City and County of San Francisco
Department of Building Inspection

Daniel Lurie, Mayor
David Kane, S.E., Interim Director

BUILDING INSPECTION DIVISION

How to Renew an Expired Permit

a. Gather the following documents:
   i. Approved building permit application
   ii. Copy of approved plans. Required on the job site for inspections.

   If you do not have these documents, please contact Records Management at dbi.records3r@sfgov.org

b. Complete the highlighted fields as shown on the sample Form 3/8 on page 2. Form 3/8 is available at sf.gov/file/form-3-8-building-permit. Use the original approved application as a guide.

   Items 14/General Contractor and 15/Owner-Lessee: If you are the homeowner, please complete both fields. Leave the contractor license information blank.

   Item 16/Description of Work: Leave this section blank. The inspector will assist you complete the description.

c. If you have additional questions, please email dbi.inspectionservices@sfgov.org. Be specific.

d. You may email the renewal application packet or drop it off in person.

   i. **By email**: Send the completed application together with the original approved application to dbi.inspectionservices@sfgov.org. Once received, we will keep you informed of next steps.

   ii. **In-Person:** Register at the Permit Center Help Desk. You will be directed to the Information Desk to complete a permit application and a routing slip. Then, you will be directed to Inspection Services to drop off the application packet. **The approval is not immediate**. Once the application is reviewed and approved by a Senior inspector, we will inform you that the application has been forward to Initial Plan Review for processing and issuance. Initial Plan Review requires that you come in person to make the payment and pick up the permit.

e. If you print the form 3/8 to fill it out, please make sure it is printed in legal size paper (8.5"x14").

Your request will be reviewed by a Senior inspector. Once approved, we will route the application to Initial Plan Review for payment and issuance.

BLDG. FORM 3/8

APPLICATION NUMBER

OSHA APPROVAL REQ'D ☐

APPROVED FOR ISSUANCE

APPLICATION FOR BUILDING PERMIT ADDITIONS, ALTERATIONS OR REPAIRS

FORM 3 ☐ OTHER AGENCIES REVIEW REQUIRED

FORM 8 ☐ OVER-THE-COUNTER ISSUANCE

_____ NUMBER OF PLAN SETS

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF BUILDING INSPECTION

APPLICATION IS HEREBY MADE TO THE DEPARTMENT OF BUILDING INSPECTION OF SAN FRANCISCO FOR PERMISSION TO BUILD IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS SUBMITTED HEREWITH AND ACCORDING TO THE DESCRIPTION AND FOR THE PURPOSE HEREINAFTER SET FORTH.

▼ DO NOT WRITE ABOVE THIS LINE ▼

DATE FILED	FILING FEE RECEIPT NO.	(1) STREET ADDRESS OF JOB	BLOCK & LOT

RECEIPT NO.	ISSUED	(2A) ESTIMATED COST OF JOB	(2B) REVISED COST: BY: DATE:

INFORMATION TO BE FURNISHED BY ALL APPLICANTS

LEGAL DESCRIPTION OF EXISTING BUILDING

(4A) TYPE OF CONSTR.	(5A) NO. OF STORIES OF OCCUPANCY:	(6A) NO. OF BASEMENTS AND CELLARS:	(7A) PRESENT USE:	(8A) OCCUP. CLASS	(9A) NO. OF DWELLING UNITS:

DESCRIPTION OF BUILDING AFTER PROPOSED ALTERATION

(4) TYPE OF CONSTR.	(5) NO. OF STORIES OF OCCUPANCY:	(6) NO. OF BASEMENTS AND CELLARS:	(7) PROPOSED USE (LEGAL USE)	(8) OCCUP. CLASS	(9) NO. OF DWELLING UNITS:

(10) IS AUTO RUNWAY TO BE CONSTRUCTED OR ALTERED?	(11) WILL STREET SPACE BE USED DURING CONSTRUCTION?	(12) ELECTRICAL WORK TO BE PERFORMED?	(13) PLUMBING WORK TO BE PERFORMED?
YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

(14) CONTRACTOR	ADDRESS	ZIP	PHONE	CALIF. LIC. NO.	EXPIRATION DATE

(15) OWNER - LESSEE (CROSS OUT ONE)	ADDRESS	ZIP	BTRC#	PHONE (FOR CONTACT BY DEPT.)

(16) WRITE IN DESCRIPTION OF ALL WORK TO BE PERFORMED UNDER THIS APPLICATION (REFERENCE TO PLANS IS NOT SUFFICIENT)

LEAVE BLANK

ADDITIONAL INFORMATION

(17) DOES THIS ALTERATION CREATE ADDITIONAL HEIGHT OR STORY TO BUILDING?	(18) IF (17) IS YES, STATE NEW HEIGHT AT CENTER LINE OF FRONT	(19) DOES THIS ALTERATION CREATE DECK OR HORIZ. EXTENSION TO BUILDING?	(20) IF (19) IS YES, STATE NEW GROUND FLOOR AREA
YES ☐ NO ☐		YES ☐ NO ☐	SQ. FT.

(21) WILL SIDEWALK OVER SUB-SIDEWALK SPACE BE REPAIRED OR ALTERED?	(22) WILL BUILDING EXTEND BEYOND PROPERTY LINE?	(23) ANY OTHER EXISTING BLDG. ON LOT (IF YES, SHOW ON PLOT PLAN)	(24) DOES THIS ALTERATION CONSTITUTE A CHANGE OF OCCUPANCY?
YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

(25) ARCHITECT OR ENGINEER (DESIGN ☐ CONSTRUCTION ☐)	ADDRESS	LICENSE CERTIFICATE NO.

(26) CONSTRUCTION LENDER (ENTER NAME OF BANK OR SAVINGS AND LOAN WITH WHICH DESIGNATED IF APPLICABLE. IF THERE IS NO KNOWN CONSTRUCTION LENDER, ENTER "UNKNOWN")	ADDRESS

SAMPLE

FORM MUST BE PRINTED ON LEGAL SIZE PAPER

IMPORTANT NOTICE

No change shall be made in the character of the occupancy or use without first obtaining a Building Permit authorizing such change. See San Francisco Building Code and San Francisco Housing Code.

No portion of building or structure or scaffolding used during construction is to be closer than 10 feet to any live electrical wire containing more than 750 volts. See Sec 385, California Penal Code.

Pursuant to San Francisco Building Code, the building permit shall be posted on the property. The owner or agent is responsible for approved plans and application being kept at the building site.

Grade lines as shown on drawings accompanying this application are assumed to be correct. If actual grade lines are not the same as shown, revised drawings showing the grade lines, cuts and fills, and complete details of retaining walls and wall footings may be required to be submitted to this department for approval.

ANY STIPULATION REQUIRED HEREIN BY THE CODE MAY BE APPEALED.

BUILDING NOT TO BE OCCUPIED UNTIL CERTIFICATE OF FINAL COMPLETION IS POSTED ON THE BUILDING OR PERMIT OF OCCUPANCY GRANTED, WHEN REQUIRED.

APPROVAL OF THIS APPLICATION DOES NOT CONSTITUTE APPROVAL OF THE ELECTRICAL WIRING OR PLUMBING INSTALLATIONS. A SEPARATE PERMIT FOR THE WIRING AND PLUMBING MUST BE OBTAINED. SEPARATE PERMITS ARE REQUIRED IF ANSWER IS "YES" TO ANY OF ABOVE QUESTIONS (10) (11) (12) (13) (22) OR (24).

THIS IS NOT A BUILDING PERMIT. NO WORK SHALL BE STARTED UNTIL A BUILDING PERMIT IS ISSUED.

In dwellings, all insulating materials must have a clearance of not less than two inches from all electrical wires or equipment.

CHECK APPROPRIATE BOX

☐ OWNER ☐ ARCHITECT
☐ LESSEE ☐ AGENT
☐ CONTRACTOR ☐ ENGINEER

APPLICANT'S CERTIFICATION

I HEREBY CERTIFY AND AGREE THAT IF A PERMIT IS ISSUED FOR THE CONSTRUCTION DESCRIBED IN THIS APPLICATION, ALL THE PROVISIONS OF THE PERMIT AND ALL LAWS AND ORDINANCES THERETO WILL BE COMPLIED WITH.

NOTICE TO APPLICANT

HOLD HARMLESS CLAUSE: The permittee(s) by acceptance of this permit agree(s) to indemnify and hold harmless the City and County of San Francisco from and against any and all claims, demands and actions for damages arising from operations under this permit regardless of negligence of City and County of San Francisco, and to assume the defense of the City and County of San Francisco against all such claims, demands or actions.

In conformity with the provisions of Section 3800 of the Labor Code of the State of California, the applicant shall have and maintain one of the following coverages under (I) or (II) designated below, or shall indicate item (III), (IV), or (V), whichever is applicable. If neither item (V) is checked, item (IV) must be checked as well. Mark the appropriate box or complete as below.

I hereby affirm under penalty of perjury one of the following declarations:

( ) I. I have and will maintain a certificate of consent to self-insure for worker's compensation, as provided by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

( ) II. I have and will maintain worker's compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My worker's compensation insurance carrier and policy number are:

Carrier
Policy Number

( ) III. The cost of the work to be done is $100 or less.

( ) IV. I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the worker's compensation laws of California. I further acknowledge that I understand that in the event that I should become subject to the worker's compensation provisions of the Labor Code of California and fail to comply forthwith with the provisions of Section 3800 of the Labor Code, that the permit herein applied for shall be deemed revoked.

( ) V. I certify as the owner (or the agent for the owner) that in the performance of the work for which this permit is issued, I will employ a contractor who complies with the worker's compensation laws of California and who, prior to the commencement of any work, will file a completed copy of this form with the Central Permit Bureau.

Signature of Applicant or Agent — Date

REV 03/22

OFFICE COPY