

Building Inspection Commission

Department of Building Inspection

Administration Program

Permit Services

Inspection Services

Boards and Commissions

# 2004-2005 Annual Report



CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF BUILDING INSPECTION



GAVIN NEWSOM, MAYOR  
AMY LEE, ACTING DIRECTOR

March 1, 2006

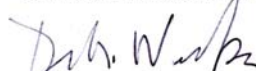
To His Honor, The Mayor and  
The Honorable Board of Supervisors  
City and County of San Francisco  
City Hall, #1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102


Dear Mayor Newsom, President Peskin, and Honorable Supervisors:

On behalf of the Building Inspection Commission (BIC) and the Department of Building Inspection (DBI) and pursuant to City Charter 3.501, we are pleased to inform you of the availability of DBI's Annual Report for Fiscal Year 2004-2005 on the web at [www.sfgov.org/dbi](http://www.sfgov.org/dbi). The following are some of the major highlights and accomplishments included in the report:

- Issued a total of **60,503** permits with a construction valuation of **\$1.3 billion**.
- Processed **89%** of permits within one-day.
- Inspection staff performed a total of **125,965** inspections, of which **98%** were performed with an average turnaround time of 48 hours of requested time.
- Online access to:
  - ▣ Permit and Complaint Tracking
  - ▣ Obtaining Electrical and Plumbing Permits
  - ▣ Search permit activity by contractor, authorized agent, architect, or expeditor
  - ▣ Board/Commission Minutes and Agendas
  - ▣ Building Permit Activity Reports
  - ▣ Quarterly Reports
  - ▣ Annual Reports
  - ▣ Forms and Checklists
  - ▣ Brochures and Publications
  - ▣ Training / Seminars / Community Outreach
  - ▣ Division / Employee Directory
- Implemented project spot-checking by management staff to assure standard enforcement of policies and procedures and quality control measures.
- Developed and implemented a comprehensive DBI training program for customers and staff.

I would like to take this opportunity to thank the Mayor's Office, Board of Supervisors, Building Inspection Commission, our customers, and DBI employees for their continued support.

  
Debra Walker, President  
Building Inspection Commission

  
Amy Lee, Acting Director  
Department of Building Inspection

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**2004-2005 Annual Report • July 1, 2004 – June 30, 2005****Building Inspection Commission**

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**Rodrigo Santos** — President (July 2004 — January 2005)

**Ephraim Hirsch** — President (February 2005 — Present)

**Bobbie Sue Hood** — Vice President (July 2004 — January 2005)

**Noelle Hanrahan** — Vice President (February 2005 — Present)

**Ann Aherne** - Commission Secretary

**Sonya Harris** — Assistant Secretary

### **Purpose**

To serve the City and County of San Francisco and the general public by ensuring that life and property within the City and County are safeguarded, and to provide a public forum for community involvement in that process.

### **Mission Statement**

As a policy-making and supervisory body mandated by the City Charter, the seven member citizen Building Inspection Commission (BIC) will manage the Department of Building Inspection (DBI) and the bodies subordinate to the Commission by overseeing the effective, efficient, fair and safe enforcement of the City and County's Building, Housing, Plumbing, Electrical, and Mechanical Codes, along with Disability Access Regulations.

### **About The BIC**

The San Francisco Building Inspection Commission and the Department of Building Inspection were created by voter referendum in 1994. The BIC was designed to provide representation for the various communities, which interact with the Building Department. The seven different commission slots are filled by a structural engineer, a licensed architect, a residential tenant, a residential builder, a residential landlord, a community based non-profit housing developer, and a member of the general public at large. The BIC appoints the Director of DBI, sets policy, hears various appeals on issues leading up to the issuance of building permits, sits as the Abatement Appeals Board to hear appeals of Director's Orders of Abatement, and provides a public forum through their bi-monthly meetings.

### **The Commission**

The Mayor appoints four positions and the President of the Board of

Supervisors appoints three. Currently, the Building Inspection Commission consists of the following:

#### **Rodrigo Santos — President (07/04 - 01/05)**

Structural Engineer Seat

Appointed by the Mayor

#### **Ephraim Hirsch — President (02/05 — Present)**

Structural Engineer Seat

Appointed by the Mayor

#### **Bobbie Sue Hood - Vice President (07/04 — 01/05)**

Architect Seat

Appointed by the Mayor

#### **Noelle Hanrahan - Vice President (02/05 - Present)**

##### **- Commissioner (07/04 - 01/05)**

Residential Landlord Seat

Appointed by the President of the Board of Supervisors

#### **Alfonso Fillon**

Non-Profit Seat

Appointed by the Mayor

#### **Roy Guinnane**

Residential Builder Seat

Appointed by the Mayor

#### **Frank Lee 02/05 - Present**

Architect Seat

Appointed by the Mayor

#### **Criss Romero**

Tenant Seat

Appointed by the President of the Board of Supervisors

**Philip Ting**

General Public Seat

Appointed by the President of the Board of Supervisors

**How To Contact The BIC**

Ann Aherne, Secretary to the Building Inspection Commission, may be reached at:

Building Inspection Commission  
Department of Building Inspection  
1660 Mission Street, 6th Floor  
San Francisco, CA 94103-2414  
(415) 558-6164, FAX (415) 558-6509

**Meetings**

The BIC meetings are held on the first and third Monday of every month beginning at 9:00 a.m. in Room 400 at City Hall. The meetings are televised on SFGTV Channel 26. The meetings are accessible, open to the public, and are held commencing at 9:00 a.m. at:

City Hall  
1 Dr. Carlton B. Goodlett Place, Room 400  
San Francisco, CA 94102

**Agendas**

The Agenda is published on the Thursday before the regularly scheduled meeting. Agendas are posted on the Department's website [www.sfgov.org/dbi](http://www.sfgov.org/dbi) under Agendas & Minutes, the Main Library in the Government Documents section, the Bulletin Board located at the ground floor elevator lobby of 1660 Mission Street, outside meeting room 400 at City Hall and are also available by contacting Ann Aherne, Commission Secretary at (415) 558-6164.

**Minutes**

Minutes are posted on the Department's website under the Agenda and Minutes link 10 days after approval by the BIC.

**Highlights & Accomplishments**

- ❖ The Building Inspection Litigation Committee held seven "Closed Session" meetings with representatives from the City Attorney's Office and various DBI employees. The Committee continues to meet on a monthly basis, as needed, to refer necessary cases to the City Attorney's Office and to follow up on existing Housing Inspection, Code Enforcement, and Disabled Access violations.
- ❖ The Commissioners made several site visits to various properties to better understand issues discussed at the BIC Litigation Committee and BIC regular meetings. In particular Commissioners Guinnane and Santos have been diligent in doing site visits and reporting back to the other Commissioners. As in years past, the Commissioners continue to focus on Unlawful Demolitions.
- ❖ Reconvened a Sub-Committee to review applications of candidates to serve on the Access Appeals Commission (AAC), Board of Examiners (BOE), Code Advisory Committee (CAC) and the Unreinforced Masonry Appeals Board (UMB). President Santos and Commissioner Fillon agreed to be on the Sub-Committee.



Ann Aherne and Sonya Harris discuss items on BIC Agenda.

- ❖ Approved a Statement of Incompatible Activities for the Department of Building Inspection and the Building Inspection Commission as required by the Ethics Commission.
- ❖ Approved Administrative Bulletin AB-057 regarding Roof Hatches in Lieu of Stairway Penthouses.
- ❖ Adopted the Department's update of DBI's progress in meeting with the recommendations of the 2001 Controller's Management Audit.
- ❖ Held several public discussions and a Closed Session in response to consolidated appeals on the property located at 80 Natoma Street. Adopted findings for the 80 Natoma Street project.
- ❖ Voted to continue with a Peer Review Panel on 80 Natoma Street.
- ❖ Held public discussion and heard an appeal regarding 1863 Lombard Street.
- ❖ Held public discussions regarding several important issues including:
  - ◆ Newspaper articles printed about the Department of Building Inspection
  - ◆ Status of operations at the Department of Building Inspection that included the overall staffing status, general expenses and revenue, project demand and general customer demand for DBI services
  - ◆ Development at the Naval Station Treasure Island and Hunters Point Naval Shipyard
  - ◆ Request by the Controller's Office that DBI spend \$100,000 to conduct a fee study. The Commission voted unanimously not to spend the \$100,000
  - ◆ Status of DBI's emergency preparedness
  - ◆ DBI's responsibilities for homeless shelters and complaints against 201 – 8th Street and 525 – 5th Street on issues raised by a member of the public. The Commission voted unanimously to uphold the Department's decisions on these properties
- ◆ Qualifications required for Building and Housing Inspectors
- ◆ Contractors with respect to foundation permits and deficient foundations
- ◆ Draft #1 of Administrative Bulletin AB-004 titled Permit Processing Guidelines for the Department of Building Inspection
- ◆ Handling of Special Inspection's reports
- ◆ Policy of deferral of fees for City funded projects
- ◆ DBI's Public Outreach Programs
- ◆ Report on 3R Process and Performance
- ◆ Bay View Hunter's Point project regarding impact on DBI staff
- ◆ Report on DBI's multi-lingual service provisions
- ❖ Voted to adopt findings pursuant to the California Environmental Quality, CEQA, for the Hunters Point Shipyard Redevelopment project.
- ❖ Voted to approve an interagency agreement regarding Hunters Point, with the condition that the Mayor's Office allows a supplemental appropriation to hire a total of 16 employees to include Building, Electrical and Plumbing Inspectors, Plan Checkers and Clerks.
- ❖ Held public discussion and voted unanimously to adopt an Ordinance introduced by Supervisor Aaron Peskin amending Section 3407 et seq., to amend the definitions of Clearance Inspection, Containment and Barrier Systems, and Prohibited Practices; to clarify scope of prohibitions on the removal or disturbance of lead-based paint; to specify where signs noticing lead work must be posted, to make further minor technical corrections to the work practices program for lead-based paint disturbance and removal; and to make findings in accordance with California Health and Safety Code Section 17958 as to the local climatic, topological and geological reasons for amending the State Building Code.
- ❖ Elected Commissioner Ephraim Hirsch as President and Noelle Hanrahan as the Commission's Vice President.

- ❖ Held public discussions and voted unanimously to approve the Department of Building Inspection's budget for Fiscal Year 2005/2006.
- ❖ Presented a commendation to Department staff for a job well done in aiding the City to recover a settlement of \$3.5M at the AIMCO properties located in Bay View Hunters Point.
- ❖ Held public discussions regarding action to select Commissioners to serve on the BIC Litigation Committee. Commissioners Romero & Lee volunteered to serve on the Committee along with existing member Commissioner Guinnane.
- ❖ Heard public testimony and held several hearings regarding the Reorganization of DBI's MIS Department. A Permit Tracking System and Complaint Tracking System are now online and available to the public.
- ❖ Continued to monitor DBI's vehicle fleet and discussed the need to increase the overall number of vehicles and to replace older vehicles that require high repair costs.
- ❖ Heard a staff presentation and public testimony regarding the 2005 Cost Schedule of Building Valuation Data. The Commission voted unanimously to adopt the 2005 Cost Schedule.
- ❖ Heard public testimony and adopted the Proposed Code Revisions:

#### **San Francisco Building Code (8)**

- ❖ Section 106.3.2 - Submittal Documents
- ❖ Section 109.1 - 109.8 - Certificate of Occupancy
- ❖ Section 209-H - Height of Building (definition)
- ❖ Section 419.1.2.1 - Depth [of balconies, decks and porches]
- ❖ Section 1043.5.1 - Veneer
- ❖ Section 1403.6.1 - Veneer
- ❖ Section 1506.1 - Roof Drainage
- ❖ Section 2312.3 - Decay and Termite Protection

#### **Plumbing Code (2)**

- ❖ Section 306.2 - Roof Drainage
- ❖ Section 1014.1 - Grease Traps and Grease Interceptors

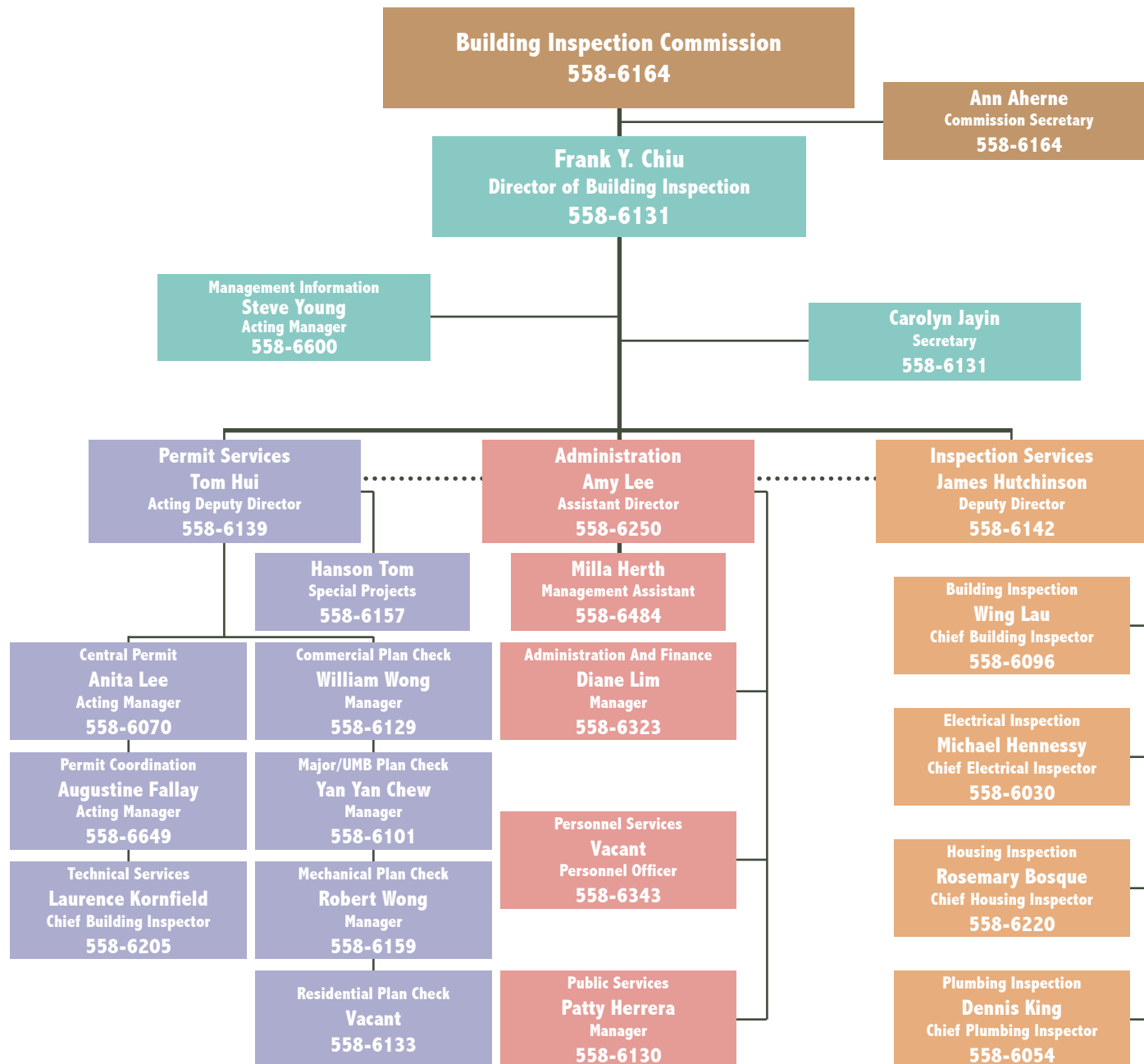
#### **San Francisco Housing Code (1)**

- ❖ Section 504 (c) - Mechanical Ventilation
- ❖ Heard public testimony and approved the application of Draft AB-056: Disabled Access Compliance Status Documentation.
- ❖ Heard a staff report and heard public testimony regarding DBI's Tenth Anniversary Highlights. The highlights included were:
  - ◆ Over 1 Million field inspections were performed
  - ◆ 92% of those were within 48 hours of people requesting them
  - ◆ Issued 89% of all permits within one day
  - ◆ Investigated over 50,000 complaints
  - ◆ Public Services Division have handled over half a million callers and assisted over a quarter of a million people coming into DBI's office.
  - ◆ Supervised over \$13B worth of construction activity
  - ◆ CEOP Program where DBI has partnered with other Departments to take the mystique out of the process.
  - ◆ Technical Services has training seminars that are now available on the web
  - ◆ Lead Abatement Section ensures the safety of children in San Francisco
  - ◆ All of the Inspectors are certified and have gone through rigorous training
  - ◆ All of the Inspectors are accredited and have maintained that accreditation.
  - ◆ Controller's Office audit resulted in DBI having a 91% customer satisfaction rating
  - ◆ Commissioner Guinnane has been particularly strong on the Litigation Committee resulting in some of the largest settlements in history.

- ❖ Accepted the resignation of Frank Chiu as Director of the Department of Building Inspection as of April 29, 2005. Held public hearings and a Closed Sessions regarding a Public Employee Appointment for the position of Acting Director.
- ❖ Appointed Amy Lee to the position of Acting Director for the Department of Building Inspection on April 18, 2005 and thanked Jim Hutchinson for his service as Acting Director.
- ❖ Voted unanimously in Closed Session to form a Committee to endeavor to hire a Permanent Director within four months of the April 18, 2005 hearing. The Committee appointed was Commissioners Romero, Lee and Guinnane.
- ❖ Heard public testimony and a report from the Department regarding Permit Processing Priority Guidelines.
- ❖ President Hirsch reported on the Good Government Guide, which is an overview of the laws governing the conduct of public officials. Public testimony was heard on this item.
- ❖ President Hirsch commended the Department for a job well done on the recycled building that was erected in Civic Center plaza.
- ❖ Received an update on the discontinuation of the 1660 Mission Street 6.5% surcharge.
- ❖ Received a report from the City Attorney's Office on DBI's ability to initiate litigation through the City Attorney's Office to overturn decisions made by the Board of Permit Appeals.
- ❖ Adopted an Ordinance amending San Francisco Administrative Code Section 10.135 to increase the Cash Revolving Fund of the Department of Building Inspection from \$200 to \$600.
- ❖ Held public hearings and voted unanimously to release hiring freeze on Housing Inspectors.
- ❖ Made a presentation of "Certificates of Honor" to former BIC President Rodrigo Santos and Vice-President Bobbie Sue Hood. Bobbie Sue Hood served as the architect on the BIC. She served as founding President from January 1995 to February 1999, Commissioner from March 1999 to February 2000 and as Vice-President from March 2000 to January 2005. Rodrigo Santos served as the structural engineer and served as a Commissioner from January 2000 to February 2004 and as President from March 2004 to January 2005.
- ❖ Heard a presentation by Housing and Urban Health SRO Collaboratives regarding their expenditure of DBI funds for Fiscal Year 2003/2004.
- ❖ Commissioners and Commission Secretary attended a presentation by the City Attorney's Office regarding the Sunshine Ordinance.
- ❖ Heard a presentation from Mr. Amit Ghosh of the Planning Department regarding how the Planning Department expended DBI funds in the amount of \$2.4M in Fiscal Years 2003/2004. Public testimony was heard on this issue.
- ❖ Took action to approve the proposed 2004 Cost Schedule of Building Valuation Data.
- ❖ Heard public testimony and discussed at several meetings the Community Action Plan for Seismic Safety (CAPSS).
- ❖ Took action to approve DBI's Strategic Plan, which came before the Commission on several occasions for review and public testimony.

**2005-2006 Goals**

- ❖ Continue working with the City Attorney's Office, Housing Inspection Services Staff and Code Enforcement Staff in the Litigation Committee to abate outstanding cases.
- ❖ Continue working with the Department and other City agencies to halt Unlawful Demolitions.
- ❖ Continue to monitor DBI's computer and technology needs and reorganization of the MIS Division.
- ❖ Continue to monitor DBI staff's vehicle needs.
- ❖ Continue to monitor DBI's staffing issues to ensure excellent customer service to the citizens of the City and County of San Francisco.
- ❖ Set realistic and measurable goals that reflect the budget of the Department of Building Inspection.



**Purpose**

To serve the City and County of San Francisco and the general public by ensuring that life and property within the City and County are safeguarded, and to provide a public forum for community involvement in that process.

**Mission Statement**

Under the direction and management of the seven-member citizen Building Inspection Commission, to oversee the effective, efficient, fair and safe enforcement of the City and County of San Francisco's Building, Housing, Plumbing, Electrical, and Mechanical Codes, along with the Disability Access Regulations.

**Frank Chiu**, Director

**Jim Hutchinson**, Acting Director December 2004 – April 2005

**Amy Lee**, Acting Director May 2005 - Present

- ❖ Issued a total of 60,503 permits:
  - ◆ Building Permits 25,444
  - ◆ Electrical Permits 15,267
  - ◆ Plumbing Permits 15,504
  - ◆ Miscellaneous Permits 4,288
- ❖ Issued building permits with a total valuation of \$1,349,837,669, an increase of 3% or \$40,676,038 more than Fiscal Year 2003-2004.
- ❖ Processed 89% or 59,177 permits within one day.
- ❖ Performed a total of 125,965 inspections;
  - ◆ 54,881 building inspections
  - ◆ 841 code enforcement
  - ◆ 217 disabled access
  - ◆ 35,091 electrical inspections
  - ◆ 8,649 housing inspections
  - ◆ 1,393 lead abatement inspections
  - ◆ 24,893 plumbing inspections
- ❖ Received a total of 205 life hazard / heat complaints; of these responded to 94% or 193 within 24 hours.
- ❖ Department's Total Expenditures were \$40,054,615. Total Revenues were \$36,224,799.
- ❖ Staff assisted 36,690 customers at the Public Information Counters and answered 136,278 telephone inquiries.



Carolyn Jayin assists a customer over the telephone

- ❖ Reviewed and updated the Departmental Emergency Operations Plan for conformity with the Standardized Emergency Management System (SEMS) developed by the State of California.
- ❖ Developed and implemented general DBI training program.
- ❖ Hosted the televised "Brown Bag Lunch" and filmed weekly technical training talks for staff and public.
- ❖ Directed the development of the ScrapHouse and other green building activities.
- ❖ Expanded the application of the State Historic Building Code.
- ❖ Initiated workflow study of our Permit Tracking System with the objective of targeting areas and processes for improvement.
- ❖ Completed enhancements to the Lead Abatement Tracking System.
- ❖ Worked with online vendor to develop and introduce enhanced inspection scheduling and fee collection for web-based electrical permits. Electrical contractors filed a total of 2,717 permits.

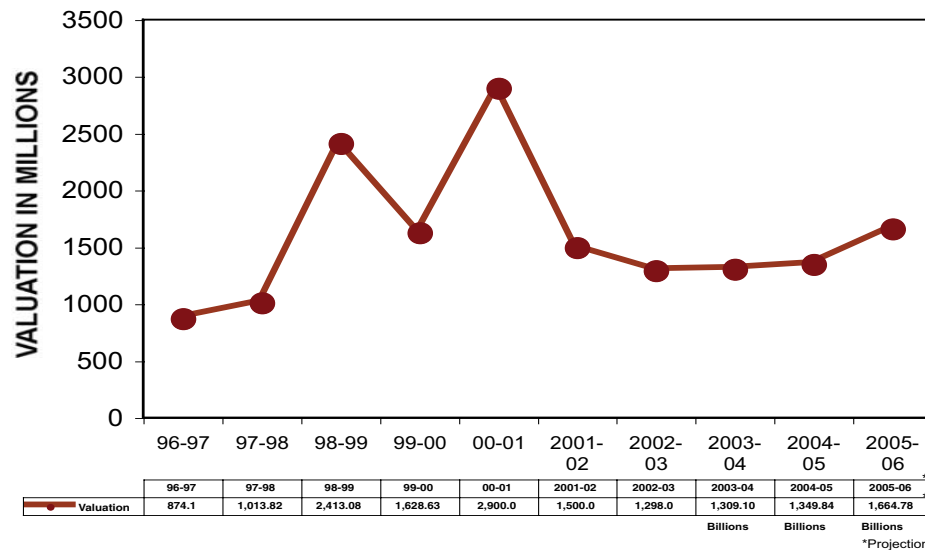
**2005-2006 Goals**

- ❖ Assure compliance with State Regulation AB 717, which requires staff to be certified as building inspector or plans examiner and requires staff to complete 45 hours of continuing education within a three-year period.
- ❖ Fill all vacancies.
- ❖ Develop earthquake information and displays for public information as part of the 100th Anniversary of the Great San Francisco earthquake.
- ❖ Adopt the 2003 California Plumbing and Mechanical Codes, complete with the updated SF Addendums.
- ❖ Maintain adequate training for management and staff by providing appropriate courses on technical issues as well as DBI processes and procedures.
- ❖ Ensure timely completion of the Gartner study, issue an RFP, and select vendor that will implement a new Permit Tracking System.
- ❖ Complete DBI and Planning Departments Fee Study.
- ❖ Implement online banking access for reconciliation of credit card collections.
- ❖ Implement new point of sales/cash register system. Train all staff.
- ❖ Housing Inspectors to perform a minimum daily average of 6 inspections to include routine inspections and tenant complaints.

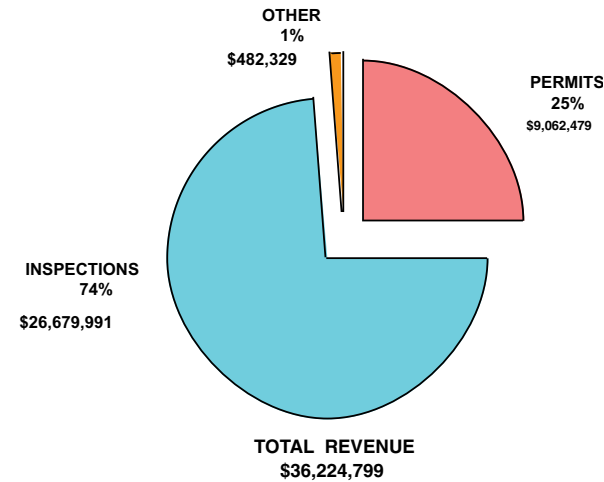


John Blackshear checks status of a permit application for a caller

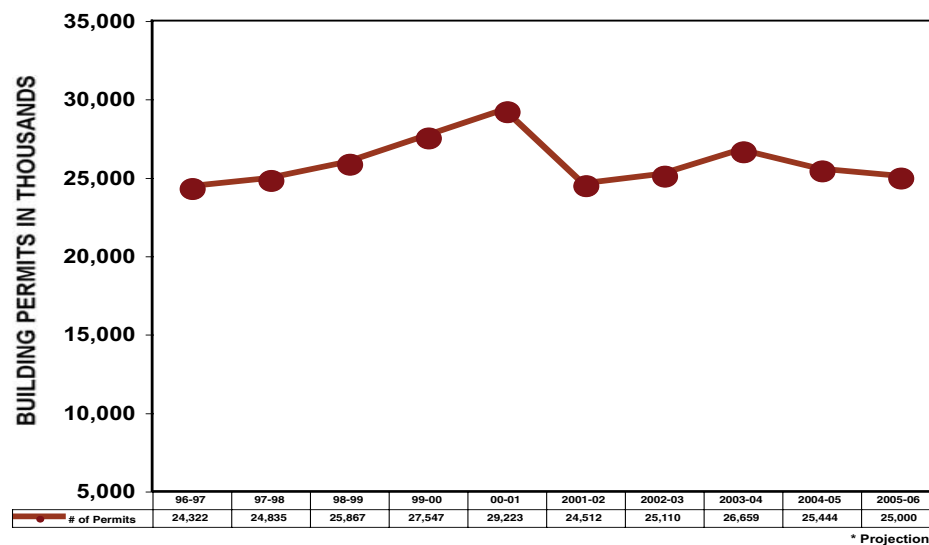
### PERMIT VALUATION 10-YEAR COMPARISON



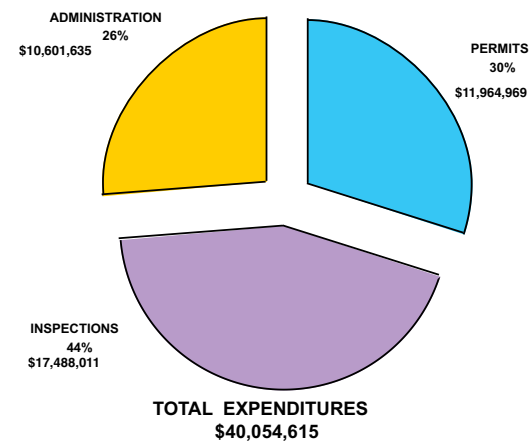
### TOTAL REVENUE



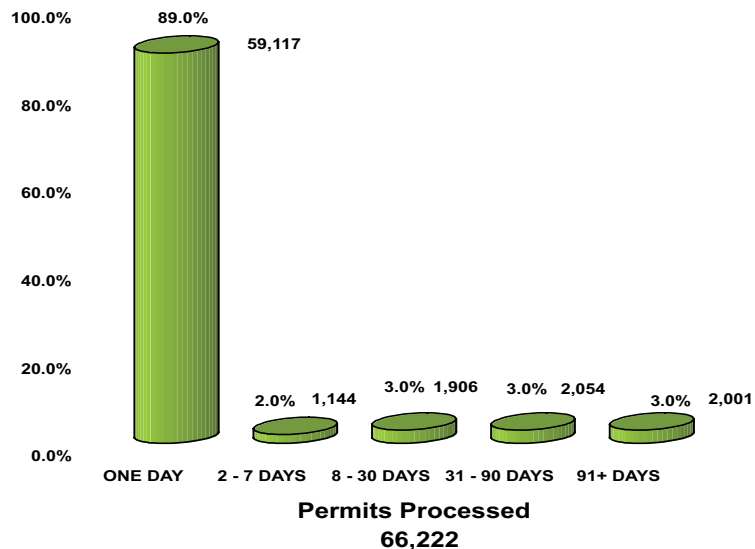
### BUILDING PERMITS ISSUED 10-YEAR COMPARISON



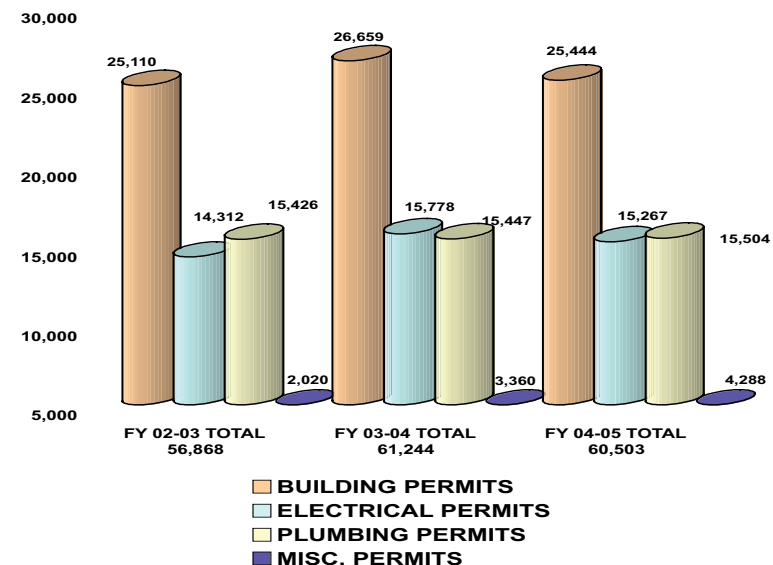
### TOTAL EXPENDITURES



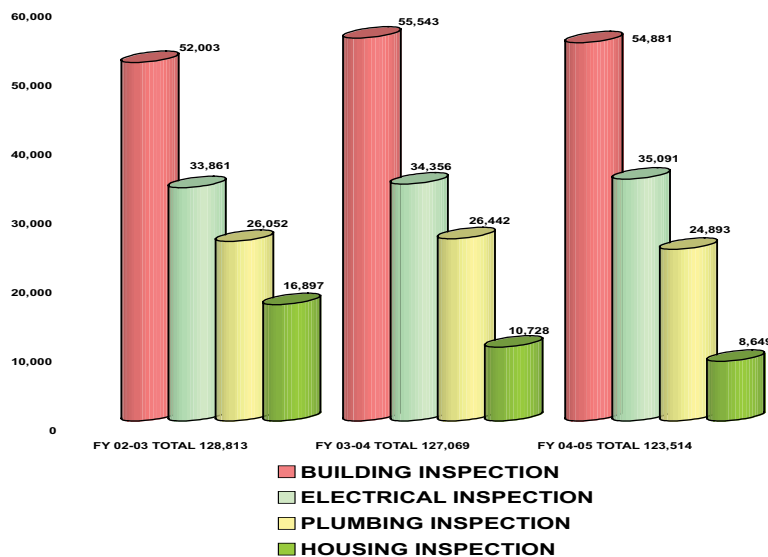
### CONSTRUCTION PERMITS TURNAROUND TIME



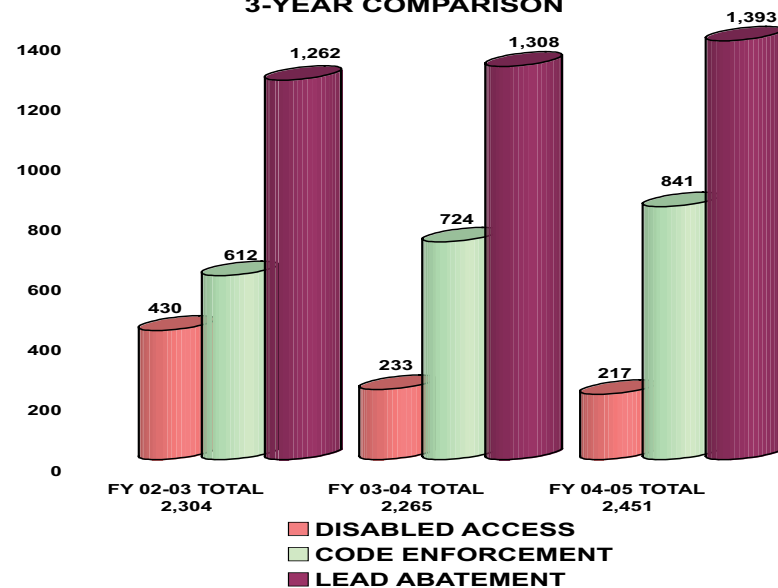
### TOTAL PERMITS ISSUED 3-YEAR COMPARISON



### TOTAL INSPECTIONS PERFORMED 3-YEAR COMPARISON



### TOTAL INSPECTIONS PERFORMED 3-YEAR COMPARISON



**Steve Young**, Manager

### Function

The functions of the Management Information Services (MIS) Division are to archive and safeguard DBI's data; to manage network access to files and data; to scan, digitize and store plans, documents and drawings on the network; to develop and maintain an extensive client-server database to support the permitting functions and related complaint and inspection tracking functions; to supply software for common office applications, including: word processing, spreadsheet, database, presentation, telecommunications, and desktop layout; to install, repair, upgrade and maintain desktop computer equipment and peripherals, including printers, plotters, scanners; to provide daily HelpDesk support for computer-related problems, to assist end-users in graphic projects; provide in-house training; research technical issues; and to provide custom reports both for the public and DBI management.

### Highlights And Accomplishments

- ❖ Returned management responsibility of MIS to DBI.
- ❖ Implemented "Track-it" software based service request tracking system.
- ❖ Implemented "Merant/Serena" version control software to ensure integrity of the business applications.
- ❖ Standardized the creation of Oracle user IDs for the business applications to ensure data integrity and enhance productivity in the applications development group.
- ❖ Completed Phase I of Migration of all business applications to supportable versions of Oracle.
- ❖ Replaced the core network switching hardware away from non-supported Intel to updated Cisco systems.
- ❖ Implemented multiple levels of virus control software and additional firewalls to reduce the possibility of virus attacks
- ❖ Upgraded infrastructure.
- ❖ Completed Phase I of the emergency power backup systems for powering the computer center.
- ❖ Completed upgrade of the Symetra Uninterruptible Power Supply for the Computer Center.
- ❖ Completed the Request for Proposal process to select a vendor for systems refresh.
- ❖ Installed Cisco 5250 router providing firewall protection for our network.
- ❖ Restructured systems addressing to conform with DTIS Networking standards
- ❖ Increased efficiency within DBI.

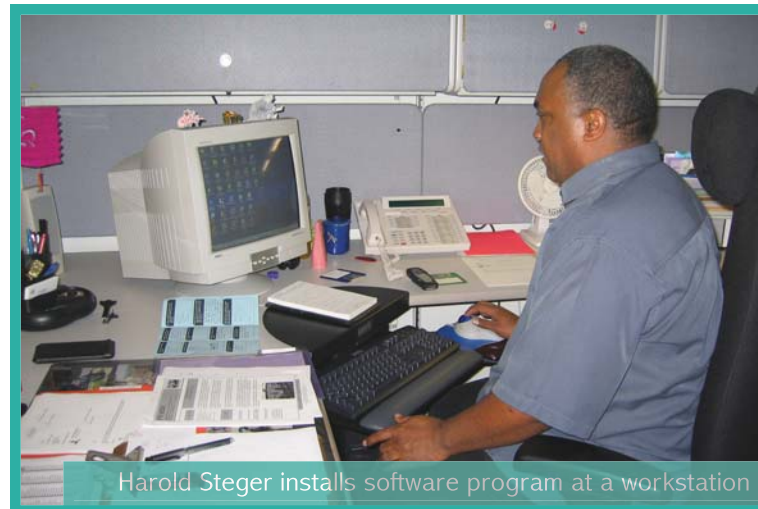


Silvia Landau troubleshoots computer problems at the Public Information Counter

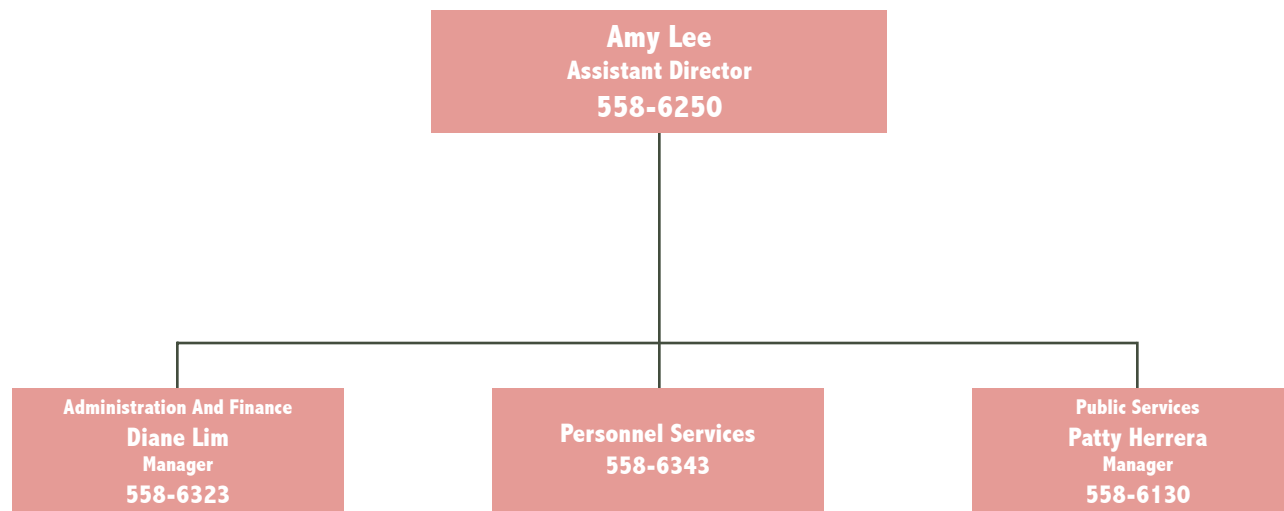
- ❖ Begun workflow study of our Permit Tracking System with the objective of targeting areas and processes for improvement.
- ❖ Completed a feasibility study for the possible use of bar-coding as a tool to track documents.
- ❖ Implemented Employee Position Control System.
- ❖ Completed enhancements to the Lead Abatement Tracking System.

#### 2005-2006 Goals

- ❖ Complete the \$2.5 Million systems technical refresh within the 182-day deployment schedule.
- ❖ Complete Phase I and II of the Central Computer / Gartner Workflow Study and Recommendations report.
- ❖ Begin RFP for PTIS system replacement of enhancement.



Harold Steger installs software program at a workstation





Amy Lee, Assistant Director

### **Mission Statement**

The Administration Program is dedicated to providing the Department of Building Inspection with efficient quality support overseeing the Permit and Inspection Programs, and in the areas of Fiscal Management, Personnel Services, and Public Services/Records Management.

**Diane Lim, Manager**

### Function

The functions of the Administration & Finance Division (AFD) are to provide support to the Department in the areas of fiscal management, purchasing, employee services, and business analysis. In the area of fiscal management this support is in the form of budget preparation and reconciliation; revenue management; controlling labor and non-labor expenditures, capital expenditures and work order expenditures; accounts payable; and performing internal audits. In the area of purchasing this support is in the form of procuring materials and supplies; vendor identification and interfacing; and contract administration. In the area of employee services this support is in the form of automobile repair control; telephone systems, pager and cellular phone management; and employee claims management. In the area of business analysis this support is in the form of providing needs and operations analysis, revenue/expenditure analysis, and developing office policies and procedures.



Serena Chan, Yuracine Burton, Stephen Lee and Maxima Lim of Administration and Finance Division

### Highlights And Accomplishments

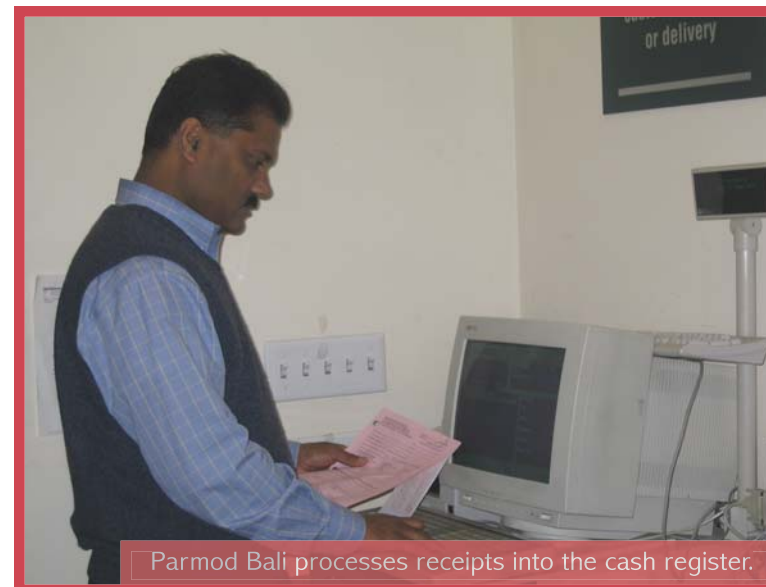
- |                       |                   |            |
|-----------------------|-------------------|------------|
| ❖ Total Revenue       | Permit            | 9,062,479  |
|                       | Inspection        | 26,679,991 |
|                       | Other             | 482,329    |
|                       | Total Revenue     | 36,224,799 |
| ❖ Total Expenditures: | Permit            | 11,964,969 |
|                       | Inspection        | 17,488,011 |
|                       | Administration    | 10,601,635 |
|                       | Total Expenditure | 40,054,615 |
- ❖ Processed 100% of all reimbursement requests within 10 days.
  - ❖ Processed 100% of training requests within one week.
  - ❖ Processed 2,723 financial transactions through the City's FAMIS on-line system.
  - ❖ Processed 1,201 purchasing transactions through the City's ADPICs on-line system.
  - ❖ Collected 22.7% of total revenues through the PC Cash Register System, credit card transactions.
  - ❖ Responded to 100% of Director's letters within Director's deadline.
  - ❖ Responded to 100% of phone calls within 24 hours.

### On-going Projects

- ❖ Follow City administrative and fiscal procedures.
- ❖ Maintain expenditures within budgeted appropriation.
- ❖ Monitor and analyze revenues.

**2005-2006 Goals**

- ❖ Continue to process 100% of reimbursement requests within 10 days.
- ❖ Provide staff training for upgraded Famis system to enable expedited postings and financial reporting.
- ❖ Provide staff training for upgraded Adpics system to enable expedited purchasing and contracting processes.
- ❖ Implement Workplace Health and Safety Hazard recommendations.
- ❖ Implement online banking access for reconciliation of credit card collections.

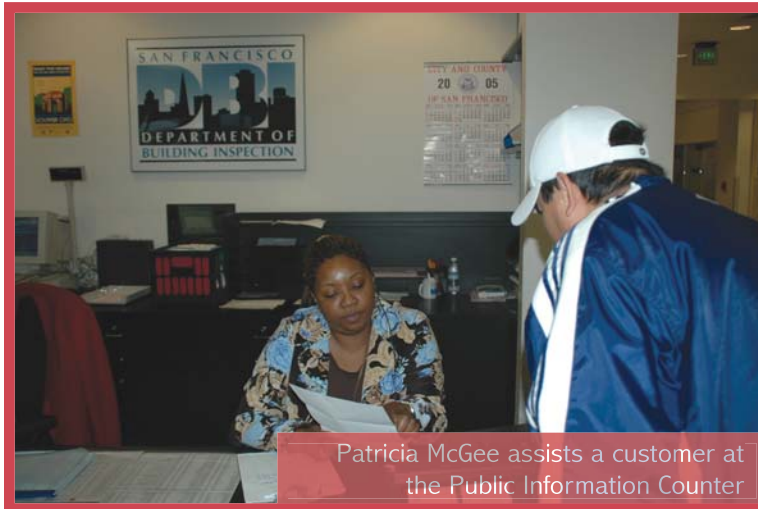


Parmod Bali processes receipts into the cash register.

**Patty Herrera, Manager**

### Function

Public Services Division (PSD) serves as the first point of contact for the public and ensures that customers are quickly and efficiently referred to the proper division for assistance. PSD answers general questions for phone and walk-in inquiries; facilitates the resolution of complaints and physically directs customers to the appropriate division. Public Services is responsible for storage and reproduction of plans, applications, job cards, and miscellaneous documents; producing the Report of Residential Records and maintaining historical records. PSD is also responsible for coordinating and participating in community outreach programs, neighborhood and association meetings, festivals and fairs. Public Services is charged with publishing and maintaining all brochures, handouts, and booklets describing DBI services; Quarterly and Annual Reports; and updating the Department's website.



Patricia McGee assists a customer at the Public Information Counter



Andre Bray, Benjie Guinto and Helen Tirta check the resolution of a microfilm plan on the screen

### Highlights And Accomplishments

- ❖ Answered a total of 30,189 telephone inquiries and assisted 26,463 customers at the Public Information counters.
  - ❖ Received a total of 10,015 3R requests; of these
    - ◆ 67% or 6,727 were processed within five days; and
    - ◆ 33% or 3,288 were processed over five days.
  - ❖ Received a total of 11,501 microfilm requests; of these
    - ◆ 78% or 9,010 were processed within five days; and
    - ◆ 22% or 2,491 were processed within over five days.
- These requests produced a total of:
- ◆ 101,859 applications/job cards/CFC's
  - ◆ 45,414 diazos
  - ◆ 45,916 copies of plans.
- ❖ Responded to 100% of Director's letters and customers inquiries within three days of receipt.

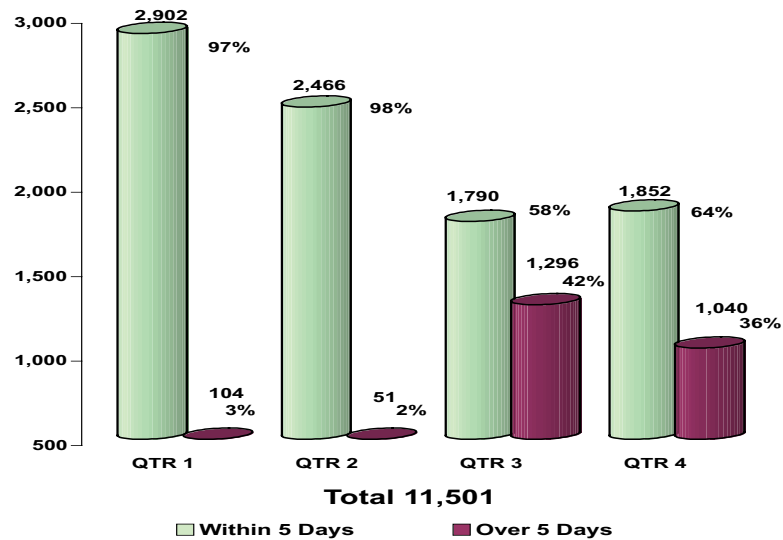
- ❖ Quarterly Reports are now available on our website at [www.sfgov.org/dbi](http://www.sfgov.org/dbi) under Reports category.
- ❖ Continued to update the Department's website by posting up-to-date Commission / Boards agendas and minutes, organizational charts, informational brochures and booklets, plan checking checklists, etc.
- ❖ Coordinated DBI's participation in various community outreach programs such as Chinese New Year's Festival, Cinco De Mayo, Bernal Heights Annual Fair, Fleet Week.
- ❖ Worked with Division Managers to update informational brochures, checklists, booklets. Posted updated / revised versions on website.

#### **2005-2006 Goals**

- ❖ Fill staff vacancies.
- ❖ Cross-train all counter staff and implement new rotation schedule.
- ❖ Continue working with MIS to upgrade the current document imaging system.
- ❖ Increase website content to include Administrative Bulletins, Code Rulings, additional forms and checklists.
- ❖ Publish new FYI Newsletter.

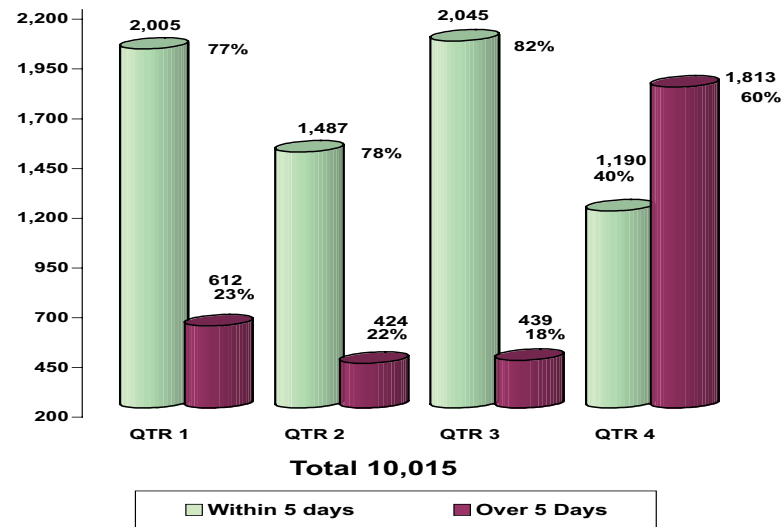
### MICROFILM REQUESTS PROCESSED

**MBO GOAL = 85%  
WITHIN 5 DAYS**

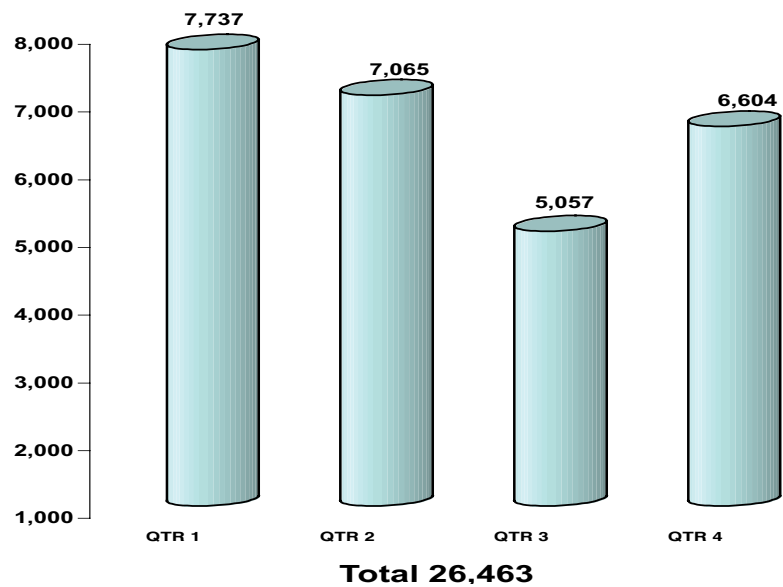


### 3R REPORTS PROCESSED

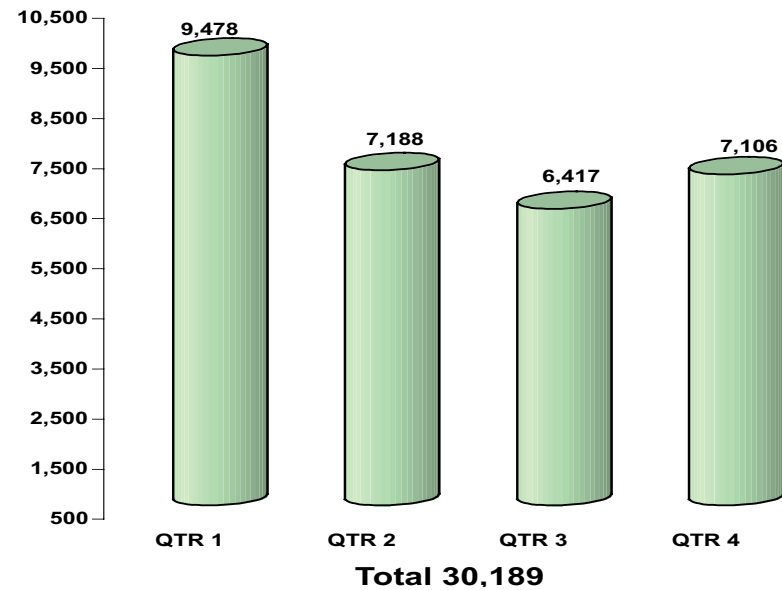
**MBO GOAL = 85%  
WITHIN 5 DAYS**



### CUSTOMERS ASSISTED

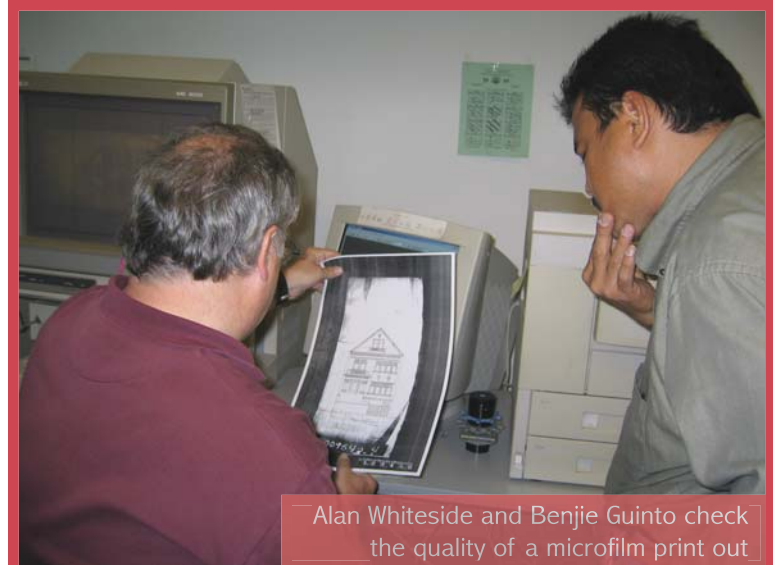


### CALLS ANSWERED





Marianne Pangelinan assists a customer on filling out the Building Permit application form



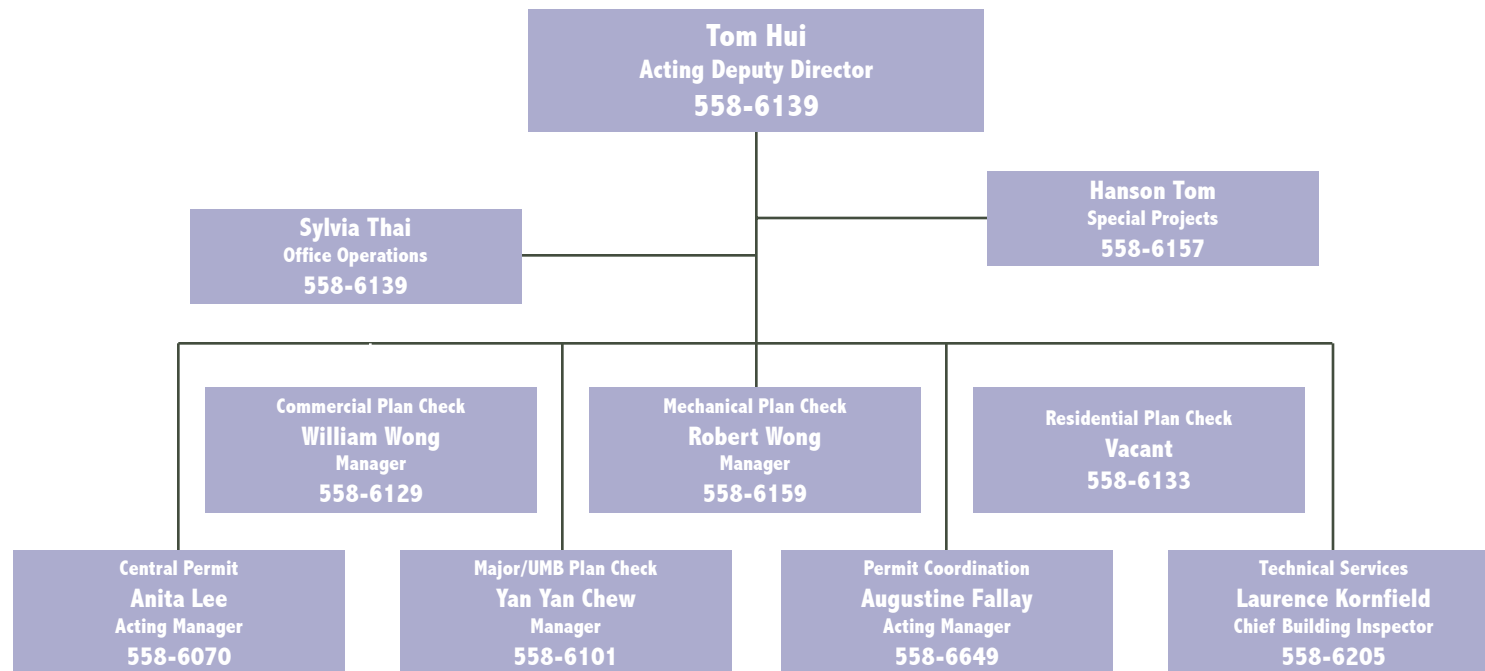
Alan Whiteside and Benjie Guinto check the quality of a microfilm print out



A customers prepares to submit a permit application



First Floor customer area





Tom Hui, Acting Deputy Director

### **Mission Statement**

The Mission of the Permit Services Program is to oversee plan review and permit issuance to assure that proposed construction work meets safety requirements of the code; and that the process be performed in a timely manner with professional and courteous service to our clients.

**Anita Lee**, Acting Manager

## Function

The Central Permit Bureau (CPB) accepts and issues construction permits for public and private buildings located within the City and County of San Francisco. Additionally, CPB issues electrical, plumbing and street space permits, and assesses and collects fees for all structures, building enlargements and change of use.

## Highlights And Accomplishments

- ❖ Issued a total of 60,503 permits; of these,
  - 25,444 building permits;
  - 15,267 electrical permits;
  - 15,504 plumbing permits,
  - 4,288 miscellaneous building permits;a decrease of 1.23% or 741 less than Fiscal Year 2003-04.
- ❖ Issued building permits with a total valuation of \$1,349,837,669, an increase of 3% or \$40,676,038 more than Fiscal Year 2003-04.



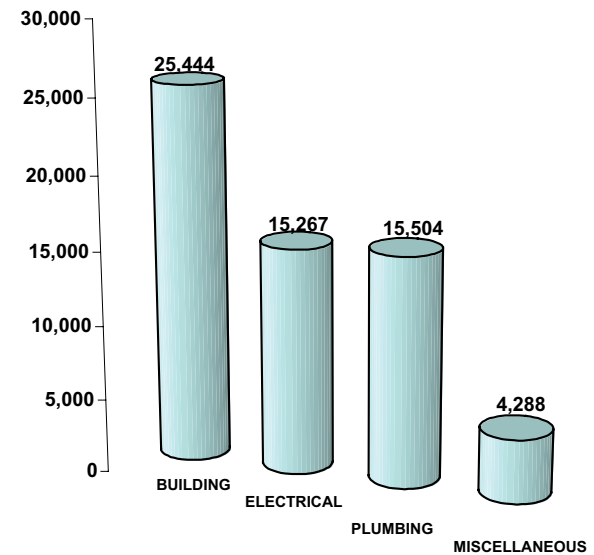
- ❖ Processed 99% or 6,484 of structural notifications within 24 hours.
- ❖ Processed 95% or 35,696 of demolition notifications within 24 hours.
- ❖ Processed 80% or 865 of all refund requests within 5 days.
- ❖ Processed 90% or 879 of all mail-in applications within 2 days.
- ❖ Responded to 100% or 22 Director's letters within Director's deadline.

## On-going Projects

- ❖ Continue to work with MIS to train, test and roll out plan for new point of sales/cash register system.
- ❖ Upgrade the staff in Central Permit Bureau to permanent 1408 Principal Clerks.
- ❖ Increase staffing to meet workload demands on new projects in Mission Bay.

**2005-2006 Goals**

- ❖ Work with PUC on collecting Sewer Fee, Capacity Fee and TIDF Fee.
- ❖ Work with Micromenders on improvement of current Record Management System.
- ❖ Continue to work with MIS on improving the current system.
- ❖ Increase training for all staff.

**NUMBER OF PERMITS ISSUED**

**Total Number of Permits  
60,503**

**William Wong**, Manager

### Function

The function of the Commercial Plan Check Division (CPC) is to provide timely and professional review of building permit applications, plans and documents for all commercial alteration and repairs within the City and County of San Francisco (except those reviewed by the Major Projects Division) and to assure that the proposed work complies with all state and local codes and requirements, including Title 24 Part 2, disabled access requirements. The division conducts pre-application review meetings that provide code interpretations and resolve major code issues prior to the submittal of plans and permit applications. Qualifying projects may be reviewed within 72 hours using the Office Tenant Improvement (OTI) process.

### Highlights And Accomplishments

- ❖ Reviewed and approved a total of 7,073 permit applications; of these, 67.4% or 4,765 were approved over-the-counter  
9% or 637 were approved within 7 days  
14.6% or 1,031 were approved within 30 days.



Susan Leong assists a customer with permit application and plan review

- ❖ Approved an average of 4.4 plans per person per day.
- ❖ Responded to 95% of Director's letters within 5 days and 100% within Director's deadline.
- ❖ Responded to 95% of phone calls within 24 hours.
- ❖ Conducted 14.5% or 322 quality assurance reviews on permit applications taken in for internal plan review.
- ❖ Conducted approximately 89 pre-application meetings.
- ❖ Filled the vacant manager's position in Commercial Plan Check Division.
- ❖ Revised and updated the Disabled Access Compliance Checklist and OTI Checklist, which are also available on-line.
- ❖ Increased the quality assurance reviews on permit applications taken in for internal plan review from 6.3% in Fiscal Year 2003-2004 to 14.5% in Fiscal Year 2004-2005.
- ❖ Implemented a program to improve plan check consistency by having team members evaluate case studies and commonly asked code questions at weekly meetings, document findings and determinations.
- ❖ Team members completed training in Disabled Access given by State of California, Division of State Architect; various code topics given by Technical Services Division; Harassment Prevention given by City Attorney's Office; general safety training and emergency operation given in house and Skills Improvement given by Human Resources Department. Team members attended the Annual California Building Official (CALBO) training week in October 2004.
- ❖ Improved the screening of Office Tenant Improvement (OTI) projects to ensure 72 hours turnaround time.

- ❖ One engineer team member was mentor to two engineer student interns.
- ❖ Cross-trained team members to screen, review and approve building permit applications at regular and OTI permit counters.

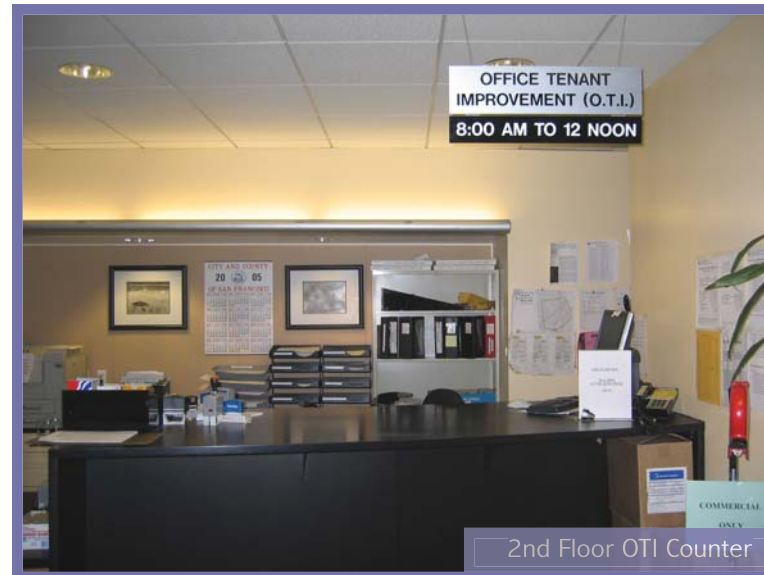
### On-going Projects

- ❖ Team members participated in the review of these major projects:
  - ◆ Bloomingdale Shopping Complex
  - ◆ Various Mission Bay development projects
  - ◆ Port of San Francisco at 501 Beale Street, 160 Jefferson Street and Piers 1½, 3 and 4
  - ◆ High-rise tower at One Rincon Hill – 425 First Street
  - ◆ California Academy of Sciences
  - ◆ San Bruno Jail
  - ◆ Temporary structures for US-PGA Golf Tournament at Harding Park.

- ❖ Provide support to study on improving MIS systems and study on fees.
- ❖ Update division forms, checklists and procedures.

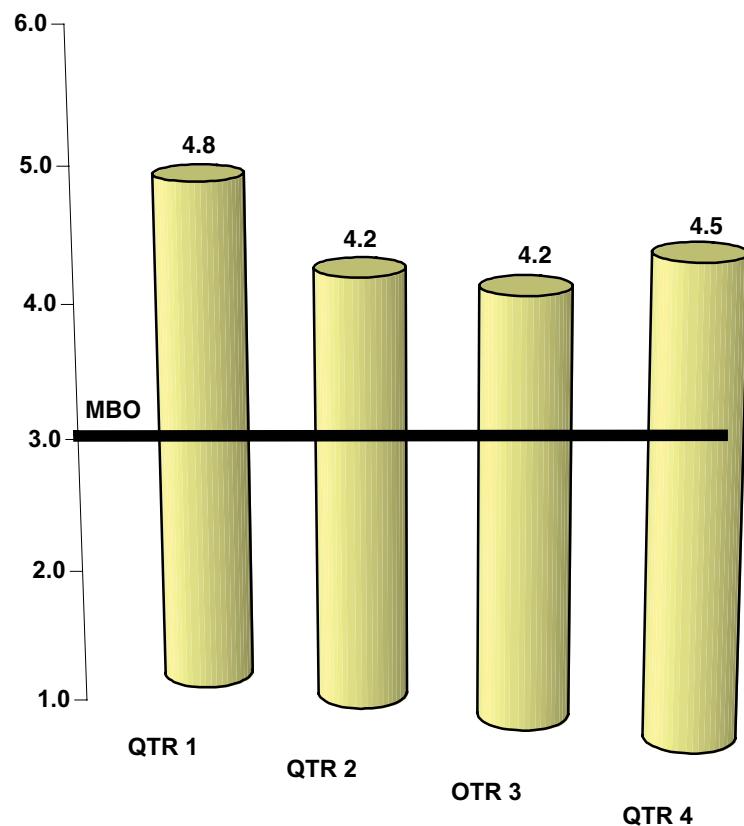
### 2005-2006 Goals

- ❖ Hire additional plan checkers (Engineers and inspectors) to reduce backlog in plan review.
- ❖ Improve the screening of permit applications and plans at the counter.
- ❖ Train new plan checkers who rotate into Commercial Plan Check Division.
- ❖ Update the public informational brochure titled “How to Obtain a Building, Electrical and Plumbing Permit for the Remodeling of Non-Residential Spaces in Existing Buildings in the City and County of San Francisco”.
- ❖ Include a section on frequently asked questions. Update the Referral to Other Agencies list.



- ❖ Improve the Disabled Access documentation of Unreasonable Hardship form and supporting documents.
- ❖ Work with various agencies and the public on the review and processing of estimated 200 plus tenant improvement permits in Bloomingdale Shopping Complex.
- ❖ Assure compliance with State Regulation AB 717, which requires staff to be certified as Building Inspectors or Plans Examiners and to complete 45 hours of continuing education within a three-year period.

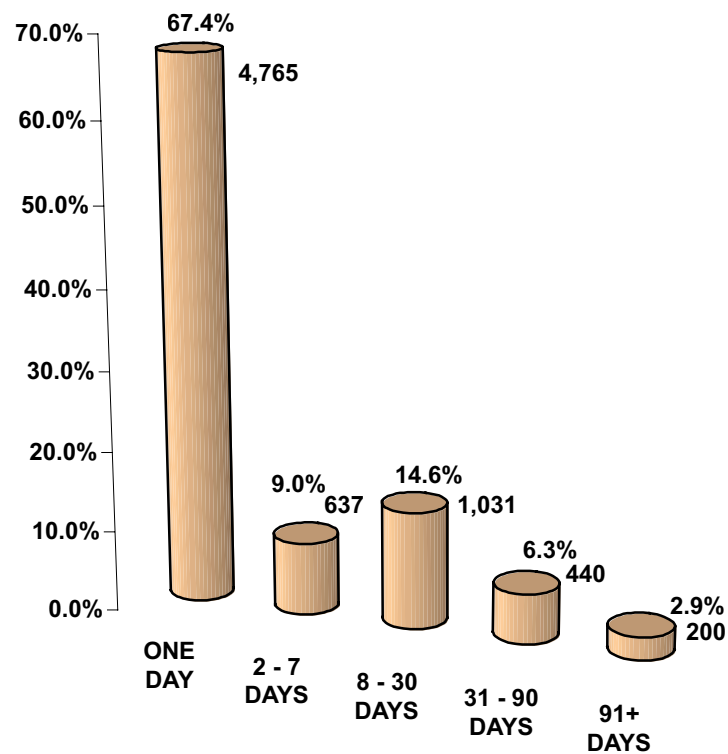
### COMMERCIAL PLAN CHECK PLANS APPROVED/PERSON/DAY MBO GOAL = 3.0



Note: Number of approved plans include over-the-counter approvals.

### BUILDING PERMIT PROCESS TIME Commercial

MBO GOALS: 55% OTC; 75% 7 DAYS;  
95% 30 DAYS



Total Number of Approved Plans  
7,073



Commercial drawings ready for issuance

**Yan Yan Chew**, Manager

### Function

The Major Projects and UMB Plan Check Division (MPC/UMB) is responsible for the plan review of all types of new construction permits, grading and demolition permits, Unreinforced Masonry Building retrofit and major project permits. This division performs coordination of peer reviews of certain projects that utilize performance design or alternative design. MPC/UMB is also in charge of the administration and enforcement of three special programs, the Unreinforced Masonry Bearing (UMB) Wall Buildings Earthquake Hazard Reduction Program; the Parapet Safety Program; and the Special Inspection Program. Lastly, the MPC/UMB is also in charge of all permit processes for special projects such as Treasure Island, Mission Bay, Hunter's Point Naval Shipyard, Port of San Francisco, and PUC upgrade projects.

### Highlights And Accomplishments

- ❖ Reviewed and approved an average of 77.3% or 954 permit applications within 90 days.
- ❖ Approved an average of 1.06 plan per person per day.
- ❖ Performed 339 reviews for subdivision applications referred by Bureau of Street Use and Mapping, Department of Public Works (DPW).
- ❖ Responded to 21 emergency response requests.
- ❖ Performed spot-check quality control on approximately 10.7% or 102 of 954 permit applications and plans approved for internal plan review.
- ❖ Conducted approximately 129 pre-application meetings.
- ❖ Assisted DPW in the review of Mission Bay Development Public Improvement.
- ❖ Completed the proceedings of Risk Level 1 and 2 for Un-reinforced Masonry Buildings. Continued the proceedings of Risk Level 3 and 4.
- ❖ Responded to 100% of Director's letters within Director's deadline.
- ❖ Responded to 100% of phone calls within 24 hours.

### On-going Projects

- ❖ Started permit review for the following highrises:
  - a) Office buildings: 400 Howard Street, 505 Howard Street and 535 Mission Street and 720 Mission.
  - b) Mixed use: 301 King Street, 325 Fremont Street and 301 Mission Street.
  - c) Others: San Francisco Conservatory of Music - 50 Oak Street, 724-730 Van Ness Avenue and One Polk Street.
- ❖ The following highrises are under construction:
  - a) Office buildings: 151 Executive Park and 524 Howard Street.
  - b) Residential buildings: 425 Battery Street, 333 First Street, 335 First Street, 170 King Street, 188 King Street, 201 Berry Street and 235 Berry Street.
  - c) Mixed use: 835 Market Street, 255 King Street, 2 Mission Street, 1015 Van Ness Avenue, 50 Tea Garden Drive and 199 New Montgomery Street.
- ❖ Worked on peer review for the following prominent projects: 1) 185 Berry Street, 2) 235 Berry Street, 3) California Academy of Sciences, 4) New De Young Museum, 5) Crestmont Hill, 6) 180 Howard Street, 7) Hunter's Point, 8) 301 Mission Street, 9) Palace of Fine Arts, 10) 1 Rincon Hill, 11) 300 Spear Street, 12) 1483 Sutter Street.
- ❖ Worked on nine housing projects: 1) Carter Housing Project, 2) 900 Gilman Avenue, 3) 168 Bluxome Street, 4) Francisco Bay, 5) Walbridge Terrace – 48 units, 6) 300 Broderick Street – 70 units, 7) Geneva

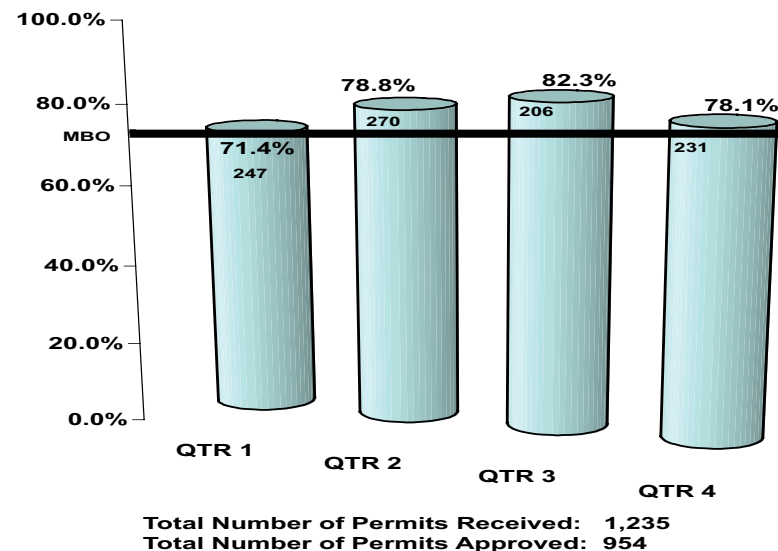
Avenue Project – 48 units, 8) One Rincon Annex, and 9) Valencia Gardens.

- ❖ Issued the alternative design and method of construction agreement for the Mission Bay Life Science Facilities.
- ❖ Reviewed City owned projects: Academy of Sciences, Golden Gate Park Music Concourse Underground Parking and Palace of Fine Arts.
- ❖ Reviewed highrise seismic retrofit projects for One California Street, One Maritime Plaza and 575 Market Street.
- ❖ Port of San Francisco projects:
  - a) Approved the seawall for Pier 49.
  - b) Approved the light gauge, metal stairs and tower crane for 501 Beale Street.
  - c) Reviewed drawings for the swimming pool for 501 Beale Street.

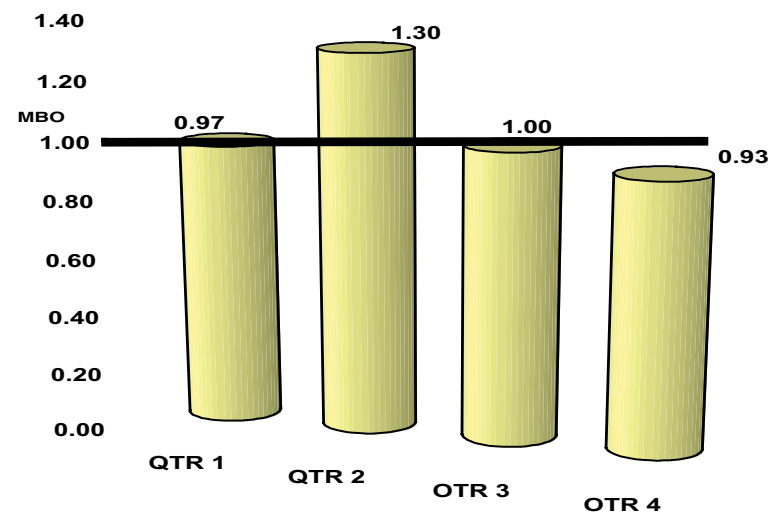
### 2005-2006 Goals

- ❖ Assure compliance with State Regulation AB 717, which requires staff to be certified as building inspector or plans examiner and requires staff to complete 45 hours of continuing education within a three-year period.
- ❖ Abate all UMB and Parapet buildings within the time frame as required by the building code.
- ❖ Meet MBO goals. Maintain plan review backlog within 30 days.
- ❖ Continue to assist the City to develop a plan in revitalizing "Treasure Island".
- ❖ Continue to assist DPW in subdivision map review.
- ❖ Assist Public Utility Commission in reviewing its construction projects.

### MAJOR PROJECTS/UMB PLAN CHECK PERMITS APPROVED WITHIN 90 DAYS MBO GOAL = 75%



### MAJOR PROJECTS/UMB PLAN CHECK PLANS APPROVED/PERSON/DAY MBO GOAL = 1



**Robert Wong**, Manager

### Function

The Mechanical Plan Check Division (MECH) is responsible for reviewing plans submitted with building permit applications to ensure compliance with Title 24 Energy Efficiency Standards and the San Francisco Mechanical Code, as well as the heating, ventilation, smoke control, life safety, and related construction requirements of the San Francisco Building Code. MECH prepares correspondence on mechanical and energy code questions; monitors and follows up on California Energy Commission (CEC) correspondence, publications, and energy standard activities. MECH meets and confers with design professionals on project pre-application meetings and answers code questions for the general public. MECH also provides on-going technical assistance to building inspectors and civil engineers, cooperates with Residential, Commercial, Major/UMB Plan Check Divisions, and Permit Coordination Program to expedite permit processing, and assists other divisions in their technical requirements i.e. Housing, Electrical and Plumbing Inspection Divisions.

### Highlights And Accomplishments

- ❖ Reviewed and approved a total of 5,224 permit applications; of these, 68.1% or 3,559 were approved over-the-counter
- 16.8% or 878 were approved within 7 days
- 9.5% or 495 were approved within 30 days.



David Hu checks mechanical plans for code compliance



Merlin Cayabyab assists a customer with mechanical code questions

- ❖ Approved an average of 7.6 plans per person per day.
- ❖ Received and conducted 1,300 phone and counter consultations on mechanical code questions.
- ❖ Responded to 100% of all phone calls within 24 hours.
- ❖ Responded to 688 job status check inquiries.
- ❖ Conducted approximately 18 pre-application meetings.
- ❖ Performed spot-check quality control on approximately 3.9% or 73 of 1,875 permit applications and plans approved for internal plan review with an accuracy of 96.4%.
- ❖ Mechanical plan check staff attended various PG&E Energy Center 2005 energy code update-training courses.
- ❖ Attended in-house CALBO new energy code lighting requirements training and CALBO educational week courses in Concord; management training; and the City's Harassment Prevention training workshop.

- ❖ Completed plan review for major jobs: 188 King Street, 555-4th Street, 810 Battery Street, 838 Kearny Street, 50 Lansing Street, 201 Berry Street, 4601-3rd Street, 1563 Page Street, 2 Mission Street, 199 New Montgomery Street, 1300 Fillmore Street, 300 Broderick Street, the new DeYoung Museum in Golden Gate Park, Golden Gate Park underground garage, 88 Townsend Street, and 50 Oak Street

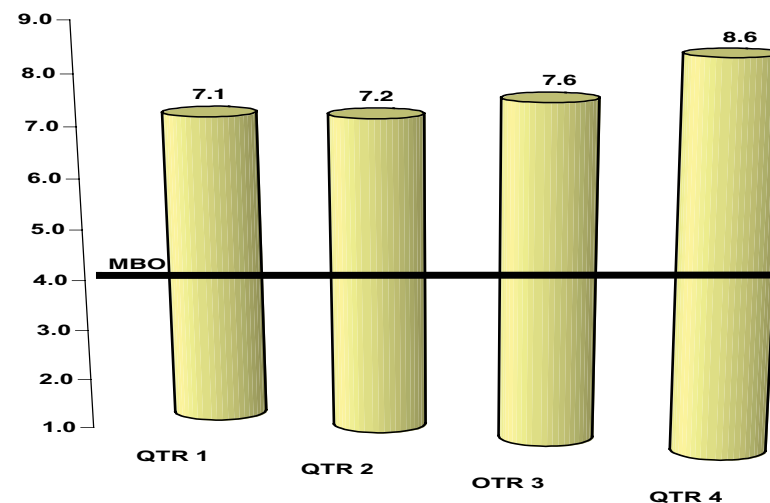
### On-going Projects

- ❖ Continue reviewing major highrises and Mission Bay projects: 125-3rd Street, 301 and 302 Mission Street, 301 King Street, 401 Harrison Street, 425-1st Street, 353 King Street, 170 King Street, 325 China Basin, 375 Laguna Honda Blvd., 150 Powell Street, 871 Turk Street, 1700 Owens Street, 466 Bush Street, 25 Sierra Street, 601 King Street, and 55-9th Street.
- ❖ Continue reviewing process for Port project at 501 Beale Street.
- ❖ Continue reviewing site permit for Steinhart Aquarium Academy of Sciences Building.

### 2005-2006 Goals

- ❖ Assure compliance with State Regulation AB 717, which requires staff to be certified as building inspector or plans examiner and requires staff to complete 45 hours of continuing education within a three-year period.
- ❖ Continue updating Mechanical Plan Check Checklist for R-3 residential dwellings, commercial building permits and major highrises.
- ❖ Complete draft on Mechanical Plan Check Guidelines for Green Buildings.
- ❖ Prepare for new 2005 title 24 Energy Code by having mechanical plan check staff attend training classes and provide training to DBI staff.

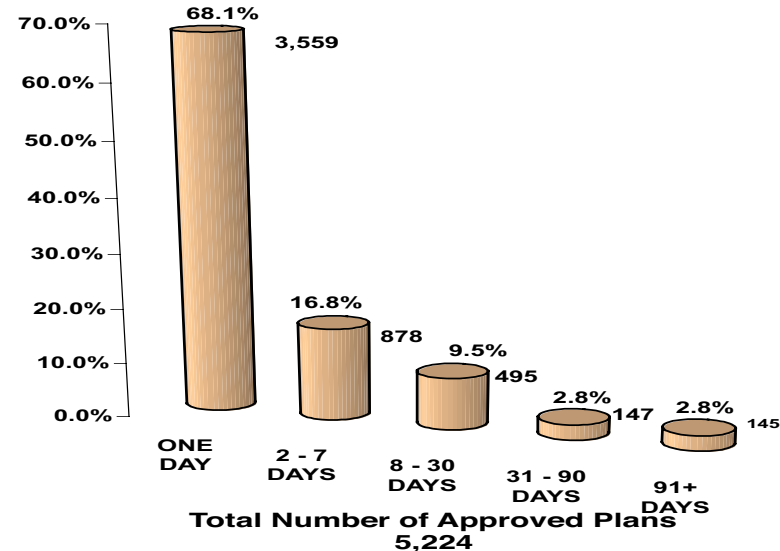
### MECHANICAL PLAN CHECK PLANS APPROVED/PERSON/DAY MBO GOAL = 4.0



Note: Number of approved plans include over-the-counter approvals.

### BUILDING PERMIT PROCESS TIME Mechanical

MBO GOAL: 90% WITHIN 30 DAYS



**Augustine Fallay**, Acting Manager

### Function

The main function of the Permit Coordination Division (PCD) is to provide permit review options to qualified building permit application to coordinate multi-departmental review using Parallel Plan Review method. The goal of the Division is to substantially reduce plan review process time. This is achieved with PCD serving as a single point-of-customer contact in the coordination of building permit application process. Permit Coordination Division also performs quality control assessment/peer review of all approved Building Permit Applications and performs random/spot check of over-the-counter applications prior to issuance of permits by Central Permit Bureau. Furthermore, PCD is also tasked with the coordination of all City-owned and City-sponsored projects under Parallel Review Process regardless of the number of review stations. Last but not least, the Division expedites, centrally tracks, and duplicates misplaced permit applications.

### Highlights And Accomplishments

- ❖ Quality-controlled for completeness a total 5,333 applications; of these 97% or 5,173 were completed within 24 hours.
- ❖ Effective 3rd Quarter of FY 2004-05, PCD carried out comprehensive multi-disciplinary review of plan check errors by facilitating and handling modification to pass quality control.
- ❖ Completed 274 projects under Parallel Plan Review process, with a construction valuation of \$309,531,577.
- ❖ Processed 268 building permit applications with a construction valuation of \$504,702,909 through the parallel-coordination program.
- ❖ Performed 10% Random/Spot Check effective 2nd Quarter on over-the-counter CPB approved building permit applications before permits are issued.

- ❖ Coordinated a total of 584 parallel reviewed projects, with an average of 146 active projects a week.
- ❖ Coordinated an average of 5.8 projects per Permit Coordinator per day.
- ❖ Assisted 100% or 2,550 customers upon arrival at PCD public counter.
- ❖ Responded to 98% or 6,515 telephone inquiries within 24 hours.
- ❖ Began processing all Bioscience Business permit projects effective 3rd quarter of Fiscal Year 2004-05.
- ❖ Assisted Permit Services Program by providing Residential Plan Check Division intake counter two (2) Plan Checkers to work five (5) hours each per week, and providing Commercial Plan Check Division one (1) Plan Checker at intake counter to work 5 hours once a week for total of 111 hours. Also extended total of 103 hours clerical support during 3rd and 4th quarters.



Roger Zulaybar, Irene Wong, Eric Omokaro and Mao Tjoe process final quality control on approved plans before issuance.



- ❖ Extended Mechanical plan check of Academy of Science and Bloomingdale Projects that included major changes concerning life safety system.
- ❖ Implemented a “Full-Service” support to Parallel Plan Check process by providing complete partnership between Coordinator and Clerk in bringing project to completion.
- ❖ Training. Maintained technical proficiency of both Permit Coordinators and support staff by attending the 14th Annual CALBO courses as required under AB 717 continuing education. Permit Coordinators also completed training on “Work Practices for Lead-Based Paint” as required by SFBC 3407 as amended, DBI Codes and Procedures, SEAONC seminars, 2005 Title 24 Non-Residential Mechanical, Acceptance Test Requirements and Overview of 2005 Standards, 2005 Energy Efficiency & Labeling Requirements. Also attended non-technical training including DBI Codes and Procedures, Sunshine Ordinance, Harassment Prevention, Emergency Management Coordination Activation Exercise and Health & Safety.

- ❖ Established mechanism/office policy to implement Director’s guidelines on equal treatment of all building permit applicants in compliance with directive by Ethics Commission.

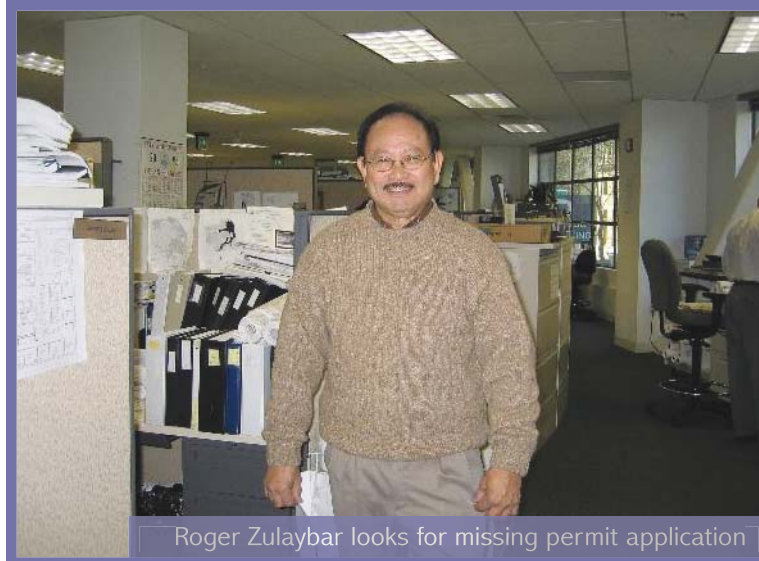
### On-going Projects

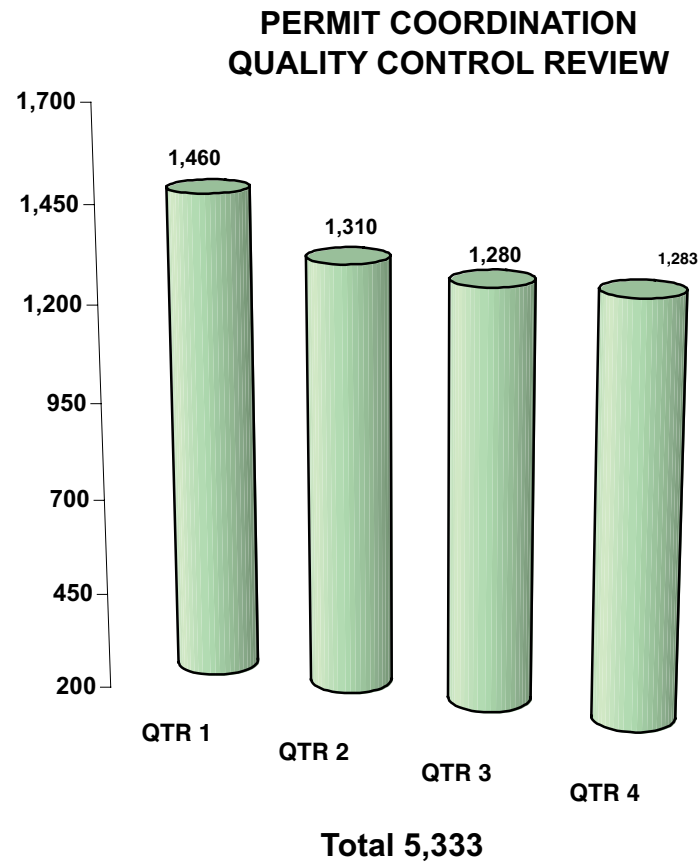
- ❖ Continue to quality control all building permit applications reviewed by Plan Check Services prior to issuance of permits.
- ❖ Continue to coordinate, process, and work with other agencies on all parallel permit applications, City-owned and City-sponsored projects.
- ❖ Carry on with its role in quality assurance for the Department by performing daily Random/Spot Check of approved ‘over-the-counter’ building permit applications before issuance by Central Permit Bureau.
- ❖ Work closely with Permit Services Program, including Plans Approval Division and Central Permit Bureau to improve quality control and parallel review processes.

### 2005-2006 Goals

- ❖ Continue to restructure and streamline the Parallel Plan Review process, to expand services to both the public and within the various City agencies and integrate proactive actions under new Permit Coordination Division by working closely to reduce backlog and permit processing time.
- ❖ With the continued planned services expansion, fill new positions (2 Permit Coordinators and 3 Permit Clerks) to handle and improve the services demands from within the various City agencies, clients and the public.
- ❖ Further improve and efficiently coordinate building permit applications that are plan-reviewed in parallel manner.

- ❖ Coordinate plan review for City-owned and City-sponsored projects including Mission Bay Development; low-income/affordable housing projects for the Mayor's Office of Housing and the Redevelopment Agency, Laguna Honda Hospital, among others; intended to enhance the quality of life for all the citizens of San Francisco.
- ❖ Continue to elevate the critical final quality control function performed for all building permit applications reviewed by Plan Check Divisions before permits are issued.



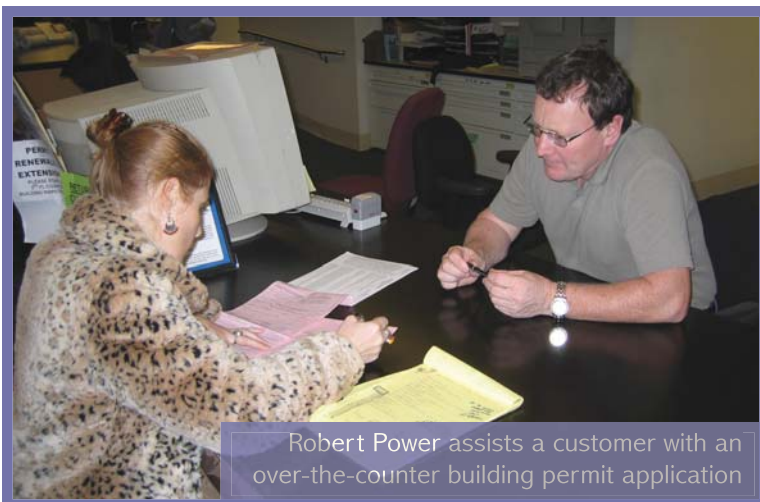


**Vacant – Manager****Function**

The Residential Plan Check Division (RPC) is responsible for the plan review of all permit applications for alterations or additions to a wide variety of existing residential occupancies. Examples of residential “R” occupancies include hospice care facilities, hotels/motels, live/work projects, apartments, condominiums, duplexes and single-family dwellings. The Residential Plan Check Division screens such applications and/or plans for completeness with the applicant at the Residential Plan Check Intake Counter and may issue the permit over-the-counter (OTC), provided the project complies with relevant municipal and building codes and policies. RPC provides pre-application meetings to clarify code interpretations and to evaluate requests for modifications to the code by owners and designers.

**Highlights And Accomplishments**

- ❖ Reviewed and approved a total of 23,146 building permit applications; of these,
  - 83.3% or 19,293 were approved over-the-counter
  - 2.2% or 507 were approved within seven days
  - 3.9% or 885 were approved within 15 days.



Robert Power assists a customer with an over-the-counter building permit application



Emily Lin reviews structural calculations for accuracy

- ❖ Approved 7.6 plans per person/day.
- ❖ Responded to 100% of Director's letters within Director's deadline.
- ❖ Responded to 100% of phone calls within 24 hours.
- ❖ Conducted 110 pre-application meetings to help applicants resolve code-compliance issues before submitting applications.
- ❖ Performed spot-check quality control on approximately 4.6% or 139 of 3,046 permit applications and plans approved for internal plan review. The average accuracy for quality assurance was 92.3%.
- ❖ 100% of the staff now updates and maintains their daily activity reports in PTS, thereby assisting with the division's participation in the Building Department's policy regarding transparency in operations.

### On-going Projects

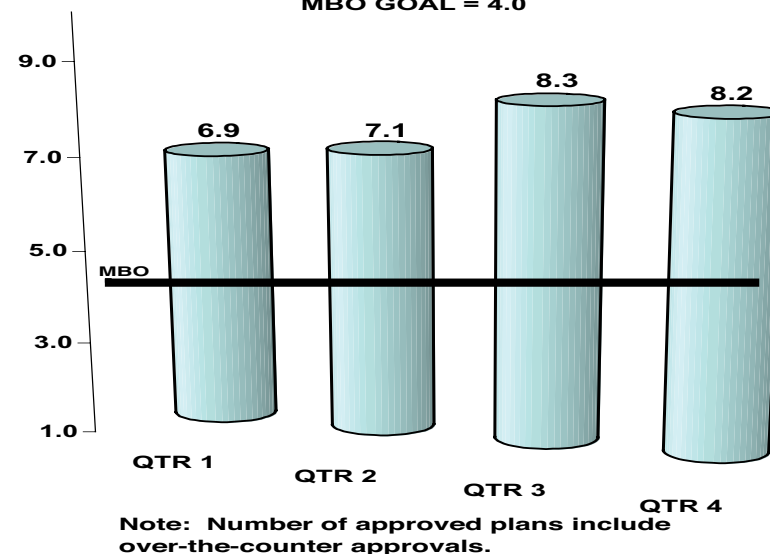
- ❖ Assure compliance with State Regulation AB 717, which requires staff to be certified as building inspector or plans examiner and requires staff to complete 45 hours of continuing education within a three-year period.
- ❖ Continue to train staff in plan review of all types of plans for all divisions.
- ❖ Attend the regularly scheduled training sessions presented by Technical Services Division to help bring uniformity to code interpretations.
- ❖ Update of the RPC first floor counter service materials and code reference books. Develop more efficient counter service function by adjusting staff service levels by balancing inspectors' and engineers' counter time.
- ❖ Provide input and cooperation with the Permit Coordination Division.

### 2005-2006 Goals

- ❖ Maintain performance levels by increasing staff.
- ❖ Maintain the division backlog within 5 business days.
- ❖ Implement an evaluation and rating system for plan review assignments based on complexity and value to ensure a balanced distribution of work between building inspectors and engineers.
- ❖ Issue and maintain an indexed RPC operations and interpretations manual for each RPC staff and for other contributory staff at the first floor residential counter.
- ❖ Implement a cross-training program between plan check staff and district inspectors.

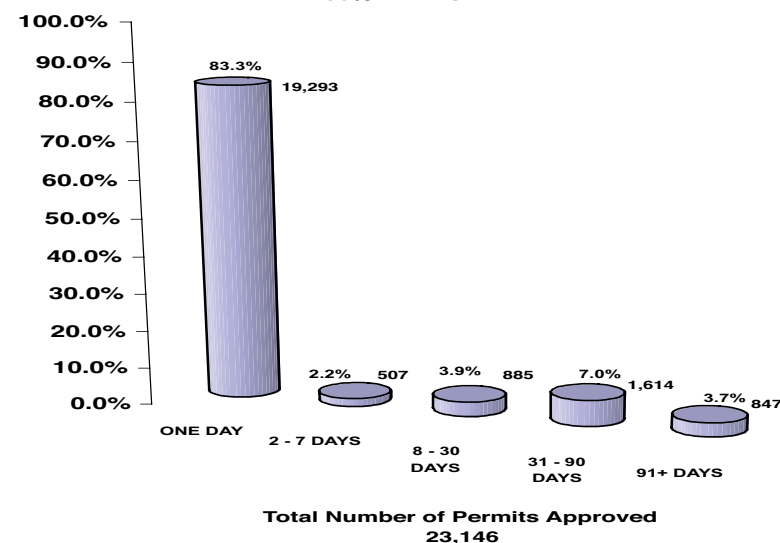
### RESIDENTIAL PLAN CHECK PLANS APPROVED/PERSON/DAY

MBO GOAL = 4.0



### BUILDING PERMIT PROCESS TIME Residential

MBO GOALS: 85% WITHIN ONE DAY  
90% 7 DAYS



**Laurence Kornfield**, Chief Building Inspector

### Function

The primary responsibility of the Technical Services Division (TSD) is to provide technical support related to codes and other technical matters to other divisions within the Department of Building Inspection, to other City agencies and the public. The general areas of focus include code and policy review and development, code interpretation, representation at the Board of Appeals, the Code Advisory Committee, the Public Advisory Committee, and other official bodies; and major emergency response planning. Other special tasks are undertaken as required.

### Highlights And Accomplishments

- ❖ Assisted 3,677 walk-in customers and responded to 16,134 inquiries requesting technical information.
- ❖ Updated four (4) Administrative Bulletins.
- ❖ Responded to 100% of Director's letters within Director's deadline.



Laurence Kornfield gives presentation during a Brown Bag Seminar



Emilie Green prepares sign in sheet for training session

- ❖ Responded to 99% of phone calls within 24 hours.
- ❖ Developed and implemented general DBI training program.
- ❖ Hosted televised "Brown Bag Lunch" and filmed weekly technical training talks for staff and public.
- ❖ Attended various code and professional meetings to participate in technical code development sessions.
- ❖ Represented DBI at regional and statewide code development meetings.
- ❖ Directed the development of the ScrapHouse and other green building activities.
- ❖ Prepared interim code revision package.
- ❖ Expanded the application of the State Historic Building Code.

- ❖ Analyzed and reported on legislative proposals.
- ❖ Staffed Code Advisory Committee and subcommittee meetings.
- ❖ Represented the Department of Building Inspection at the weekly Board of Appeals hearings and other Boards as assigned.
- ❖ Provided technical information and training to DBI staff and other City agency staff.
- ❖ Prepared 2005 Cost Valuation Schedule.

#### **2005-2006 Goals**

- ❖ Assure compliance with State Regulation AB 717, which requires staff to be certified as building inspector or plans examiner and requires staff to complete 45 hours of continuing education within a three-year period.
- ❖ Prepare and issue at least two more Administrative Bulletins.
- ❖ Continue to develop earthquake hazard mitigation programs.
- ❖ Continue monthly Brown Bag talks for public and staff.
- ❖ Develop earthquake information and displays for public information as part of the 100th Anniversary of the Great San Francisco earthquake.
- ❖ Increase involvement in “Green Building” codes, procedures and activities.
- ❖ Prepare 2006 Cost Valuation Schedule.
- ❖ Formalize DBI training program and assign to a permanent DBI training officer.



Plan check staff assist customers at the 2nd Floor counter



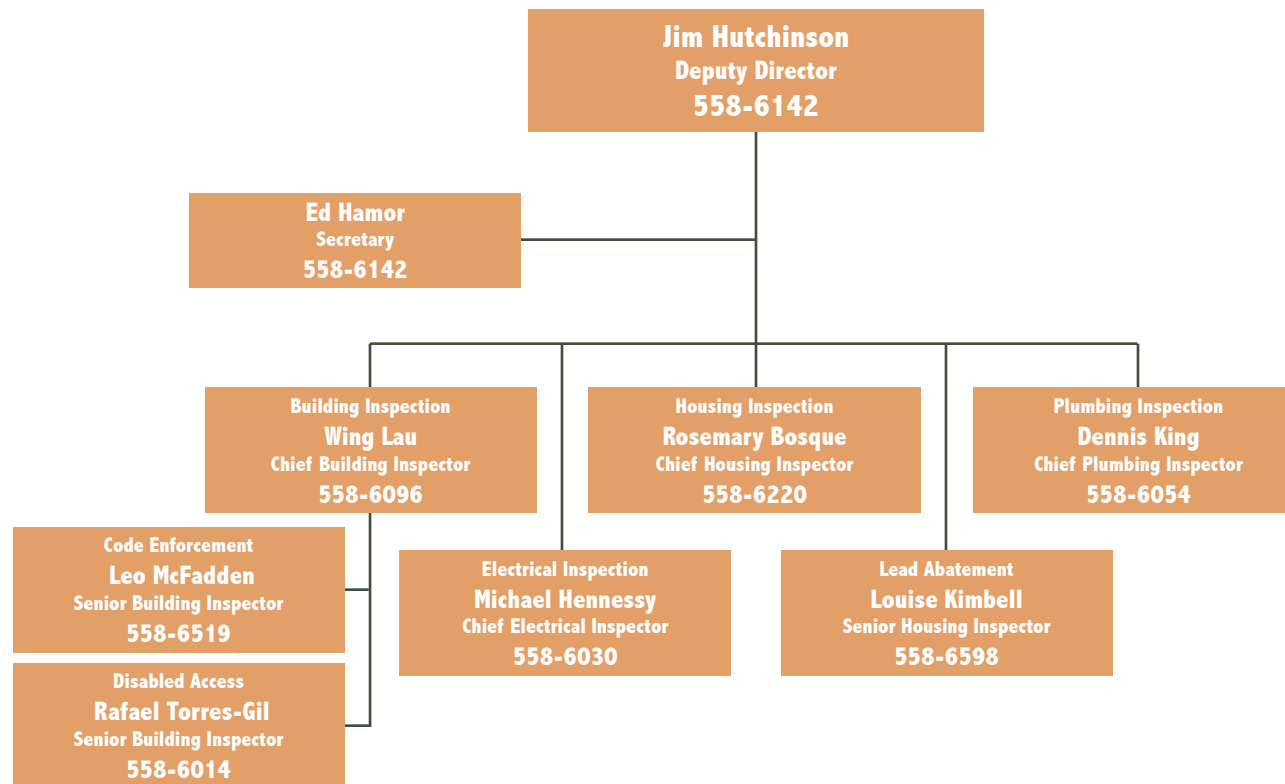
Acting Deputy Director Tom Hui and Sylvia Thai prepare for a meeting

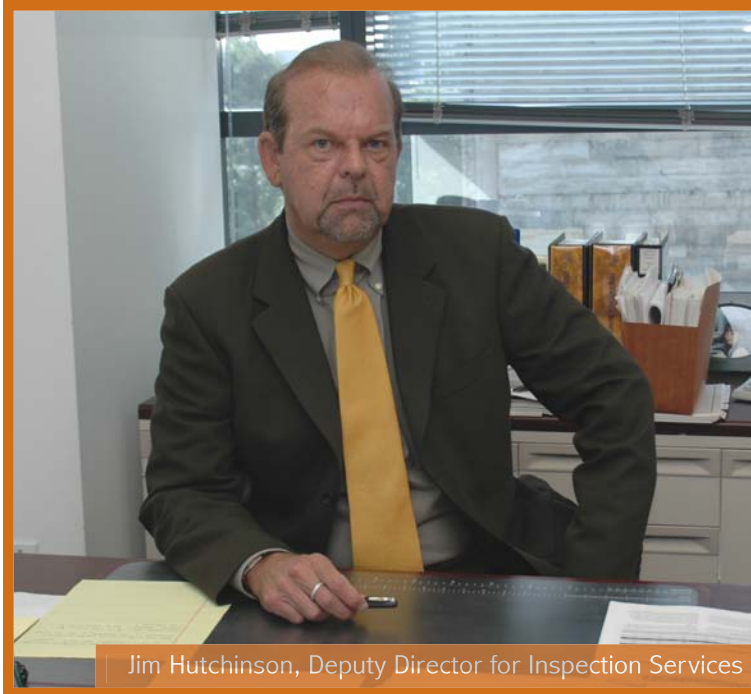


Laurence Kornfield, Simon Tam, and Carla Johnson discuss code interpretation



Central Permit Bureau





Jim Hutchinson, Deputy Director for Inspection Services

### **Mission Statement**

The Mission of the Inspection Services is to safeguard life or limb, health, property, and public welfare by inspecting buildings, structures, and sites for compliance with local, state, and federal laws regulating and controlling the construction, quality of materials, use of occupancy, location and maintenance within the City and County of San Francisco.

**Wing Lau, Chief Building Inspector****Function**

The Building Inspection Division (BID) is responsible for inspecting the construction of all new and existing buildings and structures for conformity with approved plans and permits, and for compliance with state and local building code requirements. BID responds to emergency situations and complaints of unsafe structures, work without permit, and prepares Notices of Violation as necessary. Unabated cases are referred to Code Enforcement for Director's Hearings and further action. This division also conducts inspections for Police and Fire permits issued by those agencies and issues Noise Permits for construction work at night as prescribed in the San Francisco Police Code.

**Highlights And Accomplishments**

- ❖ Performed a total of 54,881 building inspections; of these 99% or 54,180 were performed within 48 hours of request.
- ❖ Performed an average of 11.8 inspections per person/day.
- ❖ Performed 2.6 spot check inspections a week per Senior Inspector.
- ❖ Received a total of 3,661 complaints; of these, responded to 71% or 2,585 complaints within 48 hours inspected 83% or 3,040 of complaints received abated 40% or 1,448 of all complaints received.
- ❖ Issued 1,935 NOV's, abated 37% or 718 NOV's.
- ❖ Served as Hearing Officer for 26 Director's Hearings.
- ❖ Issued eight Emergency Orders.
- ❖ Referred 559 cases to Code Enforcement.



Don Simas writes on the job card his inspection records

- ❖ 7 Building Inspectors received ICBO certification.
- ❖ Responded to 41 Director's letters within Director's deadline and 17 - 5 days after Director's deadline.
- ❖ Support staff responded to 83,450 telephone inquiries.

- ❖ Held two Unlawful Demolition Hearings, one of which was ruled to have violated Section 103.3.3 of the San Francisco Building Code – Unlawful Residential Demolition.
- ❖ Inspected over 15 homeless shelters at the request of the Mayor's Office of Homeless Program.
- ❖ Provided inspection coverage for the Mayor's Office on Disability to back up their inspector who was off for medical leave.
- ❖ Held the first and second joint meetings between plan check and field inspection staff on February 18, 2005 and May 27th 2005. The purpose of the meetings was to communicate common problems, with a goal to improve the quality of plan review and inspection. These meetings will be held in the future on a quarterly basis.
- ❖ Coordinated with the Division of the State Architect to provide Disabled Access Regulation training for all DBI Building Inspectors and Plan Checkers.



Mixed-use building ready for inspection

- ❖ Reviewed and revised the DBI Emergency Operations Plan for content and format.
- ❖ Worked with Senior staff and the manager in PSD to investigate and establish unit count verifications on over a dozen properties whose legal use was coming up as unknown.

### On-going Projects

- ❖ Participate in the City Attorney's Bay View Task Force inspections. These inspections take place every two weeks and include the participation of various City Departments.
- ❖ Provide inspection service to the Hunter's Point Shipyard at the request of the Redevelopment Agency. Two parcels at the former shipyard were officially transferred from Federal to Local Government in 2004. The demolitions have begun at Parcel A. Over two hundred buildings will be demolished to make way for hundreds of new housing units.
- ❖ Provide full time inspection services for the San Bruno Jail replacement project and the S F Port projects.
- ❖ Provide inspection support for the Mayor's Office on Disability as needed.
- ❖ The Emergency Management Resource Center is being set up for use as a regular training venue, disaster information repository, and communications center. The individual team members started receiving training to prepare them for their assignments in the event of an emergency.

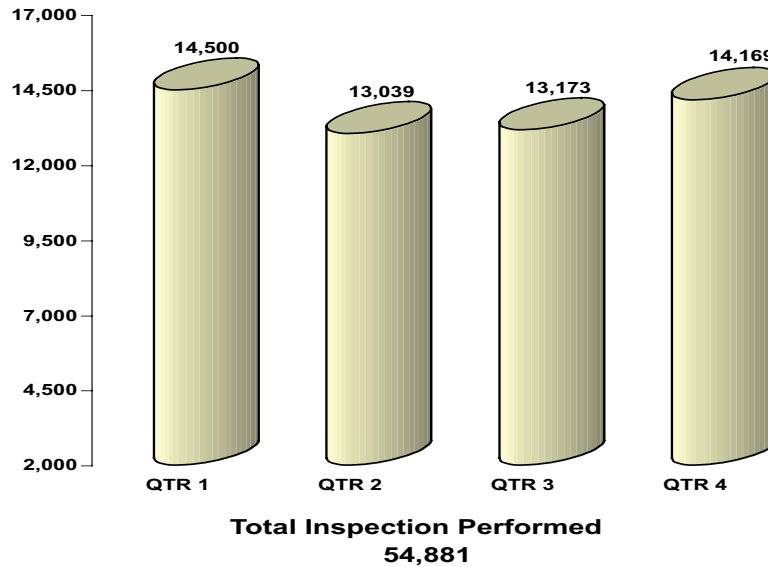
### 2005-2006 Goals

- ❖ Assure compliance with State Regulation AB 717, which requires staff to be certified as building inspector or plans examiner and requires staff to complete 45 hours of continuing education within a three-year period.

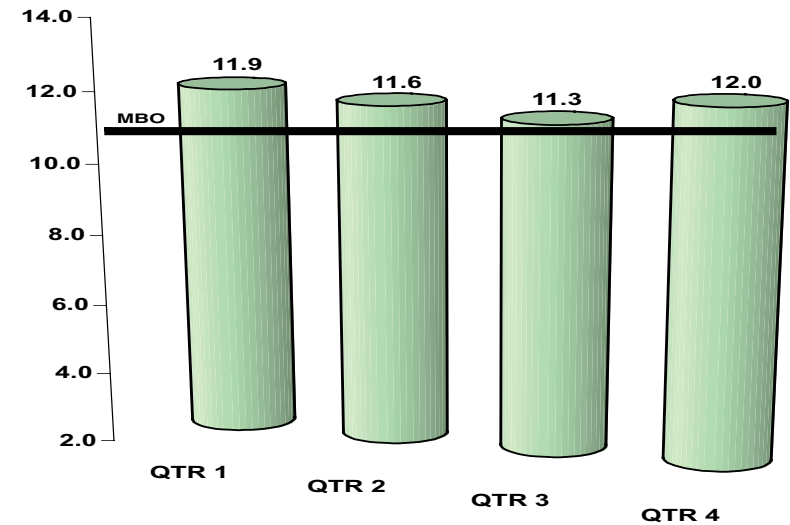
- ❖ Coordinate with the Technical Services Division to schedule on-site training for all building inspectors and plan checkers on the Multi-Family Disabled Access Regulations, Fire Resistive Assemblies, and Exiting.
- ❖ Cross train all BID, CED, and DAS clerical staff so that each individual will be proficient in all of our specialized applications and job duties.
- ❖ Start a cross training program for the BID, CED, DAS field inspection staff. Work with the Plan Check Services Division to incorporate plan checkers and engineers as well.
- ❖ Work with the Planning Department, Public Services Division, and Technical Services to develop an Office Policy and Procedure for unit count verifications when the legal use comes up as unknown.
- ❖ Prepare a streamlined and updated BID Procedures Manual. Distribute to staff and discuss in bi-weekly staff meetings.



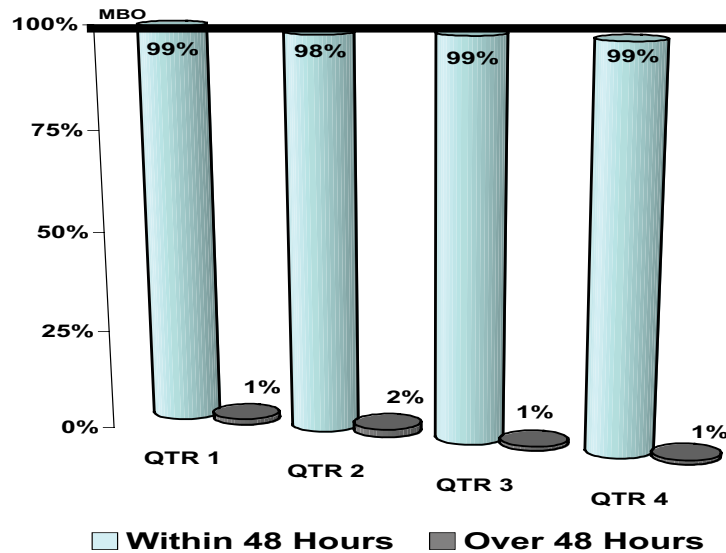
### BUILDING INSPECTIONS PERFORMED



### BUILDING INSPECTION MBO INSPECTIONS/PERSON/DAY MBO GOAL = 11



### BUILDING INSPECTION RESPONSE TIME MBO Goal = 100% in 48 Hours



**Wing Lau**, Chief Building Inspector  
**Leo McFadden**, Sr. Building Inspector

### Function

The Code Enforcement Section (CES) investigates complaints of violations of the Building, Plumbing and Electrical Codes and employs abatement procedures to correct code deficiencies. This division also initiates follow-up enforcement when cases have been referred by other divisions within DBI by holding Director's Hearings and referring cases to the City Attorney for litigation. Assessment fees are collected from building owners that have code violations in order to recover costs incurred by investigations. The division prepares 3-R Physical Inspection Reports for buildings being converted to condominiums. The division also assists in the preparation and issuance of Emergency Orders for imminent hazards arising from natural disasters and emergencies.

### Highlights And Accomplishments

- ❖ Abated or referred 25 cases per month to City Attorney.
- ❖ Produced 16 3R Physical Inspection reports per month.
- ❖ Processed 44% or 259 cases of Director's Hearings within 60 days after receipt by CES.
- ❖ Received 620 new complaint referrals from BID, PID and EID
- ❖ Reviewed 95 permit applications for Code Enforcement cases.
- ❖ Performed 841 field inspections for Code Enforcement cases.
- ❖ Presented 2004 Lien Cycle to Board of Supervisors.
- ❖ Collected Lien Cycle delinquent fees totaling \$28,954.

- ❖ Attended the following training:
  - ◆ CALBO, Disabled Access, Harassment, LEED Green Building, 2005 Energy Code, Shoring and Underpinning, CPR/First Aid, Sunshine Ordinance and Ethics training.
- ❖ Participated in 6331 Building Inspector rotation with BID.
- ❖ Provided back-up field support to BID during staff shortages.
- ❖ Responded to 11 Director's letters within Director's deadline.
- ❖ Responded to 100% of phone calls within 24 hours.

### On-going Projects

- ❖ Continue to reduce CES case backlog.
- ❖ Continue educational training of CES staff through computer and Building Code courses.
- ❖ Cross-train clerical staff in all procedures in BID.



Code Enforcement support staff Gloria Hill, Evelyn Karcs, Terry Sulit and Gloria Sanbuenaventura

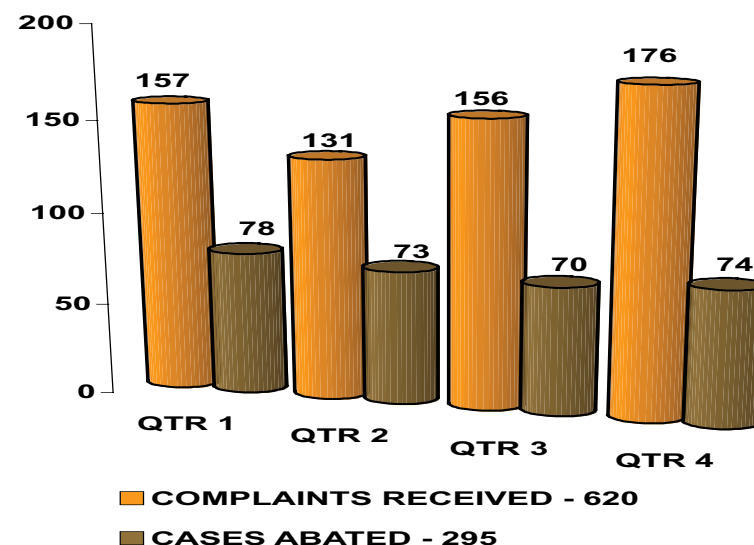


Leo McFadden, Terry Sulit, Adwin Lau and Gloria Sanbuenaventura discuss cases for the upcoming Director's Hearing

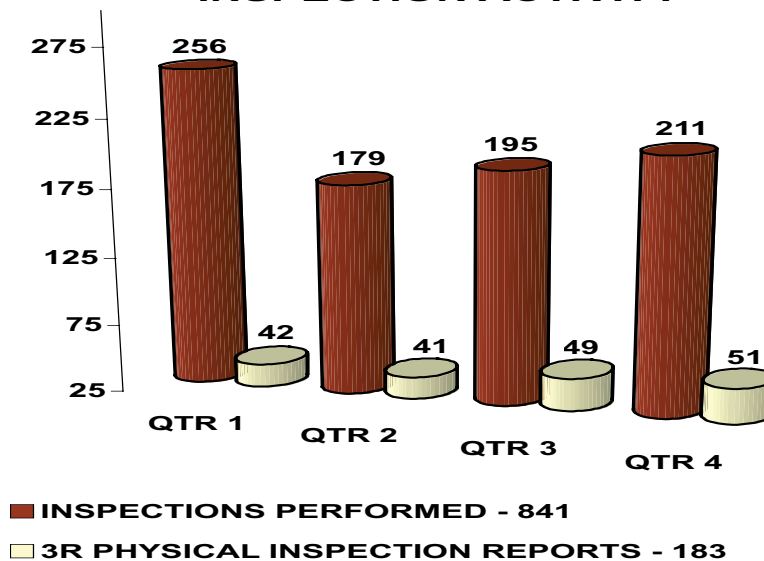
### 2005-2006 Goals

- ❖ Assure compliance with State Regulation AB 717, which requires staff to be certified as building inspector or plans examiner and requires staff to complete 45 hours of continuing education within a three-year period.
- ❖ Complete 2005 Lien Cycle.
- ❖ Increase number of cases processed for Directors Hearing within 60 days.
- ❖ Continue to abate or refer 10 cases per month to the Building Inspection Commission Litigation Committee.
- ❖ Schedule CES Inspectors for CALBO training.
- ❖ Continue to schedule Abatement Appeals Board Hearings.
- ❖ Develop tracking system to prioritize Director's Hearing scheduling.
- ❖ Cross-train field inspection on 3-R report preparation procedures.

### CODE ENFORCEMENT COMPLAINT ACTIVITY



### CODE ENFORCEMENT INSPECTION ACTIVITY



**Wing Lau**, Chief Building Inspector  
**Rafael Torres-Gil**, Sr. Building Inspector

### Functions

The Disabled Access Section (DAS) investigates complaints of violations of the disability access related building code requirements, issues Notices of the Violations, and initiates the code enforcement abatement process to ensure correction of cited violations. This section holds Director's Hearings and refers cases to the City Attorney for litigation as necessary if voluntary compliance is not achieved. Code enforcement assessment fees are collected from building owners that have received an Order of Abatement via the Director's Hearing in order to cover the costs incurred in the code enforcement process. The Supervisor/Senior Building Inspector also serves as the Secretary to the Access Appeals Commission and the division clerk serves as the Recording Secretary.

### Highlights And Accomplishments

- ❖ Investigated or resolved 67% of all complaints within 90 days.
- ❖ Received 45 new complaints, abated or resolved 71 complaints.
- ❖ Issued 19 Notices of Violations.
- ❖ Performed 217 disability access related inspections.
- ❖ Billed \$38,488 in code enforcement assessment fees, received \$23,215 in code enforcement assessment fees.
- ❖ Filled one building inspection position.
- ❖ Responded to 100% of Director's letters within Director's deadline.
- ❖ Responded to 100% of phone calls within 24 hours.



Susan Pangilinan and Rafael Torres-Gil  
look through Disabled Access files

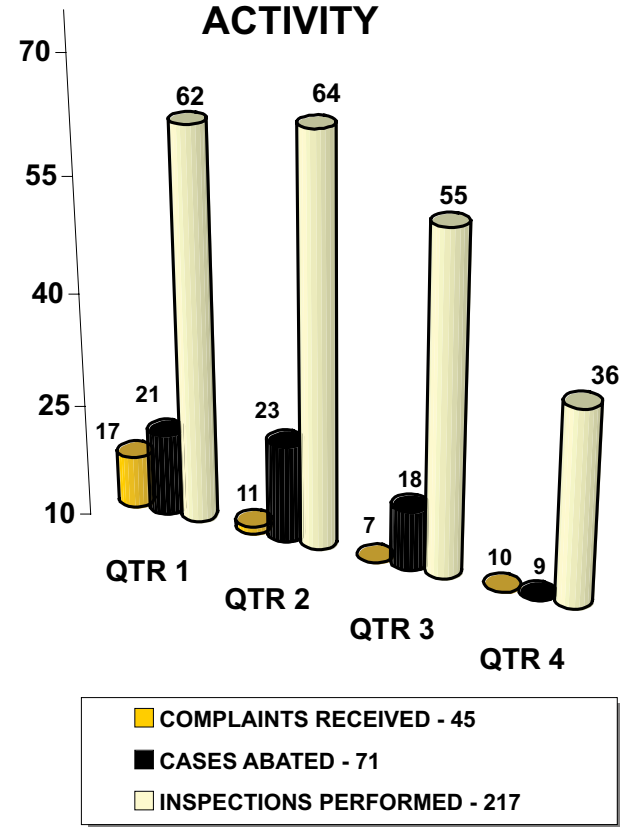
### On-going Projects

- ❖ Resolve approximately 50 active disability complaints.

### 2005-2006 Goals

- ❖ Assure compliance with State Regulation AB 717, which requires staff to be certified as building inspector or plans examiner and requires staff to complete 45 hours of continuing education within a three-year period.
- ❖ Comply with the Office Policy and Operating guidelines for resolution of disability complaints.
- ❖ Refer additional cases to Director's Hearing and the City Attorney's Office.

### DISABLED ACCESS COMPLAINT & INSPECTION ACTIVITY



**Michael Hennessy**, Chief Electrical Inspector

### Function

The primary function of the Electrical Inspection Division (EID) is to provide for public safety by enforcing municipal and state regulations and the adopted codes relative to construction, installation and alteration of electrical, life safety, and telecommunication systems.

### Highlights And Accomplishments

- ❖ Performed a total of 35,091 electrical inspections; of these 97% or 34,031 were performed within 48 hours of request.
- ❖ Performed an average of 11 inspections per day/inspector.
- ❖ Performed 761 quality control check inspections.
- ❖ Received a total of 315 complaints; of these, inspected 98% or 308 complaints within 48 hours abated 28% or 89 of complaints received.
- ❖ Issued 133 NOV's, abated 29% or 39 NOV's.
- ❖ Served as Hearing Officer for 12 Director's Hearings.
- ❖ Referred 11 cases to Code Enforcement.
- ❖ Electrical Inspectors are 100% ICBO certified.
- ❖ Responded to 100% of Director's letters within Director's deadline.
- ❖ Responded to 100% of all phone calls within 24 hours.

**On-line Permits:** EID worked with the on-line vendor to develop and introduce enhanced inspection scheduling and fee collection features for web-based permits. Electrical contractors filed a total of 2,717 permits on line.

**SBC California:** EID worked with the City Attorney's Office to notify SBC California of the Department's intention to pursue electrical code compliance in SBC facilities through the Code Enforcement process. Orders of Abatement were obtained against the SBC office building at 140 New Montgomery Street and the telecommunications facility at 611 Folsom Street.

**Personnel:** EID recruited and hired three electrical inspectors to fill existing district vacancies. Provided extensive training and orientation before assigning the new inspectors to district inspection responsibilities. The new employees developed quickly and performed their duties with a high level of competency and effectiveness. EID reassigned experienced inspection personnel in order to provide more challenging responsibilities and to create opportunities for further growth and development.

**Code Development:** EID prepared a set of proposed Amendments to the 2004 Edition of the California Electrical Code. The Code Advisory Committee approved the Amendments after a review of the justification presented. The new 2004 Edition of the San Francisco Electrical Code becomes effective August 1, 2005.



Brian Keil inspects the electrical circuit for code compliance.

**Training:** EID provided a series of in-house staff training seminars on the electrical code changes that will be effective August 1, 2005. The training seminars qualify for continuing education credits and satisfy the requirements of Chapter 7 of the California Health and Safety Code.

### Interagency Projects

Port of San Francisco, 501 Beale Street, New Residential Tower  
Port of San Francisco, Harbor Master's Office  
Port of San Francisco, Pacific Concrete  
Harding Park Club House  
San Bruno Jail Project  
UEB West Orange Pump Station  
UEB Sunol Valley/Harry Tracy Facility  
UEB Baden Valve Lot, South San Francisco

### 2005-2006 Goals

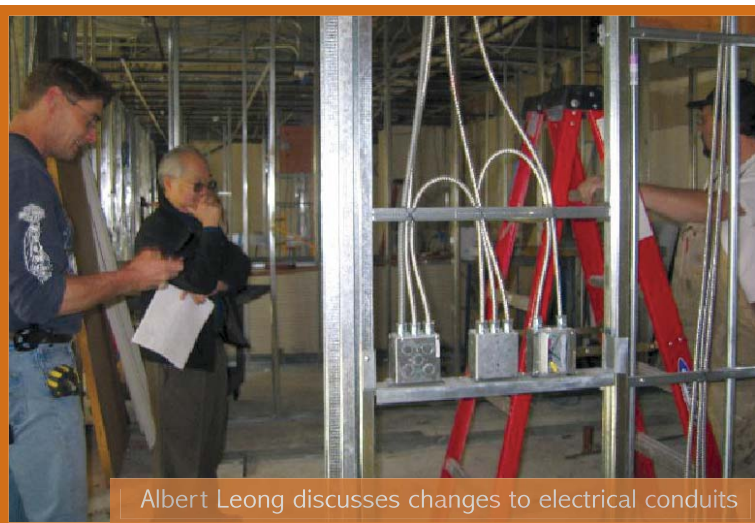
**Employee Development:** Arrange in-house staff training on the new Title 24, California Energy Commission regulations that will become effective on October 1, 2005. The seminar will cover the 2005 Standards for residential and commercial lighting installations, luminaries and controls.

**Hunter's Point Project:** Coordinate scheduling and assign an experienced inspector in order to provide electrical plan review and inspection services for the proposed Parcel A development being constructed by Lennar Housing Development.

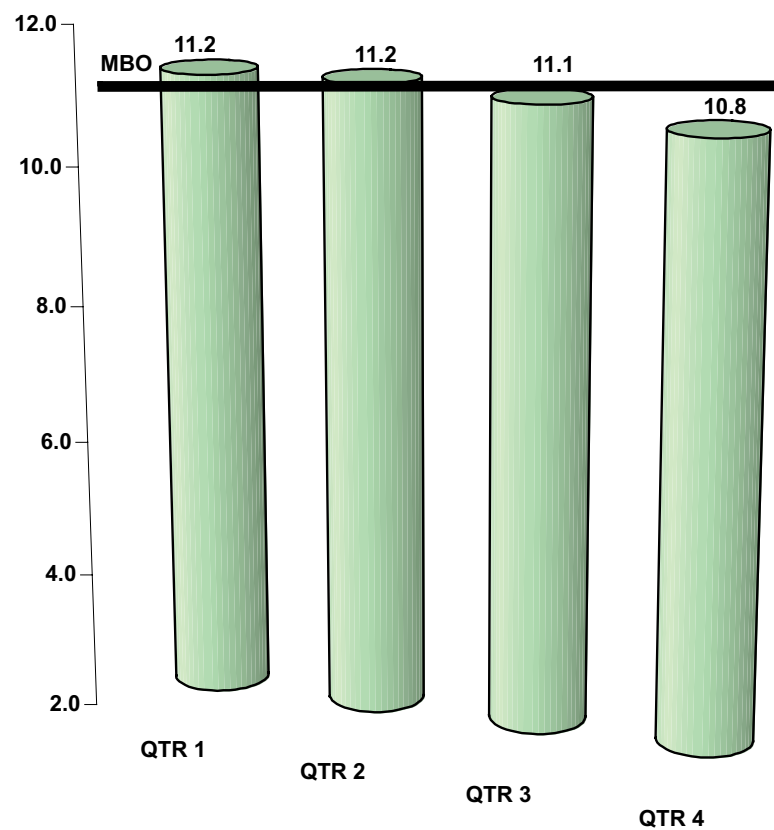
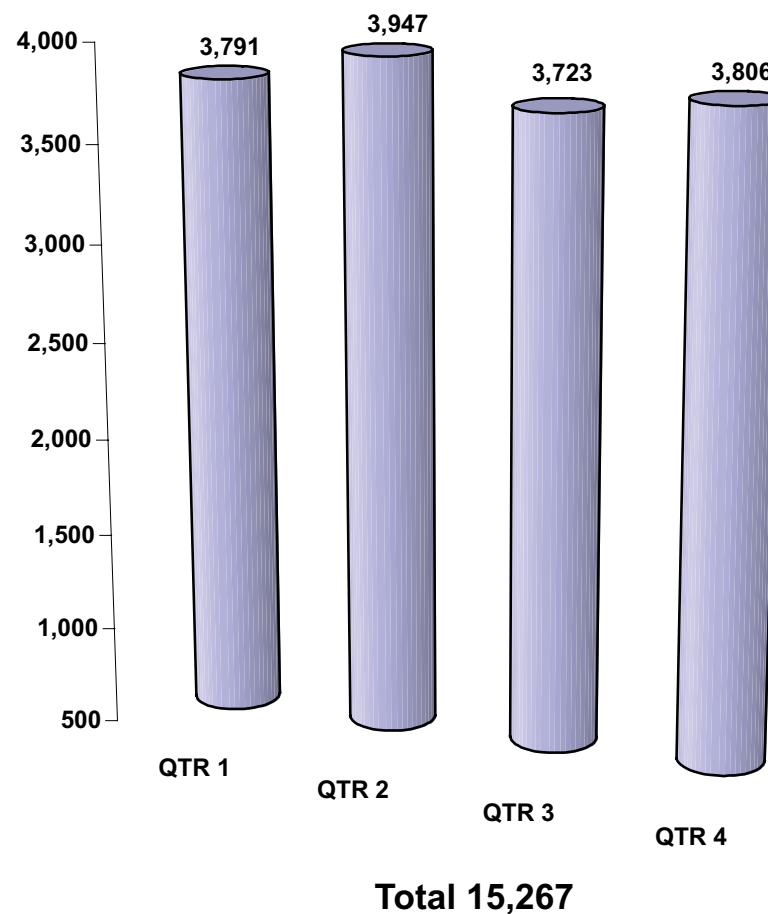
**Technology:** Expand the use of PDA technology so as to assist field inspection personnel with improved access to: property profile information, permit records, and inspection history.

**SBC California:** Assist the Code Enforcement Section and the City Attorney's Office in requiring SBC California to obtain electrical permits for their telecommunications facilities and complying with the locally adopted codes.

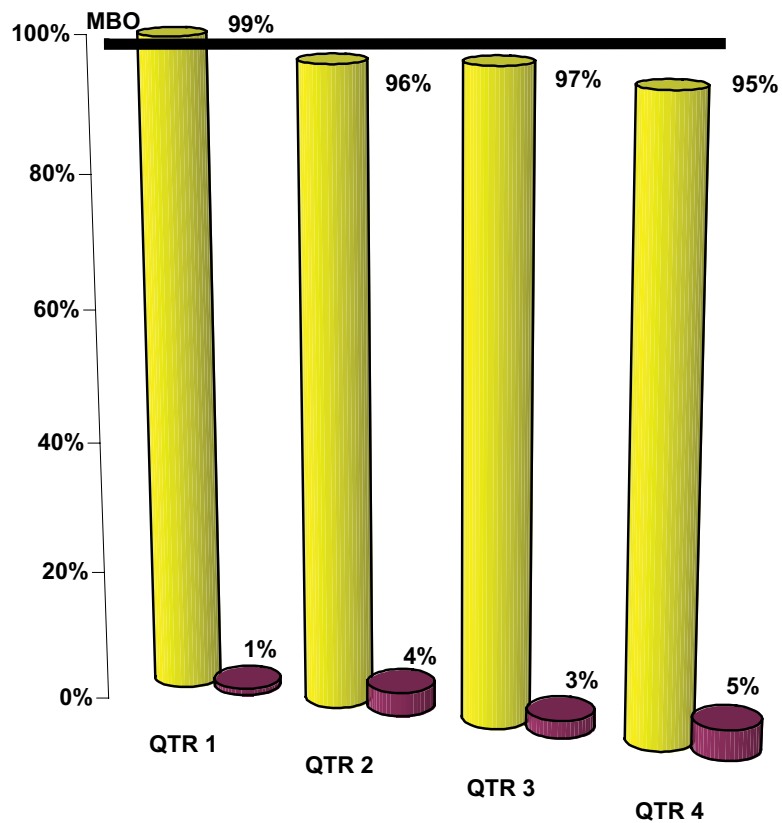
**Response Times:** Re-examine inspection scheduling procedures, reoccurring vehicle battery failures, and parking lot problems in order to improve performance efficiency and reduce response times.



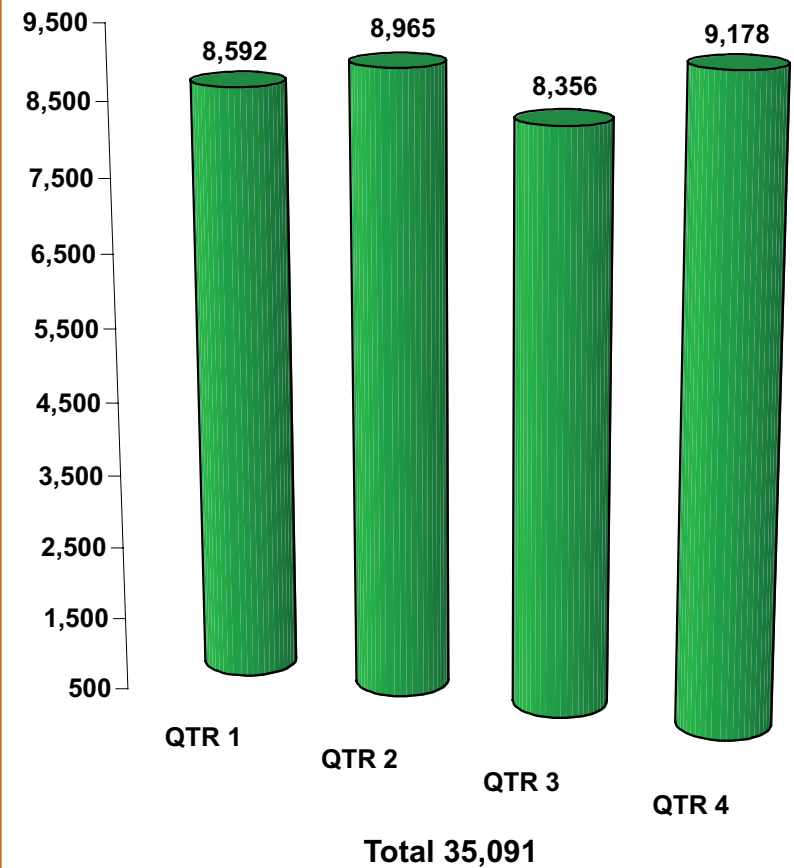
Albert Leong discusses changes to electrical conduits

**ELECTRICAL INSPECTION MBO  
INSPECTIONS/PERSON/DAY****MBO GOAL = 11****ELECTRICAL PERMITS**

### ELECTRICAL INSPECTION RESPONSE TIME MBO GOAL = 100% Within 48 Hours



### ELECTRICAL INSPECTIONS PERFORMED



**Wing Lau**, Chief Building Inspector  
**Ron Tom**, Supervisor

### Function

The function of the Emergency Preparedness and Response Program is to prepare, coordinate and organize departmental personnel and resources to effectively respond to incidents of earthquake, emergency or disaster. DBI is primarily responsible for providing the rapid/detailed inspection and posting of private buildings per the Applied Technology Council, ATC 20-2 format.

### Highlights And Accomplishments

- ❖ Designed and occupied new Emergency Management Resource and Training Center at 1660 Mission Street.
- ❖ Reviewed and updated the Departmental Emergency Operations Plan for conformity with the Standardized Emergency Management System (SEMS) developed by the State of California.
- ❖ Trained DBI staff in SEMS to provide effective inter-agency response.
- ❖ Updated the Emergency Command Vehicle with a two-line telephone system and wireless Cellular communications units.
- ❖ Updated 800MHz radio inventory with new programming, high capacity Nickel-Cadmium batteries and permanent identification.
- ❖ Equipped Electrical Division with vehicle battery chargers for 800MHz MTS 200 handhelds.
- ❖ Completed Building Safety Team emergency response assignments.
- ❖ Completed training of eight out of eighteen Building Safety Team Units with task specific assignments for Emergency response.
- ❖ Completed emergency preparedness community outreach for Fleet Week and Nob Hill Building Owner's and Manager's Association.
- ❖ Completed the design and build stage of an Oracle based Emergency Programming to assist the Department's Building Safety Team with critical infrastructure to inspect public and private buildings during an emergency.



A customer looks through Earthquake Preparedness informational brochures

### 2005-06 Goals

- ❖ Revisit and update Mutual Aid Agreements for alternate site locations for staffing and supplies with public and private sectors.
- ❖ Provide on-going training in SEMS and Applied Technology Council training for ATC-20-2 rapid and detailed evaluation of buildings.
- ❖ Complete all Building Safety Team Unit training by January 2006.
- ❖ Equip Plumbing Inspection Division with vehicle battery chargers for 800MHz MTS 2000 hand-helds.



- ❖ Secure wireless telephone contracts through DTIS to provide connectivity for Emergency Command Vehicle two-line phone system.
- ❖ Provide simulated DOC load test for new emergency 400-amp Automatic Transfer Switch interconnected to existing Emergency Generator.
- ❖ Participate in community outreach events related to emergency preparedness and response.
- ❖ Reconfigure existing satellite TV receivers for easy programmable access and re-establish satellite contracts.
- ❖ Provide on-going coordination with other City Departments (DPW, DPW/BCM, DTIS and the Mayor's Office of Emergency Services) to participate in future inter-departmental emergency and table-top exercises.
- ❖ Conduct a portability study to identify off-site and alternate locations for DBI emergency supplies.

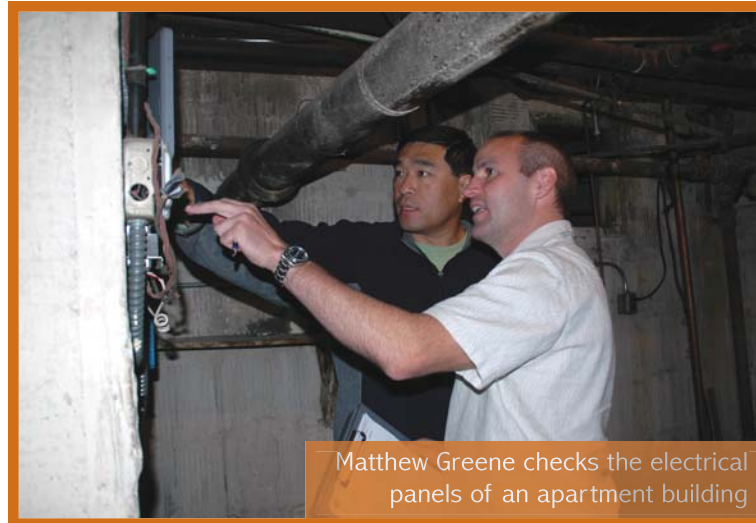
**Rosemary Bosque**, Chief Housing Inspector

### Function

Housing Inspection Services (HIS) implements and enforces the San Francisco Housing Code and pertinent related City Codes. HIS establishes and maintains minimum maintenance standards for existing residential buildings to safeguard life, limb, health, property, and public welfare by conducting periodic health and safety inspections and responding to tenant complaints.

### Highlights And Accomplishments

- ❖ Performed a total of 8,649 including
  - 2,342 initial routine inspections on apartment buildings
  - 36 initial routines on residential hotels
- ❖ Performed 3 spot check inspections a week per Senior Housing Inspector.
- ❖ Received a total of 2,283 complaints; of these,
  - responded to 95% or 2,169 complaints within 48 hours.
  - inspected 88% or 1,998 complaints
  - abated 54% or 1,232 complaints received.
- ❖ Responded to 95% of life hazards or lack of heat complaints within 24 hours.
- ❖ Referred 8 cases to the City Attorney per direction of the Building Inspection Commission Litigation Committee.
- ❖ Referred 385 cases to the Director's Hearings.
- ❖ Collected \$95,736 in Assessment of Cost fees for Enforcement Cases.
- ❖ Referred 134 notices of noncompliance to the State Franchise Tax Board.
- ❖ Inspected 93 task force cases, issued 30 Notices of Violation on task force cases, abated 29 task force cases.
- ❖ Issued 5 Emergency Orders, abated 16 Emergency Orders (Includes billing for repairs).
- ❖ Issued 12 citations for miscellaneous violations, abated 11 citations for miscellaneous violations.
- ❖ Responded to 9 Director's letters within Director's deadline.
- ❖ Responded to 96% of phone calls within 24 hours.
- ❖ Issued 11 Subordinations on code enforcement cases.
- ❖ Conducted 130 site-inspections and issued over 90 Notices of Violation to compel compliance with the Residential Sprinkler Ordinance #170-02, and sent cases to administrative hearing for further code enforcement action.

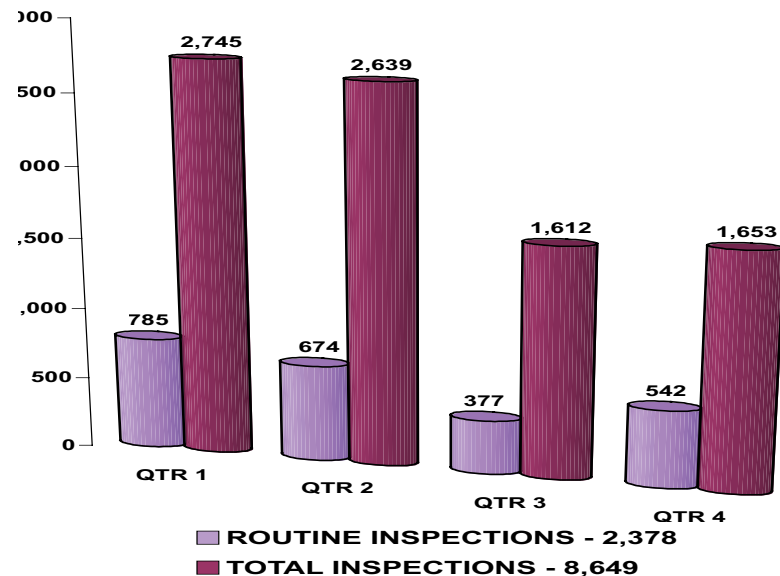


Matthew Greene checks the electrical panels of an apartment building

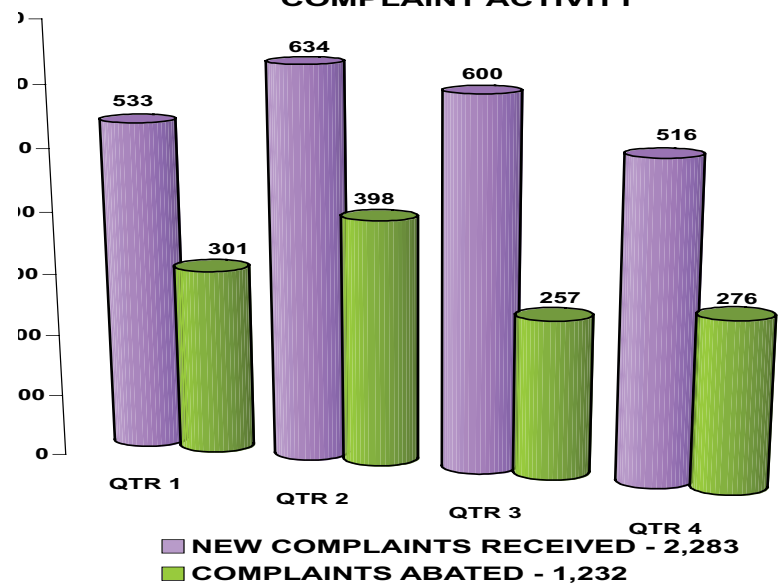
### 2005-2006 Goals

- ❖ Perform a minimum daily average of 6 inspections to include routine inspections and tenant complaints.
- ❖ Schedule 3 initial apartment house / residential hotel routine inspections per day to address division backlogs.
- ❖ Inspection staff will take additional code enforcement action on 90% of all code enforcement cases with outstanding violations within 45 days after the Notice of Violation compliance period has lapsed.
- ❖ Inspectors will bill 90% of all outstanding assessment of costs (initial & final) within 45 days from: (a) when the Notice of Violation compliance period has lapsed and code violations remain (the initial bill), and (b) upon completion of all corrective work as verified by inspection (final bill).
- ❖ Maintain a 50% increase in the number of initial routine inspections performed on apartment houses from the 1st quarter of last fiscal year.
- ❖ Complete the issuance of Notice of Violations for all residential hotels not in compliance with the Residential Sprinkler Ordinance #170-02.
- ❖ Implement a (state or nationally recognized) certification training program for Housing Inspectors.
- ❖ Continue to work with the MIS Division to improve the Complaint Tracking System and Division data base merge.

**HOUSING INSPECTION SERVICES  
INSPECTION ACTIVITY**



**HOUSING INSPECTION SERVICES  
COMPLAINT ACTIVITY**



**Louise Kimbell, Sr. Housing Inspector**

### Function

The Lead Abatement Section (LAS) is responsible for a wide variety of programs with emphasis on the Asthma Task Force Program, the Environmental Health and Safety Programs, the Lead Hazard Reduction Program and the West Nile Virus Program.

The Asthma Task Force (ATF) Program is responsible in representing the Department at the ATF of the CCSF, as mandated by an ordinance passed by the Board of Supervisors (Ordinance No. 72-01, Ordinance Amending Ch. 19A of the Administrative Code by Adding Article II to Establish an Asthma Task Force). The Environmental Health and Safety (EH&S) Programs are responsible in developing policies to reduce the potential for injuries and illnesses of the Department's employees and to comply with applicable health and safety regulations. The Lead Hazard Reduction (LHR) Program inspects buildings for compliance with the Work Practices for Exterior Lead-Based Paint legislation (SFBC Ch. 34, Section 3407). The West Nile Virus (WNV) Program is responsible in representing the Department as a member in the inter-agencies of the CCSF "...planning effort to limit the impact of the WNV in San Francisco", as requested by the Director of Health, Department of Public Health (refer to letter dated 5/21/03).

### Highlights And Accomplishments

- ❖ Received 1,304 Notification of Paint Disturbing Work forms for SFBC 3407 — Work Practices for Exterior Lead-Based Paint (including those with complaint cases). Performed 280 "educational outreach" inspections where an inspector stops at a work site as workers are setting up to do preparation and paint work and explains the SFBC 3407 regulations.
- ❖ Received 373 SFBC 3407 complaints, responded to 99.8% of SFBC 3407 complaints within 24 hours (and .2% within 48 hours).

- ❖ Issued 230 Notices of Violation (and 6 Second Notices of Violation); issued 36 Notices of Penalty and Fee; and, abated 347 complaint cases.
- ❖ Referred 19 complaint cases to NOP Appeal Hearing; referred 3 initial complaint cases (i.e., contractor's names/licenses) to CA Contractors State License Board (and, referred no second complaint cases).
- ❖ Responded to 100% of Director's Letters within Director's deadline.
- ❖ Responded to 99.8% of phone calls within 24 hours.
- ❖ Attended (and spoke at) the Board of Supervisors (BOS) City Operations & Neighborhood Services Committee meeting with other members of the ATF-Environmental Subcommittee and representatives from the SF Housing Authority (SFHA) on the agenda item, "Hearing on the status of response and implementation by the SF Housing Authority on the recommendations submitted to them by the SF ATF-Environmental Subcommittee". The SFHA agreed to continue working with the Subcommittee (and on the Subcommittee's recommendations).



Building to be inspected for lead paint control



Tara Bazile explains lead abatement process to a customer

- ❖ Participated in a round table discussion at DPH, "Program on Health Equity & Sustainability" (with DPH, Rec. & Park Dept., SF Redevelopment Agency, non-profit groups, etc.).
- ❖ Completed the ergonomic evaluations/surveys and completed ordering/distributing the computer related ergonomic equipment and chairs for identified employees from the DBI Ergonomic Equipment Summary (Phases 1-5).
- ❖ Assisted in the development of the technical amendments to the amended SFBC 3407; presented and received approval on the technical amendments by the BIC; and, presented the technical amendments to the BOS Land Use Committee (technical amendments approved by the Mayor and became effective on 3/11/05). Worked with LHRCAC, DPH-CEHP and Office of the City Attorney.
- ❖ Conducted PowerPoint presentations on the amended SFBC 3407 at: a) Ninth Annual EPA Tri-Regional Lead-Based Paint Conference; b) Western Regional Conference on Mold, Lead, Healthy Homes & Children's Environmental Health; c) DBI Public Advisory Committee meeting; d) SF Apartment Owners Assn.; e) Painting & Decorating Contractors of America, No. CA Chapter; and, f) Small Property Owners of SF.
- ❖ Spoke with/provided information on the amended SFBC 3407 to: a) Tampa FL Housing Authority; b) Oakland CA Community & Economic Development Agency; c) Portland OR Community Energy Project, Inc.; d) DPH-Asbestos & Lead Program, City of San Diego, CA; and, e) UC Berkeley Extension, Lead Paint Management.
- ❖ Developed/submitted 20 behavioral and technical interviewing questions for the Class 6270 Housing Inspector series to the Director's Office. Assisted with selection of appropriate candidates for the Class 6270 Housing Inspector provisional exam.
- ❖ Hired/training a student intern from the Department of public works — Project Pull program, a summer mentor/intern program.

### On-going Projects

- ❖ Prepared/submitted LAS budget for FY 2005-06 (working with AFD).
- ❖ Continued to participate as a non-voting member on the BOS ATF; continued participating as a non-voting member on the BOS ATF Environmental Subcommittee (one of the four subcommittees).
- ❖ Continued to perform quarterly health and safety inspections to identify unsafe work conditions and/or practices in the office (i.e., quarterly physical inspection of 1650 and 1660 Mission Street buildings).
- ❖ Continued to provide quarterly health and safety injury and illness training for non-field employees (i.e., West Nile Virus, Office Lifting Safety, Emergency Response and Hazard Communication and Sun Safety). Continued to provide training, Standard First Aid and Adult CPR, by the American Red Cross to up to 1/3rd of the Department's staff. Continued to provide Smith System defensive driver training and refresher driver

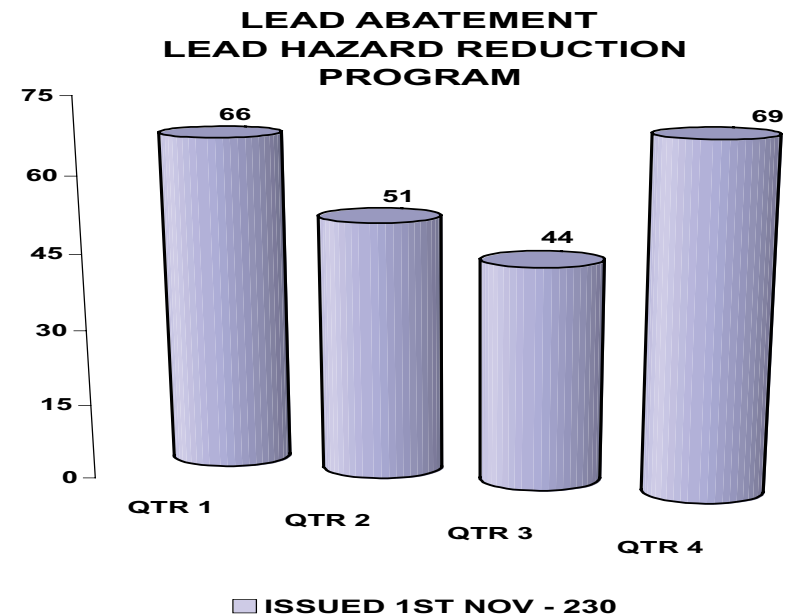
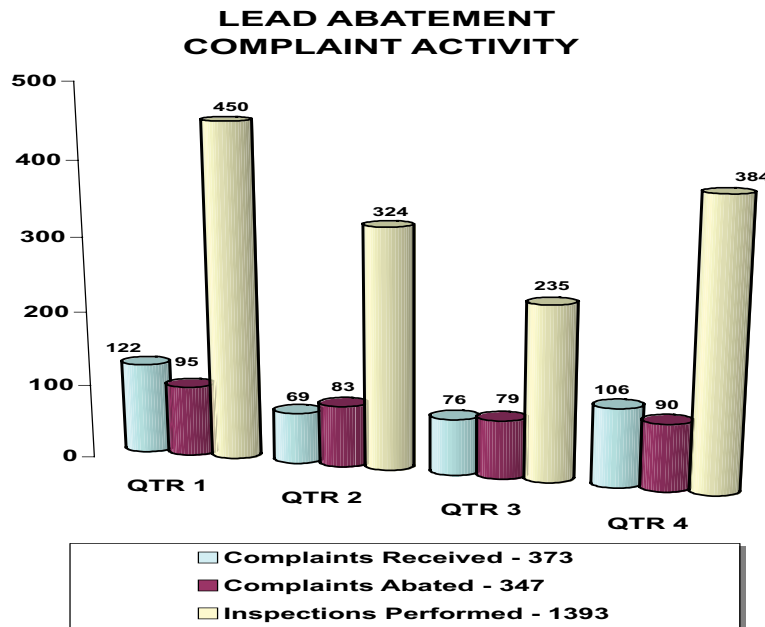
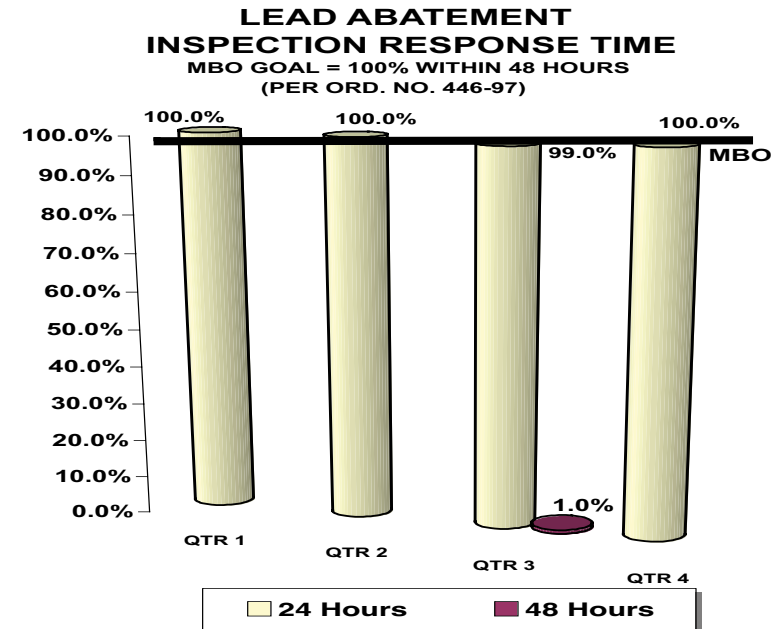
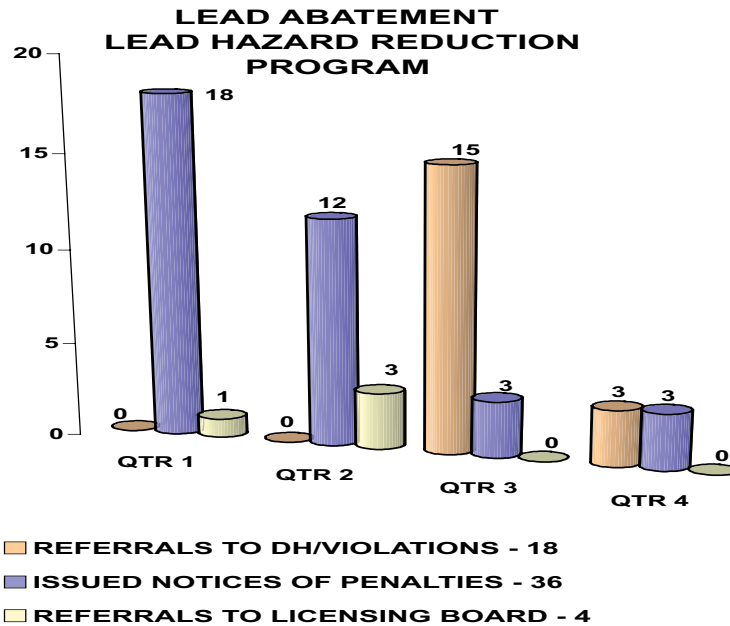
training to DBI field inspectors who drive City issued vehicles in the course of performing their job.

- ❖ Continued to respond to SFBC 3407 complaint cases within 48 hours, as mandated in the legislation.
- ❖ Prepared/submitted SFBC 3407 complaint case for FY 2004-05 special assessment lien against real property (one SFBC 3407 complaint case to be included in the DBI Delinquency Report presented to the BOS).
- ❖ Continued to participate on the LHRCAC regarding the amended legislation, SFBC 3407, Work Practices for Lead-Based Paint (Ord. # 98-04).
- ❖ Continued to participate in the District Attorney's Coordinated Enforcement Agency Task Force (CEATF) meetings.
- ❖ Completed/submitted written response to the Director of Health's Report on the Comprehensive Environmental Lead Poisoning Prevention Program for the City & County of San Francisco (SF Health Code Article 26, Section 1609), as requested by BOS, Supervisor Aaron Peskin.
- ❖ Began enforcement of the amended SFBC 3407 on the effective date of the legislation (i.e., 7/4/04).
- ❖ Completed most new forms, signs and informational documentation prior to 7/4/05, as well as, began developing a new procedures manual for the amended SFBC 3407 (with the Office of the City Attorney).
- ❖ Developed new Oracle Complaint Tracking System to include the amended legislation, SFBC 3407, Work Practices for Lead-Based Paint (Ord. # 98-04), brought it online (working with DBI-MIS) and it is now in "production".

- ❖ Provided/completed PowerPoint training on the amended SFBC 3407 with the DBI field inspectors in Inspection Services and the plan checkers in Permit Services.

### 2005-2006 Goals

- ❖ Continue to develop the top two recommendations from the ATF Environmental Subcommittee's Strategic Plan (i.e., assist the SFHA in becoming more proactive in managing and/or preventing indoor air quality issues in its public housing units that might exacerbate and/or contribute to the onset of asthma and C&CSF purchase two portable air monitors, etc.).
- ❖ Continue to provide training to up to 1/3rd of the Department's staff in Standard First Aid and Adult CPR.
- ❖ Continue to develop (and complete) the new work plan for the Environmental Health and Safety Programs that includes: identifying tasks, inspections, etc. (performed by DBI-EH&S and DPW-EHS for DBI) and associated records, forms, etc. (developed and/or used by DBI-EH&S and DPW-EHS for DBI).
- ❖ Continue to respond to the SFBC 3407 complaint cases within 48 hours.
- ❖ Complete the new forms, signs, informational documentation, procedures, as well as, the update of computer systems that includes the amended legislation, SFBC 3407, Work Practices for Lead-Based Paint (Ord. # 98-04).



**Dennis King, Chief Plumbing Inspector****Function**

The Plumbing Inspection Division (PID) is responsible for assuring, through inspections, the proper functioning for installations of drainage, water, gas, and other mechanical systems covered in the Plumbing and Mechanical Codes. These inspections are carried out in buildings, which are newly constructed, remodeled, or repaired.

PID additionally inspects fire sprinkler installations to assure compliance with the plans approved by the Fire Department plan check staff, and conducts inspections as required by various ordinances. Such ordinances include: the Night Club and Massage Parlor Ordinances (which require code compliance prior to business license issuance); and the Boiler Ordinance which requires that PID maintain records, send renewal notices, and prepare Notices of Violations against non-complying property owners.

**Highlights And Accomplishments**

- ❖ Performed a total of 24,893 plumbing inspections; of these 98.5% or 24,660 were performed within 48 hours of request.
- ❖ Performed an average of 11.5 inspections per person/day.
- ❖ Performed 3 spot check inspections a week per Senior Inspector.
- ❖ Reviewed/plan checked 10 plans for Special Projects.
- ❖ Received a total of 671 complaints; of these, responded to 98% or 655 complaints within 48 hours inspected 95% or 637 complaints abated 56% or 378 of complaints received.
- ❖ 100% or 16 Plumbing Inspectors hold current IAPMO certifications.
- ❖ Issued 324 NOV's, abated 379 NOV's.

- ❖ Served as Hearing Officer for 18 Director's Hearings.
- ❖ Referred 36 cases to Code Enforcement.
- ❖ Responded to 95% or 20 Director's letters within Director's deadline and 5% or 1 - 5 days after Director's deadline.
- ❖ Provided plan check services for the following projects; Valencia Gardens Apartments, 501 Beale St., PUC Crocker Amazon Station Upgrades, Rincon Hill, the New SF Academy of Sciences and the New SF Aquarium.
- ❖ PID and the SF Port Authority are now working jointly in the inspection process of all major Port projects. Based on projections of future Port work, it is expected be a long-term venture. Inspections are to include the Boudin Bakery at Fisherman's Wharf and the Beale Street Towers.



Dave Ledda checks the piping for code compliance

**Boiler Program**

- ❖ Issued 378 Notices of Violations.
- ❖ Forwarded 23 cases to Code Enforcement Section.
- ❖ A total of 9,109 boilers have been registered.
- ❖ Issued 646 New boiler "Permits To Operate", a total of 3,644 boiler PTO's have been issued.
- ❖ Mailed 2,770 Expired boiler PTO notifications.
- ❖ Continued to expand PID plan check services.
- ❖ Restructured the PID complaint investigation program.
- ❖ Assigned the complaint inspector to reside on the Fats, Oil & Grease (FOG) task force committee. This will aid the PUC with the enforcement of grease discharge violations.
- ❖ Issued a TCO for the New De Young Museum.
- ❖ Completed final inspections of the new San Bruno Jail.
- ❖ The PID Boiler Registration Program is actively following the annual re-issuance of PTO's with the continuing cooperation of the PUC and their backflow device registration requirements for boilers.
- ❖ Staff members have attended "Customer Relations" training seminars.
- ❖ Complaints received by PID are now investigated and abated by one 6242 Plumbing Inspector in an effort to better serve the public. This centralized control has resulted in all complaints being responded to within 48 hours.

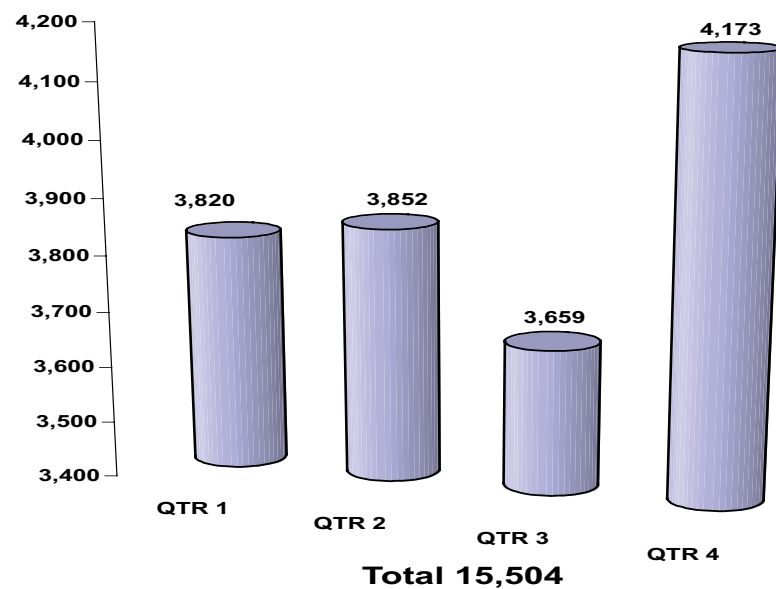
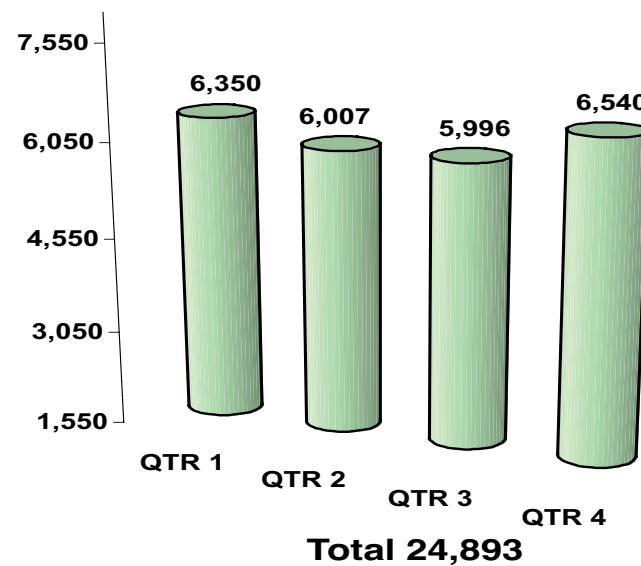
- ❖ All field inspectors were rotated to new districts.
- ❖ Redefined and reassigned Senior manager's areas of responsibility.

**On-going Projects**

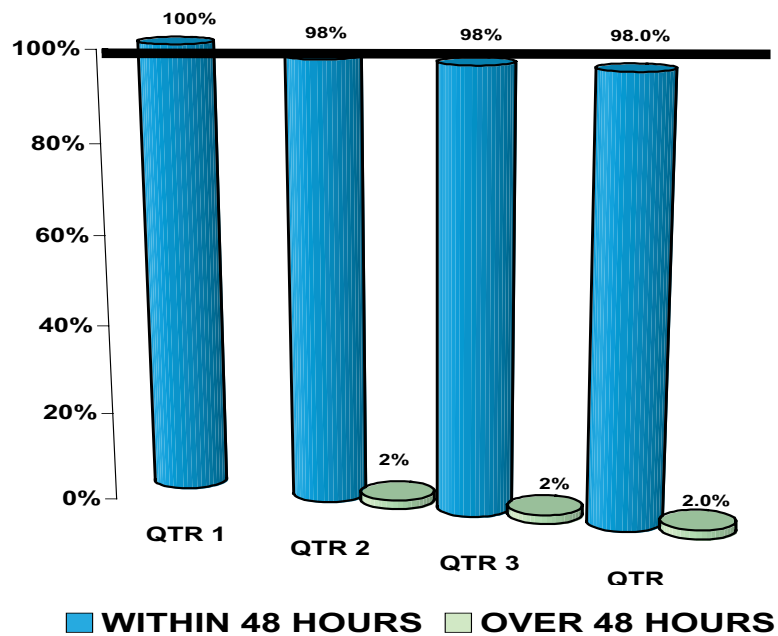
- ❖ Continue to provide plan check and inspection services to the PUC & SF Port Authority.
- ❖ Enforcement of the Highrise Fire Sprinkler Ordinance #333-93.
- ❖ Continue issuance of boiler "Permit To Operate".

**2005-2006 Goals**

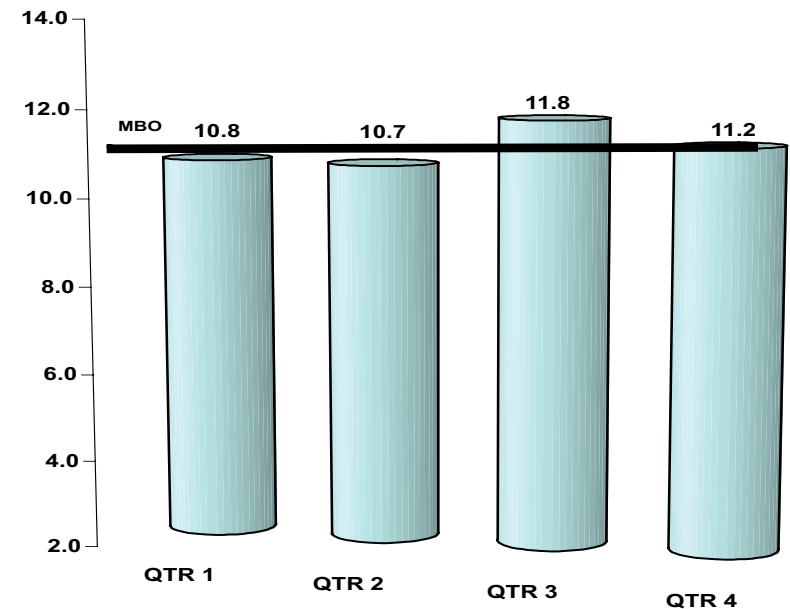
- ❖ Continue to maintain and exceed 11 inspections per day per inspector.
- ❖ Respond to 100% of the Director's letters within 48 hours of receipt.
- ❖ Perform 100% of all inspections within 48 hours of request time.
- ❖ Begin inspection of Mechanical piping installations.
- ❖ Continue to provide prompt and professional services to all our Customers.
- ❖ Provide on going training to staff on current codes, new and approved installation methods and materials.
- ❖ Adopt the 2003 California Plumbing and Mechanical Codes, complete with the updated SF Addendums.
- ❖ Continue to work with the FOG Committee.
- ❖ Provide voicemail for the entire PID inspection staff.
- ❖ Seniors to continue quality control Spot Inspections of the field staff to ensure uniformity in the enforcement process.

**PLUMBING PERMITS****PLUMBING INSPECTIONS PERFORMED**

**PLUMBING INSPECTION RESPONSE TIME**  
MBO GOAL = 100% 48 HOURS



**PLUMBING INSPECTION MBO**  
INSPECTIONS/PERSON/DAY  
MBO GOAL = 11





Daniel Shiu prepares his paperwork before doing field inspections



Demolition site



Upgraded Electrical Wiring



Framing ready for inspection

**Rafael Torres-Gil**, Secretary to the Access Appeals Commission  
**Susan Pangilinan**, AAC Recording Secretary

### Purpose

To serve the City and County of San Francisco and the general public by hearing appeals brought by any person regarding actions taken by the Department of Building Inspection in the enforcement of the requirements for Access to Public Accommodations by Physically Handicapped Persons (Part 5.5, Sections 19955-59 of the Health and Safety Code of the State of California), as well as action taken by the Department in the enforcement of the disabled access and adaptability provisions of this code. San Francisco Building Code Section 105.3

### Mission Statement

The Access Appeals Commission (AAC), consisting of a five members, conducts hearings to approve or disapprove the Department's interpretations of applicable disability access regulations and actions taken by the Department to enforce said regulations and abate violations. It shall establish reasonable rules and regulations for its own procedures, choose its officers, conduct public meetings, designate an official reporter, and make decisions and recommendations by resolution.

### The Access Appeals Commission

The AAC consists of five commissioners: two from the disabled community, two experienced in the construction industry, and one public member. The commissioners are appointed by the Building Inspection Commission and serve at its pleasure. The Commission consists of:

**Rosalyn Baltimore** - President

**Ms. Enid Ng Lim** - Vice President

**Ms. Alyce G. Brown** - Commissioner

**Mr. Francis K. Chatillon** - Commissioner

**Vacant**, Commissioner

### How To Contact The AAC

Rafael Torres-Gil, Secretary to the Access Appeals Commission, and Susan Pangilinan, Recording Secretary may be reached at:

Access Appeals Commission  
Department of Building Inspection  
1660 Mission Street, 3rd Floor  
San Francisco, CA 94103-2414  
(415) 558-6010, FAX (415) 558-6474

### Meetings

The Access Appeals Commission meets on the 2nd and 4th Wednesday of every month. Meetings are accessible, open to the public, and are held commencing at 1:00 p.m. at:

City Hall  
1 Dr. Carlton B. Goodlett Place, Room 416  
San Francisco, CA 94102

### Agendas

The Agenda is published on the Friday before the regularly scheduled meeting. Agendas are posted on the Department's website [www.sfgov.org/dbi](http://www.sfgov.org/dbi) under Agendas & Minutes, at the Main Library in the Government Documents section, the Bulletin Board located at the ground floor elevator lobby of 1660 Mission Street, and are also available by contacting Susan Pangilinan, Recording Secretary at (415) 558-6014.

### Minutes

Minutes are posted on the Department's website [www.sfgov.org/dbi](http://www.sfgov.org/dbi) under the Agenda and Minutes link 10 days after approval by the AAC.

**Highlights And Accomplishments**

- ❖ 4 - Appeal cases were filed with the Access Appeals Commission in Fiscal Year 2004-2005.

**Daniel Shapiro**, President  
**Wing Lau**, Board Secretary

### Mission Statement

The Board of Examiners is a group of experts created under Section 105.1 of the San Francisco Building Code. The purpose of the Board is to hear and determine the requests by the public as to whether new materials, new methods or types of construction comply with the standards of safety established by the San Francisco Construction Codes which include San Francisco Building Code, Plumbing Code, Electrical Code and Mechanical Code. The Board also has the power to determine reasonable interpretation of the provisions of the San Francisco Building Code, and to hear the appeals from the Director's condemnation order involving construction methods, assemblies or materials or where safety is involved.

### The Board Members

The Board of Examiners (BOE) is composed of 11 members appointed by the Building Inspection Commission and two ex-officio members. Currently, the Board Members consist of the following:

**Daniel Shapiro** - President Registered Structural Engineer Seat

**Mel Cammisa** Registered Electrical Engineer Seat

**Joseph Cassidy** General Contractor Seat

**Ann Cervantes** Licensed Architect Seat

**Jerome Cunningham** Registered Fire Protection Engineer Seat

**John Demakas** Licensed Plumbing Contractor Seat

**Manuel Flores** Building Trade Seat

**Dick Glumac**  
**James Reed**

Registered Mechanical Engineer Seat  
 Licensed Electrical Contractor Seat

**Vacant**

Highrise Sprinkler Seat

**Ex-officio**

Director of DBI or his/her Designee

**Ex-officio**

Chief of Fire Prevention Bureau SFFD

### How To Contact The BOE

Wing Lau, Chief Building Inspector, Secretary to the Board of Examiners, may be reached at:

Board of Examiners  
 Department of Building Inspection  
 1660 Mission Street, 3rd Floor  
 San Francisco, CA 94103-2414  
 (415) 558-6135, FAX (415) 558-6261

### Meetings

The Board of Examiners meets every second Tuesday of the month in the second floor conference room at 1660 Mission Street at 6:00 p.m. Meetings are chaired by the Board Chairperson. A special meeting may be called by the Chair or by a majority of the Board Members in accordance with notice requirements.

### Agendas

The Agenda is published 72 hours before a regularly scheduled meeting. Agendas are posted at the Main Library in the Government Documents Section, and the Bulletin Board located at the ground floor elevator lobby of 1660 Mission Street. The agendas are also available by contacting Wing Lau, Board Secretary at 558-6135 and on the Department's website at [www.sfgov.org/dbi](http://www.sfgov.org/dbi) under the Agendas & Minutes link.

**Minutes**

Minutes are posted on the Department's website [www.sfgov.org/dbi](http://www.sfgov.org/dbi) under the Agenda and Minutes link 10 days after the meeting date.

**Zachary Nathan**, Chair  
**Alan Tokugawa**, Committee Secretary

### Mission Statement

To preserve and promote the Health, Safety and Welfare of the public through the regulation of the built environment with codes and standards that are clear, concise, consistent and enforceable, recognizing the unique characteristics of San Francisco, and striking a balance between scientific knowledge and real-world conditions.

The Code Advisory Committee (CAC) consists of 17 members who are qualified by training and experience to deliberate and make recommendations on matters pertaining to the development and improvement of the content of the San Francisco Building Code, Mechanical Code, Electrical Code, Plumbing Code, and Housing Code as well as related rules and regulations or proposed ordinances that the Director or the Building Inspection Commission determines may have an impact on construction permits. Specific recommendations of this Committee are directed to the Building Inspection Commission for their further action.

These members are appointed by the Building Inspection Commission and comprise a cross-section of the construction industry by including a major-project architect, a small-project architect, a civil engineer, a structural engineer, a mechanical engineer or contractor, a fire protection engineer, an electrical engineer or contractor, a general contractor, a remodeling contractor, a residential contractor, a commercial property owner, member of the general business community, a person qualified in the area of historical preservation, a person knowledgeable about disability access regulations, and three members of the community-at-large.

### The Committee Members

**Zachary Nathan**, Chair                      Small Projects Architect  
**Carolyn Abst**                                      Member-At-Large

<b>Charles Breidinger, P.E.</b>	Mechanical Engineer
<b>Jerry Cunningham, P.E.</b>	Fire Protection Engineer
<b>Edgar Fennie</b>	Major Projects Architect
<b>Michael T. Fretz</b>	Small Projects Civil Engineer
<b>Fredric S. Freund</b>	Commercial Property Owner/Manager
<b>Jim Guthrie, S.E.</b>	Major Projects Structural Engineer
<b>Arnie Lerner, AIA</b>	Historical Preservation Architect
<b>Nicholas Palter</b>	Member-At-Large
<b>Lee Yvonne Phillips</b>	Disability Access Advocate
<b>Jim Reed</b>	Electrical Contractor
<b>A.R. Tony Sanchez-Corea, III</b>	General Business Community
<b>Livio Socal</b>	Remodel Contractor
<b>Vacant</b>	Member-At-Large
<b>Vacant</b>	Major Projects Contractor
<b>Vacant</b>	Residential Project Contractor
<b>DBI Director or his/her Designee</b>	Ex-officio Member
<b>Chief of Fire Prevention Bureau SFFD</b>	Ex-officio Member or his/her Designee

### How To Contact The CAC

Alan Tokugawa, Secretary to the Code Advisory Committee, may be reached at

Department of Building Inspection  
Code Advisory Committee  
1650 Mission Street, 3rd Floor  
San Francisco, CA 94103  
(415) 558-6004, Fax (415) 558-6688

### Meetings

The Code Advisory Committee meets regularly on the third Wednesday of each month at 1660 Mission Street. Each member of the full Committee also serves on a subcommittee which meets at least once a month. These subcommittees are: Administrative & General Design Subcommittee, Fire & Life Safety Subcommittee, Structural Subcommittee, Mechanical/Electrical/Plumbing Subcommittee, Housing Code Subcommittee, and Disability Access Subcommittee. The general public is invited to attend and speak at any of these meetings on topics of interest which deal with construction permits and the building codes.

### Agendas

The Agenda is published 72 hours before a regularly scheduled meeting. Agendas are posted at the Main Library in the Government Documents Section, and the Bulletin Board located at the ground floor elevator lobby of 1660 Mission Street. The agendas are also available by contacting Alan Tokugawa at 558-6004 and on the Department's website at [www.sfgov.org/dbi](http://www.sfgov.org/dbi) under the Agendas & Minutes link.

### Minutes

Minutes are posted on the Department's website [www.sfgov.org/dbi](http://www.sfgov.org/dbi) under the Agenda and Minutes link 10 days after the meeting date.

### Highlights And Accomplishments

- ❖ Reviewed and made recommendations on ordinances which were proposed for inclusion in the building codes, including:
  - ◆ Code Compliance Requirements for Buildings and Structures Located on the Naval Station Treasure Island and Hunters Point Naval Shipyard
  - ◆ Special Restrictions for Activities on Hunters Point Naval Shipyard to Address Potential Residual Contamination, and Making Environmental Findings.
  - ◆ Construction and Demolition Debris Recovery Ordinance.
- ❖ Reviewed and made recommendations for proposed Administrative Bulletins:
  - ◆ AB-004, Permit Processing Priority Guidelines for the Department of Building Inspection.
  - ◆ AB-009, Local Equivalency for Approval of New Openings in New and Existing Building Property Line Walls (to clarify an apparent conflict).
  - ◆ AB-037, Non-Complying Exit Separation in Existing Groups B, F, M, S-1, and S-2 Occupancies.
  - ◆ AB-041, Application of the State Historical Building Code.
  - ◆ AB-047, Special Inspection and Testing for Smoke Control Systems.
  - ◆ AB-056, Disabled Access Compliance Status Documentation.
  - ◆ AB-076, Alternative Assemblies for One-Hour Property Line Walls.
- ❖ Reviewed and made recommendations regarding proposed revisions to the San Francisco Building Code (SFBC), including:
  - ◆ Section 106.3.2, Submittal Documents, to add, "land surveyor" to list of design professionals required to sign submittal documents.
  - ◆ Section 109.1 -109.8, Certificate of Occupancy, to revise "certificate of occupancy" to read "certificate of final completion and occupancy."
  - ◆ Section 209-H, Height of Building, to accept California Building Code definition of Height of Building.

- ◆ Section 419.1.2.1, Depth of Balconies, Decks, and Porches, to relocate and clarify requirements for extent of structural projections.
- ◆ Section 1403.5, Veneer, to delete requirement for pressure treated backing board.
- ◆ Section 1403.6.1, Veneer, to delete requirement for pressure treated backing board.
- ◆ Section 2312.3, Decay and Termite Protection, to delete requirement for pressure treated backing board.
- ◆ Section 1506.1, Roof Drain, to allow storm water drainage from roofs, courts or similar areas to drain to other than the building drainage system and sewer.
- ◆ Section 1203.4.3, regarding an alternative means of complying with the code requirement for a horizontal air intake at the bottom of courts.
- ◆ Appendix Chapter 15, to add new Section 1521 requiring that insulation be added as part of a reproofing system for commercial buildings.
- ◆ Re-adopt former SFBC Chapter 53A, Commercial Energy Conservation Ordinance (CECO).
- ◆ To delete Section 1403 and Section 2312, which requires the installation of pressure-treated sheathing under cement plaster (stucco).
- ◆ Chapter 16, to require seismic strengthening of “soft story” structures.
- ◆ Section 106.3.4.2, Site Permits, to increase the permitted number of submitted addenda.
- ❖ Reviewed and made recommendations regarding proposed revisions to the San Francisco Housing Code (SFHC), including:
  - ◆ Section 504(c), Mechanical Ventilation, to align with current language in the San Francisco Building Code.
  - ◆ Section 303(a), Inspection by City, to identify and clarify the areas within apartment houses and hotels routinely inspected by Housing Inspection Services.
- ◆ Section 1208, Exemptions, Chapter 12, Residential Energy Conservation Ordinance (RECO), for additional upgrades at time of sale.
- ◆ Section 1210 (RECO), Energy Conservation Requirements Upon Major Improvement, Metering Conversion, Residential Conversion, or Complete Inspection, to clarify and/or confirm compliance with RECO requirement upon sale of condominiums.
- ◆ Section 1212 (RECO), Required Measures and Postponements, to add further measures to existing list, and to prioritize them.
- ◆ Section 1212(a)1 (RECO), Required Energy Conservation Measures, to upgrade attic RECO insulation requirements from R-19 to R-30.
- ◆ Section 1217 (RECO), Rules, to review and develop rules to allow confirmation that required RECO energy work has been completed.
- ◆ Amend SFHC procedures to assure that requirements imposed at the time of condominium conversion do not exceed applicable retroactive requirements.
- ❖ Reviewed and made recommendations regarding proposed revisions to the San Francisco Mechanical Code (SFMC), including:
  - ◆ Section 104.1, Additions, Alterations, or Repairs, to require mechanical equipment to be upgraded to higher standard of energy efficiency for additions, alterations, or repairs to commercial buildings.
  - ◆ Section 104.4, Maintenance, to require re-commissioning or tune-up with certification by a licensed mechanical engineer or other approved professional for commercial buildings of designated size.
  - ◆ Section 302.3, to add a requirement that “Energy Star” appliances be installed as replacements of existing appliances.
- ❖ Reviewed and made recommendations regarding proposed revision to the San Francisco Electrical Code (SFEC), including:
  - ◆ Revisions required for alignment of San Francisco amendments with the 2005 California Electrical Code, such as with section number formatting.

- ◆ Article 089, Administration, to add Section 120 to require upgrade of fluorescent lighting from T-12 to T-8 or T-5, or to meet designated lumens per watt standard.
  - ◆ Section 089.13, to clarify installation of additional receptacles/arc fault protection.
  - ◆ Section 110-26(A)(3), to require height of horizontally hinged equipment cover to be 6 feet above work surface.
  - ◆ Section 210.23, to delete reference to luminaires under "Utilization Equipment Fastened in Place."
  - ◆ Section 314.22, to limit depth of surface extensions over a flush-mounted box.
  - ◆ Section 356.10, to restrict the use of liquid tight flexible non-metallic conduit.
  - ◆ Section 700.27, to require selective coordination of emergency system over current devices.
- ❖ Reviewed and made recommendations regarding proposed revisions to the San Francisco Plumbing Code (SFPC), including:
- ◆ Section 306.2, Roof Drainage, to allow storm water drainage from roofs, courts or similar areas to drain to other than the building drainage system and sewer.
  - ◆ Section 1001.5, Traps Required, to increase the minimum trap size from 4 inches to 5 inches.
  - ◆ Adopt International Association of Plumbing and Mechanical Officials (IAPMO) Plumbing Code Appendix G, Graywater Systems for Single Family Dwellings, allowing the use of gray water systems for toilet flushing and other fixture uses, as well as outdoor uses.
  - ◆ Section 304.0, Connection to Plumbing System Required, to allow the disposal of gray water to rear yard and other locations rather than to the building drainage system and the sewer.
  - ◆ Section 304.0, Connection to Plumbing System Required, to allow the installation and use of waterless urinals.
  - ◆ Chapter 5, Water Heaters, to determine sizing requirements and other issues related to "demand water heaters."
- ◆ Section 604, Materials, to allow the use of polyethylene tubing for water supply distribution piping.
  - ◆ Section 712, Drainage Fittings, to allow PVC "P" traps in sanitary drainage systems.
  - ◆ Section 1003.2, Traps, to allow multiple slip joint fittings on the outlet side of a trap.
  - ◆ Section 1014, Grease Traps, to require grease traps for all grease producing equipment in commercial occupancies.
  - ◆ Review for possible acceptance and installation of double wall heat exchangers.
- ❖ Reviewed and made recommendations regarding proposed revision to the California Energy Code, including:
- ◆ Add a new Section 100(h) requiring certification of installation of HVAC or other energy systems by design engineer-of-record or other responsible licensed person.
  - ◆ Add a new Section 100(d)5 to prohibit electric resistance heating in new construction and alterations of existing construction.
  - ◆ Section 119, to place limits on public area and outdoor lighting lumens per watt.
  - ◆ Revise State code to allow exceptions from requirement for installing high efficacy luminaires, or alternatively, to install timers, time clocks, or motion sensors.
- ❖ Reviewed and made recommendations regarding structural design issues, including:
- ◆ Update to the structural standards in the 2001 California Building Code.
  - ◆ Preliminary results of the Community Action Plan for Seismic Safety (CAPSS) Program.
  - ◆ Requirements for geotechnical reports.
  - ◆ Mechanical, electrical, and plumbing piping support and bracing.
  - ◆ Design of upgrades to existing foundations to support a vertical addition.

- ◆ Proposed new Chapter 16E, Retroactive Seismic Provisions for Private Schools.
- ◆ Revision to Section 2304.3, Timber Connectors and Fasteners.
- ❖ Held a public workshop regarding Post-Earthquake Evaluation and Action for Historic Buildings.
- ❖ Reviewed and made recommendations regarding an apparent discrepancy between San Francisco Housing Code (SFHC) Section 904, Automatic Sprinkler System, and San Francisco Ordinance 319-86 regarding automatic sprinklers in hotels and motels.
- ❖ Reviewed and made recommendations regarding a draft proposal for Electrical Plan Review services and procedures as developed by the Electrical Inspection Division (EID).
- ❖ Reviewed and made recommendations regarding a proposed San Francisco Fire Department bulletin describing the method for determining the height of a highrise building, and clarifying fire department access.
- ❖ Reviewed DBI policy and procedure involving decisions of the Access Appeals Commission and the length of time such decisions may be implemented and applied to subsequent projects.
- ❖ Received a presentation by members of the Public Utilities Commission (PUC) regarding storm water control provisions about to be implemented in San Francisco.
- ❖ Received a presentation by a member of the Department of the Environment regarding graywater systems, their use, and their impact on the environment.
- ❖ Received a presentation by members of the Mayor's Office of Disability (MOD) for an overview of MOD policies and a review of California disability requirements.



Code Advisory Meeting in session



Major remodeling on apartment building.

**Betty Louie**, Chair  
**Gary Ho**, Board Secretary

### Mission Statement

The purpose of the Board is to hear applications for variance from or interpretations of code requirements for Unreinforced Masonry Buildings (UMB), recommend approval or disapproval of new materials, new methods and types of constructions for UMBs, hear appeals from the Director's Abatement Orders for UMBs, review UMB retrofit alteration permits and cost estimate for demolition permits, and assist the Seismic Safety Retrofit Bond Program and Advisory Boards pursuant to the authority granted to the Board under Chapters 16b & 16c of the SFBC.

### The Unreinforced Masonry Building Appeals Board

The Board is composed of nine members appointed by the Building Inspection Commission (BIC) and one ex-officio member in accordance with San Francisco Building Code (SFBC) Sect. 105.7.2

<b>Betty Louie</b> , Chair	Owner Seat
<b>Lucia Bogatay</b> , Vice-Chair	Architect Seat
<b>Faye Bernstein</b>	Structural Engineer Seat
<b>Frank Rollo, Sr.</b>	Geotechnical Engineer Seat
<b>Chad Thompson</b>	Testing Engineer Seat
<b>Vacant</b>	Bond Board Seat
<b>Howard Zee</b>	Civil Engineer Seat
<b>Vacant</b>	Contractor Seat
<b>Tony Thompson</b>	Tenant Seat

### How To Contact The UMB Appeals Board

Gary Ho, Structural Engineer, Secretary of the UMB Appeals Board may be reached at:

UMB Appeals Board  
 Department of Building Inspection  
 1660 Mission Street, 2nd Floor,  
 San Francisco, CA 94103-2414;  
 Tel. (415) 558-6083, Fax (415) 558-6041

### Meetings

The UMB Appeals Board meets every fourth Friday of the month. Meetings are accessible, open to the public, and are held commencing at 2:00 P.M. at

City Hall  
 1 Dr. Carlton B. Goodlett Place, Room 416  
 San Francisco, CA 94102

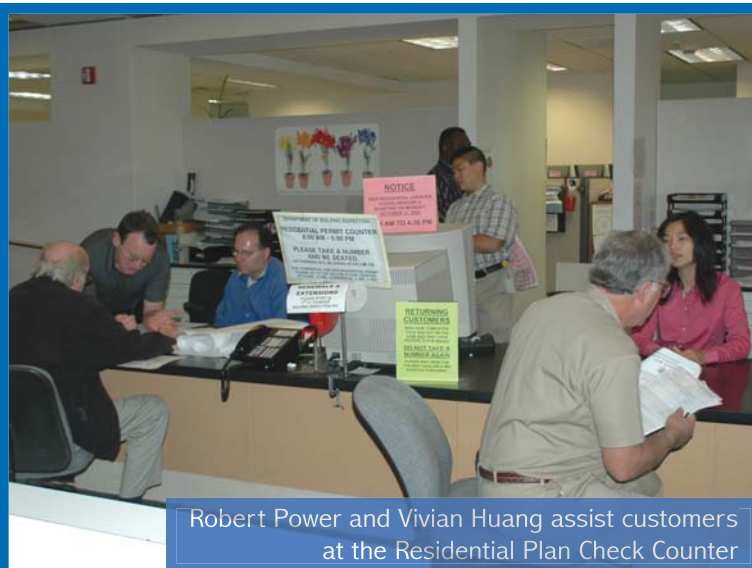
The Board Chairperson chairs meetings. A special meeting may be called by the Chair or by a majority of the Board Members in accordance with the notice requirements.

### Agendas

The agenda is published 72 hours before a regularly scheduled meeting. Agendas are posted at the Main Library in the Government Documents Section, and the Bulletin Board located at the ground floor elevator lobby of 1660 Mission Street. Agendas are also available by contacting Gary Ho, Board Secretary at 558-6083 and on the Department's website [www.sfgov.org/dbi](http://www.sfgov.org/dbi) under the Agendas and Minutes link.

### Minutes

Minutes are posted on the Department's website [www.sfgov.org/dbi](http://www.sfgov.org/dbi) under the Agenda and Minutes link 10 days after approval by the UMB.



Robert Power and Vivian Huang assist customers at the Residential Plan Check Counter



DBI customers may get assistance and general information at the Public Information Counter on the 1st Floor



Permit applications ready for issuance at the Central Permit Bureau counter



DBI interns learn the permit and inspection process



Customers look through various forms available at the public information area



Customer views applications on aperture cards through a microfilm viewer



Santa Claus distributes gifts to children of DBI's staff and friends



Wayne Wong inspects plumbing installation prior to cover up



Alan Davison and Johanna Coble discuss Director's Hearing case



Commercial site waiting for inspection.

**1660 Mission Street**  
**San Francisco, California 94103-2414**  
**415 . 558 . 6088 information**  
**415 . 558 . 6401 fax**



**[www.sfgov.org/dbi](http://www.sfgov.org/dbi)**

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