WHAT TO BRING TO RECEIVE JOB CARD FOR APPROVED PERMIT:
The following are the most common items required (as applicable) to receive an Over-The-Counter permit at Initial Permit Review OR an In-house permit from Central Permit Bureau. All documents must be currently valid:

For permit application Forms 1/2, 3/8, 4/7, 5, 6:

1) Forms:
   - Licensed Contractor’s Statement Form sfdbi.org/LicensedContractorStatementForm
   - Permit Applicant Disclosure Form sfdbi.org/CertificateOfAuthorizedAgentForm
   - Notice to applicant for sign posting (R-1 Form) – sfdbi.org/NoticeToApplicantForSignPosting
   - Affidavit for lobby sign posting – sfdbi.org/AffidavitForLobbySignPosting

2) Contractor’s Information:
   - Certificate of Workman’s Compensation Insurance Coverage
   - S.F. Business Tax Registration Certificate
     Location: City Hall, Civic Center, 1 Dr Carlton B Goodlett Pl #140, San Francisco, CA 94102
     Tel #: (415)554-4438  sftreasurer.org/business/register-business
   - Contractor’s License Card

3) Owner-Builder Information:
   - Owner-builder handout package: sfdbi.org/OwnerBuilderPackage
   - Owner-builder (LLC) : If a LLC member pulls the permit as an Owner Builder, a written proof of partnership from the LLC is required or verification of names on LLC from state website, businesssearch.sos.ca.gov/
   - Owner-builder(Lessee): Verify the name on a five years or more lease. Bring a letter from the building owner authorizing the tenant to pull a permit for the stated work on the application. Lessee completes the Applicant/Authorized agent form.

4) Authorization letter from owner designating contractor/agent picking up permit

5) Cash, check or VISA/MASTER credit card only

6) Proof of identification (Driver’s License/Government Issued ID or other verification acceptable to agency)

Additional documents that may be required at issuance (if applicable)

Cal/OSHA State Industrial Safety Permit (no walk-ins; call for an appointment)
Location: 455 Golden Gate Avenue, 9th Floor Room 9516, San Francisco, CA 94102
Tel #: (415) 557-0300  E-mail: DOSHSF@dir.ca.gov

Demolition Debris Recovery Plan (DDRP) / Material Reduction Recovery Plan (MRRP) – Green Halo
Location: 1455 Market St, #1200, SF, CA 94102
Attn: C&D Demolition Debris Recovery Plan
Tel #: (415) 355-3700  E-mail: environment@sfgov.org

BAAQMD “J” Number, issued by Bay Area Quality Management District for:
Demolition Permit (Form 6) and/or Asbestos Removal Work
Location: 939 Ellis Street, San Francisco, CA 94109  Tel #: (415) 749-4762 baaqmd.gov/