



September 1, 2025

INFORMATIONAL BULLETIN

Effective September 1, 2025, San Francisco Ordinance 119-25 requires a fee of \$153.00 per hour to cover the costs of an inspection to grant a fire clearance. Payment for the referral inspection must be paid in advance prior to scheduling a Fire Department inspection. Additional inspections may require an additional fee at a rate of \$153.00 per hour. Payment may be made in person, by mail, or credit card by phone. Complete the lower portion of this form, detach, and enclose it with your payment. Please make check payable to:

San Francisco Fire Department
Bureau of Fire Prevention - Referral
698 Second Street, Room 109
San Francisco, CA 94107

When ready for an inspection and the inspection fee has been paid, please call the Bureau of Fire Prevention at (415) 558-3300 and request to speak with the District Inspector assigned to your property address to schedule an inspection.

Unless properly notified, the SFFD will deny or cancel any referral that is more than 90 days old from date of Referral Form. Thank you.

Request for DPW, PD, DPH or Entertainment Commission Referral Inspection

Enclose a check for \$153.00 made payable to the San Francisco Fire Department.

APPLICANT NAME:

PHONE NUMBER:

ADDRESS OF BUSINESS:

NAME OF BUSINESS:

TYPE OF BUSINESS:

MAILING ADDRESS:

Telephone: (415) 558-3300
Fax Nos: (415) 558-3323 or 3324

698 Second Street, Room 109
San Francisco, CA 94107



SFFD REFERRAL INSPECTION GUIDELINE/CHECKLIST

A fire safety inspection of your business is required to ensure that reasonable fire safety exists for the business. To facilitate the approval of your application in a timely manner and to minimize additional inspection fees, make sure your business complies with the following requirements prior to scheduling an inspection:

- ☐ 1. Property address posted and visible from the street (minimum requirement 4-inch numbers on contrasting background).
- ☐ 2. Exit doors to open from the inside without the use of a key, special knowledge, or effort.
EXCEPTION: Key-locking hardware may be used on the inside of the main door to your business if a readily visible and durable sign is installed on, or adjacent to, the door stating, "THIS DOOR MUST REMAIN UNLOCKED WHEN THE BUILDING IS OCCUPIED."
- ☐ 3. Exits, and access to exits, maintained clear of obstructions.
- ☐ 4. All illuminated exit signs operational. Replace burned out bulbs.
- ☐ 5. Maximum occupant load posted for public assembly occupancies (>49 occ.).
- ☐ 6. Fire extinguishers installed, maintained, and serviced annually.
- ☐ 7. Fire extinguishers have a current State Fire Marshal (SFM) service tag attached.
- ☐ 8. Cooking area has one Type K fire extinguisher with current SFM service tag attached.
- ☐ 9. Automatic fire suppression system (hood & duct system) serviced semi-annually if installed. A current SFM service tag shall be attached to the system for proof of service.
- ☐ 10. Hoods, filters, and exhaust flues shall be clean.
- ☐ 11. No storage in boiler rooms, mechanical room, and electrical equipment room.
- ☐ 12. Existing ground floor pipe casing holes shall not be covered.
- ☐ 13. Extension cords shall not be used as a substitute for permanent wiring.
- ☐ 14. Where they exist, proof of sprinkler and standpipe systems five year maintenance service.
- ☐ 15. Where a fire alarm exists, proof of testing and maintenance in accordance with the San Francisco Fire Code.
- ☐ 16. Operator name and phone number posted at unattended parking lots.
- ☐ 17. Vehicle barrier(s) to protect public way and adjacent buildings maintained in parking lots.
- ☐ 18. Entire parking lot illuminated to (1) foot-candle (minimum) at the pavement.
- ☐ 19. Minimum 30-inch aisle for access to entire area of parking lot or garage maintained.
- ☐ 20. Parking garage ventilation systems maintained.
- ☐ 21. Vehicle exit and entrance width (minimum 15 feet) maintained.

NOTED: All of the above requirements may not apply to your facility or business. For an example, if a sprinkler system is not installed in facility or business that requirement is not applicable to your facility or business.

If you have questions regarding the above items, please contact the Bureau of Fire Prevention at (415) 558-3300 and ask for the District Inspector assigned to your business.