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.

<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>ALEX KOSKINEN, Deputy Director, Administrative Services – 5th Floor</td>
<td>271-3129</td>
<td>652-3509</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 652-3547 652-3515

DIRECTOR’S OFFICE – 5th Floor

COMMUNICATIONS – 5st Floor
Patrick Hannan 652-3535 652-3509

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 652-3536 652-3509

Email: dbi.communications@sfgov.org

ADMINISTRATIVE SERVICES – 5th Floor

MANAGEMENT INFORMATION SERVICES (MIS) – 4th Floor
Wilson Lo, Manager 652-3300 652-3489

Email: dbi.hrpayroll@sfgov.org

HUMAN RESOURCES/PAYROLL (HR) – 5th Floor
Michele Nieve, Human Resources Manager 652-3580 652-3589

Email: dbi.records3R@sfgov.org

RECORDS MANAGEMENT (RMD) – 4th Floor
Patty Herrera, Division Manager 652-3420 652-3429

Email: dbi.records3R@sfgov.org

FINANCE SERVICES (FS) – 5th Floor
Junko Laxamana 652-3527 652-3559

Other functions:
Refund Unit – 5th Floor 652-3555 652-3559

Processes request for refunds for fees collected by Department of Building Inspection.
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.cpbrequest@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 pursing 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