

London N. Breed, Mayor Patrick O'Riordan, C.B.O., Director

PHYSICAL INSPECTIONS – INFORMATION FOR CONDOMINIUM CONVERSION

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

APPLICATON 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**nd **Floor**, bring a copy of your "Report of Physical Inspection"
- A Building Job Card will be issued along with your building permit on the 2nd 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
- □ For "Residential Conversion Application Materials", please refer to the handout by Department of Street Use and Mapping, available at 49 South Van Ness Ave, 9th Flr phone # (628) 271-2000, or go to https://sfpublicworks.org/services/subdivisions-and-mapping
- □ Call (628) 652-3400 if you need further assistance.

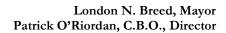
NOTE: We accept payments from owner or affiliated agent(s) shown on DBI record.

3rd parties must provide an authorization letter and legal photo ID. For accepted payment options, see page 3.



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APPLICATION FOR PHYS	ICAL INSPECTION	CC
Addresses of building to be insp	ected:	
Names of Applicant:		
rames of Applicant.		
Mailing Address:		CA C
Contact Person for Inspection A	ppointment:	
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	plus additior	\$2,459.85 nal standard hourly rate \$181.82/hr
Commercial/ Mixed Use		\$2,459.85
Hotels:		nal standard hourly rate \$181.82/hr See Table 1A-G item #7
 arranged. No additional inspections Filing fee will be forfeited if appoint 2. Physical inspection of building mus defined by area separation walls. 3. All violation found must be corrected corrected, building will be referred I am □ the legal owner □ the au 	will need to be submitted and particle for a complete and continuous inspects will be made. A report will not be sent to the timent is not kept or if entire building is no	of all stories of the building within an area or the date of report. If violations are not ement of code violations. The property at the address of
Signature of Owner/Authorized A	 Agent	Date





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

FEE

Single Unit \$ 1,871.63

2 to 4 Units \$ 2,459.85

Five Units or more \$ 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