# CONDITIONAL BUILDING PERMIT APPLICATION RELEASE LETTER

Department of Public Works/BSM
1155 Market Street, 3rd Floor
San Francisco, Ca 94103

Date: _____

Re: _____ (Location/ Property)

**BPA application:** _____/_____/_____

**Street Improvement Permit:** **13IE -** __ __ __ __

**Minor** [if applicable]**:** **13MSE -** __ __ __ __

Dear DPW/BSM,

I, _____ understand that this written agreement is between DPW/BSM and all parties associated with this process. By requesting this conditional release of Building Permit Application (BPA), I, _____ understand that there is a risk involved; i.e., if for some reason this property cannot be occupied due to the fact that permits for this property have not been approved by DPW/BSM, I, _____ shall not get a temporary and/or final sign off on my building permit. In the event, any permit(s) are denied, I, _____ agree to re-design the project without the benefit of the encroachment and the reconstruction of public right of way per City Standards, holding the City harmless from any action that may be taken against this property.

I, _____ will, in addition, provide any necessary documentation with the required information in a timely manner as directed by the plan checker. If these items are not submitted by the date specified by DPW/BSM, the permit(s) for this property will be placed on “Inactive” status. The change of status will occur automatically. An additional processing fee will be charged; in addition, a follow up letter regarding the failure of submittal of the required documentation shall be required inorder to reactivate the permit(s).

We are requesting you to authorize the release of the BPA on a conditional basis set forth above.

Please do not hesitate to call me if you have any questions.
**Phone Number:** _____ or **E-Mail** _____

Sincerely yours,

_____
(Signature of Applicant)