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
DIRECTOR’S OFFICE
Amy Lee, Acting Director

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 14,964 permits;
  ■ 6,136 building permits
  ■ 3,603 Electrical permits
  ■ 4,192 Plumbing permits
  ■ 1,033 miscellaneous Building Permits

an increase of 7.30% or 1,018 more than the same quarter last year.

> Issued building permits with a total valuation of $808,418,363 an increase of 254% or $580,644,958 more than the same quarter last year.

> Continued recruitment efforts to fill all new positions.

> Plan Check Divisions continued working on reducing their backlog. Backlog has been reduced by 43% from July to December.

> BID Senior Inspectors assumed full responsibility for plan checking and processing all renewal permits on the first floor. This eliminated one step in the permit process and provided faster service to the customer.

> The 2004 San Francisco Electrical Code Amendments that were delayed and revised in committee to the satisfaction of SBC/AT&T have finally been adopted into Ordinance. The publisher anticipates that the new Amendments will be available by the end of April 2006.
**GOALS**

> Fill all vacancies.

> 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.

> Expand Department of Building Inspection training activities and assure compliance with state-mandated training requirements.

> Continue monthly meetings with the Assessor’s Office to improve communication and quality of available data.

> Implement inspector / engineer rotation program in plan check divisions.

> CES to coordinate 2006 Lien Cycle schedule.
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

> Staff changes; Permanent Civil Service Senior Network Engineer and Database Administrator have been selected. A 1070 Project Director has been selected to manage the systems refresh project.

> Point of Sales System completed.

> RFI has been issued for the integrated Permit Tracking System.

> Central Computer/ Gartner Alternatives Analysis completed.

> Hewlett-Packard systems refresh hardware lease signed/ completed.

> Begun systems refresh.

> Completed server room electrical systems upgrade.

> Completed server room HVAC systems upgrade.

> Completed data migration to updated interim software solution and server for the Papervision Document Tracking system.
ON GOING PROJECTS

> Integrated Permit Tracking System.

GOALS

> Completion of the system Refresh.

> 100% completion of Engineering and Development staff advanced training.

> RFP for the integrated Permit Tracking System.
MISSION STATEMENT

The Administration Program is dedicated to providing the Department of Building Inspection with efficient quality support overseeing the Permit and Inspection Programs, and in the areas of Fiscal Management, Personnel Services, and Public Services/Records Management.
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 $2,658,536
      Inspection $7,082,758
      Other $191,975
      Total Revenue $9,933,269

> Total Expenditures: Permit $3,376,930
       Inspection $4,013,264
      Administration $1,151,100
      Total Expenditure $8,541,294

> Processed 100% of all reimbursement requests within 10 days.

> Processed 100% of training requests within one week.

> Processed 426 financial transactions through the City’s FAMIS on-line system.

> Processed 472 purchasing transactions through the City’s ADPICS on-line system.

> 28.5% 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 all 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.
> Work with Mayor’s and BOS Budget Analyst on Budget justifications.
> Continue to work with Controller to complete Fee Analysis Study.
> POS process improvement for closing and reporting.
> Staff to attend Emergency Response Training.
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 5,573 telephone inquiries and assisted 5,434 customers at the Public Information counters.

> Received a total of 2,271 3R requests; of these,
  ■ 64% or 1,463 were processed within five days
  ■ 20% or 454 were processed within seven days
  ■ 16% or 354 were processed over seven days.

> Received a total of 3,226 microfilm requests; of these
  ■ 92% or 2,952 were processed within five days
  ■ 7% or 243 were processed within seven days
  ■ 1% or 31 were processed over seven days.

These microfilm requests produced a total of:
  25,191 applications/job cards/CFC’s
  3,408 diazos
  12,288 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.

> Responded to 100% of Director’s letters and customers inquiries within three days of receipt.
GOALS

> Fill vacancies.
> Cross-train 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.
**MICROFILM REQUESTS PROCESSED**

MBO GOALS: 
- 75% 5 DAYS
- 90% 7 DAYS

- **0 - 5 DAYS**: 92.0% (2,952)
- **6 - 7 DAYS**: 7.0% (243)
- **OVER 7 DAYS**: 1.0% (31)

Total Microfilm Requests Processed: 3,226

**3R REPORTS PROCESSED**

MBO GOALS: 
- 75% 5 DAYS
- 90% 7 DAYS

- **0 - 5 DAYS**: 64.0% (1,463)
- **6 - 7 DAYS**: 20.0% (454)
- **OVER 7 DAYS**: 16.0% (354)

Total Number 3R Processed: 2,271
CALLS ANSWERED

JAN: 1,761
FEB: 1,653
MAR: 2,159
Total Calls Answered: 5,573

CUSTOMERS ASSISTED

JAN: 1,777
FEB: 1,768
MAR: 1,889
Total Customers Assisted: 5,434
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 requirement 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 14,964 permits;
  ■ 6,136 building permits
  ■ 3,603 Electrical permits
  ■ 4,192 Plumbing permits
  ■ 1,033 miscellaneous Building Permits
  
an increase of 7.30% or 1,018 more than the same quarter last year.

> Issued building permits with a total valuation of $808,418,363 an increase of 254% or $580,644,958 more than the same quarter last year.

> Processed 98% or 1,368 of structural notifications within 24 hours.

> Processed 92% or 9,520 of demolition notifications within 24 hours.

> Processed 80% or 398 of all refund requests within 5 days.

> Processed 100% or 498 all mail-in applications within 2 days.

> Responded 100% or two requests within Director's deadline.

> Hire a permanent 1426 Senior Clerk Typist and two permanent 1424 Clerk Typist to help the daily increase phone calls and demolition and structural notifications.

ON-GOING PROJECTS

> Work with MIS to include the inclusionary housing projects and TIDF status into the computer.

> Work with MIS to test different fee programs.
Upgrade all staff in the Central Permit Bureau.

GOALS

Work with the Assessor’s Office to improve the information on Property Profile.

Work with the Bureau of Street Use and Mapping on split lots.

Work with Gartner on improvement of current computer systems.

Reduce wait time for the customers.

NUMERO OF PERMITS ISSUED

Total Number of Permits
14,964
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 1,708 permit applications; of these reviewed and approved:
  ■ 75.2% or 1,266 permits were approved over-the-counter
  ■ 5.1% or 86 permits were approved within 2-7 days
  ■ 11% or 186 permits were approved within 8-30 days.
> Approved an average of 4.1 plans per person/day.
> Performed spot-check quality control on approximately 20% or 85 out of 418 permit applications and plans with an average of 97% accuracy.
> Responded to 95% of phone calls within 24 hours.
> Conducted approximately 26 pre-application meetings.

GOALS

> 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.
> Hire additional plan checkers (engineers and inspectors) to reduce backlog in plan review.
> Discuss case studies and code questions at regular staff meetings to improve consistency.

> Coordinate with various City agencies and the public on the review and processing of estimated 200 plus tenant improvement permits in Bloomingdale Shopping Complex.

> Work with various City agencies to develop permit and plan review guidelines for Medical Cannabis Dispensaries.

> Implement inspectors and engineers rotation programs.

> Schedule Exit and Disabled Access training for plan check team.
**COMMERCIAL PLAN CHECK**

**PLANS APPROVED/PERSON/DAY**

3rd Quarter FY 2005-06

**MBO GOAL = 3.0**

<table>
<thead>
<tr>
<th>Month</th>
<th>Approved Plans</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAN</td>
<td>3.9</td>
</tr>
<tr>
<td>FEB</td>
<td>4.3</td>
</tr>
<tr>
<td>MAR</td>
<td>4.1</td>
</tr>
</tbody>
</table>

**MBO GOALS:** 70% OTC; 75% 7 DAYS; 95% 30 DAYS

Note: Number of approved plans include over-the-counter approvals.
MAJOR / UMB PLAN CHECK DIVISION
Yan Yan Chew, Division Manager

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 298 permit applications; of these, reviewed and approved 83.8% or 250 permit applications within 90 days.

> Approved an average of .77 plan per person per day.

> Performed spot-check quality control on approximately 10.14% or 18 of 250 permit applications and plans approved for internal plan review with an accuracy rate of 93.2%.

> Conducted approximately 22 pre-application meetings.

> Performed 290 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% 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 Unreinforced Masonry Buildings. Continue the proceedings of Risk Level 3 and 4.
Assisted DPW in the review of 2 referrals for the Mission Bay Development Public Improvement and 5 referrals for Hunters Point Shipyard.

Attended and observed the seismic testing of alternative connection details for tall concrete building in U.C. Berkeley.

**ON-GOING PROJECTS**

Started permit review for the following highrises:

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 highrises 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 and 50 Tea Garden Drive.

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, 841 Chestnut Street, 14) Moduloc Prototype buildings, and 15) Temple Beth Sholom at 14th Avenue and Clement Street.

Worked on nine housing projects: 1) Carter Housing Project, 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) Valencia Gardens, 10) 650 Eddy Street Housing, 11) Alabama Street Housing, and 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 highrise seismic retrofit projects for One California Street, One Maritime Plaza and 575 Market Street.

Port of San Francisco projects:

a) Approved the seawall for Pier 49.
b) Approved the light gauge, metal stairs and tower crane for 501 Beale Street.
c) Continue reviewing the swimming pool for 501 Beale 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.

Performed one non-structural peer review (NSR) for maintaining Rock Catchment Fences at Carter Terrace Development.

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 Shipyard.

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

MAJOR PROJECTS/UMB PLAN CHECK
PLANS APPROVED/PERSON/DAY
MBO GOAL = 1

Total Number of Permits Received: 298
Total Number of Permits Approved: 250
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 1,445 permit applications; of these reviewed and approved
  ■ 70.2% or 1,014 over-the-counter permits
  ■ 13.8% or 199 permits within 7 days
  ■ 10.3% or 149 permits within 30 days.

> Approved an average of 8.5 plans per person/day.

> Performed spot-check quality control on approximately 6.6% or 28 out of 431 permit applications and plans with an average of 97.25% accuracy.

> Conducted approximately two pre-application meetings.

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

> Received and conducted 437 phone and counter consultations on mechanical code questions.

> Responded to 385 job status check inquiries.

> Staff attended in-house Title 24 Energy Code training.
> Staff visited Bloomingdale job site to inspect mechanical systems.

> Started process to hire new Assistant Mechanical Engineer.

> Completed plan review for major projects: 1700 Owens Street and 2949 18<sup>th</sup> Street.

**ON-GOING PROJECTS**

> Continue reviewing the major highrises and Mission Bay projects:

125-3<sup>rd</sup> Street, 301 and 302 Mission Street, 301 King Street, 401 Harrison Street, 425-1<sup>st</sup> Street, 353 King Street, 325 and 435 China Basin, 871 Turk Street, 466 Bush Street, 601 King Street, 55-9<sup>th</sup> Street, 325 Berry Street, 1160 Mission Street, 230 Turk Street, 990 Polk Street, 733 Front Street, 325 and 333 Fremont Street, 690 Market Street and 888 Howard Street.

**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.

> 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.
BUILDING PERMIT PROCESS TIME
Mechanical
MBO GOAL: 60% OTC; 75% 5 DAYS; 95% 30 DAYS

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

Note: Number of approved plans include over-the-counter approvals.
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 for completeness total **1,246** applications; of these **96%** or **1,178** were completed within one (1) day.

> Assisted **100%** or **559** customers upon arrival at PCD public counter.

> Responded to **2,986** telephone inquiries within 24 hours.

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

> Completed **91** projects under Parallel Plan Review Process for this quarter, with a construction cost value of **$300,082,884**.

> Received **35** requests to expedite and track building permit applications.

> Random/Spot-checked at less than **10%** Building Permits issued over-the-counter due to short staffing.

> Performed daily multi-disciplinary **Peer Review** to enhance Quality Control process. The goal is to eliminate time spent by Plan Checkers to resolve these errors.
Assisted in regular **Fire and Mechanical Plan Check** to ease backlogs at Plan Check Services Program for a total of 23 hours.

Continued to extend **Plan Check Counter assistance** to Plan Check Services Program. **Three (3)** Plan Checkers helped at Residential and Commercial Intake Counters total of **153 hours** this quarter.

PCD Mechanical Plan Checker, under agreement with Mechanical Plan Check Manager, continues to perform mechanical plan check/review of 835 Market Street Bloomingdale Project 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 **16** misplaced building permit applications. Ten (10) of these were misplaced at DBI, five (5) at Planning Department, and 1 at Fire. Under this function, PCD emphasized strict compliance of policy requiring Plan Check and PCD Managers’ approval before duplication.

**Training.** Maintained proficiency of Division personnel by attending technical and non-technical training, including: Building Code training on Review of DBI Administrative Bulletin, Commercial Kitchen Requirements, Code Adoption & Revision Process, and “Matrix Adoption” Tables; as well as Quarterly Health & Safety training. Interim Manager attended CALBO Conference.

**ON-GOING PROJECTS**

Coordinates a total of **750** Parallel Plan Review Process for this quarter or an average of **161** building permit applications per month.

Continues to perform **Quality Control** by reviewing for completeness on all building permit applications plan-checked by other Plan Check Services and other Departments before final issuance.

**Bioscience Business Permit Process.** Provides Parallel Review process to Bioscience Business Project building permit applications.

PCD continues to implement policy directive by **Ethics Commission on equal treatment** of all building permit applicants.

Continues to perform daily **10% Spot-checking of Quality-controlled** plans.
Continues to perform at least 10% Random/Spot Check of Applications Issued Over-the-Counter before CPB issues the permits and note areas to be improved.

Continues to perform Fire and Mechanical Plan Check functions to help ease backlogs at Plan Check Services Program.

Continues to review and submit weekly reports of all services and functions performed.

Work in partnership with various City agencies such as City Planning, Fire, Public Works, Redevelopment Agency, Public Health, Recreation & Park, 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. These projects include affordable housing, Laguna-Honda Hospital, Academy of Science, Mission Bay Bio-Tech Project, among others.

GOALS

Educate and bring, not only the general public up to date, but also the clients and building/construction industry, of the advantages of Parallel Plan Review process.

Increase staffing to handle expanded functions and services by additional 3-5 administrative and technical personnel.

Upgrade aging technology to match the complexity and speed of need under Parallel Plan Review Process and efficient Quality Control assessment.

Provide excellent customer service with elevating quality and efficiency of technical and administrative skills despite being understaffed and with long-standing technological support.

Continue to promote proactive interactions with customers and City agencies to reduce permit processing time.

Continue to streamline expanded functions and services.
PERMIT COORDINATION
QUALITY CONTROL REVIEW WITHIN 24 HOURS

TOTAL NUMBER OF PLANS REVIEWED: 1,178

JAN: 328
FEB: 405
MAR: 445
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 4,997 permit applications; of these reviewed and approved
  - 80.9% or 4,041 over-the-counter permits
  - 2.9% or 146 permits within seven days
  - 5% or 251 permits within 30 days.

- Approved an average of 8.4 plans per person/day.

- Performed spot-check quality control on approximately 9.8% or 94 out of 956 permit applications and plans with an average of 94.2% accuracy.

- Conducted 35 pre-application meetings.

- Staff answered 290 code and procedure-related questions.

- Staff rejected 5.8% or 290 permit applications due to not meeting minimum requirements or basic code compliance.

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

- After January 6, 2006, all permit renewals were referred to BID for review and processing where no plan review is involved.

- Vivian Huang, Robert Power, Jimmy Cheung, Joseph Yu and Jaime Valle were appointed to permanent positions as 6331 Building Inspectors.
Hired Thomas Bower, previously with SF Port, as a 5241 Civil Engineer.

**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

**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.

> Complete rotation assignments for RPC staff who requested it.

> Hire a new engineer to address the engineering plan check backlog.

> Hire new building inspectors to provide for more flexibility in counter assignments and free up engineers to do plan checking.

> Maintain performance levels to meet MBO objectives.

> Conduct staff performance evaluations.

> 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
4,997

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 60 e-mail requests for code interpretations; of these responded to 100% or within 21 days.

> Assisted 1,017 walk-in customers requesting technical information.

> Answered 3,446 phone calls requesting technical information.

> Received a total of 4 Director’s letters / customer inquiries; of these responded to 100% or within deadline.

> Continued regular weekly technical training program for Department of Building Inspection staff.

> Focused on “Green Building” code development and procedures.

ON-GOING PROJECTS

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

> Attend weekly Board of Appeals hearings.

> Continue review of the application of the State Historical Building Code.

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

> Continue daily telephone, e-mail, and counter response regarding code questions with a volume of over 100 requests per day.

**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.
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, 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 15,350 inspections; of these 99% or 15,273 were processed within 48 hours.

> Performed an average of 12.7 inspections per person/day.

> Performed 4 spot check inspections a week per Senior Inspector.

> Received a total of 1,012 complaints; responded to 70% or 704 of all complaints within 48 hours.

> Inspected 82% or 827 of complaints received; abated 26% or 264 of new complaints received.

> Issued 595 NOV’s; abated 48% or 288 NOV’s.

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

> Referred 204 cases to Code Enforcement.

> 16 Building Inspectors received ICBO certification.

> Received a total of 12 Director’s letters / customer inquiries; of these responded to 11 within deadline and 1 after deadline.

> Support staff responded to 19,783 telephone inquiries.
The new buildings under construction at 300-318 Spear Street completed their shoring walls to facilitate the excavations seventy feet below street level. The shoring walls subsequently showed some movement and started rotating in towards the excavation. BID field inspectors worked with CAL-OSHA, the project engineers and DBI plan check engineers to supervise the emergency repairs and mitigations. Multiple high-rise towers will be constructed on a square city block in this first phase of the Rincon Hill development.

BID coordinated another in-house training session that was provided to all DBI plan checkers and building inspectors. The training was on the Multi-Family Disabled Access Requirements and was given by Isam Hasnein, P.E., CBO with the City of San Diego.

The Senior Building Inspectors in BID started the arduous task of updating the BID Procedures and Policies Manual. The Manual was last updated in 1996. The new Manual will be streamlined and then distributed to all field inspection staff.

The permanent 6331 Building Inspector examination was given and later certified by Department of Human Resources. Department-wide, there were 18 provisional 6331 Building Inspectors who received permanent Civil Service appointments. In BID we were pleased that all eight of our provisional hires excelled sufficiently to be picked up as permanent.

The BID Senior Inspectors assumed full responsibility for plan checking and processing all renewal permits on the first floor. This eliminated one step in the permit process and provided faster service to the customer.

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 has substantially completed the core and shell phase of construction and started on the tenant improvement phase. Projected opening date is September 28th, 2006

The Hunter’s Point Shipyard Parcel A demolition and development project has begun. Over two hundred buildings are under demolition to make way for hundreds of new housing units. Permits for the new units are currently under review. The estimated start for construction is late Summer or Fall in 2006.
The Laguna Hospital reconstruction project has broken ground. BID lost one of our experienced field inspectors when he took a position as the OSHPOD inspector to supervise construction for the Bureau of Construction Management. BID still retains some inspection responsibility, but the majority is OSHPOD.

The Gartner Group Permit Tracking System initial assessment study scheduled field trips and in-house presentations to showcase various commercial-off-the-shelf systems for the new permit tracking system that will be used by multiple City agencies such as Planning, Health, Fire, and Public Works Departments. BID participated in the interviews and field trips. Other field trips will be scheduled in the future.

The Draft Office Policy and Procedure for Unit Count Verifications was reviewed and accepted by 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 building inspector or plans examiner and requires staff to complete 45 hours of continuing education within a three-year period.

Work with the MIS staff to re-program the fee calculation program, so the Central Permit Bureau staff will be able to collect all permit fees associated with building permit renewals. This will eliminate the current redundancy that requires two separate payments from permit applicants.

Schedule Means of Egress training for all BID/CES/DAS field inspectors and plan checkers in the fourth quarter fiscal year 2005-2006.

Schedule Fire Resistive Assembly training for all BID/CES/DAS field inspectors and plan checkers in the fourth quarter fiscal year 2005-2006.

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

Run Emergency Preparedness exercises for all responsible field inspectors, and practice building evacuation procedures.

Continue to revise the BID Operating Manual to make it streamlined, current, and useful.
BUILDING INSPECTIONS PERFORMED
3rd Quarter FY 2005-06

Total 3rd Quarter 15,350

BUILDING INSPECTION RESPONSE TIME
3rd Quarter FY 2005-06
MBO Goal = 100% in 48 Hours
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 22% or 54 cases of Director’s Hearings within 60 days after receipt by CES.
> Abated or referred 20 CES cases per month to City Attorney.
> Produced 33 3R Physical-Inspection reports per month.
> Responded to 100% or four Director’s letters within Director’s deadline.
> Received 264 new complaint referrals from BID, PID, and EID.
> Reviewed 23 permit applications.
> Performed 230 field inspections for Code Enforcement cases.
> CES Inspectors attended Residential Disabled Access training.
> CES clerical staff attended computer skills training.
> Trained CES Building Inspector in 3R Physical Inspection procedures.
> Updated computer database of backlog cases.
> Continue to assist City Attorney on currently referred CES cases.
ON-GOING PROJECTS

> Reduce boiler case backlog.

> Prepare CES cases for presenting 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 CED Active Case Log update.

GOALS

> Schedule CES Building Inspectors to attend Detailed Exiting training.

> Backfill vacant 6331 Building Inspector.

> Train new 6331 Building Inspector in Code Enforcement procedures.

> 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.

> Attend Building Inspection Commission Litigation Committee meetings.
CODE ENFORCEMENT INSPECTION ACTIVITY
3rd Quarter 2005-06

INSPECTIONS PERFORMED - 230
3R PHYSICAL INSPECTION REPORTS - 99

CODE ENFORCEMENT COMPLAINT ACTIVITY
3rd Quarter 2005-06

COMPLAINTS RECEIVED - 264
CASES ABATED - 59
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 15 cases.
> Issued one 1st Notices of Violations.
> Performed 38 inspections.
> Received $3,758 in Assessment Fees, one case.

ON-GOING PROJECTS

> Investigate and abate approximately 46 DAS complaint cases.

GOALS

> Hire an additional building inspector.
> Refer cases regularly to Director’s Hearings.
DISABLED ACCESS
COMPLAINT & INSPECTION ACTIVITY
3rd Quarter FY 2005-06

Complaints Received - 9
Complaints Abated - 15
Inspections Performed - 38
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 8,718 inspections; of these 96% or 8,329 were processed within 48 hours.
> Performed an average of 10.6 inspections per person/day.
> Performed 4.57 spot check inspections a week per Senior Inspector.
> Received a total of 57 complaints; responded to 97% or 55 of all complaints within 48 hours.
> Inspected 97% or 55 of complaints received; abated 33% or 19 of new complaints received.
> Issued 37 NOV’s; abated 5% or 2 NOV’s.
> Served as Hearing Officer for 4 Director’s Hearings.
> Referred three cases to Code Enforcement.
> Received a total of eight written customer inquiries; responded to all within one day of receipt.

Permit Issuance: Coordinated enhancements to the on-line permit application processes. The enhancements help reconcile inspection activity and the corresponding fee payments with fewer screen changes. Applicant’s who inadvertently file duplicate permits or use incorrect addresses continue to create additional work for EID clerical personnel.

PTS Development: Supervisory personnel attended permit tracking system presentations by four vendors. They also attended a demonstration of the system presently being used by the Building Development Department in the City of San Jose. The presentations and demonstration were beneficial and informative.
**Questionnaire:** Developed a Homeowner Permit Questionnaire to help solicit more accurate information about the scope of work to be installed and to determine if the applicant intends to perform the actual work. Many applicants obtain permits under false pretenses in order to have the work done by licensed or unlicensed contractors.

**Amendments:** The 2004 San Francisco Electrical Code Amendments that were delayed and revised in committee to the satisfaction of SBC/AT&T have finally been adopted into Ordinance. The publisher anticipates that the new Amendments will be available by the end of April 2006.

**Vehicles:** Developed a new procedure for controlling access to the assigned vehicles. The procedure is necessary in order to make all vehicles available during employee absences. Clerical personnel now control access to a lockbox with a backup set of keys that are available only by signing in and signing out.

**ON-GOING PROJECTS**

- Solar PV Systems: 26 permits issued; 33 completed, 20 systems in progress.
- UEB: Sunol East – West Pump Station complete.
  UEB: North Point Waste Water Pump Station 6 inspections performed.
  UEB: Merced Manor pump station 10 inspections performed.
- San Bruno Jail: 18 violations corrected, two violations remaining.
- Bloomingdales: wiring inspections nearing completion for core and shell work.
- 865 Market Street: life safety testing scheduled to commence on July 5.
- Century Theater Complex: 50% complete, work in progress for 100 retail spaces.
- Comcast: signal-booster sites, project completed.
- AT&T: five sidewalk pedestal-mounted units completed.
- Port of SF: 501 Beale Street office building, est. completion May 2006
  South Beach harbormaster’s office and yacht club, in progress.
  18 other active projects.
- Muni Light Rail Maintenance Yard; installation of underground systems in progress.
- Cell Sites: 62 installations inspected
> Underground Utilities Program: continuing inspection activity.

> Academy of Sciences: installation of underground systems, in progress.

> SBC/AT&T: An Abatement Appeal Hearing is pending.

**GOALS**

> **Certification:** Assure compliance with State Regulation AB 717, which requires staff certification and completion of 45 hours of continuing education within a three-year period.

> **Performance Appraisals:** Complete a comprehensive annual Performance Appraisal Report and prepare a work plan for each clerical and technical staff member in the Electrical Inspection Division.

> **Investigation:** Conduct an investigation into the use of unlisted retrofit kit components that are being installed without permit in stairway and hallway luminaries for high-rise office buildings. The retrofit kit utilizes occupant-sensor switching and is marketed as an energy saving installation.

> **Vacation Scheduling:** Coordinate employee absences with the availability of temporary help so as to maintain responsive services and satisfactory inspection turnaround times during the Spring and Summer vacation season.

> **Stored Records:** Review and update all stored documents and destroy those not required under the 2005 DBI Records Retention Policy.
**ELECTRICAL INSPECTIONS PERFORMED**

- **JAN**: 2,616
- **FEB**: 2,677
- **MAR**: 3,425

Total 3rd Quarter FY 2005-06: 8,718

**ELECTRICAL INSPECTION RESPONSE TIME**

3rd Quarter FY 2005-06

MBO GOAL = 100% Within 48 Hours

- **JAN**: 96%
- **FEB**: 96%
- **MAR**: 95%

MBO
ELECTRICAL INSPECTION MBO
INSPECTIONS/PERSON/DAY
3rd Quarter FY 2005-06
MBO GOAL = 11

JAN: 9.7
FEB: 10.9
MAR: 11.0
QTR 3: 10.5
AVG:

ELECTRICAL PERMITS

JAN: 1,096
FEB: 1,087
MAR: 1,474
Total 3rd Quarter FY 2005-06: 3,657
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 2,928 inspections; including:
  - 525 initial routine inspections on apartment buildings
  - 181 initial routine on residential hotels
- Responded to 96% of life hazard or lack of heat complaints within 24 hours.
- Performed three spot check inspections a week per Senior Housing Inspector.
- Received 748 complaints; responded to 82% or 615 complaints within 48 hours.
- Inspected 79% or 590 complaints received and abated 58% or 433 complaints.
- Referred 92 cases to Director’s Hearing.
- Collected $17,110 in Assessment of Cost fees for enforcement cases.
- Referred 21 notices of noncompliance to the State Franchise Tax Board.
- Inspected 44 task force cases; issued 11 Notices of Violation on task force cases; abated 4 task force cases.
- Received 13 Director’s letters; responded to all within Director’s deadline.
- Updated the Apartment House and Hotel License Fee database to reflect ordinance changes to collect fees for the Lead Abatement Program.
- Worked with MIS to correct and update division management statistical reports and automated Assessment of Cost billing.
GOALS

> Perform a minimum daily average of six inspections to include routine inspections and tenant complaints.

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

> Take additional enforcement action on 90% of all code enforcement cases with outstanding violations within 45 days after the Notice of Violation compliance period has elapsed.

> Bill 90% of all outstanding assessment of costs (initial and 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).
Housing Inspection Services
Inspection Activity
3rd Quarter 2005-2006

Routine Inspections - 706
Total Inspections - 2,928

New Complaints Received - 748
Complaints Abated - 433
LEAD ABATEMENT SECTION
Louise Kimbell, Section Manager

FUNCTION

The Lead Abatement Section (LAS) is responsible for a wide variety of programs with emphasis on the Asthma Task Force 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 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 165 Notification to the Director forms for exterior work for the SFBC 3407 ~ Work Practices for Lead-Based Paint (including those with complaint cases).

> Performed 197 “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 71 SFBC 3407 complaints, responded to 100% of SFBC 3407 complaints within one business day.

> Issued 47 Notices of Violation (NOV); issued 8 Notices of Penalty & Fee (NOP); and, abated 66 complaint cases.

> Conducted 302 re-inspections.

> Referred 8 complaint cases to Director’s Administrative Hearing for Appeal of Imposition of Penalty & Fee; referred one complaint case (i.e., contractor’s name/ license) to CA Contractors State License Board.
Participated in meetings with members of the Board of Supervisors (BOS) and the ATF Environmental Subcommittee regarding the expenditure of “addback” money and asthma causal triggers/“healthy housing” in public housing (i.e., SF Housing Authority, Redevelopment Agency and Mayor’s Office of Housing public housing).

Provided Standard First Aid/Adult CPR and Automated External Defibrillator (AED) training for 1/3 of DBI staff.

Presented the updated PowerPoint presentation based on the Smith System defensive driving to DBI Inspection Services field inspectors.

Attended the “Indoor Environmental Health & Technologies Conference” and the “National Conference of HUD, EPA and CDC Lead and Healthy Homes Grantees” in South Carolina and did a collaborative presentation with Mayor’s Office of Housing presenting information about the DPH-CLPP, as well as SFBC 3407.

Received a “Recognition Certificate” on behalf of DBI for a submitted application to the EPA for the “Children’s Environmental Excellence Award”.

Responded to and provided documentation to a newspaper reporter regarding several SFBC 3407 complaint cases.

Developed several new SFBC 3407 forms for the Director’s final order for the penalty that is not appealed, per a meeting with Dep. City Attorney on the amended SFBC 3407 procedures.

Assisted in the development of the Oracle database for the SFBC 3407 surcharge for interior alteration work in R3 Occupancy groups (Building PA “Form 3/8”) with DBI-CPB and Res. PCSD.

Completed research on code sections that overlap between DBI Building/Housing Codes and DPH Health Code, in response to a request from DPH-Occupational & Environmental Health, and completed development of the associated proposed strategies and rationales and submitted document to the DBI Acting Director.

**ON-GOING PROJECTS**

Continued participating as a non-voting member on the BOS’ ATF; continued participating 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., Hazardous Materials and Hazard Communication). 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 June 30, 2006.

Complete the policy and procedures manual for the LHR program by June 30, 2006.

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

Assist in the development of the Oracle database for the SFBC 3407 surcharge for interior alteration work in R1 Occupancy groups (Apartment House and Residential Hotel License) with DBI-AFD and HIS and Office of the Tax Collector-License Bureau.

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).
LEAD ABATEMENT
LEAD HAZARD REDUCTION PROGRAM
3rd Quarter FY 2005-06

JAN  FEB  MAR
16     18     11

Issued 1st NOV - 45
Issued 2nd NOV - 2

LEAD ABATEMENT
LEAD HAZARD REDUCTION PROGRAM
3rd Quarter FY 2005-06

JAN  FEB  MAR
0     0     2

Issued 1st NOV - 45
Issued 2nd NOV - 2

REFERRALS TO DH FOR NOP - 8
REFERRALS TO LICENSING BOARD - 1
ISSUED NOTICE OF PENALTIES & FEES - 8
LEAD ABATEMENT
INSPECTION RESPONSE TIME
3rd Quarter FY 2005-06

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

LEAD ABATEMENT
COMPLAINT ACTIVITY
3rd Quarter FY 2005-06

- COMPLAINTS RECEIVED: 71
- CASES ABATED: 66
- INSPECTIONS PERFORMED: 363

MBO GOAL = 100% WITHIN 48 HOURS
(PER ORD. NO. 446-97)
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 6,629 inspections; of these 99% or 6,608 were processed within 48 hours.

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

> Performed 2.1 spot check inspections a week per Senior Inspector.

> Received a total of 145 complaints; responded to 100% or 145 of all complaints within 48 hours.

> Inspected 91% or 133 of complaints received; abated 75% or 110 of new complaints received.

> Issued 77 NOV’s; abated 68% or 53 NOV’s.

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

> Issued 1 Emergency Order.

> Referred 11 cases to Code Enforcement.

> Received a total of 8 Director’s letters / customer inquiries; of these responded to 100% or 8 within deadline.
BOILER PROGRAM

> Issued 162 new boiler Permits to Operate (PTP); a total of 924 have been issued.

> Registered 162 new boilers for a total of 9,564 registered boilers. This is very close to the original goal of 10,000 registered boilers.

> Generated 207 boiler complaints for overdue “Permit to Operate” registration.

> Issued 38 Notices of Violation.

> Forwarded 11 cases to Code Enforcement Section.

> Mailed 207 expired PTO notifications.

ON-GOING PROJECTS

> Municipal Light Rail Maintenance Facility. (Port Project).

> Rincon Towers (60-story residential highrise).

> Valencia Gardens (Affordable Housing Project).

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.

> Manage all complaints within 24-hours response time.

> Maintain 100% of inspections within 48-hours.

> Continue to update the San Francisco Amendments to the California Plumbing and Mechanical Code.

> Add 150 new boilers to PID’s database.

> Provide assistance in enforcement of the FOG Program.
> Backfill and hire the vacant 6246 Senior Plumbing Inspector Position.
> Backfill and hire two 6242 District Plumbing Inspectors Positions.
> Continue to provide prompt courteous and professional services to the public
PLUMBING INSPECTIONS PERFORMED

<table>
<thead>
<tr>
<th></th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2,048</td>
<td>2,022</td>
<td>2,559</td>
</tr>
</tbody>
</table>

Total 3rd Quarter FY 2005-06
6,629

PLUMBING INSPECTION RESPONSE TIME
3rd Quarter FY 2005-06
MBO GOAL = 100% 48 HOURS

<table>
<thead>
<tr>
<th></th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>WITHIN 48 HOURS</td>
<td>100.0%</td>
<td>99.0%</td>
<td>99.0%</td>
</tr>
<tr>
<td>OVER 48 HOURS</td>
<td>0.0%</td>
<td>1.0%</td>
<td>1.0%</td>
</tr>
</tbody>
</table>
PLUMBING INSPECTION MBO
INSPECTIONS/PERSON/DAY
3rd Quarter FY 2005-06
MBO GOAL = 11

PLUMBING PERMITS

Total 3rd Quarter FY 2005-06
4,279