BUILDING INSPECTION DIVISION
How to Extend an “ISSUED” Permit

a. Complete the fields highlighted in yellow as shown on the sample Service Request form below. The Fillable Form is available at https://sfdbi.org/sites/default/files/Service%20Request%20Form.pdf. Use the original approved application as a guide.

If you are extending multiple permits for the same location, please complete a separate Service Request Application for each permit number.

b. If you are not the homeowner or affiliated agent shown on the DBI permit, please provide a signed authorization letter from the owner or affiliated agent.

c. If this is the 2nd extension, submit a letter addressed to the Chief Building Inspector explaining the reason for the delay in construction. The letter must include the permit number and project address.

d. If you have additional questions, please email dbi.inspectionservices@sfgov.org. Be specific.

e. Send the completed Service Request form to dbi.inspectionservices@sfgov.org. Make sure the permit application and project address are included in the subject line.

f. Once the extension request is approved, we will invoice you by email.
JOB ADDRESS:  
BLOCK:  
LOT:  

PERMIT NO(S) – BID/EID/PID:  

OWNER/CONTRACTOR:  

MAILING ADDRESS:  

EMAIL (Write Clearly):  

Circle the Service Requested item(s); mark the Division and the Fee shown for a Single Division. A separate Service Request Form must be filled out for each service item.

<table>
<thead>
<tr>
<th>Service Requested</th>
<th>Building</th>
<th>Electrical</th>
<th>Plumbing</th>
<th>Minimum</th>
<th>Total Fee</th>
<th>Total with Added Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hrs</td>
<td>At</td>
<td>Min fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Temporary Certificate of Occupancy (TCO) and TCO Extension</td>
<td>2</td>
<td>$158.10</td>
<td>$316.20</td>
<td>$316.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Place of Entertainment</td>
<td>1</td>
<td>$158.10</td>
<td>$158.10</td>
<td>$158.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Massage Establishment/DPH</td>
<td>1</td>
<td>$158.10</td>
<td>$158.10</td>
<td>$158.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Police Permit/Second Hand Dealer</td>
<td>1</td>
<td>$158.10</td>
<td>$158.10</td>
<td>$158.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Fire Permit Inspection</td>
<td>1</td>
<td>$158.10</td>
<td>$158.10</td>
<td>$158.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Off-Hour Inspections – See Reverse 6</td>
<td>2</td>
<td>$158.10</td>
<td>$316.20</td>
<td>$316.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Re-Inspection (BID)</td>
<td>1</td>
<td>$158.10</td>
<td>$158.10</td>
<td>$158.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Pre-Application/Survey Inspection (BID)</td>
<td>2</td>
<td>$158.10</td>
<td>$316.20</td>
<td>$316.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Subpoena Service</td>
<td>1</td>
<td>$275.00</td>
<td>$275.00</td>
<td>$275.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Permit Extension (BID) – See Reverse 10</td>
<td></td>
<td></td>
<td>$148.80 + 10% of the permit issuance fee</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: We accept payments from owner or affiliated agent(s) shown on DBI record. 3rd parties must provide an authorization letter and legal photo ID. Checks must be written to “CCSF – DBI” or “City & County of San Francisco – Department of Building Inspection”
6: OFF HOUR INSPECTIONS

Date of requested inspection: __________________ Time of requested inspection: __________________
Contact person: __________________ Phone: __________________
Reason for request: __________________
Scope for inspection: __________________
Floor/area of inspection: __________________
Senior/chief approval: __________________

Off-Hour inspections require Chief Inspector approval with a two-day lead time. Same day inspections may be offered at the sole discretion of the Chief Inspector of the division involved. Additional inspection hours, including travel time, will be charged unless other arrangements are made in advance. Fees must be paid in advance.

10: BUILDING PERMIT EXTENSION

2nd Extension must be approved by the Chief or Senior inspector. Please submit a letter addressed to the Chief Inspector.

<table>
<thead>
<tr>
<th>Service Requested</th>
<th>Fee Amount</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Extension</td>
<td>$148.80 + 10% of Permit Issuance Fee</td>
<td>10% Permit Issuance Fee Amount</td>
</tr>
</tbody>
</table>

Reason for request:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

DATE PERMIT ISSUED ______________________________ ORIGINAL EXPIRATION DATE ______________________________
NEW EXPIRATION DATE ______________________________ APPROVING INSPECTOR ______________________________

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SIGNATURE (REQUIRED)

By signing below, I certify the information provided is accurate.

Applicant Signature: X __________________ Date: X __________________

FOR OFFICE USE ONLY

RECEIPT NUMBER: ____________ DATE OF RECEIPT: ____________ RECEIVED BY: ____________