



WHO CAN OBTAIN A BUILDING PERMIT?

Persons eligible to obtain a San Francisco Building Permit include:

- Property Owners
- State of California Licensed Contractors, or
- An authorized agent for property owner or contractor

A tenant of a building cannot pull a permit unless they are an agent for either the Property Owner or Contractor.

Required Documentation – must be completed and presented at the time of permit issuance

Property Owners

- Government-issued photo identification, such as a: driver's license, state-issued ID card, alien registration card or passport
- Proof of ownership if there has been a recent transfer of ownership, specifically, a San Francisco County recorded grant deed or property tax statement
- Trust-owned properties only – copy of the trust agreement documenting that the applicant is a trustee or executor of the trust
- Corporation, LLC or Partnership-owned properties only – documentation that the applicant as the president, vice president, chief executive officer (CEO) or agent for service of process

Contractors

- Government-issued photo identification, such as a: driver's license, state-issued ID card, alien registration card or passport
- Current San Francisco business license; for more information, visit: sftreasurer.org/business/register-business
- Current State of California contractor's license and classification, also known as a pocket card
- Proof of valid and current worker's compensation insurance

Agents for Owners/Contractors

- Government-issued photo identification, such as a: driver's license, state-issued ID card, alien registration card or passport
- Agents for owners must provide the completed and signed owner authorization form below (Attachment B) and dated by the owner within 30 calendar days; the owner must complete and sign the first part of the form, the agent must complete the second part of the form and have property owner sign at the bottom of the second page of the attachment, incomplete or unsigned forms cannot be accepted. (Image of owner's ID for signature verification will be required.)
- Agents for contractors must provide the completed "Licensed Contractor's Statement" below (Attachment A), signed and dated by the contractor within 30 calendar days. The contractor must complete and sign the first part of the form, the agent must complete the second part of the form and have contractor sign at the bottom. Incomplete or unsigned forms cannot be accepted. (Image of contractor's ID for signature verification will be required.)
- Agents for the contractor must also provide a current State of California contractor's license and classification, also known as a pocket card / CSLB card