INFORMATION SHEET

NO. S-21

DATE : September 24, 2021

CATEGORY : Structural

SUBJECT : Procedure for Processing Building Façade Inspection and Maintenance Reports

PURPOSE : To clarify the procedures for processing reports submitted as part of the Building Façade Inspection and Maintenance program

REFERENCE : 2019 San Francisco Existing Building Code (SFEBC)
Administrative Bulletin AB-110: Building Façade Inspection and Maintenance

Discussion:
SFEBC Chapter 5F requires buildings that are five (5) or more stories and that are of type I, II, III, or IV construction to perform building façade inspection and maintenance with findings of the condition of the façade to be documented in a report submitted to the Department of Building Inspection; otherwise submit for waiver of initial inspection based on previous inspections and maintenance work performed. This information sheet intends to clarify procedure for the submittal and processing the façade inspection reports and waivers.

Report submittal deadlines are presented on the following table:

<table>
<thead>
<tr>
<th>Compliance Tier</th>
<th>Building Construction Completion Date</th>
<th>Inspection Report Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Prior to 1910</td>
<td>December 31, 2021</td>
</tr>
<tr>
<td>2</td>
<td>From 1910 through 1925</td>
<td>December 31, 2023</td>
</tr>
<tr>
<td>3</td>
<td>From 1926 through 1970</td>
<td>December 31, 2025</td>
</tr>
<tr>
<td>4</td>
<td>After 1970</td>
<td>December 31, 2027</td>
</tr>
</tbody>
</table>

Procedure:

1) The owner and/or building representative will submit the building façade inspection report or waiver to the Department of Building Inspection for review; either:
   - By e-mail: dbi.facade@sfgov.org
   - By mail or in person: Department of Building Inspection, Technical Service Division, 49 South Van Ness, San Francisco, CA 94103, Key Programs Counter on the 2nd Floor
2) If submitted by e-mail, a reply confirmation receipt of submittal will be sent. If submitted in person, a received time stamp on the copy will be given.

3) The inspection report will be logged into a database of Building Façade Inspection and Maintenance Program at the Department of Building Inspection.

4) During review of the report, the owner/owner’s representative may be contacted to address any review comments issued and correct the report as necessary for re-submittal.

5) Once the report is approved, the owner/owner’s representative will be contacted to pick up the acceptance letter and pay associated fees.

6) Fees for the review of the inspection reports is based on the number of plan review hours spent and per fee schedule in the San Francisco Building Code Table 1A-D, Standard Hourly Rates.

7) Façade Inspection and Maintenance reports will not be deemed complete until all associated fees have been paid.

8) To request a waiver of Initial Inspection the following must apply with documentation presented:
   a. Comprehensive façade inspection with necessary maintenance, restoration, or replacement has been completed within ten (10) years prior to the inspection report due date listed on Table 503F of SFEBEC for your compliance tier, and
   b. Comprehensive façade inspection and inspection report have been performed within ten (10) years prior to the inspection report due date listed on Table 503F of SFEBEC for your compliance tier, and
   c. Documentation of the scope of completed repairs through work done by building permit, providing associated plans, specifications and inspection reports

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Date: 9/24/21

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