



## What You Should Know About Obtaining DBI Records

### WHAT IS A PUBLIC RECORD?

The Public Records Act defines a “Public Record” broadly to include “any writing containing information relating to the conduct of the public’s business prepared, owned, used or retained by any state or local agency, regardless of the physical form or characteristics.” The Sunshine Ordinance defines “public information” as the content of “public records” as defined in the Public Records Act. If a document meeting the statutory definition is in the possession of a City department or agency, the document is a public record, whether or not it may be withheld from public disclosure.

A document does not have to be in written form to be a public record. A public record may consist of any medium that contains encoded information in the possession of a City department, such as a computer tape, video recording, cassette recording or movie.

### WHAT RECORDS ARE AVAILABLE FROM THE DEPARTMENT OF BUILDING INSPECTION (DBI)?

In general, DBI records of interest to the public fall into two categories:

- 1) Permit Records
- 2) Inspection Records

Permit records involve the permit process of obtaining a permit to construct, alter or convert a building. Inspection records involve the process of actually overseeing the work on the building to see that it is done according to the plans and permits issued. In existing residential buildings (apartments and hotels), continuing inspections are performed by the Housing Inspection Services to assure code compliance.

### IS THERE A CENTRAL PLACE TO GET INFORMATION ABOUT RECORD KEEPING?

Yes! The **Records Management Division (RMD)** located at 1660 Mission Street, 4th Floor (415) 558- 6080. In addition, RMD can provide you with copies of building permit applications, job cards, certificates of final completion, electrical and plumbing permits, building plans and other permit-related documents. If RMD does not have the records you are looking for, you may be directed to the appropriate Division for copies.

You may submit a request for records (permit history) with RMD at 1660 Mission Street, 4th Floor, or fill out the records request form found on our website at <http://sfdbi.org/record-request-form>.



Our hours of operation are Monday – Friday, 7:30 a.m. to 4:00 p.m. Our turnaround time to process record requests is 20 business days. A majority of our records requests can be fulfilled over-the-counter, greatly minimizing your wait time. For current fees, please contact our offices at (415) 558-6080.

To obtain copies of plans, you must submit a Notarized Affidavit of Owner <http://sfdbi.org/request-duplication-official-building-plan> and you need to view the plans to obtain the design professional(s) information. Once that information is obtained, per the California Health & Safety Code Section 19850, the Department will send certified letters to the design professionals that stamped and/or signed the plan sets asking for authorization to duplicate plans. The design professional has up to 30 calendar days to respond to the Department. Copies cannot be released without the proper authorization by both, the property owner and the design professional(s). There is an administrative fee per set of plans, a certified mailing fee per letter, and final print fee. For current fees, please contact our offices at (415) 558-6080. Information on building permits issued from 1983 to present is available on our website, <http://sfdbi.org/dbipts> under “Track Building Permits and Complaints.” Should you need additional information, please call RMD at (415) 558-6080.

## WHAT RECORDS ARE FOUND IN THE PERMIT PROCESS / PLAN CHECK DIVISIONS?

**Plan Review Services (PRS)** processes permit applications and maintains soil reports. PRS may be reached at (415) 558-6133.

**Central Permit Bureau (CPB)** provides you information on permits filed and issued within the last calendar 15 days, and records on street addresses, etc. CPB may be reached at (415) 558-6070.

## WHAT RECORDS ARE FOUND IN THE INSPECTION DIVISIONS?

**Building Inspection Division (BID)** inspects projects currently under construction and maintains records on construction work currently being done, current complaints and notices of violation. **BID** may be reached at (415) 558-6570.

**Plumbing Inspection Division (PID)**, (415) 558-6570, and the **Electrical Inspection Division (EID)**, (415) 558-6570 inspects current plumbing and electrical projects and maintains current records on this work.

The **Code Enforcement Section (CES)**, (415) 558-6454, maintains files on cases referred to it for further enforcement action by the Building, Plumbing and Electrical divisions.