



INFORMATION SHEET

NO. G-27

DATE : August 28, 2018

CATAGORY : General

SUBJECT : **Required Permits Listing for Residential Condominium Unit**

PURPOSE : The purpose of this Information Sheet is to create a procedure for processing Residential Building Record (3R Report) for a Residential Condominium Unit.

REFERENCES : San Francisco Housing Code Chapter 3.5

DISCUSSION :

Presently when preparing a 3R report for a specific residential condominium unit, many alteration permits appear in the 3R report which are not associated with that unit. Commonly a large number of the listed permits include associated fire sprinkler and fire alarm permits which may not be related to the residential condominium unit. This process creates unnecessary work for DBI staff and does not provide relevant information to the applicant.

Effective September 1, 2018, a 3R Report for a specific residential condominium unit, will provide all construction, conversion, or alteration permits issued relevant to the specific condominium unit. No 3R Reports are processed without an application and payment. The permits listed shall include but not be limited to:

- New building permit for which a Certificate of Final Completion and Occupancy is issued for first occupancy
- If the building is a podium building with multiple new construction permits, the New Construction Building Permit and Certificate of Final Completion for the building for which the unit is located will be the New Construction Permit included on the 3R Report
- Revisions to the new building permit
- Common Use Area building permits associated with the specific condominium building

- Any building permits requiring a Certificate of Final Completion
- Any building permits associated with the specific condominium unit
- Any building permits which address complaints or Notice of Violations
- Any building permit which DBI staff determines may be associated with the specific condominium unit

Tom C. Hui

8/28/18

Tom C. Hui, S.E., C.B.O.

on Date

Director

Department of Building Inspection

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