Updated: March 1, 2021

The Department of Building Inspection (DBI) is located at 49 South Van Ness Avenue (49 SVN). Per the Stay Home Order, DBI remains partially closed to the public at 49 SVN. DBI staff is answering calls and emails and providing permit and inspection services. For general inquiries, you can call (628) 652-3200 or email dbicustomerservice@sfgov.org. Our services are available Monday to Friday from 8am to 5pm. We are providing limited Over-the-Counter permit services, which you can learn about here. Information about our permit submissions process can be found here.

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.

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<tr>
<th>Address: 49 South Van Ness Avenue</th>
<th>Phone (Area Code 628)</th>
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<tbody>
<tr>
<td>PATRICK O’RIORDAN, INTERIM DIRECTOR – 5th Floor</td>
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<td>CHRISTINE GASPARAC, Assistant Director, 5th Floor</td>
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<td>JOE DUFFY, Acting Deputy Director, Inspection Services and Code Compliances – 4th Floor</td>
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<td>TARAS MADISON, Deputy Director, Financial Management and Administrative Services – 5th Floor</td>
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<td>GARY HO, Acting Chief Administrative Officer, Permit Services – 5th Floor</td>
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BUILDING INSPECTION COMMISSION – 5th Floor
Sonya Harris, Building Inspection Commission Secretary | 652-3547 | 652-3515 |

DIRECTOR’S OFFICE – 5th Floor

COMMUNICATIONS – 5th Floor
Responsibility for internal and external communications and public outreach for the Department.
Email: dbi.communications@sfgov.org

LEGISLATIVE / PUBLIC AFFAIRS – 5th Floor
John Murray
Responsibility for keeping employees and the public fully apprised of the Department’s mission and its professional services.

ADMINISTRATIVE SERVICES – 5th Floor
Taras Madison, Deputy Director | 652-3533 | 652-3559 |

MANAGEMENT INFORMATION SERVICES (MIS) – 4th Floor
Wilson Lo, Manager | 652-3300 | 652-3489 |
Provides automated data capture, data management, and report dissemination throughout the Department.

HUMAN RESOURCES/PAYROLL (HR) – 5th Floor
Michele Nieve, Human Resources Manager | 652-3580 | 652-3589 |
Provides support to the Department in the areas of personnel, payroll, and other related Human Resources activities.
Email: dbi.hrpayroll@sfgov.org

RECORDS MANAGEMENT (RMD) – 4th Floor
Patty Herrera, Division Manager | 652-3420 | 652-3429 |
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.
Email: dbi.records3R@sfgov.org

49 South Van Ness Avenue – San Francisco CA 94103
Main (628) 652-3200 – FAX (628) 652-3239 – www.sfdbi.org
dbicustomerservice@sfgov.org
# Finance Services (FS) – 5th Floor

Dan Kreuscher, Finance Manager  
Provides support to the Department in the areas of fiscal management, purchasing, and business analysis.  
**Other functions:**  
- **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.

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# Inspection Services & Code Compliance – 4th Floor

Joseph Duffy, Acting Deputy Director

# Building Inspection Division (BID) – 4th Floor

Joseph Duffy, 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.
- **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

# Disaster Coordination Unit (DCU) – 4th Floor

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

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.

# Plumbing Inspection Division (PID) – 4th Floor

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

Mauricio Hernandez, Chief Building Inspector  
Responsible for complaint team and CES

- **Vacant and Abandoned Buildings & Commercial Storefronts Program** monitors and inspects vacant/abandoned buildings.  
  - Edward Greene  
    **Email:** edward.greene@sfgov.org  
    **Contact:** 652-3415  
  - Mike Chung  
    **Email:** mike.chung@sfgov.org  
    **Contact:** 652-3411  

- **Seismic Retrofit Program (Soft Story)**  
  - Joe Pena  
    **Email:** joe.pena@sfgov.org  
    **Contact:** 652-3444  
  - Donald Simas  
    **Email:** donald.simas@sfgov.org  
    **Contact:** 652-3414

# Permit Services – 2nd / 4th / 5th Floors

Gary Ho, Acting Chief Administrative Officer  

# Permit Submittal & Issuance

Michelle Yu, Division Manager

# 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.

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**Email:** dbi.businessentrance@sfgov.org

**CENTRAL PERMIT BUREAU (CPB) – 2nd Floor**

Wai-Fong Cheung, Supervisor

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**

Ben Man and Maria Ragasa, 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.iprequest@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

**HOUSING INSPECTION SERVICES (HIS) – 4th Floor**

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

**652-3700**

**PERMIT CENTER ADMINISTRATION – 5th Floor**

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

**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.

**Email:** TechQ@sfgov.org

**TECHNICAL SERVICES DIVISION (TSD) – 5th Floor**

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), 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

**652-3510**

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**652-3738**