



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



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## ***INTRODUCTION***

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

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

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

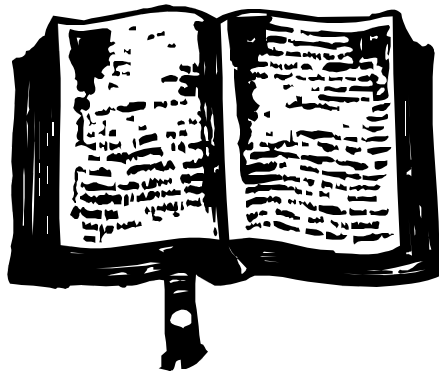
The information contained in this booklet is general in nature and should not be used as a substitute for specific code requirements. Where possible, a reference to the code section has been made so that you may refer to the specific requirements. Copies of the Building, Electrical, Mechanical, and Plumbing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

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

enhancing the enjoyment of your property. Your contractor may already work with a design professional.

Many permits also require review by the Planning Department. The Planning Department is a separate City department with its own Commission. The Planning Department signs on building permits just as DBI does. The Planning Department reviews the height, size and occupancy type of your project as well as neighborhood concerns. The information in this booklet covers only the Department of Building Inspection requirements, which are generally set for minimum safety and the security of the occupant. For Planning information you can stop by their general information desk located on the 1<sup>st</sup> floor of 1660 Mission Street or call (415) 558-6377.

The information in this booklet is limited to the remodeling of one or two family residences, or a one family residence together with a small business occupancy. The procedure for submittal of an application is similar for multi-family dwellings such as an apartment building and for changing a single family building to another type of use such as a small retail shop. In the later case, the requirements are generally more restrictive and may be difficult for the homeowner to comply with, unless assisted by a design professional.



This booklet covers four types of permits that are required: Building, Electrical, Mechanical, and Plumbing. A separate permit is required for each type of work being done. The requirements for each type of work are covered in separate codes. Construction work is covered in the San Francisco Building Code, which is made up of the 1998 California Building and Mechanical Codes with San Francisco amendments. Electrical work is covered by the 1998 California Electrical Code with San Francisco amendments. Plumbing work is covered by the 1998 California Plumbing Code with San Francisco amendments.

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



## ***I. THE BUILDING PERMIT PROCESS***

- The homeowner, the design professional, or the contractor must apply in person for a building permit. By calling (415) 558-6088, permit application forms may be mailed to the applicant. Customers seeking information in person before applying for a permit may come to the First Floor at 1660 Mission Street, Customer Information Desk.

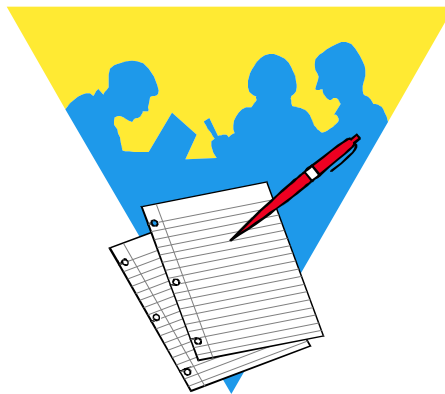


- Building permits are reviewed by the Department of Building Inspection and other City departments as necessary. The law requires the applicant to provide a plan that meets the code. Plan review staff might catch a “problem” but it is necessary for you as the applicant to solve the issue. Some people may hire a design professional to provide a complete code complying plan. The permit, depending on the type and nature of the work, may be issued right away or accepted for staff review. Review time may vary depending on the complexity of the project. Upon completion of the review process and approval by the Central Permit Bureau, a post card is sent to the applicant advising that the permit is ready for pick-up. The payment of any applicable fees must be made prior to permit issuance.
- Although any permit can be appealed to the Board of Appeals within 15 days of issuance, with your valid permit you may choose to start work immediately.
- It is required to start work within 90 days of the permit being issued; therefore, it is necessary to notify the Inspector responsible for your district to have your project inspected when you start work.



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

- Permits to complete work due to code enforcement violations must begin within 30 days of issuance. Starting work means the District Inspector has been to the job site and signed the job card.
- Permits last 4 months to 4 years depending upon the cost of the project.
- Upon completion of the inspection process, the homeowner is advised to keep all documents in a safe place. DBI will microfilm records of all projects. For a fee, copies of permits and plans are available through DBI's Microfilm Division, 558-6080, two months after the job is final.



## II. BUILDING PERMITS

### A. WHAT IS THE PERMIT PROCESS?

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

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

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



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

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

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

## **B. WHEN IS A BUILDING PERMIT REQUIRED?**

(Code Reference Section 106 of Building Code)

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

The following items DO NOT require a permit:

1. One-story detached accessory buildings used as tool and storage sheds, playhouses and similar uses, provided the projected roof area does not exceed 100 square feet.
2. Wood, metal or plastic fences not over 6 feet in height located at the rear and side lot lines of the property, and all fences not over 3 feet in height along the front of the lot.
3. Amusement devices not on fixed foundations.
4. Movable cases, movable counters and movable partitions not over 5 feet 9 inches high.
5. Retaining walls which are not 4 feet in height, measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or III-A liquids.
6. Water tanks supported directly upon grade if the capacity does not exceed 5000 gallons and the ratio of height to diameter or width does not exceed two to one.
7. Platforms, walks and driveways, when not a part of an exit, and not more than 30 inches above grade or over any basement or story below. Where more than 200 sq ft of ground is paved or covered, a plumbing drain permit is required.



8. Painting, papering and similar finish work.

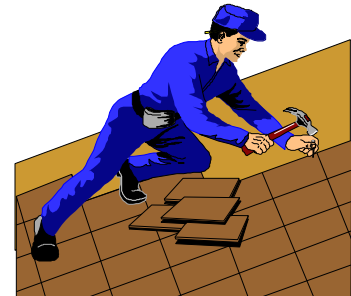
9. Temporary motion picture, television and theater stage sets and scenery.

10. Minor repairs to existing interior plaster, except when part of a fire-resistive assembly such as any wall along the property line.



11. Prefabricated swimming pools accessory to a Group R, Division 3 Occupancy in which the pool walls are entirely above the adjacent grade if the capacity does not exceed 5000 gallons.

12. Reroofing without the installation, repair or removal of roof sheathing, if the surface area of the roof being worked on does not exceed 25 percent of the entire surface area.



13. Surface mounting of readily removable materials on interior walls.

14. Installations or replacement of floor coverings not requiring the removal of existing flooring except bathrooms and water closets.

15. Repair and replacement of glazing in conformity with the code, and provided wire glass shall be replaced in kind.

16. Replacement of doors, except garage doors, in all occupancies, provided they are not required to be fire-resistive assemblies by the code.

17. A system of six or less automatic fire sprinkler heads. Plumbing permits shall be required when not more than six heads are involved and both a plumbing and building permit shall be required when more than six heads are involved.

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

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

When you need a building permit, the first step is to fill out a permit application available at 1660 Mission Street. Office hours are 8:00am to 5:00pm, Monday through Friday, except holidays. The Counter Building Inspector can help you in filling out the permit application. For remodeling work needing a permit, the application form “Application For Building Permit Additions, Alterations or Repairs”, Building Form 3/8, would be used. A sample copy of this form is in the appendix for your review. For a new structure not attached to any other building, the application form “Application For Building Permit” Form 1/2 would be used. For demolition permits, a Form 6 is used. Demolition permits are used only when the entire building is removed.

Filing an application does not allow you to start work. You must obtain a permit before you can legally start work on your project.



### ***D. WHEN ARE BUILDING PLANS REQUIRED?***

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

- ✓ Removal of a wall or part of a wall or creating new roof openings for a skylight.

- ✓ Changing garage parking or storage area to a recreation room, play room, or bedroom.
- ✓ Any addition to the building or property such as adding a deck in the rear yard. Constructing a new addition or adding a new story. Also, building a new deck or enlarging an existing one, when the deck surface is more than 30 inches above the ground.
- ✓ Changing the number of dwelling units by adding or removing a unit.



Two sets of plans accompany the application. Plans shall be drawn to a uniform scale ( $1/8" = 1 \text{ ft.}$  or  $1/4" = 1 \text{ ft.}$ ) And be a minimum size (11" x 17") and such quality that they may be microfilmed. The plans must show the location, nature and extent of the work proposed and show in details that they will conform to the provisions of the code and all other laws and regulations. Remember that the owner, agent, or designer is responsible for submitting plans that fully comply with the San Francisco Building Code.

Two sets of drawings are required. Structural plans must be wet-stamped and signed by a professional engineer or architect as required by the California Architects and Engineers Practice Act. Plans shall include any or all of the following information that would help show the work being proposed: (See Sec. 106.3.3 of the San Francisco Building Code for complete details). A complete plan illustrates the following items:

1. Plot plan showing the building location and relationship to the street, sidewalk, property lines and other items on or near the property. Dimension the distance(s) between the house walls and the front, back, and side lot lines.

2. Exterior elevations illustrating the addition or the change being made.

3. Floor plans of each floor being remodeled or added to. Show both the existing and proposed work on the floor(s) being improved. Name each room.

4. Type and size of all building materials to be used. Show how they are connected or attached.



5. Structural drawings and calculations when required.

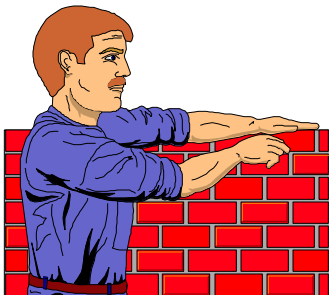
6. Parking plans.

7. New living areas involve California Code of Regulations (C.C.R), Title 24 Part 6 Energy Calculation.

8. Information and forms that have been glued, pasted or taped onto plans are not acceptable, nor is “white-out” allowed on permit drawings.

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

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



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

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

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

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



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

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

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



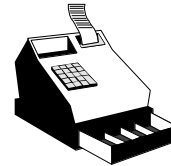


The Counter Building Inspector or the Engineer at the counter can help you to determine if earthquake resistant design is needed for your project.

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

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

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



#### ***I. WHAT FEES WILL BE REQUIRED?***

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



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

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

You will be notified by the specific agency telling you the problem and you will be given a certain amount of time to comply. The first thing to do is to discuss the problem with the agency that is holding your application. You may contact DBI's Customer Services Division at 558-6088 to determine the agency presently reviewing your project.

If you believe your application or plans are unduly delayed, or you believe that you are caught between different requirements, you should contact the Permit Expediter at 558-6245 for assistance. Department of Building Inspection plan review staff write up and mail a comment sheet when the plan cannot be approved.

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

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

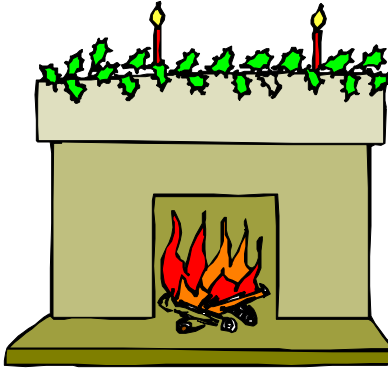
After your application is filed, reviewed and approved by all necessary agencies, you will be notified by mail when the building permit is ready to be picked up. The permit can be picked up at DBI's Central Permit Bureau, 1st Floor, 1660 Mission Street, between the hours of 8:00am-5:00pm. You must pay the permit fees and any other fees that are due before the permit can be issued. Any permit is appealable to the Board of Appeals if the appeal is made within 15 days of permit issuance.



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

Some products commonly used in home remodeling projects must have prior approval by the Department of Building Inspection, or be

listed by a nationally recognized independent agency. Some of the listing agencies are Underwriters Laboratories (UL), American Gas Association (AGA), and the International Conference of Building Officials (ICBO). The Department approvals include plastic bathtubs and indoor spas, greenhouses and solariums, fire escapes, etc. Agency listings include prefabricated fireplaces and stoves, furnaces and heaters, insulation, etc.



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

### **III. MECHANICAL PERMIT**

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

Mechanical work is covered under building permit applications and to a lesser extent under plumbing and electrical permits. New additions or converting garage/storage areas into habitable rooms need to comply with California Energy Requirements. The Mechanical Plan Check Division reviews these energy calculations for correctness. Section 112.2 of the San Francisco Mechanical Code lists various types of work for which a building permit is not required. Subject to the exemptions listed in the plumbing and electrical codes, separate permits may be required for plumbing and electrical work, even if a building permit is not.

Please contact the Plumbing Inspection Division at 558-6054 and/or the Electrical Inspection Division at 558-6030 for further guidance. The Energy Compliance Forms you may need to fill out are available at DBI's Mechanical Plan Check Division on the 2nd Floor, 558-6133.



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

Only some permit applications for mechanical work can be approved over-the-counter. Examples of work that require permits, but not plans include items 1 - 6:

1. Installation of a new furnace in the same location as a furnace to be replaced. Please note that replacement of the thermostat may also be required if the existing thermostat does not meet the mandatory setback requirements of California Code of Regulations, Title 24, Part 6, Section 150(i).

2. Installation of new heating ducts within a single dwelling unit in which the volume of heated space is not increased. Please note that any ducts routed within unheated space requires a minimum of R4.2 insulation in accordance with California Code of Regulations, Title 24, Part 6, Section 150 (m), Mandatory Features.
3. Installation of any listed appliance in strict accordance with manufacturer's instructions.
4. Minor alterations of or additions to residential single family dwellings with complete energy calculation and documentation on plans.
5. Minor fire-damage repair projects such as replacement of ducts, mechanical units, etc. Minor revisions of previously-approved mechanical permits.
6. Compliance with California Code of Regulations, Title 24, Part 6, Energy Code.



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

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

1. Residential (new construction and alterations/additions) - "Certificate of Compliance: Residential" Form CF-1R and "Mandatory Measures Checklist: Residential" Form MF-1R.
2. Mechanical work - "Certificate of Compliance MECH-1" & "Mechanical Mandatory Measures Note Block".

3. Building envelope work - "Certificate of Compliance ENV-1" & "Envelope Mandatory Measures Note Block".

Additional MECH, LTG AND ENV documentation is also required, depending upon the chosen method of compliance. Please refer to the "Instructions to Applicant" located at the bottom of part 1 of compliance forms MECH-1, LTG-1 and ENV-1 for further information.

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



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

If you are replacing an existing single-pane window with the same size window opening, then the new window is not required to be dual-pane. However, dual-pane windows with a U-value no larger than 0.75 are required:

- ✓ If windows are added (new or increased size opening); or
- ✓ If an alteration apart from the window changes requires a building permit, then any new or replaced windows within the area being altered must have a maximum U-value of 0.75.

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

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

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

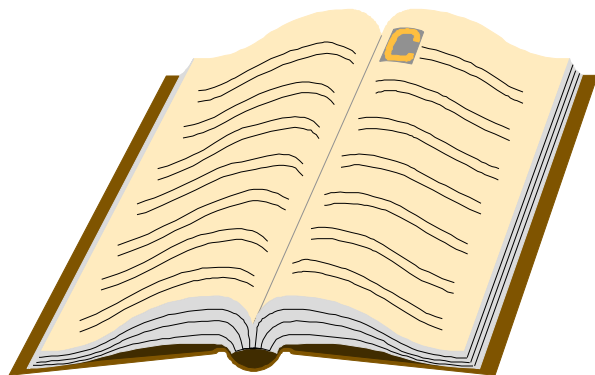
- ✓ Locate the exhaust discharge no closer than 3 feet from property lines or other building openings.
- ✓ Ensure that the system includes a backdraft or automatic damper to prevent leakage of conditioned air.
- ✓ Observe all installation instructions furnished with your listed hood.

Flexible ducts are referred to in the California Mechanical Code as “factory-made” air ducts. Please note that flexible ducts are not intended as a substitute for rigid metal ducts. Its use is limited by the manufacturer’s instructions, as well as Section 601.5, 603.2 and Standard 6-5 Part B of the 1998 California Mechanical Code.

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

Flues for furnaces, water heaters, boilers and gas fireplaces should terminate at least 4 feet from property lines, and at least 3 feet above any roof opening (such as an operable skylight) located within 10 feet. Please refer to Section 806.6 of the 1998 California Mechanical Code for further guidance.

Chimneys for solid-fuel burning fireplaces shall terminate as required in Table 31-B of the 1998 California Building Code, and shall be provided with a spark arrester in accordance with Section 3102.3.8 of the 1998 California Building Code.



## ***IV. ELECTRICAL PERMITS***

### ***A. THE ELECTRICAL PERMIT PROCESS***

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

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

An electrical permit shall be filed before installing, altering or adding to existing installations, unless expressly exempted under the provisions of Electrical Code, Section 089-18.

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

The following work DOES NOT require an electrical permit:

1. Repair or replacement of an electrical lighting fixture weighing 50-pounds (22.68 Kg) or less where no change in existing wiring is involved.
2. Replacement of circuit breakers, externally-operated switches, and fuse holders of the same type and rating as the parts they replace, if not rated in excess of 100 amperes.

Exception: Replacement of the main service disconnecting means are subject to permit and inspection requirements regardless of rating.



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

When you need an electrical permit, the first step is to fill out a permit application form at 1660 Mission Street, first floor.

If you are the owner of a single-family dwelling and possess the code knowledge and skills necessary to perform the proposed work, you may complete a Home Owner's application package and meet with an electrical inspector to review the application and the proposed work.

If you are a California State Licensed Electrical Contractor (C-10) and have



not previously been issued permits by the City of San Francisco, you must first submit the following documents:

- A valid California State Contractor's License.
- A current paid receipt from the Tax Collector for San Francisco Business Tax.
- A valid certificate of insurance for Workman's Compensation.

If you are a California Licensed General Building Contractor (B), in addition to the requirements listed above, the State of California requires that the general contractor be performing the work of two unrelated building trades other than framing and carpentry. (Note: cannot count framing or carpentry as one of the two unrelated building trades.)

After registration, the next step is to fill out the form entitled **APPLICATION / PERMIT FOR WIRING AND/OR FIXTURES**. The electrical

permit is treated as a separate permit from the building permit and therefore must be filed whenever electrical work is to be done. This means that a separate electrical permit is needed in addition to any other permits required.

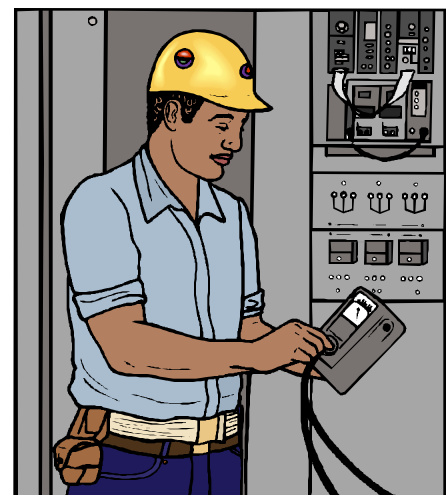


***E. ARE ELECTRICAL PLANS REQUIRED?***

Electrical Permits are issued “over-the-counter” and do not require plans if the scope of work to be performed is clearly delineated on the application.

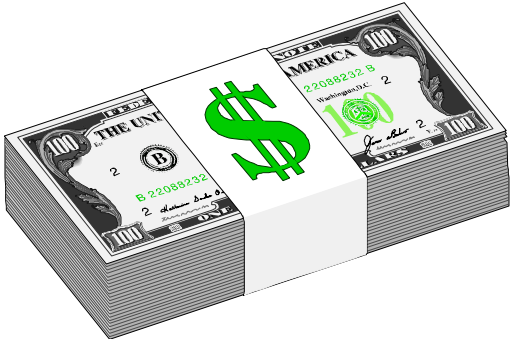
***F. HOW LONG DOES IT TAKE TO GET AN ELECTRICAL PERMIT?***

If the basic requirements are satisfied, the permit is issued “over-the-counter” on first visit.



**G. WHAT FEES WILL BE REQUIRED?**

Electrical permit fees, based primarily on the number of site visits anticipated, are required to be paid at time of filing. (See electrical permit fee schedule)



## **V. PLUMBING PERMITS**

### **A. THE PLUMBING PERMIT PROCESS**

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



to the Plumbing and Mechanical Codes of the City of San Francisco.

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

The best way to answer this may be to first tell you when you do not need a permit. A plumbing permit is not required for:

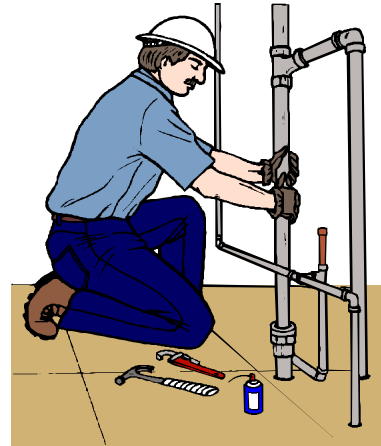
1. Repair of leaks not requiring cutting into or removing piping.
2. Unstopping of traps, sewers, vents or waste pipes not requiring cutting into or removal of piping.
3. Replacement, repair or maintenance of faucets, valves, hosebibs or roof drains not requiring cutting into or removal of piping.
4. Replacement of toilet seats, water closet tank covers and float mechanisms.
5. Replacement of furnace filters.

6. Replacement of an old water closet with a new low flow water closet to conserve water.

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

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

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



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

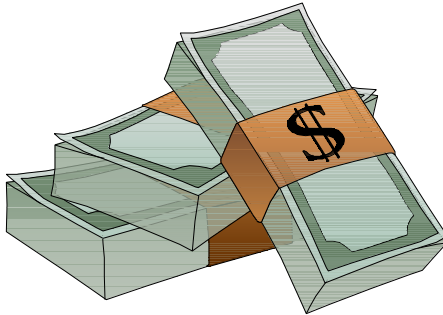
When you need a plumbing permit, the first step is to fill out a permit application at 1660 Mission Street, First Floor. The form entitled "Application/PERMIT TO INSTALL PLUMBING, GAS, WATER, AND MECHANICAL", is to be filled out. A sample copy of the form is in the appendix. The plumbing permit is treated as a separate permit and therefore must be filed whenever plumbing work is to be done. A plumbing permit is needed in addition to any other permit required. The Plumbing Inspector at the counter can help you in deciding which permits are needed for your project.

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

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

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

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



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

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

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

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

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

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

1. Your permit is valid for a set period of time only. Generally, work must begin within 90 days or it will be subject to expiration, and it may expire if work is abandoned for more than 90 days. Requests for extensions of time must be made in writing prior to expiration to the applicable divisions (Building, Plumbing, and Electrical). Your permit can be appealed to the Board of Appeals during a 15-day period after issuance, and work may be stopped. Remember that separate permits are required for building, plumbing and electrical work as applicable. Be sure to call your District Inspector upon the start of work. At this time you can also discuss your future scheduled inspections. Your contractor may call to arrange any needed inspections.
2. Make sure that you schedule your inspections 24 to 48 hours in advance. When your inspector arrives have your copy of the approved permit, job card and the approved plans (if applicable) on the site. Keep in mind that if your project is not ready for inspection or permit documents are not on site when we arrive, you will be subject to a reinspection fee for an additional inspection. At the time of the inspection, if the workmanship is satisfactory, and the work corresponds with the approved plans, you will receive approval on the job card to continue.

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



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



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



## VII - DBI DIVISIONS AND FUNCTIONS

### DEPARTMENT OF BUILDING INSPECTION

1660 Mission Street, San Francisco, CA 94103

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

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.

**FRANK Y. CHIU, DIRECTOR OF BUILDING INSPECTION - 6<sup>TH</sup> FLOOR** ..... 558-6131 Office 558-6225 Fax  
**AMY LEE, ASSISTANT DIRECTOR -6<sup>TH</sup> FLOOR** ..... 558-6250 Office 558-6225 Fax  
**WILLIAM WONG, DEPUTY DIRECTOR OF PERMIT SERVICES - 2<sup>ND</sup> FLOOR** ..... 558-6139 Office 558-6436 Fax  
**JIM HUTCHINSON, DEPUTY DIRECTOR OF INSPECTION SERVICES - 3<sup>RD</sup> FLOOR** ..... 558-6142 Office 558-6435 Fax  
**RICH ROVETTI, PUBLIC INFORMATION OFFICER - 6<sup>TH</sup> FLOOR** ..... 558-6448 Office 558-6225 Fax

**ADMINISTRATION AND FINANCE DIVISION (AFD) - 1650 Mission St., 3<sup>RD</sup> Fl.....Taras Madison, Manager 558-6239 Office 558-6207 Fax**  
Provides support to the Department in the areas of fiscal management, purchasing, employee services, and related data collection.

**BUILDING INSPECTION DIVISION (BID) - 3<sup>RD</sup> Floor** ..... **Wing Lau, Chief Building Inspector** ..... 558-6096 Office 558-6261 Fax  
Inspects buildings for compliance with building code requirements for building permits and responds to complaints on residential and commercial buildings. Building Inspectors' Office Hours - 7:30a.m. to 8:30a.m. and 3:00p.m. to 4:00p.m.

**CENTRAL PERMIT BUREAU (CPB) - 1<sup>ST</sup> Floor** ..... **Carolynn Tusch, Manager** ..... 558-6070 Office 558-6170 Fax  
Issues building, plumbing and electrical permits; collects fees for processing applications for DBI and other City agencies.

**CODE ENFORCEMENT SECTION (CED) - 1650 Mission St., 3<sup>RD</sup> Floor**  
**Leo McFadden, Supervisor** ..... 558-6454 ..... 558-6207 Fax  
Responsible for abatement of code violation cases referred from the building, plumbing, and electrical divisions.

**COMMERCIAL PLAN CHECK (CPC) - 2<sup>ND</sup> Floor** ..... **Ben Greene, Manager** ..... 558-6133 Office 558-6041 Fax  
Screens, reviews, and approves commercial tenant improvement applications for compliance with building, and disabled access regulations.

**CUSTOMER SERVICES DIVISION (CSD) - 1<sup>ST</sup> Floor** ..... **Patty Herrera, Manager** ..... 558-6130 Office 558-6605 Fax  
Serves as the first point of contact for the public, answers general questions; gives permit status and information.

**DISABLED ACCESS SECTION (DAD) - 3<sup>RD</sup> Floor**  
**Rafael Torres-Gil, Manager** ..... 558-6014 ..... 558-6474 Fax  
Responsible for the intake and resolution of all complaints filed by the public regarding disabled access citywide.

**ELECTRICAL INSPECTION DIVISION (EID) - 3<sup>RD</sup> Floor.....Michael Hennessy, Chief Electrical Inspector ... 558-6030 Office 558-6178 Fax**  
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 - 7:30a.m. to 8:30a.m. and 3:15p.m. to 4:00p.m.

**HOUSING INSPECTION SERVICES (HIS) - 6<sup>TH</sup> Floor** ..... **Lesley Stansfield, Chief Housing Inspector 558-6220 Office 558-6249 Fax**  
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 - 8:00a.m. to 9:00a.m. and 4:00p.m. to 5:00p.m.

**LEAD ABATEMENT SECTION - 1650 Mission Street, 3<sup>RD</sup> Floor**  
**Louise Kimbell, Supervisor** ..... 558-6598 ..... 558-6170 Fax  
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.

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

**MAJOR PROJECTS/UMB'S - 2<sup>ND</sup> Floor** ..... Yan Yan Chew, Manager ..... 558-6133 Office 558-6041 Fax  
Reviews applications and plans for compliance with building, and disabled access regulations.

**MANAGEMENT INFORMATION SYSTEMS (MIS) - 6<sup>TH</sup> Floor** ..... Marcus Armstrong, MIS Manager ..... 558-6146 Office 558-6467 Fax  
Provides automated data capture, data management, and report dissemination throughout the Department.

**MECHANICAL PLAN CHECK (MECH) - 2<sup>ND</sup> Floor** ..... Robert Wong, Manager ..... 558-6133 Office 558-6041 Fax  
Screens, and reviews applications and plans for compliance with mechanical and energy codes.

**ONE-STOP PERMIT COORDINATION (OSP) - 1<sup>ST</sup> Floor** ..... Peter Burns, Manager ..... 558-6198 Office 558-6660 Fax  
Provides parallel review and screening for complex residential as well as commercial projects that require multi-departmental review.

**PERSONNEL SERVICES DIVISION (PSD) - 1650 Mission St., 3<sup>RD</sup> Floor**...John Marquez, Personnel Officer 558-6343 Office 558-6636 Fax  
Provides support to the Department in the areas of personnel, payroll, and other related Human Resources activities.

**PLAN CHECK SERVICES -** ..... Hanson Tom, Manager ..... 558-6157 Office 558-6041 Fax  
Provides managerial support to Commercial Plan Check Division, Major Project/UMB Division, Mechanical Plan Check Division, and Residential Check Division.

**PLUMBING INSPECTION DIVISION (PID) - 3<sup>RD</sup> Floor** ..... Dennis King, Chief Plumbing Inspector .... 558-6054 Office 558-6178 Fax  
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 - 7:30a.m. to 8:30a.m. and 3:00p.m. to 4:00p.m.

**RECORDS MANAGEMENT DIVISION (RMD) - 1650 Mission Street, 3<sup>RD</sup> Floor**...Michael Rodman, Manager . 558-6080 Office 558-6402 Fax  
Management, processing, and updating of all microfilm services and residential records.

**RESIDENTIAL PLAN CHECK (RPC) - 2<sup>ND</sup> Floor** ..... Sean McNulty, Chief Building Inspector ... 558-6133 Office 558-6041 Fax  
Screens, reviews, and approves residential applications and plans for compliance with building, and disabled access regulations.

**TECHNICAL SERVICES DIVISION (TSD) - 1650 Mission Street, 3<sup>RD</sup> Floor** .....Laurence Kornfield, Chief Building Inspector  
..... 558-6205 Office 558-6688 Fax  
Provides technical support for the Department in the areas of code development and information, and earthquake/emergency program.

## **BOARDS AND COMMISSIONS**

Abatement Appeals Board (AAB), William Wong, Dept. Representative ..... 558-6139 Office 558-6436 Fax  
Access Appeals Commission (AAC), Rafael Torres-Gil, Dept. Representative ..... 558-6010 Office 558-6474 Fax  
Board of Examiners (BOE), Wing Lau, Dept. Representative ..... 558-6135 Office 558-6261 Fax  
Code Advisory Committee (CAC), Alan Tokugawa, Dept. Representative ..... 558-6004 Office 558-6688 Fax  
Unreinforced Masonry Buildings Appeals Board (UMB), Gary Ho, Dept. Representative ..... 558-6083 Office 558-6041 Fax

## **OTHER CITY AGENCIES**

Department of Public Health (DPH) ..... 252-3800 Office 252-3030 Fax  
Planning Department (DCP) ..... 558-6377 Office 558-6409 Fax  
San Francisco Fire Department (SFFD) ..... 558-6379 Office 558-3328 Fax  
    Fire Inspection ..... 558-3300 Office 441-4590 Fax  
    Fire Plan Check ..... 558-6379 Office 558-3328 Fax  
Department of Public Works (DPW)  
    Street Use and Mapping (DPW/BSM) ..... 554-5800 Office 554-5843 Fax  
    Street Space ..... 558-6060 Office 558-6170 Fax

## ***VIII. DEFINITION OF TERMS***

**APARTMENT BUILDING:** Any building or portion thereof, which is occupied by three or more dwelling units, including residential condominiums.

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

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

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

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

**LEGAL DWELLING UNIT:** A dwelling unit that meets the current Zoning Use District, or that has been in continued use since the use code was established and the unit meets all the requirements of the Department of Building Inspection and the Planning Department.

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

**PLANNING CODE:** The code used by the Planning Department to determine the accepted use of a building and property. The requirements of the Planning Code are in addition to the Building Code requirements.

Appendix A

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BLDG. FORM 3/8  
 APPLICATION NUMBER  
 APPROVED FOR ISSUANCE  
 APPROVAL NUMBER:

<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 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			
Leave Blank      NUMBER OF PLAN SETS <b>DO NOT WRITE ABOVE THIS LINE</b>			
DATE FILED	FILING FEE RECEIPT NO.	(1) STREET ADDRESS OF JOB	BLOCK & LOT
Jan 01, 1998	Blank	1234- 60th Avenue	1000/01
PERMIT NO.	ISSUED	(2A) ESTIMATED COST OF JOB	(2B) REVISED COST:
Blank	Blank	\$10,000	Blank
<b>INFORMATION TO BE FURNISHED BY ALL APPLICANTS</b>			
<b>LEGAL DESCRIPTION OF EXISTING BUILDING</b>			
(4A) TYPE OF CONSTR.	(4B) NO. OF STORIES OF OCCUPANCY:	(4C) NO. OF BASEMENTS AND CELLARS:	(4D) PRESENT USE:
S-N (wood)	2	1	Residential/One Family
<b>DESCRIPTION OF BUILDING AFTER PROPOSED ALTERATION</b>			
(4A) TYPE OF CONSTR.	(4B) NO. OF STORIES OF OCCUPANCY:	(4C) NO. OF BASEMENTS AND CELLARS:	(4D) PROPOSED USE (LEGAL USE):
S-N (wood)	2	1	Residential/One Family
(10) IS AUTO RUNWAY TO BE CONTROLED OR ALTERED?	Choose YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	(11) WILL STREET SPACE BE USED DURING CONSTRUCTION?	Choose YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
(12) ELECTRICAL EXTENSION TO BUILDING?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	(13) PLUMBING WORK TO BE PERFORMED?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
(14) GENERAL CONTRACTOR	ADDRESS	ZIP	PHONE
Generic Construction	1001 Building Street S.F	94112	(415) 555-1212
(15) OWNER - LESSEE (CROSS OUT ONE)	ADDRESS	ZIP	PHONE (FOR CONTACT BY DEPT.)
Mr. & Mrs. Homeowner	1234-60th Avenue	94117	(415) 555-1212
(16) WRITE IN DESCRIPTION OF ALL WORK TO BE PERFORMED UNDER THIS APPLICATION (REFERENCE TO PLANS IS NOT SUFFICIENT)			
Remodel existing kitchen with new cabinets, counter top, sink appliances and new vinyl floor.			
No structural work			
<b>ADDITIONAL INFORMATION</b>			
(17) DOES THIS ALTERATION CREATE ADDITIONAL HEIGHT OR STORY TO BUILDING?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	(18) IF (17) IS YES, STATE NEW HEIGHT AT CENTER LINE OF FRONT	FT.
(21) WILL SIDEWALK OVER SUB-SIDEWALK SPACE BE REPAIRED OR ALTERED?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	(22) WILL BUILDING EXTEND BEYOND PROPERTY LINE?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
(19) DOES THIS ALTERATION CREATE DECK OR HORZ. EXTENSION TO BUILDING?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	(23) ANY OTHER EXISTING BLDG. ON LOT? IF YES, SHOW ON FLOT PLAN	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
(20) IF (19) IS YES, STATE NEW GROUND FLOOR AREA	SQ. FT.	(24) DOES THIS ALTERATION CONSTITUTE A CHANGE OF OCCUPANCY?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
(25) ARCHITECT OR ENGINEER (DESIGN OR CONSTRUCTION)	ADDRESS	CALIF. CERTIFICATE NO.	
None			
(26) CONSTRUCTION LENDER (ENTER NAME AND BRANCH DESIGNATION IF ANY, IF THERE IS NO KNOWN CONSTRUCTION LENDER, ENTER "UNKNOWN").	ADDRESS		
None			

**IMPORTANT NOTICES**

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

No portion of building or structure or scaffolding used during construction, to be closer than 6'0" to any wire containing more than 750 volts. See Sec. 386, California Penal Code.

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

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

ANY STIPULATION REQUIRED HEREIN OR BY CODE MAY BE APPEALED.

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

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

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

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

CHECK APPROPRIATE BOX  
 OWNER     ARCHITECT  
 LESSEE     AGENT  
 CONTRACTOR     ENGINEER

**APPLICANT'S CERTIFICATION**

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

**NOTICE TO APPLICANT**

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

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

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

( ) I. I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

( ) II. I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier: Workers Compensation Co.  
 Policy Number: 111110

( ) III. The cost of the work to be done is \$100 or less.

(X) IV. I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California. I further acknowledge that I understand that in the event that I should become subject to the workers' compensation provisions of the Labor Code of California and fail to comply therewith with the provisions of Section 3800 of the Labor Code, that the permit herein applied for shall be deemed revoked.

(X) V. I certify as the owner (or the agent for the owner) that in the performance of the work for which this permit is issued, I will employ a contractor who complies with the workers' compensation laws of California and who, prior to the commencement of any work, will file a completed copy of this form with the Central Permit Bureau.

Jan 01, 1998  
 Date

Signature of Applicant or Agent

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

Appendix B

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PERMIT NO. **E** APPLICATION/PERMIT FOR ELECTRICAL WIRING and/or FIXTURES  
**SAN FRANCISCO DEPARTMENT OF BUILDING INSPECTION**  
 ELECTRICAL DIVISION 558-6030

THIS FORM MUST BE FILED IN QUADRUPPLICATE BEFORE DOING WORK DESCRIBED BELOW.  
 PLEASE PRINT - USE BALLPOINT PEN OR TYPEWRITER.

JOB ADDRESS	1234-60th Avenue	OCCUPIED AS	Single Family Home	ROOM OR APT. NO.	
OWNER	Mr. & Mrs. Homeowner	TENANT		TELEPHONE	(415) 555-1212
INSTALLATION BY	Generic Construction			TELEPHONE	555-1234
ADDRESS	1001 Building Street			REQUESTED INFORMATION DATE.	
CITY	San Francisco				
VALID STATE CONTRACTORS LIC. NO. AND CLASS	6655441	BTRC # EXP. DATE	Oct, 99	SIGNED	

PERMIT NO. **E**

---

FINAL COMPLETION/PAYMENT OF FEES

OUTLETS			SERVICES			SPECIAL EQUIPMENT			SPECIAL EQUIPMENT			FEES			
Light	Switch	Plug Rec.	No.	Switch Size	Conductors	No.	EQUIPMENT	KW	HP	No.	EQUIPMENT	KW	HP	TYPE	AMOUNT
														INSP. FEE	
														SURVEY	
														TEMP. WIRING	
														RE-INSP. FEE	
														PENALTY FEE	
														TOTAL FEE	
														SURCHARGE	
														PAID AT FILING	
														BALANCE DUE	
														OVER-PAID	

**NOTICE TO APPLICANT HILD 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 or 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 3805 of the Labor Code of the State of California, the applicant shall have coverage under (I), or (II) designated below or shall increase item (III), or (IV), or (V), whichever is applicable. If however item (V) is checked item (IV) must be checked as well. Mark the appropriate method of compliance below:

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

( ) I. I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

( ) II. I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of this work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier: Worker's Comp. Policy Number: 111110

( ) III. The cost of the work to be done is \$100 or less.

( ) IV. I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California. I further acknowledge that in the event that I should become subject to the workers' compensation provisions of the Labor Code of California and I fail to comply forthwith with the provisions of Section 3800 of the Labor Code, that the permit herein applied for shall be deemed revoked.

( ) V. I certify as the owner (or the agent for the owner) that in the performance of the work for which this permit is issued, I will employ a contractor who complies with the workers' compensation laws of California and who, prior to the commencement of any work, will file a completed copy of this form with the Central Permit Bureau.

Signature of Applicant or Agent: \_\_\_\_\_ Date: Jan 01, 98

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

Appendix C

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PERMIT NO.

P

APPLICATION/PERMIT TO INSTALL  
PLUMBING, AND MECHANICAL

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

P

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

AMENDMENT TO PERMIT NO.

JOB ADDRESS  
CROSS STREET  
JOB CODE

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

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

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

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

PLUMBING PERMIT ISSUANCE FEE: Waste Line 16.55

WATER PERMIT ISSUANCE FEE: Water 16.55

GAS PERMIT ISSUANCE FEE: Gas 16.55

MECHANICAL PERMIT ISSUANCE FEE: \_\_\_\_\_

SEWER REPAIR OR TRAP REPLACEMENT FEE: \_\_\_\_\_

**SURCHARGE:** 8.30

**TOTAL PERMIT FEE:** 195.05

JOB ADDRESS

**DETACH AND POST ON JOB SITE**

**ROUGH INSPECTION**

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

Date: \_\_\_\_\_

Sign: \_\_\_\_\_

**FINAL INSPECTION**

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

Date: \_\_\_\_\_

Sign: \_\_\_\_\_

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

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

9003-07 (REV. 2/95)

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.

VALID FOR ISSUANCE:

VALID FOR ISSUANCE:

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

( ) I. I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

( ) II. I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

APPROVED DATE

APPROVED DATE

Carrier \_\_\_\_\_ Policy Number \_\_\_\_\_

(XX) III. The cost of the work to be done is \$100 or less.

CHIEF PLUMBING INSPECTOR

CHIEF PLUMBING INSPECTOR

( ) 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.

( ) V. I certify as the owner (or the agent for the owner) that in the performance of the work for which this permit is issued, I will employ a contractor who complies with the workers' compensation laws of California and who, prior to the commencement of any work, will file a completed copy of this form with the Central Permit Bureau.

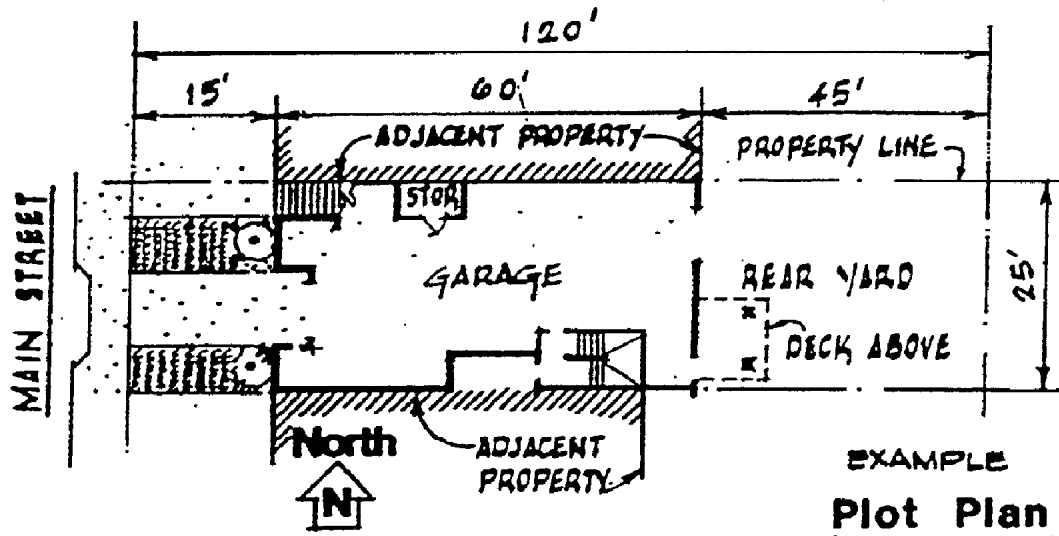
**PLEASE MAKE CHECK PAYABLE TO:**  
DEPARTMENT OF BUILDING INSPECTION  
1660 MISSION STREET  
SAN FRANCISCO, CA 94103

Signature of Applicant or Agent

Date Jan 01, 98

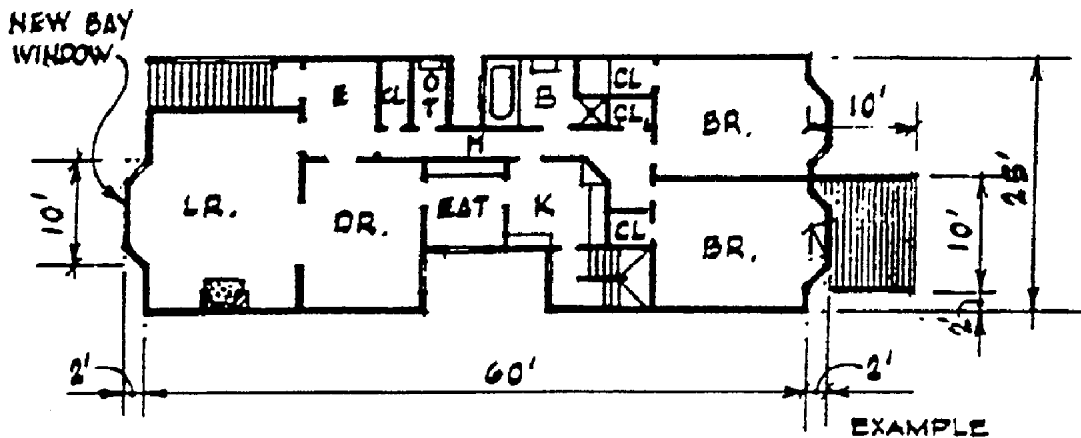
INSPECTOR'S REPORT

Appendix D



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

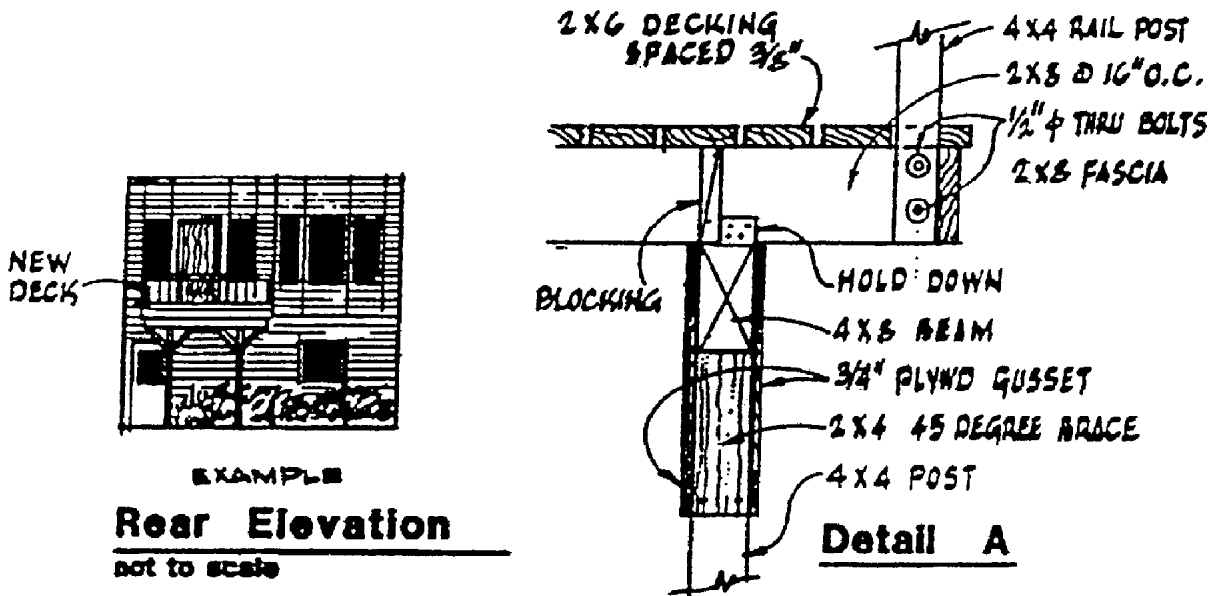
**EXAMPLE  
Plot Plan**



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

**EXAMPLE  
Floor Plan**

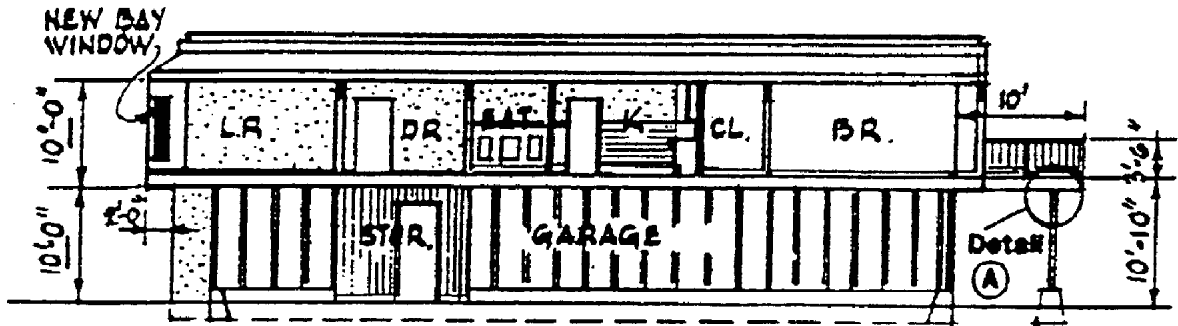
Appendix E



**EXAMPLE**  
**Rear Elevation**  
not to scale

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

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



**EXAMPLE**  
**Longitudinal Section**

Draw. scale: not to scale

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