



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 sf.gov/form3-8. 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.

BLDG. 3/8
FORM

APPLICATION NUMBER

OSHA APPROVAL REQ'D ☐
APPROVAL NUMBER

APPROVED FOR ISSUANCE

APPLICATION FOR BUILDING PERMIT
ADDITIONS, ALTERATIONS OR REPAIRSFORM 3 ☐ OTHER AGENCIES REVIEW REQUIREDFORM 8 ☐ OVER-THE-COUNTER ISSUANCE

NUMBER OF PLAN SETS

▼ DO NOT WRITE ABOVE THIS LINE ▼

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF BUILDING INSPECTIONAPPLICATION 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.

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?	YES <input type="checkbox"/> NO <input type="checkbox"/>	(11) WILL STREET SPACE BE USED DURING CONSTRUCTION?	YES <input type="checkbox"/> NO <input type="checkbox"/>	(12) ELECTRICAL WORK TO BE PERFORMED?	YES <input type="checkbox"/> NO <input type="checkbox"/>	(13) PLUMBING WORK TO BE PERFORMED?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
(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?	YES <input type="checkbox"/> NO <input type="checkbox"/>	(18) IF (17) IS YES, STATE NEW HEIGHT AT CENTER LINE OF FRONT	(19) DOES THIS ALTERATION CREATE DECK OR BALCONY, EXTERIOR TO BUILDING?	YES <input type="checkbox"/> NO <input type="checkbox"/>	(20) IF (19) IS YES, STATE NEW GROUND FLOOR AREA	SQ. FT.			
(21) WILL SIDEWALK OVER SUB-SIDEWALK SPACE BE REPAIRED OR ALTERED?	YES <input type="checkbox"/> NO <input type="checkbox"/>	(22) WILL BUILDING EXTEND BEYOND PROPERTY LINE?	YES <input type="checkbox"/> NO <input type="checkbox"/>	(23) OTHER EXISTING BLDG. TO BE REMOVED (IF YES, SHOW PLANS/PLAN)	YES <input type="checkbox"/> NO <input type="checkbox"/>	(24) DOES THIS ALTERATION CONSTITUTE A CHANGE OF OCCUPANCY?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
(25) ARCHITECT OR ENGINEER (DESIGN <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/>)		ADDRESS		CITY AND STATE		LICENSED PROFESSIONAL CERTIFICATE NO.			
(26) CONSTRUCTION LENDER (ENTER NAME OF LENDER, ADDRESS AND PHONE NO. IF A CONSTRUCTION LENDER IS USED, ENTER "UNKNOWN")									

IMPORTANT NOTICE

No change shall be made in the character of the occupancy of a building after obtaining a Building Permit authorizing such change. See San Francisco Building Code, Section 2401, and San Francisco Housing Code.

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. See Sec 385, California Penal Code.

Pursuant to San Francisco Building Code, the building permit shall be posted on the job. The permittee is responsible for approved plans and application being kept on the building site.

Grade lines as shown on drawings accompanying this application are assumed to be correct. If actual grade lines are not the same as shown, the applicant shall be responsible for correcting grade lines, cuts and fills, and for the details of retaining walls. Retaining walls shall be approved by this department for.

ANY STIPULATION REQUIREMENT HEREIN MAY BE APPEALED.

BUILDING NOT TO BE OCCUPIED UNTIL CERTIFICATE OF FINAL COMPLETION IS POSTED ON THE BUILDING OR PERMIT OF OCCUPANCY GRANTED, WHEN REQUIRED.

APPROVAL OF THIS APPLICATION DOES NOT CONSTITUTE APPROVAL OF THE ELECTRICAL WIRING OR PLUMBING INSTALLATIONS. A SEPARATE PERMIT FOR THE WIRING AND PLUMBING MUST BE OBTAINED. SEPARATE PERMITS ARE REQUIRED IF ANSWERS TO ANY OF ABOVE QUESTIONS (10) (11) (12) (13) (22) OR (24).

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 ☐ ARCHITECT
☐ LESSEE ☐ AGENT
☐ CONTRACTOR ☐ 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 THERE TO WILL BE COMPLIED WITH.

NOTICE TO APPLICANT

NOT A SUCCESS CLAIM. The permittee (s) by accepting this permit, shall indemnify and hold harmless the City and County of San Francisco from and against all claims, demands and actions for damages arising from operations under this permit, regardless of whether the City and County of San Francisco, and to assume the defense of the City and County of San Francisco against all such claims, demands or actions.

In conformity with the provisions of Section 3800 of the Labor Code of the State of California, the applicant shall have workmen's compensation coverage under (i) or (ii) designated below, or shall indicate item (iii), (iv), or (v). Whether applicable, item (v) is checked, item (iv) must be checked as well. Mark the appropriate method of coverage below.

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, as provided by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
- () II. I have and will maintain worker's compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My worker's compensation insurance carrier and policy number are:
- Carrier _____
Policy Number _____
- () 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. I further acknowledge that I understand that in the event that I should become subject to the worker's compensation provisions of the Labor Code of California and fail to comply forthwith with the provisions of Section 3800 of the Labor Code, that the permit herein applied for shall be deemed revoked.
- () 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 and who, prior to the commencement of any work, will file a completed copy of this form with the Central Permit Bureau.

Signature of Applicant or Agent

Date