

RECORDS REQUEST FORM – FAX/MAIL
SS RECORDS MANAGEMENT SECTION
CCSF DEPARTMENT OF BUILDING INSPECTION
 1660 Mission Street, 3rd floor, Rm. 3036, San Francisco, CA 94103
 Phone: (415) 558-6080 Fax: (415) 558-6193
www.sfgov.org/dbi

READY ON _____ after 2:00 PM
OR from _____ to _____
 Monday – Friday, 8:00 AM – 5:00 PM
Except Wednesdays 9:30 AM – 5:00 PM
Request voided 15 calendar days after ready date

Instructions:

1. Print out this form and fill out **completely**.
2. Fax to (415) 558-6193/Mail to 1660 Mission St., San Francisco, CA 94103 Attn: RECORDS MANAGEMENT
3. Wait for a confirmation call from DBI Records Management staff.
 - o Staff will call the contact phone number provided by you below.
 - o Your request will be voided after 5 business days if it is not verbally confirmed.
 - o If you do not receive a confirmation call within 2 business days, please call (415) 558-6080. We may have not received the fax.
4. Once confirmed over the phone, staff will give you a ready date-range for pick-up/viewing. There is a fee for printing.
5. We can only accept six (6) confirmed requests per business day per applicant. Applicant is a company, individual or organization. Each building needs to have its own request.

Remember to bring your faxed request form/picture ID/DBI Affidavit of Owner (if needed) when you arrive at the office. Thank you

| Records Available | | | |
|---|-----------------------------|-----------------------|-------------------------------------|
| Permits, Job Cards, CFCs | Issued Dates | Plans by Structure | Issued Dates |
| Building Permits | 1906 - Present | | |
| Building Permit Job Cards | 1933 - Present | Wood-framed buildings | 1960 - Present |
| Certificate of Final Completion (CFC/CFO) | 1945 - Present | High-rise buildings | 1920* - Present |
| Electrical Permits | 1986 - Present | | * Only certain high-rise buildings. |
| Plumbing Permits | 1976 – Present | | |
| Mechanical Permits* | September 2, 2008 - Present | | |

* DBI separated plumbing and mechanical permits on September 2, 2008 to reflect the change in fees.

REQUESTED PROPERTY INFORMATION

| | | | |
|---|-------------------------|--|--|
| Requested Address: | | Unit Number, Floor, etc.: | |
| Is this a corner building? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide other possible addresses: | Type of Building | <input type="checkbox"/> One Family <input type="checkbox"/> Two Family <input type="checkbox"/> High Rise <input type="checkbox"/> Warehouse <input type="checkbox"/> Commercial (Specify): | <input type="checkbox"/> Mixed Use <input type="checkbox"/> Apartment <input type="checkbox"/> Condominium <input type="checkbox"/> Other (Specify): |

APPLICANT INFORMATION

| | |
|---------------------------|--|
| Applicant Name: | Date: |
| Applicant Address: | Signature: <i>(All request forms must be signed)</i> |
| | Phone (area code and extension): () X |

BUILDING RECORDS REQUESTED

VIEW ONLY OR **PRINT***

| | |
|---|--|
| <input type="checkbox"/> Original Building Permit Only (New Construction) | <input type="checkbox"/> ALL Building Permit Job Cards |
| <input type="checkbox"/> ALL Building Permit Applications | <input type="checkbox"/> Certificate of Final Completion (CFC) |
| <input type="checkbox"/> ALL Electrical Permits | <input type="checkbox"/> Other (Specify) : |
| <input type="checkbox"/> ALL Plumbing Permits | |
| <input type="checkbox"/> ALL Mechanical Permits | |

PLANS REQUESTED

| | |
|---|--|
| <input type="checkbox"/> VIEW ONLY OR <input type="checkbox"/> PRINT* | Do you OWN the requested property? <input type="checkbox"/> Yes <input type="checkbox"/> No** |
| <input type="checkbox"/> Original Building Plans Only (New Construction) | **If No, printed plans require DBI Affidavit of Owner Form |
| <input type="checkbox"/> ALL Plans | Authorization Received? <input type="checkbox"/> Yes _____ <input type="checkbox"/> No |
| <input type="checkbox"/> Other (Specify): | <input type="checkbox"/> Will bring with: <input type="checkbox"/> Letterhead <input type="checkbox"/> Recorded Grant Deed <input type="checkbox"/> Trust Doc. <input type="checkbox"/> LLC <input type="checkbox"/> Other: |

Additional Comments

*All jobs over **\$100.01 - \$199.99** require prior authorization to process by Applicant. **OK to process** _____ (applicant initial).
 All jobs over **\$200.00 and over** require deposit of a *portion* of the approximate cost *and DBI Affidavit of Owner* (for printed plans and if applicant is not property owner) prior to processing. Request will be ready 5 business days after deposit and, if needed, DBI Affidavit of Owner, is received.