



## PHYSICAL INSPECTIONS – INFORMATION FOR CONDOMINIUM CONVERSION

The following procedures only refer to the Department of Building Inspection's Physical Inspection Process.

### APPLICATION PROCESS

- Submit an application for physical inspection at 49 South Van Ness Ave, Suite 400 or call (628) 652-3400 for further assistance.
- **The 4 digit number on the payment receipt is your file number.**

### SCHEDULING AN INSPECTION

- A building inspector will contact you by email or phone within 8 weeks after you submit your application.
- It is important that the contact person's name, email address and phone number(s) is/are clear on the application.
- Actual inspection is typically scheduled from 2 to 4 weeks after telephone contact.

### PHYSICAL INSPECTION

- On the scheduled date of the inspection, Building, Electrical and Plumbing inspectors will inspect your building.
- A thorough inspection can be completed in as little as 30 minutes for a well maintained building of 2 units, longer for additional units and/or larger buildings. All units, common areas, and storage rooms should be made available for inspection.

### REPORT OF PHYSICAL INSPECTION

- A "Report of Physical Inspection" will be mailed to the applicant within 6 weeks after research and review.
- The "Physical Inspection Report" will itemize the violations found (building, electrical & plumbing).
- Contact the inspectors listed on the report if you have any questions regarding the inspection report.
- Separate permits will be required for Building, Electrical and Plumbing to clear all the violations.

### APPLYING FOR PERMITS

- Apply for "Building Permit" at **49 South Van Ness Ave, Permit Center - 2<sup>nd</sup> Floor**, bring a copy of your "Report of Physical Inspection"
- A **Building Job Card** will be issued along with your building permit on the **2<sup>nd</sup> Floor**.
- If Electrical or Plumbing work is required, separate permits need to be obtained by a California state licensed contractor. For further information, please call (628) 652-3400.

### FOLLOW UP INSPECTIONS & PROJECT COMPLETION

- Call **(628) 652-3400** for **Building, Electrical, and Plumbing** appointments
- Your **District Inspectors** will be responsible for all the required **follow up inspections** including the final inspections. Typically you will need to obtain all the required inspections including final inspections for electrical and plumbing work before you call for the final building inspection.
- Your **district building inspector** will sign your **Building Job Card** and issue you a **Certificate of Final Completion (CFC)**, after all the violations have been corrected.

### CONTACT INFORMATION

- Video presentation about the condo conversion process can be seen at [http://sanfrancisco.granicus.com/ViewPublisher.php?view\\_id=63](http://sanfrancisco.granicus.com/ViewPublisher.php?view_id=63)
- For "Residential Conversion Application Materials", please refer to the handout by Department of Street Use and Mapping, available at 49 South Van Ness Ave, 9<sup>th</sup> Flr phone # (628) 271-2000, or go to <https://sfpublicworks.org/services/subdivisions-and-mapping>
- Call (628) 652-3400 if you need further assistance.

**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. For accepted payment options, see page 3.**

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)



**APPLICATION FOR PHYSICAL INSPECTION**

CC- \_\_\_\_\_

Addresses of building to be inspected:

Names of Applicant:

Mailing Address:  CA

Contact Person for Inspection Appointment:

Contact Number:  -  -

Email :

Primary Use of Property	No. of Units	Fee (effective August 28, 2023)
Single Unit		\$1,871.63
2 to 4 Units		\$2,459.85
5 Units or more		\$2,459.85 plus additional standard hourly rate \$181.82/hr
Commercial/ Mixed Use		\$2,459.85 Plus additional standard hourly rate \$181.82/hr
Hotels:		See Table 1A-G item #7

Number of structures on lot:  (Do not count detached garage, sheds, etc. A separate application will need to be submitted and paid for each additional structure.)

**Important Note:**

1. The entire building must be available for a complete and continuous inspection at the time for which the inspection is arranged. No additional inspections will be made. A report will not be sent to the owner if all areas are not inspected. Filing fee will be forfeited if appointment is not kept or if entire building is not made available for inspection.
2. Physical inspection of building must include cellars, basements, garages and all stories of the building within an area defined by area separation walls.
3. All violation found must be corrected within a reasonable period of time after the date of report. If violations are not corrected, building will be referred to Code Enforcement Section for enforcement of code violations.

I am  the legal owner  the authorized agent of the legal owner, of the property at the address of subject building, and hereby request that a physical inspection be made of subject building.

\_\_\_\_\_  
 Signature of Owner/Authorized Agent

\_\_\_\_\_  
 Date

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## Survey of residential buildings for any purpose or Condo Conversion: Table 1A-G

### FEE

<b>Single Unit</b>	\$ 1,871.63
<b>2 to 4 Units</b>	\$ 2,459.85
<b>Five Units or more</b>	\$ 2,459.85 plus Standard Hourly Inspection Rate

#### Hotels:

Includes 10 guestrooms	\$ 1,871.63
11 to 20 guestrooms	\$ 2,459.85 plus \$59.30 per guestroom over 11

**Standard Hourly Rate for Inspection** \$181.82 per hour

### Accepted Payment Options

- Checks made payable to: City & County of San Francisco – Department of Building Inspection or CCSF – DBI
- Visa/Mastercard: 49 South Van Ness Ave, Suite 400  
San Francisco, CA 94103

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