



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/