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.

<table>
<thead>
<tr>
<th>Address: 49 South Van Ness Avenue</th>
<th>Phone (Area Code 628)</th>
<th>Fax (Area Code 628)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PATRICK O'RIORDAN, C.B.O., DIRECTOR – 5th Floor</td>
<td>652-3541</td>
<td>652-3509</td>
</tr>
<tr>
<td>CHRISTINE GASPARAC, Assistant Director, 5th Floor</td>
<td>652-3539</td>
<td>652-3509</td>
</tr>
<tr>
<td>JOE DUFFY, Deputy Director, Inspection Services and Code Compliances – 4th Floor</td>
<td>652-3610</td>
<td>652-3409</td>
</tr>
<tr>
<td>NEVILLE PEREIRA, Deputy Director, Permit Services – 5th Floor</td>
<td>652-3560</td>
<td>652-3609</td>
</tr>
</tbody>
</table>

BUILDING INSPECTION COMMISSION – 5th Floor
Sonya Harris, Building Inspection Commission Secretary

DIRECTOR'S OFFICE – 5th Floor

COMMUNICATIONS – 5th Floor
Patrick Hannan
Email: dbi.communications@sfgov.org
Manages public records requests relating to the Sunshine Ordinance, California Public Records Act and the Federal Information Act
Email: dbi.sunshinerequests@sfgov.org

LEGISLATIVE / PUBLIC AFFAIRS – 5th Floor
Ray Law
Email: dbi.law@sfgov.org

ADMINISTRATIVE SERVICES – 5th Floor

MANAGEMENT INFORMATION SERVICES (MIS) – 4th Floor
Wilson Lo, Manager
Email: dbi.misinfo@sfgov.org
Provides automated data capture, data management, and report dissemination throughout the Department.

HUMAN RESOURCES/PAYROLL (HR) – 5th Floor
Michele Nieve, Human Resources Manager
Email: dbi.hr@sfgov.org
Provides support to the Department in the areas of personnel, payroll, and other related Human Resources activities.

RECORDS MANAGEMENT (RMD) – 4th Floor
Patty Herrera, Division Manager
Email: dbi.records@sfgov.org
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.

FINANCE SERVICES (FS) – 5th Floor
Junko Laxamana
Email: dbi.finance@sfgov.org
Provides support to the Department in the areas of fiscal management, purchasing, and business analysis.

Refund Unit – 5th Floor
Processes request for refunds for fees collected by Department of Building Inspection.

Development Fee Collection Unit – 5th Floor
Collects and disseminates information on development fees owed and/or specific development impact fee requirements.

| INSPECTION SERVICES & CODE COMPLIANCE – 4th Floor | 652-3610 | 652-3409 |
| Joseph Duffy, Deputy Director |

| BUILDING INSPECTION DIVISION (BID) – 4th Floor | 652-3613 | 652-3409 |
| Kevin McHugh, Acting Chief Building Inspector |

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.
  - Code: 652-3406

- **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).
  - Code: 652-3730

- **Special Inspection (SI)** processes and reviews SI reports and monitors SI field work.
  - Email: dbi.specialinspections@sfgov.org
  - Code: 652-3407

| Construction Complaints (e.g. building, plumbing, and electrical hazards, or disabled access) |
| Complaints can also be filed online: www.sfdbi.org/filing-complaint |
| Code: 652-3400 |

| DISASTER COORDINATION UNIT (DCU) – 4th Floor | 652-3460 | 652-3469 |
| 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) – 4th Floor | 652-3450 | 652-3409 |
| Kenneth Burke, Chief Electrical Inspector |

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

| HOUSING INSPECTION SERVICES (HIS) – 4th Floor | 652-3370 | 652-3465 |
| James Sanbonmatsu, Chief Housing Inspector |

Inspects buildings for code compliance in residential housing as a result of complaints and inspects apartments and hotels.

Housing Inspection Services conducts Director’s Hearings for HIS cases via remote access. For more information, please contact Bernedette Perez at 628-652-3390.

- **Residential Housing Complaints** (e.g. maintenance and habitability or life/heat safety)
  - Complaints can also be filed online: www.sfdbi.org/filing-complaint
  - Code: 652-3450

| PLUMBING INSPECTION DIVISION (PID) – 4th Floor | 652-3450 | 652-3409 |
| Steve Panelli, Chief Plumbing Inspector |

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) – 4th Floor | 652-3430 | 652-3439 |
| John Hinchion, Acting Chief Building Inspector |

Responsible for abatement of code violation cases referred from the building, plumbing, and electrical divisions. For questions related to Director’s Hearings, please contact Sr. Inspector.

- **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 assigns cases to Director’s Hearing
  - Code: 652-3415

- **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
  - Code: 652-3444

| PERMIT SERVICES – 2nd / 4th / 5th Floors | 652-3560 | 652-3609 |
| Neville Pereira, Deputy Director |

| PERMIT CENTER ADMINISTRATION – 5th Floor | 652-3780 | 652-3789 |
| Carrie Pei, Manager |

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
ACCESSIBLE BUSINESS ENTRANCE PROGRAM (ABE) – 2nd Floor
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.
Email: dbi.businessentrance@sfgov.org

CENTRAL PERMIT BUREAU (CPB) – 2nd Floor
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.
Email: dbi.cpbrequest@sfgov.org

HELP DESK/PUBLIC INFORMATION COUNTER (HD/PIC) – 2nd Floor
Serves as the first point of contact for the public; answers general questions, provides direction to appropriate services; gives permit status.

INITIAL PLAN REVIEW (IPR)/OVER-THE-COUNTER (OTC) – 2nd Floor
Derek Cheung, Ben Man, Maria Ragasa, Charles Robinson, Supervisors
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

PRIVATE SCHOOL EARTHQUAKE PROGRAM – 2nd Floor
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) – 2nd 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

UNIT LEGALIZATION (UL)/ACCESSORY DWELLING UNITS (ADU) – 2nd 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 and unitlegalization@sfgov.org

PLAN REVIEW SERVICES (PRS) – 5th 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.
Pre-application Meeting https://sfdbi.org/request-virtual-pre-application-meeting
Email: dbi.preapprequests@sfgov.org

TECHNICAL SERVICES DIVISION (TSD) – 5th Floor
Michelle Yu, Division Manager
Thomas Fessler, Supervisor
Provides technical services for the Department in the areas of code development and interpretation.
Email: TechQ@sfgov.org

BOARDS AND COMMISSIONS
Building Inspection Commission (BIC), Sonya Harris, Commission Secretary
Abatement Appeals Board (AAB), Joseph Duffy, 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

<table>
<thead>
<tr>
<th>CONTACT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>652-3704</td>
</tr>
<tr>
<td>652-3240</td>
</tr>
<tr>
<td>652-3230</td>
</tr>
<tr>
<td>652-3208</td>
</tr>
<tr>
<td>652-3212</td>
</tr>
<tr>
<td>652-3706</td>
</tr>
<tr>
<td>652-3708</td>
</tr>
<tr>
<td>652-3700</td>
</tr>
<tr>
<td>652-3600</td>
</tr>
</tbody>
</table>