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Projects eligible for an Over-the-Counter (OTC) permit

Examples of projects you can get OTC permits for, with or without plans.

Plans not required

Over-the-Counter permits without plans include (but are not limited to):

- Re-roofing
- In-kind skylight replacement (same size and location)
- In-kind repair decks and/or stairs (less than 50%)
- Replacement windows (same size and same location)
- Replacement garage doors (same size and same location)

- In-kind minor dry rot repair
- In-kind exterior siding repair and/or replacement
- In-kind kitchen remodel (no changes to the floor plan or walls)
- In-kind bathroom remodel (no change to the floor plan or walls)
- Exploratory work to determine depth of footing, stud size/spacing, floor/roof joist size and direction. (Holes to be filled with slurry, and finishes to be replaced with the same fire resistance rating)
- Replacement of wall finishes in R-3 occupancies complying with SFEBC Section 503.11.1
- Bolting down existing foundation and/or adding plywood panels to crawl space/1st floor garage area (not complying with DBI Information Sheet IS-09)

Plans required

Over-the-Counter permits with plans include (but not limited to):

- Kitchen remodel (changing layout or removing walls)
- Bathroom remodel (changing layout or removing walls)
- Residential interior remodel (changing floor plans or walls)
- Repairing decks and/or stairs (more than 50%)
- New windows and/or exterior doors in new locations
- New skylights in new locations
- Decks less than 20 feet above grade that meet Planning Department setbacks
- Sign permits
- Single story non-structural commercial tenant improvement projects
- Permits to comply with the Accessible Business Entrance (ABE) program
- Installation of power door operators