ADMINISTRATIVE BULLETIN

NO. AB-001 : 

DATE : November 18, 1998 (Updated 01/01/14 for code references)

SUBJECT : General Administrative Procedures

TITLE : Preparing Administrative Bulletins

PURPOSE : The purpose of this Administrative Bulletin is to describe the procedures to be used in originating, writing, editing and distributing Administrative Bulletins. Administrative Bulletins document the procedures to be followed by Department of Building Inspection (DBI) staff and other agencies which are involved with the regulatory functions of DBI. Although Administrative Bulletins are intended primarily for DBI use, the information may be of interest to the general public.

An Administrative Bulletin differs from an Office Policy and Procedure document in that the latter defines DBI’s internal operating procedures and is generally of interest only to DBI staff.

REFERENCE : 2013 San Francisco Building Code, Section 104A2.1

DISCUSSION : The following steps are to be observed in the publishing of an Administrative Bulletin. Refer to the flowchart in ATTACHMENT A. Each Administrative Bulletin shall be reviewed at least annually for concurrence with the current code and from time-to-time as necessitated by changes in policies or requirements.

1. IDENTIFY THE PROPOSED ADMINISTRATIVE BULLETIN
   a. Any individual in the Department may identify the need for an Administrative Bulletin and report this need to the supervisor, who will in turn discuss it with the Manager of Permit Services (the Manager). The Manager then makes a recommendation to the Director who may give the authorization to proceed with the writing of the Administrative Bulletin. Similarly, any City agency may identify the need for an Administrative Bulletin directly to the Director.
   b. The Manager will notify Technical Services Division (TSD) of the subject matter and the person assigned to write the Administrative Bulletin (the Preparer). TSD will assign the proposed Administrative Bulletin a number and notify the Preparer to proceed.

2. REPORT THE PROPOSED ADMINISTRATIVE BULLETIN TO BUILDING INSPECTION COMMISSION (BIC)
   Prior to the preparation of the first draft of the Administrative Bulletin, TSD will prepare a brief synopsis of the proposed Administrative Bulletin and shall forward that to the DBI Director for inclusion in the Director’s Report or Communication Item to the Building Inspection Commission (BIC).

3. PREPARE THE DRAFT ADMINISTRATIVE BULLETIN
   Following such report to the BIC, the Preparer shall prepare the first draft. The first draft is to be returned to TSD within 21 days* after BIC review. Extensions of time may be granted by the Director under extenuating circumstances.
Such first draft shall be reviewed by the Deputy Director and TSD for form and content, and revised as necessary. See ATTACHMENT B for the document format which is to be followed.

4. REVIEW THE DRAFT ADMINISTRATIVE BULLETIN
   a. If so requested by the BIC, the first draft shall be provided to the BIC for public hearing prior to general distribution of the draft for review.
   b. If no public hearing on the first draft is requested by the BIC, that first draft shall be distributed. The Preparer is to include a list of persons or committees to whom the draft is recommended to be sent for review. The Director and TSD may revise this list. (See ATTACHMENT C for a list of possible reviewers).
   c. TSD will distribute the first draft and, after a minimum 30 day* review period, will forward any comments received to the Manager. The Manager will review the first draft and the review comments, and if necessary, discuss them with the Preparer. The Manager may refer the draft Administrative Bulletin to any committee for review as seen advisable.

5. PREPARE THE FINAL DRAFT FOR REVIEW BY THE MANAGER
   Based upon draft review comments a final draft bulletin will be prepared by the Preparer. TSD will prepare the final draft which will then be reviewed for form and content by the Manager.

6. FORWARD THE ADMINISTRATIVE BULLETIN TO THE BIC FOR REVIEW AND PUBLIC HEARING
   Following review and recommendation by the Manager and Director, the draft Administrative Bulletin will be forwarded to the Building Inspection Commission for review, public hearing and approval.

7. PREPARE THE APPROVED COPY FOR PRINTING AND DISTRIBUTION
   a. Following BIC approval, the Preparer will have 7 days* to return a final draft to TSD who will review the final draft for conformance to format and prepare a final copy for signature by the Director.
   b. The signed Administrative Bulletin will be duplicated and distributed as noted on a final distribution list. TSD will file the signed Administrative Bulletin and will keep a record of the completed Administrative Bulletins in separate indexes by:
      1). Administrative Bulletin Number
      2). Title

* The time limits given in the procedure above are guidelines, and may vary depending upon the complexity of the subject matter, review and approval process, and schedule requirements. Many Administrative Bulletins result in multiple “draft” stages.

Original signed by:
Frank Y. Chiu, Director, Director

Approved by the Building Inspection Commission on November 18, 1998
ATTACHMENT A

**ADMINISTRATIVE BULLETIN**

**PREPARATION, REVIEW AND APPROVAL PROCESS**

Department of Building Inspection (DBI) identifies topic for proposed Administrative Bulletin and informs Building Inspection Commission (BIC) through BIC Office (Communication Item) or through DBI Director's Report (Agenda Item at BIC Meeting)

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Review by Code Advisory Committee

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**BIC** decides if the draft Administrative Bulletin should be agendized once or twice

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**DBI prepares First Draft**

At least 21 days

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Review by TSD and Mgr., Permit Services

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**First Draft forwarded to the following:**

- BIC - Communication Item
- Access Appeals Commission - Disability access issues only
- Public Advisory Committee(s)
- Other interested Groups or Individuals

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CAC Review of Draft

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**DBI prepares Final Draft**

At least 60 days

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Review by Mgr., Permit Services

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BIC holds Public Hearing on Final Draft and takes action on adoption

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**DBI finalizes document for distribution and implementation**

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Review by TSD and Mgr., Permit Services

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BIC holds Public Hearing on First Draft

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DBI makes revisions directed by BIC or attaches BIC comments to First Draft

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**Draft forwarded to the following:**

- Code Advisory Committee - Agenda Item
- Access Appeals Commission - Disability access issues only
- Public Advisory Committee(s)
- Other interested Groups or Individuals
ATTACHMENT B

ADMINISTRATIVE BULLETIN

NO. AB-00X : The ADMINISTRATIVE BULLETIN NO. is assigned by TSD.

DATE : The DATE is the effective date.

SUBJECT : The SUBJECT identifies the major topic or topics covered by the Administrative Bulletin.

TITLE : The TITLE should be short and to the point (e.g., Processing Demolition Applications and Permits).

PURPOSE : The PURPOSE serves as an abstract and clearly defines the scope and intent of the Administrative Bulletin.

REFERENCE : The REFERENCE materials used in writing the Administrative Bulletin may include Municipal Codes, City Charter, State and Federal Laws, letters, directives, and other justifications for this Administrative Bulletin. If there are none, leave this item out.

DISCUSSION : The DISCUSSION provides background information and a description of the intended action or procedure. It includes detailed explanations and additional examples, attachments, or diagrams.

The SIGNATURE BLOCK contains the Director’s signature and title. Additional signatures and titles may be included if the Administrative Bulletin is written as a joint document with other agencies.

________________________________________________________________________________________

(Other signature, as required) Date (Current Director’s Name) Date
Director
Department of Building Inspection

Approved by the Building Inspection Commission on (date)

TH:ABC The INITIAL BLOCK contains the Director’s and the Preparer’s initials for later reference.

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The PAGE FOOTER should also give the total page count.
ATTACHMENT C

Department of Building Inspection:
Director
Deputy Directors
Other DBI Divisions and Sections (as applicable)

Boards and Commissions (as applicable):
Building Inspection Commission
Access Appeals Commission
Code Advisory Committee

Other City Agencies (as applicable):
Mayor’s Office  Department of Public Works  Bureau of Building Repair
Board of Supervisors  Bureau of Architecture  Department of Public Health
City Attorney, Office of  Bureau of Engineering  Real Estate Department
City Planning Department  Bureau of Construction Mgt.  Bureau of Street Use & Mapping
Redevelopment Agency  Port of San Francisco  BERM
Bureau of Fire Prevention  Housing Authority  Department of Environment
other agencies as applicable

Professional Societies and Organizations (as applicable) such as:
American Institute of Architects (AIA), San Francisco Chapter
American Society of Civil Engineers (ASCE)
American Society of Fire Protection Engineers (ASFPE)
American Society of Heating, Refrigerating, and Air Conditioning Engineers, Inc (ASHRAE)
Consulting Engineers Association of California (CEAC)
National Electrical Contractors Association (NECA)
Residential Builders Association of San Francisco, Inc. (RBA)
San Francisco Bay Area Chapter of the National Association of the Remodeling Industry (NARI)
San Francisco Chapter of the Construction Specifications Institute (CSI)
San Francisco District of the Associated General Contractors of California, Inc. (AGC)
Sheet Metal and Air Conditioning National Association, Inc. (SMACNA)
Structural Engineers Association of Northern California (SEAONC)
US Green Building Council
other agencies as applicable
Public Organizations (as applicable) such as:
   Building Owners and Managers Association (BOMA)
   Independent Living Resource Center
   Foundation for San Francisco’s Architectural Heritage
   San Francisco Board of Realtors
   San Francisco Building Trades Council
   San Francisco Chamber of Commerce
   San Francisco Planning & Urban Research Association (SPUR)

Note: Any interested individual, agency or organization may be included on this list of reviewers by sending a written request to:
Director of Building Inspection, 1660 Mission Street, San Francisco, CA 94103.