

ADMINISTRATIVE BULLETIN

NO. AB-001 :
DATE : November 18, 1998 (Updated 01/01/14 for code references)
SUBJECT : General Administrative Procedures
TITLE : **Preparing Administrative Bulletins**

PURPOSE : The purpose of this Administrative Bulletin is to describe the procedures to be used in originating, writing, editing and distributing Administrative Bulletins. Administrative Bulletins document the procedures to be followed by Department of Building Inspection (DBI) staff and other agencies which are involved with the regulatory functions of DBI. Although Administrative Bulletins are intended primarily for DBI use, the information may be of interest to the general public.
An Administrative Bulletin differs from an Office Policy and Procedure document in that the latter defines DBI's internal operating procedures and is generally of interest only to DBI staff.

REFERENCE : 2013 San Francisco Building Code, Section 104A2.1

DISCUSSION : The following steps are to be observed in the publishing of an Administrative Bulletin. Refer to the flowchart in ATTACHMENT A. Each Administrative Bulletin shall be reviewed at least annually for concurrence with the current code and from time-to-time as necessitated by changes in policies or requirements.

1. IDENTIFY THE PROPOSED ADMINISTRATIVE BULLETIN

a. Any individual in the Department may identify the need for an Administrative Bulletin and report this need to the supervisor, who will in turn discuss it with the Manager of Permit Services (the Manager). The Manager then makes a recommendation to the Director who may give the authorization to proceed with the writing of the Administrative Bulletin. Similarly, any City agency may identify the need for an Administrative Bulletin directly to the Director.

b. The Manager will notify Technical Services Division (TSD) of the subject matter and the person assigned to write the Administrative Bulletin (the Preparer). TSD will assign the proposed Administrative Bulletin a number and notify the Preparer to proceed.

2. REPORT THE PROPOSED ADMINISTRATIVE BULLETIN TO BUILDING INSPECTION COMMISSION (BIC)

Prior to the preparation of the first draft of the Administrative Bulletin, TSD will prepare a brief synopsis of the proposed Administrative Bulletin and shall forward that to the DBI Director for inclusion in the Director's Report or Communication Item to the Building Inspection Commission (BIC).

3. PREPARE THE DRAFT ADMINISTRATIVE BULLETIN

Following such report to the BIC, the Preparer shall prepare the first draft. The first draft is to be returned to TSD within 21 days* after BIC review. Extensions of time may be granted by the Director under extenuating circumstances.

Such first draft shall be reviewed by the Deputy Director and TSD for form and content, and revised as necessary. See ATTACHMENT B for the document format which is to be followed.

4. REVIEW THE DRAFT ADMINISTRATIVE BULLETIN

a. If so requested by the BIC, the first draft shall be provided to the BIC for public hearing prior to general distribution of the draft for review.

b. If no public hearing on the first draft is requested by the BIC, that first draft shall be distributed. The Preparer is to include a list of persons or committees to whom the draft is recommended to be sent for review. The Director and TSD may revise this list. (See ATTACHMENT C for a list of possible reviewers).

c. TSD will distribute the first draft and, after a minimum 30 day* review period, will forward any comments received to the Manager. The Manager will review the first draft and the review comments, and if necessary, discuss them with the Preparer. The Manager may refer the draft Administrative Bulletin to any committee for review as seen advisable.

5. PREPARE THE FINAL DRAFT FOR REVIEW BY THE MANAGER

Based upon draft review comments a final draft bulletin will be prepared by the Preparer. TSD will prepare the final draft which will then be reviewed for form and content by the Manager.

6. FORWARD THE ADMINISTRATIVE BULLETIN TO THE BIC FOR REVIEW AND PUBLIC HEARING

Following review and recommendation by the Manager and Director, the draft Administrative Bulletin will be forwarded to the Building Inspection Commission for review, public hearing and approval.

7. PREPARE THE APPROVED COPY FOR PRINTING AND DISTRIBUTION

a. Following BIC approval, the Preparer will have 7 days* to return a final draft to TSD who will review the final draft for conformance to format and prepare a final copy for signature by the Director.

b. The signed Administrative Bulletin will be duplicated and distributed as noted on a final distribution list. TSD will file the signed Administrative Bulletin and will keep a record of the completed Administrative Bulletins in separate indexes by:

- 1). Administrative Bulletin Number
- 2). Title

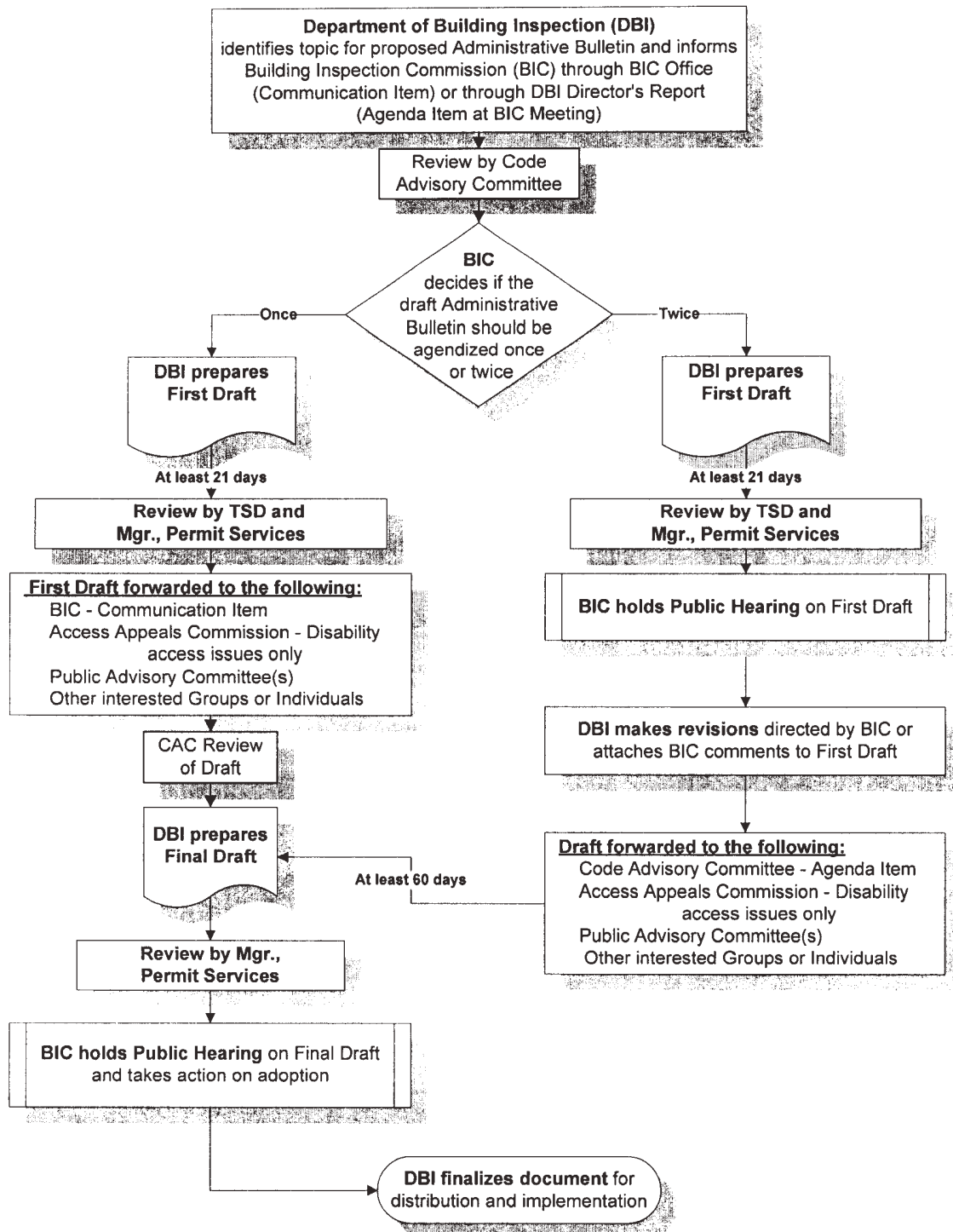
* The time limits given in the procedure above are guidelines, and may vary depending upon the complexity of the subject matter, review and approval process, and schedule requirements. Many Administrative Bulletins result in multiple "draft" stages.

Original signed by:
Frank Y. Chiu, Director, Director

Approved by the Building Inspection Commission on November 18, 1998

ATTACHMENT A

ADMINISTRATIVE BULLETIN PREPARATION, REVIEW AND APPROVAL PROCESS



ATTACHMENT B

[Example of Format]

ADMINISTRATIVE BULLETIN

NO. AB-00X : The **ADMINISTRATIVE BULLETIN NO.** is assigned by TSD.

DATE : The **DATE** is the effective date.

SUBJECT : The **SUBJECT** identifies the major topic or topics covered by the Administrative Bulletin.

TITLE : The **TITLE** should be short and to the point (e.g., Processing Demolition Applications and Permits).

PURPOSE : The **PURPOSE** serves as an abstract and clearly defines the scope and intent of the Administrative Bulletin.

REFERENCE : The **REFERENCE** materials used in writing the Administrative Bulletin may include Municipal Codes, City Charter, State and Federal Laws, letters, directives, and other justifications for this Administrative Bulletin. If there are none, leave this item out.

DISCUSSION : The **DISCUSSION** provides background information and a description of the intended action or procedure. It includes detailed explanations and additional examples, attachments, or diagrams.

The **SIGNATURE BLOCK** contains the Director's signature and title. Additional signatures and titles may be included if the Administrative Bulletin is written as a joint document with other agencies.

(Other signature, as required) Date

(Current Director's Name) Date
Director
Department of Building Inspection

Approved by the Building Inspection Commission on
(date)

TH:ABC The **INITIAL BLOCK** contains the Director's and the Preparer's initials for later reference.

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The **PAGE FOOTER** should also give the total page count.

ATTACHMENT CDepartment of Building Inspection:

Director
 Deputy Directors
 Other DBI Divisions and Sections (as applicable)

Boards and Commissions (as applicable):

Building Inspection Commission
 Access Appeals Commission
 Code Advisory Committee

Other City Agencies (as applicable):

Mayor's Office	Department of Public Works	Bureau of Building Repair
Board of Supervisors	Bureau of Architecture	Department of Public Health
City Attorney, Office of	Bureau of Engineering	Real Estate Department
City Planning Department	Bureau of Construction Mgt.	Bureau of Street Use & Mapping
Redevelopment Agency	Port of San Francisco	BERM
Bureau of Fire Prevention	Housing Authority	Department of Environment
other agencies as applicable		

Professional Societies and Organizations (as applicable) such as:

American Institute of Architects (AIA), San Francisco Chapter
 American Society of Civil Engineers (ASCE)
 American Society of Fire Protection Engineers (ASFPE)
 American Society of Heating, Refrigerating, and Air Conditioning Engineers, Inc (ASHRAE)
 Consulting Engineers Association of California (CEAC)
 National Electrical Contractors Association (NECA)
 Residential Builders Association of San Francisco, Inc. (RBA)
 San Francisco Bay Area Chapter of the National Association of the Remodeling Industry (NARI)
 San Francisco Chapter of the Construction Specifications Institute (CSI)
 San Francisco District of the Associated General Contractors of California, Inc. (AGC)
 Sheet Metal and Air Conditioning National Association, Inc. (SMACNA)
 Structural Engineers Association of Northern California (SEAONC)
 US Green Building Council
 other agencies as applicable

Public Organizations (as applicable) such as:

Building Owners and Managers Association (BOMA)
Independent Living Resource Center
Foundation for San Francisco's Architectural Heritage
San Francisco Board of Realtors
San Francisco Building Trades Council
San Francisco Chamber of Commerce
San Francisco Planning & Urban Research Association (SPUR)

Note: Any interested individual, agency or organization may be included on this list of reviewers by sending a written request to: Director of Building Inspection, 1660 Mission Street, San Francisco, CA 94103.