



## BUILDING INSPECTION DIVISION

### How to Renew an Expired Permit

- a. Gather the following documents:
  - i. Approved building permit application
  - ii. Copy of approved construction documents.

If you do not have these documents, please contact Records Management at [dbi.records3r@sfgov.org](mailto:dbi.records3r@sfgov.org)

- b. Complete the fields highlighted in red on Form 3/8 available at [https://sfdbi.org/sites/default/files/BldgForm3-8\\_Fillable.pdf](https://sfdbi.org/sites/default/files/BldgForm3-8_Fillable.pdf). Use the original approved application as a guide.

Items 14/General Contractor and 15/Owner-Lessee: If you are the homeowner, please complete both fields. Leave the contractor license information blank.

Item 16/Description of Work: Use the following language based on the stage of the project:

- i. If the work has not commenced "Commencement of work not started under previously approved permit application no(s): 20XX XXXX XXXX"
- ii. If the work halted midway "Recommendation and completion of work approved under permit application no(s): 20XX XXXX XXXX. YY% of work remaining."
- iii. If the work is complete and you need a final inspection to close out the permit "To obtain final inspection for work approved under permit application no(s): 20XX XXXX XXXX. All work is complete"

*If you are renewing multiple permits for the same location, you may list up to 3 permits on a single renewal application. List all permits in the description.*

- c. If you have additional questions, please email [dbi.inspectionsservices@sfgov.org](mailto:dbi.inspectionsservices@sfgov.org). Be specific.
- d. Send the completed application together with the original approved application to [dbi.inspectionsservices@sfgov.org](mailto:dbi.inspectionsservices@sfgov.org)

Your request will be reviewed by a Senior inspector. Once approved, we will route the application to Initial Plan Review at [dbi.iprrequest@sfgov.org](mailto:dbi.iprrequest@sfgov.org) for payment and issuance.