



How to Pull a Commercial Construction Permit in San Francisco

Securing permits for a commercial construction project in the Bay Area can sometimes feel tricky. Especially with the changes presented by COVID-19, it can be difficult to know where to start. We tapped GCI's resident permitting expert to help you out with the latest permitting tips & tricks.

San Francisco DBI
49 South Van Ness *Note that they moved recently!

Process Overview

Due to COVID-19, the SF DBI currently has a different permit procedure and delayed response times. New permits for 100% Affordable Housing, Development Agreement projects, and Addenda/Revisions for already submitted digital permits* are being processed online through Bluebeam Review Studio Sessions. *Trades permits will also still be offered online*

Temporarily, all other over the counter permits are available through DBI's curbside service. This entails making an appointment through the DBI QLess system and dropping off hard copy plans at the DBI. **The curbside service option needs to be reserved in advance** through online registration [here](#).

See below for tips on procuring an OTC permit through the drop off option.

5 Tips for Securing Your OTC Permit

- 1 Bring [all completed forms](#) (Form 3/8, Permit Applicant Disclosure Form, Contractor's Statement Form, Authorization Agent of Contractor), permit drawings, and any necessary supporting documents (reference drawings, etc.) to your appointment.

Prepare Information needed to complete [Form 3/8](#):



Project Team Info

Property Owner, Architect, Tenant, Contractor, Engineer (incl. License # & expiration)



Building Location

Including address and block/lot number



Project Plan

Project scope of work, cost of project, construction type, etc.



Details for Construction

Will there be plumbing / electrical work? Will street space be used? Etc.



Proof of worker's compensation insurance

For more details on required information please see [here](#).

- 2 Prepare the plans per these [guidelines](#).
- 3 Register for [Drop-In-Services](#) as soon as possible.
- 4 After you drop off the permit plans, if they are accepted by DBI you will be contacted to pick up your permit. You will receive an invoice via email with instructions on how to pay online.
- 5 Before approval there may be some changes needed to comply with the city requirements/code.

Pro Tip: To check the status of your permit you can access the [Permit Tracking System](#) (PTS) or [Property Information Map](#) (PIM) for updates. Applications are processed in the order they are received.

See here for the full SF DBI [Permit Application Process](#).

TIMELINE: The timeline for the new online submission and drop-off service varies. It could be approved in as quickly as one week from the time the permit submission has been accepted, or it could take 1-2 months depending on necessary revisions and SFDBI workload.

GCI is here to help!

For every permit we pull, we commit to:

- Provide full support in the permitting process either with the curbside drop-off option or online option, including active participation in the Bluebeam Review studio session.
- Collaborate with design team and MEP team to ensure all documents are prepared to comply with current procedures prior to submitting.
- Coordinate with design team and MEP team to relay any comments from the Department of Building Inspection to ensure timely edits are made and swiftly resubmitted.
- Continuously monitor progress of permit review and approval and push for a timely permit issuance.

Have a project that requires permitting? Give us a call at [415-978-2790](tel:415-978-2790)