



# Earthquake Safety Fair Residential Remodels

Inspection Services Chiefs  
June 15, 2017

# Introducing the DBI Team

- Building Inspection Division
- Plan Check Services Division
- Plumbing Inspection Division
- Electrical Inspection Division



# Purpose of the Session

- To understand the permitting process
- To know the players
- To understand permit review options
- To learn vital rules and regulations
- To be aware of available resources

# Benefits of Getting a Permit

- Provide minimum standards for habitability & fire life safety
- Provide minimum standards for structural & seismic safety
- Provide minimum standards for energy conservation
- Provide verification that construction meets minimum standards for code compliance



# Educate & Prepare Yourself

- Browse DBI website: [www.sfdbi.org](http://www.sfdbi.org) - DBI printed material & pamphlets
- Contact City Planning
- Visit the San Francisco Permit Center (1660 Mission St)
- Consult a design professional

# Possible Types of Permits for Residential Remodels

- Over-The-Counter without plans
- Over-The-Counter with plans
- Plans requiring Intake (Horizontal & Vertical) with plans

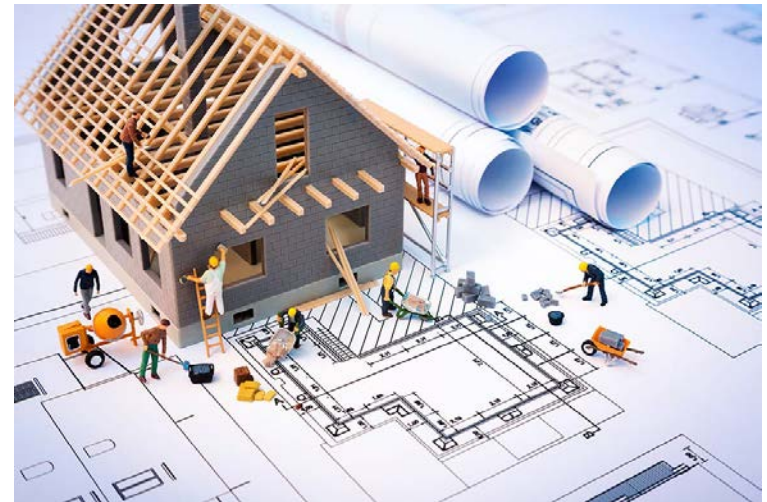


# Possible Over-the-Counter Permits/Without Plans

- Window Replacement (in-kind)
- Skylight Replacement (in-kind)
- Repair Stairs & Decks (less than 50%)
- Cosmetic Kitchen & Bathroom Remodel
- Dry-rot & Termite Repair (in-kind)
- Re-roofing

# Possible Over-the-Counter Permits/Without Plans

- Possible multiple agency review
- May require electrical, plumbing and/or mechanical permits from DBI even if building permit is not required
- If scaffolding required in the public way, a street permit from DPW must be obtained





# Types of Over-the-Counter Permits/With Plans

- Kitchen & Bath Remodel (Structural & Non-structural)
- Deck/stairs Repairs (Over 50% or Replacement in-kind)
- Rooms Down (adjacent to garage or conversion of non-habitable space)
- Skylight (new)
- Foundation Repairs & Upgrades
- Typical Retaining Wall (under 10 feet)
- Fences (over six feet)
- Voluntary Seismic Upgrades

# Plans Requiring Intake Review

- New Buildings
- Horizontal Additions
- Vertical Additions
- Solar Installation 4KW
- All of the above require Planning review, in addition to Architectural, Structural & Mechanical review.
- Projects over \$100,000 will need Bureau of Street & Mapping review



# Forms to be used for Building Permit/Construction Process

- Building Permit Application Forms
- Inspection Record Forms
- Certificate of Final Completion & Occupancy

# Building Permit Application Form 3/8

**BLDG. FORM 3/8**

**APPLICATION FOR BUILDING PERMIT ADDITIONS, ALTERATIONS OR REPAIRS**

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF BUILDING INSPECTION

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 PURPOSES HEREINAFTER SET FORTH.

FORM 3  OTHER AGENCIES REVIEW REQUIRED  
FORM 8  OVER THE COUNTER ISSUANCE

NUMBER OF PLAN SETS: 2

DATE RECD: 10-11-07  
BLDG PERM RECEIPT NO:  
ISSUED: 240-242244 Jones St 1020/02  
ESTIMATED COST OF JOB: 2500

**LEGAL DESCRIPTION OF EXISTING BUILDING**  
V-N 2 Apartments R-1 3

**DESCRIPTION OF BUILDING AFTER PROPOSED ALTERATION**  
V-N 2 Apartments R-1 3

**GENERAL CONTRACTOR**  
If Selected  
Your name 244 Jones St. 94700 (415) 555-1000  
Comply with Physical Inspection Report 3R-555

**ADDITIONAL INFORMATION**

**IMPORTANT NOTICES**

**NOTICE TO APPLICANT**

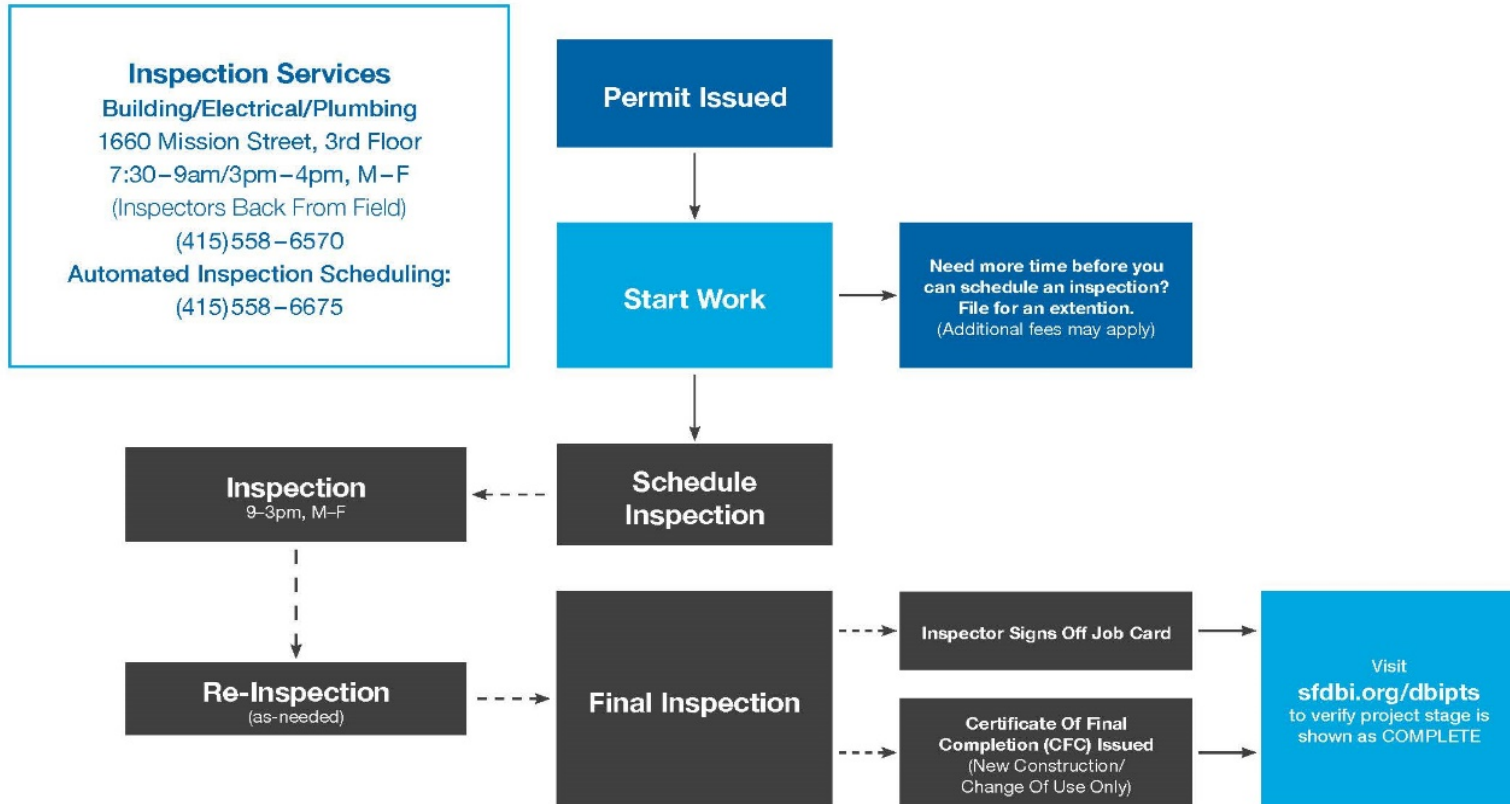
**APPLICANT'S CERTIFICATION**

3  
4  
5

■ Minimum Information on Bldg. Form 3/8 (pink)




- 1) Address & Lot/Block
- 2) Estimated Cost of Job
- 3) Name & contact info
- 4) Description of all Work (e.g. Notice of Violation compliance)
- 5) Signed & Dated

# Inspection Process



# Building Inspection General Information

- Call (415) 558-6570 for Inspections
- 48 hour response (Try to call well in advance to insure no delays to your project)
- Call between 8:30 a.m.-3:00 p.m. to book your inspection
- Online web scheduling – plumbing, electrical, and some building permits

ONLINE	CALL	VISIT
 <p>You can schedule your inspection service(s) online 24 hours a day, if you have a valid DBI online account.</p> <ul style="list-style-type: none"> <li>■ <a href="#">Schedule Building Inspection -NEW</a></li> <li>■ <a href="#">Schedule Electrical Inspection</a></li> <li>■ <a href="#">Schedule Plumbing Inspection</a></li> </ul> <p>First Time User? <a href="#">Register Here.</a></p>	 <p>You can call our automated system 24 hours a day or reach our staff during our regular business hours.</p> <ul style="list-style-type: none"> <li>■ Voice Inspection Scheduling Automated System (415) 575-6955 Available 24/7</li> <li>■ Inspection Services (415) 558-6570 M-F 7:30 AM - 3:00 PM</li> </ul>	 <p>You can visit our office to speak with inspection staff in person to get your inspection services scheduled.</p> <p>DBI Inspection Services 1660 Mission Street 3rd Floor M-F 7:30 AM - 5:00 PM</p>

# Building Inspection General Information

- Contractors can schedule online
- To speak directly to an inspector, call between 7:30 a.m.- 8:30 a.m. or 3:00 p.m.-4:00 p.m. each weekday
- Inspectors are in the field 8:30 a.m.-3:00 p.m.
- To narrow your inspection window within one hour, call between 7:30 a.m.- 8:30 a.m.

# Inspect for Foundation/Steel Underpinning/Shoring


- Coordinated by Agent / Contractor
- Building Inspector: Steel/Rebar, bolts in concrete, form size as approved, hold downs, shear walls, waterproofing, Special Inspection by Engineer, Worker Safety (Cal-OSHA), Shoring & Excavation for the Adjoining Property
- Electrical: Underground prior to cover (CEE)
- Plumbing: Underground prior to cover
  
- *Don't forget to call 811 before you dig!*



# Job Card

- Job Card will be issued at the time of permit payment
- Owner is required to keep job card onsite and retained for their essential records

City and County of San Francisco  
DEPARTMENT OF BUILDING INSPECTION  
**JOB CARD**



OFFICE HOURS: THE BUILDING INSPECTION DIVISION IS OPEN DAILY, MONDAY THRU FRIDAY, FROM 7:30 a.m. TO 5:00 p.m. DISTRICT BUILDING INSPECTORS KEEP OFFICE HOURS DAILY, MONDAY THRU FRIDAY, FROM 7:30 a.m. TO 8:30 a.m. and FROM 3:00 p.m. TO 4:00 p.m. REQUESTS FOR INSPECTIONS ARE TAKEN ONLY DURING THE HOURS OF 8:30 A.M. TO 3:00 P.M. BY CALLING (415) 558-6096

APPLICATION NO. \_\_\_\_\_ PERMIT NO. \_\_\_\_\_ ISSUED \_\_\_\_\_  
JOB ADDRESS: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_  
NATURE OF WORK: COMPLY WITH PHYSICAL INSPECTION REPORT  
3R -

WORK PERMITTED UNDER AUTHORITY OF THIS BUILDING PERMIT NUMBER MUST START BY \_\_\_\_\_ and BE COMPLETED BY \_\_\_\_\_  
WORK UNDERWAY MUST BE INSPECTED AT LEAST EVERY NINETY (90) DAYS IN ORDER TO PREVENT EXPIRATION DATE TO ABANDONMENT OF WORK.  
EXTENSIONS OF THE "START" & "COMPLETE WORK" DATES OF THIS BUILDING PERMIT NUMBER MAY BE GRANTED UPON WRITTEN REQUEST PRIOR TO THE DATES NOTED ABOVE.  
For information on the Permit Process, Building Plans Review, Access Issues, etc., please see page 4 of this JOB CARD for useful and appropriate telephone numbers.  
**ELECTRICAL & PLUMBING WORK MUST HAVE PERMITS SEPARATE FROM A BUILDING PERMIT.**

**KEEP THIS CARD POSTED IN A CONSPICUOUS PLACE ON THE JOB SITE AT ALL TIMES. PLANS AND PERMIT DOCUMENTS SHALL BE ON THE JOB SITE AT ALL TIMES WHEN WORK IS IN PROGRESS. AFTER COMPLETION OF WORK, RETAIN THIS CARD FOR YOUR RECORDS.**



City and County of San Francisco  
 DEPARTMENT OF BUILDING INSPECTION  
**INSPECTION RECORD**



APPLICATION NO. \_\_\_\_\_ ISSUED \_\_\_\_\_

JOB ADDRESS: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

NATURE OF WORK: \_\_\_\_\_

Do Not Pour CONCRETE until the following are signed		
INSPECTIONS	Dates	Inspectors
Foundation Forms		
Foundation Steel		
Grounding Electrode		
<b>O.K. TO POUR</b>		

Do Not CONCRETE SLAB until the following are signed		
INSPECTIONS	Dates	Inspectors
Plumbing Underground	12/23/16	[Signature]
Electrical Underground		
Fire Service Underground		

Do Not COVER until the following are signed		
INSPECTIONS	Dates	Inspectors
Rough Plumbing	1/4/17	[Signature]
Shower Pan	1/12/17	[Signature]
Flu, Vents & Ducts (PLBG)		
Heating Hydrostatic Test		
Rough Sprinklers (PLBG)		
Rough Electrical	2/4/17	[Signature]
Rough Sprinklers (FIRE)		
Hydrostatic (FIRE)		
Sound Transmission		
Rough Framing		
Insulation		
Environmental Air, Vents, Ducts (BLDG)		
Lath		
<b>O.K. TO COVER</b>	3/3/17	[Signature]

ADDITIONAL WORK REQUIRING APPROVALS		
INSPECTIONS	Dates	Inspectors
Special		
Special		
Special		
Fire Alarm		
Energy Ordinance		

FINAL INSPECTION REQUIRED		
INSPECTIONS	Dates	Inspectors
Disabled Access		
Sprinklers (PLBG)		
Mechanical		
Plumbing	5/5/17	[Signature]
Electrical	5/5/17	[Signature]
Street Use & Mapping		
Urban Forestry		
Fire Department		
Health Department		
Building		
<b>CERTIFICATE OF FINAL COMPLETION</b>	5/17/17	[Signature]

**WARNING: THE PROVISIONS OF YOUR BUILDING INSPECTION PERMIT WILL BE NULLIFIED UNLESS ALL FINAL INSPECTIONS ARE SIGNED OFF ABOVE BY THE APPROPRIATE INSPECTORS.**

# Cover Inspection



- Prior to building cover up (rough framing and building systems)
- Plumbing, waste & supply (rough)
- Electrical (rough)
- Mechanical (rough)

# Final Inspection

- Plumbing
- Electrical
- Mechanical
- D.P.W.-Sidewalk
- B.U.F.-Street Trees
- Special Inspection Complete
- Building
- C.F.C. issued if building envelope enlarged, change of use, or if work done to correct violation



# Certificate of Final Completion & Occupancy

- Certificate of Final Completion & Occupancy (CFC) will be issued at the time all the work is satisfactory to Building Inspector
- CFCs issued for new buildings, horizontal/vertical additions
- Owner needs to keep CFC

City and County of San Francisco  
Department of Building Inspection  
*CERTIFICATE OF FINAL COMPLETION AND OCCUPANCY*

*Sample*

LOCATION: 240-242-244 Jones Street 1020/020A  
(number) (street) (block and lot)

Permit Application No: 2007-XX-XX-XXXX Type of Construction: V-N Stories: (2) Two Dwelling Units: (3) Three

Basements: ∅ Occupancy Classification: R-1 No. of Guestrooms: ∅ with cooking facilities: ∅

Description of Construction: Comply with Physical Inspection Report 3R-SSSS

To the best of our knowledge, the construction described above has been completed and, effective as of the date the building permit application was filed, conforms both to the Ordinances of the City and County of San Francisco and to the Laws of the State of California. The above referenced occupancy classification is approved pursuant to Section 109 of the *San Francisco Building Code*.

Any change in the use or occupancy of these premises--or any change to the building or premises--could cause the property to be in violation of the *Municipal Codes* of the City and County of San Francisco and, thereby, would invalidate this *Certificate of Final Completion and Occupancy*. A copy of this *Certificate* shall be maintained on the premises and shall be available at all times. Another copy of this *Certificate* should be kept with your important property documents.

Before making any changes to the structure in the future, please contact the Department of Building Inspection, which will provide advice regarding any change that you wish to make and will assist you in making the change in accordance with the *Municipal Codes* of the City and County of San Francisco.

Approved: N/A 200 Bureau of Fire Prevention This certificate issued on: October 11<sup>th</sup> 2007  
by: N/A (Signature) (Printed Name) Sam Hasenin  
ISAM HASENIN, P.E., C.B.O., Director of Building Inspection

Approved: N/A 200 Department of Public Health by: Joe Miller Joe Miller, Building Inspector  
by: N/A (Signature) (Printed Name) by: N/A (Signatures) (Printed Names), Housing Inspector

Copies: White (original to microfilm); Blue (to property owner); Yellow (to Building Inspector); Pink (to Housing Inspector)

9003-M-36 (Rev. 9/00)

# Thank you for attending!

- We value you and your opinion
- We're here to help assist you
- Our goal is to improve the value of our services to better serve you
- We'll continue to listen to your priorities
  
- ANY QUESTIONS?

# Contact Us

- **Patrick O’Riordan**, Chief Building Inspector  
Building Inspection Services
- **Kenneth Burke**, Acting Chief Electrical Inspector  
Building Inspection Services
- **Steve Panelli**, Chief Plumbing Inspector  
Plumbing Inspection Services