



## How to request the use of the California Historical Building Code

Step 1: Complete the attached Request to use the California Historical Building Code form.

Step 2: Provide a document from Planning Department showing the historic resource category of the subject property.

Step 3: Provide document(s) and/or photo(s) pertinent to the subject property (optional).

Step 4: Email your request to: [techq@sfgov.org](mailto:techq@sfgov.org) or mail your request to:

Technical Services Division  
Historical Building Code Coordinator  
Department of Building Inspection  
49 South Van Ness Avenue, Suite 500  
San Francisco, CA 94103

REQUEST TO USE THE CALIFORNIA HISTORICAL BUILDING CODE

Historical Building Code Coordinator  
Department of Building Inspection  
49 South Van Ness Avenue, Suite 500  
San Francisco, CA 94103

(Date) \_\_\_\_\_

Subject: Property Address: \_\_\_\_\_

Block: \_\_\_\_\_ Lot : \_\_\_\_\_

Historical Building Code Coordinator:

Reason for the request to use the California Historical Building Code for the above subject property.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please send the response to this request/letter of authorization to:

Addressee: Mr./Ms. \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hold for pickup     Email to \_\_\_\_\_     Mail to above

Other contact information (phone number, email address, etc.):  
\_\_\_\_\_

Thank you for your assistance.

Sincerely,

\_\_\_\_\_  
(Name and Signature) (Date)

Title: \_\_\_\_\_

cc: Janey Chan, Manager of Technical Services  
Neville Pereira, Deputy Director of Permit Services