Per the Stay Home Order, the Department of Building Inspection (DBI) at 1660 Mission Street remains closed to the public. DBI staff is answering calls and emails and providing permit and inspection services. For general inquiries, you can call (415) 558-6088 or email dbicustomerservice@sfgov.org.
Our services are available Monday to Friday from 8am to 5pm.

DBI is the regulatory building safety agency responsible for overseeing the effective, efficient, fair and safe code enforcement of the City and County of San Francisco’s more than 200,000 commercial and residential buildings. A seven-member Building Inspection Commission oversees the Department.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Fax</th>
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<tbody>
<tr>
<td>PATRICK O’RIORDAN, INTERIM DIRECTOR – 6TH Floor</td>
<td>558-6131</td>
<td>558-6225</td>
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<tr>
<td>CHRISTINE GASPARAC, Assistant Director; 6TH Floor</td>
<td>558-6250</td>
<td>558-6225</td>
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<tr>
<td>DANIEL LOWREY, Deputy Director, Permit Services – 2nd Floor</td>
<td>558-6142</td>
<td>558-6435</td>
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<tr>
<td>TARAS MADISON, Deputy Director, Financial Management and Administrative Services – 6TH Floor</td>
<td>558-6239</td>
<td>558-6225</td>
</tr>
<tr>
<td>ED SWEENEY, Deputy Director, Inspection Services and Code Compliance – 3rd Floor</td>
<td>558-6272</td>
<td>558-6436</td>
</tr>
</tbody>
</table>

DIRECTOR’S OFFICE – 1660 Mission Street, 6th Floor

COMMUNICATIONS – 1660 Mission Street, 3rd Floor
Lily Madjus Wu, Communications Director
Phone: 558-6107  Fax: 558-6225
Email: dbi.sunshinerequests@sfgov.org

LEGISLATIVE / PUBLIC AFFAIRS – 1660 Mission Street, 6th Floor
William Strawn, Manager
Phone: 558-6250  Fax: 558-6225

ADMINISTRATIVE SERVICES – 1660 Mission Street, 6th Floor
Taras Madison, Deputy Director
Phone: 558-6239  Fax: 558-6225

MANAGEMENT INFORMATION SERVICES (MIS) – 1650 Mission, 3rd Floor
Wilson Lo, Manager
Phone: 558-6400  Fax: 558-6467

HUMAN RESOURCES/PAYROLL (HR) – 1660 Mission Street, 4th Floor
Michele Nieve, Human Resources Manager
Phone: 575-6975  Fax: 558-6636
Email: dbi.hrpayroll@sfgov.org

RECORDS MANAGEMENT (RMD) – 1660 Mission Street, 4th Floor
Patty Herrera, Division Manager
Phone: 558-6080  Fax: 575-6875
Email: dbi.records3R@sfgov.org

FINANCE SERVICES (FS) – 1660 Mission Street, 6th Floor
Dan Kreuscher, Finance Manager
Phone: 558-6213  Fax: 558-6207

Other functions:
Refund Unit – 1660 Mission Street, 6th Floor
Phone: 558-6323  Fax: 558-6207

Development Fee Collection Unit – 1660 Mission Street, 6th Floor
Phone: 575-6801  Fax: 558-6225

1660 Mission Street – San Francisco CA 94103
Main (415) 558-6088 – FAX (415) 558-6401 – www.sfdbi.org
dbicustomerservice@sfgov.org
<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td><strong>INSPECTION SERVICES</strong> – 1660 Mission Street, 3rd Floor</td>
<td>Edward Sweeney, Deputy Director</td>
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<tr>
<td><strong>BUILDING INSPECTION DIVISION (BID)</strong> – 1660 Mission Street, 3rd Floor</td>
<td>Joseph Duffy, Acting Chief Building Inspector</td>
</tr>
<tr>
<td><strong>DISASTER COORDINATION UNIT (DCU)</strong> – 1660 Mission Street, 3rd Floor</td>
<td>Maurice Hernandez, Chief Building Inspector</td>
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<tr>
<td><strong>ELECTRICAL INSPECTION DIVISION (EID)</strong> – 1660 Mission Street, 3rd Floor</td>
<td>Kenneth Burke, Chief Electrical Inspector</td>
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<tr>
<td><strong>PLUMBING INSPECTION DIVISION (PID)</strong> – 1660 Mission Street, 3rd Floor</td>
<td>Steve Panelli, Chief Plumbing Inspector</td>
</tr>
<tr>
<td><strong>CODE ENFORCEMENT SECTION (CES)</strong> – 1660 Mission Street, 6th Floor</td>
<td>Mauricio Hernandez, Chief Building Inspector</td>
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<tr>
<td><strong>PERMIT SERVICES</strong> – 1660 Mission Street, 1st / 2nd / 5th / 6th floors</td>
<td>Daniel Lowrey, Deputy Director</td>
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<tr>
<td><strong>PERMIT SUBMITTAL &amp; ISSUANCE</strong></td>
<td>Michelle Yu, Division Manager</td>
</tr>
<tr>
<td><strong>ACCESSIBLE BUSINESS ENTRANCE PROGRAM (ABE)</strong> – 1660 Mission Street, 1st Floor</td>
<td>Kim Lee, Supervisor</td>
</tr>
<tr>
<td><strong>CENTRAL PERMIT BUREAU (CPB)</strong> – 1660 Mission Street, 1st Floor</td>
<td>Wai-Fong Cheung, Supervisor</td>
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<tr>
<td><strong>HELP DESK/PUBLIC INFORMATION COUNTER (HD/PIC)</strong> – 1660 Mission Street, 1st Floor</td>
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<td><strong>PRIVATE SCHOOL EARTHQUAKE PROGRAM</strong> – 1660 Mission Street, 1st Floor</td>
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**BUILDING INSPECTION DIVISION (BID)**

- Inspects buildings for compliance with building code requirements, scope of work in accordance with building permits, and responds to complaints on residential and commercial buildings.

- **Condo Conversion (CC)** program processes requests and performs inspections for condominium conversion in residential and commercial buildings.

- **Disabled Access Section (DAS)** receives and processes accessibility complaints and answers California Building Code (CBC) questions related to accessibility. It also coordinates the Access Appeals Commission (AAC) and issues regarding the Americans with Disability Act (ADA).

- **Special Inspection (SI)** processes and reviews SI reports and monitors SI field work.

  - Email: dbi.specialinspections@sfgov.org

- **Unreinforced Masonry Building (UMB)** program monitors and inspects UMB seismic upgrades.

**Construction Complaints** (e.g. building, plumbing, and electrical hazards, or disabled access)

Complaints can also be filed online: www.sfdbi.org/filing-complaint

**DISASTER COORDINATION UNIT (DCU)**

- Organizes, prepares, and coordinates departmental personnel and resources in order to provide an effectively managed response to incidents of earthquake, emergency, and other disasters in conjunction with the Department of Emergency Management.

**ELECTRICAL INSPECTION DIVISION (EID)**

- Provides public safety by enforcing municipal and State regulations and codes relative to construction, alteration, and installation of electrical equipment and systems.

**PLUMBING INSPECTION DIVISION (PID)**

- Provides public safety by enforcing municipal and State regulations and codes relative to construction, alteration, and installation of plumbing equipment and systems.

**CODE ENFORCEMENT SECTION (CES)**

- Responsible for abatement of code violation cases referred from the building, plumbing, and electrical divisions.

**PERMIT SERVICES**

- Serves as the first point of contact for the public; answers general questions, provides direction to appropriate services; gives permit status.

**PRIVATE SCHOOL EARTHQUAKE PROGRAM**

- Responsible for implementing the Private School Earthquake Program. The goal of this program is to ensure that all private school structures are safe for the students and staff who attend them. The program requires school to evaluate the seismic safety of their buildings and structures.

  - Email: dbi.privateschool@sfgov.org
SOFT STORY PROGRAM (SSP) – 1660 Mission Street, 1st Floor
Responsible for implementing the Soft Story Ordinance and ensuring compliance. This ordinance applies to wood-frame buildings of three or more stories containing five or more residential dwelling units.
Email: softstory@sfgov.org

TECHNICAL SERVICES DIVISION (TSD) – 1660 Mission Street, 1st Floor
Thomas Fessler, Supervisor
Provides technical services for the Department in the areas of code development and interpretation.
Email: TechQ@sfgov.org

UNIT LEGALIZATION (UL)/ADDITION of DWELLING UNITS (ADU) – 1660 Mission Street, 1st Floor
Responsible for implementing the Legalization of Illegal Units Ordinance, a voluntary program to assist property owners in pursuing unit legalization with DBI and the Planning Department. Responsible for implementing the Addition of Dwelling Units Ordinance, a program to add additional accessory dwelling units in space that was not previously residential so long as those units do not extend beyond the existing building envelope.
Email: dbi.adu@sfgov.org

PERMIT CENTER ADMINISTRATION – 1660 Mission Street, 2nd Floor
Carrie Pei, Supervisor
Provides routing of plans to essential plan review disciplines. Update and maintain accurate routing information within the department Permit Tracking System (PTS). Customer assistance in permit extensions, picking up plans and plan review comments. Other special tasks are undertaken as required.
Email: dbi.ppcrequest@sfgov.org

PLAN REVIEW SERVICES (PRS) – 1660 Mission Street, 2nd Floor
Responsible for review and approval of all permit applications to assure that proposed construction work meets life safety, accessibility, structural safety and other requirements of the code. In addition, provides emergency engineering response services.

INITIAL PLAN REVIEW (IPR)/OVER-THE-COUNTER (OTC) – 1660 Mission Street, 5th Floor
Ben Man, Supervisor
Maria Ragasa, Supervisor
Responsible for permit approval coordination, final approval and permit issuance to assure that the proposed construction work meets requirements of the codes.
Email: dbi.iprrequest@sfgov.org

HOUSING INSPECTION SERVICES (HIS) – 1660 Mission Street, 6th Floor
James Sanbonmatsu, Chief Housing Inspector
Inspects buildings for code compliance in residential housing as a result of complaints and inspect apartments and hotels. Also addresses complaints and conducts inspections associated with interior/exterior lead-based paint disturbance/removal.

Residential Housing Complaints (e.g. maintenance and habitability or life/heat safety)
Complaints can also be filed online: www.sfdbi.org/filing-complaint

BOARDS AND COMMISSIONS
Building Inspection Commission (BIC), Sonya Harris, Commission Secretary
Abatement Appeals Board (AAB), Edward Sweeney, Dept. Representative
Access Appeals Commission (AAC), Thomas Fessler, Dept. Representative
Board of Examiners (BOE), Willy Yau, Dept. Representative
Code Advisory Committee (CAC), Thomas Fessler, Dept. Representative
Unreinforced Masonry Buildings Appeals Board (UMBAB), Ed Greene, Dept. Representative