BUILDING INSPECTION COMMISSION

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 will manage the Department of Building Inspection 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 the Disability Access Regulations
DEPARTMENT OF BUILDING INSPECTION

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

Under the direction and management of the seven-member citizen Building Inspection Commission, to oversee the effective, efficient, fair and safe enforcement of the City and County of San Francisco's Building, Housing, Plumbing, Electrical, and Mechanical Codes, along with the Disability Access Regulations
FUNCTION

The function of the Director's Office is to set policies and support all programs within the Department in order to carry out the mandates and to ensure life and property within the City are safeguarded.

HIGHLIGHTS AND ACCOMPLISHMENTS

> Issued 15,402 permits;
  ■ 6,537 building permits
  ■ 3,505 Electrical permits
  ■ 4,129 Plumbing permits
  ■ 1,231 miscellaneous Building Permits

  a decrease of 2.3% or 367 less than the same quarter last year.

> Issued building permits with a total valuation of $461,855,555, a decrease of 65.8% or $887,982,114 less than the same quarter last year.

> Continued filing vacancies.

> Held Department-wide meeting with the Mayor, BIC President Debra Walker and Vice-President Frank Lee in attendance.

> TSD received a total of 45 written requests for code interpretations; of these responded to 100% or within 21 days.

> BID performed an average of 12.1 inspections per person/day, exceeding their MBO of 11 inspections per person / day.

> MIS staff and manager in Central Permit Bureau successfully re-programmed the fee calculation program. All building permit fees associated with building permit renewals are now collected in CPB instead of having BID collect the service fee and CPB collecting the permit fee. This eliminated a one step in the permit process.

> BID District Building Inspectors were rotated into new district assignments. Rotations occur on average every two years. The rotations are part of a cross-training program to expose the inspectors to different work assignments.
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.

> Fill all vacancies.

> Work with PUC on collection of Capacity Fee. (CPB / MIS)

> Work with San Francisco Municipal Railway Finance and Administration on projects that are eligible for Transit Impact Development Fee. (CPB)

> Set criteria and evaluation procedures for structural and nonstructural performance-based designs. (MPC/UMB)

> Develop a series of FAQ (frequently asked question) sheets for residential topics. (RPC)

> Complete development by end of August, of RPC architectural and engineering Standardized Plan Check List to improve plan review quality and reduce revision response times. (RPC)

> Assign an engineer at the counter to act as back-up, do plan checking and provide counter engineer review. (RPC)

> Restart CAPSS program. (TSD)

> Initiate staff training on 2006 International Building Code. (TSD)

> Develop and Implement new Plumbing Code Legislation for the betterment and safety of all citizens in San Francisco. (PID)

> Increase Community Outreach participation.
MISSION STATEMENT

The Administration Program is dedicated to providing the Department of Building Inspection with efficient quality support in the areas of Fiscal Management, Management Information Services, Personnel Services, and Public Services/Records Management/3R Reports.
ADMINISTRATION & FINANCE DIVISION  
Diane Lim - Manager  

FUNCTION

The functions of the Administration & Finance Division (AFD) are to provide support to the Department in the areas of fiscal management, purchasing, employee services, and business analysis. In the area of fiscal management this support is in the form of budget preparation and reconciliation; revenue management; controlling labor and non-labor expenditures, capital expenditures and work order expenditures; accounts payable; and performing internal audits. In the area of purchasing this support is in the form of procuring materials and supplies; vendor identification and interfacing; and contract administration. In the area of employee services this support is in the form of automobile repair control; telephone systems, pager and cellular phone management; and employee claims management. In the area of business analysis this support is in the form of providing needs and operations analysis, revenue/expenditure analysis, and developing office policies and procedures.

HIGHLIGHTS AND ACCOMPLISHMENTS

> Total Revenue:  
  Permit $ 2,970,221  
  Inspection $ 7,946,090  
  Other $ 314,184  
  Total Revenue $11,230,495  

> Total Expenditures:  
  Permit $ 4,252,673  
  Inspection $ 5,200,560  
  Administration $ 1,676,730  
  Total Expenditure $11,129,963  

> Processed 100% of all reimbursement requests within 10 days

> Processed 100% of training requests within one week.

> Processed 502 financial transactions through the City's FAMIS on-line system.

> Processed 480 purchasing transactions through the City's ADPICS on-line system.

> Collected 33.7% of total revenues collected through the PC Cash Register System were credit card transactions.
Responded to 100% of Director’s Letters within Director’s deadline.

Responded to 100% of phone calls within 24 hours.

**ON-GOING PROJECTS**

- Follow City administrative and fiscal procedures.
- Maintain expenditures within budgeted appropriation.
- Monitor and analyze revenues.

**GOALS**

- Year end close procedures.
- Annual Deferred Credit Report.
- Prepare annual budget book for distribution to all staff.
- Complete Contract Guidelines.
- Provide training for staff.
### TOTAL REVENUE
4th Quarter FY 2005-06

- **INSPECTIONS:** 71% 
  - $5,970,214
- **PERMITS:** 26% 
  - $2,658,536
- **OTHER:** 3% 
  - $191,975

**TOTAL REVENUE:** $11,230,495

### TOTAL EXPENDITURES
4th Quarter FY 2005-06

- **INSPECTIONS:** 47% 
  - $5,200,560
- **PERMITS:** 38% 
  - $4,252,673
- **ADMINISTRATION:** 15% 
  - $1,676,730

**TOTAL EXPENDITURES:** $11,129,963
MANAGEMENT INFORMATION SERVICES
Steve Young — Division Manager

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; to 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, scanners; to provide daily HelpDesk support for computer-related problems, to 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

> Obtained final approval for the Hewlett-Packard lease and IT.
> Kicked-off Infrastructure Refresh Project in May 2006.
> Implemented a new Point-of-Sales system.
> Completed Central Computer/Gartner Process Study of DCP.
> Upgraded and stabilized current document imaging system.
> Completed development of RFP for Business Process Reengineering & News Street Address Management System.

ON-GOING PROJECTS

> IT Infrastructure Refresh - Completed envisioning phase.
> Upgrade of Oracle Database Software from version 8i to version 10g.
GOALS

> 75% Completion of the System Refresh.
> 75% Completion of advanced training for Engineering & Development staff.
> Issue RFP and select vendor for Business Process Re-engineering & New Street Address Management System project.
> Implement HelpDesk management system.
PUBLIC SERVICES DIVISION
Patty Herrera, Manager

FUNCTION

Public Services Division (PSD) serves as the first point of contact for the public and ensures that customers are quickly and efficiently referred to the proper division for assistance. PSD answers general questions for phone and walk-in inquiries; facilitates the resolution of complaints and physically directs customers to the appropriate division. PSD is responsible for storage and reproduction of plans, applications, job cards, and miscellaneous documents; producing the Report of Residential Records and maintaining historical records. PSD is also responsible for coordinating and participating in community outreach programs, neighborhood and association meetings, festivals and fairs. PSD is charged with publishing and maintaining all brochures, handouts, and booklets describing DBI services; Quarterly and Annual Reports; and updating the Department’s website.

HIGHLIGHTS AND ACCOMPLISHMENTS

> Answered a total of 5,972 telephone inquiries and assisted 6,023 customers at the Public Information counters.

> Received a total of 2,592 3R requests; of these,
  ■ 51% or 1,319 were processed within five days
  ■ 28% or 718 were processed within seven days
  ■ 21% or 555 were processed over seven days.

> Received a total of 3,157 microfilm requests; of these
  ■ 66% or 2,089 were processed within five days
  ■ 31% or 967 were processed within seven days
  ■ 3% or 101 were processed over seven days.

These microfilm requests produced a total of:
  27,825 applications/job cards/CFC’s
  4,090 diazos
  13,772 copies of plans.

> Continued to update the Department’s website by posting up-to-date Commission / Boards agendas and minutes, organizational charts, informational brochures and booklets, plan checking checklists, etc.
> Prepared performance appraisals for all PSD staff.

**GOALS**

> Fill vacancies.

> Continue cross-training all counter staff and implement new rotation schedule.

> Continue working with MIS to upgrade the current document imaging system.

> Publish Quarterly Reports on website, update / maintain website content.

> Continue working with 311 City-wide Call Center to incorporate DBI’s services.

> Continue monthly meetings with Assessor’s Office to improve communication and delivery of services.

> Implemented new rotation of all microfilm staff as part of cross-training process.

> Review and update Operational Manual to incorporate revised procedures for subpoenas, unit count verification, etc.

> Publish FY 05-06 Annual Report.

> Meet 3R and Microfilm MBO’s.

> Develop and implement a standardized and consolidated process for Quarterly and Annual Reports, SFSTATS, Performance Measures, and other statistical reports.

> Work with BID and TSD to finalize the Unit Count Verification Office Policy.
### 3R Reports Processed

**MBO Goals:**
- 75% 5 Days
- 85% 7 Days

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<th>Percentage</th>
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<tr>
<td>0 - 5 Days</td>
<td>51.0%</td>
<td>1,319</td>
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<tr>
<td>6 - 7 Days</td>
<td>28.0%</td>
<td>718</td>
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<tr>
<td>Over 7 Days</td>
<td>21.0%</td>
<td>555</td>
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**Total Number 3R Processed:** 2,592

### Microfilm Requests Processed

**MBO Goals:**
- 75% 5 Days
- 85% 7 Days

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<th>Time Frame</th>
<th>Percentage</th>
<th>Count</th>
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<tr>
<td>0 - 5 Days</td>
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<td>6 - 7 Days</td>
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<td>967</td>
</tr>
<tr>
<td>Over 7 Days</td>
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**Total Microfilm Requests Processed:** 3,157
DEPARTMENT OF BUILDING INSPECTION
PERMIT SERVICES PROGRAM

MISSION STATEMENT

The Mission of the Permit Services Program is to oversee plan review and permit issuance to assure that proposed construction work meets safety requirements of the code; and that the process be performed in a timely manner with professional and courteous service to our clients.
CENTRAL PERMIT BUREAU
Anita Lee, Division Manager

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.

HIGHLIGHTS AND ACCOMPLISHMENTS

> Issued 15,402 permits;
  ■ 6,537 building permits
  ■ 3,505 Electrical permits
  ■ 4,129 Plumbing permits
  ■ 1,231 miscellaneous Building Permits

a decrease of 2.3% or 367 less than the same quarter last year.

> Issued building permits with a total valuation of $461,855,555, a decrease of 65.8% or $887,982,114 less than the same quarter last year.

> Processed 98% or 1,525 of structural notifications within 24 hours.

> Processed 95% or 7,104 demolition notifications within 24 hours.

> Processed 80% or 360 of all refund requests within five days.

> Processed 100% or 402 mail-in applications within two days.

> Responded to 100% of Director's letters within deadline.

ON-GOING PROJECTS

> Work with PUC on collection of Capacity Fee.

> Work with San Francisco Municipal Railway Finance and Administration on projects that are eligible for Transit Impact Development Fee.

> Work with MIS to test program upgrades / updates.
> Work with Treasurer Office on Inclusionary Housing Projects.

**GOALS**

> Work with DTIS in selecting a vendor to upgrade the Street Address Management System.

> Work with Street and Mapping on the merge and split of lots.

> Offer drop-off project service to shorten the waiting period for the customers.

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**NUMBER OF PERMITS ISSUED**

- **Total Number of Permits**: 15,402
- **Building**: 6,537
- **Electrical**: 3,505
- **Plumbing**: 4,129
- **Miscellaneous**: 1,231

![Graph showing number of permits issued in different categories]
COMMERCIAL PLAN CHECK DIVISION
William Wong, Chief Building Inspector

FUNCTION

The function of the Commercial Plan Check Division (CPC) is to provide timely and professional review of building permit applications, plans and documents for all commercial alteration and repairs within the City and County of San Francisco (except those reviewed by the Major Projects Division) and to assure that the proposed work complies with all state and local codes and requirements, including Title 24 Part 2, disabled access requirements. The division conducts pre-application review meetings that provide code interpretations and resolve major code issues prior to the submittal of plans and permit applications. Qualifying projects may be reviewed within 72 hours using the Office tenant Improvement (OTI) process.

HIGHLIGHTS AND ACCOMPLISHMENTS

> Received a total of 1,980 permit applications; of these reviewed and approved:
  ■ 72% or 1,428 permits were approved over-the-counter
  ■ 7% or 148 permits were approved within 2-7 days
  ■ 12% or 241 permits were approved within 8-30 days.

> Approved an average of 4.5 plans per person/day.

> Performed spot-check quality control on approximately 8% or 41 out of 552 permit applications and plans with an average of 93% accuracy.

> Responded to 95% of phone calls within 24 hours.

> Conducted approximately 18 pre-application meetings.

> As a result of inspector rotation, the commercial plan check division welcomed three new building inspectors this period.

> Cross-trained team members on OTI permit screening and review.

> Revised permit counter schedule by increasing staff to better serve the public.

GOALS

> Backfill vacant Civil Engineer position (5241).
> Assure compliance with State Regulation AB717, which requires staff to be certified as Building Inspector or Plans Examiner and to complete 45 hours of continuing education within a three-year period.

> Train engineers from other plan check division for permit counter duties.

> Train new team members.

### Commercial Plan Check

**Plans Approved/Person/Day**

<table>
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<th>Total Number of Approved Plans</th>
<th>1,980</th>
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**MBO GOAL = 3.0**

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<th>APR</th>
<th>MAY</th>
<th>JUN</th>
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<tr>
<td>4.6</td>
<td>4.3</td>
<td>4.5</td>
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**Note:** Number of approved plans include over-the-counter approvals.
FUNCTION

The Major Projects and UMB Plan Check Division (MPC/UMB) is responsible for the plan review of all types of new construction permits, grading and demolition permits, Unreinforced Masonry Building retrofit and major project permits. This division performs coordination of peer reviews of certain projects that utilize performance design or alternative design. MPC/UMB is also in charge of the administration and enforcement of three special programs, the Unreinforced Masonry Bearing (UMB) Wall Buildings Earthquake Hazard Reduction Program; the Parapet Safety Program; and the Special Inspection Program. Lastly, the MPC/UMB is also in charge of all permit process for special projects such as Treasure Island, Mission Bay, Hunter's Point Navel Shipyard, Port of San Francisco, and PUC upgrade projects.

HIGHLIGHTS AND ACCOMPLISHMENTS

> Reviewed a total of 348 permit applications; of these, reviewed and approved 98.6% or 339 permit applications within 90 days.

> Approved an average of one plan per person per day.

> Performed spot-check quality control on approximately 7.7% or 26 of 339 permit applications and plans approved for internal plan review with an accuracy rate of 93.2%.

> Conducted approximately 23 pre-application meetings.

> Performed 74 reviews for subdivision applications referred by Bureau of Street Use and Mapping, Department of Public Works (DPW).

> Received a total of six Director’s letters; of these, responded to 100% or six of Director’s letters within Director’s deadline.

> Responded to 100% of phone calls within 24 hours.

> Responded to 12 emergency and special field inspections requests.

> Completed the proceedings of Risk Level 1 and 2 for Un-reinforced Masonry Buildings. Continue the proceedings of Risk Level 3 and 4.
Assisted DPW in the review of five referrals for the Mission Bay Development Public Improvement and two referrals for Hunters Point Shipyard.

Provided assistance in plan checking and attended weekly update meeting for Bloomingdale project tenant improvement permits.

ON-GOING PROJECTS

Started permit review for the following high-rises:

a) Office buildings: 400 Howard Street, 505 Howard Street and 535 Mission Street and 720 Mission.
b) Mixed use: 301 King Street, 325 Fremont Street and 301 Mission Street.
c) Others: 724-730 Van Ness Avenue, One Polk Street and 435 China Basin.

The following high-rise are under construction:

a) Office buildings: 151 Executive Park and 524 Howard Street.
b) Residential buildings: 425 Battery Street, 333 First Street, 335 First Street, 170 King Street, 188 King Street, 201 Berry Street and 235 Berry Street.
c) Mixed use: 835 Market Street, 255 King Street, 2 Mission Street, 1015 Van Ness Avenue, 50 Tea Garden Drive, and 1300 Fillmore Street.

Worked on peer review for the following prominent projects: 1) 185 Berry Street, 2) 235 Berry Street, 3) California Academy of Sciences, 4) New De Young Museum, 5) Crestmont Hill, 6) 180 Howard Street, 7) Hunter’s Point, 8) 301 Mission Street, 9) Palace of Fine Arts, 10) 1 Rincon Hill, 11) 300 Spear Street, 12) 1483 Sutter Street, 13) 499 Illinois Street, 14) Moduloc Prototype buildings, and 15) Temple Beth Sholom at 14th Avenue and Clement Street.

Worked with Structural Advisory Committee for the following projects: 1) 69 Garcia Street - Edgehill project, and 2) 841 Chestnut Street / 950 Lombard Street.

Worked on nine housing projects: 1) 1300 Eddy Street – 30 units, 2) 900 Gilman Avenue, 3) 168 Bluxome Street, 4) Francisco Bay, 5) Walbridge Terrace – 48 units, 6) 300 Broderick Street – 70 units, 7) Geneva Avenue Project – 48 units, 8) One Rincon Annex, 9) 650 Eddy Street Housing, 10) Alabama Street Housing, and 11) 300 Berry Street at Mission Bay.

Issued the alternative design and method of construction agreement for the Mission Bay Life Science Facilities.
Reviewed City owned projects: Academy of Sciences, Golden Gate Park Music Concourse Underground Parking, Palace of Fine Arts and Sava Pool on 19th Avenue, Wawona Street and Portola Branch Library.

Reviewed high-rise seismic retrofit projects for One California Street, One Maritime Plaza and 575 Market Street.

Hazard Mitigation Projects:

a) 1750 Geneva Avenue - Stoneridge & Saddleback Properties.
b) 357, 361, 367 Elsie Street - Slide area excavation and underpinning permit application.
c) Goldmine Drive and Diamond Street landslide temporary winterization measures.
d) 1878 and 1882 – 14th Avenue.

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.

Abate all UMB and Parapet buildings within the time frame as required by the building code.

Meet MBO goals. Maintain plan review backlog within 30 days.

Continue to assist the City to develop a plan in revitalizing “Treasure Island” and Hunters Point Naval Shipyards.

Continue to assist DPW in subdivision map review.

Assist Public Utility Commission in reviewing its construction projects.

Set criteria and evaluation procedures for structural and nonstructural performance-based designs.

Train staff to get familiar with counter service procedure and operation.
MAJOR PROJECTS/UMB PLAN CHECK
PLANS APPROVED/PERSON/DAY
MBO GOAL = 1

APR  MAY  JUN  OTR 4
1.1  1   1   1.00

MAJOR PROJECTS/UMB PLAN CHECK
PERMITS APPROVED WITHIN 90 DAYS
MBO GOAL = 75%

Total Number of Permits Received: 348
Total Number of Permits Approved: 339

Total Number of Permits Received: 348
Total Number of Permits Approved: 339
MECHANICAL PLAN CHECK DIVISION
Robert Wong, Division Manager

FUNCTION

The Mechanical Plan Check Division (MECH) is responsible for reviewing plans submitted with building permit applications to ensure compliance with Title 24 Energy Efficiency Standards and the San Francisco Mechanical Code, as well as the heating, ventilation, smoke control, life safety, and related construction requirements of the San Francisco Building Code. MECH prepares correspondence on mechanical and energy code questions; monitors and follows up on California Energy Commission (CEC) correspondence, publications, and energy standard activities. MECH meets and confers with design professionals on project pre-application meetings and answers code questions for the general public. MECH also provides on-going technical assistance to building inspectors and civil engineers, cooperates with Residential, Commercial, Major/UMB Plan Check Divisions, and Permit Coordination Program to expedite permit processing, and assists other divisions in their technical requirements i.e. Housing, Electrical and Plumbing Inspection Divisions.

HIGHLIGHTS AND ACCOMPLISHMENTS

> Received a total of 1,734 permit applications; of these reviewed and approved

  ■ 72.2% or 1,251 over-the-counter permits
  ■ 16.9% or 294 permits within seven days
  ■ 7.0% or 122 permits within 30 days.

> Approved an average of 8.9 plans per person/day.

> Performed spot-check quality control on approximately 4.0% or 18 out of 483 permit applications and plans with an average of 99.8% accuracy.

> Conducted approximately One pre-application meetings.

> Responded to 100% of phone calls within 24 hours.

> Received and conducted 299 phone and counter consultations on mechanical code questions.

> Responded to 203 job status check inquiries.

> Hired new assistant mechanical engineer.
> Hired summer mechanical engineer intern.

> Staff attended PG&E Pacific Energy Center Title 24 energy codes update training.

> Completed plan review for major projects: 990 Polk Street, 301 King Street, 466 Bush Street, and 871 Turk Street.

**ON-GOING PROJECTS**

> Continue reviewing the major high-rises and Mission Bay projects: 301 and 302 Mission Street, 401 Harrison Street, 425-1st Street, 353 King Street, 325 and 435 China Basin, 724 Van Ness Ave, 601 King Street, 55-9th Street, 325 Berry Street, 1160 Mission Street, 230 Turk Street, 733 Front Street, 325 and 333 Fremont Street, 690 Market Street and 888 Howard Street, 1300 Fillmore Street, and 55 Concourse Drive.

**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.

> Update Mechanical Plan Check Checklist for R-3 residential dwellings, commercial building permits and major high-rises. Provide online access to these checklists.

> Complete draft on Mechanical Plan Check Guidelines for Green Buildings.

> Continue training including staff of other divisions on the new 2005 Title 24 Energy Code.
MECHANICAL PLAN CHECK
PLANS APPROVED/PERSON/DAY

MBO GOAL = 4.0

Note: Number of approved plans include over-the-counter approvals.

BUILDING PERMIT PROCESS TIME
Mechanical

MBO GOAL: 60% OTC; 75% 5 DAYS; 95% 30 DAYS

Total Number of Approved Plans
1,734
PERMIT COORDINATION DIVISION
Hanson Tom, Division Manager

FUNCTION

The main function of the Permit Coordination Division (PCD) is to provide permit review options to qualified building permit application to coordinate multi-departmental review using Parallel Plan Review method. The goal of the Division is to substantially reduce plan review process time.

Applications that start under the Serial Plan Review process may be converted to Parallel Review process if a minimum of three (3) plan check stations is required. This is achieved with PCD serving as a single point-of-customer contact in the coordination of building permit application process. PCD is also tasked with the coordination of all City-owned and City-sponsored projects under Parallel Review Process regardless of the number of review stations.

Permit Coordination Division performs quality control assessment of all approved Building Permit Applications and performs random/spot check of over-the-counter applications prior to issuance of permits by Central Permit Bureau. In addition, Division expedites, centrally tracks, and processes misplaced permit applications.

HIGHLIGHTS AND ACCOMPLISHMENTS

> Quality-controlled total 1,410 applications; of those 97% or 1,368 were completed within one (1) day.

> Assisted 720 or 98% customers upon arrival at PCD public counter.

> Responded to 2,711 or 96% telephone inquiries within 24 hours.

> Coordinated an average of 8 projects each Permit Coordinator per day.

> Completed 77 projects under Parallel Plan Review Process for this quarter, with a construction cost value of $48,150,475.00.

> Received 60 requests to track misplaced building permit applications of which 23 or 38% were duplicated.

> Random/Spot-checked 94 Building Permits issued over-the-counter, a low figure attributed to short staffing.
Performed daily multi-disciplinary **Peer Review** of 288 building applications to enhance Quality Control process. The goal is to eliminate time spent by Plan Checkers to resolve these errors.

Facilitated 95 (33%) of 288 building permit applications peer-reviewed within one day and returned 193 (67%) of plan check errors for resolution.

Assisted in regular **Plan Check** to ease backlogs at Plan Check Services Program for a total of 6 hours.

Extended **Plan Check Counter assistance** by three (3) Coordinators at Residential and Commercial Intake Counters for a total of 144 hours.

Under agreement with Mechanical Plan Check Manager, PCD Mechanical Plan Checker continuous to perform as-needed **mechanical plan check/review** of 835 Market Street due to the complexity of life/safety smoke control system designed for the building.

Strengthened implementation of equal treatment of applicants in compliance with **Permit Processing Code of Conduct** adopted by Ethics Commission.

Duplicated 23 misplaced building permit applications. 17 or 74% were misplaced at DBI; four (4) or 17% at Planning Department; and two (2) or 9% at Fire. Under this function, PCD established strict policy compliance requiring Plan Check and PCD Managers’ approval before duplication.

Established a strategy to strengthen PCD operations and re-establish **professional working relationships** with Plan Check Services divisions. Methodology is open-discussion with Management and Plan Check Services Program Managers and staff members.

**Training.** Lower than normal training attended this quarter resulted from Management’s decision to cut training attendance at PCD. Only following training were attended: Building Code training on Earthquake; Legal Authorities & Responsibilities in Code Enforcement; Detailed Exiting; and Quarterly Health & Safety training.

**Performance Evaluation.** Completed 2006 Annual Staff Performance evaluation and interview.

Provided office space to two (2) CPC technical trainees during summer break.
ON-GOING PROJECTS

> Currently coordinating 238 Parallel Plan Check active projects.
> Continues to perform Quality Control by reviewing for completeness on all
building permit applications reviewed by other Plan Check Services and other
Departments before issuing permits.
> Continues to perform at least Random/Spot Check of Applications Issued
Over-the-Counter whenever feasible.
> Continues to perform Plan Check functions to help ease backlogs at Plan Check
Services Program.
> Work in partnership with various City agencies such as City Planning, Fire,
Public Works, Redevelopment Agency, Public Health, and project sponsors in the
coordination and facilitation of City-owned and City-sponsored projects intended to
enhance the quality of life for all the citizens of San Francisco.
> Bioscience Business Permit Process. Performs Parallel Plan Review process
of building permit applications for Bioscience Business projects.
> Initiates active role in cancellation of overdue incomplete applications.
> PCD continues to implement policy directive by Ethics Commission on equal
treatment of all building permit applicants.

GOALS

> Continue to educate the general public, the clients including building/
construction industry, of the advantages of Parallel Plan Review process.
> Continue to strengthen PCD operations and re-establish professional
working relationships with Plan Check Services divisions.
> Increase staffing to handle expanded functions and services by additional 3-5
administrative and technical personnel. The Division is currently working under
strained conditions because of increase in workload despite understaffing that
resulted from retirement, lay-off, and staff transfers, as well as personal leaves
due to medical or personal reasons.
> Upgrade aging technology to match the complexity and speed of need under Parallel Plan Review Process and efficient Quality Control assessment.

> Continue to promote proactive interactions with customers, plan checkers and City agencies to reduce permit-processing time.

> Continue to streamline expanded functions and services.

> Continue to provide excellent customer service by elevating quality and efficiency of technical and administrative skills despite understaffing.

PERMIT COORDINATION
QUALITY CONTROL REVIEW WITHIN 24 HOURS

TOTAL NUMBER OF PLANS REVIEWED: 1,410
RESIDENTIAL PLAN CHECK  
Ron Tom, Chief Building Inspector  

FUNCTION  
The Residential Plan Check Division (RPC) is responsible for the plan review of all permit applications for alterations or additions to a wide variety of existing residential occupancies. Examples of residential “R” occupancies include hospice care facilities, hotels/motels, live/work projects, apartments, and single-family dwellings. RPC screens such permit applications and/or plans for completeness with the applicant at the Residential Plan Check Intake Counter on the 1st floor and may issue the permit over-the-counter (OTC); provided the project complies with relevant municipal and building codes and policies. RPC provides pre-application meetings to clarify ambiguous code issues as requested by owners/designers.

HIGHLIGHTS AND ACCOMPLISHMENTS  
> Received a total of 5,674 permit applications; of these reviewed and approved
  ■ 80.1% or 4,544 over-the-counter permits
  ■ 2.5% or 141 permits within seven days
  ■ 6.4% or 362 permits within 30 days.
> Approved an average of 9.4 plans per person/day.
> Performed spot-check quality control on approximately 7.8% or 88 out of 1,130 permit applications and plans with an average of 95.2% accuracy.
> Conducted 62 pre-application meetings.
> Staff answered 243 code and procedure-related questions.
> Staff rejected 9.4% or 391 permit applications due to not meeting minimum requirements or basic code compliance.
> Emily Lin, 5207 Associate Civil Engineer, completed her probation and was appointed to a permanent position
> Hired Thomas Simms and Mira Lee as 6331 Building Inspectors.
> Completed staff performance evaluations.
> Completed rotation assignments for RPC staff.
> RPC staff attended exiting training conducted by Isam Hasenin, PE, CBO.

**ON-GOING PROJECTS**

> Staff attends regularly scheduled in-house training sessions conducted by Technical Services Division to help bring uniformity to code interpretations.

> Assessment of the first floor customer counter setup, and customer needs to provide customer service enhancements.

> Prepare an RPC employees’ operational manual incorporating code interpretations, memos, policies and procedures.

> Tony Grieco participates on the 1660 Mission St space planning committee.

> Develop a series of FAQ (frequently asked question) sheets for residential topics.

**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.

> Fill vacancies.

> Maintain performance levels to meet MBO objectives.

> Provide standard work cubicles for all RPC staff.

> Complete development by end of August of RPC architectural and engineering Standardized Plan Check List to improve plan review quality and reduce revision response times.

> Assign an engineer at the counter to act as back-up, do plan checking and provide counter engineer review.
BUILDING PERMIT PROCESS TIME

Residential

MBO GOALS: 85% OTC; 90% 7 DAYS; 95% 30 DAYS

Total Number of Permits Approved: 5,674

RESIDENTIAL PLAN CHECK
PLANS APPROVED/PERSON/DAY
MBO GOAL = 4.0

Note: Number of approved plans include over-the-counter approvals.
FUNCTION

The primary responsibility of the Technical Services Division (TSD) is to provide 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

> Received a total of 45 written requests for code interpretations; of these responded to 100% or within 21 days.

> Assisted 1,115 walk-in customers and answered 3,992 phone calls requesting technical information.

> Received a total of four Director’s letters / customer inquiries; of these responded to 100% or within deadline.

> Presented 1906 Earthquake Centennial programs and displays, including the Market Street exhibit that hosted over 40,000 people.

> Provided comprehensive training program.

ON-GOING PROJECTS

> Continue to host monthly televised “Brown Bag Lunch” talks each month for staff and public.

> Attend weekly Board of Appeals hearings.

> Continue earthquake hazard and mitigation policy and code review.

> Provide staff for Code Advisory Committee and Public Advisory Committee meetings.

> Provide staff for Director’s Hearings as scheduled.
> Attend various legislative and code meetings and hearings at State and local organizations and agencies, including the Board of Supervisors and the Building Inspection Commission.

> Lectured at public and city meetings regarding codes and technical issues.

> Coordinate “Green Building” activities and trainings.

**GOALS**

> Restart CAPSS program.

> Initiate staff training on 2006 International Building Code.

> Continue to develop cost effective seismic safety solutions.
MISSION STATEMENT

The Mission of the Inspection Services Program is to safeguard life or limb, health, property and public welfare by inspecting buildings, structures and sites for compliance with local, state and federal laws regulating and controlling the construction, quality of materials, use and occupancy, location and maintenance within the City and County of San Francisco.
BUILDING INSPECTION DIVISION
Carla Johnson, Acting Deputy Director

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 14,979 inspections; of these 99% or 14,839 were processed within 48 hours.

> Performed an average of 12.1 inspections per person/day.

> Performed 3.5 spot check inspections a week per Senior Inspector.

> Received a total of 1,081 complaints; responded to 68% or 733 of all complaints within 48 hours.

> Inspected 77% or 835 of complaints received; abated 25% or 274 of new complaints received.

> Issued 474 NOV’s; abated 43% or 206 NOV’s.

> Served as Hearing Officer for two Director’s Hearings.

> Issued five Emergency Orders.

> Referred 155 cases to Code Enforcement.

> 5 Building Inspectors received ICBO certification.

> Received a total of 38 Director’s letters / customer inquiries; of these responded to 87% or 33 within deadline and 13% or 5 after deadline.

> Support staff responded to 20,811 telephone inquiries.
BID coordinated another in-house training session that was provided to all DBI plan checkers and building inspectors. The training was on Means of Egress (Chapter 10 of the CABC) and was given by Isam Hasnein, P.E., CBO with the City of San Diego. BID continues to identify training needs that affect not only the field inspectors, but also the plan checkers, and take steps to fill those needs.

The MIS staff and manager in Central Permit Bureau successfully re-programmed the fee calculation program. All building permit fees associated with building permit renewals are now collected in CPB instead of having BID collect the service fee and CPB collecting the permit fee. This eliminated a one step in the permit process.

An examination was conducted and interviews were held for a provisional Senior Building Inspector appointment. Joseph Duffy was selected and became the fourth Senior in BID.

All of the District Building Inspectors were rotated into new district assignments. Rotations occur on average every two years. The rotations are part of a cross-training program to expose the inspectors to different work assignments.

Three new Building Inspectors were appointed to BID off of the permanent list. Two were assigned as roving inspectors and the third as a complaint investigator. BID is now fully staffed for the first time in years.

**ON-GOING PROJECTS**

The City Attorney’s Bay View Task Force inspections continue, and take place every two weeks. Other City Departments such as DPW, SFPD, SFFD, DPH, Adult Probation, Alcohol Beverage Control participate.

The San Francisco Center Expansion aka the Bloomingdales development at the old Emporium site moved into the tenant improvement phase. Over 130 individual TI’s will be permitted and inspected between April and August. Projected opening date is September 28, 2006.

The new buildings under construction at 300-318 Spear Street continued to repair their shoring walls to resume the excavations and foundation construction seventy feet below street level. Construction began on the core walls and floor slab for the other towers which will be constructed at the northwest corner in this initial phase of the Rincon Hill development.

The new San Bruno Jail Facility is substantially complete. Some of the different inspection groups have already signed off. A Certificate of Final Completion may be issued soon.
> BID continued to participate in the interviews and field trips to facilitate the issuance of the RFP for the new Permit Tracking System.

> The Draft Office Policy and Procedure for Unit Count Verifications was submitted to the Technical Services Division. Additional refinement of the policy can be expected after review by the Public Advisory Committee.

**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 to revise the BID Operating Manual to make it streamlined, current, and useful. Include a section that is specifically for the clerical staff.

> Schedule First Aid and CPR training for all BID/CES/DAS field inspectors for the first quarter fiscal year 2006-2007.

**BUILDING INSPECTION MBO**

**INSPECTIONS/PERSO/N/DAY**

4th Quarter FY 2005-06

MBO GOAL = 11

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Department of Building Inspection—4th Quarter Report (April, May, June 2006) Fiscal Year 2005-06—Page 40
BUILDING INSPECTIONS PERFORMED
4th Quarter FY 2005-06

Total 4th Quarter 14,979

BUILDING INSPECTION RESPONSE TIME
4th Quarter FY 2005-06

MBO Goal = 100% in 48 Hours

Within 48 Hours  Over 48 Hours
CODE ENFORCEMENT SECTION
Leo McFadden, Section Manager

FUNCTION

The Code Enforcement Section (CES) investigates complaints of violations of the Building, Plumbing and Electrical 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. The section prepares 3-R Physical Inspection Reports for buildings being converted to condominiums. The section also assists in the preparation and issuance of Emergency Orders for imminent hazards arising from natural disasters and emergencies.

HIGHLIGHTS AND ACCOMPLISHMENTS

> Processed 58% or 101 cases of Director’s Hearings within 60 days after receipt by CES.

> Abated or referred 20 CES cases per month to City Attorney

> Produced 30 3R Physical-Inspection reports per month.

> Received 175 new complaint referrals from BID, PID, and EID.

> Reviewed 28 permit applications for Code Enforcement Section.

> Reviewed 115 permit applications for 3R- Physical Inspection Program.

> Performed 135 field inspections for Code Enforcement cases.

> Attended Means of Egress training and NIMS (National Incident Management System) training.

> 3R Physical Inspection team now has two fully trained full time inspectors.

> Backfilled vacant 6331 Building Inspector in Code Enforcement and began training process.
ON-GOING PROJECTS

> Continue reducing Boiler case backlog.

> Prepare CES cases for presentation to monthly Building Inspection Commission-Litigation Committee meetings for referral to the City Attorneys Office.

> Continue to track and report the number of complaints received, abated or processed for Director’s Hearings.

> Continue to administer intern program for San Francisco Youth Works.

> Continue CES Active Case Log update.

GOALS

> Continue to assist City Attorney on currently referred CES cases.

> Update computer database of backlog cases.

> Present cases to the Abatement Appeals Board.

> Coordinate 2006 Lien Cycle Schedule and complete the process.

> Continue reducing Boiler case backlog.
CODE ENFORCEMENT
INSPECTION ACTIVITY
4th Quarter 2005-06

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CODE ENFORCEMENT
COMPLAINT ACTIVITY
4th Quarter 2005-06

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DISABLED ACCESS SECTION
Neil Friedman, Section Manager

FUNCTION

The Disabled Access Section (DAS) operates under the supervision of the Chief Building Inspector of the Building Inspection Division and investigates complaints regarding possible violations of disability access related code requirements, issues Notice of Violations, and implements the code enforcement abatement process to assure correction of violations. Code enforcement fees are assessed to cover the costs incurred by the complaint investigation. DAS maintains a library of access regulations and serves as department resource. The Manager/Senior Building Inspector of the Section also serves as the Secretary to the Access Appeals Commission and the section clerk serves as the Recording Secretary.

HIGHLIGHTS AND ACCOMPLISHMENTS

> Abated or resolved 22 cases.
> Issued five 1st Notices of Violations; issued one 2nd Notice of Violation.
> Performed 39 inspections.
> Received $1,689.42 in Assessment Fees (3416 19th Street) one case.
> Responded to 100% of letters within the Director’s deadline.
> Senior Building Inspector Rafael Torres-Gil retired. Senior Building Inspector Neil Friedman was appointed to replace him as Manager and Secretary to the AAC.

ON-GOING PROJECTS

> Investigate and resolve approximately 47 DAS complaint cases.
> Provide staff support and training as needed and requested to the Access Appeals Commission.
> Coordinate the plan check program for the Westfield/Bloomingdales tenant improvement phase of construction.
> Communicate with the Commercial Plan Check staff and Technical Services staff to provide consistent disabled access interpretation.
> Train new building inspector recently assigned to DAS.

**GOALS**

> Review and evaluate all of the open case files, take the next appropriate code enforcement action and refer cases regularly to Director’s Hearings.

> Develop written disabled access policy memos.

> Update the DAS Operations Manual.
ELECTRICAL INSPECTION DIVISION
Michael Hennessy, Chief Electrical Inspector

FUNCTION

The Electrical Inspection Division (EID) provides for public safety in premises by inspecting electrical, life safety, and communication systems to enforce the adopted municipal and state codes and regulations.

HIGHLIGHTS AND ACCOMPLISHMENTS

> Performed a total of 8,136 inspections; of these 95% or 7,768 were processed within 48 hours.

> Performed an average of 10.2 inspections per person/day.

> Performed 4.5 spot check inspections a week per Senior Inspector.

> Received a total of 54 complaints; responded to 93% or 50 of all complaints within 48 hours.

> Inspected 93% or 50 of complaints received; abated 37% or 20 of new complaints received.

> Issued 25 NOV’s; abated 32% or 8 NOV’s.

> Served as Hearing Officer for 2 Director’s Hearings.

> Referred 4 cases to Code Enforcement.

Performance Appraisals: Completed a comprehensive Annual Performance Appraisal Report for clerical and technical staff member in the Electrical Inspection Division.

Investigation: Conducted an investigation into the use of unlisted retrofit kit components that were installed without permit in high-rise office building luminaires. The retrofit kits utilize occupant-sensor switching. The investigation found eight buildings that had retrofit kits installed without permits. The product manufacturer has since obtained UL Listing for the retrofit kits. Electrical permits have been filed for the retrofit installations and inspections are in progress.
**Staffing:** Recruited two retired inspectors and one temporary exempt inspector to supplement permanent staff during the vacation season. The as-needed employees are a valuable resource for maintaining satisfactory inspection turnaround times.

**Stored Records:** Sorted and updated all stored EID documents and destroyed the hard-copy records that are no longer required under the 2005 DBI Records Retention Policy.

**ON-GOING PROJECTS**

- UEB: North Point Waste Water Pump Station, 4 inspections performed.
- UEB: Merced Manor pump station, 12,000 Volt electric service approved.
- Emporium LLC: Core and shell work completed.
- Bloomingdales: Rough wiring inspections nearing completion.
- 865 Market Street: Witness testing of the life-safety system in progress.
- Century Theater Complex: 75% complete.
- AT&T: Sidewalk pedestal-mounted nodes, program on hold.
- Port of SF: 501 Beale Street office building, nearing completion.
- Port of SF: South Beach harbormaster’s office and yacht club, in progress.
- Port of SF: 15 other active projects, 67 inspections performed.
- Muni Light Rail Maintenance Yard; Underground systems work in progress.
- Cell Sites: 16 installations inspected, 5 sites completed.
- Underground Utilities Program: Continuing inspection activity.
- Academy of Sciences: Installation of underground systems in progress.
- AT&T/SBC: Order of Abatement upheld by the AAB for 140 New Montgomery.
- AT&T/SBC: Order of Abatement upheld by the AAB for 611 Folsom Street.
GOALS

San Bruno Jail: Inspect the remaining punch-list of code violations, conduct a witness test of the additional life safety system components, and coordinate the final inspection and project sign-off.

Training: Register three electrical inspectors to attend an eight-hour code seminar, Analysis of the Changes to the 2002 NEC. The International Association of Electrical Inspectors will sponsor the seminar, which will be held in Dublin.

On-line services: Promote the use of on-line permit filing, fee payment, and off-hour inspection scheduling by encouraging applicants to use the expanded services that are now available.

Staffing: Reorganize personnel and district assignments in order to respond to the increasing workload and to provide a full-time inspector for the Westfield project.
**ELECTRICAL INSPECTION RESPONSE TIME**

4th Quarter FY 2005-06

MBO GOAL = 100% Within 48 Hours

**ELECTRICAL INSPECTIONS PERFORMED**

- **APR**: 2,472
- **MAY**: 2,719
- **JUN**: 2,945

Total 4th Quarter FY 2005-06: 8,136
**ELECTRICAL INSPECTION MBO**

**INVESTIGATIONS/PERSON/DAY**

4th Quarter FY 2005-06

MBO GOAL = 11

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**ELECTRICAL PERMITS**

Total 4th Quarter FY 2005-06

3,042
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 2,798 inspections; including:
  ■ 552 initial routine inspections on apartment buildings
  ■ 113 initial routine on residential hotels

> Performed 3 spot check inspections a week per Senior Housing Inspector.

> Received 622 complaints, responded to 66% or 410 complaints within 48 hours.

> Inspected 84% or 525 of complaints received (including reinspections), abated 65% or 402 of complaints received.

> Responded to 95% of life hazards or lack of heat complaints within 24 hours.

> Referred 90 cases to the Director’s Hearings.

> Collected $19,728 in Assessment of Cost fees for Enforcement Cases.

> Referred 28 notices of noncompliance to the State Franchise Tax Board.

> Inspected 40 task force cases, issued 7 Notices of Violation on task force cases, abated 10 task force cases.

> Abated two Emergency Orders (Includes billing for repairs).

> Responded to eight Director’s letters within Director’s deadline.

> Responded to approximately 96% of phone calls within 24 hours.

> Issued 3 subordinations on code enforcement cases.
> Worked with MIS to correct & update division management statistical reports and automated Assessment of Cost billing.

> Mailed 110 5 day Lien Notices and 54 10-day Lien notices on a total of 199 delinquent cases that are being assessed fees.

> Hired and began training a 1822 Financial Analyst.

**GOALS**

> Perform a minimum daily average of 6 inspections to include routine inspections and tenant generated complaint inspections

> Schedule 3 initial apartment house/residential hotel routine inspections per day to address division backlogs.

> Inspectors will take additional code enforcement action on 90% of all code enforcement cases with outstanding violations within 45 after the Notice of Violation compliance period has lapsed.

> Inspectors will bill 90% of all outstanding assessment of costs (initial & final) within 45 days from: (a) when the Notice of Violation compliance period has lapsed and code violations remain (the initial bill), and (b) upon completion of all corrective work as verified by inspection (final bill).

> Include supervisorial information within the Report of Delinquent Charges submitted to the Clerk of the Board for the Assessment of Cost Lien Program in July 2005.

> Further develop training program for the storage and printing of digital pictures taken by Inspectors while in the field conducting Inspections.
HOUSING INSPECTION SERVICES
COMPLAINT ACTIVITY
4th Quarter 2005-2006

NEW COMPLAINTS RECEIVED - 622
COMPLAINTS ABATED - 402

HOUSING INSPECTION SERVICES
INSPECTION ACTIVITY
4th Quarter 2005-2006

ROUTINE INSPECTIONS - 886
TOTAL INSPECTIONS - 2,798
LEAD ABATEMENT SECTION
Louise Kimbell, Chief Housing Inspector

FUNCTION

The Lead Abatement Section (LAS) is responsible for a wide variety of programs with emphasis on the Asthma Task Force Program, the Avian and Pandemic Influenza Program, the Environmental Health and Safety Programs, the Lead Hazard Reduction Program and the West Nile Virus Program.

The Asthma Task Force (ATF) Program is responsible in representing the Department at the ATF of the CCSF, as mandated by an ordinance passed by the Board of Supervisors (Ordinance No. 72-01, Ordinance Amending Ch. 19A of the Administrative Code by Adding Article II to Establish an Asthma Task Force). The Avian and Pandemic Influenza (A&PI) Program is responsible in representing the Department as a member in the inter-agencies of CCSF coordinated response that ensures continuity of public and private work forces are maintained in the event of an avian influenza pandemic. The Environmental Health and Safety (EH&S) Programs are responsible in developing policies to reduce the potential for injuries and illnesses of the Department’s employees and to comply with applicable health and safety regulations. The Lead Hazard Reduction (LHR) Program inspects buildings for compliance with the Work Practices for Lead-Based Paint legislation (SFBC Ch. 34, Section 3407). The West Nile Virus (WNV) Program is responsible in representing the Department as a member in the inter-agencies of the CCSF “...planning effort to limit the impact of the WNV in San Francisco”, as requested by the Director of Health, Department of Public Health (refer to letter dated 5/21/03).

HIGHLIGHTS AND ACCOMPLISHMENTS

> Received 433 Notification to the Director forms for exterior work for the SFBC 3407 ~ Work Practices for Lead-Based Paint (may not include those with complaint cases).

> Performed 130 “educational outreach” inspections where an inspector stops at a work site as workers are setting up to do preparation and paint work and explains the SFBC 3407 regulations.

> Received 124 SFBC 3407 complaints, responded to 100% of SFBC 3407 complaints within one business day.

> Issued 87 Notices of Violation (NOV); issued 18 Notices of Penalty & Fee (NOP); and, abated 112 complaint cases.

> Conducted 382 re-inspections.
> Referred 7 complaint cases to Director’s Administrative Hearing for Appeal of Imposition of Penalty & Fee; referred 3 complaint cases (i.e., contractor’s name/license) to CA Contractors State License Board.

> Participated through the ATF-Environmental Subcommittee, with Supervisor Sophie Maxwell, in the development of an MOE with the SF Housing Authority (including the purchase of two thermo graphic cameras for the SFHA). Participated in the development of the ATF-Environmental document, *SF ATF Housing Related Goal Statement*, and submitted document to Supervisor Maxwell.

> Assisted Supervisor Maxwell in reviewing her draft ordinance *Cleaner Construction Incentive Program* for additions/changes.

> Attended initial meeting of the inter-agencies of CCSF on the A&PI.

> Arranged for requested training from BID on trenching/shoring provided by DPW and from HIS on bed bugs provided by DPH, as part of the CAL/OSHA mandated bi-weekly “tailgate” training.

> Researched, developed and discussed the ramifications of the US EPA proposed federal rule for handling lead-based paint vs. SFBC 3407 with DPH-CEHP. DPH-CEHP, at an EPA hearing on 4/4/06, presented the outcome of this process on behalf of DBI and DPH.

> Began researching/developing the DBI LAS application for the US EPA 2007 Children’s “Environmental Health Excellence Award”. Potentially, two applications will be submitted, one in collaboration with DPH-CEHP and MOH.

> Participated in “Carnival San Francisco 2006” by staffing the DPH “Healthy Pavilion” booth and provided/distributed information on the SFBC 3407.

> Wrote and submitted an article to be published in an upcoming issue of EH&S Solutions, per their request, based on the collaborative presentation between DBI and MOH on the SFBC 3407 that was given at the national conferences *The Indoor Environmental Health & Technologies Conference* and the *National Conference of HUD, EPA and CDC Lead and Healthy Homes Grantees* in South Carolina last quarter.

> Began reviewing/editing DPH-CEHP’s newsletter *The Word on Lead Prevention for Landlords* scheduled for a mass mailing to approximately 70,000 landlords.

**ON-GOING PROJECTS**

> Continued participating as a non-voting member on the BOS’ ATF; continued par-
ticipating as a non-voting member on the BOS’ ATF Environmental Subcommittee (one of the four subcommittees).

> Continued to perform quarterly health and safety inspections to identify unsafe work conditions and/or practices in the office (i.e., quarterly physical inspection of 1650 and 1660 Mission Street buildings).

> Continued to provide quarterly health and safety injury and illness training for non-field employees (i.e., *How to Use a Fire Extinguisher*). Continued scheduling field inspectors for their annual audio examinations at San Francisco General Hospital.

> Continued to respond to SFBC 3407 complaint cases within two business days, as mandated in the legislation.

> Continued to participate on the Lead Hazard Reduction Citizens Advisory Committee.

**GOALS**

> Complete the policy and procedures manual for the EH&S programs by December 31, 2006.

> Complete the policy and procedures manual for the LHR program by December 31, 2006.

> Complete integration of the amended SFBC 3407 forms in the LAS Oracle Complaint Tracking System database (working with MIS).

> Continue research on the development of a DBI GIS computer “mapping” program that has the ability to capture SFBC 3407 code violation data (and in conjunction with DPH-CEHP and MOH).

> Continue PowerPoint training of property owners/contractors on the amended SFBC 3407 (with DPH-CEHP).

> Develop a DBI *Pandemic Influenza Continuity of Operations Guide & Template* that ensures that essential functions can be maintained during a pandemic flu, per the 5/12/06 meeting entitled *City’s Preparedness for Avian Pandemic Flu*. 
LEAD ABATEMENT
COMPLAINT ACTIVITY
4th Quarter FY 2005-06

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LEAD ABATEMENT
LEAD HAZARD REDUCTION PROGRAM
4th Quarter FY 2005-06

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<td>124</td>
<td>2</td>
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<td>May</td>
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- COMPLAINTS RECEIVED - 124
- CASES ABATED - 113
- INSPECTIONS PERFORMED - 506
LEAD ABATEMENT
LEAD HAZARD REDUCTION PROGRAM
4th Quarter FY 2005-06

27

MAY

37

30%

JUN

25

0%

40%

MBO GOAL = 100% WITHIN 48 HOURS
(PER ORD. NO. 446-97)

APR

MAY

JUN

Issued 1st NOV - 89

LEAD ABATEMENT
INSPECTION RESPONSE TIME
4th Quarter FY 2005-06

MBO 100% 100% 100%

100%

90%

80%

70%

60%

50%

40%

30%

20%

10%

0%

APR

MAY

JUN

24 HOURS

Department of Building Inspection— 4th Quarter Report  (April, May, June  2006) Fiscal Year 2005-06—Page 59
PLUMBING INSPECTION DIVISION
Robert Farrow, 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 6,424 inspections; of these 99% or 6,417 were processed within 48 hours.
> Performed an average of 10.7 inspections per person/day.
> Performed 3 spot check inspections a week per Senior Inspector.
> Received a total of 164 complaints; responded to 99.9% or 163 of all complaints within 48 hours.
> Inspected 96% or 157 of complaints received; abated 76% or 124 of new complaints received.
> Issued 115 NOV’s; abated 77 % or 88 NOV’s.
> Served as Hearing Officer for four Director’s Hearings.
> Referred 16 cases to Code Enforcement.
> Received a total of 12 Director’s letters / customer inquiries; of these responded to 100% or 12 within deadline.
> Steve Panelli was promoted to Senior Plumbing Inspector.
> Every PID Inspector has been recertified by IAPMO.
PID has committed to round table discussions on a monthly basis with the PUC (Water Department) and DPH regarding cross connection control on domestic water supply to provide open lines of communication and consistency.

Valencia Gardens Residential Housing Project has been completed and final approval granted.

San Bruno Jail has been completed and final approval granted.

**BOILER PROGRAM**

- Issued 137 new boiler Permits to Operate (PTO); a total of 1007 have been issued.
- Registered 137 new boilers for a total of 9,701 registered boilers.
- Issued one Notices of Violation.
- Mailed 35 expired PTO notifications.

**ON-GOING PROJECTS**

- Muni Light-rail Maintenance Facility (Port Project).
- California Academy of Science.
- Rincon Towers (60 story residential High Rise).
- Hunters Point Redevelopment Project (1500 residential houses).

**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.
- Continued education courses for all PID Staff.
- Maintain or exceed 11 inspections per day per inspector.
- Maintain 48 hour response time for inspection requests.
Add 100 new boilers to PID’s Database.

Provide voicemail to all PID Inspectors to provide accurate and prompt customer service.

Certify the two new Provisional Plumbing Inspectors.

Develop and Implement new Plumbing Code Legislation for the betterment and safety of all citizens in San Francisco.

Compose and Implement Comprehensive Protocol and Procedures for the Plumbing Plan Check Program.

Begin enforcement of the Properties that are in non compliance regarding the High Rise Sprinkler Ordinance.

Provide more consistency in code interpretations.

Establish consistent business practices as it relates to all other Inspection Divisions within DBI
PLUMBING INSPECTIONS PERFORMED

Total 4th Quarter FY 2005-06
6,424

PLUMBING INSPECTION RESPONSE TIME
4th Quarter FY 2005-06
MBO GOAL = 100% 48 HOURS
PLUMBING INSPECTION MBO
INSPECTIONS/PERSON/DAY
4th Quarter FY 2005-06
MBO GOAL = 11

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PLUMBING PERMITS

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<td>JUN</td>
<td>1,445</td>
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Total 4th Quarter FY 2005-06
4,129