

From: The Department of Building Inspection <dbi.communications@sfgov.org>  
To: occexp@aol.com  
Sent: Fri, Sep 4, 2020 3:04 pm  
Subject: Tickets Available for Limited In-Person Services



Please note our office is closed on Monday, September 7, 2020 in observance of the Labor Day holiday. We will resume limited in-person permit and customer services on Tuesday, September 8, 2020.

We've made some updates to our permit submission process--for more information, visit <https://www.sfdbi.org/permitsubmissions>.

#### **Over-the-Counter Permits Without Plans and Fire-Only Permits**

Customers filing for an Over-the-Counter permit without plans or dropping off permits that require only Fire Department review can [pre-register via Eventbrite](#) to drop in between 7:30 and 9:30 a.m. to the Permit Center at 49 South Van Ness Avenue. Tickets are now available for the week of September 8. Please register for only one ticket per day. Each customer can submit a maximum of 2 permits per day.

#### **Over-the-Counter Permits With Plans**

If you have a new permit application for an Over-the-Counter with plans permit, you can make an appointment to submit your permit application in paper [here](#).

Appointments to drop off OTC with plans permit applications in paper are scheduled Monday through Friday from 9:30 a.m. and 3:30 p.m. in 15-minute increments. Customers can drop off two permit applications per appointment **and are limited to one appointment per day**.

#### **Updated Information on our Website**

We created new web pages to help you find the information you need about the permitting process:

1. [Over-the-Counter Permits](#)
2. [In-House Review Permits](#)
3. [Emergency Permits](#)
4. [Previously Submitted Permit Applications](#)
5. [Submitting Revisions and Addenda](#)
6. [Permit Pick-Up](#)
7. [Paying For Your Permit](#)

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