



Sign Posting Requirements and Applicant Affidavit

Some projects require a sign to be posted at the property before a building permit can be issued. If your project meets any of the criteria below, you must comply with the sign posting requirements and then complete the applicant affidavit on the next page.

Sign Posting Criteria

You must post a sign at the property for at least 15 days before DBI can issue a building permit if the project involves:

- Removal of a home or apartment unit, or
- Temporary relocation of tenants in:
 - an apartment building with five or more units or
 - a residential hotel with six or more guest rooms or efficiency units.

Sign posting is also required for other work that requires tenants to temporarily move due to health or safety conditions, including but not limited to:

- Unsafe exits: Exit repairs or upgrades lasting more than one day.
- Electrical or gas hazards: Exposed wiring, unsafe switches, open fuse blocks, gas leaks in pipes or appliances, or carbon monoxide risk.
- Structural hazards: Unstable soil, foundation failure, or fire damage.
- Loss of essential services: Plumbing, sanitation fixtures, heat or utilities.
- Unlivable conditions: Roof leaks or sewage or chemical contamination.

Sign Posting Requirements

If your project meets any of the criteria above, you must provide written notice by hand delivery or US mail to all current tenants. You will also need to post a sign on the property that meets all of the following requirements:

- Minimum size: 15" x 15".
- Location: A visible common area, such as the main lobby or primary entry.
- Posting period: At least 15 days before permit issuance.
- Sign content:
 - Permit application number _____ has been filed with the Department of Building Inspection.
 - Brief description of the proposed work.
 - Contact information for questions: dbi.customerservice@sfgov.org.
 - Appeal information: sf.gov/file-appeal-permit-or-decision.

If your project removes a home or apartment unit, your sign must also include:

- A list of available tenant counseling or legal services.
- A statement that interpretation services are available.



Applicant Affidavit

Job Address: _____

Permit Application Number: _____

- ☐ I have posted the required sign at the job site for 15 days before permit issuance.
- ☐ The proposed work may require tenants or residents to temporarily move.
- ☐ By signing below, I confirm that all information I am providing is accurate and complete to the best of my knowledge.

Signature: _____ Date: _____

Print Name: _____

Project Role (check one):

- ☐ Owner
- ☐ Authorized Agent
- ☐ Architect – CA License Number: _____
- ☐ Engineer – CA License Number: _____