



INFORMATION SHEET

NO. G-06

DATE : February 5, 2016

CATEGORY : General

SUBJECT : **Cancellation, withdrawal, extension and re-activation of permit applications**

SECTIONS INVOLVED : **San Francisco Building Code**
- Sections 106A.3.4.2, 106A.3.7, 106A.3.8, and 106A4.4;
TABLES A, B, 1A-D and 1A-J

INTENT : To clarify procedures on cancellation, withdrawal, extension and re-activation of permit application that is not issued

DISCUSSION :

- I. **Cancellation, withdrawal, extension and re-activation of permit applications that are not issued:**
 - (A) For cancellation, withdrawal, extension and re-activation of permit applications that are not issued, contact Central Permit Bureau (CPB).
 - (B) Date of expiration of permit applications and addenda
 1. Permit applications (including site permit) will expire per TABLE A – APPLICATION EXPIRATION (plus possible extension on file). The time limitation shall start on the date when the permit application is logged in to BUILDING for review after PLANNING approval (if required).
 2. The time allowed for review, approval and issuance of all addenda is governed by the maximum time allowed per Section 106A4.4; and Table B – Maximum Time Allowed to Complete All Work Authorized by Building Permit (plus possible extension on file).
 - (C) Instructions to plan reviewers:

Please add the following comments to your plan review comments:

“Please note that your permit application will be cancelled if you do not respond to these comments/corrections within 360/720 calendar days (for projects up to \$1 million/over \$1 million) of the date that these comments/corrections were issued.”

(D) Cancellation of submitted permit applications:

For submitted permit applications that are not issued, with permit application and plans at CPB:

1. Before permit application review was approved:

CPB will not send out Notice of Cancellation, unless requested in writing by reviewing agencies or stations to disapprove or cancel.

Extension fees will be assessed during issuance.

2. After permit application review was approved:

If determined that permit application is already expired per (A) above, CPB will issue Notice of Cancellation stating that Permit will be cancelled in 60 days, unless extended by owner.

CPB will stamp on the routing slip as follows:

CANCELLED ON: _____
 NOTIFIED: _____
 MAILED ON: _____

If no response from owner, CPB will cancel Permit in PTS after 60 days. Upon approval by Supervisor or Manager only, CPB will also stamp “CANCELLED” on permit application and plans after 90 days.

(E) Unpaid permit applications:

Form 3 permit applications that are not paid will no longer be valid after 30 days, unless otherwise approved by Manager or Supervisor.

Form 8 permit applications that are not paid will no longer be valid after 90 days, unless otherwise approved by Manager or Supervisor.

Unpaid permit applications which are no longer valid cannot be extended or re-activated. Apply for a new permit application with new sets of plans.

(F) Withdrawal of permit applications:

Per SFBC Section 106A.3.8.1, applications filed for permits may be withdrawn by the owner, provided, that no part of the work proposed on the application has been performed. All applicable fees must be paid before an application can be withdrawn.

To withdraw, applicant shall submit to CPB the letter from owner and original permit application and plans. CPB will record in PTS as “withdrawn.”

Owner needs to pay all plan review fees and an administration fee of \$104 plus 2% technology surcharge per SFBC Tables 1A-D and 1A-J.

For OTC permit applications, if the original permit application and plans are lost, owner needs to fill out blank application again. CPB will record in PTS with comments "Customer lost the plans."

No withdrawal allowed for violations, complaints and penalty.

(G) Extension of permit applications:

Extension of time for permit application per SFBC Section 106A.3.7 will be granted at CPB, upon payment of fee per SFBC Table 1A-J.

Permit with "Refund Approved" cannot be extended. Apply for a new permit application with new sets of plans.

(H) Re-activation of permit applications (FORM 3 only):

Owner needs to pay an administration fee of \$104 plus 2% technology surcharge per SFBC Tables 1A-D and 1A-J. This is in addition to fee for extension in (E) above.

If the original permit application and plans are lost, owner needs to fill out blank application again and obtains 2 sets of plans again from original engineer and architect.

CPB will route to each stations for signatures.

The following permits cannot be re-activated. Apply for a new permit application with new sets of plans:

1. Permit with "Refund Approved"
2. Form 8 permit applications
3. If the original permit application filing date is more than 5 years old and the scope of work or the proposed building description is changed.
4. If the original permit application filing date is more than ten (10) years old, unless approved by Director only.

(I) Scanning for records:

1. Plans:

CPB will return plans to customers when permit is withdrawn or cancelled. Add note or comment: "Plans returned to customer" in PTS.

CPB will keep Cancelled and Withdrawn Plans not picked up by customers for one year, and then send to RMD for scanning. Plans shall be discarded after scanning to CDs. The CDs shall be returned to RMD and CPB for records.

2. Permit applications:

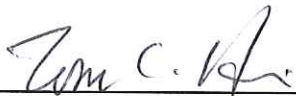
Permit applications need to be stamped 'Cancelled" as in (C)(2). CPB will send the cancelled permit applications to RMD for scanning.

II. Cancellation, withdrawal, extension and re-activation of permit applications that are issued:

- (A) For cancellation, withdrawal, extension and re-activation of permits that are issued, contact Building Inspection Division.
- (B) Extension of time for permit application shall be per SFBC Section 106A.4 upon payment of fee per SFBC Table IA-J. Permit with issuance date more than ten (10) years cannot be extended unless approved by the Director only. Apply for a new permit application with new sets of plans.

Other conditions will be evaluated on a case-by-case basis by the Supervisor or Manager.

For request for refund, contact Finance Services.


2/5/16

 Tom C. Hui, S.E., C.B.O. *on* Date
 Director
 Department of Building Inspection

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