



SMALL BUSINESS INSPECTIONS CHECKLIST

The following checklist is for businesses that have been issued a building permit for a tenant improvement construction project. Department of Building Inspection (DBI) inspections staff can provide additional guidance as the work progresses towards a final inspection.

To schedule an inspection, please call (628) 652-3400 between 7:30am and 3:00pm Monday – Friday.

Start of Work Inspection

We strongly encourage permit holders to schedule a Building Inspection Start of Work Inspection prior to initiating construction. This will give the assigned Building Inspector the opportunity to review the scope of work with the permit holder and outline what inspections are required at each phase of construction. The building inspector can also answer questions and provide information on code issues such as Disabled Access requirements and other critical inspection compliance matters. If helpful, the inspector may use this checklist to identify the required inspections for a project.

In San Francisco, separate permits and inspections are required for building, electrical and plumbing work. These permits are obtained by the general contractor or the electrical and plumbing contractors.

1. Building Inspection Division

The following inspections may be required, per San Francisco Building Code Section 108A.5.

- Start of Work Inspection
- Foundation Inspection
- Concrete Slab Inspection
- Reinforcing Steel Inspection
- Frame Inspection
- Ok to Cover Inspection
- Sheetrock Nailing Inspection
- Lath or Gypsum Board Inspection
- Fire Rated Suspended Ceiling Inspection
- Building Final Inspection



2. Electrical Inspection Division

The following inspections may be required, per San Francisco Electrical Code Section 89.127.

- Electrical Rough Underground Inspection
- Electrical Rough Ceilings Inspection
- Electrical Rough Wall
- Electrical Green Tag Inspection
- Electrical Witness Test for Fire Alarm or Ansul Systems Inspection
- Electrical Final Inspection

3. Plumbing Inspection Division

The following inspections may be required, per San Francisco Plumbing Code Chapter 1.

Corrections required by the plumbing inspector need to be completed before proceeding with other work. Sprinkler and mechanical work require additional, separate permits. Sprinkler work is inspected at the rough stage (no heads installed for inspection but under test with plugs), and mechanical equipment, flu piping and condensate piping will also be inspected at the rough stage.

- Plumbing Underground Inspection
- Plumbing Inspection of Rough Plumbing in Wall, Including Gas
- Plumbing Inspection of Automatic Grease Interceptor Piping at Rough Stage
- Plumbing Final Inspection, Along with Final Gas Test

4. Other City Departments

The following inspections may be required from other city departments. Be sure to review the permit application, job card and plans as they often include notes identifying other project requirements, including additional permits and approvals.

- SF Fire Department
- SF Department of Public Health
- SF Department of Public Works, Bureau of Street-Use & Mapping



SMALL BUSINESS INSPECTIONS CHECKLIST ADDENDUM

Third Party Special Inspections

Special Inspections may be required in addition to inspections performed by the City of San Francisco, per San Francisco Building Code Section 1704.

Special Inspections are conducted through licensed, third party private inspectors and are the direct responsibility of the owner or the architect/engineer of record acting as the owner's representative.

The architect/engineer of record will determine which Special Inspections are required and will list the necessary Special Inspections on the approved project plans.

The Department of Building Inspection, or another City agency, will determine if the proposed special inspections are sufficient and will review the special inspection reports for adequacy. A building, electrical or plumbing permit will not be finalized if the project has not complied with the Special Inspection requirements.

In accordance with San Francisco Building Code Chapter 17, Special Inspections or testing may be required for the following work.

Special Inspection and Structural Observation

- Concrete (Placement & sampling)
- Bolts installed in concrete
- Special moment-resisting concrete frame
- Reinforcing steel and prestressing tendons
- Structural welding:
 - A. Periodic visual inspection
 - Single pass fillet welds 5/16" or smaller
 - Steel deck
 - Welded studs
 - Cold formed studs and joists
 - Stair and railing systems
 - Reinforcing steel



Special Inspection and Structural Observation - continued

- B. Continuous visual inspection and NDT (section 1704)
 - All other welding (NDT exception: Fillet weld)
 - Reinforcing steel; and NDT required
 - Moment-resisting frames
 - Others: _____
 - High-strength bolting
 - Structural masonry
 - Reinforced gypsum concrete
 - Insulating concrete fill
 - Sprayed-on fireproofing
 - Piling, drilled piers and caissons
 - Shotcrete
 - Special grading, excavation and filling (geotech engineer)
 - Smoke-control system
 - Demolition
 - Exterior facing
 - Retrofit of unreinforced masonry buildings:
 - Testing of mortar quality and shear tests
 - Inspection of repointing operations
 - Installation inspection of new shear bolts
 - Pre-installation inspection for embedded bolts
 - Pull/torque tests per SF Building Code Sec. 1607C & 1615C
 - Bolts installed in existing concrete masonry:
 - Concrete
 - Masonry
 - Pull/torque tests
 - Shear walls and floor systems used as shear diaphragms
 - Holdowns
 - Special cases:
 - Shoring
 - Underpinning:
 - Not affecting adjacent property
 - Affecting adjacent property PA# _____
 - Others
 - Crane safety (apply to the operation of tower cranes on high-rise building – Section 1705.21)
 - Others: “As recommended by professional of record” _____
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- Structural observation per Section 1704.6 for the following:
 - Foundations
 - Steel framing
 - Concrete construction
 - Masonry construction
 - Wood framing
 - Others: _____
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- Certification is required for Glu-lam components
 - Firestops in high-rise



Special Inspection and Structural Observation - continued

Title-24 Low-Rise Residential Energy/Green Inspection (Building)

1. Installation

Addition and Alteration

- CF2R-ADD-02-E Non HERS – Prescriptive Additions Simple (IB53)
- CF2R-ALT-05-E Non HERS – Prescriptive Alterations Simple (IB54)

Envelope

- CF2R ENV-01-E Non HERS – Fenestration Installation (IB1)
- CF2R ENV-03-E Non HERS – Insulation Installation (IB3)
- CF2R ENV-04-E Non HERS – Roofing-Radiant Barrier (IB4)
- CF2R ENV-20-H HERS – Building Envelope Air Leakage Test (IB56)
- CF2R ENV-21-H HERS – Quality Insulation Installation (QII) – Framing Stage (IB64)
- CF2R ENV-22-H HERS – Quality Insulation Installation (QII) – Insulation Stage (IB65)

Solar Ready

- CF2R-SRA-01-E – Solar ready Buildings – New Construction (IB68)
- CF2R-SRA-02-E – Minimum Solar Zone Area Worksheet – New Construction (IB69)

Mechanical

- CF2R-MCH-01-E Non HERS – Space Conditioning Systems (IB57)
- CF2R-MCH-02-E Non HERS – Whole House Fan (IB13)
- CF2R-MCH-20-H HERS – Duct Leakage (IB58)
- CF2R-MCH-21-H HERS – Duct Location (IB18)
- CF2R-MCH-22-H HERS – Space Conditioning System Fan Efficiency (IB59)
- CF2R-MCH-23-H HERS – Space Conditioning System Airflow Rate (IB60)
- CF2R-MCH-24-H HERS – Building Envelope Air Leakage Worksheet (IB61)
- CF2R-MCH-25-H HERS – Refrigerant Charge Verification (IB62)
- CF2R-MCH-25f-E Non HERS – Refrigerant Charge Verification – New Package Unit with Factory Charge (IB26)

Title-24 Low-Rise Residential Energy/Green Inspection (Building) - continued

- CF2R-MCH-26-H HERS – Verified EER or SEER (IB27)
- CF2R-MCH-27-H HERS – IAQ (IB63)
- CF2R-MCH-28-H HERS – Return Duct Design and Air Filter Grille Device Sizing According to Tables 150.0-B or C (IB31)
- CF2R-MCH-29-H HERS – Duct Surface Area Reduction; R-Value; Buried Ducts Compliance Credit (IB32)
- CF2R-MCH-30-E HERS – Ventilation Cooling Compliance Credit (IB55)
- CF2R-MCH-32-H HERS – Local Mechanical Exhaust (IB67)

2. Verification

Existing Condition

- CF3R ENV-20-H HERS – HERS Verification of Existing Conditions for Residential Alterations (VB47)
- CF3R-ENV-21-H HERS – Quality Insulation Installation (QII) – Framing Stage (VB56)
- CF3R-ENV-22-H HERS – Quality Insulation Installation (QII) – Insulation Stage (VB57)

Mechanical

- CF3R-MCH-20-H HERS – Duct Leakage Test (VB49)
- CF3R-MCH-21-H HERS – Duct Location (VB12)
- CF3R-MCH-22-H HERS – Space Conditioning System Fan Efficacy (VB50)
- CF3R-MCH-23-H HERS – Space Conditioning System Airflow Rate (VB51)



Special Inspection and Structural Observation - continued

- CF3R-MCH-24-H HERS – Building Envelope Air Leakage Worksheet (VB52)
 - CF3R-MCH-25-H HERS – Refrigerant Charge Verification (VB53)
 - CF3R-MCH-26-H HERS – Verified EER or SEER (VB21)
 - CF3R-MCH-27-H HERS – IAQ (VB54)
 - CF3R-MCH-28-H HERS – Return Duct Design and Air Filter Grille Device Sizing According to Tables 150.0-B or C (VB25)
 - CF3R-MCH-29-H HERS – Duct Surface Area Reduction; R-Value; Buried Ducts Compliance Credit (VB27)
 - CF3R-MCH-30-H HERS – Ventilation Cooling Compliance Credit (VB60)
 - CF3R-MCH-31-H HERS – Whole House Fan (VB58)
 - CF3R-MCH-32-H HERS – Local Mechanical Exhaust (VB59)
3. Green Building (For New Construction and Major Alterations)
- Green Building Attachment E (GBC1)

Title-24 Low-Rise Residential Energy/Green Inspection (Electrical)

1. Installation
- Electrical*
- CF2R-LTG-01-E Lighting – Single Family Dwellings (IE1)
 - CF2R-LTG-02-E Lighting – Multi Family Dwellings (IE2)
- Solar*
- CF2R-PVB-01-E Photovoltaic Systems (IE18)
 - CF2R-PVB-02-E Battery Storage Systems (IE19)

Title-24 Low-Rise Residential Energy/Green Inspection (Plumbing)

1. Installation
- Plumbing*
- CF2R-PLB-01-E DHW Non-HERS – Multi Family Central Hot Water System Distribution (IP6)
 - CF2R-PLB-02-E DHW Non-HERS – Single Dwelling Unit Hot Water System Distribution (IP5)
 - CF2R-PLB-03-E DHW Non-HERS – Pool and Spa Heating System (IP7)
 - CF2R-PLB-21-H DHW HERS – HERS Multi Family Central Hot Water System Distribution (IP9)
 - CF2R-PLB-22-H DHW HERS – HERS Single Dwelling Unit Hot Water System Distribution (IP8)
- Solar*
- CF2R-STH-01-E Solar Water Heating System (IP1)
- Mechanical*
- CF2R-MCH-04-E Non HERS – Evaporation Coolers (IP2)
2. Verification
- CF3R-PLB-21-H DHW HERS – HERS Multi Family Central Hot Water System Distribution (VP2)
 - CF3R-PLB-22-H DHW HERS – HERS Single Dwelling Unit Hot Water System Distribution (VP3)

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