



**OFFICE HOURS: 7:30 AM – 5:00 PM MONDAY – FRIDAY, INCLUDING TELEPHONE LINES**

The Department of Building Inspection is charged with implementing and enforcing local, state, and federal regulations and controls that govern the design, construction, quality, use, occupancy, and location of buildings and structures within the City and County of San Francisco. A seven-member Building Inspection Commission governs the Department.

	Phone	Fax
<b>TOM C. HUI, S.E., C.B.O., DIRECTOR – 6<sup>TH</sup> Floor</b>	<b>558-6131</b>	<b>558-6225</b>
<b>DANIEL LOWREY, Deputy Director, Permit Services–2<sup>ND</sup> Floor</b>	<b>558-6142</b>	<b>558-6435</b>
<b>TARAS MADISON, Deputy Director, Financial Management and Administrative Services – 6<sup>TH</sup> Floor</b>	<b>558-6239</b>	<b>558-6225</b>
<b>ED SWEENEY, Deputy Director, Inspection Services and Code Compliance – 3rd Floor</b>	<b>558-6272</b>	<b>558-6436</b>
<b>RON TOM, Assistant Director – 2<sup>ND</sup> Floor</b>	<b>558-6013</b>	<b>558-6436</b>
<b>DIRECTOR'S OFFICE – 1660 Mission Street, 6<sup>th</sup> Floor</b>		
<b>DISASTER COORDINATION UNIT (DCU) – 1660 Mission Street, 3<sup>rd</sup> Floor</b>		
<b>Ron Tom, Assistant Director</b>	<b>558-6013</b>	
<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>		
<b>LEGISLATIVE / PUBLIC AFFAIRS – 1660 Mission Street, 6<sup>th</sup> Floor</b>		
<b>William Strawn, Manager</b>	<b>558-6250</b>	<b>558-6225</b>
<i>Responsible for keeping employees and the public fully apprised of the Department's mission and its professional services.</i>		
<b>COMMUNICATIONS – 1660 Mission Street, 3<sup>rd</sup> Floor</b>		
<b>Lily Madjus Wu, Communications Director</b>	<b>558-6107</b>	<b>558-6225</b>
<i>Responsible for internal and external communications and public outreach for the department.</i>		
<i>Sunshine Ordinance/California Public Records Act Request <b>Email:</b> <a href="mailto:dbi.sunshinerequests@sfgov.org">dbi.sunshinerequests@sfgov.org</a></i>		
<b>ADMINISTRATIVE SERVICES – 1660 Mission Street, 6<sup>th</sup> Floor</b>		
<b>Taras Madison, Deputy Director</b>	<b>558-6239</b>	<b>558-6207</b>
<b>FINANCE SERVICES (FS) – 1660 Mission Street, 6<sup>th</sup> Floor</b>		
<b>Dan Kreuzscher, Finance Manager</b>	<b>558-6213</b>	<b>558-6207</b>
<i>Provides support to the Department in the areas of fiscal management, purchasing, and business analysis.</i>		
<i>Other functions:</i>		
<b>Refund Unit – 1660 Mission Street, 6<sup>th</sup> Floor</b>		
<i>Processes request for refunds for fees collected by Department of Building Inspection.</i>		
<b>Development Fee Collection Unit – 1660 Mission Street, 6<sup>th</sup> Floor</b>		
<i>Collects and disseminates information on development fees owed and/or specific development impact fee requirements.</i>		
<b>MANAGEMENT INFORMATION SERVICES (MIS) – 1650 Mission, 3<sup>rd</sup> Floor</b>		
<b>Wilson Lo, Manager</b>	<b>558-6400</b>	<b>558-6467</b>
<i>Provides automated data capture, data management, and report dissemination throughout the Department</i>		
<b>RECORDS MANAGEMENT (RMD) – 1660 Mission Street, 4<sup>th</sup> Floor</b>		
<b>Patty Herrera, Division Manager</b>	<b>558-6080</b>	<b>575-6875</b>
<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 and Barometer to the Controller's Office. <b>Last walk-in customer accepted at 4:00 PM</b></i>		
<b>PAYROLL/PERSONNEL (PP) – 1660 Mission Street, 4<sup>th</sup> Floor</b>		
<b>Emily Morrison, Manager</b>	<b>575-6975</b>	<b>558-6636</b>
<i>Provides support to the Department in the areas of personnel, payroll, and other related Human Resources activities</i>		

<b>INSPECTION SERVICES – 1660 Mission Street, 3<sup>rd</sup> Floor</b> Edward Sweeney, Deputy Director	558-6272	558-6435
<b>BUILDING INSPECTION DIVISION (BID) – 1660 Mission Street, 3<sup>rd</sup> Floor</b> Patrick O’Riordan, 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>	558-6570	
<i>Condo Conversion (CC) program processes requests and performs inspections for condominium conversion in residential and commercial buildings.</i>	558-6252	558-6474
<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>	558-6110	558-6474
<i>Special Inspection (SI) processes and reviews SI reports and monitors SI field work.</i> Email: <a href="mailto:dbi.specialinspections@sfgov.org">dbi.specialinspections@sfgov.org</a>	558-6132	558-6474
<i>Unreinforced Masonry Building (UMB) program monitors and inspects UMB seismic upgrades.</i>	558-6123	558-6474
<b>CODE ENFORCEMENT SECTION (CES) – 1660 Mission Street, 6<sup>th</sup> Floor</b> John Hinchion, Senior Building Inspector <i>Responsible for abatement of code violation cases referred from the building, plumbing, and electrical divisions.</i>	558-6454	558-6226
<b>ELECTRICAL INSPECTION DIVISION (EID) – 1660 Mission Street, 3<sup>rd</sup> Floor</b> Ron Allen, 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>	558-6570	558-6397
<b>PLUMBING INSPECTION DIVISION (PID) – 1660 Mission Street, 3<sup>rd</sup> Floor</b> 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>	558-6570	558-6178
<b>PERMIT SERVICES – 1660 Mission Street, 1<sup>st</sup> / 2<sup>nd</sup> / 5<sup>th</sup> Floor</b> Daniel Lowrey, Deputy Director	558-6142	558-6436
<b>PLAN REVIEW SERVICES (PRS) – 1660 Mission Street, 2<sup>nd</sup> Floor</b> <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. <b>Last walk-in customer accepted at 4:00 PM</b></i>	558-6133	558-6436
<b>PERMIT SUBMITTAL &amp; ISSUANCE</b> David Leung, Division Manager	558-6033	558-6170
<b>TECHNICAL SERVICES DIVISION (TSD) – 1660 Mission Street, 1<sup>st</sup> Floor</b> Richard Halloran, Supervisor <i>Provides technical services for the Department in the areas of code development and interpretation.</i>	558-6205	558-6140
<b>HELP DESK/PUBLIC INFORMATION COUNTER (HD/PIC) – 1660 Mission Street, 1<sup>st</sup> Floor</b> Brenda Yan, Supervisor <i>Serves as the first point of contact for the public; answers general questions, provides direction to appropriate services; gives permit status.</i>	558-6088	558-6140
<b>CENTRAL PERMIT BUREAU (CPB) – 1660 Mission Street, 1<sup>st</sup> Floor</b> Wai-Fong Cheung, Supervisor <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. <b>Last walk-in customer accepted at 4:00 PM</b></i>	558-6070	558-6140
<b>ACCESSIBLE BUSINESS ENTRANCE PROGRAM (ABE) – 1660 Mission Street, 1<sup>st</sup> Floor</b> <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: <a href="mailto:dbi.businessentrance@sfgov.org">dbi.businessentrance@sfgov.org</a>	558-6128	558-6401
<b>PRIVATE SCHOOL EARTHQUAKE PROGRAM – 1660 Mission Street, 1<sup>st</sup> Floor</b> <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: <a href="mailto:dbi.privateschool@sfgov.org">dbi.privateschool@sfgov.org</a>	558-6699	558-6401

<p><b>SOFT STORY PROGRAM (SSP) – 1660 Mission Street, 1<sup>st</sup> Floor</b>  <b>Robert Chun, Supervisor</b>  <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>  <b>Email: <a href="mailto:softstory@sfgov.org">softstory@sfgov.org</a></b></p>	558-6699	558-6401
<p><b>UNIT LEGALIZATION (UL)/ADDITION of DWELLING UNITS (ADU) – 1660 Mission Street, 1<sup>st</sup> Floor</b>  <b>Robert Chun, Supervisor</b>  <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></p>	558-6117	558-6401
<p><b>HOUSING INSPECTION SERVICES (HIS) – 1660 Mission Street, 6<sup>th</sup> Floor</b>  <b>Rosemary Bosque, Chief Housing Inspector</b>  <i>Inspects buildings for code compliance in residential housing as a result of complaints and inspects apartments and hotels. Also addresses complaints and conducts inspections associated with interior/exterior lead-based paint disturbance/removal.</i></p>	558-6220	558-6249
<p><b>INITIAL PLAN REVIEW – 1660 Mission Street, 5<sup>th</sup> Floor</b>  <b>Marla Chapman, Supervisor</b>  <i>Responsible for permit approval coordination, final approval and permit issuance to assure that the proposed construction work meets requirements of the codes.</i></p>	865-5714	558-6216
<p><b>OVER-THE-COUNTER OPERATION (OTC) – 1660 Mission Street, 5<sup>th</sup> Floor</b>  <b>Irene Wong, Coordinator</b>  Responsible for permit approval coordination, final approval and permit issuance to assure that the proposed construction work meets requirements of the codes. <b>Last walk-in customer accepted at 4:00 PM</b></p>	865-5713	558-6041
<p><b>PERMIT CENTER ADMINISTRATION – 1660 Mission Street, 2<sup>nd</sup> Floor</b>  <b>Carrie Pei, Supervisor</b>  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. <b>Last walk-in customer accepted at 4:00 PM</b></p>	558-6133	558-6686
<p><b>BOARDS AND COMMISSIONS</b></p>		
Building Inspection Commission (BIC), Sonya Harris, Commission Secretary	558-6164	558-6509
Abatement Appeals Board (AAB), Edward Sweeney, Dept. Representative	558-6272	558-6226
Access Appeals Commission (AAC), Richard Halloran, Dept. Representative	558-6110	558-6401
Board of Examiners (BOE), Howard Zee, Dept. Representative	558-6133	558-6041
Code Advisory Committee (CAC), Kirk Means, Dept. Representative	575-6832	558-6688
Unreinforced Masonry Buildings Appeals Board (UMBAB), Ed Greene, Dept. Representative	558-6123	558-6474

Updated: May 11, 2018