

# Annual Report

*Fiscal Year July 1, 2013 - June 30, 2014*



**Department of Building Inspection**  
City and County of San Francisco





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# Message from Director Hui and President McCarthy

## Welcome to a Booming San Francisco!

As most citizens, and a strong majority of the City's millions of visitors know, fiscal year 2013-2014 was the strongest building "boom" San Francisco has witnessed in more than a century. Following the most severe economic recession we had experienced in more than 50 years, the City has bounced back in every economic sector. Unemployment is at an historic low, and we are on-track to meet Mayor Lee's goal of creating 30,000 new housing units by 2020.

The Department of Building Inspection (DBI) continues to be a key member of the City's leadership team, with its highly trained and customer-friendly professionals making certain that building owners understand, and comply with, the City and State's strict building safety codes. The work begins when people walk into DBI's Permit Center on Mission Street and are guided through what can be a complicated review and approval process. With more than 90 percent of all permits issued over-the-counter, and within 24-48 hours, DBI's Fifth Floor "Over-the Counter" review process is continuously fine-tuned to enable owners to build safely and quickly. Take a look at the following statistics to see how this building "boom" is continuing as we get ready to enter our next fiscal year.

On behalf of the Building Inspection Commission (BIC) and the Department of Building Inspection (DBI), we thank DBI's hard-working, talented, and dedicated

employees whose commitment and professionalism have produced the most productive fiscal year in the Department's history.

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

- Issued nearly **66,000 construction permits.**
- Performed over **150,000 inspections.**
- Issued construction permits with a construction valuation of **\$3.6 billion.**

Special thanks to DBI's Executive Management Team who work hard and provide the day-to-day oversight required to help me as Director, and me as President of the Commission, to achieve the continuous improvements expected of DBI's performance from our ever-vigilant customers.

We welcome this opportunity to thank the Mayor's Office, Board of Supervisors, Building Inspection Commission, our customers, and all DBI employees for their invaluable support of the Department and its vital mission to protect the building safety in our City.

Sincerely,

*Tom C. Hui*

*Alfred McCarthy*

Director Hui at the 270 Brannan Street Groundbreaking



Director Hui being interviewed by AM1450 Radio



Director Hui attends Mayor Lee's Budget Signing



Central Permit Bureau staff and Director Hui take a picture with then Board of Supervisor President David Chiu



# 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, the Department of Building Inspection oversees 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 for San Francisco's more than 200,000 buildings.

# Director Tom Hui

The Director of the Department of Building Inspection (DBI) is charged with leading its implementation and enforcement of local, state, and federal regulations and controls governing the design, construction, safety, quality, use, occupancy, and location of buildings and structures within the City and County of San Francisco.

In September 2013, Director Tom C. Hui was appointed as Permanent Director by the seven-member Building Inspection Commission that provides policy oversight to the Department.

A licensed Structural Engineer with more than 35 years experience and a California Certified Building Official, Director Hui's leadership skills have been particularly effective in managing the City's new mandatory soft story seismic retrofit program affecting more than 4,000 highly at-risk structures; playing a key leadership role in implementing the Mayor's Affordable Housing strategy that is producing significantly more units as population growth surges; implementing a new City ordinance to legalize currently illegal dwelling units to the affordable housing stock; and presiding over the most robust building "boom" since its rebuilding following the 1906 Great Earthquake and Fire.

DBI's Executive Team includes:

**Edward Sweeney**, Deputy Director of Permit Services

**Daniel Lowrey**, Deputy Director of Inspection Services

**Taras Madison**, Deputy Director of Administrative Services





# Building Inspection Commission

The Building Inspection Commission provides policy direction to the Department of Building Inspection. The BIC was designed to provide representation for the various communities, which interact with the Building Department. **The BIC sets policy, hears various appeals on issues leading up to the issuance of building permits, sits as the Abatement Appeals Board to hear appeals of Director's Orders of Abatement, and provides a public forum through their bi-monthly meetings.**



## Members of the Commission

- Angus McCarthy, President, Residential Builder Seat
- Warren Mar, Vice-President, Residential Landlord Seat
- Kevin Clinch, Licensed Structural Engineer Seat
- Frank Lee, Architect Seat
- Dr. James McCray, Jr., Non-Profit Housing Seat
- Myrna Melgar, General Public Seat
- Debra Walker, Tenant Seat



8 Octavia Street



# Core Services

- ★ Review plans and issue permits to ensure safe structures, and to protect life and property through building code compliance.
- ★ Provide timely and quality inspections to meet codes, protect occupants and ensure quality of life.
- ★ Deliver the highest level of customer service.



Customers in line for the Public Information Counter on the First Floor



Building Inspector Steve Hajnal helping a customer at the Inspection Services counter on the Third Floor

# AT-A-GLANCE

## Permit and Inspection Activity for Fiscal Year 2013-2014

Employees	<b>260</b>
Number of Permits Issued	<b>65,776</b>
	★ 25,512 Building Permits
	★ 16,207 Electrical Permits
	★ 18,495 Plumbing Permits
	★ 5,562 Miscellaneous Permits
Permits with Construction Valuation	<b>\$3.6 Billion</b>
Number of Inspections	<b>150,344</b>
	★ 56,504 Building Inspections
	★ 4,301 Code Enforcement Inspections
	★ 45,021 Electrical Inspections
	★ 10,469 Housing Inspections
	★ 34,049 Plumbing Inspections



# Permit Services

- Plan Review Services
- Building Boom Quick Stats





# Permit Services

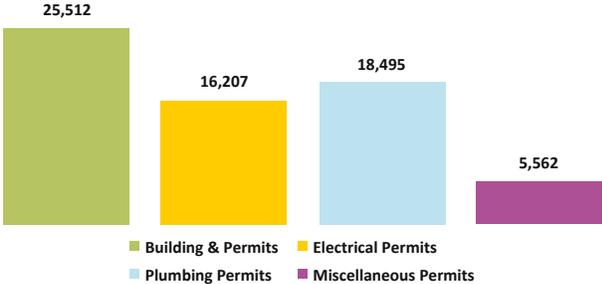
## Ed Sweeney, Deputy Director

The Department's **Permit Services** is responsible for all permit processes from the time a permit application is submitted until a building permit is issued.

The functions include screening, routing permits and plans for review, and coordination of building permit review. It also manages approval and issuance of construction permits, including electrical, plumbing and street space permits

for public and private buildings within the City and County of San Francisco. Permit Services also assesses and collects fees for all structures, building enlargements and changes of use. Additionally, it provides technical support for the Department in the areas of code development and information, provides coordination for the Building Occupancy Resumption Program (BORP), and serves as DBI liaison to other City departments.

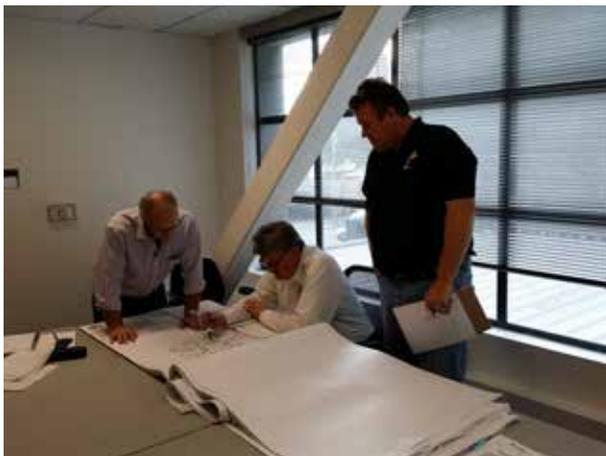
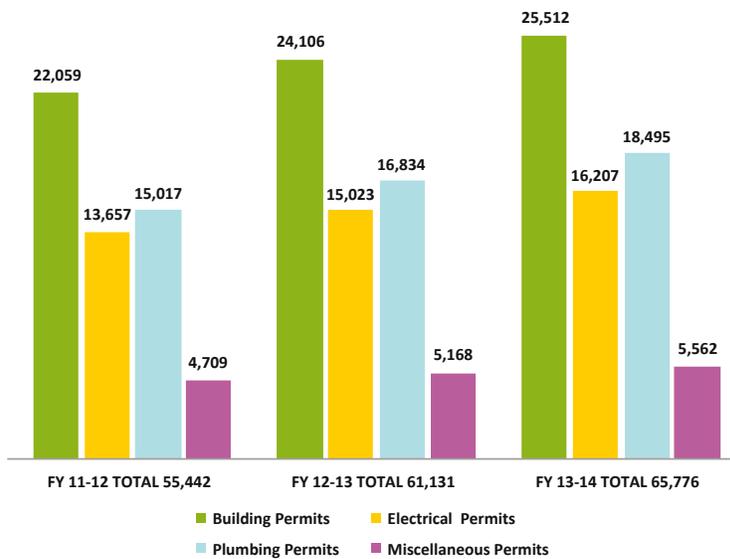
**PERMITS ISSUED**  
**65,776**



# Plan Review Services (PRS)

**Plan Review Services (PRS)** is responsible for the review and approval of all permit applications to assure that proposed construction work meets life safety, accessibility, and structural safety requirements of the code.

## 3-YEAR COMPARISON PERMITS ISSUED



Staff Reviewing Building Plans on the Second Floor





350 Mission Street – 30 Stories  
Mixed Use office building



100 Van Ness Avenue – 29 Stories  
Mixed use with 399 Residential units  
Conversion of existing office tower



1800 Van Ness – 8 Stories  
Mixed-use with 95 Residential units



900 Folsom Street – 9 Stories  
Mixed-use with 282 Residential units

401 Harrison Street- 48 Stories (Left)

425 1st Street- 60 Stories (Right)





2121 3rd Street – 7 Stories, Mixed-use with 105 Residential units



1245 3rd Street – San Francisco Public Safety Building



72 Townsend Street – 9 Stories  
Mixed-use with 74 Residential units



Salesforce Tower, which upon completion will be San Francisco's tallest building at nearly 1,100 feet and one of the tallest high-rise buildings in the Western United States.



151 3rd Street – SFMOMA  
10 Stories museum addition

- **San Francisco Museum of Modern Art, (SFMOMA), Addition/Extension**, where one of the largest and most important modern art collections in the United States will have the space it needs to share this art with the public.
- **Moscone Convention Center Expansion**, where the additional space will enable San Francisco to remain one of the most competitive convention and trade show centers in the United States.
- After more than a decade of planning, the development of the **Hunter's Point Shipyard**, San Francisco's newest neighborhood, is underway. The multi-billion dollar undertaking will transform the long-dormant Hunters Point Naval Shipyard, a 495 acre de-commissioned Navy base along San Francisco's southeast waterfront, into a vibrant master-planned community located just minutes from downtown San Francisco. Development of the horizontal infrastructure for Phase I of the Shipyard has already commenced, clearing the way for vertical development to begin almost immediately. The 75-acre Phase I will consist of approximately 1,400 homes and 10,000 square feet of retail, including 25 acres of parks and open space. The eventual build-out of Phase I is projected to occur over the next five to seven years.

# Building Boom Quick Stats

- More than 30 tower cranes line the City's skyline, building for tomorrow.
- More than 250 Major Projects are under way, with total valuations exceeding \$8 Billion.
- New projects will produce nearly 27,000 units of new housing as the market and aggressive policies strive to balance supply and demand.







# Inspection Services

- I. Building Inspection
- II. Plumbing/Mechanical Inspection
- III. Electrical Inspection
- IV. Code Enforcement
- V. Housing Inspection Services





# Inspection Services

## Daniel Lowrey, Deputy Director

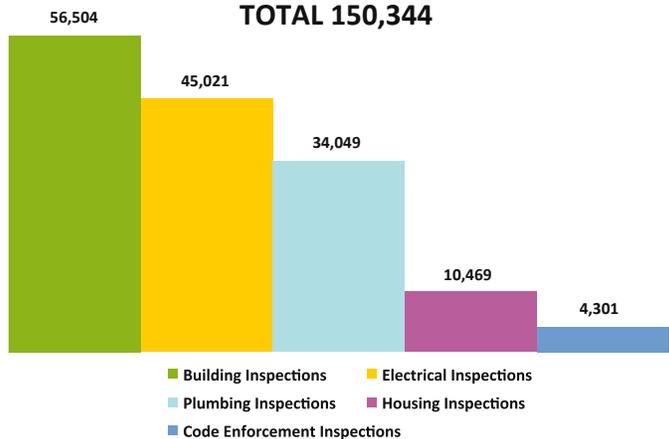
The Department's **Inspection Services** inspects buildings for compliance with code requirements, scope of work in accordance with building permits, and responds to complaints on residential and commercial buildings. Inspection Services protects public safety by enforcing municipal and State regulations and codes relative to construction, alteration, and installation of electrical and plumbing equipment and systems. Inspects buildings for code compliance in residential housing under building permits, or as a result of complaints, and also inspects apartments and hotels.

Inspection Services addresses complaints and conducts inspections associated with interior/exterior lead-based paint disturbance/removal. Provide timely and quality inspections to meet codes, protect occupants and ensure quality of life. This group is also responsible for abatement of code violation cases referred from the building, electrical, and plumbing inspection divisions.

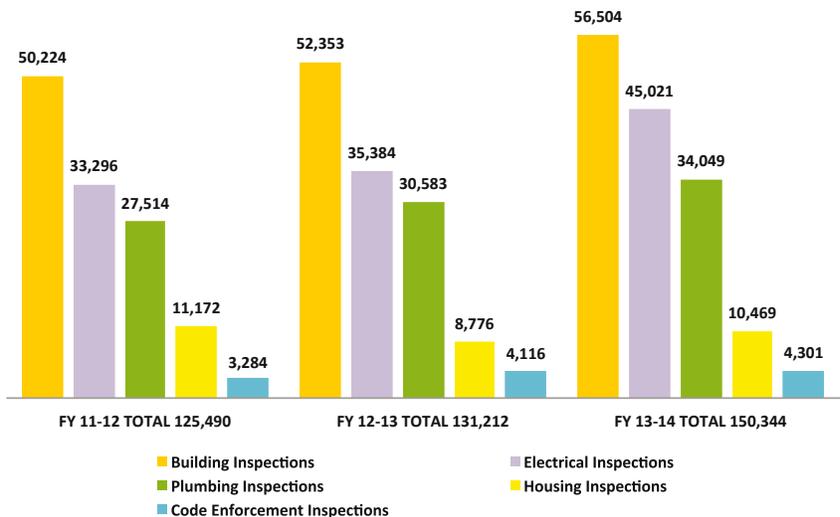
Inspection Services includes:

- **Building Inspection**
- **Plumbing/Mechanical Inspection**
- **Electrical Inspection**
- **Code Enforcement**
- **Housing Inspection Services**

### INSPECTIONS PERFORMED TOTAL 150,344



### 3-YEAR INSPECTIONS PERFORMED



# Building Inspection Division

**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, Night Noise Permits for construction work at night as prescribed in the San Francisco Police Code.



Building Inspector Fergal Clancy performs an inspection for concrete deck pour while giving direction to the sub-contractor foreman.

**The Transbay Transit Center Project** is a visionary transportation and housing project that transforms downtown San Francisco and the San Francisco Bay Area's regional transportation system by creating a "Grand Central Station of the West" in the heart of a new transit-friendly neighborhood. The approximately \$4.5 billion project will replace the former Transbay Terminal at First and Mission streets in San Francisco with a modern regional transit hub connecting eight Bay Area counties and the State of California through 11 transit systems: AC Transit, BART, Caltrain, Golden Gate Transit, Greyhound, Muni, SamTrans, WestCAT Lynx, Amtrak, Paratransit and future High Speed Rail from San Francisco to Los Angeles/Anaheim.



Rendering of The Transbay Transit Center Project

# 100 Van Ness Avenue – Conversion of an Existing Building

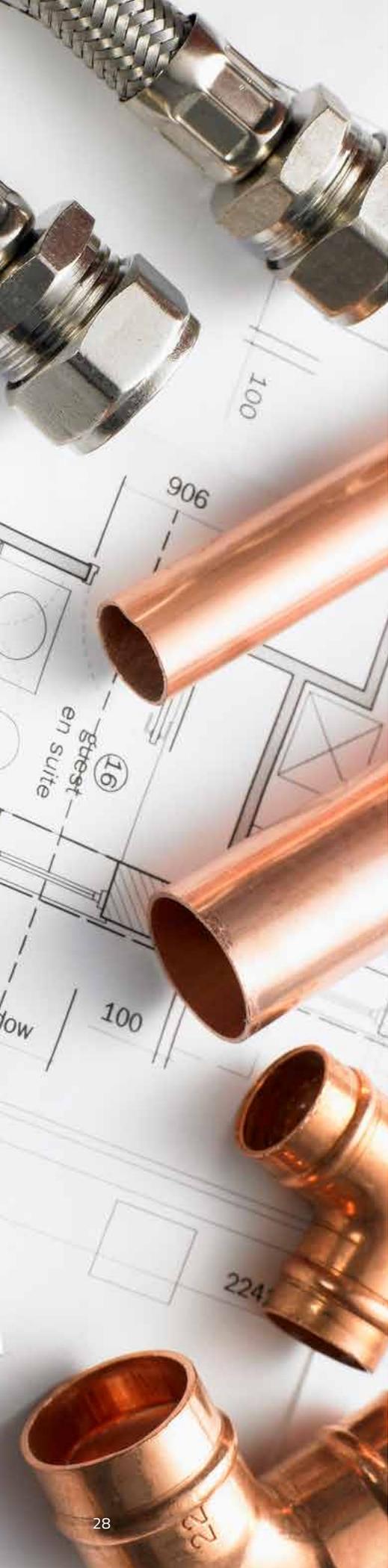
This project includes the conversion of an existing office building to a 399 residential unit residential building with ground floor commercial use. The scope includes structural seismic work, conversion of floors to residential use and the replacement of the existing exterior with new glass curtain wall panels. This building is located in the Civic Center neighborhood near San Francisco’s City Hall. The building previously housed the California State Automobile Association. Project completion is scheduled for early 2015.



Rendering of 100 Van Ness- 28 Stories



Building Inspector Michael Quinlan performing an inspection with Matt Roberts and Rich Tanner of Plant Construction.



# Plumbing/Mechanical Inspection Division

**Plumbing/Mechanical 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.



Rendering of 201 Folsom Street – LUMINA  
The high rise building at 201 Folsom is a 655 residential project that is nearing completion. Once completed it will consist of 3 towers of different heights with retail spaces located on the ground floor. They will also have three floors of parking for patrons located beneath the retail spaces.



Plumbing Inspector Steven Chew inspecting an installation of sprinkler piping at 201 Folsom Street.

# Electrical Inspection Division

**Electrical Inspection Division** (EID) provides for personnel and structural safety by inspecting electrical, life safety, and

communication systems to ensure compliance with the adopted codes and regulations.



Digital Reality Data Center - 200 Paul Avenue

## Digital Reality Data Center - 200 Paul Avenue

- This Data Center includes fully backed-up power circuits and the normal utility power is augmented by uninterruptible power, and generator back-up.
- The Cooling Systems have fully redundant components that maintain the appropriate temperature throughout the Data Center.
- All critical building, cooling and electrical systems are fully monitored.





### 1401 Mission Street

#### 12 Stories - 121 Affordable Residential Units

- The project will include 138,512 square feet.
- It will house studio, and one- and two bedroom units.
- The project includes two levels of subterranean parking and 44 bike parking spaces.



Deck Electrical Conduit Installation

### 100 Pine Street

#### 33 Stories - Class A Commercial Building

- 100 Pine Street, is located in the North Financial District of downtown.
- Designed by Hertz & Knowles and built by Swinerton Builders in 1972, the 33 story 402,534 SF building is constructed of steel, concrete and glass.
- This is the first LEED certified building in California and in 2013 the building obtained LEED Gold status.



8th Floor 250KW Generator Replacement

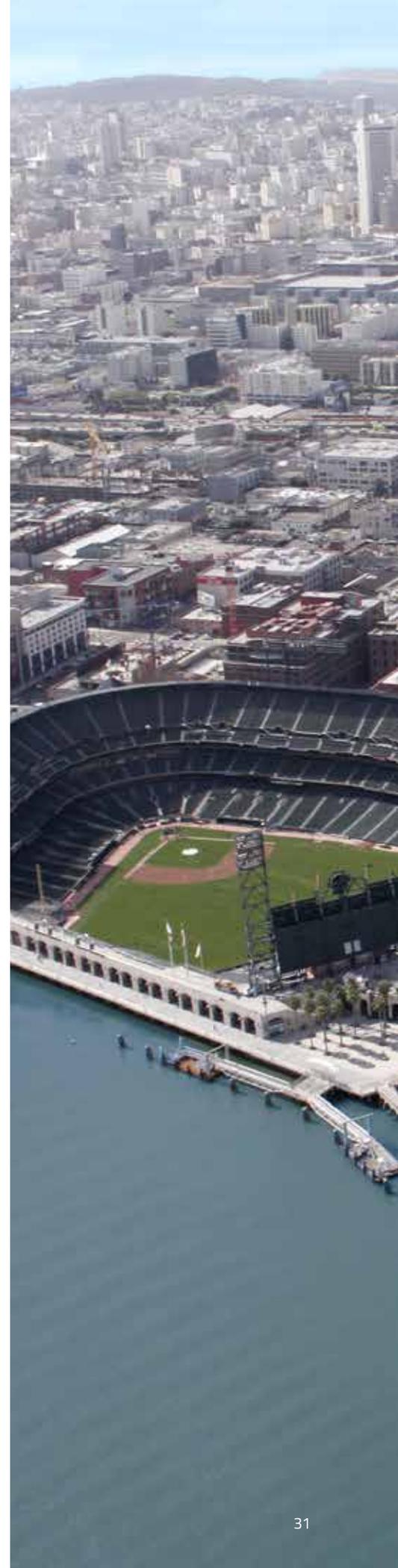
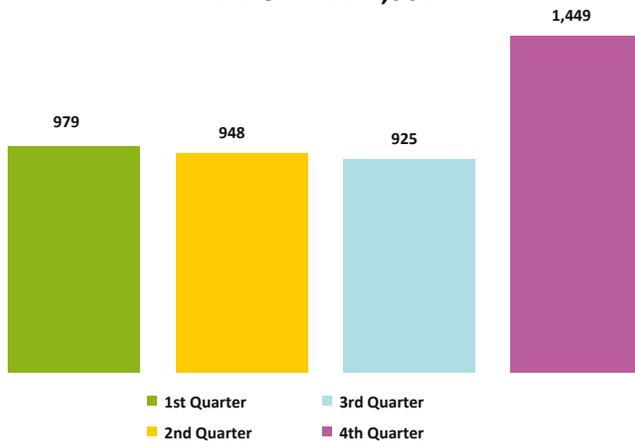
# Code Enforcement

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 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. CES also assists in the preparation and issuance of Emergency Orders for imminent hazards arising from natural disasters and emergencies. Having abated 2,054 cases and scheduled 1,188 properties for the Director's Hearing, we have cleared the backlog of old cases.

Of the 216 new cases that remain open from the fiscal year 2013/14 90% (192) have already been taken to Directors Hearing.

**CODE ENFORCEMENT INSPECTIONS PERFORMED 4,301**





# Housing Inspection Services

**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. HIS is also responsible for the Code Enforcement Outreach Program which is designed to provide support to tenants, owners and the Department of Building Inspection, so that the City and the community can work together to bring housing into code compliance.



*Before*



*After*

HIS performed inspections of residential buildings within this fiscal year, that resulted in abating hazardous conditions associated with blight and dilapidated exterior wood stairs.



*Before*



*After*

# Single Room Occupancy (SRO) Elevator Working Group

On March 18, 2014, Director Hui established the SRO Elevator Working Group to bring the collaboration of various stake holders together to investigate and inventory existing elevators in residential hotels with a history of intermittent service. Deputy Director Dan Lowrey has chaired this Working Group with the goal to develop recommendations to limit these inoperative elevators.

To assist in these efforts HIS took the lead in conducting a detailed

and comprehensive on- site survey of over 160 residential hotels with elevators, and transmitting a mailer to hotel operators soliciting further pertinent information. Preliminary recommendations were drafted and submitted to the building official that outlined in part, opportunities for greater collaboration with the Cal/OSHA Elevator Unit (which is the lead agency regulating these types of elevators).



*Before*



*After*





# Residential Hotel Unit Conversion And Demolition Ordinance

## Annual Report Fiscal Year 2013 – 2014



### Legislative History

The Residential Hotel Unit Conversion and Demolition Ordinance (HCO) was originally adopted by the Board of Supervisors as Ordinance No. 330-81 on June 26, 1981. The Board found that the Ordinance was necessary to preserve the existing stock of residential guest rooms as housing for low-income, elderly, and disabled persons. The Board noted in 1981 that the residential guest room housing stock had been decreasing at an alarming rate due to vacation, conversion and demolition of these units to tourist and other uses. The Board found that this reduction created a housing emergency, and adopted Chapter 41 of the S. F. Administrative Code to minimize the conversion and demolition of residential guest rooms.

### Residential Hotel Certification

Beginning in 1981, the HCO required all hotel and apartment house owners and operators with guest rooms to report to the Bureau of Building Inspection (now the Department of Building Inspection) how the guest rooms were being used on September 23, 1979. If the guest room was actually occupied by a tenant for thirty-two consecutive days or longer, the room was designated as residential. If the guest room was occupied for less than thirty-two days the room was designated tourist. The property owner/operator had fifteen days to appeal the certification of these designations by the Bureau of Building Inspection.

## Residential Hotel Description:

A hotel is considered residential if it has one or more residential guest rooms as certified by the HCO. Approximately five hundred and six (506) hotels are designated residential by Chapter 41 of the S. F. Administrative Code, which includes those hotels owned or operated by non profit organizations. The overall number of residential hotels can fluctuate because the Ordinance permits a hotel to change its residential designation upon approval of a Permit to Convert. Residential guest rooms can be legally converted to tourist uses with approval by the Director of Building Inspection. The Permit to Convert requires the hotel owner to replace the converted residential guest rooms with in lieu (replacement housing) fees, the construction of new units, or the creation of new residential guest rooms in an existing building.

## Reports And Records Required:

All residential hotels which do not have documentation on file with the Department of Building Inspection indicating that the hotel is operated by a nonprofit (recognized by the IRS) must file an Annual Unit Usage Report on November 1st every calendar year. These residential hotels must also maintain daily logs, weekly reports and corresponding receipts for up to two years. The Certificate of Use indicating the number of residential and tourist guest rooms assigned to the hotel must be posted at the hotel lobby along with the weekly report.

Residential hotel owners and operators must rent residential guest rooms certified by the HCO for seven days or longer. From May 1st through September 30th a residential hotel operator may rent twenty-five percent of their residential guest rooms on a nightly basis provided that the guest room is legitimately vacant and offered for residential use first.

Housing Inspection Services maintains files on residential hotels which are available for public review. These files contain documentation required by Chapter 41 of the S. F. Administrative Code, such as the Certificate of Use, filed Annual Unit Usage Reports and Complaint Tracking Data regarding enforcement activities.

Within the last five years, no winter rentals have been applied for pursuant to Sections 41.19(a)(3) and 41.19(c) of Chapter 41 of the S. F. Administrative Code.

Funds deposited into the San Francisco Residential Hotel Preservation Fund Account are transmitted to the Mayor's Office of Housing for disbursement pursuant to Section 41.13 of the Chapter 41 of the S. F. Administrative Code. During this fiscal year one Permit to Convert was approved which required replacement housing fees to be deposited in the San Francisco Residential Hotel Preservation Fund Account.

## Summary Of Enforcement Efforts:

Delinquent notices are sent to those residential hotel owners/operators who have not filed their Annual Unit Usage Report (due November 1, every year) or are missing other historical information.

# HCO Annual Report Highlights

Total Number of Residential Hotel Buildings:	496
Total Number of Residential Hotel Buildings: <i>(Required to file an Annual Unit Usage Report)</i>	409
Residential Hotels offering services: <i>(Include Maid Service, Linen Service, Security Service, Intercom System, Meal Service, Utilities Paid and Other)</i>	325
Total Number of Residential Guest Rooms: <i>(Protected by the HCO to be conserved)</i>	18,853
Total Number of Residential Guest Rooms: <i>(Reported as occupied by the Annual Unit Usage Report)</i>	10,865
Residential Guest Room (Overall) Average Rent:	536
HCO Violations	
Complaints received:	17
Complaints abated:	
<i>(Includes cases initiated from the previous year)</i>	
Residential Guest Rooms Converted:	57
<i>(Through the Permit to Convert Process)</i>	-43
<i>(Through the Building Permit Process only)</i>	-14
TOTAL Residential Units temporarily unavailable or damaged by fire:	712



# Administrative Services



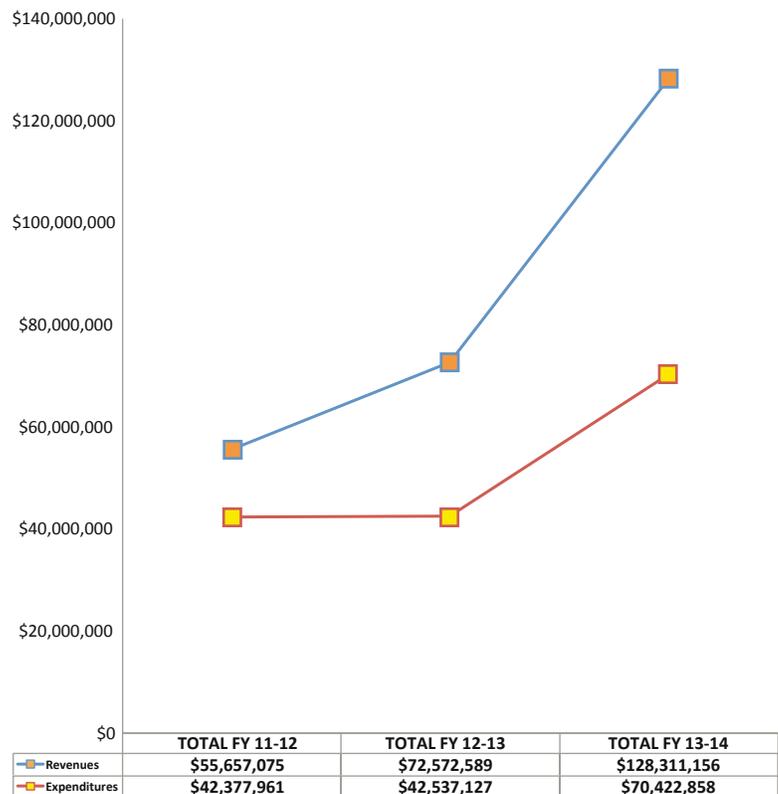
# Administrative Services

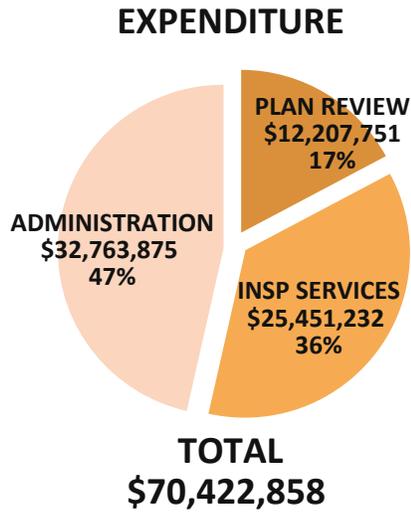
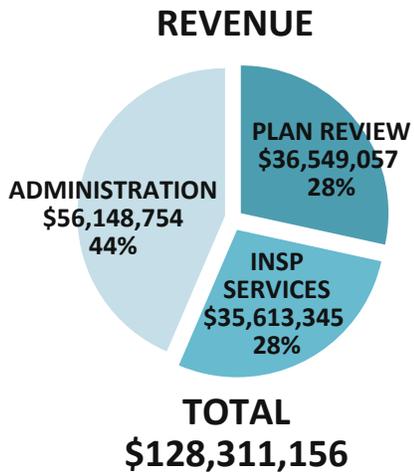
## Taras Madison, Deputy Director

The functions of the **Finance Services** (FS) are to provide support to the Department in the areas of fiscal management, purchasing, and business analysis. This consists of budget preparation and reconciliation; revenue management; controlling labor and non-labor expenditures, capital expenditures and work order expenditures; accounts payable;

performing internal audits, and employee claims management. In the area of purchasing, the division is involved in procuring materials and supplies; vendor identification and interfacing; and contract administration. The division also provides needs and operations analysis, revenue/expenditure analysis, and develops office policies and procedures.

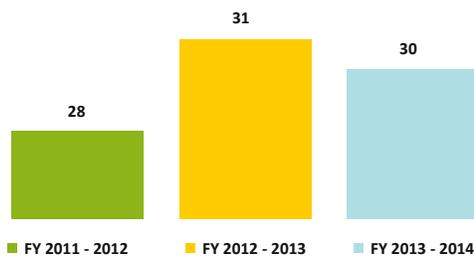
**3-YEAR COMPARISON  
REVENUES AND EXPENDITURES  
OPERATING BUDGET YEAR-END-FINALS**





We have increased our workforce to meet growing customer needs, following the most severe economic recession we've experienced in more than 50 years.

### 3-YEAR COMPARISON WORKFORCE INCREASE

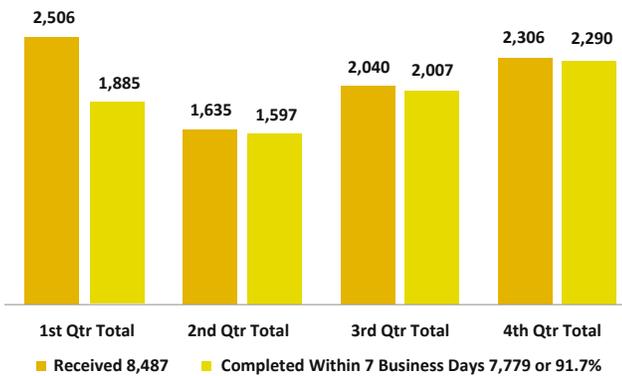


# Records Management Division

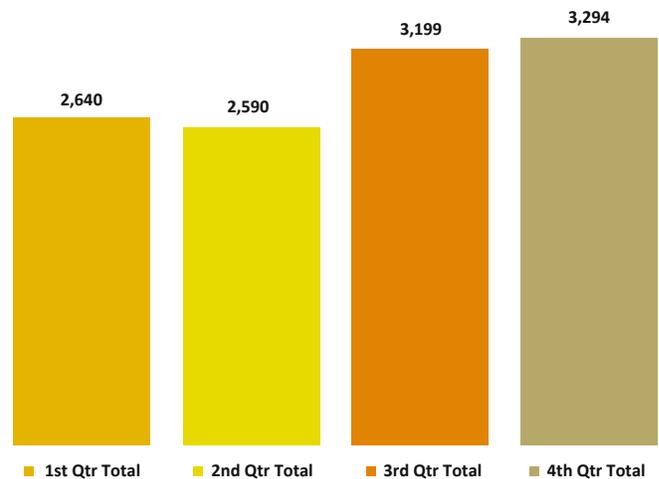
**Records Management Division** (RMD) is responsible for storage and reproduction of plans, permit applications, job cards, and miscellaneous documents; producing the Report of Residential Building Records (3R) and maintaining

historical records; publishing Monthly, Quarterly and Annual Reports; and updating the Department's website. RMD responds to general questions from emails and SF 311 Customer Service referrals and inquiries.

## 3R REQUEST MBO Goal = Process 90% Within Seven Business Days



## RECORD REQUESTS PROCESSED OVER-THE-COUNTER 11,723



Records Management Staff looking through microfilm on the Fourth Floor



Darren Wu views plans on microfilm

# In Your Neighborhood

## DBI in the Community

DBI's staff participates in numerous community outreach programs throughout the fiscal year. Starting with the annual Chinese New Year's Festival, bilingual and multicultural professional staff meets and confers with customers to explain important new programs –such as the mandatory soft story seismic retrofit program, the new voluntary program to legalize in-law units for long-term safety and housing needs, the required installation of carbon monoxide alarm detectors to protect families, as well and answer homeowner questions about code compliance, inspections and the code enforcement process.



Local SFPUC WaterWorks event



Chinese New Year's Festival

# Preparing for an Emergency

DBI, with its highly trained building inspectors, plays a vital role as one of the City's first responders following a major disaster or emergency, such as an earthquake. To ensure readiness, the Director designated a Chief Building Inspector as DBI's Emergency Response Coordinator (ERC), who has created an internal training and periodic exercise program to practice response functions that enable all staff to understand thoroughly the multiple roles they may have to play when responding to a disaster.

DBI's ERC works closely with the City's Department of Emergency Management to stay abreast of all trainings and exercises scheduled throughout the year; works with the Executive Management Team to ensure the Department's Operational Center (DOC) is properly equipped and ready for immediate usage; and takes other preparatory steps, including:

- Prepares and maintains materials, tools, equipment, Personal Protective Equipment (PPE) and supplies required for response under CCSF All-Hazards Emergency Plan. Provide strategic budget plan for replacement and re-use of equipment and tools for all Field Inspection staff. Reviews program effectiveness on a quarterly basis.
- Ensures effective first response protocols and procedures for earthquake, fires, floods, and other natural disasters.
- Conducts drills and training exercises for all staff in coordination with Department of Emergency Management guidelines. (Schedule and conduct two exercises by June 2015.) Participates in Emergency Operation Center drills when activated.



DBI's as needed Command Center

# Looking Ahead

While we know this “boom” will end, though not even the economists are yet predicting when, we are refining our Strategic Plan and preparing to meet what will become a less robust economy.

## Goals For Fiscal Year 2014 - 2015

- ✦ Launch the Permit and Project Tracking System to provide an efficient tracking and public interface system for more public transparency and accountability.
- ✦ Finalize Screening Form phase of Mandatory Soft Story Seismic Retrofit Program and begin to issue retrofit permits.
- ✦ Ensure DBI can implement proposed new ordinances, and that additional DBI work is adequately covered by appropriate fees.
- ✦ Continue the implementation of new voluntary Legalization of In-Law Units as a way to add low-cost housing to existing housing stock and ensure code compliance for life safety.
- ✦ Deliver space study documenting the need for a new One-Stop Permit Center that will include Planning, DPW, Fire and other key reviewing/ approving agencies.





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