

***BIC Regular Meeting
of
August 16, 2023***

Agenda Item 5



Kitchen & Bath Remodel Instant Online Permits

Building Inspection Commission, August 16, 2023

Kitchen & Bath Remodel Instant Online Permits: Operational Improvement

Some over Over-the-Counter permits do not require plans (for example, electrical and plumbing permits), and DBI offers them online to licensed contractors

In October 2020, DBI expanded its online instant permits with the launch of online re-roofing permits

In May 2021, DBI expanded instant online permits to include some kitchen and bath remodels

Apply for a reroofing permit

Registered contractors can get permits online for some roof replacement work.

Cost
\$148.80 for single-family homes and duplexes.
*additional fees may apply

Requirements
You need a permit before installing, repairing, or removing roof sheathing. See exemptions in San Francisco Building Code Section 306a.2 Item 13.
You must be a licensed C-39 contractor registered with the City of San Francisco to apply for a reroofing permit online.

What to do

1. Check if you can get a reroofing permit online
You can only get a reroofing permit online if the work:

- Does not require plans
- Is for an R-3 residential building only (not historical) with no active complaints

If the work requires plans for an R-3 building, [follow the directions to get an over-the-counter \(OTC\) building permit](#).

If the work is for a building that's not R-3, [follow the directions to get a building permit with In-House review](#).

If the building has active complaints, [check and resolve the complaints before applying for the permit](#).

2. For C-39 contractors: Log into the online building permit system

[Apply online](#)

If you don't have an account, you can create one by [registering with the City of San Francisco as a licensed contractor](#).

The system will only show you permits that you can obtain with your trade license.

The application will ask you about your planned reroofing work. You can pay and immediately get your permit online.

Get help

For issues with the online permit system

Email
dbionlineservices@sfgov.org or call 628-652-1320.

Phone

For general permitting questions
628-652-3200

Related

[Get an OTC permit for your exterior residential project](#)
Follow these instructions for doors, windows, reroofing, decks, fences, and other common exterior projects.

[Get a building permit with In-House Review](#)
You must have a building permit to do construction. Follow these steps for In-House Permit projects.

[Check and resolve complaints about your property](#)
You must fix current complaints or notices of violations during your construction project.

Kitchen & Bath Remodel Instant Online Permits: Conditions

How it works

Contractor self-certification that a project is code-compliant enables them to immediately obtain a permit through DBI's website

A post-construction DBI inspection confirms the work was performed to code

Who qualifies

Licensed B and B2 contractors only

Registered with DBI

No property owners

Register with the City as a licensed contractor

You can file electrical, plumbing, mechanical, and Boiler to Operate permits online, if you register.

Email or mail your application
Gather these documents to register as a licensed contractor.

What to do

1. Get a copy of your California Contractor License documents
You must go to the [California Contractors State License Board](#) website to get your documents.

General Building contractors
Get your B License to file building permit inspections online.

Electrical contractors
Get these licenses:

- C10 license to obtain any of the electrical work offered online
- C7 license to obtain any of the electrical work for low voltage offered online
- C45 license to obtain any of the electrical work for electrical sign offered online
- C46 license to obtain any of the electrical work for electrical for solar system offered online
- D28 license to obtain any of the electrical work for garage door offered online
- D34 license to obtain any of the electrical work for prefabricated office workstation offered online.

Plumbing contractors
Get these licenses:

- C4 or C36 license to obtain plumbing permit.
- C16 license to obtain a sprinkler permit.
- C20 or D34 license to obtain a mechanical permit.
- C54 license to obtain plumbing permit for shower pan only.

2. Get a valid San Francisco Business License
You must send us a copy of your valid San Francisco Business License. You may include a temporary Business Tax Certificate instead of a San Francisco Business license.
[Get or renew your business license](#)

3. Get a copy of your worker's compensation certification
You may have to email your insurer to get this document.

4. Fill out the contractor agreement form
[Contractor agreement for online permitting system](#)

Get help

Email
Department of Building Inspection
Online Services
[DBIOnlineServices@sf.gov](#)

Related

[Apply for an electrical permit](#)
Learn when you need an electrical permit. Registered contractors can get permits online.

[Apply for a plumbing and mechanical permit](#)
See when you need a plumbing or mechanical permit. Registered contractors can get permits online.

[Apply for a PTO \(Permit to Operate Boiler\)](#)
Large boilers must be certified every year. Registered contractors can apply online.

Kitchen & Bath Remodel Instant Online Permits: Website Portals

SF.gov webpage explaining the conditions & process

Apply for a kitchen or bath remodel permit

Registered general contractors can get permits online to renovate a kitchen or bath.

Cost
Permit fees depend on the scope of work. [Refer to the fees schedule for details.](#)

Requirements
You need a permit before renovating and replacing kitchen or bath fixtures. See exemptions in [San Francisco Building Code Section 105a.2.](#)
You must be a [licensed B contractor registered with the City of San Francisco](#) to apply for a kitchen or bath permit online.

What to do

1. Check if you can get a kitchen or bath permit online

You can only apply for a kitchen or bath permit online if the work:

- Does not require plans
- Is for an R-3 residential building only (not historical) with no active complaints

If the work requires plans for an R-3 building, [follow the directions to get an over-the-counter \(OTC\) building permit.](#)

If the work is for a building that's not R-3, [follow the directions to get a building permit with In-House review.](#)

If the building has active complaints, [check and resolve complaints before applying for the permit.](#)

2. For B contractors: Log into the online building permit system

[Apply online](#)

If you don't have an account, you can create one by [registering with the City of San Francisco as a licensed contractor.](#)

The system will only show you permits that you can obtain with your trade license.

The application will ask you about the planned renovation work. You can pay and immediately get your permit online.

Options for trade permits

Get help

For issues with the online system

Email dbi.onlineservices@sfgov.org or call 628-652-3320.

Phone
For general permitting questions 628-652-3200

Related

[Get an OTC permit for your interior residential remodel](#)
Follow these instructions for projects like kitchen, bath, and other interior residential remodels.

[Get a building permit with In-House Review](#)
You must have a building permit to do construction. Follow these instructions.

Log-in page for registered contractors

City and County of San Francisco

Home | Permit Services | Plan Review | Inspection Services | Most Requested | Key Programs

Home > Building Permits

Building Permitting and Inspection Scheduling

Already registered? [Login Here.](#)

Now you can schedule your building inspections on the web!

Instructions: After logging on, on the first page, a column called 'Inspections' has been added to the [Most Recent Building Permit Purchases](#) grid. Click on 'Select to Schedule' and you will be taken to the Scheduling page. Click on the 'Schedule' button to begin scheduling. To view all Permit activity use Permit Inquiry which is also found in the Permit Services tab under 'Track permits and complaints' on the DBI menu.

Username:

Password:

First Time User? Need to Register?
To access DBI's online services, you will need to complete the registration process [here](#) and complete the Contractor's Agreement & Terms of Service form -- see following link. Upon completion of the process and our receipt of this form, DBI Online Services will issue you a DBI Username and Password so that you can schedule Building permit inspections.

To register, please print and complete this form:
[Contractor's Agreement & Terms of Service \(PDF\)](#)

With this site licensed and registered contractors may:

- View and print Building permit details.
- Save time by scheduling Building permit inspection anytime, anywhere.
- Purchase Reroofing permit if qualified.
- Purchase Kitchen/Bathroom Remodeling Permit
- View and print the Receipt and Job Card of your purchased Reroofing permit and Kitchen/Bathroom Remodeling permit.

Question or Need Assistance
Please email dbionlineservices@sfgov.org or call 628-652-3320.

Technical Support for Online Services
If you need help or have a question about this service, please visit our [FAQ area](#).

Kitchen & Bath Remodel Instant Online Permits: Conditions

What types of projects

Do not require plans

Feature no structural changes

In-kind kitchen and bath remodels only

R-3 residential buildings only

1-2 unit buildings only

No historical buildings, no active complaints

Kitchen & Bath Remodel Instant Online Permits: Use Data

2023 Over-the-Counter (OTC) Permit Issuance

6,245 total OTC no plans permits

824 issued instantly online

13% of the no-plans OTC permits issued in 2023 have been instant online permits for re-roofing or kitchen/bath remodels

Kitchen & Bath Remodel Instant Online Permits: Outreach


Increasing Outreach in 2024

Marketing Tools

Customer Communications

Permit Center Monitors

Public Advisory Forum



Updates from Department of Building Inspection

Dear Customers,

We have great news to share. Today, we are taking another big step forward in our commitment to provide greater clarity and transparency in plan review.

The online [Permit Tracking System \(PTS\)](#) now provides the exact status of your permit application and documents the most recent activity on a set of plans.

You can see the date of the most recent activity by the staff plan checker, your architect, engineer, contractor or design professional, or yourself, and the result of the plan review performed at each permitting station. This feature also informs you of whether your project's plan review is awaiting action from the City or you and your design professional.

Further, the online PTS now shows if comments have been issued on a project, the nature of those comments, whether the project was revised and submitted for a City recheck, what permitting station is conducting the recheck and how many review cycles (also known as rechecks) have occurred.



THANK YOU