

***BIC Meeting of  
March 20, 2013***

***Agenda Item #6***



## Notice of Violation

Notices of Violation (NOVs) are official written citations to document conditions and situations which do not comply with the San Francisco Building, Plumbing, Electrical, Mechanical, or Housing Code. Notices of Violation are important legal documents which must clearly indicate the nature of all violations.

The First Notice of Violation shall be issued by the District Inspector, posted on the structure or distributed to a responsible party contacted at the site and a copy sent by regular mail to the property owner/agent listed on assessor's records. The Second Notice of Violation is sent when failure to respond to the first violation and time restraints.

BID: The number of First NOVs for 2012 is 332 First Notices. The number of Second NOVs referred to Code Enforcement Division is 181. The number of First NOVs between January and March 13, 2013 is 195. The number of Second NOVs referred to Code Enforcement is 19. Please see the diagram below:

BID Notice of Violation Status				
	January to December 2012	January to March 13 2013		
1st NOV	332*	195	Power Stream Cell Sites (cases from Planning)	62
			ATM (cases from Planning)	30
			Open BID cases	103
2nd NOV	181	19		

The process for "cleaning up" NOVs is to have the Senior Building Inspectors monitor their group of Inspectors to watch the time limitations of the violations. If no action is taken for compliance in the amount of time allowed, issue a second notice and refer the violation to the Code Enforcement Division for further action and Director's Hearing. Hiring more staff in the Code Enforcement Division will speed up the process of Director's Hearing with outstanding violations sent to their Division.

If plans are required to correct the violation or if Planning signoff is required, more time limits will be given to the violation by the Inspector to obtain compliance. This will leave the NOV as a First NOV and will not continue through the process to Code Enforcement.

If a permit is issued to comply with the violation and work is being performed for compliance, this will leave the violation in the First NOV status until the work is complete, and abated by the Building Inspector. If work is not completed in a timely manner, a Second NOV will be issued and sent to the Code Enforcement Division.

On a monthly basis approximately 8 hours is spent on Notices of Violation by each District Building Inspector. Currently there is no way to monitor serial NOVs. They are looked at on a case by case basis.

\* The 332 NOVs currently at BID from 2012 have permits issued or are in varying stages of accomplishing compliance.

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