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

b. Complete the fields highlighted in red as shown on the sample Form 3/8 on page 2. Form 3/8 is available at 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 “Recommencement 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.inspectionservices@sfgov.org. Be specific.

d. Send the completed application together with the original approved application to dbi.inspectionservices@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 for payment and issuance.
**APPLICATION FOR BUILDING PERMIT ADDITIONS, ALTERATIONS OR REPAIRS**

**FORM 3 □ OTHER AGENCIES REVIEW REQUIRED**
**FORM 8 □ OVER-THE-COUNTER ISSUANCE**
**NUMBER OF PLAN SETS**

<table>
<thead>
<tr>
<th>DATE FILED</th>
<th>PLANS RECEIVED NO.</th>
<th>(1) STREET ADDRESS OF JOB</th>
<th>BLOCK</th>
<th>LOT</th>
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<tbody>
<tr>
<td>PERMIT NO.</td>
<td>ISSUED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CTS.</td>
<td>ESTIMATED COST OF JOB</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**INFORMATION TO BE FURNISHED BY ALL APPLICANTS**

**LEGAL DESCRIPTION OF EXISTING BUILDING**

- **(1) TYPE OF CONSTRUCTION:**
- **(2) NO. OF STORIES:**
- **(3) NO. OF BASEMENTS:**
- **(4) PRESENT USE:**
- **(5) OCCUP. CLASS:**
- **(6) NO. OF DWELLING UNITS:**

**DESCRIPTION OF BUILDING AFTER PROPOSED ALTERATION**

- **(1) PROPOSED USE (LEGAL USE):**
- **(2) OCCUP. CLASS:**
- **(3) NO. OF DWELLING UNITS:**

**ADDITIONAL INFORMATION**

- **(17) DOES THIS ALTERATION CREATE ADDITIONAL WEIGHT OR STRESS ON BUILDING?**
- **(18) IF (17) IS YES, STATE CENTER LINE OF FOUNDATION:**
- **(19) DOES THIS ALTERATION REQUIRE NO. OF DWELLING UNITS:**

**IMPORTANT NOTICES**

- **(20) WILL CONSTRUCTION BE DONE OUTSIDE OF PROPERTY LINE?**
- **(21) ANY OTHER EXISTING BUILDING OR LOFT (YES/NO):**
- **(22) THIS IS NOT A BUILDING PERMIT: NO WORK SHALL BE STARTED UNTIL A BUILDING PERMIT IS ISSUED:**
- **(23) THE COST OF THE WORK TO BE DONE IS $100 OR LESS:**

**APPLICANT’S CERTIFICATION**

- **(24) IF A PERMIT IS ISSUED FOR THE CONSTRUCTION DESCRIBED IN THIS APPLICATION, ALL THE PROVISIONS OF THE PERMIT AND ALL LAWS AND ORDINANCES REGULATING WILL BE COMPLIED WITH:**

**OFFICE COPY**

**Notice to Applicant**

- **(25) I have and will maintain a certificate of insurance for worker’s compensation, as provided by Section 3708 of the Labor Code, for the performance of the work for which this permit is issued:**
- **(26) My worker’s compensation insurance is effective:**
- **(27) Date:**

**Signature of Applicant or Agent**

- **(28) Name:**
- **(29) Address:**
- **(30) Phone:**

**REVISIONS:**

REV 06/13