



FREQUENTLY ASKED QUESTIONS



Department of Building Inspection
1660 Mission Street
San Francisco, CA 94103
415-558-6088 General Information
415-558-6084 Code Questions
415-558-6401 Fax
www.sfgov.org/dbi

August 2006

1. How do I find out the status of my application?

You may contact the Public Services Division (PSD) of the Department of Building Inspection (DBI) at (415) 558-6088, come to 1660 Mission Street, 1st Floor information counter or track via online at <http://www.sfgov.org/dbi>.



2. What is a Pre-Application Plan Review? How does it work?

There are times when an applicant is not sure whether specific areas of the proposed design are code compliant as interpreted by the Department of Building Inspection and whether certain existing non-conforming conditions can remain as is. Before committing considerable time and resources on the final design, the applicant can request a Pre-Application Review to address such questions, clarify specific code issues, and check whether the Department of Building Inspection will accept the interpretation and application of specific code sections. Pre-Application review is not intended for general overall review.



Request for a Pre-Application review must be submitted in writing to Plan Check Services, 1660 Mission Street, 2nd Floor along with payment. Payment must be accompanied by written specific questions with the related code sections and the applicant's own interpretations in addition to clear and detailed drawings. Again, please note that this service is not intended for general overall review. The applicant is expected to do a detailed research before submitting his questions. The applicant will receive a written response or will be notified of a meeting date within 10 working days after the receipt of all the aforementioned required items. The initial fee covers the first 2 review hours. Additional fees may apply if more time is needed for review.

If review is also required by the Fire Department, there is an additional fee for the first 2 hours. A separate copy of all the required items as mentioned above must be submitted to the Fire Department, 1660 Mission Street, 2nd Floor.



For further information and to obtain a pre-application plan review service information package, please call (415) 558-6133.

3. Does the Department of Building Inspection offer Express Plan Check Service? How does it work? Is there a fee involved?

Express Plan Check Service is offered by the Department of Building Inspection's plan review staff and does not involve any other City agencies such as Planning or Fire Department. The processing time depends on the size and complexity of the project and can take from a few days to a maximum of 20

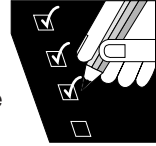
working days. The cost of the Express Plan Check will be 1.5 times the regular plan check fee. A request for Express Plan Check Form is required indicating approval from the appropriate Division Manager.

For more information, you may contact Plan Check Services at (415) 558-6133 or the Public Services Division at (415) 558-6088.



4. Where do I review soils report? Could I get a copy of the soils report?

The soils reports are available for public review at Plan Check Services, 1660 Mission Street, 2nd Floor, from 8:00 a.m. to 4:30 p.m. You may submit a written request if a copy is required. The requested copy will be ready within 10 working days from the receipt date. Fees apply. For additional information, please call Plan Check Services at (415) 558-6133.



5. What is the permit fee to file for a building permit or to submit plans?



The permit fee depends on the project valuation. You need to contact the Department of Building Inspection/Central Permit Bureau at (415) 558-6070 for a permit fee estimate. Depending on the project, you may be required to pay fees to the Fire Department, Planning Department, Health Department, Department of Public Works, School District, as well as to the

Department of Building Inspection. When an application is submitted, the Counter Plan Reviewer determines which agencies will review your application.

6. What is the turnaround time for the approval of a building permit?

The turnaround time for the approval of a building permit depends on the scope of the work. Permits for work not requiring plans such as minor repairs, installing kitchen cabinets, repairing stucco, replacing drywall, and re-roofing are issued over-the-counter. Work requiring plans such as structural additions have to be routed to several DBI divisions and/or other City agencies (Residential and/or Commercial Plan Check, Planning Department, etc.) for review and approval. When you submit your application, you will be notified of the stations required to review your plans by DBI staff. For additional information, please contact Plan Check Services at (415) 558-6133, 1660 Mission Street, 2nd Floor.



7. What does it mean when a building permit application is “on hold”?

Usually an application is put on hold when additional information is required by the plan checker reviewing your application. Additional information may consist of calculations and/or revised drawings. To find out the specifics, please call Public Services Division at (415) 558-6088 or Plan Check Services at (415) 558-6133, 1660 Mission Street, 2nd Floor.

8. Where do I submit revisions for:

a. Building application that is currently under review?

Plan Check Services, 1660 Mission Street, 2nd Floor, (415) 558-6133.

You need to submit two sets of stamped and wet signed revised plans; two sets of calculations (structural and mechanical/energy); two sets of soils reports; two sets of reference plans, etc. If you need more information, please call (415) 558-6133.

Projects processed using Parallel Plan Check must submit their revisions to Permit Coordination Division, 1660 Mission Street, 1st Floor, (415) 558-6638. You will need to submit the number of sets indicated on the Permit Coordination Division – Parallel Plan Check transmittal form you received requesting such revisions.

b. Issued building permit?

You will need to fill out a new permit application form and under the General Description (item # 16 on Form 3/8), indicate what permit application number you are revising and provide a brief description of the changes. Depending on the scope of work, you would have to submit two sets of stamped and wet signed revised plans; two sets of calculations (structural and Mechanical/energy); two sets of soils reports; two sets of reference plans, etc. If you need more information, please call (415) 558-6084.

9. Where do I go to file an extension for a building permit application currently under review? How many extensions are allowed and what is the process?

For extension of a building permit application currently under review, a written request is necessary to Plan Check Services, 1660 Mission Street, 2nd Floor, (415) 558-6133. Extension fees apply. Only one extension is allowed.

10. Is it possible to reinstate a cancelled building permit application? How long is it good for?

A written request to the Deputy Director of Permit Services stating the reason(s) for reinstatement is required. A 60-day extension will be granted upon approval of the request. Extension fees apply. Please contact Plan Check Services Division at (415) 558-6133 for further information, 1660 Mission Street, 2nd Floor.



11. How long can an applicant wait to pick up an approved building permit application?

100 calendar days from the approval date. A Notice of Cancellation is mailed alerting the applicant when only 21 days remain to obtain the permit prior to cancellation. A one-time extension of 60 days at any time during the approval procedure may be granted by the Director upon written request by the applicant. Payment should also be included with the request. If you need additional information please call Central Permit Bureau at 558-6070, 1660 Mission Street, 1st Floor.

12. How long is a building permit valid?

The duration of a permit depends on the estimated cost of the work to be done. A copy of the fee schedule indicating valuation, fee, and time allowed to complete the work is available at 1660 Mission Street, 1st Floor Public Information Counter or by calling (415) 558-6088.

13. What can I do if I cannot start work within the required 90 days?

You need to file for an extension to start work before the end of the 90 days. Submit a request for time extension to start work to the Building Inspection Division at 1660 Mission Street, 3rd Floor, (415) 558-6096. Extension fees apply.

14. Where do I go to file an extension for an issued building permit? How many extensions are allowed and what is the process?

For active issued building permits, an extension form needs to be submitted to the Building Inspection Division, 3rd Floor, (415) 558-6096. Extension fees apply. Please bring your building permit and the job card with you. You are allowed to have 3 (three) 90-day extensions. For additional extensions, you need to write a letter addressed to the Chief Building Inspector stating the reason(s) for requesting the additional extensions, 1660 Mission Street, 3rd Floor.

15. What time is building construction allowed? Can work be done on weekends?

Building construction can occur during the hours of 7:00 a.m. to 8:00 p.m., 7 days a week, including holidays. Any work done before or after these hours must not exceed the noise level of five decibels at the nearest lot line unless a



special permit has been granted to allow this. Five decibels is similar to the sound of a screw gun installing screws in drywall.

Construction related noise complaints can be directed to Building Inspection Division (415) 558-6096. Construction related complaints beyond the allowed hours should be directed to your local police station.

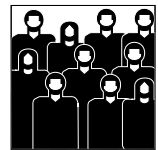
16. How can I find out who my district inspector is?

To find out who your Building Inspector, please call (415) 558-6088 or (415) 558-6096; for Electrical Inspector, please call (415) 558-6030; for Plumbing Inspector, please call (415) 558-6054; for Housing Inspector (415) 558-6220. You may also stop by the Department of Building Inspection, Public Information Counter, 1660 Mission Street, 1st Floor to request a copy of the district inspector assignment charts or retrieve them online at our website <http://www.sfgov.org/dbi>.

17. Does the Department of Building Inspection offer off-hour inspections? What is the fee?

Yes, we do offer off-hour inspections. We require at least a three-day notice and charge a minimum of two hours. For further information, please call the appropriate inspection division:

Building Inspection Division	(415) 558-6096
Electrical Inspection Division	(415) 558-6030
Plumbing Inspection Division	(415) 558-6054

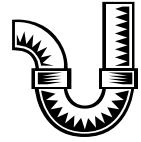


18. Where do I pay for a re-inspection fee for plumbing/electrical?

For Plumbing re-inspection fee, you need to fill out a new permit application and pay the fee at the Central Permit Bureau counter at 1660 Mission Street, 1st Floor. For Electrical re-inspection fee, pay fee at the Central Permit Bureau counter, at 1660 Mission Street, 1st Floor.

19. What is a Special Inspection, and when is one required?

Special Inspection requirements are found in Sections 1701 to 1704 of the San Francisco Building Code. Special Inspection is the monitoring of the materials and workmanship that are critical to the integrity of the building structure or public safety. On specific project related questions, the project sponsor should contact the engineer or architect of record for information. If you have general code questions, you may contact the Technical Services Division at (415) 558-6084. If further clarification is required, the architect or engineer of record may contact the Department of Building Inspection staff indicated on the Special Inspection Form at (415) 558-6132.



20. Where do I get a Certificate of Completion and Occupancy for my building?

A Certificate of Final Completion and Occupancy is issued for any building change of use, new building construction, new additions to existing buildings and the construction of new habitable space in existing buildings.



This Certificate is issued by the Building Inspector at the end of the final inspection for that project and may also be signed by a Fire Inspector and a Housing Inspector if they were required to provide inspections for that permit. It is important to remember that this Certificate will always be issued by the Building Inspector. You may contact the Building Inspector at 1660 Mission Street, 3rd Floor, (415) 558-6096. Building Inspector office hours are 7:30 a.m. to 8:30 a.m. and 3:00 p.m. to 4:00 p.m.

21. Where do I get a copy of a Certificate of Occupancy for my home or apartment building?

You may contact the Department of Building Inspection, Public Services Division, 1660 Mission Street, 1st Floor, (415) 558-6080. Fees apply.

22. How long is a Temporary Certificate of Occupancy (TCO) valid?

Expiration date of a Temporary Certificate of Occupancy (TCO) depends on the remaining work to be done. A TCO is issued when part of a project and all life and safety issues have been completed. A request for a TCO has to be submitted to the Building Inspection Division, 1660 Mission Street, 3rd Floor, (415) 558-6096, and must be approved by the Chief Building Inspector. Fees apply.



23. What are the notification procedures for issuance of new building permits/alteration permits?

A. On new building permits, a 30" x 30" sign is posted on the lot which displays the appropriate permit information.

B. On structural additions, a letter is sent to the owners of adjacent properties with a common property line.



24. What is the process of changing or adding a contractor once the permit has been issued?

You may notify the Department of Building Inspection, Central Permit Bureau, 1660 Mission Street, 1st Floor, or call (415) 558-6070, stating the application number, job address and the contractor listed on the job, as well as the new contractor information, if applicable.

25. What are the hours for the Office Tenant Improvement (OTI) counter on the second floor?

The OTI counter is open from 8:00 a.m. to 12:00 noon, Monday through Friday, 1660 Mission Street, 2nd Floor. They may be reached at (415) 558-6133.

26. What permits are needed when installing fire alarms or fire sprinklers?



To install fire alarms, a building permit (Form 3/8 – Application for Building Permit Additions, Alterations or Repairs) with two sets of drawings and an electrical permit are required.

To install fire sprinklers, a building permit (Form 3/8 – Application for Building Permit Additions, Alterations or Repairs) with two sets of drawings and a plumbing permit are required. For more information, please call the Fire Department at (415) 558-6177.

27. Do I need a permit for an electrical upgrade?

You need to file for an Electrical Permit. Homeowners of a single-family detached dwelling may apply for the permit if they are doing the work themselves; otherwise, permits have to be applied for by a Licensed Electrical Contractor. For more information, please call the Department of Building Inspection, Electrical Inspection Division at (415) 558-6030.

28. Do you need to be a licensed plumber/electrician to do repair work?

For minor plumbing work not requiring cutting into or removal of piping, a permit is not required. You may contact the Department of Building Inspection, Plumbing Inspection Division at (415) 558-6054 for more information regarding permit requirements.



For electrical work requirements, you may contact the Department of Building Inspection, Electrical Inspection Division at (415) 558-6030.

Both the Plumbing and Electrical Inspection Divisions are located at 1660 Mission Street, 3rd Floor.

29. Where do I submit Boiler Inspection forms?

You can mail the forms to the Department of Building Inspection, Plumbing Inspection Division, 1660 Mission Street, 3rd Floor, CA 94103. For further information, please call (415) 558-6054.

30. How do I request a refund for my building permit?

You may contact the Department of Building Inspection, Central Permit Bureau at (415) 558-6149, 1660 Mission Street, 1st Floor.

31. How do I find out if my neighbors have a permit to perform construction work?

You may call the Public Services Division at (415) 558-6088 or track via online at <http://www.sfgov.org/dbi> to find out if work is being done with the benefit of a permit. You will need to provide the Public Service staff with the correct property address where the work is being performed. If work is being done without a permit, you may contact the Building Inspection Division at (415) 558-6096 to file a complaint with the district building inspector.

32. Who do I contact to file a complaint?

For residential maintenance issues, please contact Housing Inspection Services at (415) 558-6220 or email DBI.HIDComplaints@sfgov.org.



For plumbing hazards, please contact Plumbing Inspection Division at (415) 558-6054 or email DBI.PIDComplaints@sfgov.org.

For electrical hazards, please contact Electrical Inspection Division at (415) 558-6030 or email DBI.EIDComplaints@sfgov.org.

For disabled access issues, please contact Disabled Access Section at (415) 558-6014 or email DBI.DisAccComplaints@sfgov.org.

For work without permit or beyond the scope of permits or other construction related issues, please contact Building Inspection Division at 558-6096 or email DBI.BIDComplaints@sfgov.org.

When filing a complaint, please provide us with the address of the property, and the type of work being done.

33. Are there any complaints/violations in my apartment building?

You may call the Public Services Division at (415) 558-6088 or track via online at <http://www.sfgov.org/dbi>. If there are complaints/violations, the Public Services staff will refer you to the appropriate division for more detailed information.

34. How do I remove a complaint/violation in my building?

File for a building permit to comply with the notice at the Department of Building Inspection, 1660 Mission Street, 1st Floor, and contact the appropriate inspector to schedule inspection of the property:

Building Inspection Division	(415) 558-6096
Electrical Inspection Division	(415) 558-6030
Housing Inspection Services	(415) 558-6220
Plumbing Inspection Division	(415) 558-6054



If you have any questions regarding code requirements, call the Department of Building Inspection/Technical Services Division at (415) 558-6084.

35. What is the process to appeal the issuance of a building permit?



Obtain a copy of both sides of the permit application from the Department of Building Inspection/Central Permit Bureau, 1660 Mission Street, 1st Floor, then file the appeal with the Board of Appeals at 1660 Mission Street, 3rd Floor, Room 3036, (415) 575-6880. You have 15 days from the day of issuance to file an appeal. You need to submit 11 copies of the application including any supporting documents plus a filing fee. Should you need further assistance, please call (415) 575-6880 or go online at <http://www.sfgov.org/boa>

36. Can a permit be appealed after the 15-day notice to appeal has expired?

You may go to the Board of Appeals and request the Board to take jurisdiction. For further information, please contact their office at (415) 575-6880, 1660 Mission Street, 3rd Floor.

37. Does the 15-day window to appeal a permit include weekends?



Appeals to the Board of Appeals must be filed within 15 calendar days of issuance. If the appeal period ends on a weekend or holiday, the last day to file is the next business day. For further information, please contact their office at (415) 575-6880, 1660 Mission Street, 3rd Floor, Room 3036.

38. How do I find out if the dwelling unit I live in is legal?

You may submit a request for a permit history on the building. Request forms can be found at 1660 Mission Street, 1st floor, at the Public Information Counter or online at <http://www.sfgov.org/dbi>. Please call (415) 558-6080 for any microfilm or records assistance.

39. Where do I find out who owns the fence? Which side determines ownership, flat side or the support side?

This is a civil matter and not in the Department of Building Inspection's jurisdiction. The law does not require a fence. A survey may often be required to determine ownership. Survey results should be compared to your property lot-line records on file at the Assessor's Office, City Hall, Room 190, 1 Dr. Carlton B. Goodlett Place. Generally, fence ownership is 50/50 with adjacent neighbors.



A Microfilm Record Request can also be made on both adjacent properties to find out if any building permits were filed for building of the fence. Request forms can be found at 1660 Mission Street, 1st floor, at the Public Information Counter or online at <http://www.sfgov.org/dbi>. Please call (415) 558-6080 for any microfilm or records assistance.

40. How high can a fence be and is a permit required?

In the front - 3ft, and in the sides and back - 6ft. Anything higher requires a permit. For more information, please call the Department of Building Inspection, Technical Services Division at (415) 558-6084.

41. How do I find out who owns the retaining wall between my property and my neighbors?'

You can start by doing a permit history of the properties to see if a permit was ever issued for the retaining wall; and if so, under what address was it issued. If a permit was never issued, it becomes a civil matter and you may need to hire a private surveyor to determine ownership. Permit history of a property can be requested through the Public Services Division, 1660 Mission Street, 1st floor, at the Public Information Counter. Please call (415) 558-6080 for further assistance.



42. Who can I speak to regarding mechanical code questions?

You may call the Mechanical Plan Check Division at (415) 558-6152, 1660 Mission Street, 2nd Floor.

43. Who do I contact regarding commercial and structural residential code questions?

You may call the Department of Building Inspection, Technical Services Division at (415) 558-6084, 1660 Mission Street, 1st Floor.

44. Who can I speak to regarding California Building Code Title 24 Part 2?

You may contact the Department of Building Inspection, Mechanical Plan Check Division at (415) 558-6152, 1660 Mission Street, 2nd Floor.

45. Who can I contact regarding parapets?

You may call the Department of Building Inspection, Plan Check Services at (415) 558-6133, 1660 Mission Street, 2nd Floor.

46. Who can I speak to regarding disabled accessibility?

You may contact the Department of Building Inspection, Disabled Access Section at (415) 558-6014, 1660 Mission Street, 3rd Floor.



47. Who should I contact regarding the Abatement Appeals Board?

You may call the Department of Building Inspection, Abatement Appeals Board representative at (415) 558-6142, 1660 Mission Street, 3rd Floor.

48. Where can I request a physical inspection?

Please contact the Department of Building Inspection Code Enforcement Services at (415) 558-6454.1650 Mission Street, 3rd floor, Room 312C

49. Who can I speak to regarding water/heat conservation?

You may contact the Department of Building Inspection, Housing Inspection Services at (415) 558-6220.1660 Mission Street, 6th Floor.

50. How do I find out if my property is located in a “Seismic Hazard Zone”?

You may call Department of Building Inspection, Public Services Division at (415) 558-6088, 1660 Mission Street,

51. Who handles energy inspections?

The Department of Building Inspection, Housing Inspection Services at 1660 Mission Street, 6th Floor, (415) 558-6220.



52. Who do I contact if a parking lot is in violation of the code?

You may file a complaint with a Building Inspector at (415) 558-6096, 1660 Mission Street, 3rd Floor.

53. Who do I contact when water is coming from the neighbors house into my property?

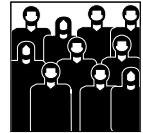
You may file a complaint with a Housing Inspector at (415) 558-6220, 1660 Mission Street, 6th Floor.

54. If my house is next to a hill, does it pose a hazard for a landslide?

You may want to hire a civil, structural or soil engineer to investigate your situation.

55. Where does one get a Board of Examiners Form?

Applications for an appeal to the Board of Examiners may be obtained at the on the 2nd Floor, 1660 Mission Street. Should you need further information, please call (415) 558-6133.



56. Where can I obtain a copy of a section of the Building, Mechanical, Electrical or Plumbing code?

If you want a copy of a section of the Building, Mechanical, Electrical or Plumbing Code, you may contact our Technical Services Division, (415) 558-6205. To purchase a copy of the code, please contact Stacey’s Bookstore, 581 Market Street, San Francisco, (415) 421-4687; General Code Publishers Corporation, 72 Hinchey Road, Rochester, NY 14624 (1-800-836-8834); the International Conference of Building Officials (ICBO), 5360 South Workman Mill Road, Whittier, CA 90601, (1-800-284-4406).

57. How can I obtain a copy of Department of Building Inspection’s Code Rulings/Administrative Bulletins?

You may contact the Public Services Division at (415) 558-6088 or drop by our information counter on the 1st Floor. Administrative Bulletins are also available online at <http://www.sfgov.org/dbi>. If you have questions regarding a Code Ruling or an Administrative Bulletin, contact the Technical Services Division at (415) 558-6084, 1660 Mission Street, 1st Floor.

58. Where can I obtain a copy of the Lead Paint Guidelines?

Please contact the Department of Building Inspection, Public Services Division at (415) 558-6088 or go to the Public Information Counter at 1660 Mission Street, 1st Floor. You may also obtain them online at <http://www.sfgov.org/dbi>.

59. How do I see plans of a major construction project such as major sport stadiums?

You may contact to the Department of Building Inspection/Public Services Division at (415) 558-6080, 1660 Mission Street, 1st Floor, and submit a request to view the plans. The request form is also available online at <http://www.sfgov.org/dbi>.

60. How do I find out when my building was built?

You may contact the Department of Building Inspection/Public Services Division at (415) 558-6080, 1660 Mission Street, 1st Floor and request a copy of the Certificate of Final Completion of the original new construction permit and Occupancy. Fees apply.

61. Where do I go to obtain copies of building plans, floor plans, and blue prints?

You may submit a request for microfilm records (permit history) at the Department of Building Inspection, Public Services Division at (415) 558-6080, 1660 Mission Street, 1st floor. The request form is also available at our website at <http://www.sfgov.org/dbi>. Fees apply.

62. Who do I talk to if I want to get an address change or add a house number to my building?

Please contact the Department of Building Inspection, Central Permit Bureau, (415) 558-6073, 1660 Mission Street, 1st Floor. Fees apply.

63. How do I find the block and lot numbers for my property?

You may call the Department of Building Inspection, Public Services Division at (415) 558-6088 or the Assessor’s Office at (415) 554-5596.

64. How can I obtain a copy of the Unreinforced Masonry Building (UMB) checklist?

UMB checklists are available at the Department of Building Inspection, 1660 Mission Street, 2nd Floor, (415) 558-6083.



65. Where do I get information about San Francisco Piers?

Contact the Port of San Francisco at the Ferry Building, Suite 3100, (415) 274-0400.

66. Who issues elevator permits/inspects elevators?

Elevator permits are issued by the State of California. Their office is located at 455 Golden Gate, 8th Floor, San Francisco, CA 94102, (415) 703-5250.

For elevators in commercial buildings, please call Building Inspection Division: (415) 558-6096.

For elevators in residential units and hotels, please call Housing Inspection Services (415) 558-6220.



67. Do I need a S.F. business license to do building code work in S.F.?

You need a Business Tax Registration Certification number before performing any work in San Francisco. To register, contact the Tax Collector’s Office, Taxpayer Assistance, City Hall, Room 140, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102, (415) 554-4400.

68. Where does one obtain a business license?

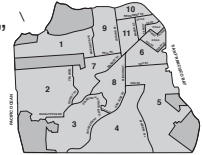
Tax Collector’s Office, City Hall, Room 140, 1 Dr. Carlton B. Goodlett Place, (415) 554-4400.

69. When and why is an application routed to the Bureau of Street-Use and Mapping (BSM)?

Projects that potentially have an impact on the public right of way need to be reviewed by the Bureau of Street Use & Mapping (BSM). For further information, please call (415) 558-6060, 1660 Mission Street, 1st Floor.

70. What type of permits does Bureau of Street Use and Mapping issue?

Permits to occupy the street during construction (“No Parking” permits); new curb cuts or ramps; scaffolding permits; and sidewalk repair permits. For further information, please call (415) 558-6060, 1660 Mission Street, 1st Floor.



71. Where can I get a copy of Bureau of Street Use and Mapping’s “Blue Book”?

You may contact the BSM counter at the Department of Building Inspection, 1660 Mission Street, Station #4. The “Blue Book” costs \$5 and must be paid for by check. For further information, please call (415) 558-6060.

72. Who issues permits to place tables and chairs on the sidewalk?

Department of Public Works (DPW)/Bureau of Street-Use and Mapping, 875 Stevenson Street, Room 460, (415) 554-5810.

73. Where do I go to file for sidewalk and/or encroachment permits?

Sidewalk repair permits can be filed with Department of Public Works (DPW) Bureau of Street Use and Mapping at 1660 Mission Street, 1st floor, (415) 558-6060. They are issued by the Department of Building Inspection/ Central Permit Bureau, 1660 Mission Street, 1st Floor, (415) 558-6070. Encroachment permits are issued by the Department of Public Works (DPW)/ Bureau of Street Use & Mapping, 875 Stevenson Street, Room 460, (415) 554-5810.

74. What Department handles private/public trees?

Private trees - Department of Public Works, Urban Forestry, Tree Division, 875 Stevenson Street, (415) 554-6700.

City trees - Department of Public Works, Street Environmental Services, 2323 Cesar Chavez Street, (415) 695-2162.



75. Who enforces sandblasting? Do I need a permit?

Department of Public Works, Bureau of Street Use and Mapping, 875 Stevenson Street, Room 460, (415) 554-5810. The Bay Area Air Quality Management Division is also responsible for monitoring sandblasting, asbestos removal and commercial kitchen exhaust output. They are located at 939 Ellis Street and may be reached at (415) 771-6000.

76. Who do I contact regarding asbestos inspection?

Department of Public Health/Environmental Health Division, 1390 Market Street, (415) 252-3951. The Bay Area Air Quality Management Division is also responsible for monitoring sandblasting, asbestos removal and commercial kitchen exhaust output. They are located at 939 Ellis Street and may be reached at (415) 771-6000.



77. Where do you make a complaint regarding garbage/debris on the street or sidewalk?

Department of Public Works, Street Environmental Services, 2323 Cesar Chavez Street, (415) 695-2017.

78. How do I file a complaint regarding a broken sewer line?

Contact the Department of Public Works at, (415) 695-2096, 2323 Cesar Chavez Street.

79. Where do I inquire regarding sidewalk repair/curb cut?

Contact the Bureau of Street and Mapping at (415) 558-6060, 1660 Mission Street, 1st Floor.

80. Who issues permits for portable toilets on the street?

Department of Public Works, Street Use and Mapping, 875 Stevenson Street, Room 460, (415) 554-5810.

81. Where do I inquire regarding underground tank removal?

Department of Public Works, Street Use and Mapping, 875 Stevenson Street, Room 460, (415) 554-5810.

82. Where do I inquire regarding condo conversion?

Department of Public Works, Street Use and Mapping, 875 Stevenson Street, Room 460, (415) 554-5810.



83. Who do I contact regarding street paving?

Contact the Department of Public Works, (415) 554-4004, 30 Van Ness, 5th Floor.

84. Where do I inquire about graffiti removal?

Department of Public Works, Street Environmental Services, 2323 Cesar Chavez Street, (415) 241-WASH (415-241-9274), (415) 695-2017.

85. What Department do I contact regarding an easement between properties?

Recorder's Office at, (415) 554-4176 City Hall, Room 190, 1 Dr. Carlton B. Goodlett Place.



86. Where do I inquire regarding property liens?

Recorder's Office at, (415) 554-4176 City Hall,
Room 190, 1 Dr. Carlton B. Goodlett Place.

87. Where can one obtain a copy of a property line window agreement on an apartment building?

Recorder's Office at, (415) 554-4176 City Hall,
Room 190, 1 Dr. Carlton B. Goodlett Place.

88. Where do I go to record ownership or record the grand deed of my property?

Recorder's Office at, (415) 554-4176 City Hall,
Room 190, 1 Dr. Carlton B. Goodlett Place.

89. How do I check the number of rooms on a single-family dwelling or apartment building?

Contact the Assessor's Office at City Hall, (415) 554-5596, 1 Dr. Carlton B. Goodlett Place, Room #190.

90. Where do I get a marriage license and/or other recorded documents?

Assessor-Recorder's Office, City Hall, 1 Dr. Carlton B. Goodlett Place,
Room 190, San Francisco, CA 94102-4698. Their phone number is (415) 554-4176.

91. Where do I get birth and death certificates?

You may obtain birth and death certificates at the Department of Public Health, located at 101 Grove St. (near Polk St), San Francisco, CA 94102. Their phone number is (415) 554-2700.



92. Who issues permits for entertainment?

San Francisco Police Department, 850 Bryant Street, Room 458,
(415) 553-1115.

93. Where do I go to get a street vendor's permit?

San Francisco Police Department, Permit Bureau, 850 Bryant Street, Room 458,
(415) 553-1115.

94. Where can I get a copy of the Annual Usage Report?

Please contact the Planning Department, (415) 558-6377, 1660 Mission Street,
1st Floor.

95. Where can I obtain a residential guidelines packet?

Please contact the Planning Department, (415) 558-6377, 1660 Mission Street,
1st Floor.

96. Where can I get copies of the Zoning Regulation?

Please contact the Planning Department, (415) 558-6377, 1660 Mission Street,
1st Floor.

97. Who can I talk to regarding Landmark/Historical buildings?

Please contact the Planning Department's Landmarks Board, (415) 558-6320, 1660 Mission Street, 5th Floor.



98. Where can I obtain a conditional use permit?

Please contact the Planning Department, (415) 558-6377, 1660 Mission Street, 1st Floor.

99. Where can I get information regarding discretionary review?

Please contact the Planning Department, (415) 558-6377, 1660 Mission Street, 1st Floor.

100. Where do I inquire regarding my property line?

Please contact the Department of Building Inspection, Public Services Division at (415) 558-6080 and request for a complete permit history and plans and check for any property line information. If there are no records available you may have to hire an independent surveyor.

101. Where do I inquire regarding zoning restrictions?

Please contact the Planning Department, (415) 558-6377, 1660 Mission Street, 1st Floor.

102. Where do I go to purchase maps (zoning, seismic, aerial, etc.)?

Please contact the Planning Department, (415) 558-6377, 1660 Mission Street, 1st Floor.

103. Who is responsible for a lot division?

Planning Department, 1660 Mission St. 1st Floor, (415) 558-6377.
Department of Public Works, Bureau of Street-Use & Mapping, 875 Stevenson Street, (415) 554-5810
Assessor's Office, City Hall, Room 190, 1 Dr. Carlton B. Goodlett Place, (415) 554-5507.

104. Who do I contact regarding toxic waste materials?

Contact the Department of Public Health, (415) 252-3800, 1390 Market Street.



105. Where do I go to complaint/inquire regarding my rent and/or being evicted?

Rent Stabilization Board, (415) 252-4600, (415) 252-4602, 25 Van Ness Avenue, Suite 320.

106. Where is the tenant's union located to inquire regarding tenants rights?

The tenant's union is located at 558 Capp Street, (415) 282-6622. You may also contact St. Peter's Housing at (415) 487-9203 or the Housing Rights Committee at (415) 703-8644, 427 South Van Ness Ave.

107. Where does one obtain a copy of the ordinance for fire sprinklers?

San Francisco Fire Department, 1660 Mission Street, 2nd floor, (415) 558-6177.



108. What is the School District (SFUSD) fee?

The School District fee is based on habitable square footage being added or converted. You may contact the San Francisco Unified School District, 135 Van Ness Avenue, Room 201, please call (415) 241-6090 for more information.

109. What is a TIDF?

Transit Impact Development Fee. This fee is based on the square footage and type of use of commercial space being developed. You may call (415) 701-4622 for further information.

110. Where do I inquire regarding out-of-order street lights or street lighting?

Department of Electricity and Communications, 901 Rankin Street, (415) 495-4490.

111. Where can I obtain a list of building, plumbing and electrical contractors?

Contractors State License Board at 1-(800) 321-CSLB or www.cslb.ca.gov, or by calling the State Department of Consumer Affairs at 1-(800)952-5210.



112. Who do I contact to check if a contractor is licensed?

Contractors State License Board at 1-(800) 321-CSLB or www.cslb.ca.gov.

113. Where can I file a complaint against a contractor?

Contractors State License Board at 1-(800) 321-CSLB or www.cslb.ca.gov, or by calling the State Department of Consumer Affairs at 1-(800) 952-5210.

114. Where can I take the test to become a licensed contractor?

Please contact the Contractors State Licensing Board at 1-(800) 321-CSLB or www.cslb.ca.gov, or call the State Department of Consumer Affairs at 1(800) 952-5210.

115. What Department do I contact to become a licensed contractor?

Contractors State License Board, 301 Junipero Serra Boulevard, Suite 206, 1-(800)-321-CSLB.

116. What Department issues permits for residential parking? (2 hrs. parking)

Contact Residential Parking Permits Dept., 25 Van Ness, Room 345, (415) 554-2300.



117. Where do I go to obtain Residential/Commercial contractors parking permit stickers?

You may go to the Department of Parking and Traffic at 27 Van Ness Avenue or call (415) 554-5000 for further information.

118. Who can I speak to regarding reinstalling parking meters?

You may call the Department of Parking and Traffic at 27 Van Ness Avenue or call (415) 554-5000 for further information.

DEPARTMENT OF BUILDING INSPECTION

1660 Mission Street, San Francisco, CA 94103
(415) 558-6088 Information - (415) 558-6401 Fax
www.sfgov.org/dbi

The Department of Building Inspection is charged with implementing and enforcing local, state, and federal regulations and controls that govern the design, construction, quality, use, occupancy, and location of buildings and structures within the City and County of San Francisco. A seven-member Building Inspection Commission governs the Department.

	OFFICE	FAX
DIRECTOR		
6TH FLOOR	558-6131	558-6225
CHIEF ADMINISTRATIVE OFFICER		
6TH FLOOR	575-6871	558-6225
DEPUTY DIRECTOR OF PERMIT SERVICES		
2ND FLOOR	558-6139	558-6436
DEPUTY DIRECTOR OF INSPECTION SERVICES		
3RD FLOOR	558-6142	558-6435
COMMUNICATIONS MANAGER		
6TH FLOOR	558-6250	558-6225

ADMINISTRATION AND FINANCE DIVISION (AFD)

1650 Mission St., 3RD Floor **558-6323** **558-6207**

Provides support to the Department in the areas of fiscal management, purchasing, employee services, and related data collection. *Office Hours 8:00 a.m. – 5:00 p.m.*

BUILDING INSPECTION DIVISION (BID)

3RD Floor **558-6096** **558-6261**

Inspects buildings for compliance with building code requirements for building permits and responds to complaints on residential and commercial buildings.
Office Hours 7:30 a.m. – 5:00 p.m. • *Building Inspectors' Office Hours - 7:30 a.m. to 8:30 a.m. and 3:00 p.m. to 4:00 p.m.*

CENTRAL PERMIT BUREAU (CPB)

1ST Floor **558-6070** **558-6170**

Issues building, plumbing and electrical permits; collects fees for processing applications for DBI and other City agencies.
Office Hours 8:00 a.m. – 5:00 p.m. • *Last customer will be served at 4:30 p.m.*

CODE ENFORCEMENT SECTION (CES)

1650 Mission St., 3RD Floor..... **558-6454** **558-6226**

Responsible for abatement of code violation cases referred from the building, plumbing, and electrical divisions. *Office Hours 8:00 a.m. – 5:00 p.m.*

COMMERCIAL PLAN CHECK DIVISION (CPC)

2ND Floor **558-6129** **558-6041**

Screens, reviews, and approves commercial tenant improvement applications for compliance with building, and disabled access regulations.
Office Hours 8:00 a.m. – 5:00 p.m. • *OTI Office Hours 8:00 a.m. – 12:00 Noon*
Commercial Plan Check Counter Hours 8:00 a.m. – 4:00 p.m.

DISABLED ACCESS SECTION (DAS)

3RD Floor **558-6014** **558-6474**

Responsible for the intake and resolution of all complaints filed by the public regarding disabled access citywide. *Office Hours 7:30 a.m. – 5:00 p.m.*

ELECTRICAL INSPECTION DIVISION (EID)

3RD Floor **558-6030** **558-6397**

Provides public safety by enforcing municipal and State regulations and codes relative to construction, alteration, and installation of electrical equipment and systems. *Office Hours 7:30 a.m. – 5:00 p.m.* • *Electrical Inspectors' Office Hours – 7:30 a.m. to 8:30 a.m. and 3:15 p.m. to 4:00 p.m.*

HOUSING INSPECTION SERVICES (HIS)

6TH Floor **558-6220** **558-6249**

Inspects buildings for code compliance in residential housing under building permits or as a result of complaints and inspects apartments and hotels.
Office Hours 8:00 a.m. – 5:00 p.m. • *Housing Inspectors' Office Hours - 8:00a.m. to 9:00a.m. and 4:00p.m. to 5:00p.m.*

LEAD ABATEMENT SECTION (LAS)**1650 Mission St., 3RD Floor..... 558-6598 558-6635**Responsible for environmental health and safety of DBI and applicable health and safety regulations and inspection of buildings for lead paint-exterior work practices. *Office Hours 8:00 a.m. – 5:00 p.m.***MAJOR PROJECTS/UMB'S DIVISION (MPC/UMB)****2ND Floor 558-6101 558-6041**Reviews and approves new, major and UMB applications and plans for compliance with building, and disabled access regulations. *Office Hours 8:00 a.m. – 5:00 p.m.***MANAGEMENT INFORMATION SERVICES (MIS)****1650 Mission Street, 3RD Floor..... 558-6400 558-6467**Provides automated data capture, data management, and report dissemination throughout the Department. *Office Hours 8:00 a.m. – 5:00 p.m.***MECHANICAL PLAN CHECK DIVISION (MECH)****2ND Floor 558-6159 558-6041**Screens and reviews applications and plans for compliance with mechanical and energy codes and mechanical ventilation, life/safety smoke control systems, and related portions of building code. *Office Hours 8:00 a.m. – 5:00 p.m.***PERMIT COORDINATION DIVISION (PCD)****1ST Floor 558-6649 558-6660**Provides parallel review for complex residential as well as commercial projects that require multi departmental review; and performs quality control screening of all permit applications that have gone through the plan review process and are ready for permit issuance. *Office Hours 8:00 a.m. – 5:00 p.m.***PERSONNEL PAYROLL DIVISION (PPD)****6TH Floor 558-6343 558-6636**Provides support to the Department in the areas of personnel, payroll, and other related Human Resources activities. *Office Hours 7:30 a.m. – 5:00 p.m.***PLUMBING INSPECTION DIVISION (PID)****3RD Floor 558-6054 558-6178**Provides public safety by enforcing municipal and State regulations and codes relative to construction, alteration, and installation of plumbing equipment and systems. *Office Hours 7:30 a.m. – 5:00 p.m. • Plumbing Inspectors' Office Hours - 7:30 a.m. to 8:00 a.m. and 3:00 p.m. to 4:00 p.m.***PUBLIC SERVICES DIVISION (PSD)****1ST Floor 558-6130 558-6605**Serves as the first point of contact for the public, answers general questions; gives permit status and information. Management, processing, and updating of all microfilm services and residential records. *Office Hours 7:30 a.m. – 5:00 p.m.***RESIDENTIAL PLAN CHECK DIVISION (RPC)****2ND Floor 558-6133 558-6041**

Screens, reviews, and approves residential applications and plans for compliance with building, and disabled access regulations.

*Office Hours 8:00 a.m. – 5:00 p.m. • Residential Plan Check Counter Hours 8:00 a.m. – 4:00 p.m.***TECHNICAL SERVICES DIVISION (TSD)****1650 Mission Street, 3RD Floor..... 558-6205 558-6688**Provides technical support for the Department in the areas of code development and information, and earthquake/emergency program. *Office Hours 8:00 a.m. – 5:00 p.m.***BOARDS AND COMMISSIONS****Building Inspection Commission (BIC)****Ann Aherne, Commission Secretary..... 558-6164 558-6509****Abatement Appeals Board (AAB)****Dept. Rep. 558-6142 558-6435****Access Appeals Commission (AAC)****Neil Friedman, Dept. Rep..... 558-6168 558-6474****Board of Examiners (BOE)****Hanson Tom, Dept. Rep. 558-6157 558-6686****Code Advisory Committee (BCAC)****Alan Tokugawa, Dept. Rep. 558-6004 558-6688****Unreinforced Masonry Buildings Appeals Board (UMB)****Gary Ho, Dept. Rep..... 558-6083 558-6041**



Department of Building Inspection
1660 Mission Street
San Francisco, CA 94103-2414



For general information please call 415-558-6088



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