



PLANNING DIVISION

315 Maple Avenue, South San Francisco, CA 94080

Phone: (650) 877-8535 Email: planning@ssf.net

Website: www.ssf.net/planning

Planning Final Inspection Request Form

This is the request form for a Planning Final Inspection for the City of South San Francisco. A Planning Final Inspection is required for the following projects: (1) All development projects reviewed by the Planning Commission; (2) All new residential units and projects that received review / approval by the Design Review Board (DRB); (3) Major façade / exterior changes; and (4) Projects at the discretion of the Project Planner.

Project Information

Project Address: _____	Primary Contact: _____
Planning Project No. (P): _____	Title/Relationship to Project: _____
Building Permit No. (B): _____	Email: _____
Original Project Planner: (If Applicable) _____	Phone: _____

Site Completion Verification

☐ All Planning Conditions of Approval completed	☐ All garbage / materials removed from site
☐ Landscaping and irrigation installed per approved plan	☐ All building touch-ups completed

YES ☐ **NO** ☐ Were any changes made to project design, site, or materials not approved per plans?

YES ☐ **NO** ☐ If yes, did you receive prior authorization from Planning?

I hereby agree to the following:

1. All information above is true to the best of my knowledge, and
2. If the planner reviews the subject site and the site is not "complete" and/or all the above is not accurate, the planner will not continue the inspection.

Signature: _____

Date: _____

Planning Final Inspection Process:

- 1) All requests for Final Inspections shall complete a Planning Final Request Form and submit to the Planning Division via email: planning@ssf.net.
- 2) Request will be assigned to project planner, who will provide applicant with inspection instructions.
- 3) Applicant will work with assigned planner to pass final inspection.