

The following information is **required** on every application:

- Block and lot/Assessor's Parcel Number
- Address of the residential building including unit number if any
- Legal owner's name, address, and phone number
- Applicant's name and phone number
- Address to mail report/phone number to call for pick-up
- Applicant's signature

WHAT IS THE EFFECTIVE DATE OF REPORT OF RESIDENTIAL BUILDING RECORD?

Any Report of Residential Building Record shall be effective for a period of one year from the date of issuance.



Department of Building Inspection
1660 Mission Street
San Francisco, CA 94103-2414



Want a DBI Pro to brief your community / organization on permits and inspection issues? Please contact us at 415-558-6089 or DBICommunityOutreach@sfgov.org and we will make it happen.



What You Should Know About

Report of Residential Building Record (3R)



Department of Building Inspection
1660 Mission Street
San Francisco, CA 94103

General Information 415-558-6088
Code Questions 415-558-6084
Fax 415-558-6401
www.sfgov.org/dbi

February 2008



WHAT IS A RESIDENTIAL BUILDING?

A residential building is a building or a portion of a building containing one or more **legal** dwelling units. Hotels or motels containing 30 or more guest rooms are **not** considered residential buildings. Therefore, a **Report of Residential Building Record (3R)** is not needed.

WHAT IS A REPORT OF RESIDENTIAL BUILDING RECORD (3R REPORT)?

A 3R contains the following information about a residential building:

- Address of the building including condominium or unit number if any
- Block and Lot
- Present authorized occupancy or use
- If the property is classified as a Condominium
- If the building contain any Residential Hotel Guest Rooms
- Zoning district
- Building Code Occupancy Classification
- Expiration date for non-conforming use
- Building construction date
- Original occupancy or use

- Building permit application history and status of building permit:

N = Unknown
I = Issued
X = Expired
C = Completed

- Franchise Tax Board lien
- Abatement case on the property
- Number of residential structures on the lot
- If energy inspection has been done and proof of compliance has been issued

The above information will be shown on the report **if available** through the Department of Building Inspection microfilm records. In many cases, submittal of additional records from other city agencies such as the Assessor's Office and SF Water Department will be required for the completion and/or revision/update of a 3R. Please note that a 3R does **not** list the electrical or plumbing permit history, cancelled or withdrawn building permit applications and any building permits taken for the commercial portion of the building.

WHEN DO I NEED A 3R?

A 3R is needed prior to the sale or exchange of any residential building; **except** for the first sale or exchange of a newly constructed residential building within one year of the date of the Certificate of Final Completion of the construction of the building.

It shall be unlawful for the owner and/or representative of a residential building to sell or exchange without providing the buyer a 3R.

See 2007 San Francisco Housing Code, Section 351 (a).

HOW DO I OBTAIN A 3R?

The owner or authorized agent (person licensed by the State of California to sell property, trustee or power of attorney) may request a 3R by filing out an application form. Forms are available at the Public Information Counter located on the 1st floor of 1660 Mission Street or on our website at <http://www.sfgov.org/dbi> under "Forms and Checklists." You may also request to have the application form mailed or faxed to you by calling (415) 558-6081.

You may request 3R in person or mail your application form and payment to:

Department of Building Inspection
Customer Service Division
1660 Mission Street
San Francisco, CA 94103
Attn: 3R

For fee information, please call (415) 558-6081. The fee for requesting a 3R shall be payable in advance via cash, checks, and credit cards (currently accepting only Master Card and Visa). Checks are make payable to the Department of Building Inspection.