



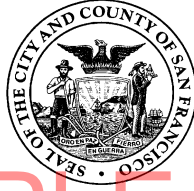
## BUILDING INSPECTION DIVISION

### How to Extend an “ISSUED” Permit

- a. Complete the fields highlighted in yellow as shown on the sample Service Request form below. The Fillable Form is available at <https://sfdbi.org/sites/default/files/Service%20Request%20Form.pdf>. Use the original approved application as a guide.

**If you are extending multiple permits for the same location, please complete a separate Service Request Application for each permit number.**

- b. If you are not the homeowner or affiliated agent shown on the DBI permit, please provide a signed authorization letter from the owner or affiliated agent.
- c. If this is the 2<sup>nd</sup> extension, submit a letter addressed to the Chief Building Inspector explaining the reason for the delay in construction. The letter must include the permit number and project address.
- d. If you have additional questions, please email [dbi.inspectionervices@sfgov.org](mailto:dbi.inspectionervices@sfgov.org). Be specific.
- e. Send the completed Service Request form to [dbi.inspectionervices@sfgov.org](mailto:dbi.inspectionervices@sfgov.org). Make sure the permit application and project address are included in the subject line.
- f. Once the extension request is approved, we will invoice you by email.



# SAMPLE ONLY

## SERVICE REQUEST APPLICATION

JOB ADDRESS:  X  BLOCK:   LOT:

PERMIT NO(S) – BID/EID/PID:  X

OWNER/CONTRACTOR:  X  PHONE NO:  X

MAILING ADDRESS:  X

EMAIL (Write Clearly):  X

Circle the Service Requested item(s); mark the Division and the Fee shown for a Single Division. A separate Service Request Form must be filled out for each service item.

|    | Service Requested  | Building | Electrical | Plumbing | Minimum                                   |          |          | Total Fee | Total with Added Hours |
|----|--|----------|------------|----------|---|----------|----------|-----------|------------------------|
|    |  |          |            |          | Hrs                                       | At       | Min fee  |           |                        |
| 1  | Temporary Certificate of Occupancy (TCO) and TCO Extension   |          |            |          | 2   | \$158.10 | \$316.20 | \$316.20  |                        |
| 2  | Place of Entertainment   |          |            |          | 1   | \$158.10 | \$158.10 | \$158.10  |                        |
| 3  | Massage Establishment/DPH  |          |            |          | 1   | \$158.10 | \$158.10 | \$158.10  |                        |
| 4  | Police Permit/Second Hand Dealer   |          |            |          | 1   | \$158.10 | \$158.10 | \$158.10  |                        |
| 5  | Fire Permit Inspection   |          |            |          | 1   | \$158.10 | \$158.10 | \$158.10  |                        |
| 6  | Off-Hour Inspections – See Reverse 6<br>BID/PID: Each additional hour \$158.10<br>EID: Each additional hour \$237.15 |          |            |          | 2   | \$158.10 | \$316.20 | \$316.20  |                        |
| 7  | Re-Inspection (BID)  |          |            |          | 1   | \$158.10 | \$158.10 | \$158.10  |                        |
| 8  | Pre-Application/Survey Inspection (BID)  |          |            |          | 2   | \$158.10 | \$316.20 | \$316.20  |                        |
| 9  | Subpoena Service   |          |            |          | 1   | \$275.00 | \$275.00 | \$275.00  |                        |
| 10 | Permit Extension (BID) – See Reverse 10  |          |            |          | \$148.80 + 10% of the permit issuance fee |          |          |           |                        |

DO NOT USE

**NOTE: We accept payments from owner or affiliated agent(s) shown on DBI record. 3<sup>rd</sup> parties must provide an authorization letter and legal photo ID. Checks must be written to “CCSF – DBI” or “City & County of San Francisco – Department of Building Inspection”**

**Department of Building Inspection – Inspection Services**  
49 South Van Ness Ave, Suite 400 – San Francisco, CA 94103  
Office (415) 558-6570 - [www.sfdbi.org](http://www.sfdbi.org)

**6: OFF HOUR INSPECTIONS**

|                                     |                                     |
|-------------------------------------|-------------------------------------|
| Date of requested inspection: _____ | Time of requested inspection: _____ |
| Contact person: _____               | Phone: _____                        |
| Reason for request: _____           |                                     |
| Scope for inspection: _____         |                                     |
| Floor/area of inspection: _____     |                                     |
| Senior/chief approval: _____        |                                     |

SAMPLE ONLY

**Off-Hour inspections require Chief Inspector approval with a two-day lead time. Same day inspections may be offered at the sole discretion of the Chief Inspector of the division involved. Additional inspection hours, including travel time, will be charged unless other arrangements are made in advance. Fees must be paid in advance.**

**10: BUILDING PERMIT EXTENSION**

2<sup>nd</sup> Extension must be approved by the Chief or Senior inspector. Please submit a letter addressed to the Chief Inspector.

| Service Requested         | Fee Amount                            |                                | Total Fee |
|---------------------------|---------------------------------------|--------------------------------|-----------|
| Permit Extension          | \$148.80 + 10% of Permit Issuance Fee | 10% Permit Issuance Fee Amount |           |
| Reason for request: _____ |                                       |                                |           |
| _____                     |                                       |                                |           |
| _____                     |                                       |                                |           |
| _____                     |                                       |                                |           |

DO NOT USE

|                           |                                |
|---------------------------|--------------------------------|
| DATE PERMIT ISSUED _____  | ORIGINAL EXPIRATION DATE _____ |
| NEW EXPIRATION DATE _____ | APPROVING INSPECTOR _____      |

**NOTE: We accept payments from owner or affiliated agent(s) shown on DBI record. 3<sup>rd</sup> parties must provide an authorization letter and legal photo ID.**

**Checks must be written to "CCSF – DBI" or "City & County of San Francisco – Department of Building Inspection"**

**SIGNATURE (REQUIRED)**

|  |   |
|--|---|
| By signing below, I certify the information provided is accurate.                                  |   |
| Applicant Signature: <span style="color: red; font-size: 1.5em; margin-left: 10px;">X</span> _____ | Date: <span style="color: red; font-size: 1.5em; margin-left: 10px;">X</span> _____ |

**FOR OFFICE USE ONLY**

|                       |                        |                    |
|-----------------------|------------------------|--------------------|
| RECEIPT NUMBER: _____ | DATE OF RECEIPT: _____ | RECEIVED BY: _____ |
|-----------------------|------------------------|--------------------|

Department of Building Inspection – Inspection Services  
 49 South Van Ness Ave, Suite 400 – San Francisco, CA 94103  
 Office (415) 558-6570 - [www.sfdbi.org](http://www.sfdbi.org)