



## BUILDING INSPECTION DIVISION STRUCTURAL SPECIAL INSPECTIONS HOW TO SUBMIT REPORTS AND FINAL COMPLIANCE LETTERS

1. **Locate** special inspection requirements by doing one of the following:
  - a. Review the approved drawings to locate the special inspection and structural observation requirements for your project; OR
  - b. Search online at the [Building Department website](#).
    - i. Enter the building permit (application) number (e.g. 2015XXXXXXXX) and click continue. Then select Show Site Permit Details.
    - ii. Scroll to the bottom of the page to locate the *Special Inspections* section for a list of special inspections required for the project.
2. **Contact** your architect, engineer, and/or special inspection agency to obtain the final compliance letter and testing reports for applicable special inspections. A list of [recognized special inspection and testing agencies](#) are available on our website.
  - a. Prepare the final compliance letter using the sample letter on Page 2 as a template.
3. **Email** the Final Compliance letter and any supporting documents (such as concrete sampling reports) to [dbi.specialinspections@sfgov.org](mailto:dbi.specialinspections@sfgov.org). Please include the project address and building permit application number in the subject line of the email. Allow 10 business days for your letter to be reviewed by the assigned inspector.
4. After 10 business days you may check online to see if your special inspections were cleared by following the steps listed in item #1b of these instructions. When approved, you will see a date in the “*Completed Date*” column and initials of a Building Inspector in the “*Inspected By*” column. See example below:

### Special Inspections:

Addenda No.	Completed Date	Inspected By	Inspection Code	Description	Remarks
0	6/9/2015	ABC	1	CONCRETE PLACEMENT AND SAMPLING	
0	6/9/2015	ABC	2	BOLTS INSTALLED IN CONCRETE	

If the special inspections have not been approved after 10 business days, **do not resubmit the letter**. Please call Special Inspections at 628-652-3407 or email [dbi.specialinspections@sfgov.org](mailto:dbi.specialinspections@sfgov.org) with the reason for your call or email, the date you emailed the letter, permit application number, project address, and your contact information. We will respond within 72 hours.

**Department of Building Inspection – Inspection Services**  
49 South Van Ness Ave, Suite 400 – San Francisco CA 94103  
Office (628) 652-3400 – [www.sfdbi.org](http://www.sfdbi.org)

- Use letterhead with address and contact information
- Email the final compliance letter only to [dbi.specialinspections@sfgov.org](mailto:dbi.specialinspections@sfgov.org)
- Allow 10 business days for review
- After 10 business days, check online ([www.sfdbi.org](http://www.sfdbi.org)). If approved, there's a date in "Completed Date" column with initials of the inspector in "Inspected By" column

# SPECIAL INSPECTION FINAL COMPLIANCE REPORT

[Sample Letter Only]

[Date]

[Special Inspection Coordinator]  
 City and County of San Francisco  
 Department of Building Inspection  
 49 South Van Ness, Suite 400  
 San Francisco, CA 94103

The compliance letter may require additional supporting documents.

Examples include:

- geotechnical reports
- testing agency reports with data for concrete sampling
- structural welding
- fireproofing
- high strength bolting etc.

**Project Address:** \_\_\_\_\_

**Permit Application#:** \_\_\_\_\_

In accordance with Section 1704 and 1705 of the San Francisco Building Code, we have provided special inspection for the following items:

**Examples:**

1. 5A1 – Single pass fillet welds 5/16” or smaller
2. 24A – Foundations
3. \_\_\_\_\_

Clearance letter should specifically list each inspection code and description intended to be cleared

Based upon inspections performed and our (my) substantiating reports, it is our (my) professional judgment that, to the best of our (my) knowledge, the inspected work was performed in accordance with the approved plans, specifications, and applicable workmanship provisions of the San Francisco Building Code Sincerely,

Signed: \_\_\_\_\_ Inspection Agency: \_\_\_\_\_

Print full name: \_\_\_\_\_

NEW: Beginning 2/5/2024, include this attestation. Otherwise, the submission will be rejected

By signing this document, I am confirming that the information provided is objective, competent, and independent from the contractor responsible for the work being inspected.



Engineer's stamp must be clear and legible

NOTE: If not cleared after 10 business days, do not resubmit. Call 1 (628) 652-3407 and leave message explaining reason, permit application number, and date of compliance letter. Special Inspections will return your call within 72 hours.