

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 2nd 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.

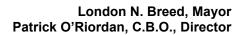
INSPECTION SERVICES



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AF	PPLICATION FOR PHY	SICAL INSPE	CTION CC
Ad	dresses of building to be ins		
NIa	man of Applicants		
INA	mes of Applicant:		
Ma	iling Address:		CA CONTRACTOR
Со	ntact Person for Inspection	Appointment:	
Со	ntact Number: -	-	
En	nail:		
	Primary Use of Property	No. of Units	Fee (effective July 19, 2024)
	Single Unit		\$2,804.07
	2 to 4 Units		\$3,698.29
	5 Units or more		\$3,690.04 plus additional standard hourly rate \$280.00/hr
	Mixed Use		\$3,690.04
	Hotels:		plus additional standard hourly rate \$280.00/hr See Table 1A-G item #7
Imp 1. 2. 3.	arranged. No additional inspection Filing fee will be forfeited if appoin Physical inspection of building mudefined by area separation walls. All violation found must be corrected, building will be referred to the legal owner □ the application.	will need to be able for a complete ns will be made. A ntment is not kept o ust include cellars, be ted within a reason d to Code Enforcen authorized agent	t detached garage, sheds, etc. A separate application be submitted and paid for each additional structure.) and continuous inspection at the time for which the inspection is report will not be sent to the owner if all areas are not inspected. For if entire building is not made available for inspection. The basements, garages and all stories of the building within an area hable period of time after the date of report. If violations are not ment Section for enforcement of code violations. It of the legal owner, of the property at the address of visical inspection be made of subject building.
Signature of Owner/Authorized Agent			 Date

INSPECTION SERVICES





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

FEE

Single Unit \$ 2,804.07

2 to 4 Units \$ 3,698.29

Five Units or more \$ 3,690.04 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 \$280.00 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

INSPECTION SERVICES