How to request the use of the California Historic Building Code

Step 1: Complete the attached Request to use the California Historic Building Code form.

Step 2: Provide a document from Planning Department showing the historic resource category of the subject property.

Step 3: Provide document(s) and/or photo(s) pertinent to the subject property (optional).

Step 4: Email your request to: techq@sfgov.org or mail your request to:

    Technical Services Division c/o Historic Building Code Coordinator
    Department of Building Inspection
    49 South Van Ness Avenue, Suite 500
    San Francisco, CA 94103
REQUEST TO USE THE CALIFORNIA HISTORICAL BUILDING CODE

Historic Building Code Coordinator
Department of Building Inspection
49 South Van Ness Avenue, Suite 500
San Francisco, CA 94103

Subject: Property Address: ________________________________
Block: __________________________ Lot: __________________________

Historic Building Code Coordinator:

Reason for the request to use the California Historical Building Code for the above subject property.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please send the response to this request/letter of authorization to:

Addressee: Mr./Ms. ________________________________________________

Mailing address: ________________________________________________
________________________________________________________________________
________________________________________________________________________

☐ Hold for pickup ☐ Email to ________________ ☐ Mail to above

Other contact information (phone number, email address, etc.):

________________________________________________________________________

Thank you for your assistance.

Sincerely,

(Name and Signature) (Date)

Title: _______________________________

cc: Michelle Yu, Manager for Technical Services
Gary Ho, Acting Chief Administrative Officer for Permit Services