



## SERVICE REQUEST APPLICATION

JOB ADDRESS: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

PERMIT NO(S) – BID/EID/PID: \_\_\_\_\_

OWNER/CONTRACTOR: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

Circle Division and Service Items Required/The Fee Shown is for a Single Division

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

**BUILDING INSPECTION DIVISION**  
1660 Mission Street – San Francisco CA 94103  
Office (415) 558-6570 - [www.sfdbi.org](http://www.sfdbi.org)

**OFF HOUR INSPECTIONS**

Reason for Request:
Scope of Inspection.
Floor/Area of Inspection:
Date of Requested Inspection:
Time of Requested Inspection:
Contact Person/Phone No:
Senior/Chief Approval:

Off-hour inspections require Chief Inspector approval. Generally, a two-day lead time is required. 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.

**BUILDING PERMIT EXTENSION**

2<sup>nd</sup> Extension must be approved by the Chief or Senior inspector in addition to a written request addressed to the Chief Inspector.

	Service Requested	Fee Amount	Total Fee
1	Permit Extension	\$148.80 + 10% of Permit Issuance Fee	
Reason For Request:			

**FOR OFFICIAL USE**

DATE OF PERMIT ISSUANCE \_\_\_\_\_ ORIGINAL EXPIRATION DATE \_\_\_\_\_

NEW EXPIRATION DATE \_\_\_\_\_ APPROVING CHIEF/SENIOR /INSPECTOR \_\_\_\_\_

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

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICAL USE**

RECEIPT NUMBER: \_\_\_\_\_ DATE OF RECEIPT: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

**NOTE: We accept payments from owner or affiliated agent(s) shown on DBI record. 3<sup>rd</sup> parties must provide authorization letter and ID**