



What You Should Know About **Report of Residential Building Record (3R Report)**

WHAT IS A RESIDENTIAL BUILDING?

A residential building is a building or a portion of a building containing one or more **legal** dwelling units. Hotels or motels containing 30 or more guest rooms are **not** considered residential buildings. Therefore, a **Report of Residential Building Record (3R)** is not needed.

WHAT IS A REPORT OF RESIDENTIAL BUILDING RECORD?

A 3R Report contains the following information about a residential building:

- Address of the building including condominium or unit number if any
- Block and Lot
- Present authorized occupancy or use
- If the property is classified as a Condominium
- If the building contain any Residential Hotel Guest Rooms
- Zoning district
- Building Code Occupancy Classification
- Expiration date for non-conforming use
- Building construction date
- Original occupancy or use
- Building permit application history and status of building permit:
 - N** = **No** job card found
 - I** = The permit has been **issued**
 - X** =The permit **Expired** (work started or not completed)
 - C** = The work has been **completed**
- Franchise Tax Board lien
- Abatement case on the property
- Number of residential structures on the lot.
- If energy inspection has been done and proof of compliance has been issued
- Mandatory Earthquake Retrofit of Wood-Frame Building Program Requirement

The above information will be shown on the 3R Report **if available** through the Department of Building Inspection Records Management Division.

In many cases, submittal of additional records from other city agencies such as the Assessor's Office and SF Water Department will be required for the revision/update of a 3R Report. Please note that a 3R Report does **not** list the electrical or plumbing permit history, cancelled or withdrawn building permit applications and any building permits taken for the commercial

WHEN DO I NEED A 3R REPORT?

A 3R Report is required prior to the sale or exchange of any residential building, except the first sale or exchange, if this occurs within one year of the date of the Certificate of Final Completion of the construction of the building.

It shall be unlawful for the owner and/ or representative of a residential building to sell or exchange without providing the buyer a 3R Report. See 2007 San Francisco Housing Code, Section 351 (a).

HOW DO I OBTAIN A 3R Report?

The owner or authorized agent (person licensed by the State of California to sell property, trustee or power of attorney) may request a 3R Report by submitting an application and credit card payment online at www.sfdbi.org/3Rreport. If there is more than one structure on the lot, each building requires a separate application and payment.

The following information is required on every application:

- Block and Lot/Assessor's Parcel Number
- Address of the residential building including unit number if any.
- Legal owner's name, address, and phone number
- Applicant's name, address and phone number
- Delivery method: mail, email, pick-up, or fax

In addition, you may fill out an application available on our website at www.sfdbi.org/RMD. Your application form along with the appropriate payment can be mailed or submitted in person at.

Department of Building Inspection
Records Management Division
1660 Mission Street, 4th Floor
San Francisco, CA 94103

HOW MUCH DOES A 3R REPORT COST?

For current 3R Report fee information, please call (415) 558-6080. The fee for requesting a 3R Report shall be payable in advance via cash, check, or credit card (currently accepting only Master Card and Visa). Checks are made payable to the Department of Building Inspection.

WHAT IS THE EFFECTIVE DATE OF A 3R REPORT?

Any Report of Residential Building Record shall be effective for a period of one year from the date of issuance.