

***BIC Meeting of
August 21, 2013***

Agenda Item #11



CONDO CONVERSION PROCEDURES

DEPARTMENT OF BUILDING INSPECTION

August 1, 2013

These procedures describe the internal Condo Conversion process for the building inspectors, clerks, and record management employees from the moment an applicant submits their application to DBI to the C.F.C.

1. Applicant/Owner fills out the **Condo Conversion Inspections Request Form** and makes a payment (eg. \$2,300.00 + technology fee) on the 3rd floor. The 3rd floor clerk will make a copy of the CC Inspections request form, issue the applicant a CC # (**CC-XXXX**), scan a copy, and store it in Network > Dbimis1 > dbi_files > Insp_Services > SI > 2008_Condo_Conversion > Appointment Requests
2. Retrieve the Property Profile from the **Property Information Report** to get the block and lot – (Planning) PID.EXE
3. The CC #, property info, contact name, address, block/lot, payment date, etc. will be updated into the Spreadsheet "**Current Condo Conversion List.xls**" document found on – Network > Dbimis1 > dbi_files > Insp_Services > SI > 2008_Condo_Conversion > Current_Condo_Conversion_List.xls
4. Create the official **CC folder** for each address with the following documents and do in-depth preliminary research prior to the inspection:
 - a. **Property Information Report** – (Planning) PID.EXE
 - b. **3R Report** from – Division Apps PROD > CES > ThreeR Report
 - c. **Complaint Tracking History** (Active complaints/NOV's) – Division Apps PROD > CES > CTS
 - d. **Permit history** - Division Apps PROD > CES > PTS
 - e. **Sandborn Map** – <http://eas.sfgov.org/>
 - f. **Accessor's Map** - <http://eas.sfgov.org/>
 - g. **Permits and Plans (and housing reports)** – Papervision
 - h. **Electrical and Plumbing Permits** - Division Apps PROD > CES(If any of the documents are not present in Papervision, they will need to be retrieved from Records Management)
5. JC/CC to schedule the BID Inspection by phone with the applicant. Once a date has been set, a **CC Inspections Coversheet** will be completed from - Network > Dbimis1 > dbi_files > Insp_Services > SI > 2008_Condo_Conversion > Appointment requests 2012. Write the date of inspection on the CC folder tab.
6. JC/CC to schedule EID/PID by printing (2) yellow copies of the CC Inspection Coversheet form and dropping it into the clerk's inbox. The clerks will enter this into Division Apps PROD for 2 time slots (eg. 10am – noon) (Pink copies are to be redistributed if the appointments are cancelled/ rescheduled)
7. Drop off the scheduled CC Inspection folder to the support staff so that the spreadsheet can be updated.
8. Add the inspection date, CC #, address and attached CC Inspection Request form to the shared MS Outlook Calendar and mark it on the shared physical calendar.



Physical Inspection and Condo Conversion Report

9. Review the permit history for outstanding permits/scope of work done on the building/outstanding complaints and NOV's.
10. On the Inspection with EID/PID, create a list of items not in compliance.
11. Back at the office, create a Condo Conversion Report (takes approximately a month to complete pending EID/PID) found in – Network > Dbimis1 > dbi_files > Insp_Services > SI > 2008_Condo_Conversion > New Active Files.
12. Research any discrepancies from the physical inspection with documents from Records Management. (Need these within 24 hours)
13. Complete and review the **CC Report** by updating building information, Items from BID/EID/PID by retrieving these items from – (J:) > COMMON > EID-3R and (J:) > PID – 3R INSPECTION REPORT
14. Print and have the completed document signed by Chief Building Inspector Patrick O'Riordan and submit to the support staff for completion.
15. Scan/copy the signed document and file the physical copy and digital copy (**CC-XXXX**) into the folder - Network > Dbimis1 > dbi_files > Insp_Services > SI > 2008_Condo_Conversion > Scanned_Inspections_Reports. Package and mail out the report.

Condo Conversion Closeout

16. Update the Spreadsheet by entering dates inspected and mailed out – Document found on – Network > Dbimis1 > dbi_files > Insp_Services > SI > 2008_Condo_Conversion > Current_Condo_Conversion_List.xls
17. When necessary, JC/CC/EID/PID meet with owner, architect and staff member on the 5th floor to discuss the CC report and ways to obtain compliance with the report.
18. Once a permit has been pulled and EID/PID has given their final inspections, BID will complete a follow up re-inspection and issue a CFC.
19. The spreadsheet will be updated, CC folder filed and the CC procedure is complete at DBI.

Chester Chiu, Building Inspector
City & County of San Francisco
Department of Building Inspection

1660 Mission Street, 3rd Floor
San Francisco CA 94103
415-558-6252 Phone | 415-558-6261 Fax
Email: Chester.Chiu@sfgov.org | Web: www.sfdbi.org



PHYSICAL INSPECTIONS – INFORMATION FOR CONDOMINIUM CONVERSION

The following procedures only refer to the Department of Building Inspection's Physical Inspection Process.

APPLICATION PROCESS

- Submit an application for physical inspection at 1660 Mission St., 3rd Floor, or call (415)558-6570 for further assistance.
- **The 4 digit number on the payment receipt is your file number.**

SCHEDULING AN INSPECTION

- A building inspector will contact you by email or phone within 3 months after you submit your application.
- It is important that the contact person's name, email address and phone number(s) is/are clear on the application.
- Actual inspection is typically scheduled from 2 to 4 weeks after telephone contact.

PHYSICAL INSPECTION

- On the scheduled date of the inspection, Building, Electrical and Plumbing inspectors will inspect your building.
- A thorough inspection can be completed in as little as 30 minutes for a well maintained building of 2 units, longer for additional units and/or larger buildings. All common areas, storage rooms should be made available for inspection.

REPORT OF PHYSICAL INSPECTION

- A "Report of Physical Inspection" will be mailed to the applicant within 6 weeks after research and review.
- The "Physical Inspection Report" will itemize the violations found (building, electrical & plumbing).
- Contact the inspectors listed on the report if you have any questions regarding the inspection report.
- Separate permits will be required for Building, Electrical and Plumbing to clear all the violations.

APPLYING FOR PERMITS

- Apply for "Building Permit" at **1660 Mission St., 1st floor**, bring a copy of your "Report of Physical Inspection"
- A **Building Job Card** will be issued along with your building permit.
- For Electrical and Plumbing Permits, California state licensed contractor will be required. For further information, please call (415) 558-6570.

FOLLOW UP INSPECTIONS & PROJECT COMPLETION

- Call **558-6570** for **Building, Electrical, and Plumbing** appointments
- Your **District Inspectors** will be responsible for all the required **follow up inspections** including the final inspections. Typically you will need to obtain all the required inspections including final inspections for electrical and plumbing work before you call for the final building inspection.
- Your **district building inspector** will sign your **Building Job Card** and issue you a **Certificate of Final Completion (CFC)**, after all the violations have been corrected.

CONTACT INFORMATION

- Video presentation about the condo conversion process can be seen at http://sanfrancisco.granicus.com/ViewPublisher.php?view_id=63
- For "**RESIDENTIAL CONVERSION APPLICATION MATERIALS**", please refer to the handout by Department of Street- use and Mapping, available at 875 Stevenson St., 4th Floor, phone # (415) 554-5800, or go to http://www.sfgov.org/site/sfdpw_page.asp?id=38109
- Call 415-575-6867 if you need further assistance



APPLICATION FOR PHYSICAL INSPECTION

CC- _____

Addresses of building to be inspected:

Names of Applicant:

Mailing Address: CA

Contact Person for Inspection Appointment:

Contact Number: - -

Email :

Primary Use of Property: No. of Units Fee + 2% technology surcharge (effective 8/7/09)

Single Unit		\$1,750.00 + \$35 = \$1,785.00
2 to 4 Units		\$2,300.00 + \$46 = \$2,346.00
5 Units or more		\$2,300.00 + \$46 = \$2,346.00 plus additional standard hourly rate \$170/hr + \$3.4/hr
Commercial/ Mixed Use		\$2,300.00 + \$46 = \$2,346.00 Plus additional standard hourly rate \$170/hr + \$3.4/hr
Hotels:		See Table 1A-G item #7

Number of structures on lot: (Do not count detached garage, sheds, etc.)

Important Note:

1. The entire building must be available for a complete and continuous inspection at the time for which the inspection is arranged. No additional inspections will be made. A report will not be sent to the owner if all areas are not inspected. Filing fee will be forfeited if appointment is not kept or if entire building is not made available for inspection.
2. Physical inspection of building must include cellars, basements, garages and all stories of the building within an area defined by area separation walls.
3. All violation found must be corrected within a reasonable period of time after the date of report. If violations are not corrected, building will be referred to Code Enforcement Section for enforcement of code violations.

I am The legal owner The authorized agent of the legal owner, of the property at the address of subject building, and hereby request that a physical inspection be made of subject building.

 Signature of Owner/Authorized Agent

 Date



Survey of residential buildings for any purpose or Condo Conversion: Table 1G-A

Effective August 7, 2009, an additional 2% technology surcharge will be added to the Fee

FEE

Single Unit	\$ 1,750.00
2 to 4 Units	\$ 2,300.00
Five Units or more	\$ 2,300.00 plus Standard Hourly Inspection Rate

Hotels:

Includes 10 guestrooms	\$ 1,750.00
11 to 20 guestrooms	\$ 2,300.00 plus \$42.50 per guestroom over 11

Standard Hourly Rate for Inspection \$170.00 per hour