City and County of San Francisco
Department of Building Inspection

Gavin Newsom, Mayor
Vivian L. Day, 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 1660 Mission St., 3rd Floor, or call (415)558-6570 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 3 months 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 common areas, 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 **1660 Mission St., 4th floor**, bring a copy of your "Report of Physical Inspection"
- A **Building Job Card** will be issued along with your building permit.
- For Electrical and Plumbing Permits, California state licensed contractor will be required. For further information, please call (415) 558-6570.

FOLLOW UP INSPECTIONS & PROJECT COMPLETION

- Call **558-6570** 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 875 Stevenson St., 4th Floor, phone # (415) 554-5800, or go to
  http://www.sfgov.org/site/sfdpw_page.asp?id=38109
- Call (415) 558-6349 if you need further assistance

Building Inspection Division
1660 Mission Street– San Francisco CA 94103
Office (415) 558-6570 – FAX (415) 558-6261 – www.sfgov.org/dbi

City and County of San Francisco
Department of Building Inspection

Gavin Newsom, Mayor
Vivian L. Day, C.B.O. Director

APPLICATION FOR PHYSICAL INSPECTION

CC- _____

Addresses of building to be inspected:

Names of Applicant:

Mailing Address: CA

Contact Person for Inspection Appointment:

Work: - - Home: - - Cell: - -

Email :

Primary Use of Property:		No. of Units	Fee + 2% technology surcharge (effective 8/7/09)
	Single Unit		$1,750.00 + $35 = $1,785.00
	2 to 4 Units		$2,300.00 + $46 = $2,346.00
	5 Units or more		$2,300.00 + $46 = $2,346.00 plus additional standard hourly rate $170/hr + $3.4/hr
	Commercial/ Mixed Use		$2,300.00 + $46 = $2,346.00 Plus additional standard hourly rate $170/hr + $3.4/hr
	Hotels:		See Table 1A-G item #7

Number of structures on lot: (Do not count detached garage, sheds, etc.)

Important Note:

1. The entire building must be available for a complete and continuous inspection at the time for which the inspection is arranged. No additional inspections will be made. A report will not be sent to the owner if all areas are not inspected. Filing fee will be forfeited if appointment is not kept or if entire building is not made available for inspection.

2. Physical inspection of building must include cellars, basements, garages and all stories of the building within an area defined by area separation walls.

3. All violation found must be corrected within a reasonable period of time after the date of report. If violations are not corrected, building will be referred to Code Enforcement Section for enforcement of code violations.

I am ☐ The legal owner ☐ The authorized agent of the legal owner, of the property at the address of subject building, and hereby request that a physical inspection be made of subject building.

_____ _____
Signature of Owner/Authorized Agent Date

Building Inspection Division
1660 Mission Street– San Francisco CA 94103
Office (415) 558-6570 – FAX (415) 558-6261 – www.sfgov.org/dbi

City and County of San Francisco
Department of Building Inspection

Gavin Newsom, Mayor
Vivian L. Day, C.B.O. Director

Survey of residential buildings for any purpose or Condo Conversion:

Table 1G-A

Effective August 7, 2009, an additional 2% technology surcharge will be added to the Fee

FEE

Single Unit	$ 1,750.00
2 to 4 Units	$ 2,300.00
Five Units or more	$ 2,300.00 plus Standard Hourly Inspection Rate
Hotels:	
Includes 10 guestrooms	$ 1,750.00
11 to 20 guestrooms	$ 2,300.00 plus $42.50 per guestroom over 11

Standard Hourly Rate for Inspection $170.00 per hour

Building Inspection Division
1660 Mission Street– San Francisco CA 94103
Office (415) 558-6570 – FAX (415) 558-6261 – www.sfgov.org/dbi