INFORMATION SHEET

NO. S-10

DATE : July 16, 2015

CATEGORY : Structural

SUBJECT : Balconies and Decks

PURPOSE : The purpose of this Information Sheet is to clarify ventilation and structural maintenance requirements.

REFERENCES : San Francisco Building Code (SFBC) Section 1403.8
San Francisco Housing Code (SFHC) Section 604

DISCUSSION :

San Francisco Building Code, Section 1403.8 Projections and Appendages:
Provisions shall be made at the outer edge of all projections and appendages to control rainwater backflow under the projection. Ventilation shall be provided for all enclosed spaces of exposed soffits, bays and other projections in wood framed construction.

Where an uncovered balcony or deck with an impervious surface exceeds 200 square feet (18.58 m²) in area, drainage shall be conveyed directly to a building drain or building sewer or be conveyed to an approved alternate location based on approved geotechnical and engineering design.

San Francisco Housing Code, Section 604 Structural Maintenance - Affidavit Required:
All wood and metal decks, balconies, landings, exit corridors, stairway systems, guardrails, handrails, fire escapes, or any parts thereof in weather-exposed areas of apartment buildings and hotels; shall be inspected by a licensed general contractor, or a structural pest control licensee, or a licensed professional architect or engineer; verifying that the exit system, corridor, balcony, deck or any part thereof; is in general safe condition, in adequate working order, and free from hazardous dry rot, fungus, deterioration, decay, or improper alteration. Property owners shall provide proof of compliance with this section by submitting an affidavit form (provided by the Department) signed by the responsible inspector to the Housing Inspection Services Division every five (5) years. For the purpose of this section, "weather-exposed areas" mean those areas that are not interior building areas. The affidavit process shall commence on January 1, 2004. (Added by Ord. 192-02, App. 9/17/2002; Ord. 256-07, App. 11/6/2007)
Other Conditions:
Other conditions will be evaluated on a case-by-case basis by the Supervisor or Manager. Pre-application meeting and/or approval of AB-005 is required.

Tom C. Hui, S.E., C.B.O.  7/16/15
Date
Director
Department of Building Inspection

Attachments:
A. Notice Requiring Compliance of San Francisco Housing Code (SFHC) Section 604 for Apartment Buildings/Residential Condos (3 or more units) and Hotels
B. Compliance Affidavit, Section 604 of San Francisco Housing Code (SFHC)

This Information Sheet is subject to modification at any time. For the most current version, visit our website at http://www.sfdbi.org
Notice Requiring Compliance Of San Francisco Housing Code Section 604
For Apartment Buildings/Residential Condos (3 or more units) and Hotels

On September 17, 2003, the Board of Supervisors passed Ordinance #192-02 which added Section 604 to the San Francisco Housing Code. The pertinent part of the Code Section is provided below for your reference. The following information has been enclosed in this information package to assist your submittal of the required affidavit **due now and every 5 years hereafter**. This requirement is separate and will cycle independently from the periodic health & safety (routine) inspections required by Chapter 3 of the Housing Code. This information is being distributed with the routine inspection request letters to give property owners the opportunity to ask the field inspectors questions about the affidavit process.

**SEC. 604. STRUCTURAL MAINTENANCE.**

(a) Affidavit Required. All wood and metal decks, balconies, landings, exit corridors, stairway systems, guard rails, hand rails, fire escapes, or any parts thereof in weather-exposed areas of apartment buildings and hotels shall be inspected by a licensed general contractor, or a structural pest control licensee, or a licensed professional architect or engineer, verifying that the exit system, corridor, balcony, deck or any part thereof is in general safe condition, in adequate working order, and free from hazardous dry rot, fungus, deterioration, decay, or improper alteration. Property owners shall provide proof of compliance with this section by submitting an affidavit form (provided by the Department) signed by the responsible inspector to the Housing Inspection Services Division every five years. For purposes of this section, weather-exposed areas means those areas which are not interior building areas.

**San Francisco Housing Code Requirements:** Section 604 requires apartment house (including residential condominium buildings of 3 dwellings or more) and hotel (6 guest rooms or more) owners to have all building appendages to be inspected by a licensed general contractor, or structural pest control licensee, or licensed professional architect or engineer, verifying that the exit system, corridor, balcony, deck, or any part thereof (that exists within the subject building as identified above) is in general safe condition, in adequate working order, and free from hazardous dry rot, fungus, deterioration, decay, or improper alteration. Appendages are described as all wood and metal decks, balconies, landings, exit corridors, stairway systems, guardrails, handrails, fire escapes, or any parts thereof in weather-exposed areas (excluding interior building areas).

**Note for Residential Condominiums:** The San Francisco Housing Code defines residential condominiums (of three dwellings or more) to be apartment houses and therefore subject to this requirement. Residential condominium owners should have their home owner's association complete the enclosed affidavit if the building appendages described above are in the common or public areas of the building. If they are not part of the common area, but related to a specific dwelling/condo, then that residential condominium owner must complete the affidavit and return it to the Department of Building Inspection per the instructions indicated below.

**Proof of Compliance & Mailing Instructions:** Property owners shall provide proof of compliance with this Section by submitting the enclosed affidavit, with verification (if applicable) completed and signed by the licensed professional who inspected the subject building. Completed affidavits must be submitted to the Housing Inspection Services Division as indicated below, every 5 years. Please send completed and signed affidavits to the:

San Francisco Department of Building Inspection  
Housing Inspection Services Division  
Attn: Section 604 H.C. Affidavit Filing  
1660 Mission Street, 6th Floor  
San Francisco, CA 94103-2414

**Code Enforcement for Failure to File:** Code enforcement proceedings as required by the San Francisco Housing Code will be initiated against those property owners who do not file completed and signed affidavits to the Department of Building Inspection. If you have any questions on this matter please call the Housing Inspection Services Division at (415) 558-6220.

**Housing Inspection Services**  
1660 Mission Street–San Francisco CA 94103  
Office (415) 558-6220 – FAX (415) 558-6249 – www.sfdbi.org
City and County of San Francisco
Department of Building Inspection

Edwin M. Lee, Mayor
Tom C. Hui, S.E., C.B.O. Director

ATTACHMENT B

COMPLIANCE AFFIDAVIT
SECTION 604 OF THE SAN FRANCISCO HOUSING CODE
(Requirements are described in the Notice on the reverse side)

Building Location:
Building Address:
Assessors Block/Lot:

Building Type: (select one)
- Apartment House
- Hotel
- Residential Condo Building (Apartment House with 3 or more dwellings - building appendage in common areas)
- Individual Residential Condo (Individual Dwelling Unit with building appendages in private area)

Property Owner Information: (select one & complete)
- Name of Property Owner: ____________________________
- Name of Residential Condominium Association Representative: ____________________________
- Mailing Address for building contact (owner or condo association): ____________________________
- Phone # of Contact Person: ____________________________

Licensed Professional Information: (select type of professional & complete)
- Name of Licensed Professional that reviewed building: ____________________________
- Mailing Address of Licensed Professional: ____________________________
- Phone # of Licensed Professional: ____________________________
- License #: ____________________________
- Type of professional: [ ] General Contractor
- [ ] Architect
- [ ] Civil Engineer
- [ ] Structural Engineer
- [ ] Structural Pest Control Inspector

Affidavit Verification: (select one, if first square selected verification is not necessary).
- [ ] Exterior building appendages (see reverse for description) do not exist at the subject building.
- [ ] Exterior building appendages do exist at the subject building (Complete verification below)

I, ____________________________, hereby verify to the best of my knowledge that at the time of my inspection on ____________________________, all wood and metal decks, balconies, landings, exit corridors, stairway systems, guardrails, handrails, fire escapes, or any parts thereof in weather-exposed areas, (that exist at the subject building identified above) are in general safe condition, adequate working order, and free from deterioration, decay, or improper alteration that could cause a safety hazard.

Signature of Licensed Professional indicated above ____________________________ Date Signed ______________

Please make a copy of this Affidavit for your records prior to submittal to the Department of Building Inspection. If you have any questions, please contact the Housing Inspection Services Division at (415) 558-6220. Please submit completed & signed affidavit to the Department of Building Inspection addressed as follows:

San Francisco Department of Building Inspection
Housing Inspection Services
Attn: Section 604 H.C. Affidavit Filing
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San Francisco, CA 94103-2414

Housing Inspection Services
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