



Updated: October 24, 2022

The Department of Building Inspection (DBI) is located at 49 South Van Ness Avenue (49 SVN). For general inquiries, you can call (628) 652-3230 or email dbicustomerservice@sfgov.org. Our services are available Monday, Tuesday, Thursday, Friday from 7:30am to 4:00pm; Wednesday from 9:00am to 4:00pm.

DBI is the regulatory building safety agency responsible for overseeing the effective and efficient enforcement of building, electrical, plumbing, disability access and housing codes for 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.

Address: 49 South Van Ness Avenue	Phone (Area Code 628)	Fax (Area Code 628)
PATRICK O'RIORDAN, C.B.O., DIRECTOR – 5th Floor	652-3541	652-3509
CHRISTINE GASPARAC, Assistant Director, 5th Floor	652-3539	652-3509
JOE DUFFY, Deputy Director, Inspection Services and Code Compliances – 4th Floor	652-3610	652-3409
ALEX KOSKINEN, Deputy Director, Administrative Services – 5th Floor	271-3129	652-3509
NEVILLE PEREIRA, Deputy Director, Permit Services – 5th Floor	652-3560	652-3609
BUILDING INSPECTION COMMISSION – 5TH Floor Sonya Harris, Building Inspection Commission Secretary	652-3547	652-3515
DIRECTOR'S OFFICE – 5th Floor		
COMMUNICATIONS – 5th Floor Patrick Hannan <i>Responsible for internal and external communications and public outreach for the Department.</i> Email: dbi.communications@sfgov.org <i>Manages public records requests relating to the Sunshine Ordinance, California Public Records Act and the Federal Information Act</i> Email: dbi.sunshinerequests@sfgov.org	652-3535	652-3509
LEGISLATIVE / PUBLIC AFFAIRS – 5th Floor Ray Law <i>Responsible for keeping employees and the public fully apprised of the Department's mission and its professional services.</i>	652-3536	652-3509
ADMINISTRATIVE SERVICES – 5th Floor		
MANAGEMENT INFORMATION SERVICES (MIS) – 4th Floor Wilson Lo, Manager <i>Provides automated data capture, data management, and report dissemination throughout the Department.</i>	652-3300	652-3489
HUMAN RESOURCES/PAYROLL (HR) – 5th Floor Michele Nieve, Human Resources Manager <i>Provides support to the Department in the areas of personnel, payroll, and other related Human Resources activities.</i> Email: dbi.hrpayroll@sfgov.org	652-3580	652-3589
RECORDS MANAGEMENT (RMD) – 4th Floor Patty Herrera, Division Manager <i>Responsible for the storage and reproduction of issued plans, permit applications, job cards, certificate of final completion and occupancy (CFC) and miscellaneous documents; production of Report of Residential Building Records (3R) and maintaining historical records. Responsible for reporting the Department's Performance Measures to the Controller's Office.</i> Email: dbi.records3R@sfgov.org	652-3420	652-3429
FINANCE SERVICES (FS) – 5th Floor Junko Laxamana <i>Provides support to the Department in the areas of fiscal management, purchasing, and business analysis.</i> <i>Other functions:</i> Refund Unit – 5th Floor <i>Processes request for refunds for fees collected by Department of Building Inspection.</i>	652-3527 652-3555	652-3559 652-3559

Development Fee Collection Unit – 5th Floor <i>Collects and disseminates information on development fees owed and/or specific development impact fee requirements.</i>	652-3551	652-3559
INSPECTION SERVICES & CODE COMPLIANCE – 4th Floor Joseph Duffy, Deputy Director	652-3610	652-3409
BUILDING INSPECTION DIVISION (BID) – 4th Floor Kevin McHugh, Acting Chief Building Inspector <i>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.</i>	652-3613	652-3409
<i>Condo Conversion (CC) program processes requests and performs inspections for condominium conversion in residential and commercial buildings.</i>	652-3406	
<i>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).</i>	652-3730	
<i>Special Inspection (SI) processes and reviews SI reports and monitors SI field work.</i> Email: dbi.specialinspections@sfgov.org	652-3407	
Construction Complaints (e.g. building, plumbing, and electrical hazards, or disabled access) <i>Complaints can also be filed online: www.sfdbi.org/filing-complaint</i>	652-3400	
DISASTER COORDINATION UNIT (DCU) – 4th Floor <i>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.</i>	652-3460	652-3469
ELECTRICAL INSPECTION DIVISION (EID) – 4th Floor Kenneth Burke, Chief Electrical Inspector <i>Provides public safety by enforcing municipal and State regulations and codes relative to construction, alteration, and installation of electrical equipment and systems.</i>	652-3450	652-3409
HOUSING INSPECTION SERVICES (HIS) – 4th Floor James Sanbonmatsu, Chief Housing Inspector <i>Inspects buildings for code compliance in residential housing as a result of complaints and inspects apartments and hotels.</i> <i>Housing Inspection Services conducts Director's Hearings for HIS cases via remote access. For more information, please contact Bernedette Perez at 628-652-3390.</i>	652-3370	652-3465
Residential Housing Complaints (e.g. maintenance and habitability or life/heat safety) <i>Complaints can also be filed online: www.sfdbi.org/filing-complaint</i>	652-3450	652-3409
PLUMBING INSPECTION DIVISION (PID) – 4th Floor Steve Panelli, Chief Plumbing Inspector <i>Provides public safety by enforcing municipal and State regulations and codes relative to construction, alteration, and installation of plumbing equipment and systems.</i>	652-3430	652-3439
CODE ENFORCEMENT SECTION (CES) – 4th Floor John Hinchion, Acting Chief Building Inspector <i>Responsible for abatement of code violation cases referred from the building, plumbing, and electrical divisions.</i> <i>For questions related to Director's Hearings, please contact Sr. Inspector.</i> Email: dbi.codeenforcement@sfgov.org	652-3413	
Vacant and Abandoned Buildings & Commercial Storefronts Program monitors and inspects vacant/abandoned buildings. Mike Chung Email: mike.chung@sfgov.org Responsible for monitoring and inspecting vacant/abandoned buildings complaints, and assign cases to Director's Hearing	652-3415 652-3411	
Seismic Retrofit Program (Soft Story) Responsible for monitoring Seismic Retrofit Program complaints, and assigns cases to Director's Hearings. Joe Pena Email: joe.pena@sfgov.org	652-3444	
PERMIT SERVICES – 2nd / 4th / 5th Floors Neville Pereira, Deputy Director	652-3560	652-3609
PERMIT CENTER ADMINISTRATION – 5th Floor Carrie Pei, Manager <i>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.</i> Email: dbi.ppcrequest@sfgov.org	652-3780	652-3789

ACCESSIBLE BUSINESS ENTRANCE PROGRAM (ABE) – 2nd Floor <i>Responsible for implementing the Accessible Business Entrance program to help property owners comply with state and federal accessibility laws and helps people with disabilities gain greater access to goods and services offered by businesses in San Francisco.</i> Email: dbi.businessentrance@sfgov.org	652-3704	652-3729
CENTRAL PERMIT BUREAU (CPB) – 2nd Floor <i>Accepts and issues construction permits for public and private buildings located within the City and County of San Francisco. Additionally, CPB also assesses and collects fees for all structures, building enlargements and change of use.</i> Email: dbi.cpbrequest@sfgov.org	652-3240	652-3249
HELP DESK/PUBLIC INFORMATION COUNTER (HD/PIC) – 2nd Floor Wai-Fong Cheung, Supervisor <i>Serves as the first point of contact for the public; answers general questions, provides direction to appropriate services; gives permit status.</i>	652-3230	652-3239
INITIAL PLAN REVIEW (IPR)/OVER-THE-COUNTER (OTC) – 2nd Floor Derek Cheung, Ben Man, Maria Ragasa, Charles Robinson, Supervisors <i>Responsible for permit approval coordination, final approval and permit issuance to assure that the proposed construction work meets requirements of the codes.</i> Email: dbi.cpbrequest@sfgov.org	652-3208 652-3216 652-3212 652-3213	
PRIVATE SCHOOL EARTHQUAKE PROGRAM – 2nd Floor <i>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.</i> Email: dbi.privateschool@sfgov.org	652-3706	652-3729
SOFT STORY PROGRAM (SSP) – 2nd Floor <i>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.</i> Email: softstory@sfgov.org	652-3706	652-3729
UNIT LEGALIZATION (UL)/ACCESSORY DWELLING UNITS (ADU) – 2nd Floor <i>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.</i> Email: dbi.adu@sfgov.org and unitlegalization@sfgov.org	652-3708	652-3729
PLAN REVIEW SERVICES (PRS) – 5th Floor <i>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.</i>	652-3700	652-3609
Pre-application Meeting https://sfdbi.org/request-virtual-pre-application-meeting Email: dbi.preapprequests@sfgov.org	652-3600	
TECHNICAL SERVICES DIVISION (TSD) – 5th Floor Michelle Yu, Division Manager Thomas Fessler, Supervisor <i>Provides technical services for the Department in the areas of code development and interpretation.</i> Email: TechQ@sfgov.org	652-3710 652-3720	652-3729 652-3729
BOARDS AND COMMISSIONS		
Building Inspection Commission (BIC), Sonya Harris, Commission Secretary	652-3510	652-3515
Abatement Appeals Board (AAB), Joseph Duffy, Dept. Representative	652-3517	652-3518
Access Appeals Commission (AAC), Thomas Fessler, Dept. Representative	652-3519	652-3736
Board of Examiners (BOE), Willy Yau, Dept. Representative	652-3520	652-3737
Code Advisory Committee (CAC), Thomas Fessler, Dept. Representative	652-3524	652-3738