



BUILDING INSPECTION DIVISION

How to Renew an Expired Permit

- a. Gather the following documents:
 - i. Approved building permit application
 - ii. Copy of approved plans. Required on the job site for inspections.

If you do not have these documents, please contact Records Management at dbi.records3r@sfgov.org

- b. Complete the highlighted fields 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: Leave this section blank. The inspector will assist you complete the description.

- c. If you have additional questions, please email dbi.inspectionservices@sfgov.org. Be specific.
- d. You may email the renewal application packet or drop it off in person.
 - i. **By email**: Send the completed application together with the original approved application to dbi.inspectionservices@sfgov.org. Once received, we will keep you informed of next steps.
 - ii. **In-Person**: Register at the Permit Center Help Desk. You will be directed to the Information Desk to complete a permit application and a routing slip. Then, you will be directed to Inspection Services to drop off the application packet. **The approval is not immediate**. Once the application is reviewed and approved by a Senior inspector, we will inform you that the application has been forward to Initial Plan Review for processing and issuance. Initial Plan Review requires that you come in person to make the payment and pick up the permit.
- e. If you print the form 3/8 to fill it out, please make sure it is printed in legal size paper (8.5"x14").

Your request will be reviewed by a Senior inspector. Once approved, we will route the application to Initial Plan Review for payment and issuance.

APPROVED FOR ISSUANCE

APPLICATION FOR BUILDING PERMIT ADDITIONS, ALTERATIONS OR REPAIRS

CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF BUILDING INSPECTION

APPLICATION IS HEREBY MADE TO THE DEPARTMENT OF BUILDING INSPECTION OF SAN FRANCISCO FOR PERMISSION TO BUILD IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS SUBMITTED HERewith AND ACCORDING TO THE DESCRIPTION AND FOR THE PURPOSE HEREINAFTER SET FORTH.

FORM 3 OTHER AGENCIES REVIEW REQUIRED FORM 8 OVER-THE-COUNTER ISSUANCE

NUMBER OF PLAN SETS

DO NOT WRITE ABOVE THIS LINE

DATE FILED, FILING FEE RECEIPT NO., (1) STREET ADDRESS OF JOB, BLOCK & LOT, RECEIPT NO., ISSUED, (2A) ESTIMATED COST OF JOB, (2B) REVISED COST, BY, DATE

INFORMATION TO BE FURNISHED BY ALL APPLICANTS

LEGAL DESCRIPTION OF EXISTING BUILDING

(4A) TYPE OF CONSTR., (5A) NO. OF STORIES OF OCCUPANCY, (6A) NO. OF BASEMENTS AND CELLARS, (7A) PRESENT USE, (8A) OCCUP. CLASS, (9A) NO. OF DWELLING UNITS

DESCRIPTION OF BUILDING AFTER PROPOSED ALTERATION

(4) TYPE OF CONSTR., (5) NO. OF STORIES OF OCCUPANCY, (6) NO. OF BASEMENTS AND CELLARS, (7) PROPOSED USE (LEGAL USE), (8) OCCUP. CLASS, (9) NO. OF DWELLING UNITS

(10) IS AUTO RUNWAY TO BE CONSTRUCTED OR ALTERED?, (11) WILL STREET SPACE BE USED DURING CONSTRUCTION?, (12) ELECTRICAL WORK TO BE PERFORMED?, (13) PLUMBING WORK TO BE PERFORMED?

(14) CONTRACTOR ADDRESS, ZIP, PHONE, CALIF. LIC. NO., EXPIRATION DATE

(15) OWNER - LESSEE (CROSS OUT ONE) ADDRESS, ZIP, BTRC#, PHONE (FOR CONTACT BY DEPT.)

(16) WRITE IN DESCRIPTION OF ALL WORK TO BE PERFORMED UNDER THIS APPLICATION (REFERENCE TO PLANS IS NOT SUFFICIENT)

LEAVE BLANK

ADDITIONAL INFORMATION

(17) DOES THIS ALTERATION CREATE ADDITIONAL HEIGHT OR STORY TO BUILDING?, (18) IF (17) IS YES, STATE NEW HEIGHT AT CENTER LINE OF FRONT, (19) DOES THIS ALTERATION CREATE DECK OR TERRAZZ, EXTENSION TO BUILDING, (20) IF (19) IS YES, STATE NEW GROUND FLOOR AREA, SO. FT.

(21) WILL SIDEWALK OVER SUB-SIDEWALK SPACE BE REPAIRED OR ALTERED?, (22) WILL BUILDING EXTEND BEYOND PROPERTY LINE?, (23) OTHER EXISTING BLDG. TO BE ADJACENT TO THIS BLDG. (IF YES, SHOW PLAN), (24) DOES THIS ALTERATION CONSTITUTE A CHANGE OF OCCUPANCY?

(25) ARCHITECT OR ENGINEER (DESIGN CONSTRUCTION) ADDRESS, PHONE, LICENSE NO.

(26) CONSTRUCTION LENDER (ENTER NAME OF LENDER AND ADDRESS IF ANY) IF THERE IS NO KNOWN CONSTRUCTION LENDER, ENTER "UNKNOWN"

IMPORTANT NOTICE

NOTICE TO APPLICANT

No change shall be made in the character of the occupancy... No portion of building or structure or scaffolding used during construction is to be closer than 10 feet to any wire containing more than 750 volts...

Pursuant to San Francisco Building Code, the building permit shall be posted on the job... Grade lines as shown on drawings are assumed to be correct...

APPROVAL OF THIS APPLICATION DOES NOT CONSTITUTE APPROVAL OF THE ELECTRICAL WIRING OR PLUMBING INSTALLATIONS... THIS IS NOT A BUILDING PERMIT. NO WORK SHALL BE STARTED UNTIL A BUILDING PERMIT IS ISSUED.

In dwellings, all insulating materials must have a clearance of not less than two inches from all electrical wires or equipment.

CHECK APPROPRIATE BOX: OWNER, LESSEE, CONTRACTOR, ARCHITECT, AGENT, ENGINEER

APPLICANT'S CERTIFICATION

I HEREBY CERTIFY AND AGREE THAT IF A PERMIT IS ISSUED FOR THE CONSTRUCTION DESCRIBED IN THIS APPLICATION, ALL THE PROVISIONS OF THE PERMIT AND ALL LAWS AND ORDINANCES THERETO WILL BE COMPLIED WITH.

NO ACCESS CLAIM... I hereby affirm under penalty of perjury one of the following declarations: () I. I have and will maintain a certificate of consent to self-insure for worker's compensation... () II. I have and will maintain worker's compensation insurance... () III. The cost of the work to be done is \$100 or less... () IV. I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the worker's compensation laws of California... () V. I certify as the owner (or the agent for the owner) that in the performance of the work for which this permit is issued, I will employ a contractor who complies with the worker's compensation laws of California...

Signature of Applicant or Agent Date