



Vacant & Abandoned Commercial Storefront Program

Earthquake Safety Fair – June 11, 2019

Mauricio Hernandez, Chief Building Inspector

Code Enforcement Section

Definition

According to Section 103A.5.1, A building shall be defined as vacant or abandoned if it:

is unoccupied and unsecured; or

is unoccupied and secured by boarding or other similar means; or

is unoccupied and unsafe as defined in Section 102 of the San Francisco Building Code; or

is unoccupied and has multiple code violations; or

has been unoccupied for over 30 days.

A building which is partially unoccupied and has been cited for blight under Chapter 80 of the S.F. Administration Code also shall be deemed a vacant or abandoned building that is subject to this section.

What is this amended legislation, and how is it different from 2014?

The March 2019 legislation unanimously approved by the Board of Supervisors amends the existing 2014 Vacant Storefront registry program. It makes important changes that require commercial property owners to actively report, register and maintain their vacant storefronts. These changes include:

Registration is required

1. within 30-days of the commercial storefront becoming vacant
2. even if it is actively being offered for rent or lease.

Building Owners Must:

1. Pay the annual registration fee payment of \$711 at the time of registration; and
2. Provide an annual report from a licensed professional, confirming the storefront has been maintained up to code.
3. Pay a penalty of four times (4x) the annual registration fee (\$711) if they fail to register their vacant storefront within 30 days of receiving notice from DBI.

NOTICE OF VIOLATION
of the San Francisco Municipal Codes Regarding Unsafe, Substandard or Noncomplying Structure or Land or Occupancy

DEPARTMENT OF BUILDING INSPECTION
City and County of San Francisco
1660 Mission St. San Francisco, CA 94103-2414

FIRST NOTICE
 SECOND NOTICE
 OTHER: _____

COMPLAINT NUMBER _____

ADDRESS _____ DATE _____
OCCUPANCY/USE _____ BLOCK _____ LOT _____
CONST. TYPE _____ STORIES _____ BASEMENT _____

☐ If checked, this information is based upon site-observation only. Further research may indicate that legal use is different. If so, a revised Notice of Violation will be issued.

OWNER / AGENT: _____ PHONE#: _____
MAILING ADDRESS: _____ CITY _____ ZIP _____
PERSON CONTACTED @ SITE _____ PHONE#: _____

VIOLATION DESCRIPTION:

WORK WITHOUT PERMIT (SFBC 106.1.1); ADDITIONAL WORK PERMIT REQUIRED (SFBC 106.4.7);
 EXPIRED OR CANCELLED PERMIT (SFBC 106.3.7) PA#: _____
 UNSAFE BUILDING (SFBC 102); SEE ATTACHMENTS

CODE / SECTION #	DESCRIPTION
S.F.B.C.	FAILURE TO COMPLY WITH THE VACANT OR ABANDONED COMMERCIAL STOREFRONT ORDINANCE 52-19 and 103A.5
103A.5	MONTHLY MONITORING FEE Section 110A TABLE 1A-K

BC – Building Code HC – Housing Code PC – Plumbing Code [EC – Electrical Code] MC – Mechanical Code

CORRECTIVE ACTION:

STOP ALL WORK SFBC 104.2.4

FILE BUILDING PERMIT APPLICATION WITHIN _____ DAYS (WITH PLANS) A Copy of This Notice Must Accompany the Permit Application.
 OBTAIN PERMIT WITHIN N/A DAYS AND COMPLETE ALL WORK WITHIN _____ DAYS, INCLUDING FINAL INSPECTION AND SIGNOFF.
 CORRECTION VIOLATION'S WITHIN 30 DAYS. NO PERMIT REQUIRED.
 YOUR FAILED TO COMPLY WITH THE NOTICE(S) DATED _____, THEREFORE THIS DEPT. HAS INITIATED ABATEMENT PROCEEDINGS.
 FAILURE TO COMPLY WITH THIS NOTICE WILL CAUSE ABATEMENT PROCEEDING TO BEGIN. SEE REVERSE SIDE FOR ADDITIONAL WARNINGS.
Submit completed Application for Registration of Vacant or Abandoned Commercial Storefront ORD.52-19 and Comply with all requirements within 30 days or a Final Warning letter will be issued with a 4x(four times penalty fee of \$2,844) and abatement proceedings will begin

INVESTIGATION FEE OR OTHER FEE WILL APPLY See reverse side for further explanation

9x Fee (Work w/o Permit after 9/1/60) 4x Fee (Vacant storefront registration fee \$711) \$2,844
 OTHER: _____ Re-inspection Fee\$ _____ No penalty (Work w/o permit prior to 9/1/60)

APPROX. DATE OF WORK W/O PERMIT N/A VALUE OF WORK PERFORMED W/O PERMITS N/A

BY ORDER OF THE DIRECTOR, DEPARTMENT OF BUILDING INSPECTION

CONTACT INSPECTOR EDWARD GREENE
(Inspector – Print Name)

OFFICE HOURS 8:00 AM TO 5:00 AM AND 3:00 PM TO 4:00 PM

PHONE # 415-558-6123

By: (Inspector's Signature) _____ DISTRICT # _____

CC: DCP EID PID BID HIS CED CPC DAD SFFD DPH RPC

Building Inspection Division
3rd Floor, 1660 Mission St. 558-6096
 Housing Inspection Division
6th Floor, 1660 Mission St. 558-6220
 Electrical Inspection Division
3rd Floor, 1660 Mission St. 558-6030
 Plumbing Inspection Division
3rd Floor, 1660 Mission St. 558-6054
 Code Enforcement Division
6th Floor, 1660 Mission St. 558-6454

M 9003 05 (Rev. 5/96)

New Changes to the Commercial Storefront Program

Legislation

Ordinance 182-14

Ordinance 52-19



In Effect

7/22/2014 - 4/22/2019

4/22/2019

Annual Fee

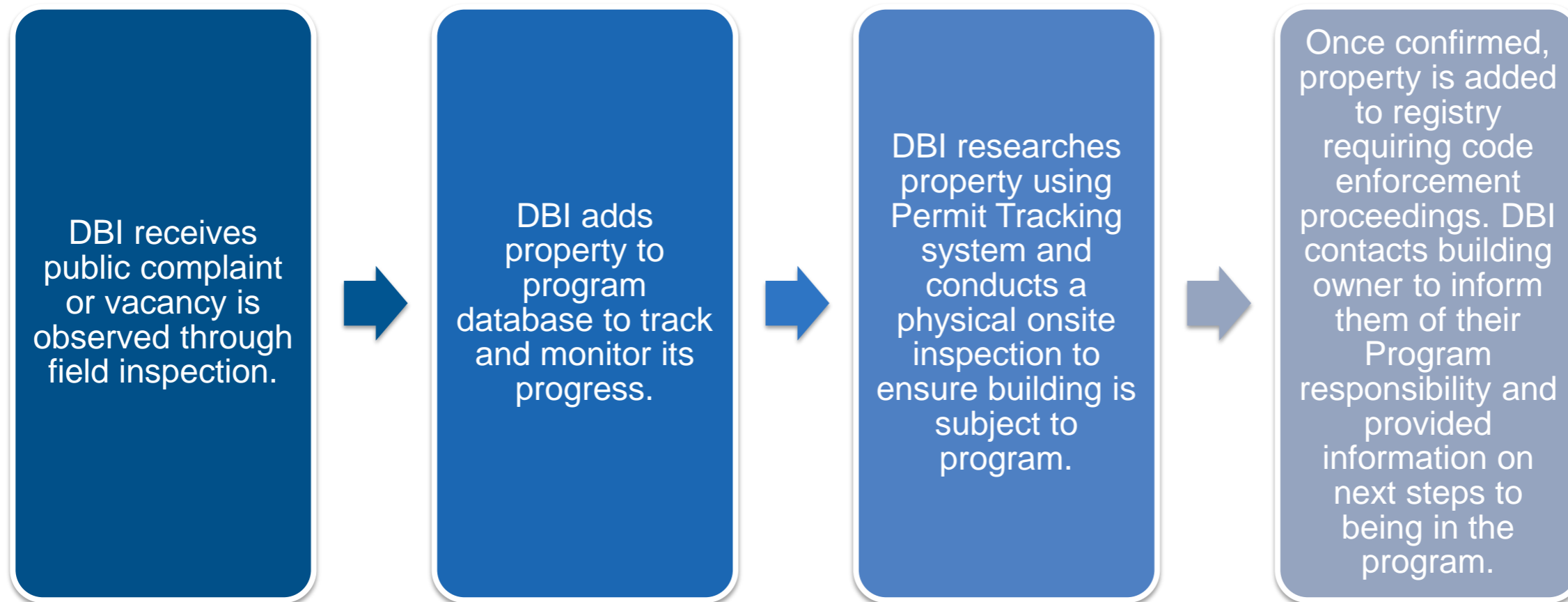
\$711 (after 270 days)

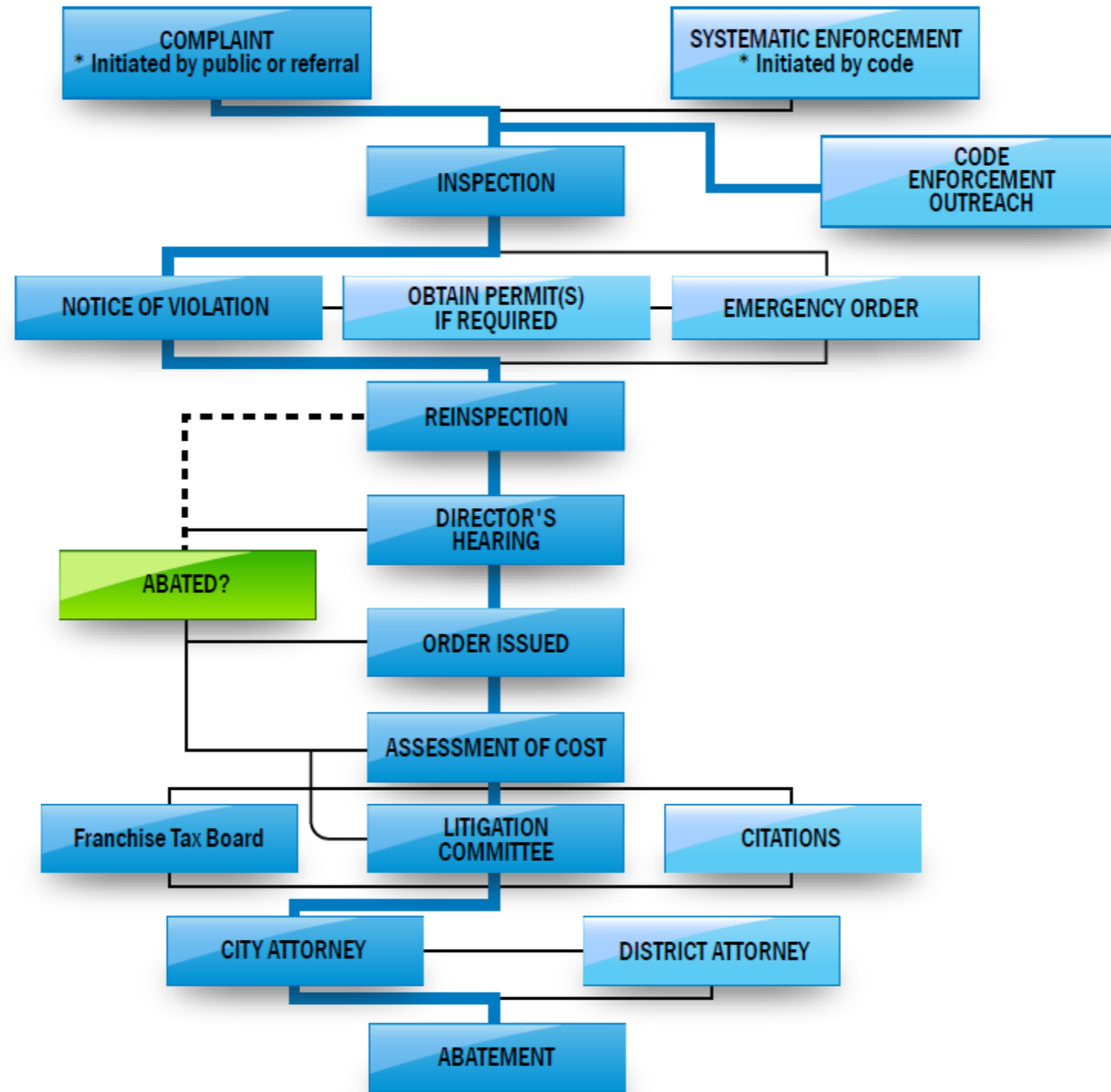
\$711 (immediately)

Requirements

- Properties need to be registered within 30 days of becoming vacant/abandoned.
- Maintenance
- Security
- Property Owner Info Posted on Building
- Annual report required from licensed professional confirming the storefront's interior and exterior has been maintained up to code

DBI's Process





Not Vacant Or Abandoned?

If Property Owners wish to contest that their property is vacant or abandoned, they may provide the following documentation to be removed from the Vacant Building Registry:

A valid building permit for rehabilitation, or construction of the commercial storefront

The owner/ leaseholder has filed an application for, and is actively seeking to obtain a building permit

A copy of your most recent PUC, water, PG&E or gas & electric statement indicating property address

A copy of your current lease or rental agreement indicating property address



Contact Us

To report vacant or abandoned buildings, provide specific address to:

- **In-Person:** DBI Code Enforcement Section
1660 Mission Street – 6TH Floor
San Francisco CA 94103
- **Email:** dbi.codeenforcement@sfgov.org
- **Call:** (415) 558-6454
- **Website:** www.sfdbi.org/vacantstorefronts



QUESTION & ANSWER

Thank you!

*Mauricio Hernandez, Chief Building Inspector
Code Enforcement Section
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