



February 1, 2011

The Honorable Mayor Edwin M. Lee
The Honorable Board of Supervisors
City and County of San Francisco
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Dear Mayor Lee, President Chiu, and Honorable Supervisors:


On behalf of the Building Inspection Commission (BIC) and the Department of Building Inspection (DBI), and pursuant to City Charter 3.501, the Department of Building Inspection (DBI) is pleased to submit to you its Annual Report for Fiscal Year 2009-2010. A copy of this Report also is posted on www.sfdbi.org.

Following are highlights of DBI's major accomplishments during this fiscal year:

- Issued a total of **52,183** permits.
- Performed a total of **119,622** inspections.
- Continued to implement recommendations, as budget and staffing permit, contained in the comprehensive Business Process Reengineering (BPR) Report, to streamline and standardize permit and inspection processes.
- Completed remodeling plans for the Fourth and Fifth Floors of the Permit Center at 1660 Mission Street to improve staff working conditions and to improve customer convenience.
- Enacted Voluntary soft-story retrofit legislation to encourage owners of this type of building – identified by seismic experts as highly vulnerable to collapse during the next earthquake – to take immediate steps to strengthen these buildings and thus minimize possible injuries and fatalities, as well as to preserve the City's limited housing stock.
- Continued to obtain and review technical studies and reports produced by the Community Action Plan for Seismic Safety (CAPSS) in order to provide the Department and City policy-makers with recommendations for actions that will better prepare the City for the next major earthquake and its subsequent recovery from such a natural disaster.
- Worked closely with the Mayor's Office and the Board of Supervisors on new legislation making the Department the central collection point for all Development Impact Fees in an effort to stimulate the local building and construction economic sector, as well as to improve public transparency.

We would like to take this opportunity to thank the Mayor's Office, Board of Supervisors, Building Inspection Commission, our customers, and all DBI employees for their continuing and invaluable support of the Department.

Sincerely,


Mel Murphy, President
Building Inspection Commission


Vivian L. Day, Director
Department of Building Inspection

BUILDING INSPECTION COMMISSION

Mel Murphy - President

Reuben Hechanova - Vice President

Ann Aherne- Commission Secretary

Sonya Harris - Assistant Secretary

PURPOSE

To serve the City and County of San Francisco and the general public by ensuring that life and property within the City and County are safeguarded, and to provide a public forum for community involvement in that process.

MISSION STATEMENT

As a policy-making and supervisory body mandated by the City Charter, the seven-member citizen Building Inspection Commission (**BIC**) will manage the Department of Building Inspection (**DBI**) and the bodies subordinate to the Commission by overseeing the effective, efficient, fair and safe enforcement of the City and County's Building, Housing, Plumbing, Electrical, and Mechanical Codes, along with Disability Access Regulations.

ABOUT THE BIC

The San Francisco Building Inspection Commission and the Department of Building Inspection were created by voter referendum in 1994. The BIC was designed to provide representation for the various communities, which interact with the Building Department. The seven different commission slots are filled by a structural engineer, a licensed architect, a residential tenant, a residential builder, a residential landlord, a community-based non-profit housing developer, and a member of the general public-at-large. The BIC appoints the Director of DBI, sets policy, hears various appeals on issues leading up to the issuance of building permits, sits as the Abatement Appeals Board to hear appeals of Director's Orders of Abatement, and provides a public forum through its monthly meetings.

THE COMMISSION

The Mayor appoints four positions and the President of the Board of Supervisors appoints three. Currently, the Building Inspection Commission consists of the following:

Mel Murphy - President

Contractor Seat, Appointed by the Mayor

Reuben Hechanova - Vice-President

Non-Profit Seat, Appointed by the Mayor

Kevin Clinch - Commissioner

Structural Engineer Seat, Appointed by the Mayor

Frank Lee - Commissioner

Architect Seat, Appointed by the Mayor

Robin Levitt

08/07/08 – 02/15/10

Residential Landlord Seat, Appointed by the President of the Board of Supervisors

Warren Mar

02/16/10– Present

Residential Landlord Seat, Appointed by the President of the Board of Supervisors

Criss Romero,

General Public Seat, Appointed by the President of the Board of Supervisors

Debra Walker

Tenant Seat, Appointed by the President of the Board of Supervisors

HOW TO CONTACT THE BIC

Ann Aherne, Secretary to the Building Inspection Commission, may be reached at:

Building Inspection Commission
Department of Building Inspection
1660 Mission Street, 6th Floor
San Francisco, CA 94103-2414
(415) 558-6164, FAX (415) 558-6509

MEETINGS

The BIC meetings are held once a month and take place on the third Wednesday of every month at City Hall in Room 416. The meetings are televised live on SFGTV Channel 78. The meetings are accessible, open to the public, and are held commencing at 9:00 a.m. at:

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

AGENDAS

The Agenda is published on the Friday before the regularly scheduled meeting. Agendas are posted on the Department's website www.sfgov.org/dbi under Agendas & Minutes, the Main Library in the Government Documents section, the Bulletin Board located at the ground floor elevator lobby of 1660 Mission Street, outside the meeting room at City Hall and is also available by contacting Ann Aherne, Commission Secretary at (415) 558-6164.

MINUTES

Minutes are posted on the Department's website under the Agenda and Minutes' link 10 days after approval by the BIC.

HIGHLIGHTS & ACCOMPLISHMENTS

- Held **10** regular and one special meeting.
- The BIC Litigation Committee (President Walker, Commissioner Murphy and Commissioner Clinch) held three “Closed Session” meetings with representatives from the City Attorney’s Office and various DBI employees. The Committee continues to meet on an “as needed” basis, to refer necessary cases to the City Attorney’s Office and to follow up on existing Housing Inspection, Code Enforcement, and Disabled Access violations.
- Commissioners Hechanova, Levitt (replaced by Lee in February 2010) and Romero met twice as the Recommendation Sub-Committee and through the Commission Secretary sent out letters of invitation to pertinent organizations, stakeholders and customers of DBI inviting them to serve on the Access Appeals Commission (AAC), Board of Examiners (BOE) and the Code Advisory Committee (CAC). The Sub-Committee members continue to make recommendations as seats become available or expire to the members of the Commission
- Upon the recommendation of the Recommendations Sub-Committee, the Commission appointed Mr. Scott Ellsworth, Mr. Zachary Nathan, and Ms. Alyce Brown to the Access Appeals Commission.
- Throughout the year the Commission heard presentations from various departments, staff representing members of the Board of Supervisors or the Mayor’s Office and listened to stakeholder and public members regarding proposed ordinances affecting the Building, Electrical, Plumbing or Mechanical Codes. The following is a list of proposed legislation:
- Voted to forward to the Board of Supervisors for approval legislation for a proposed monitoring fee to be charged for all verified Code Enforcement cases in support of overhead costs currently expended, but not charged for, or being reimbursed, to the Department of Building Inspection.
 - Voted to forward to the Board of Supervisors for approval legislation to reinsert San Francisco Plumbing Code Section 1001.5 concerning required house traps. This item was inadvertently left out of the 2007 Plumbing Code.
 - After a lengthy discussion and public input voted to oppose legislation to amend the San Francisco Plumbing Code Section 1601A.0, and Table 1602A.0, 1603A.0, 1603A1.1, 1603A.1.2, 1604A.0, 1605A.0 1612A.0, and Table 1603A.1.4 concerning gray water, adopting findings of local conditions pursuant to California Health and Safety Code Section 17958.7 and directing the Clerk of the Board of Supervisors to forward San Francisco’s amendments and findings to the California Building Standards Commission, making environmental findings.
- Approved an Ordinance amending the San Francisco Administrative Code Section 10.135 to increase the Cash Revolving Fund of the Department from \$600 to \$2,000.
- **Voted to forward to the Board of Supervisors:**

- Approval for proposed legislation amending the San Francisco Building Code by adding Section 107A.13 to establish a procedure for DBI to collect development impact and in-lieu fees; to provide that the fees are payable prior to issuance of the first building permit or other document authorizing construction of the project; with an option for the project sponsor to defer payment to prior to issuance of the first certificate of occupancy upon agreeing to pay a deferral surcharge on the amount owed that would be deposited into the same fund that receives the development fees; to require that any in-kind public benefit benefits required in-lieu of payment of development fees are implemented prior to issuance of the first certificate of occupancy for the project; to require DBI to generate a Project Development Fee Report prior to issuance of the building or site permit for the project listing all fees due with the opportunity for an appeal of technical errors to the Board of Appeals; to establish a Development Fee Collection Unit within DBI and a fee for administering the program; adopting findings, including environmental findings.
- A proposed Ordinance (#091113 - Mayor Gavin Newsom) finding a compelling public policy basis for expediting the processing and review of permits for voluntary seismic retrofit upgrades of soft-story, wood-frame building and amending the Planning Code, Building Code, Fire Code, and Public Works Code to waive permit processing fees for the proportionate share of work related to such seismic retrofit upgrading; making environmental findings and findings of consistency with the City's General Plan and Planning Code Section 101.
- A proposed Ordinance (090584 - Supervisor Dufty) amending the San Francisco Building Code by adding a new Chapter 13D to require commercial buildings to increase efficiency of fluorescent lighting by 2011; amending Section 705 of the Environment Code to require City-owned facilities to increase efficiency of fluorescent lighting; adopting findings required by California Health and Safety Code Section 17958.7 and environmental findings; and directing the Clerk of the Board of Supervisors to forward this ordinance to the California Building Standards Commission upon final passage.
- A proposed Ordinance amending the San Francisco Housing Code by amending Section 1002 to add subsection (f) requiring residential hotel owners/operators to post a notice advising hotel occupants that they may telephone the City's customer Service Center at 311 to report alleged violations of the Housing Code; adopting findings, including environmental findings.
- Held a public hearing and entertained a report from Mr. Michael Cohen, Director of the Mayor's Office of Economic Workforce Development regarding an Ordinance amending the Building Code to amend Section 106.3.2.5 to extend to the entire Hunters Point Shipyard area special permit processing requirements that now apply at Hunters Point Shipyard Parcel a to address potential residual contamination.
- Heard several presentations and updates by DBI staff and Mr. Tom Tobin, Manager of the Applied Technology Council, regarding the Community Action Plan for Seismic Safety, CAPSS. There was a great deal of public input regarding seismic safety and in

particular the urgency of repairing soft-story buildings. The Commission urged DBI and ATC to increase outreach to the public in terms of awareness and public knowledge.

- Convened a Closed Session to evaluate the performance of DBI Director Vivian L. Day. At the meeting held on August 19, 2009 the President announced that Director Day had exceeded the Commission's expectations of performance in this position.
- Voted to approve a Supplemental Request to the DBI budget for fiscal year 2009/2010 to be forwarded to the Mayor's Office and the Board of Supervisors in the amount of \$919,000. The supplemental funds were requested for positions needed for the work involving the MOU's with the Port, the PUC, Treasure Island and the Transbay Joint Powers Authority.
- At the December 16, 2009 meeting the Commission heard an appeal regarding 2727 Pierce Street and the determination by Deputy Director Edward Sweeney that an emergency order was not warranted to repair failing portions of a retaining wall at the property. The Commission voted to uphold the Department's determination to not issue an emergency order.
- At the December 16, 2009 the Commission went into Closed Session regarding the appointment of Ms. Pamela Levin as Deputy Director of Administrative Services. In Open Session the Commission announced that they had approved the appointment.
- Held two meetings and heard public testimony before voting to approve DBI's budget for fiscal year 2010/2011.
- Re-elected Commissioner Murphy as President and Commissioner Hechanova Vice-President for 2010.
- Reappointed Commissioners Murphy, Walker and Clinch to the Litigation Committee.
- Reappointed Commissioners Hechanova, Romero and Levitt to the Nominations Committee.
- Appointed Commissioner Lee to the Nominations Committee to replace Commissioner Levitt.
- Upon recommendation of the Nominations Committee, the Commission appointed Mr. August Longo to the Access Appeals Commission.
- After hearing a lengthy discussion and receiving public testimony from many members of the disabled community, the industry, the Access Appeals Commission and the Code Advisory Committee the Commission voted to adopt Administrative Bulletin (AB-090) regarding Destination-Based Elevator Control System Requirements.
- Chief Housing Inspector Rosemary Bosque presented an update on the banning of wooden ladder legislation and enforcement. The Commission heard public testimony regarding this issue.

- Voted to adopt Administrative Bulletin (AB-094) regarding the Definition and Design Criteria for Voluntary Seismic Upgrade of Soft-Story, Type V (wood-frame) Buildings.
- Heard a report on DBI's Housing Division's method of tracking number of housing inspections done per Inspector/per day.
- Heard and read into the record a Proclamation received from the Mayor's Office to commemorate Building Safety Month in April 2010.
- Appointed Mr. Robert Wong to the Code Advisory Committee in the Mechanical Contractor's Seat.
- Appointed Mr. Ron Vernali and Ms. Roslyn Baltimore to the Access Appeals Commission.
- During the BIC meetings the Commission agendized public discussions regarding important and ongoing issues including:
 - Department of Building Inspection's permit activity and inspection scheduling.
 - Status of MIS and in particular the Permit Tracking System as it pertains to DBI and other City departments.
 - Status of the Request for Proposal for the Permit Tracking System.
 - Staffing issues to deal with customer service.
 - Status of Community Action Plan for Seismic Safety (CAPSS).
 - Interdepartmental coordination meetings and recommendations.
 - Overall plan for the reconfiguration of DBI.
 - Updates on the status of work and relocation of divisions at 1660 Mission Street.
 - Updates on the Business Process Re-engineering Implementation Plan.
 - Memoranda of Understanding with other City departments.
 - Updates on proposed legislation.
 - Performance Statistics.
 - Financial Reports.
 - Commemoration of the Loma Prieta Earthquake.
- The public brought to the attention of the Commission issues with the following properties:
 - 135 El Camino Del Mar
 - 572 – 572A and 574 San Jose Avenue
 - Martin Luther King Marcus Garvey Cooperative Apartments
- The Commission Secretary prepared the Annual Report for the Building Inspection Commission and edited the report for the Department.

GOALS AND OBJECTIVES

- Continue to monitor DBI's computer and technology needs, and reorganization of the MIS Division. In addition monitor the progress of computer information sharing between Planning & other City Departments.

- Continue working with the City Attorney's Office, Housing Inspection Services Staff and Code Enforcement Staff in the Litigation Committee to abate outstanding cases.
- Continue the process of completing a Business Process Re-engineering for the Housing Division.
- Continue to meet with Planning and other Departments to coordinate processes and encourage cooperation for efficiency of services.
- Continue to monitor and work with management staff regarding financial/budget issues.
- Continue to monitor DBI's staffing issues to ensure excellent customer service to the citizens of the City and County of San Francisco.

Abatement Appeals Board

The members of the Building Inspection Commission also sit as the Abatement Appeals Board to hear appeals of Director's Orders of Abatement, and provide a public forum through their monthly meetings.

- Held three meetings, January 10, 2010, March 17, 2010, and June 16, 2010.
- Re-elected Commissioner Frank Lee as President and Commissioner Debra Walker as Vice-President.
- Heard appeals on the following addresses:
 - 1250 Masonic Street
 - 5 Seymour Street
 - 2455 Jackson Street

DIRECTOR'S OFFICE

Vivian L. Day, Director, C.B.O.

FUNCTION

The Director's Office provides departmental leadership, sets policies, and guides all programs within DBI in order to implement established goals, objectives and mandates, and takes actions ensuring the safeguarding of life and property within the City.

HIGHLIGHTS AND ACCOMPLISHMENTS

- Issued a total of **52,183** permits, including:
 - **20,762** Building Permits
 - **12,315** Electrical Permits
 - **13,282** Plumbing Permits
 - **5,824** Miscellaneous Permits
- Performed a total of **119,622** inspections, including:
 - **49,498** Building inspections
 - **2,089** Code Enforcement inspections
 - **27,411** Electrical inspections
 - **18,240** Housing inspections
 - **22,384** Plumbing inspections
- Implemented online permit operations for qualified electrical and plumbing customers.
- Completed Fourth and Fifth Floor renovations required to consolidate all DBI operations, except Management Information Systems (MIS), into the 1660 Mission Street Permit Center.
- Implemented the Voluntary Soft Story Retrofit legislation, which provides economic and other incentives to property owners of this type of building as identified by seismic experts as highly vulnerable to collapse by a major earthquake. This legislation offers plan review fee waiver, expedited processing and exemption from additional building performance standards for 15 years or five building code cycles.
- Implemented a key Business Process Reengineering (BPR) recommendation and began pre-screening occasional or first-time customers at the first floor Help Desk at 1660 Mission Street.
- Hosted a community meeting at the Main Public Library to provide with information on the permit review, inspection code enforcement, and seismic retrofitting process.
- Finalized the Department's new fiscal year budget, which included new revenue sources from important inter-agency projects, including the San Francisco Public Utilities

Commission (SFPUC) Headquarters Building, the Transbay Terminal and the new Exploratorium

- Began installing new large-screen TV monitors on the first, fourth and fifth floors to accommodate the new Q-matic customer routing system. These monitors also will be used in the event of an emergency and will improve DBI internal communications.

ON-GOING PROJECTS

- Continuing to work with the Planning Department on a new Request for Proposals (RFP) for a new Project and Permit Tracking System
- Scheduling Disaster/Emergency Preparation training through the Department of Emergency Management for DBI Executive Management to provide the skills and familiarity with Incident Command and Emergency Operations Center protocols –thereby increasing the department’s leadership readiness to respond to a major disaster and emergency.
- Finalizing the Memorandum of Understanding (MOU) required with the Department of Emergency Management to transfer to DBI a grant to purchase/distribute bags and laptops that will be used by field inspectors doing Safety Assessment Evaluations following the next major earthquake.
- Submitted a second grant application through the Homeland Security Grant program to enable DBI to double the number of these “Toughbook” laptops for field inspectors.

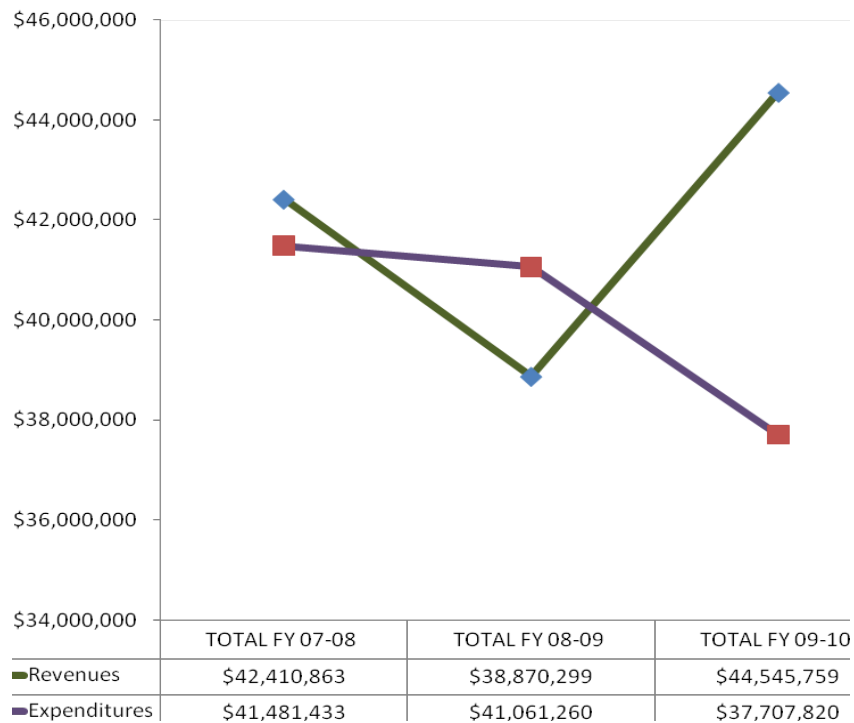
2010 – 2011 GOALS

- Assure compliance with California Assembly Bill 717. This bill requires that staff be certified as either a building inspector or plans examiner, as well as the completion of 45 hours of continuing education within a three-year period.
- Continue to monitor DBI revenues and expenses in the ongoing economic recession, and take necessary steps to preserve staff positions wherever possible.
- Issue the Request for Proposal (RFP) for the new Project and Permit Tracking System and begin implementation.
- Continue the Department’s conversion of records/digitization project, and begin to implement a new Electronic Data Management System and Electronic Plan Review project.
- Update office procedures to incorporate all new legislation and other mandates to improve customer service and standardize processes.
- Continue to work with the Mayor’s Office and the Board of Supervisors on a Charter Amendment changing the Department’s name to the Department of Building and Safety,

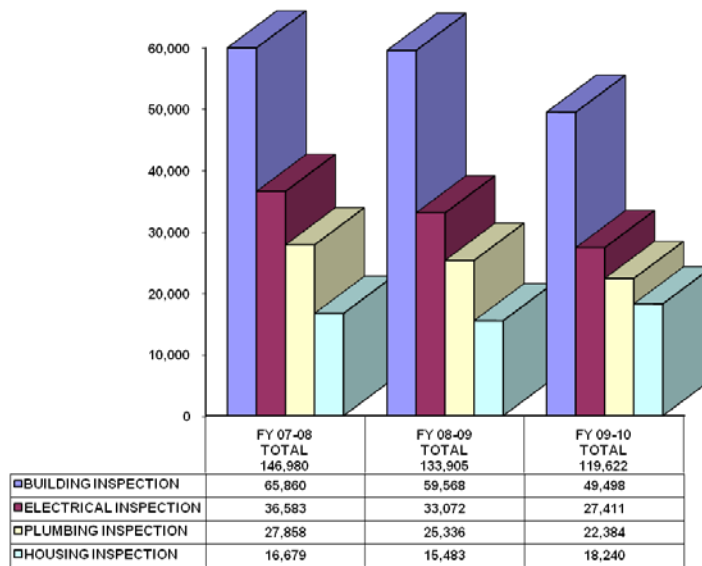
thereby making the public aware of DBI's multiple building safety responsibilities which go far beyond Inspection Services.

- Create a DBI quarterly newsletter to communicate changes in policies, procedures, legislation, etc., both internally and externally, and thus keep staff and customers better informed of DBI's responsibilities and actions.

3-YEAR COMPARISON REVENUES AND EXPENDITURES



3-YEAR COMPARISON INSPECTIONS PERFORMED



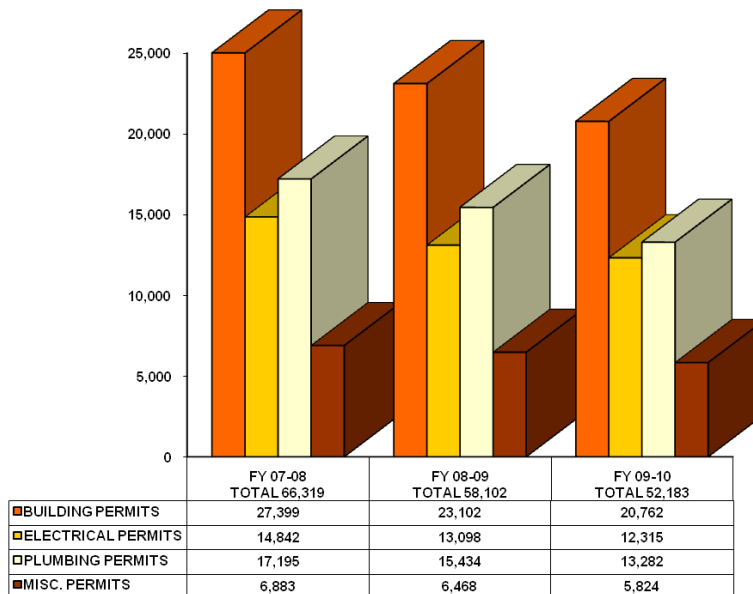
Note:

FY 07-08 - Code Enforcement, Disabled Access, and Lead Abatement Sections performed 3,217 inspections

FY 08-09 - Code Enforcement Section performed 446 inspections

FY 09-10 - Code Enforcement Section performed 2,089 inspections

3-YEAR COMPARISON PERMITS ISSUED



ADMINISTRATIVE SERVICES
Pamela Levin, Deputy Director

Provides support to the Department in the areas of fiscal management, purchasing, and business analysis. Processes request for refunds for fees collected by Department of Building Inspection. Responsible for keeping employees and the public fully apprised of the Department's mission and its professional services. Provides automated data capture, data management, and report dissemination throughout the Department. Manages, processes and updates all record requests services, prepares

Reports of Residential Records (3R). Responsible for 311 customer service requests, website updates, and for generating monthly, quarterly and annual reports detailing the Department's overall performance. Provides support to the Department in the areas of personnel, payroll, and other related Human Resources activities. Administrative Services is also responsible for the Community Outreach Program.

The Administrative Services Program includes: Finance Services, Legislative Affairs, Management Information Services, and Support Services

FINANCE SERVICES

Pamela Levin, Deputy Director

FUNCTION

The functions of Finance Services (**FS**) are to provide support to the Department in the areas of fiscal management, purchasing, and business analysis. This consists of budget preparation and reconciliation; revenue management; controlling labor and non-labor expenditures, capital expenditures and work order expenditures; accounts payable; performing internal audits, and employee claims management. In the area of purchasing, the division is involved in procuring materials and supplies; vendor identification and interfacing; and contract administration. The division also provides needs and operations analysis, revenue/expenditure analysis, and develops office policies and procedures.

HIGHLIGHTS AND ACCOMPLISHMENTS

- Revenue
 - Administrative Services \$ 2,144,342
 - Inspection Services \$25,775,781
 - Permit Services \$16,624,636
- Total Revenue \$44,545,759**
- Expenditure
 - Administrative Services \$ 7,285,946
 - Inspection Services \$21,125,575
 - Permit Services \$ 9,296,599
- Total Expenditure \$37,708,120**
- Processed **1,428** financial transactions through the City's FAMIS on-line system.
- Processed **556** purchasing transactions through the City's ADPICS on-line system.
- Responded to **100%** of phone calls within 24 hours.
- Processed **270** requests for refunds for a total amount of **\$635,751**.

ON-GOING PROJECTS

- Executed Memorandum of Understanding between DBI and the Planning Department for the Permit and Project Tracking System.
- Developed processes for the new Development Fee Collection Unit including publishing

the Fee Register and creating the formats for the preliminary and final development impact fees reports.

2010 – 2011 GOALS

- Improve and simplify the financial transactions associated with processing refunds.
- Create policies and procedures based on the priorities provided in the Controllers' Fiscal Year 2009 audit and train staff.
- Improve budget development including providing better information for managers to use for decision making.
- Improve processing of financial transactions so that the number of documents identified with issues by the Controller's Office continues to decrease.
- Enter into a contract for the procurement of the Permit and Project Tracking System.
- Transition the Single Room Occupancy (SRO) collaborative contracts from the Department of Public Health to DBI.

MANAGEMENT INFORMATION SERVICES

Hema Nekkanti, Division Manager, Development
Wilson Lo, Division Manager, Network

FUNCTION

The functions of the Management Information Services (**MIS**) Division are to archive and safeguard DBI's data; to manage network access to files and data; to scan, digitize and store plans, documents and drawings on the network; to develop and maintain an extensive client-server database to support the permitting functions and related complaint and inspection tracking functions; supply software for common office applications, including: word processing, spreadsheet, database, presentation, telecommunications, and desktop layout; to install, repair, upgrade and maintain desktop computer equipment and peripherals, including printers, plotters and scanners; provide daily HelpDesk support for computer-related problems, assist end-users in graphic projects; provide in-house training; research technical issues; and to provide custom reports both for the public and DBI management.

HIGHLIGHTS AND ACCOMPLISHMENTS

- Completed **1,121** PC/Network requests and **1,649** application development requests.
- **PTS Enhancements:**
 - Completed fee schedule changes to include modifications and new fees per Ordinance.
 - Completed plumbing module changes to track post-issuance stages and expiration of plumbing and boiler permits.
 - Completed the Address-Based restriction and Ordinance management for Seismic Hazard zones, Flood Prone Area and Slope Protection.
 - Created new modules to track payments made within Housing Inspection Services, Code Enforcement Section and boiler permit renewals.
 - Completed changes to standardize procedures for online payment disputes, chargeback and refunds requests and tracking.
 - Created new modules to implement Ordinances; Vacant and Abandoned Building Ordinance, Energy and Water Conservation Ordinance.
 - Completed programming changes to track and collect Planning Department Impact Fees.
 - Completed programming changes to collect post-issuance fees for building permits.
 - Completed contract agreement, call-flow definition and development phases on the Interactive Voice Response system for inspection scheduling.
- **Web Services Enhancements**
 - Implemented programming changes to display Inspection results on the web.
 - Completed transition of web services to the new web content management system.
 - Implemented programming changes to add plumbing permits fee categories on the web.
- **Completed**

- Reporting needs for fee collections for Apartment, Hotel License fees and Rental units.
 - PC Refresh – PC replacement for 30% of the Department.
 - Upgrade of the Symantec Ghost Server.
 - Network and infrastructure installation, configuration, and PC Installation on the fifth floor for over-the-counter services.
 - TV and Satellite Service installation for Emergency Management.
- Permit and Project Tracking Request for Proposal – Re-issuance of Request for Proposal.
- Data center enhancement – upgraded electrical equipment and power supply within the server room to accommodate additional demand on the systems.

ON-GOING PROJECTS

- **PTS Enhancements**
 - Interactive Voice Response system for Inspection Scheduling; Project Implementation in progress.
 - Programming changes in progress to track and collect Development Impact Fees and facilitate functioning of Fee Collection Unit.
 - Programming in progress to enhance web services; receive complaints on the web; inspection scheduling; additional fee categories for Electrical Permitting; receive request for records online; renew boiler permits.
 - Programming in progress to allow existing Permit Tracking System to track, Plan check, approve, inspect and complete Projects that are assigned to the Department per Memorandums of Understanding.
- Work flow and equipment procurement in progress on the new customer queue management system.
- Electronic Plan review and Document Management system – Scope definition in progress to issue request for quote and demonstration for an Electronic Document Management System, including Electronic plan review.
- Data migration and testing in progress on the real application cluster production database servers.
- Infrastructure and PC installation for the 4th floor operation in progress.
- IT Asset Management - Utilizing IT tracking application to manage all Departments' IT assets.
- PC Refresh – PC replacement for 30% of the Department.
- Software Upgrade – Upgrade off-the-shelf software such as MS Office, Lotus Notes and Symantec to the next version.

2010 - 2011 GOALS

- Complete installation, configuration and implementation on the new customer queue management system.
- Complete IVR solution implementation for inspection scheduling and status tracking.
- Identify and enhance web payment applications to include more services online.
- Complete changes to enable DBI to be central agency for collection of development impact fees as determined by the Memorandum of Understanding between the various departments and as required by the newly-passed and signed legislation.
- Complete issuance of the Request for Proposal and product selection of the new Permit and Project Tracking System.
- Complete issuance of the Request for Proposal and product selection of the Electronic Plan Review and Document Management System.
- Complete enhancements to permit tracking to encompass the various components of the BPR Implementation Plan.
- Complete upgrade and implement new Cash Management and Check Debiting System.
- Complete upgrade of IOS for core switches and installation of 4500 copper blades.
- Complete upgrade of Websense server, Symantec Anti-Virus Server.
- Complete upgrade of storage firmware and software.

SUPPORT SERVICES

Patty Herrera, Division Manager

Tuti Suardana, 3R Supervisor

Lauren Yim, Records Management Supervisor

FUNCTION

Support Services (**SS**) is responsible for storage and reproduction of issued plans, permit applications, job cards, certificate of final completion and occupancy (CFC) and miscellaneous documents; producing the Report of Residential Building Records (3R) and maintaining historical records. SS is charged with publishing the Department's Quarterly and Annual Reports; responding to customer service email inquiries, 311 service requests, and updating the Department's website. Support Services also is responsible for the Payroll/Personnel Section which provides support to the Department in the areas of personnel, payroll, and other related Human Resources activities.

HIGHLIGHTS AND ACCOMPLISHMENTS

- Answered a total of **9,164** telephone inquiries and assisted **17,364** customers at the Records counters.
- Received a total of **6,831** 3R requests; of these:
 - **99.8%** or **6,814** were processed within 5 business days.
 - **0.2%** or **17** were processed in 6-7 business days.
- Received a total of **9,052** record requests from customers, staff, and City agencies; of these:
 - **98.4%** or **8,905** were processed within 5 business days
 - **1.0%** or **87** were processed within 6-7 business days
 - **0.6%** or **60** were processed over 7 business days.

These record requests produced a total of:

- **55,179** printed applications/job cards/CFC's
 - **33,859** printed copies of plans
 - **2,736** printed PTS records
 - **9,074** 35 mm diazo cards for viewing
 - **29,924** aperture cards for customer research/viewing
 - **1,957** 35mm rolls searched for viewing
 - **58,274** PaperVision viewed files
- Reorganized the division twice to address staff reduction. Cross-trained staff on new assignments.
 - Moved the Support Services counter operation to 1660 Mission Street. Implemented new counter service staff rotation.
 - Completed 2009 Mid-Term Performance Evaluation meetings and 2009 Annual

Performance Evaluation of Support Services staff. Met the Department's deadlines.

- Improved scanning process including prepping, back-prepping, updated written procedures, and cross-trained staff.
- Scanned and indexed:
 - January to May 2010 regular issued building permit applications
 - 2009 job cards
 - 2009 CFCs
 - 2003 – 2004 plumbing permits
- Began scanning and indexing 2010 job cards and CFCs.
- Performed quality control of all scanned and indexed documents. MIS loaded files onto PaperVision for easy research and retrieval by staff.
- Worked with Finance Services to extend the scanning contract, provided detailed information of scope of work, processes and procedures. New contract became effective November 2009.
- Completed burning new DVDs for 35mm C and D series containing building plans.
- Provided PaperVision access to key staff in Permit and Inspection Services Programs. Trained staff to do research and print records.
- Worked with the Department of Technology to revise the layout of the Department's website. New website went into effect August 2009. Maintained the Department's website. Posted information as requested by DBI staff.
- Revised subpoena process and implemented an automated process to request records from DBI divisions, prepare invoices, and record keeping. Worked with City Attorney's Office to draft a letter to customers not picking up subpoena records after production.
- Responded and distributed to appropriate DBI staff customer service emails received through the dbicustomerservice@sfgov.org email address.
- Transitioned Community Outreach Program to the Legislative Affairs Division. Provided training and files for easy transition.
- Responded, distributed, and tracked 311 service requests.
- Began scanning cancelled and withdrawn permits and plans as required by new Department policy.
- Performed quality control on scanned production by third-party vendor.
- Streamlined 3R receipts process and updated operational manual as needed.
- Revised single family dwelling 3R research process, updated operational manual as needed.

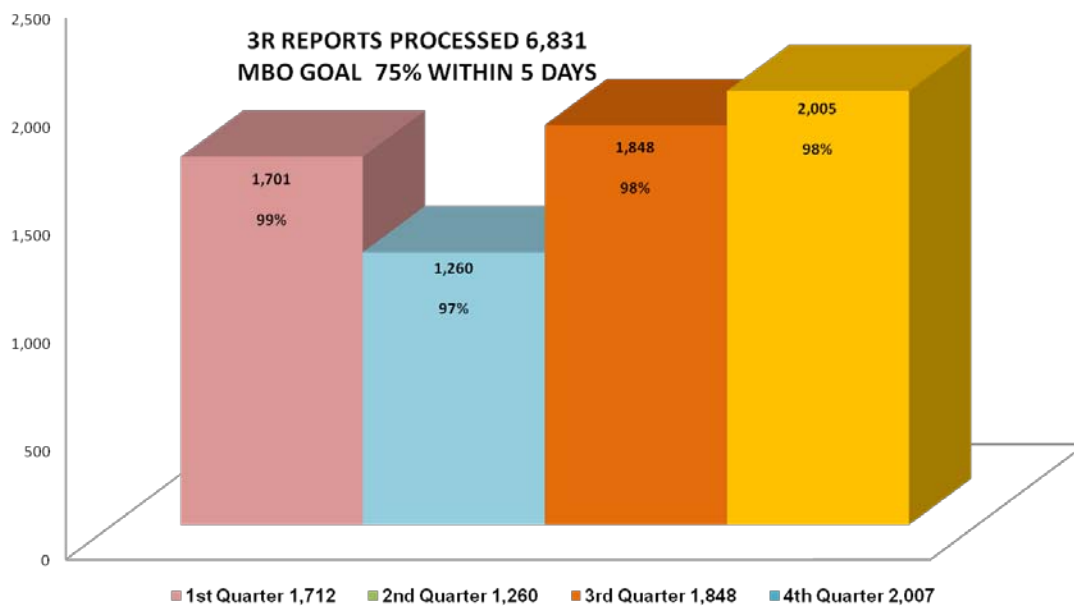
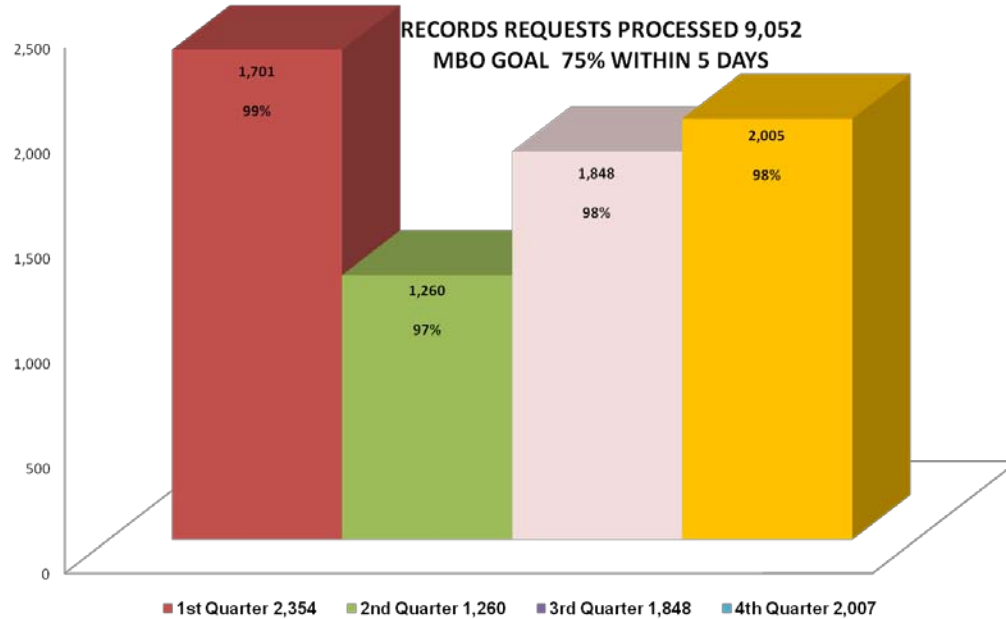
- Implemented a new SS counter operation at the 3rd Floor of 1660 Mission Street. This required cross-training of new processes, staff rotation, appropriate counter coverage, while maintaining day-to-day production and 3R operation at 1650 Mission Street.
- Processed payroll for all DBI staff.
- Performed Human Resources and payroll functions such as recruitment process, workers' compensation, required inspector certification, premium pay, and longevity pay.

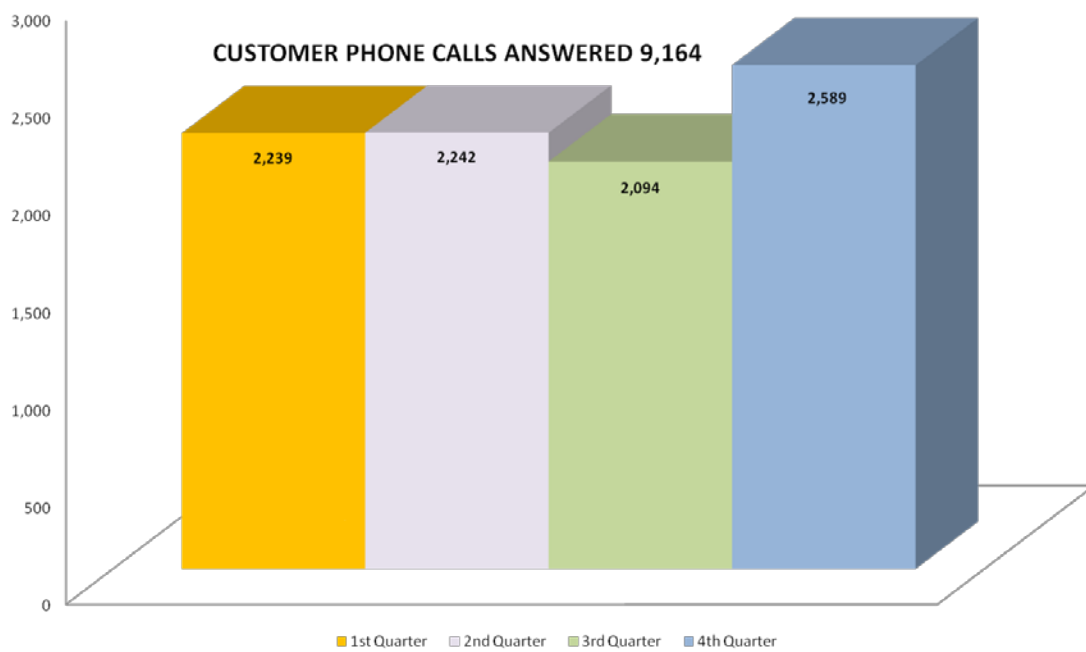
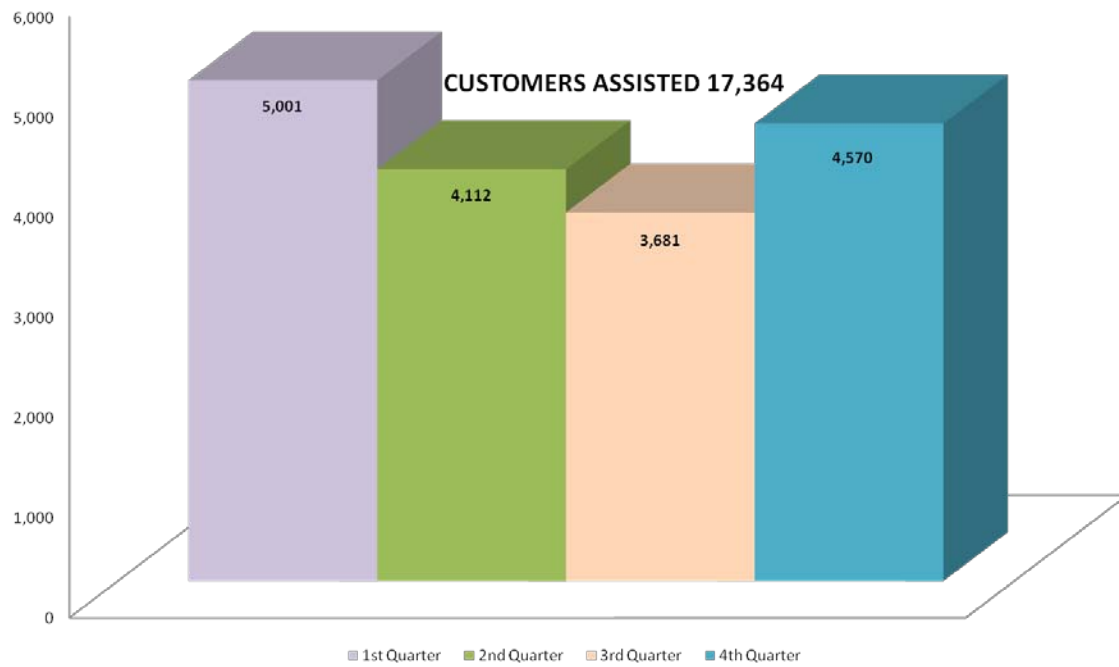
ON-GOING PROJECTS

- Update the PaperVision database to add floor and unit numbers as needed, and to revise street name and house/building numbers to match PTS per the Address Validation System.
- Continue in-house scanning project which includes permits, job cards, and certificates of final completion.
- Keep up-to-date with DBI procedural changes.
- Maintain an up-to-date SS Operational Manual.
- Maintain an up-to-date inventory of all records.
- Continue to evaluate staffing levels and workload demands. Make necessary changes to maintain a satisfactory level of customer service.
- Perform quality control of scanned plan production by third party vendor.

2010 - 2011 GOALS

- Work with MIS to implement an online 3R submittal module by July 1, 2011.
- Work with MIS to develop and implement a records management module.
- Cross-train all Support Services staff within all functions of the division.
- Maintain scanning backlog to a maximum of two months.
- Develop and implement state-mandated duplication of official building plans process by February 1, 2011.
- Implement a new records process which will require staff to process records requests from beginning to end.





PERMIT SERVICES PROGRAM
Laurence Kornfield, Deputy Director

Permit Services is responsible for all permit processes from when a permit application is submitted until a building permit is issued.

The functions include screening, routing permits and plans for review, coordination of building permit review, approval and issuance of construction permits including electrical, plumbing and street space permits for public and private buildings within the City and County of San Francisco. Permit Services also assesses and collects fees for all structures, building enlargements and change of use. Additionally, it provides technical support for the Department in the areas of code development and information, provides coordination for the Building Occupancy Resumption Program (BORP), and provides DBI liaison to other City departments.

The Permit Services Program includes: Building Plan Review, Mechanical Plan Review, HelpDesk/Technical Services, Central Permit Bureau, Initial Permit Review, Over-the-Counter, and Permit Processing Center.

PLAN REVIEW SERVICES

Hanson Tom, Division Manager

BUILDING PLAN REVIEW

Neil Friedman, Chief Building Inspector, Over-The-Counter, Operation Supervisor

Tom Hui, Building Plans Engineer, Over-The-Counter, Plan Review Supervisor

Jeff Ma, Building Plans Engineer, Supervisor

FUNCTION

The Plan Review Services Division is responsible for the review and approval of building and other permits that require architectural and structural consideration, and to implement on-going seismic engineering and structural safety initiatives. This Division provides coordination of projects requiring Structural Design Review.

The **Building Plan Review** groups provide high quality plan review of proposed construction work to verify conformance with structural and non-structural code requirements in a timely, consistent, transparent, professional, and courteous manner to all our clients. Projects include construction of new buildings, alterations, additions and repairs to existing buildings. Staff conducts reviews of over-the-counter projects at the counter as the customer waits, conducts reviews of submitted projects in-house and conducts reviews of submitted residential projects or simple commercial projects by appointment with the design professionals. Division managers, group supervisors and other senior staff conduct pre-application review meetings to provide code interpretations and resolve major code issues prior to the submittal of plans and permit applications.

HIGHLIGHTS AND ACCOMPLISHMENTS

- Managed the Department of Building Inspection main line and assisted approximately **3,000** callers in May and June 2010.
- Reviewed and approved approximately **12,095** over-the-counter building permits with no plans.
- Reviewed approximately **17,118** over-the-counter building permits with plans; of these over **7,935** were approved over-the-counter. This included permit reviews and over-the-counter information/review interaction with public.
- Performed **1,661** building plan reviews of submitted projects, including building permits, site permits, and addenda submittals.
- Approved **92** building permits for new construction.
- Conducted approximately **236** pre-application meetings; of these **208** or **88%** were held within two weeks and **14** were interdepartmental project review meetings with the Planning Department and San Francisco Fire Department.

- Reviewed **44** lot subdivision requests referred by the Department of Public Works, Bureau of Street Use and Mapping.
- Reviewed **13** easements cases.
- Reviewed **4** permit applications for voluntary seismic upgrade of soft-story, Type V (wood frame) buildings per AB-094.
- Continued to review the special or Memorandum of Understanding projects for:
 - S.F. Public Utility Commission – New Administration Building at 525 Golden Gate
 - Port of San Francisco – The Exploratorium
 - Transbay Joint Powers Authority – Overall project drawings
- Attended various projects meetings with the Transbay Joint Powers Authority team regarding its future submittal of:
 - Buttress and shoring, \$80 million
 - Bracing and excavation, \$150 million
 - Substructure and superstructure including mechanical, electrical and plumbing, finishes, etc., \$450 million
 - Bus ramps, \$35 million

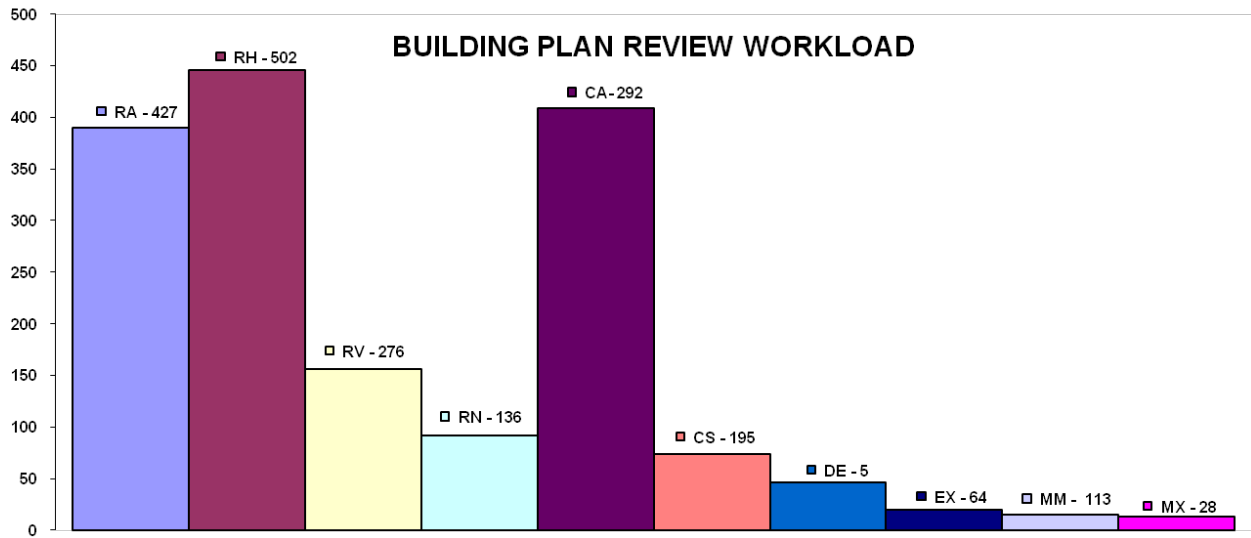
ON-GOING PROJECTS

- Continued participation in the development of the CAPSS Program and the soft-story initiative.
- Coordinated the Structural Advisory Committee (SAC) review for the potential landslide areas at 112 Kensington Way and 40 Edgehill Way.
- Participated in the completion and implementation of the “National Flood Insurance Ordinance.”
- Continued development and completion of the “Joint Agencies Review MOU” among the Planning Department, Department of Public Works-Bureau of Street Use and Mapping, and San Francisco Fire Department.
- Provided emergency engineering review and other assistance for the Department's Emergency Response Program.

2010 – 2011 GOALS

- Assure compliance with State Regulation AB 717, which requires staff to be certified as a building inspector or plans examiner and requires staff to complete 45 hours of continuing education within a three-year period.
- Maintain plan review backlog within 2 weeks from the date the permit application arrives to BLDG review station.

- Continue to assist the Department of Public Works in subdivision map review.



Plans Reviewed 1,661

- RA - residential alterations with minor structural work (no change in building envelope)
- RH - residential horizontal additions of type V construction (including decks)
- RV - residential vertical additions of type V construction (additions above and below)
- RN - residential new buildings of type V construction
- CA - commercial/office tenant improvements with minor structural work
- CS - commercial/office tenant improvements with structural work
- DE - demolition
- EX - excavation and shoring
- MM - new buildings and alterations to existing buildings of all construction types
- MX - new buildings and alterations to existing buildings and special projects of all construction types including high-rise buildings

MECHANICAL/ENERGY PLAN REVIEW

Wing Ma, Mechanical Engineer, Supervisor

FUNCTION

The function of the **Mechanical/Energy Plan Review** Group is to provide high quality plan review of proposed construction work to verify conformance with Title 24 Energy Code and Energy Efficiency Standards and the San Francisco Mechanical Code, as well as the heating, ventilation, smoke control, life safety, and related requirements of the San Francisco Building Code in a timely, consistent, transparent, professional, and courteous manner to all our clients. Projects include construction of new buildings, alterations, additions, and repairs to existing buildings. Staff conducts reviews of over-the-counter projects at the counter as the customer waits, conducts reviews of submitted projects in-house and conduct reviews of submitted residential projects or simple commercial projects by appointment with the design professionals. The group supervisor and other senior staff conduct pre-application review meetings to provide code interpretations and resolve major code issues prior to the submittal of plans and permit applications.

HIGHLIGHTS AND ACCOMPLISHMENTS

- Reviewed approximately **2,455** over-the-counter building permits with plans, of these over **1,669** were approved over-the-counter. This included the permit reviews and over-the-counter information/review interaction with the public.
- Performed approximately **104** mechanical plan reviews of submitted projects, including building permits, site permits, and addenda submittals.

2010 - 2011 GOALS

- Assure compliance with California Assembly Bill 717. This bill requires that staff be certified as a building inspector or plans examiner, as well as the completion of 45 hours of continuing education within a three-year-period.

HELP DESK/TECHNICAL SERVICES DIVISION

Willy Yau, Division Manager

FUNCTION

Help Desk/Technical Services Division (**HD/TSD**) serves as the point of contact for the public in answering general technical and code questions, provides direction to appropriate services and permitting procedures. Provides technical support related to codes and other technical matters to the other divisions within the Department of Building Inspection, to other City agencies and the public. The general areas of focus include code and policy review and development, code interpretation, representation at the Board of Appeals, the Code Advisory Committee, the Public Advisory Committee, and other official bodies; and major emergency response planning. Other special tasks are undertaken as required.

HIGHLIGHTS AND ACCOMPLISHMENTS

- Answered a total of **13,992** telephone inquiries and assisted **13,679** customers from July 2009 to March 2010 at the Public Information/Help Desk counter.
- Responded to a total of **418** written requests for code interpretations and code assistance and/or Director's letters/customer email inquiries; **100%** responded to before deadline.
- Assisted **1,662** walk-in customers and answered **3,919** phone calls requesting technical information.
- Updated **15** Administrative Bulletins.
- Researched and responded to **19** requests to qualify buildings as eligible to use the California Historical Building Code.
- Reviewed and approved submittals for **10** buildings as new entries into the Building Occupancy Resumption Program (BORP). Reviewed and approved **102** buildings in their renewal entry.
- Set-up and maintained work station for public use and trained the public for online registration for electrical, plumbing and mechanical permits.
- From July 2009 to March 2010, assisted Central Permit Bureau (CPB) by answering inquiries concerning permits fees via phone and in person; reviewed, registered and updated contractors' information to ensure all information being current prior to permit review and issuance.
- Held **55** public Code Advisory Committee and Subcommittee meetings to discuss and review each proposed change along with the existing San Francisco amendments to each code.

- Reviewed and/or made recommendations on **12** proposed ordinances to the Director and the Building Inspection Commission.
- Reviewed proposed 2010 San Francisco Amendments to the 2010 CalGreen Building Code for inclusion into Chapter 13C of the San Francisco Building Code.
- Received May 2010 Code Supplements to the San Francisco Building and Housing Codes for distribution.
- Continued preparations toward the adoption of San Francisco amendments to the 2010 California Building, Residential, Plumbing, Electrical, Mechanical and Green Building Codes to be effective January 1, 2011.
- Completed a comparative study led by the Department of Environment effort between the 2010 Green Building Standards Code effective January 1, 2011, with the San Francisco existing Green Building Ordinance.
- Submitted proposed May 2010 Code Supplements to the San Francisco Building and Housing Codes for publication.
- Prepared timeline, work plan, and document requisitions for the adoption of San Francisco Amendments to the 2010 California Building, Plumbing, Electrical, and Mechanical Codes to be effective January 1, 2011; order new model codes for technical review.
- Converted Building Standards Commission approved California amendments to the Building, Plumbing, Mechanical, and Electrical model Codes to document and publish for technical review.
- Distributed model codes and approved California amendments to lead staff, Code Advisory Committee members, and interested public for technical review.
- Prepared initial order of 2010 California Codes for technical review with the proposed San Francisco amendments.
- Drafted initial San Francisco amendment documents with newly proposed changes to existing (standing) amendments.
- Assisted Building Inspection Division staff in responding to hazardous building report with emergency demolition request for an existing structure.
- Performed **10** emergency engineering inspections for fire damaged and unsafe buildings, and special landslide hazard mitigation projects.
- Assisted the Planning Department on Building Code issues regarding **2** specific projects.
- Completed reproduction and distribution of the following code and code supplements:

- San Francisco Building Code August 2009 and December 2009 supplements
 - San Francisco Housing Code August 2009 and December 2009 supplements
 - California Building Code, Volume 1 January 2009 supplement
 - California Building Code, Volume 2 January 2009 supplement
 - California Plumbing Code February 2009 supplement
 - California Mechanical Code February 2009 supplement
- Completed distribution of the following code and code supplements:
 - 2008 California Energy Code effective January 1, 2011
- Submitted changes to the San Francisco Building Code for publication including:
 - New Ordinances: 76-09, 77-09, 103-09, 105-09, 106-09, 107-09, 108-09 and 194-09
 - New Administrative Bulletins: AB-058, AB-090, AB-093, AB-094
 - Revised Administrative Bulletin: AB-023
 - Corrections: AB-001, AB-003, AB-009, AB-060, and SFBC index.
- Reviewed the continued need for an Unreinforced Masonry Building Appeals Board and possible related modifications to San Francisco Building Code Section 105A.7.
- Organized two accessibility code update training sessions for plan reviewers.
- Coordinated CALBO Education Week training sessions for plan reviewers including TSD team members.
- Coordinated Laboratory occupancy (L-occupancy) training sessions for plan review and Technical Services Division staff.
- Assisted plan review staff to coordinate and review 5 special landslide hazard mitigation projects, and 2 subdivision easement coordination and reviews.
- Set up and maintain the “fee for service” collection for report printing and copying from public information workstations.
- Assisted in preparing the Department’s informational brochures for the Community Outreach Program.
- Utilized DBI’s emergency command vehicle in deployment drill during the 20th year commemoration week of the Loma Prieta earthquake.
- Published Administrative Bulletin AB-090, *Rules for Approval of Destination-Based Elevator Control Systems*.

ON-GOING PROJECTS

- Provide technical code question answering and interpretation service.
- Provide permit cost estimation support service to plan review staff.

- Continue to coordinate Code Advisory Committee (CAC) and Subcommittees.
- Continue to review Administrative Bulletin AB-014, *Dimensional Tolerances for New and Existing Construction*.
- Continue to review Administrative Bulletin AB-046 *Special Inspection and Structural Observation Procedures*.
- Continue to work on Administrative Bulletin AB-047, *Smoke Control Systems: Requirements for Submittals and Special and Testing*.
- Continue to draft code interpretations per staff requests.
- Update library publications with subscriptions and other resources.

2010 – 2011 GOALS

- Continue to assure staff compliance with California Assembly Bill 717. This bill requires that staff be certified as a building inspector or plans examiner, as well as the completion of 45 hours of continuing education within a three-year period.
- Continue to distribute new supplements to the San Francisco Building, Housing, Plumbing and Electrical Codes.
- Continue to review and revise current Administrative Bulletins for inclusion in the 2007/2010 editions of the San Francisco Building Code.
- Continue to review California adopted new versions of the model codes and associated state agency amendments, in preparation for the revisions required to the San Francisco amendments in the 2010 code adoption process. Prepare amendments and have them reviewed, approved, and recommended by the Code Advisory Subcommittees and Committee, Building Inspection Commission, and the Board of Supervisors to achieve mandated enactment date of January 1, 2011.
- Continue to develop, review and recommend code changes to the Director and the Building Inspection Commission.
- Provide finalized proposed San Francisco Amendments to the Building, Residential, Mechanical, Electrical, Plumbing, and Green Building Codes to the Building Inspection Commission for approval.
- Submit approved San Francisco Code documents to Board of Supervisors for their consideration.
- Continue to review and revise current Administrative Bulletins for inclusion in the 2010 edition of the San Francisco Building Code, and start their technical review.
- Incorporate new legislation as it occurs into proposed 2010 San Francisco Amendments.
- Continue review of rules and regulations promulgated by the Director and the Building

Inspection Commission.

- Continue review of proposed ordinances that may affect the Department of Building Inspection and its building codes.
- Continue to maintain and revise as required the Cost Schedule (Building Valuation Data).
- Continue to maintain and revise as required the Building Occupancy Resumption Program with Checklists, and review BORP entry submittals and renewals.
- Work with other City agencies to modify the Codes per their requests.
- Continue to enhance services at Technical Service Division and its counter providing code question and code interpretation services, and cost estimating support.
- Continue to represent DBI as member of the Building Subcommittee of the California Strong Motion Instrumentation Program (CSMIP).
- Continue to provide backup support for other Divisions as requested and as resource allows, such as plan review and emergency engineering inspection.
- Resume Emergency Response Planning when manpower recovers.

PERMIT PROCESS AND ISSUANCE
Simon Tam, Division Manager

CENTRAL PERMIT BUREAU
Anita Lee, Supervisor

FUNCTION

The Central Permit Bureau (**CPB**) accepts and issues construction permits for public and private buildings located within the City and County of San Francisco. Additionally, CPB issues electrical, plumbing and street space permits, and assesses and collects fees for all structures, building enlargements and change of use. Public Information Help Desk answers questions over the telephone as well as those from walk-in customers, directs customers to the appropriate divisions, and assists customers in filling out building permit applications to verify status of any Notice of Violations and proper number of units in apartment buildings.

HIGHLIGHTS AND ACCOMPLISHMENTS

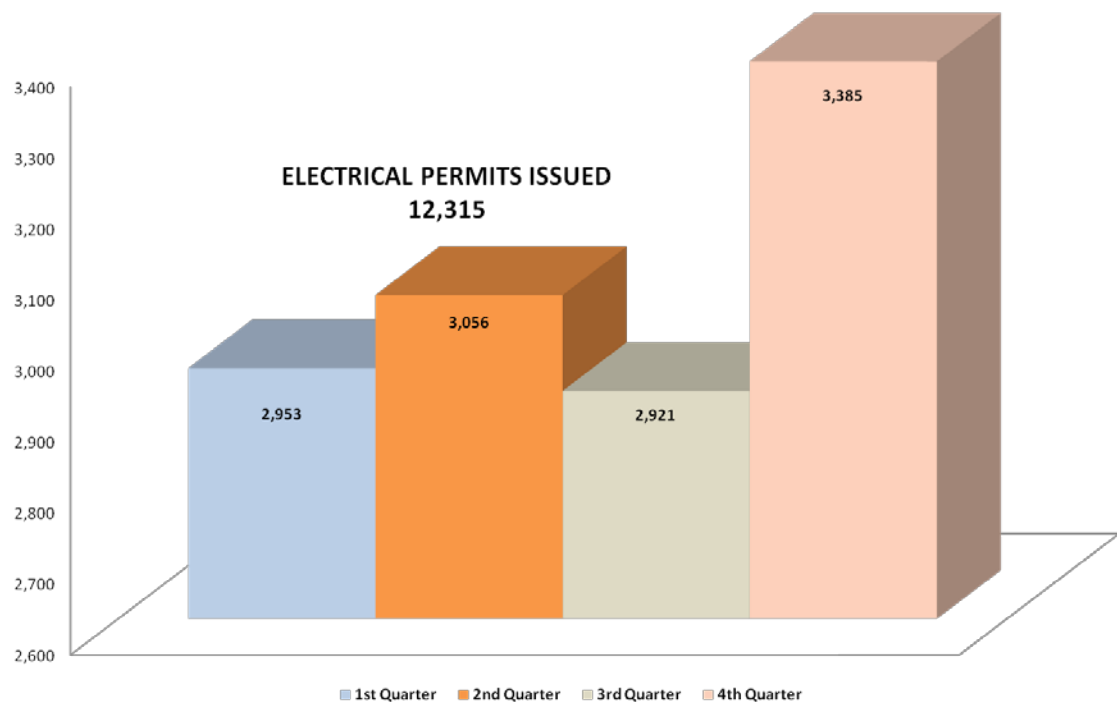
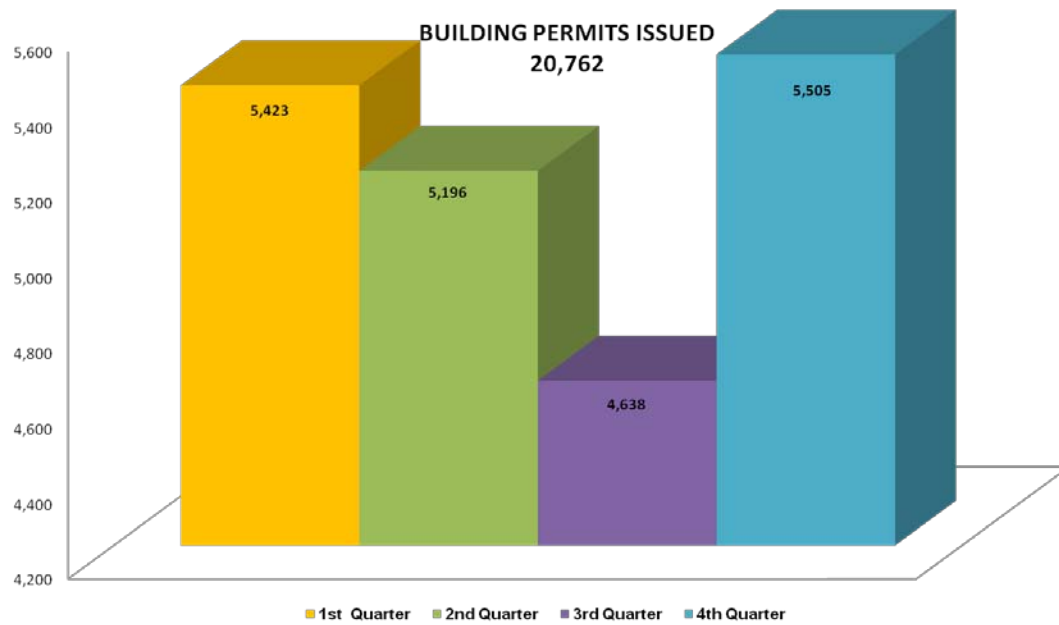
- Processed **3,544** structural notifications within 24 hours.
- Processed **11,148** demolition notifications within 24 hours.
- Received **4,699** incoming calls at Public Information Help Desk.
- Assisted **7,882** walk-in customers at Public Information Help Desk.
- Assumed the initial permit review function for submitted building permit applications and the function of accepting addendum submittals.
- In March 2010, Public Information Help Desk became part of Central Permit Bureau.
- CPB staff members were re-assigned to the Initial Permit Review division on the newly renovated 5th floor as part of the over-the-counter team.
- In an effort to comply with the Environment Code Chapter 14, Ordinance N0. 27-06, SFE regulations 06-05-CDO, CPB worked closely with the Department of the Environment to set up procedures for the approval of demolition permits.
- Implemented new rates for Board of Appeals surcharge; the new 2% technology fee; the new Fire fees and the new Planning Department fees.

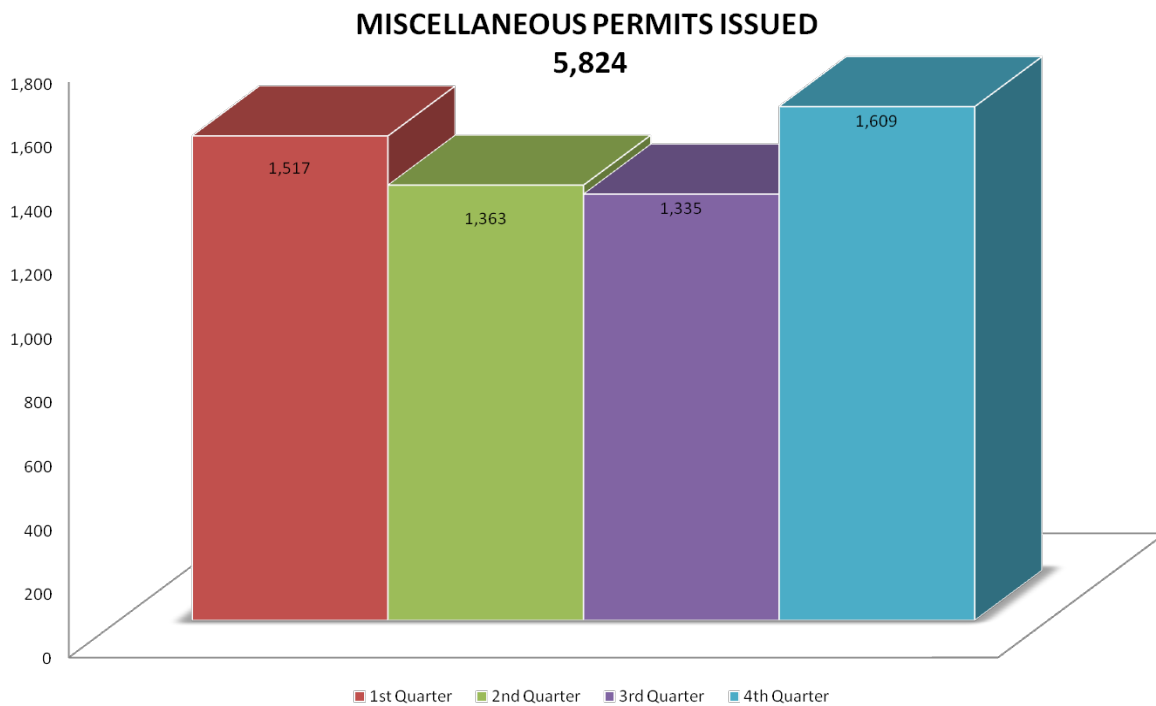
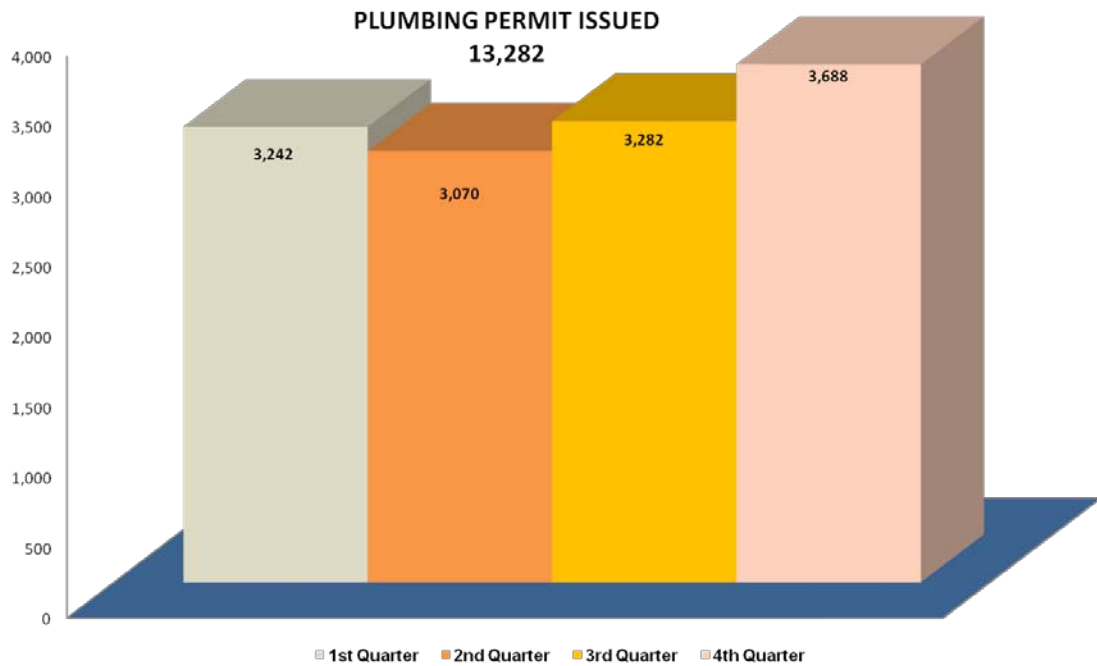
ON-GOING PROJECTS

- Worked with MIS to develop a post-issued screen to show unpaid payment on site permits; to coordinate the collection of Planning impact fees.
- Worked with the Fire Department and MIS to develop a new permit that is for Fire Department review only, such as evacuation signs.
- Worked with MIS to develop links between the California State License Board and DBI's contractor Information database.

2010 - 2011 GOALS

- Continue to perform quality control on all submitted building permits.
- Continue to provide excellent customer service.
- Continue to cross-train and update CPB staff on INTAKE of submitted permit applications on the 1st floor and the acceptance of addendum submittals.
- Continue to update information on contractors' license.
- Continue to strive to meet all Departmental goals.
- Continue to train staff for the implementation of Ordinance 107-10, and the Development Fee Collection Procedure, and effective July 1, 2010.





PERMIT PROCESSING CENTER

Cora Ella, Supervisor

FUNCTION

The primary functions of the Permit Processing Center (**PPC**) include, but are not limited to, administratively maintaining the physical movements of all non-over-the-counter building permit applications between required plan review stations; recording the routing activities in PPC "Comments" column of the Permit Tracking System (PTS); and performing quality control on approved building permit applications before they are routed to Central Permit Bureau (CPB) for issuance. PPC is the depository of plans and applications for customers who need to come to PPC to pick up the permit application packet in order to respond to plan examiners' plan review comments. In addition, PPC handles the permit application cancellation notification processes, including the acceptance of extension of time fees and reinstatement of building permit applications. PPC also accepts revisions for and route such revisions to the Planning Department. PPC is responsible for sending cancelled or withdrawn building permit applications to Records Division for record retention purposes.

HIGHLIGHTS AND ACCOMPLISHMENTS

- Received and routed **10,469** building permit applications with plans following established sequence until permit issuance.
- Received **6,440** requests for customer assistance, technical information, and telephone and email inquiries.
- Accepted **1,354** revisions for the Planning Department.
- Handled **508** requests after providing an option to submit an addendum.
- Accepted **15** requests from applicants to use the premium plan review process.
- Handled **613** requests to extend expired building permit applications.
- Processed **4** building permit application reinstatements.
- Mailed **269** cancellation notices.

2010 - 2011 GOALS

- Continue to perform all PPC functions efficiently and professionally.
- Train staff on the implementation of Ordinance 107-10, development fee collection procedure.

INSPECTION SERVICES

Edward Sweeney, Deputy Director

Inspection Services inspects buildings for compliance with code requirements, scope of work in accordance with building permits, and responds to complaints on residential and commercial buildings. Provides public safety by enforcing municipal and State regulations and codes relative to construction, alteration, and installation of electrical and plumbing equipment and systems. Inspects buildings for code compliance in residential housing under building permits or as a result of complaints and inspects apartments and hotels. Addresses complaints and conducts inspections associated with interior/exterior lead-based paint disturbance/removal. Responsible for abatement of code violation cases referred from the building, electrical, and plumbing inspection divisions.

The Inspection Services Program includes: Building Inspection, Code Enforcement, Electrical Inspection, Housing Inspection, and Plumbing Inspection Divisions.

BUILDING INSPECTION DIVISION

Dan Lowrey, Chief Building Inspector

FUNCTION

The Building Inspection Division (**BID**) is responsible for inspecting the construction of all new and existing buildings and structures for conformity with approved plans and permits, and for compliance with state and local building code requirements. BID responds to emergency situations and complaints of unsafe structures, work without permit, and prepares Notices of Violation as necessary. Unabated cases are referred to Code Enforcement for Director's Hearings and further action. This division also conducts inspections for Police and Fire permits issued by those agencies and issues Noise Permits for construction work at night as prescribed in the San Francisco Police Code.

HIGHLIGHTS AND ACCOMPLISHMENTS

- Performed a total of **49,498** inspections; of these, **48,580** or **98%** where performed within 48 hours.
- Performed **10.8** inspections per person/day.
- Performed **2.9** spot check inspections a week per Senior Inspector.
- Received **2,861** complaints. Responded to **1,562** or **55%** of all complaints within 48 hours.
- Inspected **2,248** complaints received. Abated **792** of complaints.
- Issued **1,210** NOV's. Abated **987** or **79%** NOV's.
- Issued **14** Emergency Orders.
- Referred **257** cases to Code Enforcement.
- **18** Building Inspectors received ICBO certification.
- Support staff responded to **129,832** telephone inquiries.
- Issued a Certificate of Final Completion (CFC) for;
 - The new construction of the 8-story building located at 77 Van Ness Avenue. The building has 50 residential units with retail spaces on the ground floor.
 - The construction project located at 353 King Street. This development consists of 260 dwelling units, retail, and parking.
 - The Millennium Tower Building located at 301 Mission Street. The 645 foot

tower has 58 occupied floors and a 12-story building connected by a 3 level podium to provide over 1,100,000 square feet of condominiums and recreational amenity space.

- On September 24, 2009, Deputy Director Edward Sweeney, Chief Building Inspector Daniel Lowrey, and Senior Building Inspector Patrick O’Riordan made a site visit to 425 Bush Street to investigate ongoing complaints regarding a scaffold at the east building wall. The latest complaint was filed by an architect representing the owner and stated that some portions of masonry were in danger of falling from the building and repairs needed to be made. A Notice of Violation was posted requiring a structural report related to the integrity of the east wall and required a building permit be issued for any repairs that may be necessary.
- The Mercy Housing project at 1390 Mission Street is currently in the process of life safety testing. The construction involves 136 apartments for lower income families in a 12-story post-tensioned concrete frame building with precast concrete and glass exterior skin.
- Building Inspection Senior Inspectors and Chief Building Inspector Dan Lowrey are currently taking stock of emergency response material and will be updating and enhancing the inventory. This will allow the Division to be more prepared for responding to any emergencies that will be forthcoming.
- Issued a Temporary Certificate of Occupancy (TCO) on March 5, 2010 for the new Public Library at 1616 – 20th Street. The remaining items for CFC issuance include final signoffs from the some of the other inspection agencies who have approved the issuance of this TCO.
- Pat Stranahan of the SFFD and Tom Venizelos conducted a presentation to 50 potential operators of large Family Day Care Homes through a seminar hosted by Low Income Investment Fund. Many aspects of permitting and building safety were discussed. The requirements of the California Health and Safety Code and the California Building and Fire and Codes were also presented.
- In response to Emergency Order 103384E, the owner of the 164 Clara Street has completed the demolition of the one-story building. At the time of inspection on April 1, 2010, the contractor of record was in the process of completing the lot clean up. The contractor was instructed to file documentation that the construction materials had been substantially recycled in conformance with the Department of the Environment requirements.
- 1 Maritime Plaza (a high-rise office building) has a multi-story office demolition project under way. A Night Noise Permit has been requested for some of this work. At least one of the adjacent residential buildings is being impacted by the noise. BID has communicated with affected parties and a work schedule has been reached relating to the work hours. This will enable the work to proceed and a schedule to be maintained as much as possible. A Night Noise Permit will be issued for night work starting Monday, May 10, 2010.
- With approval of inspection a final Certificated Occupancy will be issued for 1 Hawthorne Street, a 24-story high-rise, 165-unit residential building which also has commercial

ground floor space.

- Planning Department impact fees, if applicable, will now be noted on the Building Inspector's Job cards to reflect the payment status of these charges. This generates additional work for BID staff renewing and adjusting building permit status. DBI revenues are also affected by this new responsibility.
- Worked with MIS on the development and review of the automated telephone scheduling system.
- Building Inspection supervisory staff met with Plan Review staff regarding improving communication between the Divisions. The goal is to create an environment of better understanding and thus enabling a more efficient process. These meetings will continue on a bi-weekly basis alternating for both divisions.
- Homer Yim from Simpson Strong Tie provided BID Inspectors with training at the regular bi-weekly staff meeting March 18, 2010. The training is especially useful for identifying and understanding the applications of new hardware that is currently being developed and used. Mr. Yim provided samples of many items of hardware now in use in the industry and explained installation.
- Building Inspection Division staff attended code interpretation and enforcement training. This training partially provides the required Continuing Education Units (CEU's) which are necessary for maintaining certifications.

ON-GOING PROJECTS

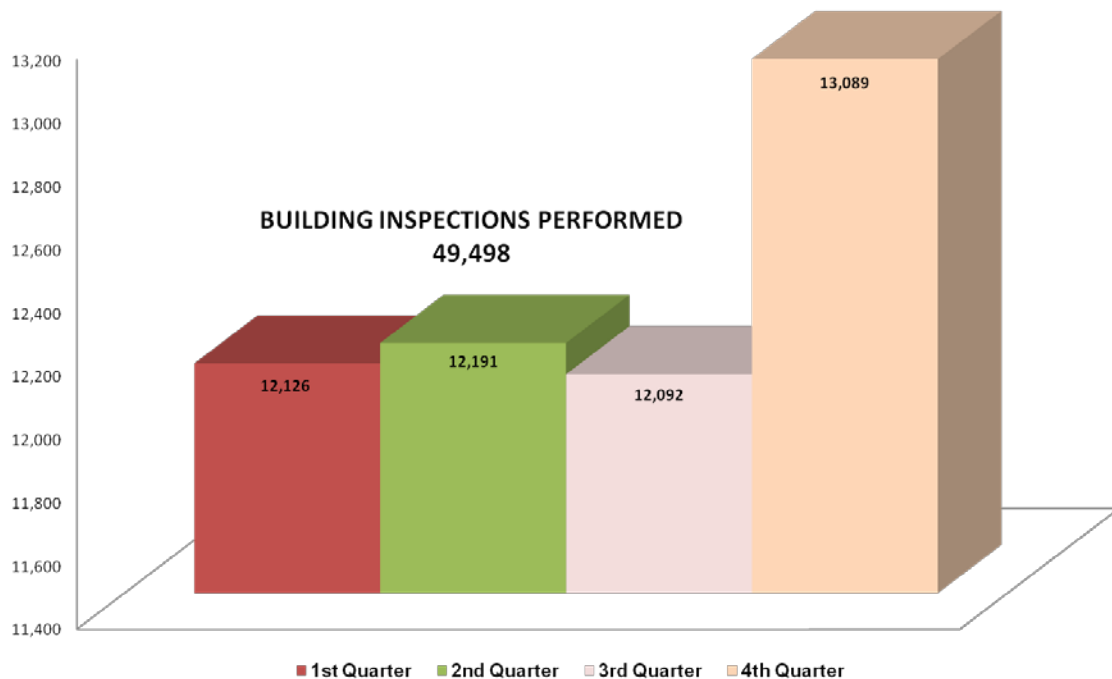
- The Developer BOSA has moved forward with its project development in China Basin-Mission Bay. The project is to erect a 16-story, 319 units Residential High Rise Building with retail space and parking development.
- The construction at the Lowe's project on 491 Bay Shore Boulevard has accelerated greatly since the foundation was completed. The walls and the majority of the roof structure are now in place and it is anticipated that life safety testing will begin towards the end of September. A meeting of the various inspection divisions and agencies will be scheduled with the contractor for determining the schedules and requirements of all involved in the process. One of the important items remaining is the permitting and installation of the racks for the purpose of documenting and establishing appropriate anchorage, seismic bracing, exiting and sprinkler coverage.
- Work was performed for the retrofit of a sidewalk sub-basement at the Macy's Union Square store this week. This is one of main basements that will be modified for the purpose of enabling the Central subway project to be constructed.

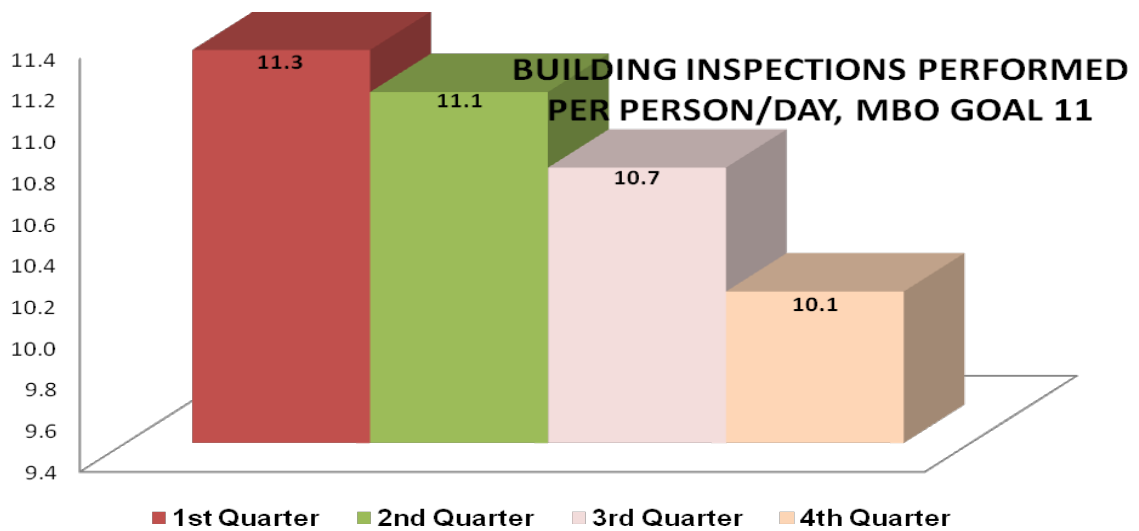
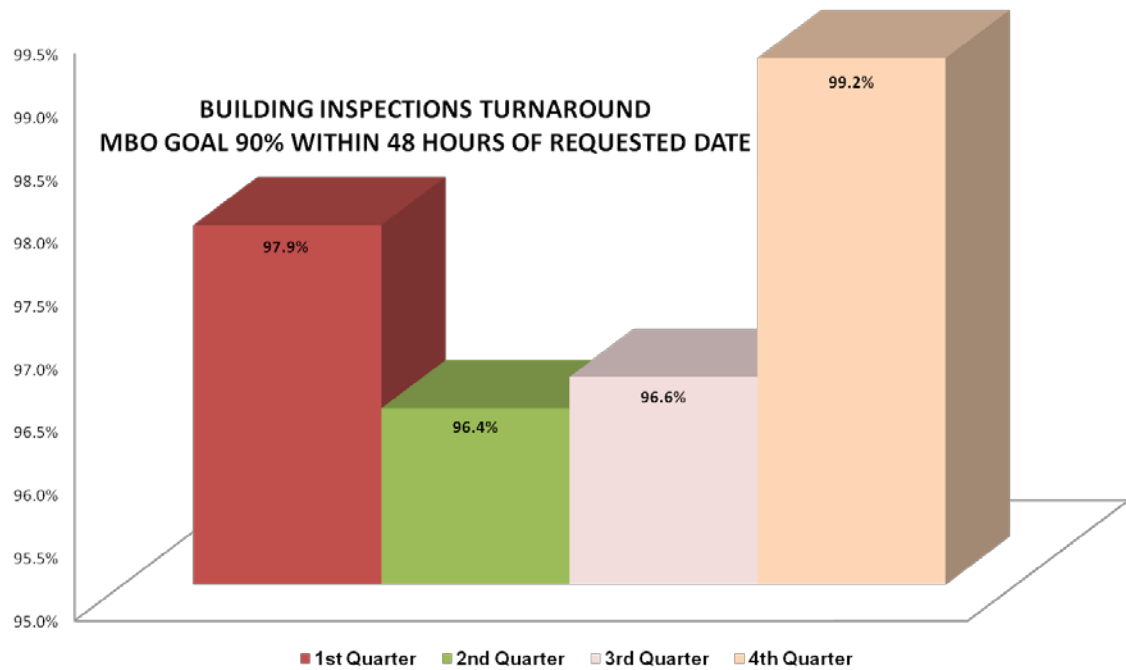
2010 - 2011 GOALS

- Assure compliance with State Regulation AB 717, which requires staff to be certified as

building inspector or plans examiner, and requires staff to complete 45 hours of continuing education within a three-year period.

- Provide periodic Disabled Access training at staff meetings.
- Building Inspectors to return phone calls in an expeditious manner.
- Provide training for Building Inspectors on improving customer service and dealing with difficult customers. The training will be conducted by Human Resources.
- Implement the Business Process Re-engineering Plan where applicable in the inspection process as staffing permits.
- Provide the same high quality of customer service while the Department of Building Inspection is restructuring its staff.
- Schedule training for the building inspectors on the California Building, Mechanical, Energy, and Green Building Codes and incorporate the changes from the current to the next adopted code cycle into the training exercise.
- Schedule State-mandated training in disabled access.





CODE ENFORCEMENT SECTION

Tony Grieco, Senior Building Inspector

FUNCTION

The Code Enforcement Section (**CES**) investigates complaints of violations of the Building, Electrical, and Plumbing Codes and employs abatement procedures to correct code deficiencies. This Section also initiates follow up enforcement when cases have been referred by other divisions within DBI by holding Director's Hearings and referring cases to the City Attorney for litigation. Assessment fees are collected from building owners that have code violations in order to recover costs incurred by investigations. Assists in the preparation and issuance of Emergency Orders for imminent hazards arising from natural disasters and emergencies.

HIGHLIGHTS AND ACCOMPLISHMENTS

- Received **1,342** complaints
- Abated **680** cases and referred **4** cases to the City Attorney.
- Performed **2,089** field inspections for code enforcement cases.
- Responded to **100%** of Director's letters within the specified deadlines.
- Responded to **100%** of phone calls within 24 hours of receipt.
- Reviewed **245** permit applications for code enforcement cases.
- Presented **598** cases at Director's Hearings.
- Prepared 2010 Lien Cycle cases to the Board of Supervisors.
- CES collected **\$159,255.09** in revenues.
- Presented **13** code enforcement cases to the Abatement Appeals Board.
- Implemented enforcement and record tracking procedures for the Vacant and Abandoned Building Ordinance.

ON-GOING PROJECTS

- Continue to reduce code enforcement case backlog.
- Continue educational training of Code Enforcement Section staff through Building Code

courses.

2010 – 2011 GOALS

- Assure compliance with State Regulation AB 717, which requires staff to be certified as a building inspector or plans examiner, and requires staff to complete 45 hours of continuing education within a three-year period.
- Increase number of cases processed for Director's Hearings within 60 days.
- Centralize complaint response and all code enforcement files.

ELECTRICAL INSPECTION DIVISION

Michael Hennessy, Chief Electrical Inspector (July 2009–Jan. 2010)

Henry Hinds, Senior Electrical Inspector

David Green, Senior Electrical Inspector

Paul Ortiz, Senior Electrical Inspector

FUNCTION

The primary function of the Electrical Inspection Division (**EID**) is to provide for the public safety by enforcing municipal and state regulations and codes relative to construction, alteration and installation of electrical, life safety, and telecommunication systems.

HIGHLIGHTS AND ACCOMPLISHMENTS

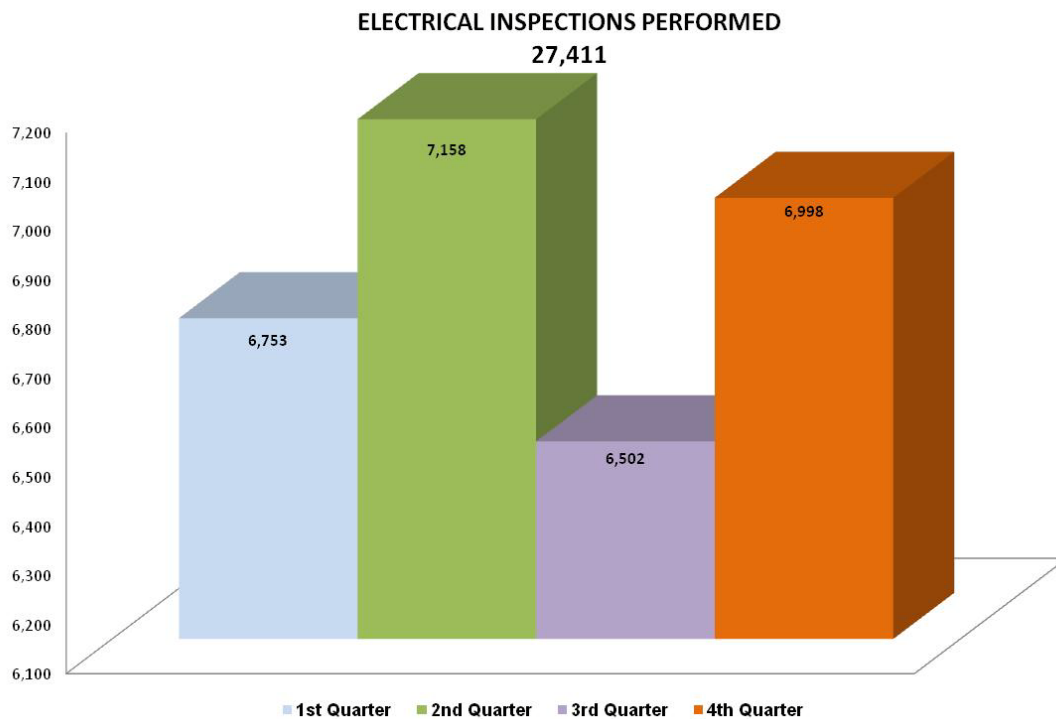
- Performed a total of **27,411** inspections; of these, **99%** were performed within 48 hours of requested date.
- Performed an average of **11.6** inspections per inspector/day.
- Responded to **89** or **55%** of all complaints within 48 hours.
- Received **161** complaints. Responded to **89** or **55%** of complaints received. Abated **41** complaints.
- Issued **95** NOV's. Abated **21** or **22%** of NOV's.
- Referred **23** cases to Code Enforcement.
- Reestablished division bi-weekly staff safety and technical training sessions.
- Revised Electrical Inspection Division procedures to move towards unification of Inspection Services permit and inspection systems.
- Issued **517** Electrical permits for solar photovoltaic systems. 55 of these installations exceeded 4 kilowatts and were reviewed by EID. 481 installations were completed. The largest system is the 5 megawatt system nearing completion on top of the Sunset Reservoir.

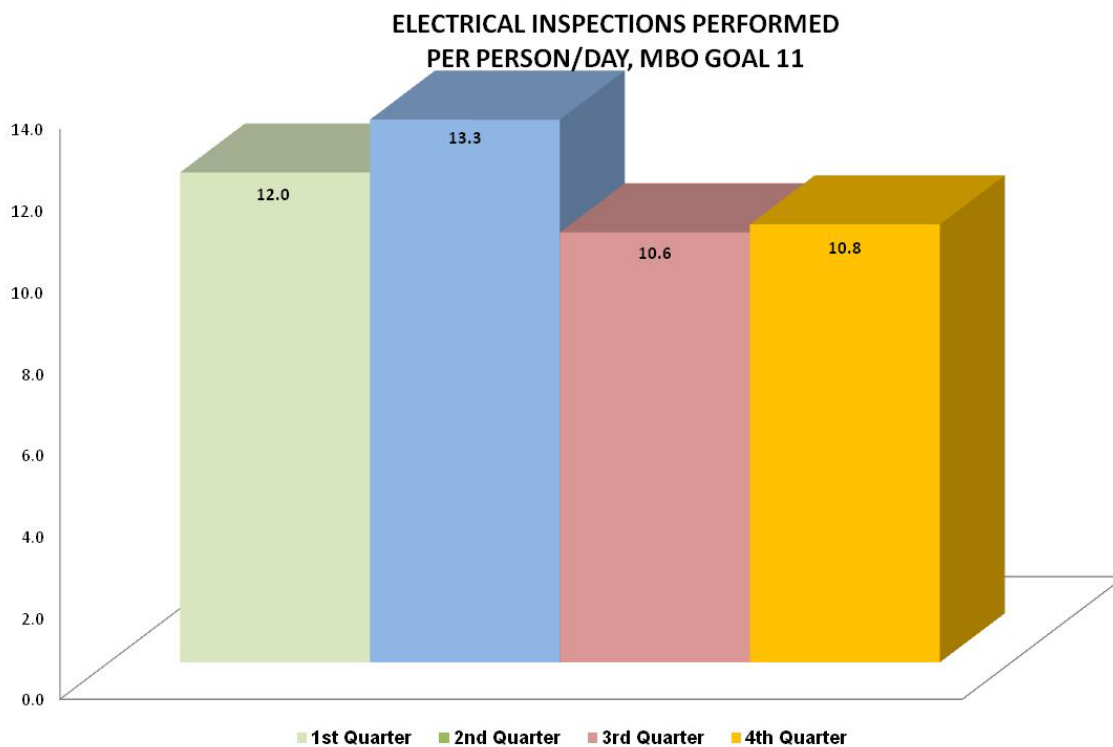
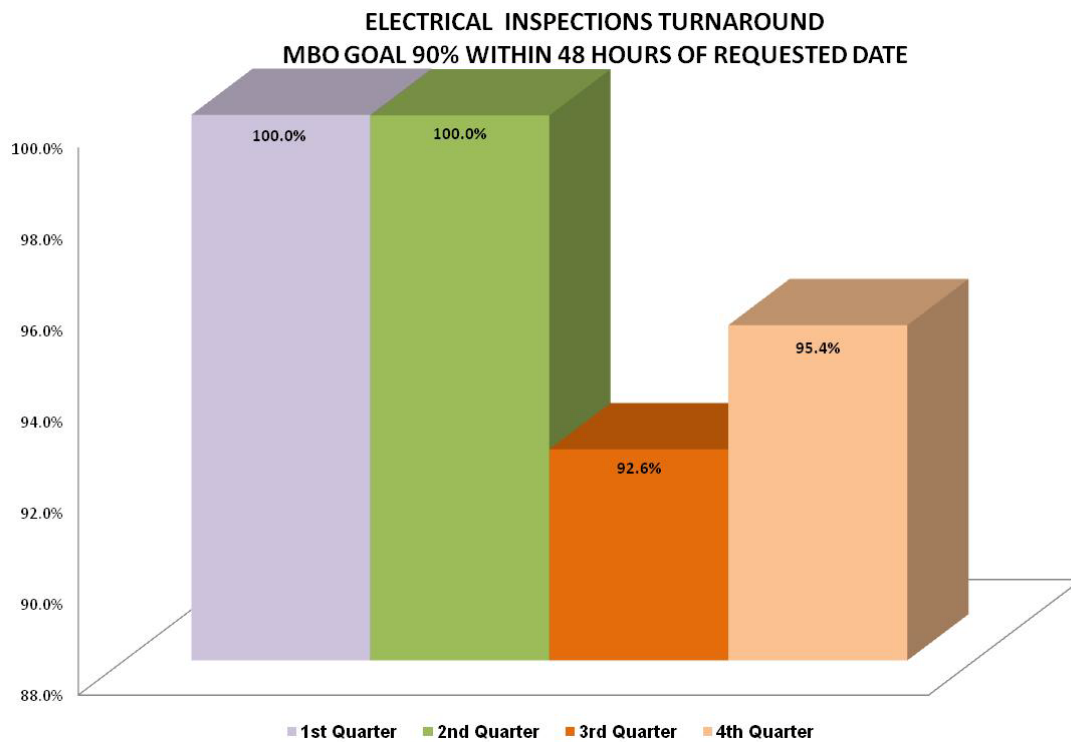
ON-GOING PROJECTS

- One full-time Electrical Inspector assigned to the Laguna Honda project. Project nearing completion.
- Inspection Services for the wiring on the grounds being prepared for the new building are being provided through the regular permit and inspection process for the San Francisco General Hospital.
- 1500 Owens – Pharmaceutical Production facility nearing completion.

2010 - 2011 GOALS

- Assure compliance with Chapter 7 of the California Health and Safety Code, which requires staff to be certified as a building inspector or plans examiner and requires staff to complete 45 hours of continuing education within a three-year period.
- Arrange training to obtain the required credits for Inspector Certification as required by Chapter 7, California Health and Safety Code.
- Adjust staffing as required in this uncertain economy to levels that will allow customers to obtain permits with the expectation that reasonable timelines will be available again for application processing and inspection services.
- Integrate the new Interactive Voice Response scheduling system into inspector daily processes to improve inspection response time.





HOUSING INSPECTION SERVICES

Rosemary Bosque - Chief Housing Inspector

FUNCTION

Housing Inspection Services (**HIS**) implements and enforces the San Francisco Housing Code and pertinent related City Codes. HIS establishes and maintains minimum maintenance standards for existing residential buildings to safeguard life, limb, health, property, and public welfare by conducting periodic health and safety inspections and responding to tenant complaints.

HIGHLIGHTS AND ACCOMPLISHMENTS

- Performed a total of **18,240** inspections; of these,
 - **4,328** were initial routine inspections on apartment buildings
 - **23** were initial routine inspections of residential hotels
 - **8** room-to-room residential hotel inspections were conducted.
- Senior Housing Inspectors performed **900** quality control performance evaluation reports for their assigned field inspectors.
- Received a total of **428** life hazards / heat complaints; of these responded to **92%** of life hazard complaints within one business day, and **93%** of heat complaints within one business day.
- Received a total of **3,079** non-hazard complaints, responded to **85%** of complaints received within two business days.
- Received **3,504** new complaints; performed **8,150** complaint inspections including reinspections,); abated **3,080** complaints of continuing complaint inventory.
- Referred **5** cases to the City Attorney per approval from the Director and the Litigation Committee of the Building Inspection Commission.
- Referred **431** cases to the Director's Hearings.
- Collected **\$130,980** in assessment of cost fees for enforcement cases.
- Referred **8** notices of noncompliance to the State Franchise Tax Board.
- Performed **112** task force inspections; issued **17** Notices of Violation on task force cases, abated **7** task force cases.
- Responded to **14,413** public counter information phone calls and **4,391** public counter information visits.
- Processed **2,153** building permit applications.
- Issued **34** Wooden Utility Ladder Notices of Violation.

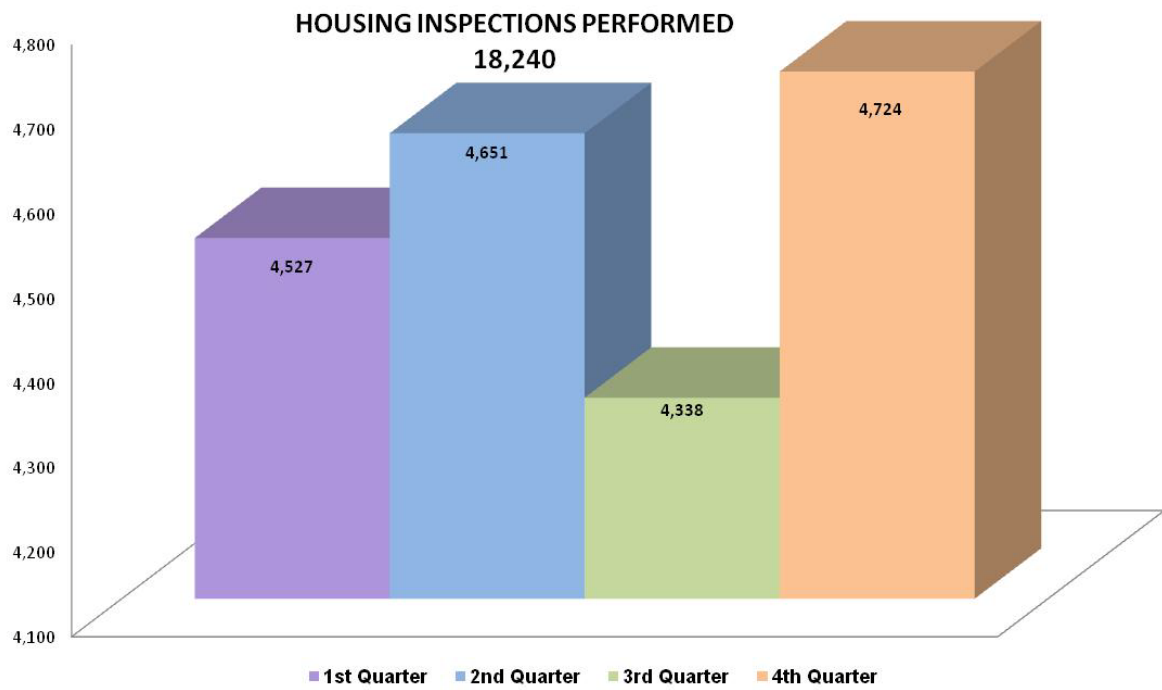
- Performed **2** Blighted Building Surveys. Conducted **36** Blighted Building inspections.
- Received **32** lead complaints, inspected **59** lead complaints, and abated **27** lead complaints.
- Processed **30** code enforcement cases pursuant to DBI and the San Francisco Housing Authority Memorandum of Understanding. Performed **7** MOU inspections.
- Increased the total number of inspections performed from last fiscal year by **2,949** cases.
- Received and responded to an increase of housing complaints from last fiscal year by **196** cases.
- Increased the total number of cases sent to the Director's Hearings from last fiscal year by **133** cases.
- Received and responded to an increase in the total number of division information counter phone calls from the last fiscal year by **1,252**.

ON-GOING PROJECTS

- Continue to participate in the Board of Supervisor's Single Room Occupancy Taskforce.

2010 - 2011 GOALS

- Assist the Finance Services with the Department assumption of the Department of Public Health SRO Collaborative contracts.
- Work with Finance Services to draft a Request For Proposal for the expiring Code Enforcement Outreach Program and Single Room Occupancy contracts.



PLUMBING INSPECTION DIVISION

Steve Panelli – Chief Plumbing Inspector

FUNCTION

The Plumbing Inspection Division (**PID**) is responsible for assuring, through inspections, the proper functioning for installations of drainage, water, gas, and other mechanical systems covered in the Plumbing and Mechanical Codes. These inspections are carried out in buildings which are newly-constructed, remodeled, or repaired.

PID additionally inspects fire sprinkler installations to assure compliance with the plans approved by the Fire Department plan check staff, and conducts inspections as required by various ordinances. Such ordinances include: the Night Club and Massage Parlor Ordinances (which require code compliance prior to business license issuance); and the Boiler Ordinance which requires that PID maintain records, send renewal notices, and prepare Notices of Violations against non-complying property owners.

HIGHLIGHTS AND ACCOMPLISHMENTS

- Performed a total of **22,384** inspections; of those, **21,276** were performed 48 hours of requested date.
- Performed **11** inspections per person/day.
- Performed **2** spot check inspections a week per Senior Inspector.
- Reviewed/plan checked **3** plans for special projects.
- Received **1,014** complaints. Responded to **437** of all complaints within 48 hours.
- Inspected **853** of complaints received. Abated **491** of complaints received.
- **15** Plumbing Inspectors received IAPMO certification.
- Issued **491** NOV's. Abated **491** NOV's.
- Referred **30** cases to Code Enforcement.

BOILER PROGRAM

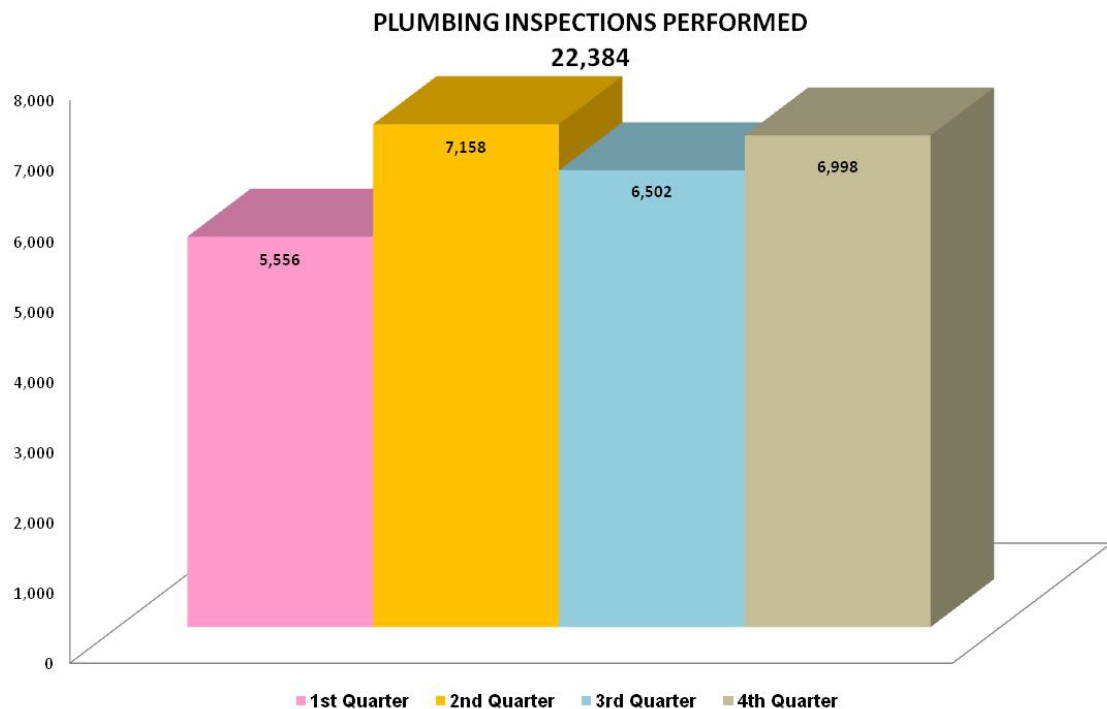
- Issued **197** Notices of Violations.
- Forwarded **30** cases to Code Enforcement Section.
- Registered **1,074** boilers, a total of **4,932** boilers have been registered.

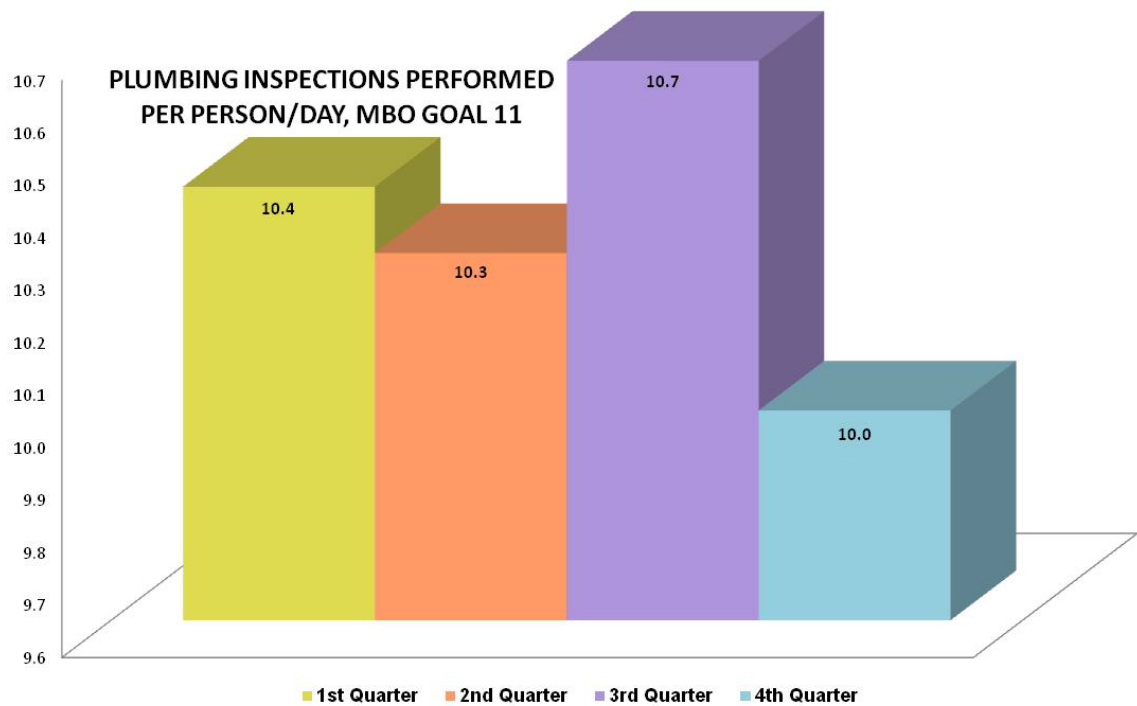
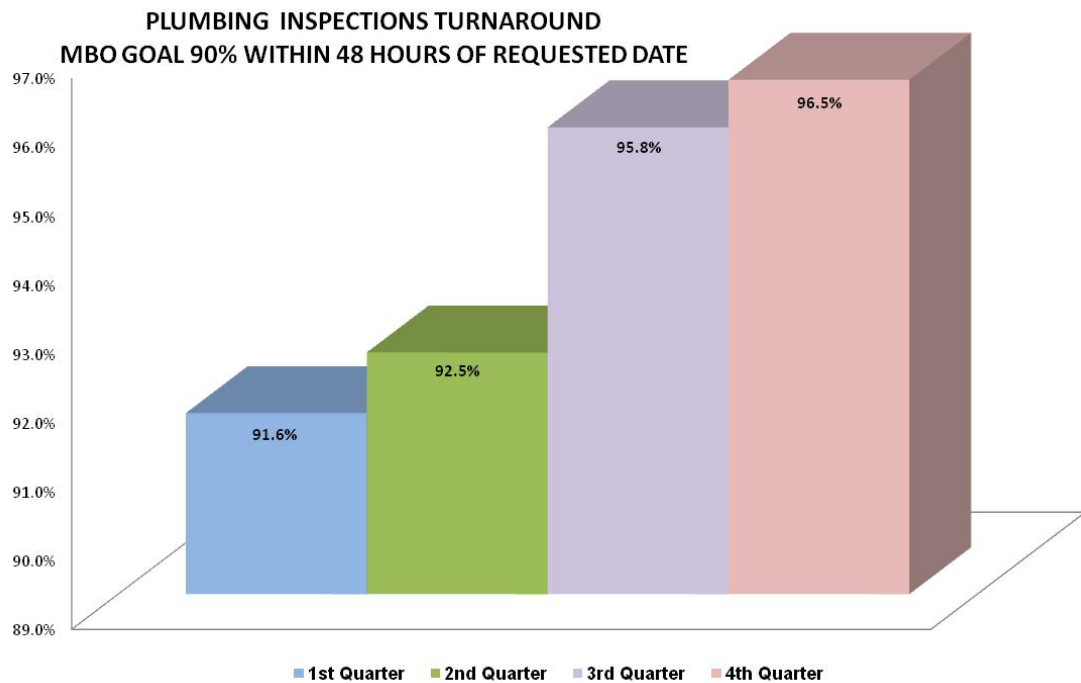
ON-GOING PROJECTS

- Lowes Building, 525 Golden Gate, Transbay Terminal, Reconfigure tracking of all registered boilers, Water Conservation and Fats, Oil, and Grease (FOG) Program, Reclaimed Water.

2010 - 2011 GOALS

- Assure compliance with State Regulation AB 717, which requires staff to be certified as a building inspector or plans examiner and requires staff to complete 45 hours of continuing education within a three-year period.
- Continue educational courses for all PID staff.
- Maintain or exceed 11 inspections per day per inspector.
- Manage all complaints within 24-hour response time.
- Strive to achieve 100% of inspections within 48 hours.
- Maintain the records and mailings for the Boiler Program.
- Continue tracking and enforcement of the High Rise Sprinkler Ordinance.





ACCESS APPEALS COMMISSION

Richard Halloran, Commission Secretary

PURPOSE

To serve the City and County of San Francisco and the general public by hearing written appeals brought by any person regarding actions taken by the Department of Building Inspection in the enforcement of the requirements for Access to Public Accommodations by Physically Handicapped Persons (Part 5.5, Sections 19955-59 of the Health and Safety Code of the State of California), as well as action taken by the Department in the enforcement of the disabled access and adaptability provisions of this code, San Francisco Building Code Section 105.3.

HIGHLIGHTS AND ACCOMPLISHMENTS

- Completed work on its recommendations to the Building Department for a new administrative bulletin for destination-based elevator control systems. These systems are becoming very popular in high-rise buildings but posed certain problems for persons with sight impairments.
- Held numerous meetings and performed multiple sight visits in the study of these systems. Input was obtained from all major elevator companies along with comment and suggestions from various members and organizations within the community of persons with disabilities.
 - The end result was a draft AB that was formally adopted this year as Administrative Bulletin AB-090 "Destination-Based Elevator Control System Requirements". This AB is expected to have national, if not worldwide impact, helping improve accessibility for all users of these systems

2010 - 2011 GOALS

- Upgrade bylaws, institute electronic submittals of appeals, review and upgrade all pamphlets and literature, and clarify the ratification procedures and policies.

BOARD OF EXAMINERS
Mel Cammisa, President
Hanson Tom, Board Secretary

MISSION STATEMENT

The Board of Examiners (**BOE**) is a group of experts created under Section 105A.1 of the San Francisco Building Code. The purpose of the Board is to hear and determine the requests by the public as to whether new materials, new methods or types of construction comply with the standards of safety established by the San Francisco Construction Codes which include San Francisco Building Code, Plumbing Code, Electrical Code and Mechanical Code. The Board also has the power to determine reasonable interpretation of the provisions of the San Francisco Building Code, and to hear the appeals from the Director's condemnation order involving construction methods, assemblies or materials or where safety is involved.

THE BOARD MEMBERS

The Board of Examiners is composed of 10 members appointed by the Building Inspection Commission and two ex-officio members. Currently, the Board Members consist of the following:

Mel Cammisa	President; Registered Electrical Engineer
Manuel Flores	Vice President; Building Trades Seat
Patrick Buscovich	Registered Structural Engineer
Ken Cleaveland	High-rise Sprinkler – Building Owner Seat
Robert Fuller	Registered Fire Protection Engineer Seat
Dick Glumac	Registered Mechanical Engineer Seat
Jason Langkammerer	Licensed Architect Seat
Kevin Mirkovich	Licensed Plumbing Contractor Seat
James Reed	Licensed Electrical Contractor Seat
Armin Wolski	Licensed General Contractor Seat
Ex-officio	Director of DBI or his/her Designee
Ex-officio	Chief of Fire Prevention Bureau, SFFD

Review Cases

- Appeal No. 2009-02, 229 Douglass Street, San Francisco; Block 2692, Lot 028. A variance to Section 1024 of the 2007 San Francisco Building Code to appeal the Department of Building Inspection's decision of requiring full sprinklers of existing building as a condition to approving lot split.

CODE ADVISORY COMMITTEE

Kirk Means, Committee Secretary

MISSION STATEMENT

The Code Advisory Committee (**CAC**) consists of 17 members who are qualified by training and experience to deliberate and make recommendations on matters pertaining to the development and improvement of the content of the San Francisco Building Code, Mechanical Code, Electrical Code, Plumbing Code, and Housing Code as well as related rules and regulations or proposed ordinances that the Director or the Building Inspection Commission determines may have an impact on construction permits. Specific recommendations of this Committee are directed to the Building Inspection Commission for further action.

These members are appointed by the Building Inspection Commission and comprise a cross-section of the construction industry by including a major project architect, a small-project architect, a civil engineer, a structural engineer, a mechanical engineer or contractor, a fire protection engineer, an electrical engineer or contractor, a general contractor, a remodeling contractor, a residential contractor, a commercial property owner, a member of the general business community, a person qualified in the area of historical preservation, a person knowledgeable about disability access regulations, and three members of the community-at-large.

The Code Advisory Committee meets regularly on the third Wednesday of each month at 1660 Mission Street. Each member of the full Committee also serves on a subcommittee that meets at least once a month. These subcommittees are: Administrative and General Design Subcommittee, Fire and Life Safety Subcommittee, Structural Subcommittee, Mechanical/Electrical/Plumbing Subcommittee, Housing Code Subcommittee, Disability Access Subcommittee, and Green Building Subcommittee. The general public is invited to attend and speak at any of these meetings on topics of interest that deal with construction permits and the building codes.

Mission Statement: To preserve and promote the Health, Safety and Welfare of the public through the regulation of the built environment with codes and standards that are clear, concise, consistent and enforceable, recognizing the unique characteristics of San Francisco, and striking a balance between scientific knowledge and real-world conditions.

HIGHLIGHTS AND ACCOMPLISHMENTS

- Reviewed, accepted, and made recommendations regarding revisions to the 2010 California Building Standards Codes, including local amendments for each of the following: San Francisco Building Code, including
 - New Green Building and Residential Regulations
 - 2010 San Francisco Mechanical Code
 - 2010 San Francisco Plumbing Code
- 2010 San Francisco Electrical Code

- Reviewed and made recommendations on ordinances which were proposed for inclusion in the building codes, including:
 - A proposed monitoring fee to be charged all verified Code Enforcement cases in support of overhead costs currently expended but not charged for or being reimbursed to the Department of Building Inspection.
- Proposed:
 - Ordinance (File #090554) amending the San Francisco Building Code to require the owner of a vacant or abandoned building to register the building with the Department of Building Inspection, require the owner to maintain the grounds and the exterior and interior of the building in good condition, and provide that a property in violation of the requirements is a public nuisance; and by amending Section 110. Table 1A-J to establish an annual registration fee.
 - Ordinance (File #091251-2) amending the San Francisco Building Code by to establish a procedure for the Department of Building Inspection (DBI) to collect development impact and in lieu fees and to provide that the fees are payable prior to issuance of the first building permit or other document authorizing construction of the project.
 - Ordinance (File #091113) finding a compelling public policy basis for expediting the processing and review of permits for voluntary seismic retrofit upgrades of soft-story, wood-frame buildings and amending the Planning Code, Building Code, Fire Code, and Public Works Code to waive permit processing fees.
 - Ordinance (File #091252), amending the San Francisco Planning Code to add an alternative for compliance with the Jobs Housing Linkage Program and the Residential Inclusionary Affordable Housing Program.
 - Ordinance (File #090584-2) amending the San Francisco Building Code and the San Francisco Environment Code to require commercial buildings to increase efficiency of fluorescent lighting by 2011.
 - Ordinance (File No. 100093) amending the San Francisco Housing Code requiring residential hotel owners/operators to post a notice advising hotel occupants that they may telephone the City's Customer Service Center at 311 to report alleged violations of the Housing Code.
 - Ordinance amending the floodplain management program providing requirements for designating floodplains and for construction and development in floodplains.
 - Ordinance (File #100675) amending the San Francisco Planning Code to establish the Presidio-Sutter Special Use District for property at 800 Presidio Avenue.
 - Ordinance (File #100577) amending the San Francisco Building Code Section 106A.3.2.5 to extend, to the entire Hunters Point Shipyard area, the special permit processing requirements that now apply at Hunters Point Shipyard Parcel A to address potential residual contamination.

- Resolution (File #091479) annulling the privilege to occupy certain sub-sidewalk basement encroachments along 4th, Ellis, Geary, Market, O'Farrell and Stockton streets to accommodate the construction of the Central Subway project.
- Ordinance (File #081089) to prohibit in San Francisco the installation of torch-applied roof systems on combustible roofs.
- Ordinance (File #100472) amending the San Francisco Building Code to require that an agenda and packet of materials for each matter to be decided by the Access Appeals Commission be sent to the Mayor's Office of Disability.
- Ordinance (File # 100757) amending the Public Works Code to provide for a waiver of the annual public right-of-way occupancy fee for minor sidewalk encroachment permits necessary for the development of 100% affordable housing projects.
- Resolution (File #100755) supporting existing area plan housing requirements.
- Proposal to reinsert San Francisco Plumbing Code Section 1001.5 concerning required house traps.
- Reviewed and made recommendations for proposed Administrative Bulletins:
 - Administrative Bulletin AB-046, Special Inspection and Structural Observation Procedures.
 - Administrative Bulletin AB-090, Destination-Based Elevator Control System Requirements.
- Continued work on an Administrative Bulletin AB-047 regarding Smoke Control Systems: Requirements for Submittals and Special Inspection and Testing.
- Reviewed recent legislation effective April 22 that requires contractors that work on projects that deal with lead paint be certified by the Federal Environmental Protection Agency.

2010 - 2011 GOALS

- Review and revise current Administrative Bulletins for inclusion in the 2010 edition of the San Francisco Building Code.
- Develop standards and permit procedures for implementation of the 2010 Green Building regulations.
- Review and restructure the San Francisco Housing Code in conformance with the International model codes.
- Develop, review, and recommend code changes to the Director and the Building Inspection Commission.

- Review rules and regulations promulgated by the Director and the Building Inspection Commission.
- Review proposed ordinances that may affect the Department of Building Inspection and its building codes.