



## BUILDING INSPECTION DIVISION

### How to Extend an "ISSUED" Permit

- a. Complete the fields highlighted in red as shown on the sample Service Request form below. It 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 2<sup>nd</sup> 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.inspectionsservices@sfgov.org](mailto:dbi.inspectionsservices@sfgov.org). Be specific.
- e. Send the completed Service Request form to [dbi.inspectionsservices@sfgov.org](mailto:dbi.inspectionsservices@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.



## SERVICE REQUEST APPLICATION

JOB ADDRESS:  BLOCK:  LOT:

PERMIT NO(S) – BID/EID/PID:

OWNER/CONTRACTOR:  PHONE NO:

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.

	Service Requested	Building	Electrical	Plumbing	Minimum			Total Fee	Total with Added Hours
					Hrs	At	Min fee		
1	Temporary Certificate of Occupancy (TCO) and TCO Extension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	\$158.10	\$316.20	\$316.20	
2	Place of Entertainment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	\$158.10	\$158.10	\$158.10	
3	Massage Establishment/DPH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	\$158.10	\$158.10	\$158.10	
4	Police Permit/Second Hand Dealer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	\$158.10	\$158.10	\$158.10	
5	Fire Permit Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	\$158.10	\$158.10	\$158.10	
6	Off-Hour Inspections – See Reverse 6 BID/PID: Each additional hour \$158.10 EID: Each additional hour \$237.15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	\$158.10	\$316.20	\$316.20	
7	Re-Inspection (BID)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	\$158.10	\$158.10	\$158.10	
8	Pre-Application/Survey Inspection (BID)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	\$158.10	\$316.20	\$316.20	
9	Subpoena Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	\$275.00	\$275.00	\$275.00	
10	Permit Extension (BID) – See Reverse 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$148.80 + 10% of the permit issuance fee				

**NOTE: We accept payments from owner or affiliated agent(s) shown on DBI record. 3<sup>rd</sup> 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”**

Department of Building Inspection – Inspection Services  
49 South Van Ness Ave, Suite 400 – San Francisco, CA 94103  
Office (628) 652-3400 - www.sfilbi.org

**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**

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

Service Requested	Fee Amount		Total Fee
Permit Extension	\$148.80 + 10% of Permit Issuance Fee	10% Permit Issuance Fee Amount	

Reason for request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FOR OFFICE USE ONLY**

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:  Date:

**FOR OFFICE USE ONLY**

RECEIPT NUMBER: _____	DATE OF RECEIPT: _____	RECEIVED BY: _____
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