



## ORDINANCE 194-09 VACANT / ABANDONED BUILDINGS

Abandoned or vacant buildings are a major cause and source of blight in both residential and nonresidential neighborhoods, especially when the owner of the property fails to actively maintain and manage it.

If you are a property owner and your building and property is vacant or abandoned, you are required to register by completing an application and submitting annual registration fees to the Department of Building Inspection pursuant to Ordinance 194-09. In addition, you need to maintain and secure your property, even if partially unoccupied, to prevent blight and public safety hazards in compliance with Chapter 80 of the San Francisco Administrative Code, the California Environmental Quality Act and all other applicable building, health, fire and safety codes.

As a property owner, it is your responsibility to:

1. Fully complete the registration and submittal of the vacant or abandoned building application with filing fees in the amount of \$765.00 within 30 days of building/property vacancy or abandonment.
2. Application completion requires submitting owner and agent contact information, describing how property has been secured against unauthorized entry, designating any future plans for the property, and providing fire and liability insurance coverage information.
3. Maintain the building interior in a manner which prevents damage by the elements or from plumbing leaks, free from accumulation of garbage and other debris, and free from infestation from rodents, insects or other pests.
4. Maintain the exterior of the building and grounds in continual compliance with all applicable codes and regulations so as to prevent blight. This shall include the maintenance of landscaping and plant materials in good condition; the regular removal of all trash, debris and graffiti; a safe structure which preserves physical integrity including paint and finishes, foundation, roof, chimneys, flues, gutters, downspouts, scuppers, flashing, skylights, windows, and exterior stairs and decks; prevention of criminal activity on premises and trespass by unauthorized persons; and the shut off of utilities not necessary for building maintenance.
5. Post a sign at the front of the building or property in a conspicuous location protected from the weather that provides the current name, address and phone number of the owner of record and authorized agent, if different from owner. If a notice of default or foreclosure has been recorded for the property, the lender's name, address and telephone number must also be provided. Signage shall be no smaller than 8-1/2 by 11 inches.
6. Renew vacant or abandoned building application with payment of fees the beginning of each calendar year.

**FAILURE TO COMPLY WITH ANY OF THESE REQUIREMENTS WILL INITIATE ENFORCEMENT PROCEEDINGS, WHICH MAY RESULT IN THE ACCRUAL OF NINE TIMES FEE PENALTIES, INITIAL ANNUAL REGISTRATION FEE OF \$765.00 TIMES NINE, OR \$6885.00.**