



SERVICE REQUEST APPLICATION

JOB ADDRESS: _____ BLOCK: _____ LOT: _____

PERMIT NO(S) – BID/EID/PID: _____

OWNER/CONTRACTOR/AGENT: _____ PHONE NO: _____

MAILING ADDRESS: _____

EMAIL (Write Clearly): _____

Circle the Service Requested item(s); mark the Division and the Fee shown for a Single Division. A separate Service Request Form must be filled out for each service item.

| | Service Requested | Building | Electrical | Plumbing | Minimum | | | Total Fee | Total with Added Hours |
|----|--|----------|------------|----------|--|----------|----------|-----------|------------------------|
| | | | | | Hrs | At | Min fee | | |
| 1 | Temporary Certificate of Occupancy (TCO) and TCO Extension | | | | 1 | \$545.46 | \$545.46 | \$545.46 | |
| 2 | Place of Entertainment | | | | 1 | \$280.00 | \$280.00 | \$280.00 | |
| 3 | Massage Establishment/DPH | | | | 1 | \$280.00 | \$280.00 | \$280.00 | |
| 4 | Police Permit/Second Hand Dealer | | | | 1 | \$280.00 | \$280.00 | \$280.00 | |
| 5 | Fire Permit Inspection | | | | 1 | \$280.00 | \$280.00 | \$280.00 | |
| 6 | Off-Hour Inspections – See Reverse 6 BID/PID: Each additional hour \$300.00 | | | | 2 | \$300.00 | \$600.00 | \$600.00 | |
| 7 | Re-Inspection (BID) | | | | 1 | \$280.00 | \$280.00 | \$280.00 | |
| 8 | Pre-Application/Survey Inspection (BID) | | | | 2 | \$280.00 | \$560.00 | \$560.00 | |
| 9 | Subpoena Service | | | | 1 | \$275.00 | \$275.00 | \$275.00 | |
| 10 | Permit Extension (BID) – See Reverse 10 | | | | \$298.38 + 10% of the building permit inspection fee | | | | |

INSPECTION SERVICES

49 South Van Ness Avenue, Suite 400 – San Francisco CA 94103
(628) 652-3450 – dbi.inspectionsservices@sfgov.org – www.sfdbi.org

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Received by: _____

6: OFF HOUR INSPECTIONS

| | |
|-------------------------------------|-------------------------------------|
| Date of requested inspection: _____ | Time of requested inspection: _____ |
| Contact person: _____ | Phone: _____ |
| Reason for request: _____ | |
| Scope for inspection: _____ | |
| Floor/area of inspection: _____ | |
| Senior/chief approval: _____ | |

Off-Hour inspections require Chief Inspector approval with a **two-day lead time**. Same day inspections may be offered at the sole discretion of the Chief Inspector of the division involved. Additional inspection hours, including travel time, will be charged unless other arrangements are made in advance. Fees must be paid in advance.

10: BUILDING PERMIT EXTENSION

2nd Extension must be approved by the Chief or Senior inspector. Please submit a letter addressed to the Chief Inspector.

| Service Requested | Fee Amount | Total Fee |
|--|--|-----------|
| Permit Extension | \$298.38 + 10% of Building Permit Inspection Fee | |
| Reason for request: _____ _____ _____ _____ | | |

FOR OFFICE USE ONLY

| | |
|---------------------------|--------------------------------|
| DATE PERMIT ISSUED _____ | ORIGINAL EXPIRATION DATE _____ |
| NEW EXPIRATION DATE _____ | APPROVING INSPECTOR _____ |

SIGNATURE (REQUIRED)

By signing below, I certify the information provided is accurate.

Applicant Signature: _____ Date: _____

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| | | |
|-----------------------|------------------------|--------------------|
| RECEIPT NUMBER: _____ | DATE OF RECEIPT: _____ | RECEIVED BY: _____ |
|-----------------------|------------------------|--------------------|