



ORDINANCE 194-09  
VACANT / ABANDONED BUILDINGS

[Frequently Asked Questions](#)

***Have you recently acquired property which had been placed on the vacant or abandoned list, and you wish to remove or deregister it as being currently occupied?***

If the property you have recently acquired by ownership or lease agreement is being occupied by you, you must provide proof of occupancy, in order for the department to deregister your property from the vacant or abandoned list. Such proof of occupancy may be determined from the submittal of the following:

**If property is owner occupied:**

1. A copy of your most recent PG&E or gas and electric statement indicating property address
2. A copy of your most recent Recology or garbage statement indicating property address
3. A copy of your most recent PUC or water statement indicating property address

**If property is tenant occupied:**

4. A copy of your current lease or rental agreement indicating property address along with the #1-3 above.

***Have you recently been issued a valid Building Permit Application for the property on the vacant or abandoned building list?***

Depending upon the type and scope of the building permit issued, you would wish to contact the Building Inspector directly to ascertain if this permit will enable you to deregister the property from the vacant or abandoned building list for the duration of the permit. Proof of permit activity would be a copy of the signed Job Card. You may contact Code Enforcement Section at (415) 558-6454 with any questions.

***Does the building and property comply with all applicable codes, does not contribute to blight, is ready for occupancy, and is being actively listed for sale?***

If so, you should provide verification indicating this activity, including the real estate or MLS listing number. Without this verification, the department has no way of knowing the condition of the property without performing site inspections.

***Have you recently sold property or had a transfer of interest for property which had been placed on the vacant or abandoned list, and you no longer wish to be identified as the owner of record?***

If you have recently sold property or had a transfer of interest in property that had been placed on the vacant or abandoned list, simply notify our office that you are deregistering as the responsible party. Once informed, we will send all vacant or abandoned building annual application packages to the New owner of record, according to the Office of the Assessor-Recorder.