

- To determine if qualified, use letterhead with address and contact information
- Email the final compliance letter only to dbi.energyinspections@sfgov.org
- Allow 10 business days for review
- After 10 days, check online (www.sfdbi.org). If approved, there's a date in "Completed Date" column with initials of the inspector in "Inspected By" column

SAMPLE COMPLIANCE LETTER (AFFIDAVIT)

[Date]

Title 24 Coordinator
Department of Building Inspection
1660 Mission Street
San Francisco, CA 94103

This is to confirm that the required Certificate of Installation, Acceptance and Verification for the project below has been **completed and signed** by the appropriate parties and is on file with the building owner. A copy will be available for Department review upon request.

Project Address: _____

Scope of Work: _____

Permit Application #: _____

(Include mechanical, electrical and plumbing permits, if any)

Below is a list of all the required certificates for this project: (Include all completed and signed certificates. Use back page if more space needed.)

1. _____
2. _____
3. _____
4. _____

Sincerely,

(Name and Signature)

(Date)

Title (Engineer, Architect, Contractor, Energy Consultant,
Certified Acceptance Test Technician (ATT), etc. If ATT,
include ATT number and expiration date)

Address & Phone Number

NOTE: If not cleared after 10 business days, do not resubmit. Call 1(415)558-6132 and leave message explaining reason, permit application number and date of compliance letter. Special Inspections will return your call within 72 hours.