plumbing equipment and systems. Plumbing Inspectors' Office Hours - 7:30 a.m. to 8:30 a.m. and 3:00 p.m. to 4:00 p.m.		
<b>PUBLIC SERVICES DIVISION (PSD) - 1ST Floor</b> .....	<b>.Manager</b>	<b>.558-6130 Office</b>
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.		
<b>RESIDENTIAL PLAN CHECK (RPC) - 2ND Floor</b> .....	<b>.Manager</b>	<b>.558-6133 Office</b>
Screens, reviews, and approves residential applications and plans for compliance with building, and disabled access regulations.		
<b>TECHNICAL SERVICES DIVISION (TSD) - 1650 Mission St., 3RD Floor</b> .....	<b>.Manager</b>	<b>.558-6205 Office</b>
Provides technical support for the Department in the areas of code development and information, and earthquake/emergency program.		

### BOARDS AND COMMISSIONS

<b>Abatement Appeals Board (AAB), Jim Hutchinson, Dept. Representative</b> .....	<b>.558-6142 Office</b>	<b>558-6435 Fax</b>
<b>Access Appeals Commission (AAC), Rafael Torres-Gil, Dept. Representative</b> .....	<b>.558-6010 Office</b>	<b>558-6474 Fax</b>
<b>Board of Examiners (BOE), Wing Lau, Dept. Representative</b> .....	<b>.558-6135 Office</b>	<b>558-6261 Fax</b>
<b>Code Advisory Committee (CAC), Alan Tokugawa, Dept. Representative</b> .....	<b>.558-6004 Office</b>	<b>558-6688 Fax</b>
<b>Unreinforced Masonry Buildings Appeals Board (UMB), Gary Ho, Dept. Representative</b> .....	<b>.558-6083 Office</b>	<b>558-6041 Fax</b>

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## **HISTORICAL PERSPECTIVE**

**T**he Department of Building Inspection (DBI) was created by voter referendum under Proposition G in 1994, which removed the Bureau of Building Inspection from the Department of Public Works. The creation of the new department was the result of the public's demand for more responsive and more responsible building inspection services. The charter amendment also established the body known as the Building Inspection Commission (BIC), which was designed to provide representation for the various communities that interact with the Building Department.

Since its creation, DBI has concentrated on streamlining its functions to reduce the time for permit issuance, and on the procedures and processes for inspections and plan review in order to better serve the public.

## **VISION**

Work with all San Franciscans for a safer community.

## **MISSION**

Under the direction and management of the seven-member citizen Building Inspection Commission, to oversee the effective, efficient, fair and safe enforcement of the City and County of San Francisco's Building, Housing, Plumbing, Electrical and Mechanical codes, along with the Disability Access Regulations.

## HOW TO USE THIS BOOK

**O**btaining a City Permit can undoubtedly be one of the most confusing processes you may ever experience; however, the most difficult aspect of getting a city permit is determining if and when a permit is needed and what types of permits are needed. This booklet has been designed to assist you through some of the confusion of government regulations involving permitting for building construction, changing the occupancy or classification of a building, providing additional activities in an existing use that may trigger life safety issues, and the like.

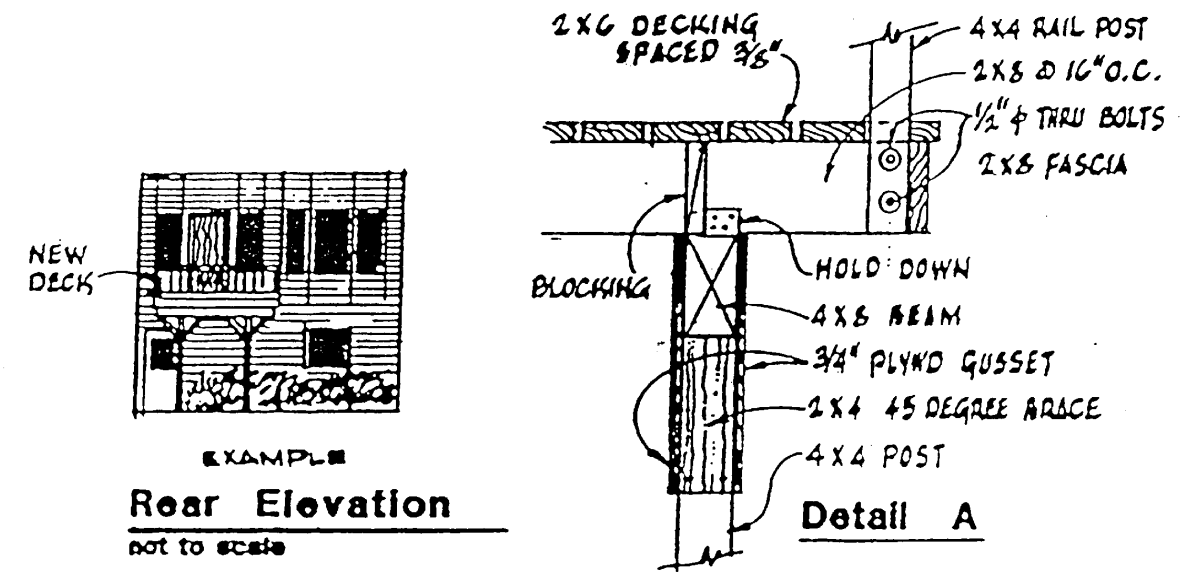
There are so many frightening stereotypes of the Building Department "on the market" that you may want to do construction without verifying the need for a permit; however, let me assure you that it is far easier to call and determine if one is needed than to deal with the problems that may arise from poor workmanship due to lack of building inspection or being penalized by a government agency for doing such work.

Once you have taken the first step to contact the government agencies we will cover in this booklet, half of the battle is won, and you will find that dealing with these agencies is far easier than you expected and definitely far easier than dealing with the unforeseen effects that may arise from doing illegal work.

In this booklet, you will find easy-to-read, accurate information for whatever type of work you are doing that requires permitting. We will take you through the process of local, state and federal requirements for permits while also providing basic data on any other related requirements.

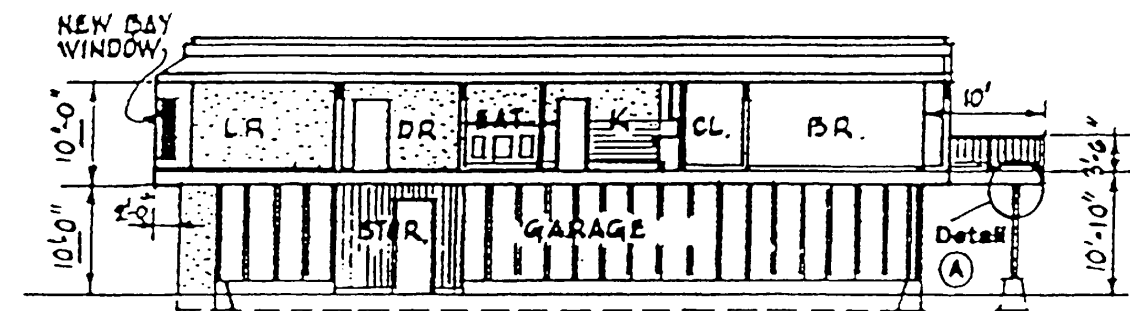
This booklet will provide a step-by-step procedure for obtaining permits involving the Building Department; briefly describe all government agencies which may be involved in the completion of the project; and provide a checklist to help you keep count of what you need to do for your project. This checklist can be very useful to you as you progress through your project; therefore, you may want to make copies of it to use again and again as warranted.

Finally, we have included a resource directory at the end of this booklet which lists city, state and federal government organizations and agencies that provide technical assistance and services relating to permits. In addition, we realize that some of the terms used are difficult to understand, so we have included a list of definitions which is located immediately after the resource directory. This booklet provides "general" information only and is not intended as a substitute for code requirements. Please use the resource directory to contact any of the agencies listed for specific code information.

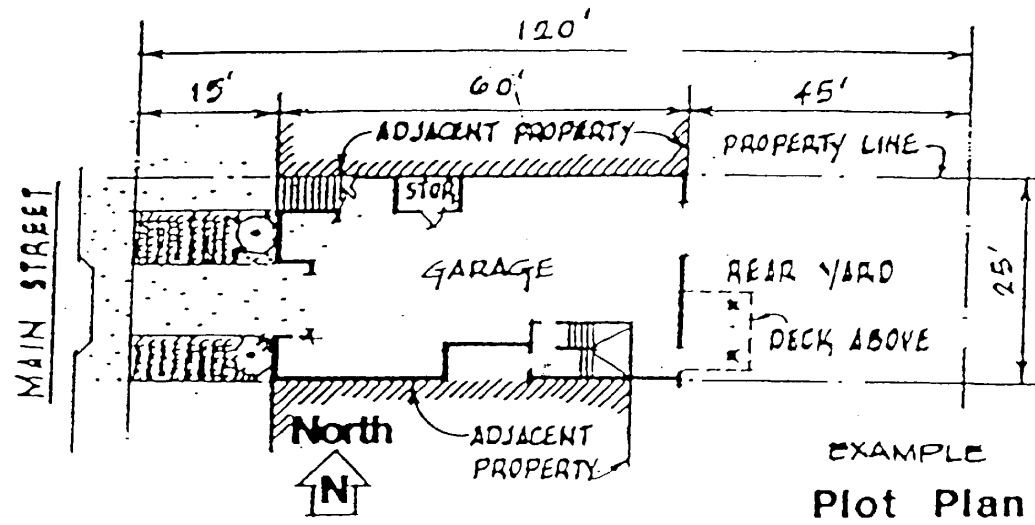


SHOWN ABOVE IS THE REAR ELEVATION OF THE EXAMPLE DECK INSTALLATION SHOWN ON THE PLOT PLAN AND FLOOR PLAN.

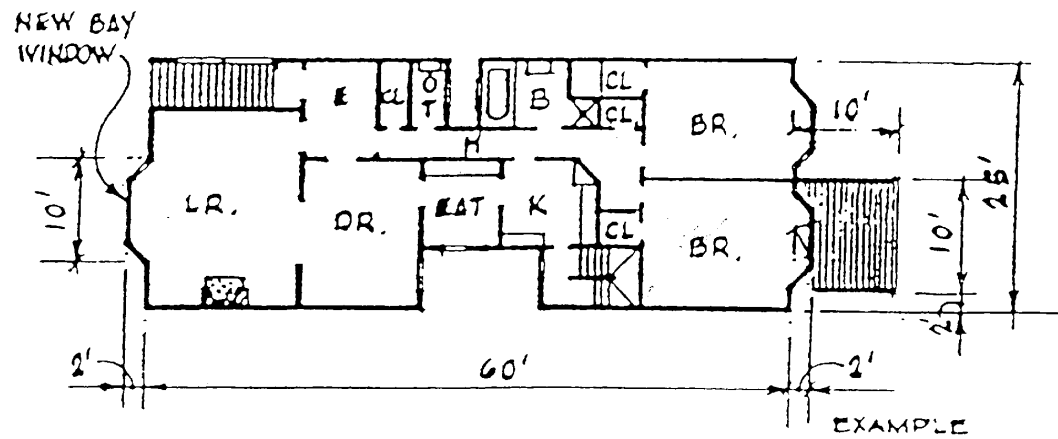
THE DETAIL SHOWS HOW THE DECK IS SUPPORTED AT THE BEAM. DETAILS TYPICALLY SHOULD SHOW THE TYPE AND SIZE OF CONNECTORS, THE SIZE AND GRADE OF LUMBER, AND ANY OTHER CONSTRUCTION DETAIL NECESSARY TO SHOW HOW THE DECK ADDITION WILL BE BUILT.



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.



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.



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.

**Floor Plan**

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**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# **EW20041012821**

Permit Issued date: **10/12/2004 02:07:33 PM**

Permit Issued By: **WEBSITE**

Printed on: 10/27/2004 08:33:18 AM

**JOB LOCATION:**

Job Address	Block/Lot/Structure Number	Unit	District
1660 MISSION ST	3512/000/0		6
Occupancy Commercial	Floor/Suite		

**OWNER:**

Owner Name	Phone	Homeowner permit approved by
TRUST OF CA TRUSTEE	(415)575-0000	

**CONTRACTOR:**

Company Name	License	Class	License Exp Date	Business Lic#
ELECTRIC CORP(SEE SIGNATORIES)	123456	C10	31-MAY-06	123456
Address	City	State	Zip Code	Office Phone#
190 HUPPELL ST	SAN FRANCISCO	CA	94107	(415)575-0000
Applicant/Occupant Name	Phone			
	( ) -			

EID Use Only:	Building Appln. No	Plumbing permit Nc
---------------	--------------------	--------------------

**APPLICANT'S DESCRIPTION OF WORK:**

Relocate (2) furniture feeds for furniture cubicles on the 3rd floor.

**REVISED DESCRIPTION OF WORK:**

Additional/Off hour inspections			Fees		
Fee Typ	Inspection date	# of Inspections	Fee Description	Payment typ	Fee Amount
			COMMERCIAL OPENINGS FEE	I	\$91.25
				Surcharge	\$5.93
			<b>Total Fees</b>		<b>\$97.18</b>

**Inspection Activity descriptio**

Activity Date	Inspector	Activity code	Inspection Record
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**Step 5**

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EW20041012821

1660 MISSION ST

3512/005/0

Floor/Suite:

PERMIT NO. **P** APPLICATION/PERMIT TO INSTALL CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF BUILDING INSPECTION PLUMBING DIVISION 558-6054  
**PLUMBING, AND MECHANICAL**

JOB ADDRESS <b>525 MONTGOMERY 4TH FL</b>	BLK/LOT <b>208</b>	BLDG. USE <b>OFFICE</b>
<input type="checkbox"/> NEW # STORIES <input checked="" type="checkbox"/> ALT <b>20</b>	OWNER OF BLDG. <b>MONTGOMERY BUILDING OWNER</b>	PHONE <b>415-522-2222</b>
ADDRESS <b>525 MONTGOMERY ST 4TH FL, SF, CA 94111</b>		

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 <i>[Signature]</i>	DATE <b>1-20-99</b>	CLASS <b>C-16</b>	LICENSE # <b>123456</b>	LIC. EX. DATE <b>08/13/2000</b>
COMPANY NAME <b>R.L. SPRINKLES CO, INC</b>			BTRC LICENSE <b>001002</b>	
ADDRESS <b>43 CHALSTY ST</b>			PHONE <b>510-223-2323</b>	
CITY <b>FREMONT</b>	STATE <b>CA</b>	ZIP <b>94538</b>	FOR OFFICE USE ONLY	

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

NUMBER OF INSPECTIONS REQUIRED:	<b>1</b>	@ <b>68.50</b>	EA. =	<b>68.50</b>
PLUMBING PERMIT ISSUANCE FEE:	<b>16.55</b>			
WATER PERMIT ISSUANCE FEE:	<b>85.05</b>			
GAS PERMIT ISSUANCE FEE:				
MECHANICAL PERMIT ISSUANCE FEE:				
SEWER REPAIR OR TRAP REPLACEMENT FEE:				
	SURCHARGE:	<b>3.82</b>		
	TOTAL PERMIT FEE:	<b>88.87</b>		

DESCRIPTION OF WORK COVERED BY THIS PERMIT:  
**REMODEL EXISTING SPRINKLER SYSTEM**  
**TENANT = FIRST NATION BANK OF MONTGOMERY**

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.

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.

(X) 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 **WS-Co of the West** Policy Number **WTV166766501**

( ) 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

AMENDMENT TO PERMIT NO.

ZIP CODE **94111**  
 CROSS STREET **WASHINGTON ST**  
 JOB ADDRESS **525 MONTGOMERY ST 4TH FL**

PLEASE TYPE OR PRINT LEGIBLY PRESS HARD

NOT VALID UNLESS DATED AND SIGNED BY CHIEF PLUMBING INSPECTOR

9003-07 (REV. 2/95)

VALID FOR ISSUANCE: \_\_\_\_\_ APPROVED DATE: \_\_\_\_\_

VALID FOR ISSUANCE: \_\_\_\_\_ APPROVED DATE: \_\_\_\_\_

CHIEF PLUMBING INSPECTOR \_\_\_\_\_ CHIEF PLUMBING INSPECTOR \_\_\_\_\_

**I. THE BUILDING PERMIT PROCESS/LOCAL REQUIREMENTS**

**When is a Permit Required?**

Before signing any lease agreements, purchasing any properties with intention to construct in or on them, occupying any existing space with a new use or doing any new construction, you must first determine whether or not you need a permit. It is easier to list the work not requiring permits because there is so much work that actually does require permits. Refer to Section 106 of the San Francisco Building Code for additional information.

**Here are some of the types of work not requiring permits:**

- One-story detached accessory buildings used as storage sheds, tool sheds, workshops, playhouses and the like as long as the projected roof area does not exceed 100 square feet in roof area.
- Plastic, metal or wood fences no higher than six (6) feet in height that are located at the rear and side lot lines of the property.
- Any fence not over three (3) feet in height along the front of the lot.
- Movable cases, counters and partitions not over 5 feet 9 inches in height.
- Retaining walls not over 4 feet in height measured from the top of the wall to the bottom of the footing *unless supporting a surcharge or impounding Class I, II or III-A liquids.*
- Water tanks supported directly upon grade so long as the capacity of the tank does not exceed 5000 gallons and the ratio of height to diameter or width does not exceed two to one.
- Surface mounting of readily removable materials on interior walls.
- 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.
- No more than 200 square feet of paved or covered ground. (Note: Any paved or covered ground area exceeding 200 square feet requires a plumbing permit)
- Painting, papering and similar finish work.
- Temporary motion picture, television and theater stage sets and scenery.

**I. THE BUILDING PERMIT PROCESS/LOCAL REQUIREMENTS**

**Work Not Requiring Permits (cont'd):**

12. Minor repairs to existing interior plaster, except when part of a fire-resistive assembly such as any wall along the property line.
13. Prefabricated swimming pools accessory to a Group R, Division 3 Occupancy in which the pool walls are entirely above the adjacent grade as long as the capacity of the pool does not exceed 5000 gallons.
14. 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 (25%) of the entire surface area of the roof.
15. Installations or replacement of floor coverings not requiring the removal of existing flooring except bathrooms and water closets.
16. Repair and replacement of glazing in conformity with this code, and provided wire glass shall be replaced in kind.
17. Replacement of doors, except garage doors, in all occupancies, provided they are not required to be fire-resistive assemblies by this code.
18. A system of six or less automatic fire sprinkler heads.

Once you know that a permit is required, it is important for you to realize that the construction you intend to do may trigger requirements for disabilities access and/or seismic upgrading of your building. Be sure to call the San Francisco Permit Center at (415) 558-6014 (Disabilities Access) or (415) 558-6133 (Seismic) to verify whether or not any additional requirements such as the ones mentioned above will occur as a result of your proposed work. **It is important for you to verify this prior to signing any leases or starting any work. In addition, you may need a license to operate your business; therefore, make sure you contact the City License Division of the Tax Collector at (415) 554-4400 first.**

**Why You Should Obtain Required Permits:** You could be penalized and required to undo construction if you do not obtain a permit before doing it. Also, doing work without a permit oftentimes creates problems of verification of legality of that work when selling property. For public safety, any construction you do must comply with all applicable codes and getting a building permit ensures that it does. **Remember that filing a permit application does not give you permission to start work.** You must actually have an issued Building Permit before you can start work. If you have any questions as to whether the work you are considering requires a permit, you may call the San Francisco Permit Center, (415) 558-6084, for verification.

<b>APPLICATION FOR BUILDING PERMIT ADDITIONS, ALTERATIONS OR REPAIRS</b>		<b>CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF BUILDING INSPECTION</b>	
FORM 3 <input checked="" type="checkbox"/> OTHER AGENCIES REVIEW REQUIRED		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.	
FORM 8 <input type="checkbox"/> OVER-THE-COUNTER ISSUANCE			
- 2 - NUMBER OF PLAN SETS			
DATE FILED 1/20/99	FILED FEE RECEIPT NO.	(1) STREET ADDRESS OF JOB 1600 HALGHAT ST	BLOCK & LOT 1230/06
PERMIT NO.	ISSUED	(2A) ESTIMATED COST OF JOB \$5800	(2B) REVIEW COST: BY: DATE:
<b>INFORMATION TO BE FURNISHED BY ALL APPLICANTS</b>			
<b>LEGAL DESCRIPTION OF EXISTING BUILDING</b>			
(4A) TYPE OF CONSTR. SN	(5A) NO. OF STORIES OF OCCUPANCY 2	(6A) NO. OF BASEMENTS AND CELLARS 0	(7A) PRESENT USE RESIDENTIAL
(8A) OCCUP. CLASS R-3	(9A) NO. OF DWELLING UNITS 02		
<b>DESCRIPTION OF BUILDING AFTER PROPOSED ALTERATION</b>			
(4) TYPE OF CONSTR. SN	(5) NO. OF STORIES OF OCCUPANCY 2	(6) NO. OF BASEMENTS AND CELLARS 0	(7) PROPOSED USE (LEGAL USE) RESIDENTIAL
(8) OCCUP. CLASS R-3	(9) NO. OF DWELLING UNITS 02		
(10) IS ALTO RUNWAY TO BE CONSTRUCTED OR ALTERED? NO <input checked="" type="checkbox"/>	(11) WILL STREET SPACE BE USED DURING CONSTRUCTION? NO <input checked="" type="checkbox"/>	(12) ELECTRICAL WORK TO BE PERFORMED? NO <input checked="" type="checkbox"/>	(13) PLUMBING WORK TO BE PERFORMED? NO <input checked="" type="checkbox"/>
(14) GENERAL CONTRACTOR POPE CONSTRUCTION	ADDRESS 204 CLAY ST	PHONE (415) 232-0111	CALIF. LIC. NO. 012345
(15) OWNER - LESSEE (CROSS OUT ONE) BARBARA BROWN	ADDRESS 212 VIENNA ST	PHONE (415) 587-7676	EXPIRATION DATE 07/2000
(16) WRITE IN DESCRIPTION OF ALL WORK TO BE PERFORMED UNDER THIS APPLICATION (REFERENCE TO PLANS IS NOT SUFFICIENT) REMOVE DRY ROT AND SHEETROCK FROM CEILING AT FIRST FLOOR KITCHEN AND BATH. ENLARGE BATHROOM PER PLANS. NO STRUCTURAL WORK.			
<b>ADDITIONAL INFORMATION</b>			
(17) DOES THIS ALTERATION CREATE ADDITIONAL HEIGHT OR STORY TO BUILDING? 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? NO <input checked="" type="checkbox"/>	(20) IF (19) IS YES, STATE NEW GROUND FLOOR AREA SQ. FT.
(21) WILL SIDEWALK OVER SUB-SIDEWALK SPACE BE REPAIRED OR ALTERED? NO <input checked="" type="checkbox"/>	(22) WILL BUILDING EXTEND BEYOND PROPERTY LINE? NO <input checked="" type="checkbox"/>	(23) ANY OTHER EXISTING BLDG. ON LOT? (IF YES, SHOW ON PLOT PLAN) NO <input checked="" type="checkbox"/>	(24) DOES THIS ALTERATION CONSTITUTE A CHANGE OF OCCUPANCY? NO <input checked="" type="checkbox"/>
(25) ARCHITECT OR ENGINEER (DESIGN OR CONSTRUCTION) N/A	(26) ARCHITECT OR ENGINEER (DESIGN OR CONSTRUCTION) N/A	(27) ARCHITECT OR ENGINEER (DESIGN OR CONSTRUCTION) OWNER PLANS USED	(28) ARCHITECT OR ENGINEER (DESIGN OR CONSTRUCTION) "UNKNOWN"
(28) CONSTRUCTION LENDER (ENTER NAME AND BRANCH DESIGNATION IF ANY. IF THERE IS NO KNOWN CONSTRUCTION LENDER, ENTER "UNKNOWN"). "UNKNOWN"			
<b>IMPORTANT NOTICES</b>		<b>NOTICE TO APPLICANT</b>	
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.		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.	
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.		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:	
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.		I hereby affirm under penalty of perjury one of the following declarations:	
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.		<input type="checkbox"/> 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. <input checked="" type="checkbox"/> 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 <u>STATE FUND</u> Policy Number <u>023 456</u>	
ANY STIPULATION REQUIRED HEREIN OR BY CODE MAY BE APPEALED.		<input type="checkbox"/> III. The cost of the work to be done is \$100 or less. <input type="checkbox"/> 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 the permit herein applied for shall be deemed revoked.	
BUILDING NOT TO BE OCCUPIED UNTIL CERTIFICATE OF FINAL COMPLETION IS POSTED ON THE BUILDING OR PERMIT OF OCCUPANCY GRANTED, WHEN REQUIRED.		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.	
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).		Signature of Applicant or Agent <u>Jan Pope</u> Date <u>01/20/99</u>	
THIS IS NOT A BUILDING PERMIT. NO WORK SHALL BE STARTED UNTIL A BUILDING PERMIT IS ISSUED.		Signature of Applicant or Agent _____ Date _____	
In dwellings all insulating materials must have a clearance of not less than two inches from all electrical wires or equipment.		Signature of Applicant or Agent _____ Date _____	
CHECK APPROPRIATE BOX <input checked="" type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> LESSEE <input type="checkbox"/> AGENT <input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/> ENGINEER		Signature of Applicant or Agent _____ Date _____	
<b>APPLICANT'S CERTIFICATION</b>			
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 THERETO WILL BE COMPLIED WITH.			
0003-03 (REV. 1/98)			



## VIII. APPENDIX: SUBMISSION SAMPLES

The following information consists of sample permit applications for building, plumbing, mechanical and electrical alterations and new construction. Each form shows an example of how the permit is to be completed; however, if you have any questions, call the appropriate division relating to the permit for additional information.

In addition, samples of required information on plans has been provided to clarify the extent of information needed on your plan submissions. There are also brochures available at each of the agencies and at the first floor lobby area of the San Francisco Permit Center located at 1660 Mission Street. If you have any questions regarding what should be on your plans, call the Commercial Plan Check Division of DBI at (415) 558-6133 or the Residential Plan Check Division of DBI at (415) 558-6133. You may also call the Mechanical Plan Check Division of DBI at (415) 558-6133.

### For More Information

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

Building Tel: (415) 558-6096      Fax: (415) 558-6261  
Electrical Tel: (415) 558-6030      Fax: (415) 558-6397  
Plumbing Tel: (415) 558-6054      Fax: (415) 558-6178  
Mechanical (same as Plumbing above)

## I. THE BUILDING PERMIT PROCESS/LOCAL REQUIREMENTS

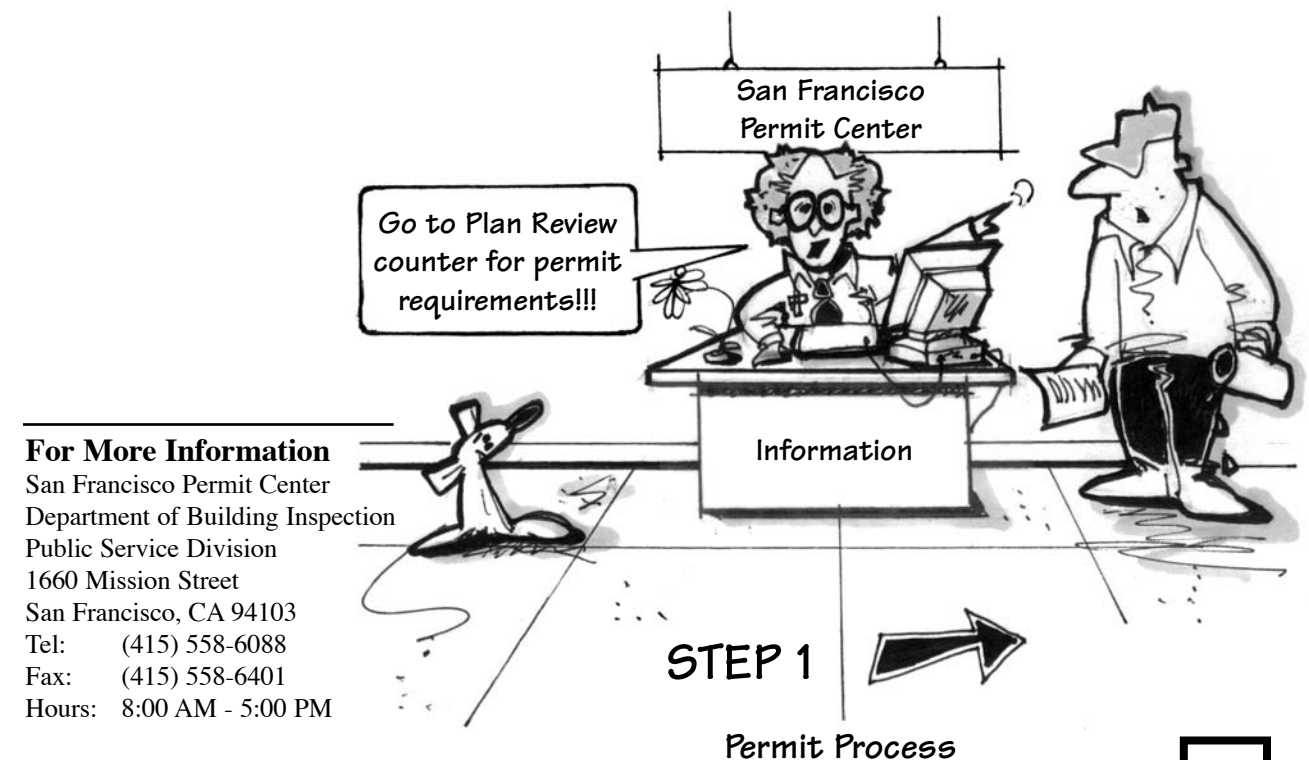
### ❑ STEP 1: What is the Permit Process?

The Permit Process is comprised of a series of reviews by various permitting agencies in order to ensure that the work you wish to do meets all required codes. That process begins at the San Francisco Permit Center which is located at 1660 Mission Street and is open from 8:00 a.m. until 5:00 p.m. Monday thru Friday. Please remember that **applications for permit are not accepted after 4:45 p.m.**

You may or may not need to submit plans (drawings) of the work you plan to do depending on its extent. For extensive or complicated work involving moving walls, major interior demolition or remodeling, you may need to hire a professional such as an Architect or Engineer to do more detailed drawings (see page 9 of this booklet for more information).

Many permits for minor work can be approved and issued “over-the-counter” during one visit; however, you may have to submit your application for further review. You will be notified by letter or postcard if corrections to your application are necessary or if the permit is ready for issuance, so allow enough time for permit processing before you schedule your construction.

A fee is required upon issuance of the permit. You may also be required to pay a partial fee when you have to submit the application for further review. If you submit the application for further review, you will have to pay a final fee for issuance when you pick up that permit. Permit fees vary depending upon the cost and type of construction occurring. You may obtain fee schedules from the San Francisco Permit Center first floor level information kiosk.



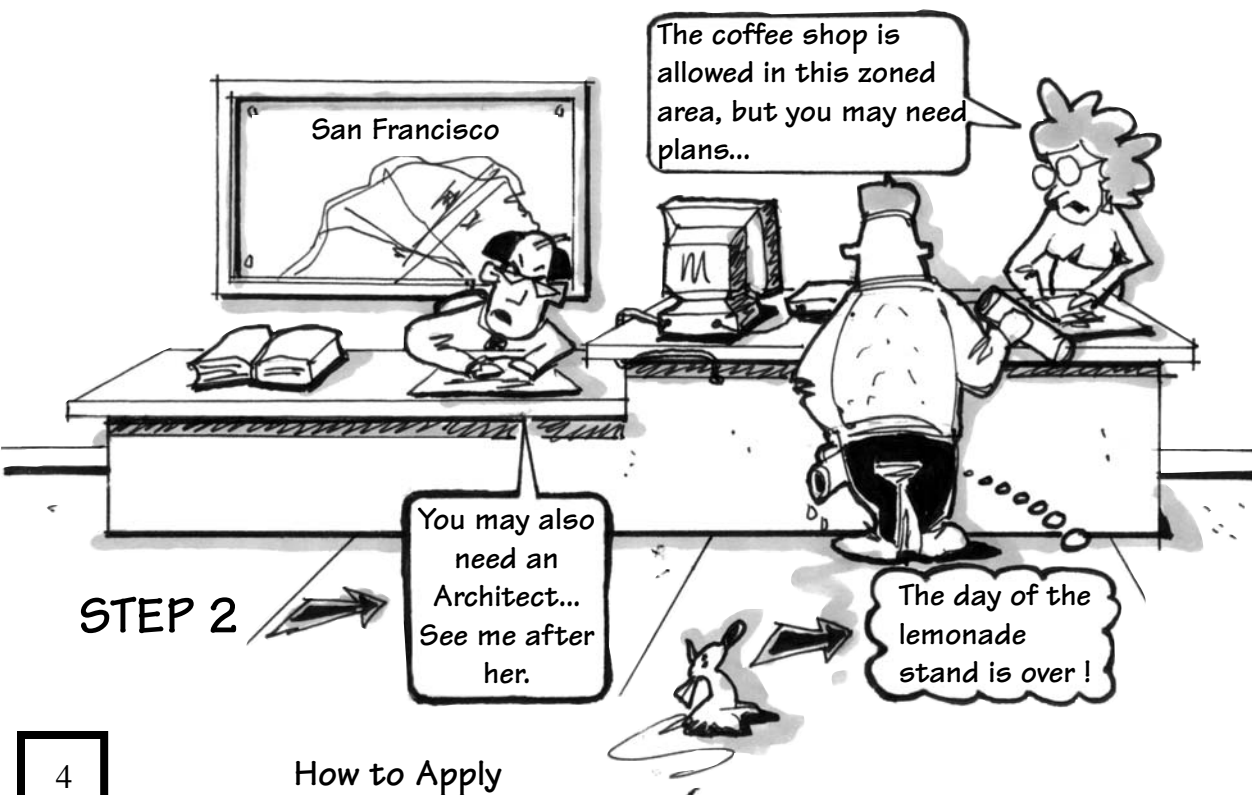
## I. THE BUILDING PERMIT PROCESS/LOCAL REQUIREMENTS

### ❑ STEP 2: How To apply For a Building Permit.

Once you have determined that a permit is required, it is necessary to complete the appropriate application for the work you are going to do. Applications are available at the San Francisco Permit Center first floor information counter and a Plan Examiner at the Counter can instruct you as to which application is required and how it should be completed. Also, there are several programs available by which to process your permit, so it is important to understand what they are so that you can choose the one which best suits your needs. The following information describes some of these programs and their benefits.

#### What is Permit Coordination Program?

This program is primarily aimed at commercial and complex residential projects which require multi-departmental review such as restaurants, tenant improvements and multi-family residential work. Working with the Planning, Fire, Health and Public Works Departments, this processing procedure uses *parallel plan review* in order to reduce review time and ultimately permit issuance time. Your project will be assigned a *Permit Coordinator* who will track it throughout its processing and inform you of its status. Additionally, the Permit Coordinator will troubleshoot any problems that arise and facilitate the delivery of your permit in the shortest possible time. The intent of Permit Coordination Program is for the applicant to come into one area and have his or her needs addressed in that one area without having to walk from station to station as is done with the *self-service* process. **If you have any questions as to whether your project qualifies for this program, you may call (415) 558-6638 at the San Francisco Permit Center.**



## VII. DEFINITION OF TERMS

**State-Owned Building:** A building, or portion thereof, that is owned or leased by the state.

**Story:** That portion of a building included between the upper surface of any floor and the upper surface of the floor next above.

**Story, First:** The lowest story in a building which qualifies as a story not more than four feet below grade for more than 50 percent of the total perimeter nor more than eight feet below grade at any point.

**Street Space:** The frontage of the street immediately at the structure which allows a contractor to load and unload his/her building materials.

**Structure:** That which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner.

**Temporary:** Buildings and facilities intended for use at one location for not more than one year and seats intended for use at one location for not more than 90 days.

**TSD:** Technical Services Division. The division of DBI which provides technical support for the department, code development and information as well as the earthquake emergency program.

**UBC:** Uniform Building Code. See "Building Code" above.

**Variance (V):** An application for a project that fails to meet a quantitative standard of the Planning Code.

**Value/Valuation:** Of a building shall be the estimated cost to replace the building and structure in kind, based on current replacement costs.

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## VII. DEFINITION OF TERMS

**Remodeling:** See “Alteration.”

**Repair:** The reconstruction or renewal of any part of an existing building for the purpose of its maintenance.

**Residential House (RH):** As defined by the Planning Code, RH-1 is a single family residence, RH-2 is a two-unit residence, and RH-3 is a three-unit residence.

**RPD:** Residential Plan Check Division. The section of DBI responsible for review of residential projects submitted for permit.

**Season Restriction:** Except for emergency work, there shall be no work in the streets nor sidewalks in the business district area where at least 50% of the block frontage contains retail stores during the time frame from Thanksgiving through January 1. This is especially so in the downtown area.

**Section 311 Notification:** Neighborhood notification requirement under Section 311 of the Planning Code. This notification applies to building permit applications for new construction and alteration of residential buildings in residential districts *except for Bernal Heights area*. This notification also applies to any change of use or increase of dwelling unit(s) in residential zoning districts.

**SFD:** The Planning Code designation for a single-family dwelling.

**SFFD:** San Francisco Fire Department (see Resource Directory in this booklet).

**SFPD:** San Francisco Police Department (see Resource Directory in this booklet).

**SFRA:** San Francisco Redevelopment Agency (see page 34 of this booklet).

**Special Use District (SUD):** This is a district that is established, in addition to the regular use districts, by the Planning Code. An example of this type of district would be the *Bernal Heights SUD*. In these types of districts, additional requirements must be met in order to comply with the Planning Code (Please Note: Not all SUD's have review committees).

**Space:** A definable area such as a room, toilet room, hall, assembly area, entrance, storage room, alcove, courtyard or lobby.

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## I. THE BUILDING PERMIT PROCESS/LOCAL REQUIREMENTS

### What is a Self-Service Permit?

This type of permit would include any permit process using what is presently known as *normal-process review*. This permit application would be hand carried by the applicant to either the Commercial or Residential Plan Check Counter and reviewed for accuracy and content. At that time, the permit documents (including plans if required) would be either accepted into the Department for *sequential review* (i.e. each required station reviews documents after the previous station has completed its review) or accepted for *over-the-counter* review. If not accepted for over-the-counter review, the applicant will receive a card in the mail as notification of when the review process is complete and whether corrections to the permit documents are needed or the permit is ready for issuance. When ready to pay for the approved permit, the applicant must hand carry it to the appropriate first floor counter window for it to be issued. **To obtain additional information, you may contact the San Francisco Permit Center Customer Services Division at (415) 558-6088.**

### What is an Over-The-Counter Permit?

An over-the-counter permit is one of the types of self-service permits provided by the San Francisco Permit Center which allows the applicant to process his/her permit by hand-carrying it to each of the required review stations and getting an immediate review while present. This would involve review at either the Residential or Commercial Plan Check counters located on the first and second floors of the San Francisco Permit Center.

### What is a Site Permit?

A Site Permit is a set of drawings for new construction that is considered entirely design development drawings. All designs include architectural, exiting and construction type information. Because these sets of drawings do not include structural, mechanical, electrical, plumbing and more detailed information, they cannot be used for construction. The primary purpose of a Site Permit is to gain approval of the physical mass of the building as it relates to the site.

There are two types of Site Permits; a “small” Site Permit where the construction cost is \$350,000 or less; and the “large” Site Permit where the construction cost is greater than \$350,000.

### What is an Addendum?

Once the Site Permit has been approved, the more detailed drawings including all information required for construction, must be submitted. These drawings are called “addenda” for more than one submission or “addendum” for only one complete submission. The “small” Site Permit allows only one addendum to be submitted; whereas, the “large” Site Permit allows a maximum of six addenda.

## I. THE BUILDING PERMIT PROCESS/LOCAL REQUIREMENTS

### What Fees Will Be Required?

The permit fees required depend on the valuation of the project. You may be required to pay fees to various departments such as the Fire Department, Planning Department, Health Department, Department of Public Works, School District, CALOSHA and the like. If plans are required, a plan check fee is required at that time. Once the permit is ready to be issued, the remainder of the permit fee is required in order for permit issuance to occur. If no plans are required, you will pay only one time before your permit is issued. Sometimes fees in addition to your permit fees may be required before your permit can be issued such as School Fees to the San Francisco Unified School District or a plan check fee to the Department of Health; however, the counter attendant who accepts your permit application at the time of filing can identify which additional fees will be required.

You may contact the Department of Building Inspection Central Permit Bureau, at (415) 558-6070, in order to obtain a fee estimate for your project and verification of any additional fees that will be required. Make sure you have the estimated construction cost when you call.

### What Happens If I Have Problems With The Permit Process?

If, while your permit application is being reviewed for approval, it is found that your project does not meet the code requirements, each plan checker will write down what is wrong and notify you to tell you what the problem is. Let's say that you submitted plans to install a new restaurant, and the Mechanical Plan Checker found that you did not provide enough exhaust from the restaurant to the outside. That agency, the Mechanical Plan Check Division of DBI, would notify you in writing of what was wrong or the Plan Checker may take the time to call you personally. If you process your project through DBI's Permit Coordination Division (see page 4 of this booklet), you will receive one single review comment sheet which identifies all inadequacies from all of the agencies and divisions involved in the review of your project.

Once you have been notified, you have the opportunity to discuss the problem with the Plan Checker making the claim. You will be given an ample period of time to fix the inadequacy in your drawings. If you cannot resolve the matter with the Plan Checker, you feel your application for permit is taking too long to be reviewed, or there are conflicting requirements between the agencies, you should contact the DBI Expediter at (415) 558-6245 or the Permit Coordination Division of DBI at (415) 558-6638 for assistance. It may be necessary for you to schedule a meeting with the Division Manager of the agency involved. Further assistance can be received through the Deputy Director's or Director's office (see Section VI, Resource Directory, in this booklet for their telephone numbers). You may contact the San Francisco Permit Center Public Service Division at (415) 558-6088 to find out which agencies are reviewing your project.

## VII. DEFINITION OF TERMS

**Over-wide Driveway:** The curb cut of the driveway is over thirty feet wide.

**Owner:** Any person, agent, or firm or corporation having a legal or equitable interest in the property.

**PCSD:** Plan Check Services Division. The division of DBI responsible for reviewing and approving plans. For homes, it is the Residential Plan Check division and for commercial work, it is the Commercial Plan Check Division.

**PD:** Planning Department (see pages 28 - 29 of this booklet).

**Permit::** An official document or certificate issued by the building official authorizing performance of a specified activity.

**PCD:** Permit Coordination Division. The division of DBI responsible for coordinating the processing of complex residential and commercial projects for parallel review.

**Person:** A natural person, heirs, executors, administrators or assigns, and also includes a firm, partnership or corporation, its or their successors or assigns, or the agent of any of the previously mentioned.

**PID:** Plumbing Inspection Division. The division of DBI responsible for providing public safety by enforcing municipal and state regulations and codes relative to construction, alteration, and installation of plumbing equipment and systems.

**Planning Code:** The code adopted by this jurisdiction and used by the Planning Department in order to determine the accepted use of a building and property. The Planning requirements are in addition to the Building Code requirements and do not override them.

**Plot Plan:** A small scale of plan (i.e. 1/8"=1'0" or 1/16"=1'0") which shows both existing and proposed development on the subject lot and both adjacent buildings. The plot plan must include various dimensions such as widths, lengths in feet, heights in feet or number of stories.

**Plumbing Code:** The California Plumbing Code as adopted by this jurisdiction.

**PSD:** Public Services Division. The section of DBI responsible for answering general questions, giving permit status and information; management processing and updating all micro-film services and residential records.

**PUD:** Planned Unit Development. This is intended for projects on sites of considerable size, developed as integrated units and designed to produce an environment of stable and desirable character which will benefit the occupants, the neighborhood, and the City as a whole.

## VII. DEFINITION OF TERMS

**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 persons or less.

**Electrical Code:** The National Electrical Code (NEC) created by the National Fire Protection Association (NFPA) as adopted by this jurisdiction.

**EID:** Electrical Inspection Division. The section of DBI responsible for providing public safety by enforcing municipal and state regulations and codes relative to construction, alteration, and installation of electrical equipment and systems.

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

**Fire Code:** The Uniform Fire Code (UFC) created by the International Fire Code Institute as adopted by the State Fire Marshal and published in part 9, Title 24, California Code of Regulations.

**Habitable Space:** 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.

**HIS:** Housing Inspection Services. The division of DBI responsible for enforcement of the San Francisco Housing code as it applies to apartment and hotel buildings and one and two-family dwellings.

**Improved Street:** A street constructed to city standards (*DPW/BSM terminology*).

**Jurisdiction:** For code purposes, any political subdivision which adopts a code of regulations for enforcement within its sphere of authority.

**Mechanical Code:** The Uniform Mechanical Code as adopted by this jurisdiction.

**Occupancy:** The purpose for which a building or part thereof is used or intended to be used.

**OTI:** Office Tenant Improvement Division. The division of DBI responsible for reviewing office tenant improvement work, on one floor level only, excluding structural work, in order to fast track projects.

## I. THE BUILDING PERMIT PROCESS/LOCAL REQUIREMENTS

### How is the Permit Issued?

After your application is filed, reviewed and approved by all of the necessary reviewing agencies, you will be notified by mail regarding when the building permit is ready to be picked up. The permit can be picked up at the San Francisco Permit Center's Central Permit Bureau on the first floor of 1660 Mission Street, during the time of 8:00 a.m. through 4:45 p.m. You must pay all outstanding permit fees that are due before the permit can be issued.

### What is Express Permit Service?

The San Francisco Permit Center- Department of Building Inspection (DBI) offers express plan review upon request for commercial, residential and major projects. An *Express Plan Review Request* form must be completed and submitted to the Division Manager responsible for reviewing the type of work you are doing. You can obtain this form from the second floor plan check counter. It is important for you to remember that this is a "request" only and must be granted by the Division Manager. Also, this service is available only for DBI Divisions of Architectural, Structural and Mechanical review. Other Departments, such as Health and Planning, are not a part of this service. There is an additional cost of 1.5 times the normal plan review fees charged by DBI. If you have any questions regarding this service, you may contact the San Francisco Permit Center at (415) 558-6133.

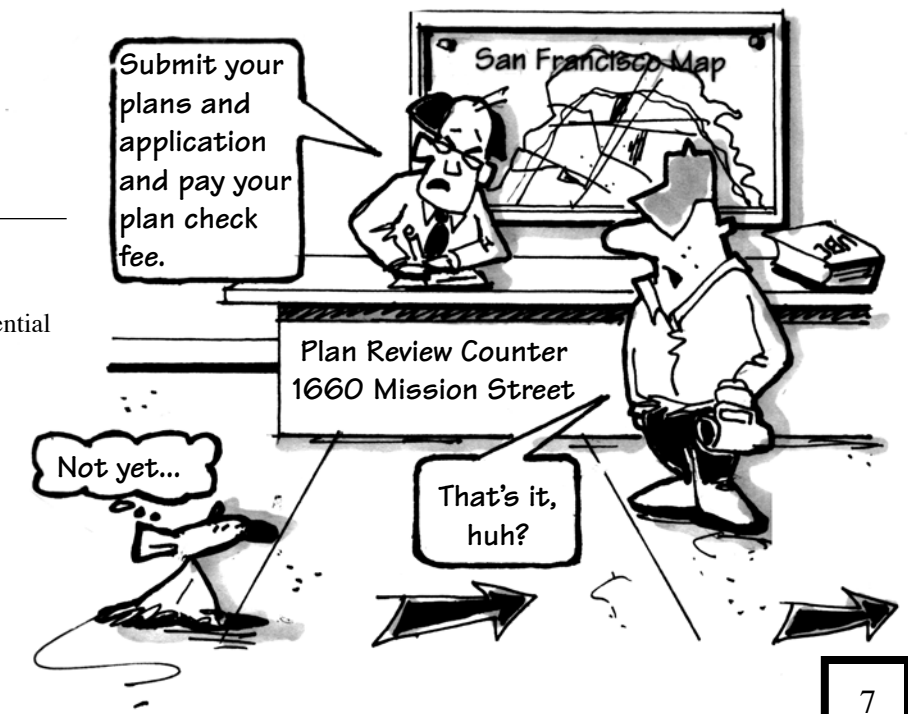
### May I Appeal Any Decision Made Regarding My Permit?

Anyone can appeal a decision made regarding a building permit, **before** it is issued, depending on the issue involved, to agencies such as the Planning Commission, the Building Inspection Commission or the Access Appeals Commission. **After** a building permit has been issued, the action on that permit can be appealed to the Board of Appeals within fifteen days of its issuance. For more information, contact these agencies. You may contact the Board of Appeals at (415) 575-6880.

### For More Information

San Francisco Permit Center  
Commercial, Major and Residential  
Plan Check Divisions  
1660 Mission Street, 2<sup>nd</sup> Floor  
San Francisco, CA 94103  
Tel: (415) 558-6133  
Fax: (415) 558-6041

Permit Coordination Division  
1660 Mission Street, 1<sup>st</sup> Floor  
Tel: (415) 558-6638  
Fax: (415) 558-6660



## I. THE BUILDING PERMIT PROCESS/LOCAL REQUIREMENTS

### ❑ STEP 3: Find Out if Building Plans are Required.

All permits filed do not necessarily require construction plans to accompany them. Before getting a building permit, you should determine whether or not plans are required. Usually plans are not required for minor repair and nonstructural work; however, if you are not sure whether or not you need plans, you should contact the Department of Building Inspection at (415) 558-6084.

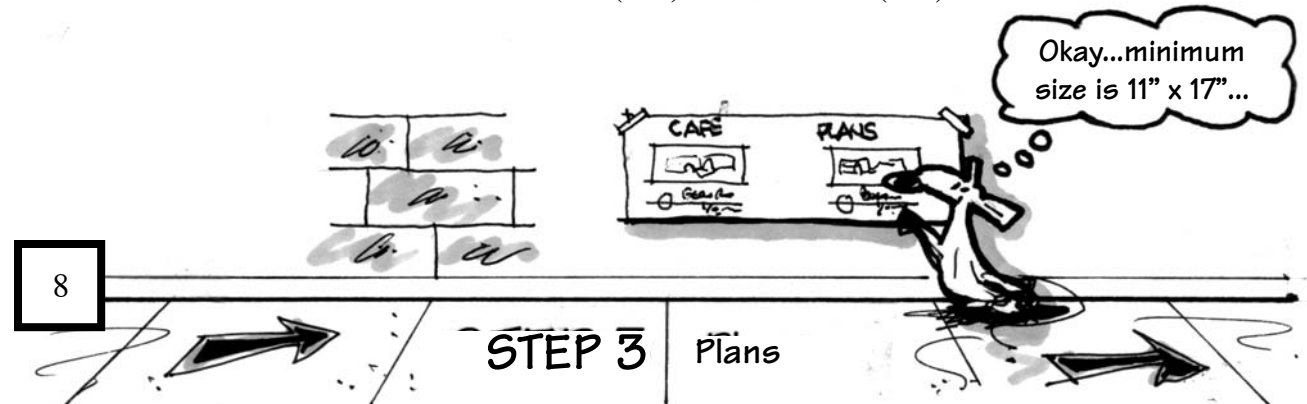
Plans are required when you are doing new construction; remodeling existing buildings and constructing new walls high than five feet nine inches (5'-9") above the floor; changing the use of a building or putting an addition onto a building. Plans are also required when you are reducing or increasing the number of dwelling units in a residential building.

Plans must be drawn to scale at a minimum of 1/8"=1'-0," and each plan sheet in the set can be no smaller than 11" x 17." Two sets minimum are required for normal processing; while, One-Stop processing will ask for one set of plans for each review station required for a minimum of four sets of plans. The plans must show the location of the building on the site, the type and extent of work to occur, and clearly distinguish new construction from existing construction. All plan sheets must have the original signature of the preparer. For more explicit information on what is required on plans to be submitted for permit, contact the San Francisco Permit Center at (415) 558-6133 and request that packet.

### When Are Neighborhood Notifications Required?

Neighborhood notifications are always required whenever you are doing any construction that drastically affects the exterior shell of your building. The Planning Department requires that a grace period of at least thirty days to notify neighbors transpires for work such as new additions, newly-constructed buildings, new rear decks and deck extensions. The Department of Building Inspection requires a public notification for demolition permit applications that are filed whenever any existing buildings are going to be demolished.

The notification is only for neighbors within so many feet of the subject property, say 150 feet, not for the entire neighborhood. In order to get more specific information on whether or not notification will be required for your project you may contact the San Francisco Permit Center - Planning Department at (415) 558-6377 and the Permit Coordination Division at (415) 558-6638 and (415) 558-6649.



## VII. DEFINITION OF TERMS

**Building Official:** The officer or other designated authority charged with the administration and enforcement of this code, or the building official's duly authorized representative.

**CALOSHA:** California Department of the Federal Office of Safety and Health Administration (see Section II of this booklet).

**CED:** Code Enforcement Division. The section of DBI responsible for abatement of code violation cases referred from the building, plumbing, and electrical divisions.

**Commercial Use:** Intended for non-residential use and containing operations that will affect commerce, including factories, warehouses, office buildings, and other buildings in which employment may occur.

**CPB:** Central Permit Bureau. The section of the Department of Building Inspection (DBI) responsible for collecting fees and issuing permits as approved by all of the DBI divisions.

**CPC:** Commercial Plan Check. The section of DBI responsible for review of all commercial plans submitted for permit.

**CU:** Conditional Use (*Planning Department terminology*).

**DAD:** Disabled Access Division. The section of DBI responsible for the intake and resolution of all complaints filed by the public regarding disabled access citywide.

**DBI:** Department of Building Inspection. The government agency responsible for enforcing building code regulations for new and existing structures. This agency is comprised of several specialized divisions such as the Building Inspection Division, the Central Permit Bureau, the Plan Check Division, and the like.

**Discretionary Review (DR):** A special power or discretion of the Planning Commission to review all building permit applications.

**DPH:** Department of Public Health see Resource Directory in this booklet.

**Dwelling:** Any building or portion of a building which contains not more than two dwelling units. This building will have the R-3 designation which is for all single- and two-family dwellings.

Getting A City Permit/1/11/99

## VII. DEFINITION OF TERMS

**ADA:** Americans with Disabilities Act. A federally mandated requirement that all public facilities be accessible to those who are disabled. See Section II. The Building Permit Process/State and Federal Requirements.

**Addition:** An extension or increase in floor area or height of a building or structure.

**Alteration:** Any change, addition or modification in construction or occupancy.

**Apartment Building:** Any building or portion thereof, which is occupied by three or more dwelling units, including residential condominiums (*DBI definition*). This classification will always have an "R" designation such as R-1.

Any building or portion thereof, which is occupied by four or more dwelling units, including residential condominiums (*Planning definition*).

**Approved:** Meeting the approval of the of the enforcement agency, when used in conjunction with any system, material, type of construction, fixture or appliance as the result of investigations, inspections and tests conducted by the agency or by reason of accepted principles or tests by national authorities, technical, health or scientific organizations or agencies.

**BAAQMD:** Bay Area Air Quality Management District (see page 24 of this booklet).

**BID:** Building Inspection Division of the Department of Building Inspection. The division responsible for making on-site inspections of building construction.

**BOA:** Board of Appeals.

**BOE:** Bureau of Engineering.

**BSM/DPW:** Bureau of Street Use and Mapping/Department of Public Works.

**BSSR:** Bureau of Street and Sewer Repair.

**Building:** Any structure used or intended for supporting or sheltering any use or occupancy.

**Building Code:** A document, issued by an enforcing agency, and adopted by a municipality for the regulating of life safety requirements of structures. The Uniform Building Code (UBC) with California Amendments and the San Francisco Building Code (SFBC) as adopted by this jurisdiction.

## I. THE BUILDING PERMIT PROCESS/LOCAL REQUIREMENTS

### Do I Need an Engineer or Architect?

Owners, Contractors and/or Designers may prepare and sign plans for remodeling work on, or the new construction of, single-family dwellings of wood frame construction and not exceeding two stories in height with spans between bearing walls of no more than twenty-five (25) feet. All other work must be stamped with seal and original signature of a licensed Architect, Civil or Structural Engineer.

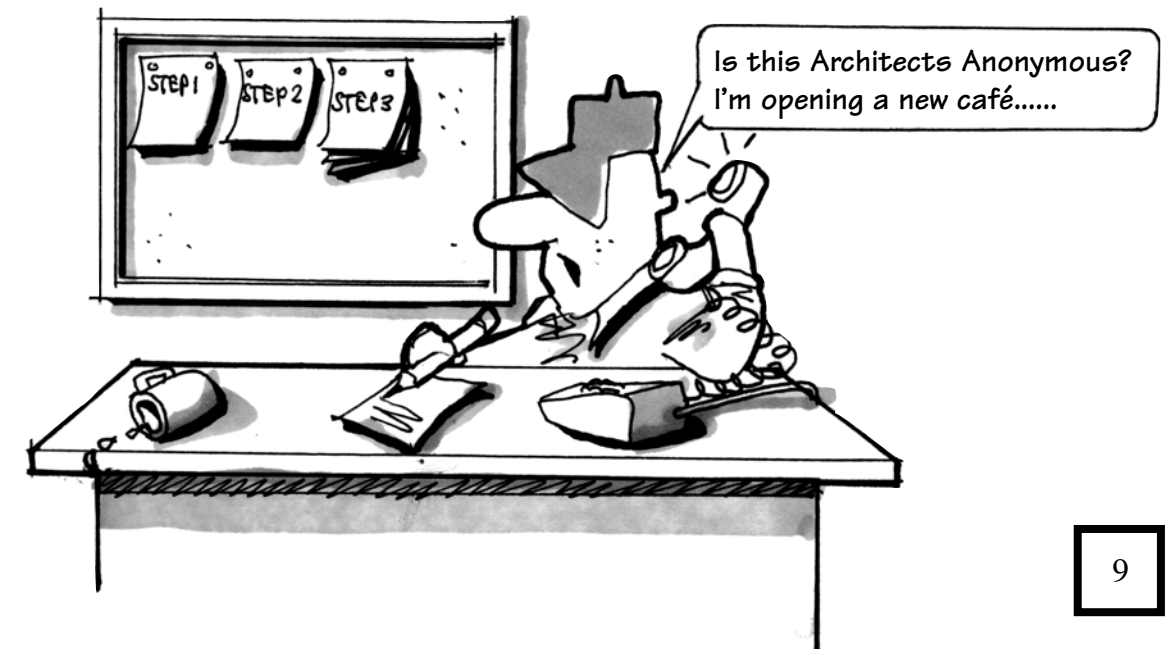
Structural work involving foundations, shear walls, retaining wall over four (4) feet high, columns, arches, glu-lam beams, trusses and the like must be designed, stamped with seal and original signature of a licensed Architect, Civil or Structural Engineer.

### Do I Need a Pre-application Meeting?

Architects and Engineers who are unfamiliar with obtaining City permits in San Francisco; who have projects that contain unusual construction; or who need further explanation in applying the codes to their projects would probably benefit from meeting with the applicable plan check division prior to submitting plans. At that time, code interpretations and clarifications can be addressed. There is an additional fee charged for this service. **Contact the San Francisco Permit Center at 415/558-6133 for more information. For Planning Department information, call 415/558-6377.**

### May I Do the Work Myself?

Construction done on owner-occupied buildings may be done by the building owner. If you hire another person or a contractor to do work on your building, that person must be licensed and must have the proper insurance and business license. State law requires that worker's compensation insurance be provided for all workers (see Section II of this booklet), so make sure that you or the person you hire has it. No permit will be issued unless the worker's compensation provision has been satisfied and indicated on the permit application.



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## I. THE BUILDING PERMIT PROCESS/LOCAL REQUIREMENTS

### STEP 4: What Other Permits May Be Required?

Oftentimes when you are getting a building permit, other permits are required in addition to the building permit. If you are doing work which involves electrical and plumbing, you will also have to get a separate electrical and a separate plumbing permit in addition to your building permit. If you are doing new construction, you may also have to get a state industrial safety permit in addition to your other permits. Before getting a building permit, you should contact the Department of Building Inspection at (415) 558-6084 in order to determine which permits will be required for your work. It is helpful for you to know the full extent of your project when discussing it with the Customer Service Division, so that the information you receive is as accurate as possible. You may also contact the Department of Building Inspection Electrical and Plumbing Inspection Divisions at (415) 558-6030 and (415) 558-6054 respectively to determine whether you need those permits.

### Is My Project Affected by Non-local Agencies?

It is not uncommon for projects to be affected by non-local agencies. There are State and Federal guidelines for disabilities access, energy conservation and worker safety. For more information on this matter, review Section II of this booklet which goes into depth about non-local agency requirements.

### When is a Demolition Permit Required?

Any time it is necessary for a building or structure to be demolished or torn down, a separate Demolition Permit must be filed. In addition to filing this permit, written notification must be given to the owners of properties at least 300 feet in every direction from the edge of the property on which the proposed demolition work will take place. For more information, contact the Central Permit Bureau of DBI at (415) 558-6070.

### When are Mechanical, Electrical and Plumbing Permits Required?

Mechanical work for a project is usually permitted by using a building permit application. Less extensive work can be applied for under plumbing and electrical permits as this work pertains to each trade. Work such as installing a new furnace to replace an existing one, and installation of any listed product in accordance with the manufacturer's instructions requires a permit but not necessarily drawings.

The State of California Energy Commission has requested that work pertaining to the building lighting, exterior walls (including windows and storefronts) and mechanical work be documented on plans using energy compliance forms. Before starting any mechanical work, be sure to call the **San Francisco Permit Center-Mechanical Plan Check Division at (415) 558-6133 to verify requirements for your project. See also Section II of this booklet for additional State energy requirements.**

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## VI. RESOURCE DIRECTORY

### Other Related Organizations and Agencies

Street Use and Mapping ( <i>See Public Works Above</i> ).....	(415) 554-5800
Tax Collector/Business License Division.....	(415) 554 4400
Trees.....	(415) 695-2017
Water Department	
Billing.....	(415) 923-2420
Emergency Service/General.....	(415) 923-2400
Zoning ( <i>See Planning Above</i> ).....	(415) 558-6377



**VI. RESOURCE DIRECTORY**

**Other Related Organizations and Agencies**

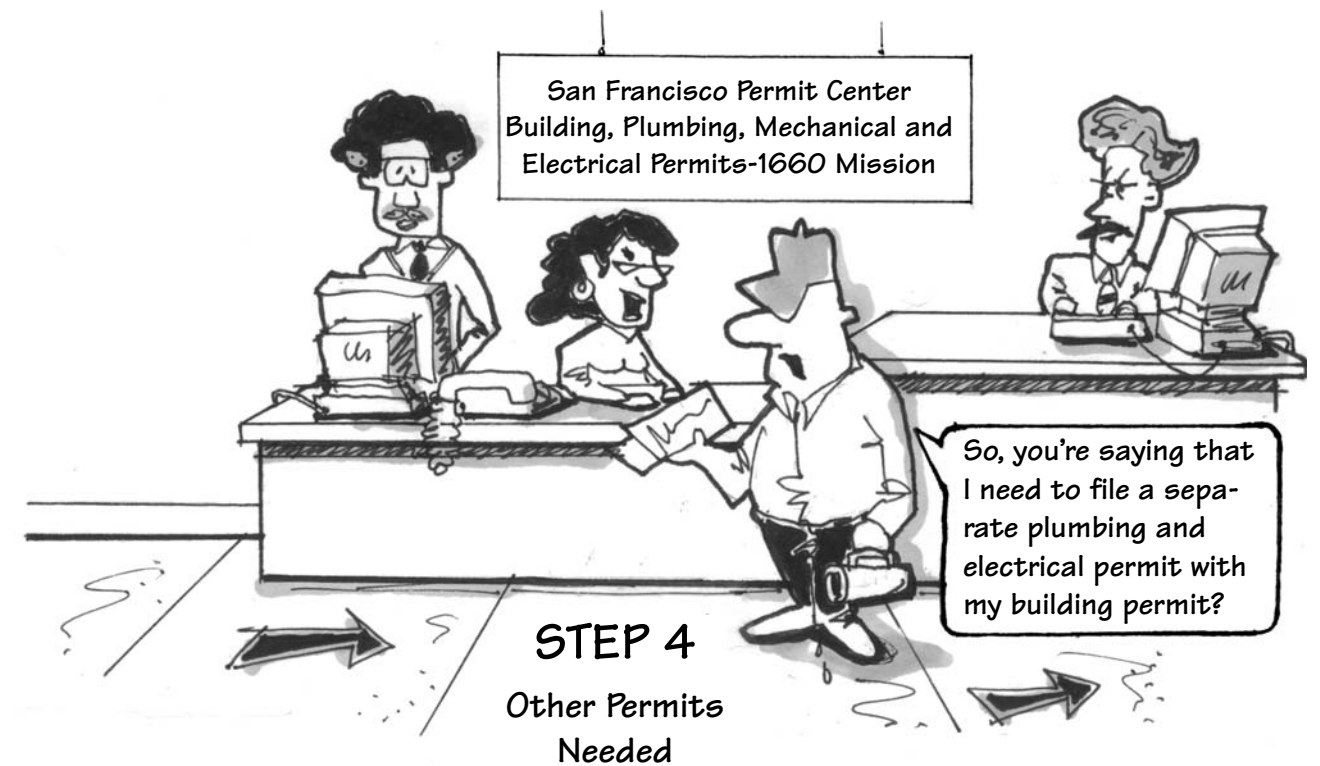
Parking Permits.....	(415) 554-5000
Planning Department.....	(415) 558-6378
Planning Commission.....	(415) 558-6422
Police Department	
Permits (Entertainment, Cabaret Licenses).....	(415) 553-1115
Noise Abatement/Nuisance.....	(415) 553-1012
Port Commission.....	(415) 274-0400
Public Utilities Commission.....	(415) 554-3160
Public Works	
General.....	(415) 695-2020
Street Space Use.....	(415) 558-6060
Street Use and Mapping.....	(415) 554-5800
Redevelopment Board.....	(415) 749-2400
Rent Board - Residential Landlord/Tenant.....	(415) 252-4600
Sewer Repair.....	(415) 695-2096
State Industrial Permit	
Elevator Inspections.....	(415) 703-5250
Occupational Safety and Health/CALOSHA.....	(415) 703-5100
Street Lights.....	(415) 554-0729

**I. THE BUILDING PERMIT PROCESS/LOCAL REQUIREMENTS**

An electrical permit is required to be issued before any electrical work can be started for any new work, extension to, addition to, or alteration to the electrical systems in any building unless exempted by code. The following items **do not** require an electrical permit:

- Replacement of appliance cords and related appliance repairs.
- Replacement of fuses.
- The use of any portable electrical motor or any portable appliance with a plug-in cord.
- Temporary holiday lighting not extending across a public roadway.
- Repair or replacement of circuit breakers of less than 100 amps. **(NOTE: Main electrical service breakers, no matter what size, must be permitted and inspected in order to be changed.)**
- Removal of abandoned electrical wiring that is not connected to electricity. **(NOTE: The utility company usually issues a "disconnect of service" in order to verify this.)**

Review the above list carefully. If you are doing any work other than what is indicated, be certain to **contact the San Francisco Permit Center-Electrical Inspection Division at (415) 558-6030 in order to verify whether or not you need a permit.** You can also find out what fees will be charged, whether plans are required, if you can do the work yourself and how long it will take to get your permit.



**I. THE BUILDING PERMIT PROCESS/LOCAL REQUIREMENTS**

A plumbing permit is required to be filed and issued before any plumbing work that requires a permit can start. Plumbing work consists of projects involving water systems, waste piping systems, gas piping systems and vents from gas-fired appliances such as water heaters and furnaces. Plumbing work must be installed according to the Plumbing and Mechanical Codes of the City and County of San Francisco. Since the type of work requiring permitting is so long, it is easier to identify projects that **do not** require a plumbing permit. They are the following:

- Repair of leaks that does not require cutting into or removing piping.
- Unclogging traps, sewers, vents or waste pipes so long as cutting into and removing of piping is not required.
- Replacement, repair or maintenance of faucets, valves, hosebibs or roof drains so long as cutting into and removing piping is not required.
- Replacement of toilet seats, water closet tank covers and float mechanisms.

Review this list carefully, because if you want to do any work other than what is shown above, make sure you **contact the San Francisco Permit Center-Plumbing Inspection Division at (415) 558-6054 to find out if you need a permit.** At that time, you can also find out how much your plumbing permit will cost, if plans are required, and if you will be allowed to do the work yourself.

Okay...So I have to fill out a plumbing, electrical and building permit on separate forms. I also have to pay a health dept. fee and may even need a street permit from DPW.



**VI. RESOURCE DIRECTORY**

**Other Related Organizations and Agencies**

Fire Department

- Fire Inspection..... (415) 558-3300
- Fire Plan Check/Permits..... (415) 558-6177

Garbage

- Dumping Complaints..... (415) 255-3610
- Street Cleaning..... (415) 695-2017
- Sunset Scavenger..... (415) 330-1300
- City Dump..... (415) 468-2440

Health Department

- Environmental Health..... (415) 252-3800
- Permit..... (415) 252-3815
- Toxins/Asbestos ..... (415) 206-5477

Human Rights Commission..... (415) 252-2500

Landmark Commission (*See Planning Department*)..... (415) 558-6320

Legal Assistance

Neighborhood Legal Assistance..... (415) 982-1300

Bar Association Referrals..... (415) 989-1616

Small Claims Court Advice..... (415) 292-2124

License Division/Tax Collector..... (415) 554-4400

Noise

- Street Construction..... (415) 554-5816
- General Construction..... (415) 553-1012

**VI. RESOURCE DIRECTORY**

**Other Related Organizations and Agencies**

Mayor Gavin Newsom.....	(415) 554-6141
Access Appeals Commission (AAC).....	(415) 558-6014
Airport	
General Information.....	(650) 761-0800
Commission.....	(650) 876-2231
Assessor.....	(415) 554-5507
Bay Area Air Quality Management District.....	(415) 771-6000
Board of Supervisors.....	(415) 554-5184
Building Inspection Commission (BIC).....	(415) 558-6164
Board of Appeals.....	(415) 575-6880
Business	
Small Business Advisory Commission.....	(415) 554-6969
City Attorney.....	(415) 554-4700
City Planning (See Planning Department).....	(415) 558-6377
Contractor's State Licensing Board.....	(800) 321-2752
<i>Complaints Regarding Contractor's Service</i>	
District Attorney.....	(415) 553-1752

**II. THE BUILDING PERMIT PROCESS/STATE AND FEDERAL REQUIREMENTS**

**STEP 5:**

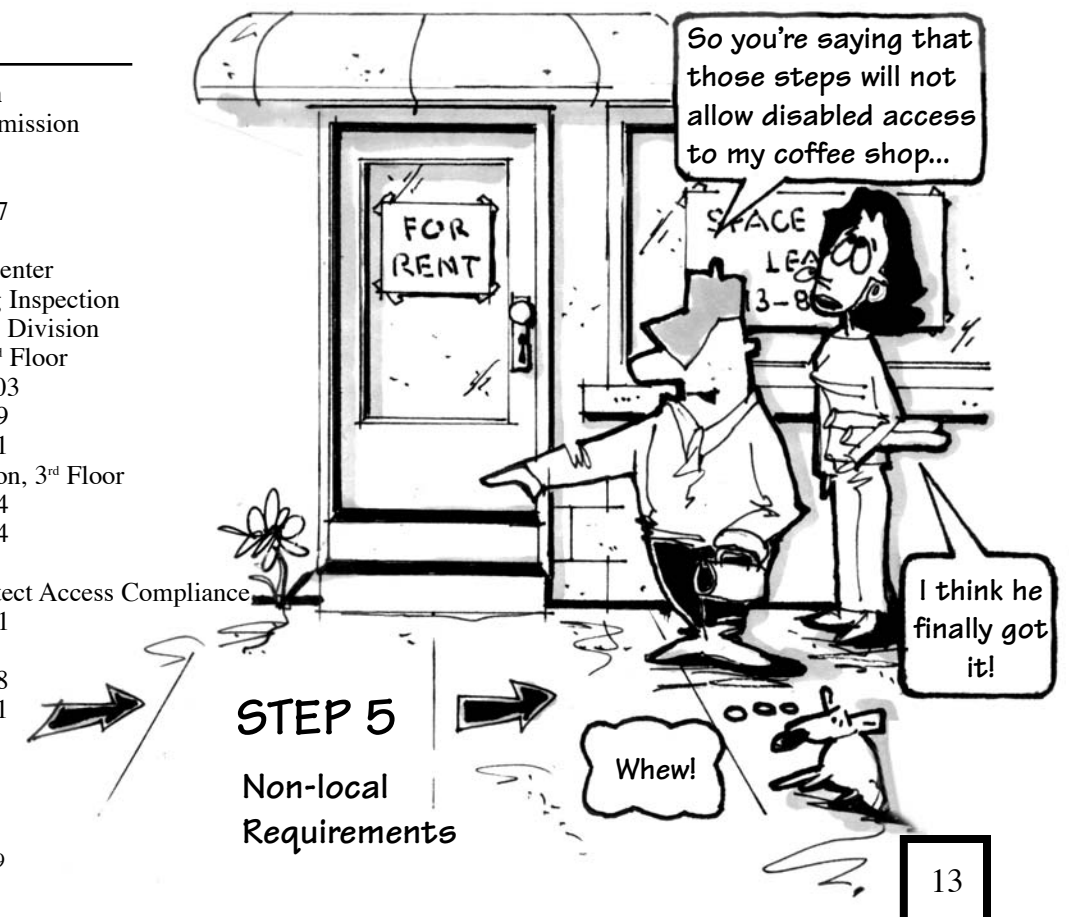
**California Title 24 Energy Regulations Compliance:** The California Energy Commission has created regulations and standards for new residential and new nonresidential building design and construction so that the efficiency in the use of energy for these buildings will be increased. This includes new construction as well as any new remodeling done to an existing building. Say you have a really large garage space, and you decide to install a family room in that space. You would have to comply with California Title 24 Energy regulations by providing insulation in the walls, floor and sometimes even the ceiling. This insulation would enable you to preserve more of the energy used to heat and/or cool the space. When you apply for your building permit at the San Francisco Permit Center, the Mechanical and Architectural Plan Examiner will request all California Title 24 Energy items required for your permit at that time.

**California Title 24 Disabilities Access Compliance:** The State of California has established regulations and standards which require disabled access for buildings open to the public and publicly - funded living accommodations, hotels, motels and the like. These regulations include requirements enacted by law under the Americans with Disabilities Act (ADA). These federal requirements apply to construction in existing and new buildings, so it is important to clearly understand what is needed when you apply for a building permit. Usually these requirements do not apply to privately-owned single-family homes. If you are doing work to your own house, you probably don't have to worry. For more information, see contact agencies below.

**For More Information**  
 California Energy Commission  
 1516 9<sup>th</sup> Street  
 Sacramento, CA  
 Tel: (916) 654-4287

San Francisco Permit Center  
 Department of Building Inspection  
 Mechanical Plan Check Division  
 1660 Mission Street, 2<sup>nd</sup> Floor  
 San Francisco, CA 94103  
 Tel: (415) 558-6159  
 Fax: (415) 558-6041  
 Disabled Access Division, 3<sup>rd</sup> Floor  
 Tel: (415) 558-6014  
 Fax: (415) 558-6474

Division of State Architect Access Compliance  
 1130 K Street, Suite 101  
 Sacramento, CA 95814  
 Tel: (916) 327-9698  
 Fax: (916) 327-3371



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## II. THE BUILDING PERMIT PROCESS/STATE AND FEDERAL REQUIREMENTS

**Workers Compensation Insurance:** The State of California Department of Industrial Relations has established guidelines to protect the workers in this state. When getting a building permit, the applicant must comply with workers compensation laws and the provisions of Section 3800 of the Labor Code of the State of California before that permit may be issued. If the cost of the work is \$100 or less, the applicant does not have to comply. If the cost of the work exceeds \$100, the applicant must do the following:

- Certify on the permit application that he or she will employ a contractor who complies with the workers compensation laws.
- Will not employ anyone in any manner to become subject to the State workers compensation laws.
- Will maintain workers compensation insurance.
- Will maintain a certificate of consent to self-insure for workers compensation as provided by Section 3700 of the Labor Code.

A copy of the workers compensation insurance form must be filed with the San Francisco Permit Center Central Permit Bureau before the permit is issued and is usually done at the time the applicant is paying the final permit fee to have the permit issued. See the following page for contact information.

**State Industrial Safety Permit:** The State of California division of the Occupational Safety and Health Administration (CALOSHA) administers regulations and guidelines to protect the health and safety of the workers in this state. The State Industrial Safety Permit is required by the State Labor Code Section 6500 when:

- Construction occurs of trenches or excavations which are five feet or deeper and into which a person is required to descend.
- The construction of any building structure, falsework, or scaffolding more than three (3) stories high or the equivalent height of thirty-six (36) feet.
- The demolition of any building, structure, falsework, or scaffold, more than three (3) stories high or the equivalent height of thirty-six (36) feet.

When getting a building permit for any of the work identified above, you must obtain the State Industrial Safety Permit prior to your building permit being issued. See the following page for contact information.

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## V. CITY DEPARTMENTS

### The San Francisco Redevelopment Agency

The San Francisco Redevelopment Agency is responsible for regulating all projects underway in any area adopted by the Board of Supervisors and the Mayor as a “redevelopment area” and is identified on a city-wide map. Oftentimes, these areas are blighted; therefore, incentives, financial and otherwise, are offered by the City and County of San Francisco in order to encourage growth and property improvement. An example of a blighted area would be a place that has noxious odors, unimproved streets, buildings unsafe and unfit for occupancy and the like. These conditions make it difficult to maintain adequate public health and safety as well as police, fire and accident prevention and other public services and facilities.

If you are considering constructing or renovating, be sure to verify whether your property is in a “redevelopment area.” Being in this area, may offer incentives that will allow you to have a more profitable project.

Some areas classified as “redevelopment areas” are:

- Western Addition*
- Chinese Cultural & Trade Center*
- Golden Gateway*
- Yerba Buena Center*
- India Basin Industrial Park*
- Hunters Point*
- Rincon Point - South Beach*
- Bayview Industrial Triangle*
- Mariners Village*
- Mission Bay*

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### For More Information

The San Francisco Redevelopment Agency  
770 Golden Gate Avenue  
San Francisco, CA 94102

Tel: (415) 749-2400  
(415) 495-4911 South Beach Harbor Pier 40

**DPW/BSM Permits Division - 875 Stevenson Street**

Most DPW permits issued at 875 Stevenson Street. Engineers and plan checkers are available for consultation about permit requirements. Please call 554-5810 for an appointment. It's best to apply for DPW permits early in the building permit process.

The following information is available from the DPW/BSM plan examiner at 1660 Mission Street:

- Checklists stating what should be shown on the plans about the sidewalk, sewer and street
- DPW permit application forms and information handouts

The following information is available at the DPW/BSM permit counter at 875 Stevenson Street:

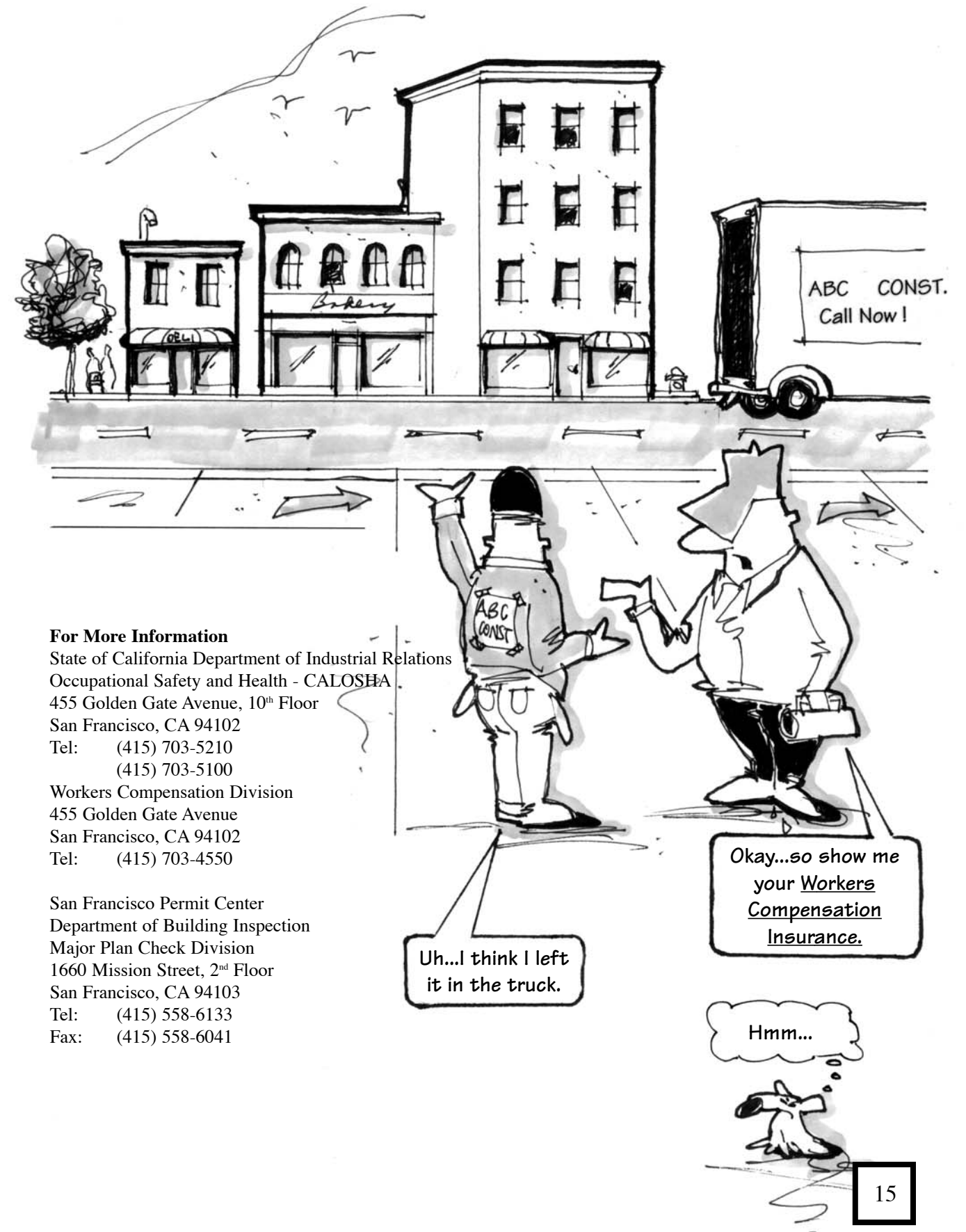
- DPW Public Works Code
- Official grade and Dedication Maps
- DPW Standard Specifications

**For More Information**

Department of Public Works/Bureau of Street Use and Mapping  
875 Stevenson Street  
San Francisco, CA 94103

Tel: (415) 695-2020 (General Information)  
(415) 558-6060 (Street Space Use Only)  
(415) 554-5800 (Street Use and Mapping)  
Web: WWW . SFDPW. COM

**II. THE BUILDING PERMIT PROCESS/STATE AND FEDERAL REQUIREMENTS**



**For More Information**

State of California Department of Industrial Relations  
Occupational Safety and Health - CALOSHA  
455 Golden Gate Avenue, 10<sup>th</sup> Floor  
San Francisco, CA 94102  
Tel: (415) 703-5210  
(415) 703-5100  
Workers Compensation Division  
455 Golden Gate Avenue  
San Francisco, CA 94102  
Tel: (415) 703-4550

San Francisco Permit Center  
Department of Building Inspection  
Major Plan Check Division  
1660 Mission Street, 2<sup>nd</sup> Floor  
San Francisco, CA 94103  
Tel: (415) 558-6133  
Fax: (415) 558-6041

## II. THE BUILDING PERMIT PROCESS/STATE AND FEDERAL REQUIREMENTS

### The Bay Area Air Quality Management District (BAAQMD)

The Bay Area Air Quality Management District is responsible for regulating hazardous pollutants emitted in or affecting the quality of the air as a result of or during construction. Asbestos removal, sandblasting, demolition of an existing structure and commercial kitchen exhaust output are some of the activities monitored by this agency. If any of the above-mentioned items are occurring at a level that you feel is unsafe or you are going to do work that may fall under its jurisdiction, contact BAAQMD immediately.

#### For More Information

Bay Area Air Quality Management District  
939 Ellis Street  
San Francisco, CA 94109

Tel: (415) 771-6000  
Fax: (415) 928-8560



## V. CITY DEPARTMENTS

### The Department of Public Works Bureau of Street Use and Mapping (DPW/BSM)

The Department of Public Works Bureau of Street Use and Mapping is responsible for issuing permits for any construction done in or on the public way or work that affects the public way directly. Temporary use of the public way for activities such as street fairs and the like require its approval as well. A public way can be a street, alley, sidewalk, curb, gutter, driveway, culvert or other public property.

For the following types of projects DPW recommends that the applicant have the BSM plan examiner at 1660 Mission Street preview the plans prior to filing the application:

- Construction of a new building or structure
- Demolition of a building
- Renovation of a building that changes doorways, garage doors or sidewalks
- Other projects as recommended by DBI and DPW/BSM

Some of the types of activities that would require a DPW/BSM permit are the following:

- Construction of a new building or structure
- Renovation of a building that changes doorways, garage doors or sidewalks
- Demolition of a building
- Site grading
- Physical changes made to the sidewalk or street, such as resurfacing; replacing or adding tree grates; or constructing transformer vaults
- Retaining walls and/or shoring that protrudes under or over the public right-of-way
- Roofing, painting or any project that requires scaffolding on the sidewalk
- Adding a new catch basin, culvert, sewer main, storm water inlet, street lighting, driveway, curb or gutter on the public way
- Any temporary street use for street fairs, carnivals or similar activities

Indicate on the building permit application any intention to use the street and/or sidewalk fronting the project for construction staging. DBI can include a street-use permit as part of the building permit. When the street-use permit is issued as part of a building permit, it will be valid for the duration of the building permit. A street-use permit obtained separately from the building permit will be valid only for four months, and the applicant will be required to pay full fees to renew the permit.

#### For More Information

Department of Public Works/Bureau of Street Use and Mapping  
875 Stevenson Street  
San Francisco, CA

Tel: (415) 695-2020 (General Information)  
(415) 558-6060 (Street Space Use only)  
(415) 554-5800 (Street Use and Mapping)

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## V. CITY DEPARTMENTS

### The Department of Public Health/Bureau of Environmental Health Management

The DPH is the city agency responsible for the preservation of public health and safety. As it relates to the building permit process, this agency reviews, regulates, permits and inspects any project that immediately affects the health and safety of the general public by providing food service, communal use of pools or bathing facilities and the like.

If you are doing a project that you feel may fall in any of the categories under the jurisdiction of the Department of Public Health, be sure to contact them in order to find out if they need to review it. Some of the business activities requiring their approval are listed below.

- Swimming Pool/Spa*
- Laundry/Laundromat*
- Wells (water, monitoring, cathodic protection)*
- Massage parlor*
- Tattoo parlor*
- Pet shop, Stable, Pet Hospital, Kennel*
- Mattress Factory, Cigar Factory*
- Dry Cleaners*
- Institutions such as Hospitals, Jails, Youth Guidance Centers*
- Retail and Wholesale food establishments including but not limited to:  
restaurants, take-outs, delicatessens, groceries, supermarkets, candy stores, cookie stores,  
coffee shops, herb stores, ice cream parlors, bars serving liquor, juice bars, bakeries, food  
processing or manufacturing plants, storefront pass-thru windows and doorways, school  
cafeterias, private clubs and commissaries*

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#### For More Information

Department of Public Health  
Environmental Health Management  
1390 Market Street  
San Francisco, CA

Tel:	(415) 252-3800	General
	(415) 252-3815/16	Permits/Plan Checking for Food Establishments
	(415) 252-3900	Hazardous Materials, Tanks
	(415) 252-3962	Hazardous Waste/Medical Waste
	(415) 252-3945	Water Quality

Getting A City Permit/09/02/98

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## II. THE BUILDING PERMIT PROCESS/STATE AND FEDERAL REQUIREMENTS

### State and Federally-Owned Building Requirements

**Do State and Federally-Owned Buildings Require Building Permits?** The Federal Government has supremacy over smaller agencies such as State and Local Governments. As a result, these smaller agencies do not have jurisdiction over the larger agency. Likewise, the State Government has supremacy over smaller agencies such as cities, counties, townships and municipalities. As a result, these smaller agencies do not have jurisdiction over the larger state-governed agencies. Therefore, buildings which are owned and occupied by the State and Federal Governments do not fall under the jurisdiction of local authorities for building code requirements. Whether the City and County of San Francisco Department of Building Inspection has jurisdiction over any State or Federally-owned buildings which are not occupied by those agencies or where these agencies are leasing privately-owned space is complicated and therefore is determined on a **case-by case** basis.

**When Do OSHA Requirements Apply?** The Occupational Safety and Health Administration (OSHA) is a Federal agency that establishes health and safety guidelines for workers throughout this country. Whenever building construction occurs, there are requirements which must be met for particular types of construction. These requirements, although created by the Federal Government, are administered by the State. For more information, also read the paragraph entitled, *State Industrial Safety Permit*, in this Section.

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#### For More Information

Occupational Health and Safety Administration  
(OSHA)  
Tel: (415) 975-4310  
Fax: (415) 975-4319

## II. THE BUILDING PERMIT PROCESS/STATE AND FEDERAL REQUIREMENTS

### Americans with Disabilities Act (ADA) Requirements

The Federal Americans with Disabilities Act prohibits public accommodations from discriminating against people with disabilities. It also prohibits public accommodations from excluding or refusing to serve a person with a disability. Because of these reasons, public accommodations are required to make physical changes to existing buildings that will enable them to be accessible if such changes are “readily achievable.” Public accommodations include the type of businesses and services that are used every day such as hotels, restaurants, dry cleaners, parks, schools and grocery stores to name a few.

#### What is Required for Compliance with the ADA Regulations?

Existing public accommodations will have to modify their structure in order to make it accessible so long as that is “readily achievable,” which means that this work can be done inexpensively and without being too difficult to construct. Newly-constructed work would automatically have to be accessible.

Commercial facilities undergoing renovation must make the renovated area accessible. Primary function areas such as path of travel to renovated space, sanitary facilities serving the space, and the like are required as well so long as the cost for such accessibility improvements does not drastically exceed the cost for the alterations being done.

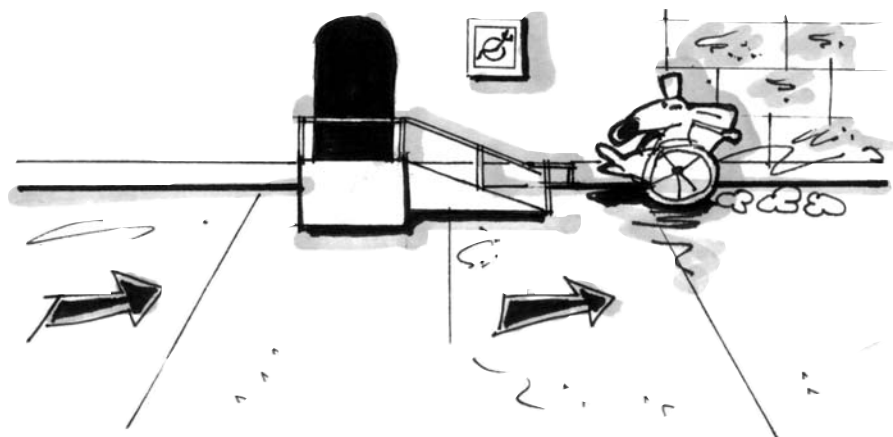
There is an elevator exemption for new construction and alterations in buildings of less than three floors or less than 3,000 square feet per floor. These regulations are modified frequently, so be sure to verify the code requirements involved with your project prior to signing any lease and starting construction.

The ADA regulations are Federal guidelines and Federal law. They are not a building code. Because of this, the State of California has adopted building codes which include ADA requirements. The Department of Building Inspection enforces these building codes on existing and new construction, and in this way, ADA regulations are met; however, State and Federal requirements may be different. The Department of Building Inspection **does not review plans for compliance with ADA requirements.** For more information, see contact information below.

#### For More Information

Mayor’s Disability Coordinator  
Tel: (415) 554-6252  
Fax: (415) 554-4849

Department of Building Inspection  
Disabled Access Division  
1660 Mission Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103  
Tel: (415) 558-6014  
Fax: (415) 558-6474

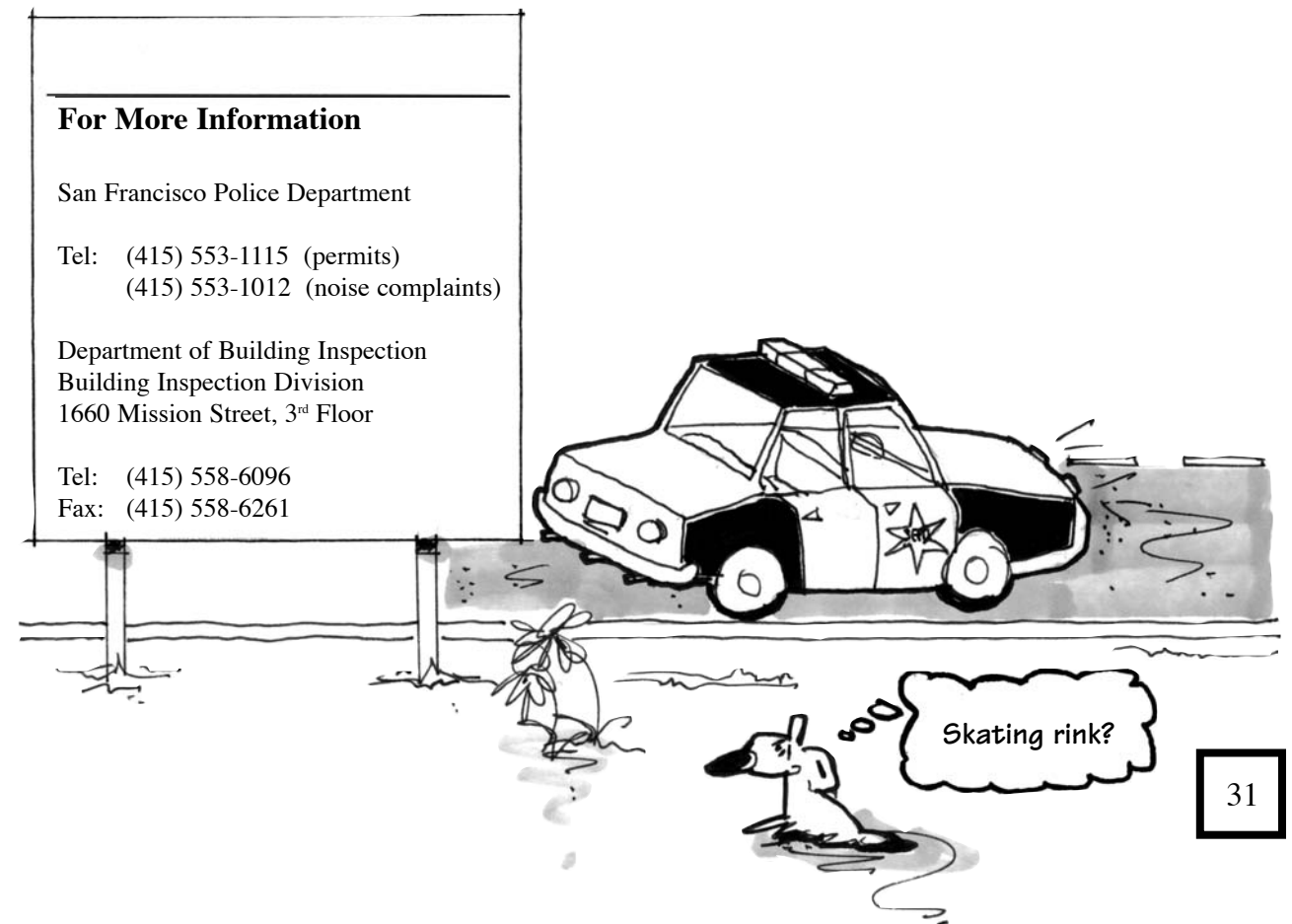


### When is a Police Permit required?

A police permit shall be obtained from the Police Department when changing the use of an existing business or installing a new business which engages in the following activities: *(Note: This information may be obtained from the San Francisco Fire Code Section 105.10. 2 as it relates to Fire Department requirements)*

Automobile Renting	Carnival	Amusement Park
Dance Hall	Circus	Billiard Parlor
Explosives	Fingerprinting Service	Driverless Auto Rental
Firearms Dealer	Limousine Owner	Escort Service
Junkyard	Mini Golf Course	Jitney Bus Company
Massage Parlor	Mobile Caterer	Licensed Tour Guide
Place of Entertainment	Museum	Rodeo Exhibition
Public Bathhouse	Photography Shop	Taxicab Company
Pushcart Peddler	Shooting Gallery	Tow Car Company
Secondhand Dealer	Skating Rink	Valet Parking Company

The above is only a portion of a vast list of businesses; therefore, it is best to contact the “Permit Officer” of the San Francisco Police Department in order to verify whether or not a police permit is required for your new business or alteration to your existing business. It is also important to note that if you intend to install a pool table or piano in an establishment, you will need Planning Department approval and a Police Permit.





## V. CITY DEPARTMENTS

### The San Francisco Police Department (SFPD)

The San Francisco Police Department offers several services which relate directly to the Department of Building Inspection and may even require a building permit. A “police permit” is a license issued by the Police Department to a business owner who wants to engage in particular activities specified by and under the jurisdiction of the Police Department. These activities in some way immediately relate to or require police involvement or affect some aspect of police work. Other pertinent government agencies may require additional permits or provide assistance in the obtaining of a police permit.

In addition, once a building permit has been obtained and construction is underway, there are specific hours in which construction noise is allowed, and that time frame is from 7:00 a.m. until 8:00 p.m. It is unlawful for anyone to erect, construct, demolish, excavate for, alter or repair any building or structure outside of the allotted time frame when the noise level created exceeds 5 decibels at the nearest property line unless a special permit has been granted. Five decibels is about the sound of a screw gun installing screws in drywall.

### The Building Permit Process

The Department of Building Inspections provides inspections of facilities and businesses applying for police permits to ensure that they comply with minimum life safety standards and exiting requirements for building, fire and other codes and regulations. This process begins with the requirement for a police permit.

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

### ❑ STEP 6:

**As important as it is to have your permit issued, it is just as important to make certain that all of the inspections required for the issued permit are made in appropriate order and that the work for which the permit is issued is approved and finalized within the time frame indicated on the permit.**

### ❑ When Can I Start Work?

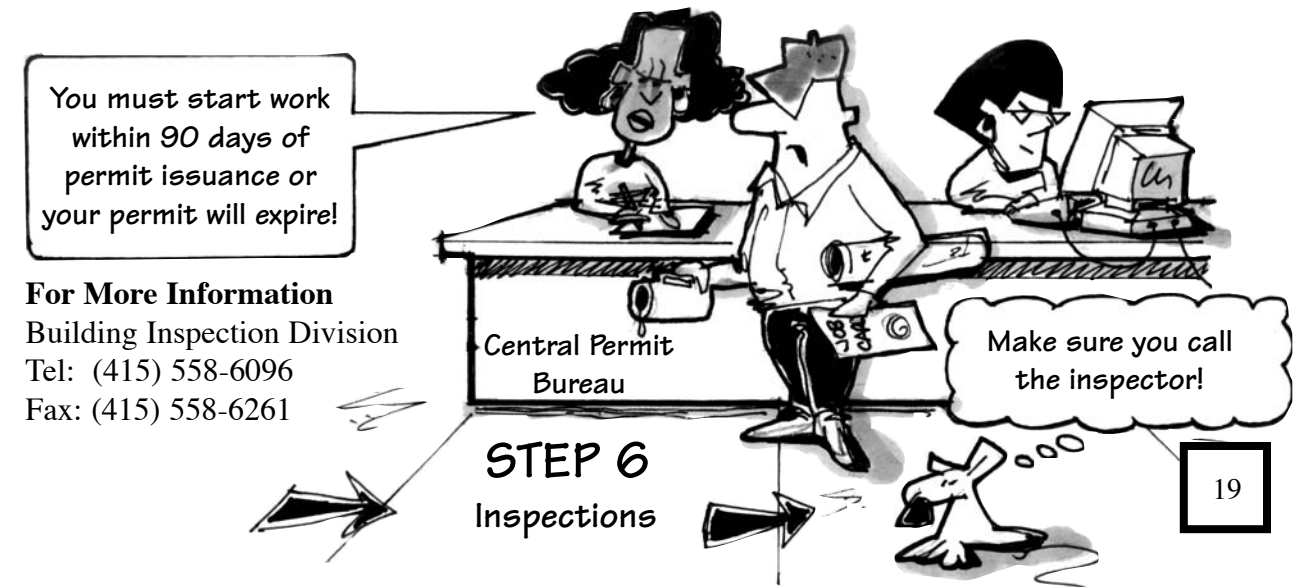
You can start work as soon as your Building Permit has been issued; however, for Demolition Permits, you must wait at least fifteen days before starting work. Any appeals that are made to the Board of Appeals will suspend your permit until the matter has been decided by the Board of Appeals.

### ❑ How Long Is My Permit Valid?

Your permit is valid for a set period of time only which will be indicated on your issued Building Permit. The time period allotted to each Building Permit is determined by the type of work to be done, the cost of construction and how extensive it is. Generally, work must start within 90 (ninety) days of the permit issuance, or it will be subject to expiration by the Building Inspector. In addition, the permit may expire if work is started yet not completed and abandoned for more than 90 (ninety) days. Your permit can also expire even if all of the construction has been completed, and you have received sign-offs for all scheduled inspections, but **you did not have the final inspection signed off by the Building Inspector (See Step 6, page 22 of this booklet).**

Requests for Building Permit extensions of time must be made in writing prior to the expiration of the Building Permit. This letter must be directed to the applicable divisions such as the building, plumbing and electrical divisions of the Department. Moreover, an additional fee must be paid to the Building Department for extended time added to a building permit, and this payment must accompany the letter requesting more time.

Make sure you call your District Building Inspector upon the start of work so that he or she will be aware that work has started within the 90 (ninety)- day time frame. Also, at that time, you can discuss the future required building inspections and when they should occur during the construction of your project. Your General Contractor may call to arrange any inspections needed by your project.



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

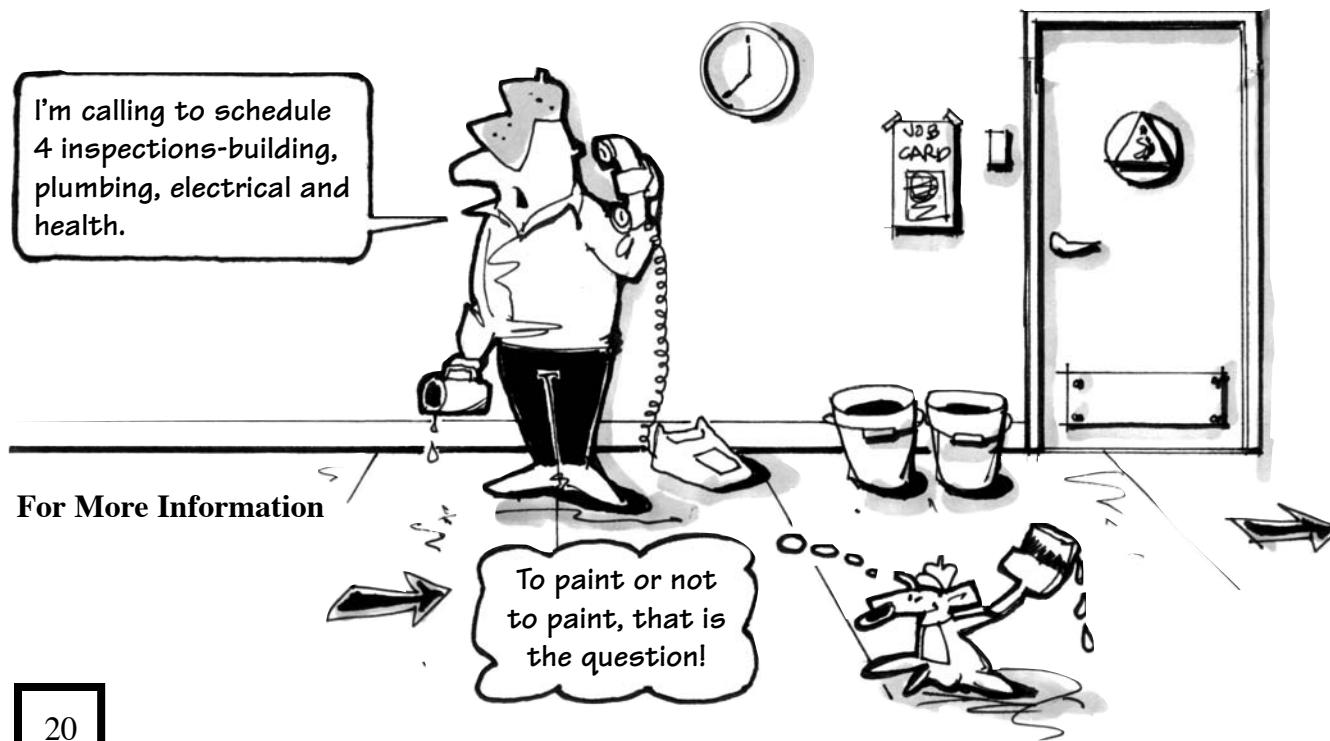
#### ❑ When Do I Schedule Inspections?

The General Contractor may call the Building Inspection Division to schedule required inspections; nonetheless, the owner or agent may also call. It is important that you schedule your inspections 24 to 48 hours in advance to make sure that the time for which you want the inspection is available. Usually, inspection slots fill up quickly; therefore, the earlier you schedule your inspection, the better.

When your Inspector arrives, have your copy of the approved permit, job card and the approved plans (if plans were required for permit), on the site. Keep in mind that if your project is not ready for inspection or the permit documents (permit, job card, and drawings) are not on the job site when the Inspector arrives, you will be subject to paying a reinspection fee for an additional inspection. At the time of inspection, if the workmanship is satisfactory, and the work corresponds with the approved plans, you will receive approval to continue construction, in writing, on the job card. If workmanship is not satisfactory, a correction notice will be issued identifying what must be improved. **No work may be covered until it has been approved.**

**Remember that the Inspector(s) must sign the job card prior to covering any work.** If corrections to the construction are required, your Inspector(s) 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 at that time.

Be sure to obtain all required inspections from each agency requiring a permit for your project prior to scheduling a Final Inspection with the Building Inspector. The Building Inspector should be the last Inspector to inspect your project, and he or she will give the Final Approval of your project as well as issue any required certificates to you.



For More Information

### V. CITY DEPARTMENTS

#### Planning Department (Cont'd)

- ❑ Parking: Existing off-street parking spaces must be retained and newly-constructed residential units must provide adequate off-street parking.
- ❑ Usable Open Space: Each dwelling unit must be provided with outdoor usable open space for recreational purposes on a deck or rooftop or within a yard or similar area.

Project review meetings are available in order to discuss code requirements, planning processes and Departmental policies related to a specific project proposal prior to submitting for permit. You must obtain and fill out an application to make an appointment for this type of meeting, and there is a fee charged. Requests for project review meetings can usually be accommodated within a week; however, if all meeting times for a given week have been allocated, an assignment will be made to the next available meeting schedule. For more information regarding project review meetings, contact the Planning Department at (415) 558-6614.

#### For More Information

San Francisco Permit Center  
Planning Department  
1660 Mission Street, 5<sup>th</sup> Floor  
San Francisco, CA 94103

Tel: (415) 558-6378 (Central Reception)  
Tel: (415) 558-6377 (Planning Information Center, 1<sup>st</sup> Floor)  
Fax: (415) 558-6409  
Web: WWW . CI . SF . CA . US/PLANNING

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## V . CITY DEPARTMENTS

### Planning Department

The Planning Department is responsible for the review of applications for projects to assure compliance with the Planning Code and with objectives and policies of the General Plan of the City and County of San Francisco. The Planning Code implements the General Plan by guiding, controlling and regulating future growth and development. The Code protects the character and stability of residential, commercial and industrial areas within the City by promoting orderly and beneficial development. By regulating the location of buildings and uses, it also assures: the provision of adequate light, air, and privacy; the convenience of access to property; safety against dangers, such as fire; and the prevention of overcrowding and unnecessary congestion.

Planning Department review of a building permit application is necessary prior to any demolition, conversion or change of use, change in dimensions of a building, such as making it taller or longer, addition of more residential units, alteration of the exterior appearance of a building (including window replacement), addition of roof-top mechanical equipment, construction of a new building or action requiring Environmental Review or a finding of consistency with the General Plan.

For commercial alterations, it is important to check the zoning at the Planning Information Counter, located on the first floor of the San Francisco Permit Center, to see if the size of the project or the type of use requires applying for Conditional Use authorization and a public hearing at the Planning Commission.

When reviewing a building permit application for alteration of an existing building or new construction in a residential district, for example, the Planning Department will be chiefly concerned with the following issues:

- Type of Use:** If the use of a building is changing, dwelling units are being added, or additional living space is being proposed in a basement, garage or attic, it must be confirmed that all proposed uses and dwelling unit densities are permitted by the Planning Code.
- Height:** The proposed height of a new structure or the addition of features which increase the height of an existing building must comply with height limits which seek to preserve existing neighborhood character.
- Rear Yard:** Construction of a new building or additions to the rear of an existing structure require review to assure the preservation of required rear yards.
- Front Setback:** The space between the front property line and the front of a building is regulated to preserve the appearance of the block and respect the existing setbacks of structures on adjoining lots.

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

### When May I Speak Directly with an Inspector?

The Inspectors are here to assist you; therefore, if you have any questions, you may call them during their office hours from Monday through Friday. In addition, you may come in to the Department of Building Inspection, located at 1660 Mission Street, and meet with the Inspectors during their office hours on the third floor. Naturally, you may speak directly with any Inspector during any scheduled inspection.

The following is a list of the District Inspector office hours and main numbers. You may call the main number to obtain a specific District Inspector's telephone number:

**Building Inspectors** ..... **558-6096**  
*Office Hours: 7:30 a.m. - 8:30 a.m./3:00 p.m. - 4:00 p.m.*

**Electrical Inspectors** ..... **558-6030**  
*Office Hours: 7:30 a.m. - 8:30 a.m./3:00 p.m. - 4:00 p.m.*

**Plumbing Inspectors** ..... **558-6054**  
*Office Hours: 7:30 a.m. - 8:30 a m./3:00 p.m. - 4:00 p.m.*

NOTE: For Any Inspections required by agencies outside of the Department of Building Inspection, call the main number identified for those agencies in the Resource Directory at the end of this booklet.

### When Can a "Stop Work Order" Be Issued?

The Director of the Department of Building Inspection (DBI) has the authority to stop the grading, filling or excavating of land or the construction, alteration or repairs of any structure when, in the opinion of the Director, such work is being done in violation of **any** of the provisions of this code or when the construction activity violates other City codes or ordinances. The Director of DBI has the authority to, **at any time**, order all work in violation to be stopped by notice **in writing** served upon **any persons** engaged in the doing or causing such work to be done. This written notice will stipulate exactly what work is to be stopped, and this work shall be stopped immediately and shall not be resumed without authorization from the Director of DBI.

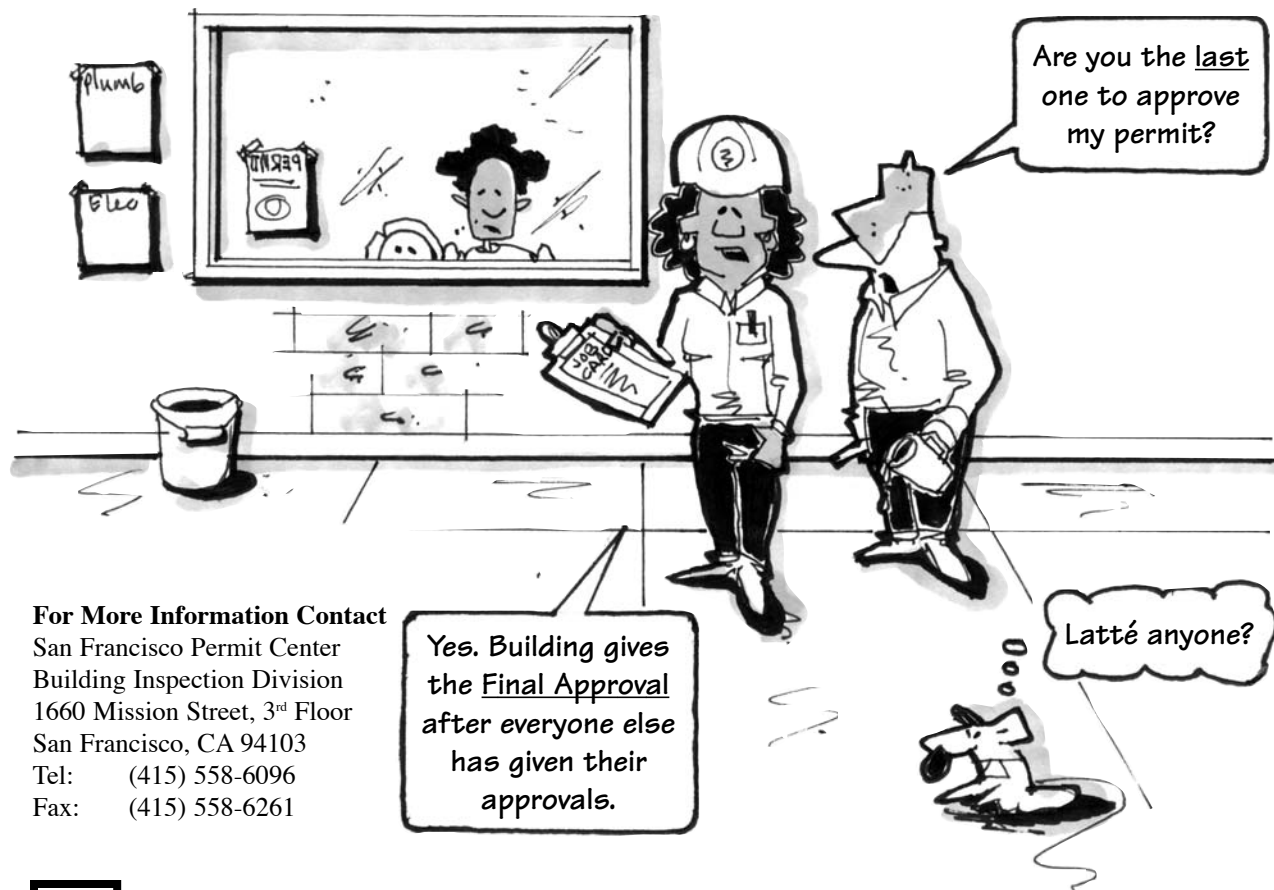
**For More Information**  
Building Inspection Division  
Tel: (415) 558-6096  
Fax: (415) 558-6261

### III. WHAT TO DO AFTER THE PERMIT IS ISSUED

#### ❑ When is the Final Inspection or Certificate of Final Completion Required?

After all work has been completed, and all final inspections have been made and approved by all of the required Inspectors such as Plumbing, Electrical, Fire, Public Works/Street Use and Health, it is time for you to call the Building Inspector for your Final Inspection. You will notice on your job card in the lower right-hand corner that the last two lines are reserved for the signature of the Building Inspector for Final Inspection and issuance of a Certificate of Final Completion (CFC). Once the Building Inspector has signed the final work as approved during your Final Inspection, your job is completed.

It is important to understand that you may not always receive a CFC with your Final Inspection approval and sign off because it is only issued under special circumstances. CFC's are only issued when new construction of a building or structure has occurred, new construction of residential space in an existing area that was previously not used as a residential use, or when a change of use has occurred. Make sure you discuss with your Building Inspector during your initial inspections whether or not you will be issued a Certificate of Final Completion (CFC) during your Final Inspection. If you have any questions, use the contact information below.



### V. CITY DEPARTMENTS

#### The San Francisco Fire Department (SFFD)

The San Francisco Fire Department, as it relates to building permits, is responsible for ensuring that fire life safety is provided and maintained in the buildings that fall under its jurisdiction. Some of the items reviewed by the Fire Department Plan Reviewers are exiting (including exit signs and lighting), fire-rated construction, fire suppression systems of all types, fire alarm systems, and mechanical smoke control systems. Additionally, plans including new work that triggers separate Fire Department permits (such as storage or use of hazardous materials, and high-piled storage), are routed to the Fire Department to ensure compliance with the Fire Code. - The Fire Department Field inspectors conduct permit, complaint, and routine inspections as warranted on various structures.

Some of the building uses which fall under the jurisdiction of fire review are listed as follows:

- ❑ All Assembly Occupancies (including restaurants and other gathering places for 50 or more occupants)
- ❑ All Educational Occupancies (including commercial day care facilities)
- ❑ All Hazardous Occupancies (including repair garages, body shops, fuel storage, and emergency generator installation)
- ❑ All Storage Occupancies where the potential exists for high-piled storage as defined by the Fire Code
- ❑ All Institutional occupancies
- ❑ All High-rise buildings of all occupancies
- ❑ Residential Occupancies, such as hotels, motels, lodging houses, residential care facilities, apartment houses, small- and large- family day care homes, and R-1 artisan buildings (excluding minor residential repairs such as kitchen and bath remodeling and dry rot repair)
- ❑ Certified family-care homes, out-of-home placement facilities, halfway houses, drug and/or alcohol rehabilitation facilities
- ❑ Tents, awnings, or other fabric enclosures used in connection with any occupancy
- ❑ All fire alarm and fire suppression systems

If you are doing remodeling to any of the above-mentioned occupancies or feel unsure as to whether the Fire Department will be involved, please be sure to contact it for its requirements.

#### For More Information

San Francisco Fire Department  
1660 Mission Street, 2<sup>nd</sup> Floor

Tel: (415) 558-6177  
(415) 558-6379  
(415) 558-3300 (Fire Inspections)

**V. CITY DEPARTMENTS**

**San Francisco Enterprise Zone**

Effective May 28, 1991, San Francisco won the right to “Enterprise Zone” designation. The Enterprise Zone works to create jobs and assist businesses by encouraging and rewarding private initiative through tax credits, regulatory relief, and other “business-friendly” benefits.

Some of the City Enterprise Zone benefits and incentives available now include the following:

- California Enterprise Zone Incentives
- San Francisco Financing Programs
- San Francisco Enterprise Zone Incentives
- Enterprise Zone Business Incentives
- P G & E Energy Service Programs
- Mayor’s Business Assistance Center Services

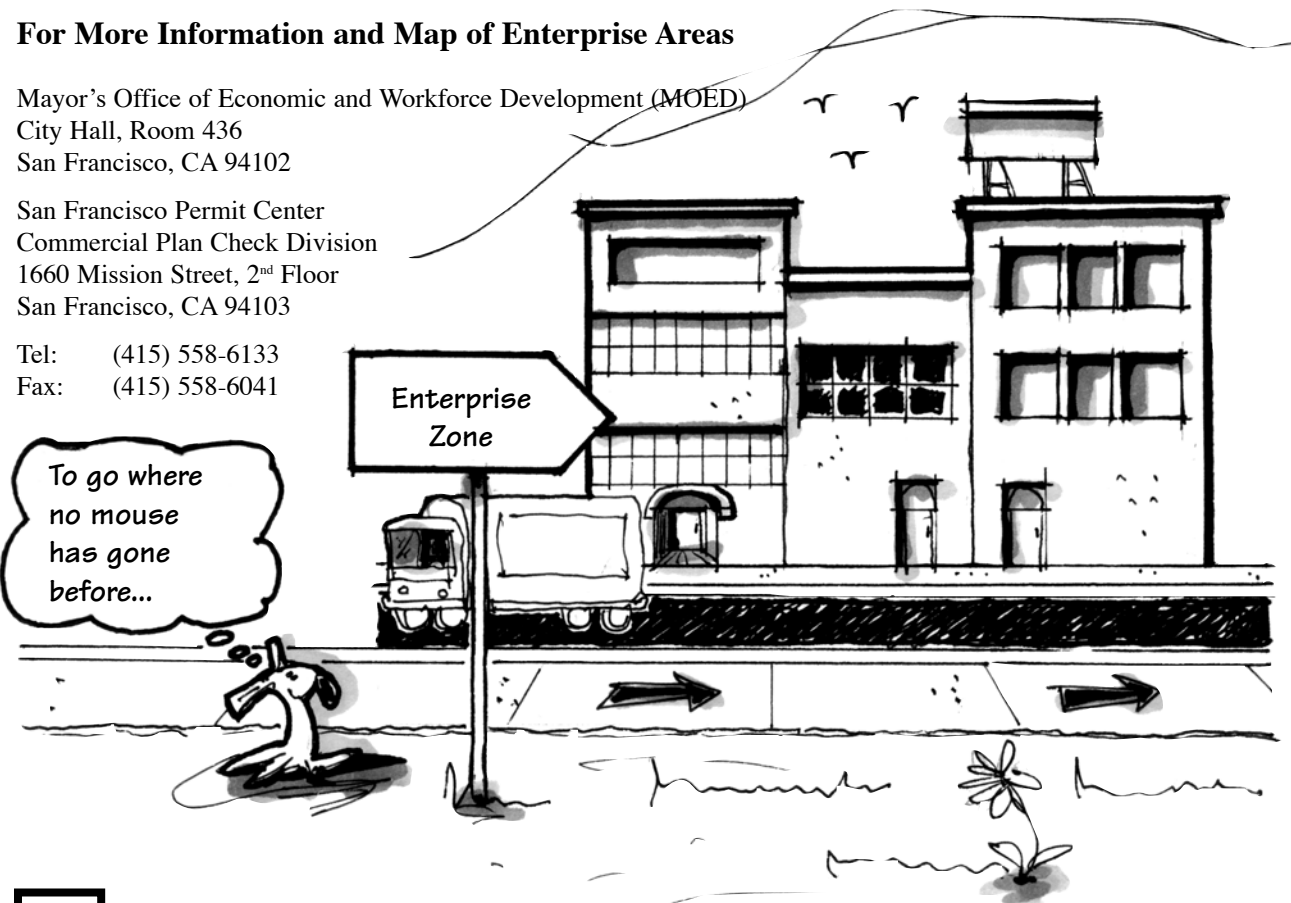
The Department of Building Inspection offers free expediting services for projects submitted for permit which are located in the Enterprise Zone area.

**For More Information and Map of Enterprise Areas**

Mayor’s Office of Economic and Workforce Development (MOED)  
 City Hall, Room 436  
 San Francisco, CA 94102

San Francisco Permit Center  
 Commercial Plan Check Division  
 1660 Mission Street, 2<sup>nd</sup> Floor  
 San Francisco, CA 94103

Tel: (415) 558-6133  
 Fax: (415) 558-6041



**IV. CHECKLIST**

The following checklist is designed to serve as a quick step-by-step guide for tracking your progress through the building permit process. Each agency has its own detailed checklist applicable to your job.

<b>Local Requirements</b>	<b>Date Completed</b>
1. Is a Building Permit Required (Call DBI)?	_____
If yes, also ask:	
■ Ask the appropriate service to use (i.e. self-service, permit coordination, . . . .)	
■ Ask for Fee Schedule	
■ Are there violations or complaints against this property?	
2. Are Building Plans required for Permit?	_____
If yes, also ask:	
■ Is Engineer or Architect required?	
■ Is Neighborhood Notification required?	
■ May I do the work myself or is a contractor needed?	
■ Are special inspections required?	
■ Is a seismic upgrade required?	
■ Are other permits required from DBI such as electrical, plumbing and the like?	
■ What Title 24 requirements must I meet?	
■ Do ADA requirements affect my project?	
3. Are other permits required from non-DBI agencies?	_____
If yes, also ask:	
■ What other agencies are involved?	
___ CALOSHA    ___ BSM/DPW    ___ BAAQMD    ___ PD	
___ DPH        ___ SFFD        ___ SFFD        ___ SFRA	
4. What do you do after the permit is issued?	_____
■ Check how long is permit valid.	
■ Call to verify who the inspector will be.	
■ Call inspector to notify of the start of work and to determine when inspections are required.	
■ Call inspector to schedule required inspections.	
■ Call inspector for final inspection and issuance of Certificate of Final Completion (CFC)	

**State and Federal Requirements** \_\_\_\_\_  
 Find out what state and federal requirements must be met for this project.

## V. CITY DEPARTMENTS

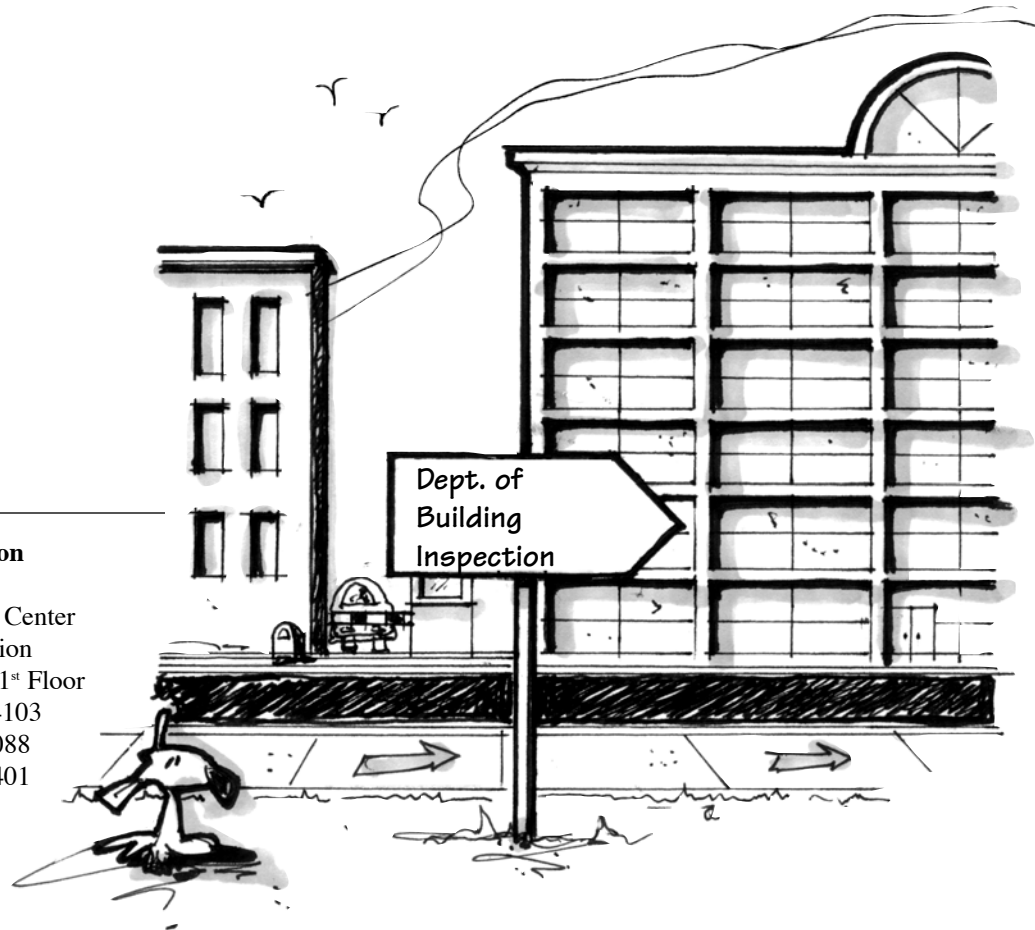
### Department of Building Inspection

The Department of Building Inspection is responsible for enforcing codes which provide *minimum* standards which protect life safety, health, property and welfare of the general public. It does this by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures within its jurisdiction and even certain specifically-regulated equipment.

The Department of Building Inspection is made up of various divisions which have particular functions such as plan review, inspections, code enforcement, disabled access, earthquake preparedness, special programs, lead hazard reduction. Please refer to Section VI, Resource Directory - Department of Building Inspection, of this booklet for each division and its telephone number. It will also be helpful for you to refer to Sections I, II and III, Steps One through Six, in order to get a better understanding of the building permit process. In Section One of this booklet, the first subject deals with identifying whether or not a building permit is needed. **This is a very important section that should be read before signing any lease agreements, purchasing any properties with intention to construct in or on them, occupying any existing space with a new use or doing any new construction.** Section One is your first step taken in *getting a city permit*, and getting to know the Department of Building Inspection. If, after using this booklet, you have any questions regarding this department use the contact information below.

#### For More Information

San Francisco Permit Center  
Public Services Division  
1660 Mission Street, 1<sup>st</sup> Floor  
San Francisco, CA 94103  
Tel: (415) 558-6088  
Fax: (415) 558-6401



## V. CITY DEPARTMENTS

*There are a number of city-wide departments and incentives which are involved in obtaining a building permit which include The Building Department, The Planning Department, The Department of Public Health/Bureau of Environmental Health Management, The San Francisco Redevelopment Agency, The Bay Area Air Quality Management District, The Department of Public Works/Bureau of Street Use and Mapping, The Police Department, The Fire Department, The San Francisco Enterprise Zone, The Mayor's Office of Economic and Workforce Development.*

### Mayor's Office of Economic and Workforce Development

The Mayor's Office of Economic Development (MOED) was developed to foster and promote San Francisco's economic vitality through responding to the needs of those doing business or wanting to do business in San Francisco.

**The Unreinforced Masonry Program (UMP)** provides market rate and below market rate loans to owners who have unreinforced masonry buildings and must seismically upgrade them. The UMP Loan Program will finance approved seismic work, disabled access/life safety renovations and other "non-building" costs, including contingency, architectural/engineering fees, loan fees, closing costs and construction period interest.

#### Place to Inquire

Mayor's Office of Economic and Workforce Development  
City Hall, Room 436  
San Francisco, CA 94102  
Tel: (415) 554-6969  
Fax: (415) 554-6018

San Francisco Permit Center  
Major Plan Check Division - UMB  
1660 Mission Street, 2<sup>nd</sup> Floor  
San Francisco, CA 94103

Tel: (415) 558-6133  
Fax: (415) 558-6041

