



# Mandatory Soft Story Program

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1660 Mission Street  
May 11, 2016

# Agenda

- **Program Overview**
- **Steps to Compliance**
- **Commonly Asked Questions**
- **Rent Board Questions**
- **Contact Use**

# Program Details

Passed in September 2013; in effect  
September 2014

Mandatory seismic retrofit program for wood frame buildings of three or more stories or two stories over a basement or under floor area that has any portion extending above grade, and containing five or more dwelling units where the permit to construct was applied for prior to January 1, 1978 and the building has not been seismically strengthened.

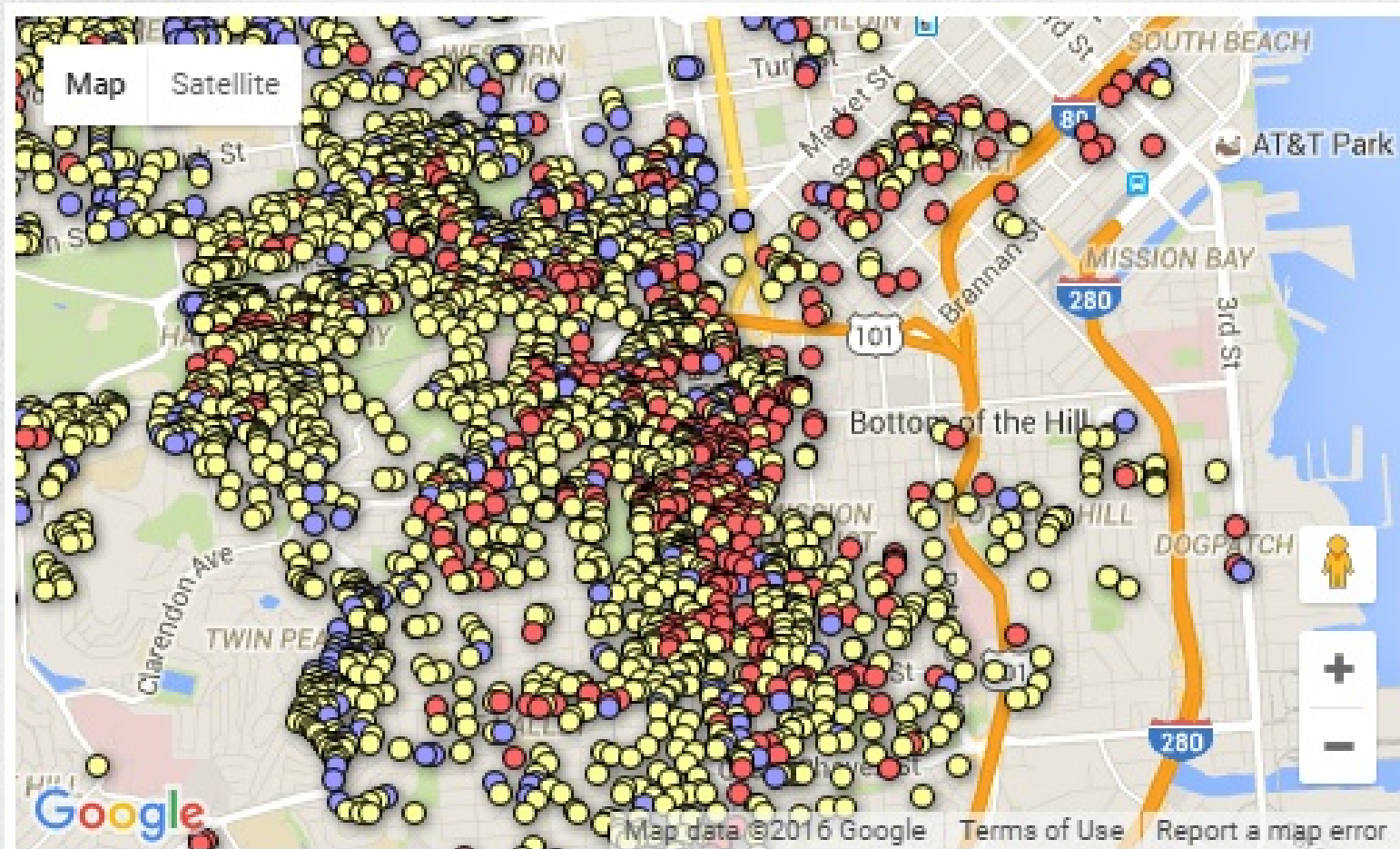


# Compliance Timeline & Tier

## Wood-Frame Seismic Retrofit Program Compliance Timeline & Tier

Compliance Tier	Submittal of Permit Application with Plans for Seismic Retrofit Work	Completion of Work and Issuance of Certificate of Final Completion
1	<del>September 15, 2015</del>	September 15, 2017
2	September 15, 2016	September 15, 2018
3	September 15, 2017	September 15, 2019
4	September 15, 2018	September 15, 2020

# Soft Story Property List



[www.sfdbi.org/soft-story-properties-list](http://www.sfdbi.org/soft-story-properties-list)

# Four Steps To Compliance

Follow the **FOUR STEPS** below to comply with permit requirements for the Mandatory Soft Story Program (MSSP).

**STEP 1:** Work with a licensed design professional to obtain plans & calculations prior to permit application submittal.

- Complete Permit Application Form No. 3/8 (pink application form)
- Two sets of plans on minimum 11" x 17" paper with a 1/8" character height and minimum 1/8" scale
- Structural upgrade plans & calcs by licensed design professional (stamp & wet signature required on first sheet, all others may be electronically stamped and signature)
- Disability access checklist if there is a ground floor commercial space. Not required for residential only buildings.



# Four Steps To Compliance

**STEP 2:** Visit DBI at 1660 Mission Street to file the permit application.

- Bring design professional who drew up plans with you when filing OTC. This will cut down on permit processing time.
- Once approved and you've paid for permit fees, you can now move forward with your construction plans.

**STEP 3:** Proceed with work accordingly once permit is issued.

- Notify tenants, if you haven't already done so.
- Make sure to get all inspections approved as required by code. Be mindful of inspection schedule as work progresses.

**STEP 4:** Obtain Certificate of Final Completion and submit to DBI staff to complete compliance.



# Code Enforcement

Failure to comply by the due dates may result in code enforcement proceedings and this placard getting posted on your property.

Encourage property owners to start the process early to avoid code enforcement proceedings.





# Commonly Asked Questions

- Retrofit required in the ground level to meet minimum seismic building code requirements.
- Various financing options available. City offers financing option with AllianceNRG. Visit [www.alliancenerg.com/retail/san-francisco-seismic-soft-story](http://www.alliancenerg.com/retail/san-francisco-seismic-soft-story) for more information.
- Commercial Space questions can be directed to the Mayor's Office of Small Business.
- List of contractors/design professionals can be found at [www.sfdbi.org/softstory](http://www.sfdbi.org/softstory).

# Rent Board Questions

## Cost and Tenant Passthroughs

Q1: How do I raise a tenant's rent to pay for the mandatory seismic work?

Q2: What are the requirements for certification of the costs? Does it cost money? How do I file a petition?

For more information, Access Form 528 – Capital Improvement Petition: Seismic and Other Work Required by Law by visiting [www.sfrb.org/forms-center](http://www.sfrb.org/forms-center).

# Rent Board Questions

## Tenant Impacts

**Q1:** What if a tenant can't afford the increased rent?

**Q2:** I am a tenant, what do I do if I am adversely affected by the work? Can they take away the use of my garage to do the work?

Visit [www.sfrb.org/landlord-tenant-information](http://www.sfrb.org/landlord-tenant-information) for more information.

# Contact Us!

## Department of Building Inspection

- Call (415) 558-6699, visit Window #8 on the first floor at 1660 Mission Street or email [softstory@sfgov.org](mailto:softstory@sfgov.org).
- Sign up to receive email program notifications at [sfdbi.org/softstoryemail](http://sfdbi.org/softstoryemail).
- View more information at [www.sfdbi.org/softstory](http://www.sfdbi.org/softstory)

## Rent Board

- Call (415) 252-4602 during weekday counseling hours (9:00 AM – Noon and 1:00 – 4:00 PM).
- Open counter 8am – 5pm at 25 Van Ness Ave., Suite 320