



**Annual Registration of Vacant or Abandoned Commercial
Storefront**

[San Francisco Ordinance 182-14, effective 08-29-14]

To: Property Owner of Record
From: DBI Code Enforcement
Re: Annual Vacant or Abandoned Commercial Storefront Registration

The Vacant/Abandoned Commercial Storefront Registration Ordinance was approved by the City on July 29, 2014 - and your building at the above mentioned address, may be vacant or abandoned and thus subject to the Vacant/Abandoned Commercial Storefront Annual Registration legal requirements.

You are hereby notified to register with the Department of Building Inspection within 30 days of receipt of this annual notice.

According to Section 103A.4.1 Definition; A building shall be defined as vacant or abandoned if it (1) unoccupied and unsecured; or (2) it is unoccupied and secured try boarding or other similar means; or (3) it is unoccupied and unsafe as defined in Section 102A of the San Francisco Building Code; or (4) unoccupied and has multiple code violations; or (5) has been unoccupied for over 30 days. A building which is partially unoccupied and has been cited for blight under Chapter 80 of the SF. Administration Code also shall be deemed a vacant or abandoned building that is subject to this section.

If your commercial storefront is vacant or abandoned, please call Code Enforcement at (415) 558-6454, or email dbicodeenforcement@sfgov.org, to request a "Vacant or Abandoned Commercial Storefront" Application packet for your review and required completion. After submission of department forms, an initial inspection will be scheduled and performed. Please return the completed application packet to the Code Enforcement Division, 1660 Mission Street, San Francisco, CA 94103. You also may access this information at www.sfdbi.org, when you click on "Vacant Building Registration" link.

If your building is not vacant or abandoned, please provide evidence of the actual condition of the property, occupancy status and/or valid building permit in compliance with all building codes.

Failure to register annually, a vacant or abandoned commercial storefront per legislation, shall subject the property owner of record to penalties under San Francisco Building Code Sections 102A, 103A, Sections 110A. Fee Tables and other applicable sections of the San Francisco Municipal Code.

If you have any questions or comments, please call the Code Enforcement Division at (415) 558-6454, or email dbi.codeenforcement@sfgov.org.

Code Enforcement Section
1660 Mission Street – San Francisco CA 94103
Office (415) 558-6454 – FAX (415) 558-6226 – www.sfdbi.org



ORDINANCE 182-14 VACANT / ABANDONED COMMERCIAL STOREFRONT

Abandoned or vacant commercial storefronts are a major cause and source of blight in both residential and nonresidential neighborhoods, especially when the owner of the property fails to actively maintain and manage it.

If you're a property owner and your commercial storefront is vacant or abandoned, you're required to register by completing an application and submitting annual registration fees to the Department of Building Inspection pursuant to Ordinance 182-14. In addition, you need to maintain and secure your property, even if partially unoccupied, to prevent blight and public safety hazards in compliance with Chapter 80 of the San Francisco Administrative Code, the California Environmental Quality Act, and all other applicable building, health, fire, and safety codes.

As a property owner, it is your responsibility to:

1. Fully complete the registration and submittal of the Vacant or Abandoned Commercial Storefront Registration Application with filing fees in the amount of \$711.00 within 30 days of building/property vacancy or abandonment.
2. Application completion requires submitting owner and agent contact information describing how the property has been secured against unauthorized entry, designating any future plans for the property, and providing fire and liability insurance coverage information.
3. Maintain the building interior in a manner which prevents damage by the elements or from plumbing leaks, free from accumulation of garbage and other debris, and free from infestation from rodents, insects, and other pests.
4. Maintain the exterior of the building and grounds in continual compliance with all applicable codes and regulations so as to prevent blight. This shall include the maintenance of landscaping and plant materials in good condition; the regular removal of trash debris and graffiti; a safe structure, which preserves physical integrity including paint and finishes, foundation, roof, chimneys, flues, gutters, downspouts, scuppers, flashing, skylights, windows, and exterior stairs and decks; prevention of criminal activity on premises and trespass by unauthorized persons; and the shut off of utilities not necessary for building maintenance.
5. Post a sign at the front of the storefront or a property in a conspicuous location protected from the weather that provides the current name, and phone number of the owner of record and authorized agent, if different from owner. If notice of default or foreclosure has been recorded for the property, the lender's name, address, and telephone number must be provided. Signage shall be no smaller than 8 1/2 by 11 inches.
6. Renew Vacant or Abandoned Commercial Storefront Registration Application with payment of fees.



ORDINANCE 182-14
VACANT / ABANDONED COMMERCIAL STOREFRONT

Frequently Asked Questions

Have you recently acquired property which had been placed on the Vacant or Abandoned Commercial Storefront list, and you wish to remove or deregister it as being currently occupied?

If title recently acquired by ownership or lease agreement is being occupied by you, you must provide proof of occupancy in order for the department to deregister your property from the Vacant or Abandoned Commercial Storefront list. Such proof of occupancy may be determined from the submittal of the following:

1. A copy of your most recent PG&E or gas and electric statement indicating property address
2. A copy of your most recent Recology or garbage statement indicating property address
3. A copy of your most recent PUC or water statement indicating property address
4. A copy of your most current lease or rental agreement indicating property address

Have you recently been issued a valid Building Permit Application for the property on the Vacant or Abandoned Commercial Storefront list?

Depending upon the type and scope of the building permit issued, you can contact the Building Inspector directly to ascertain if said permit will enable you to deregister the property from the Vacant or Abandoned Commercial Storefront list for the duration of the permit. Proof of permit activity would be a copy of the signed Job Card. You may contact the Code Enforcement Section at (415)558-6454 with any questions.

Does the building and property comply with all applicable codes, does not contribute to blight, is ready for occupancy and is being actively listed for sale?

If so, you should provide verification indicating this activity, including tile real estate or MLS listing number. Without this verification, the department has no way of knowing tile condition of the property without performing site inspections.

Have you recently sold property or had a transfer of interest in property that had been placed on the Vacant or Abandoned list, and you no longer wish to be identified as the owner of record?

If you have recently sold property or had a transfer of interest in property that had been placed on the Vacant or Abandoned list, simply notify our office that you are deregistering as the responsible party. Once informed, we will send a Vacant or Abandoned Commercial Storefront annual application package to the new owner of record, according to the Office of the Assessor-Recorder.

Code Enforcement Section
1660 Mission Street– San Francisco CA 94103
Office (415) 558-6454 – FAX (415) 558-6226 – www.sfdbi.org



**City & County of San Francisco – Department of Building Inspection
 APPLICATION FOR REGISTRATION OF VACANT OR ABANDONED
 COMMERCIAL STOREFRONT**

INSTRUCTIONS: Please complete all areas of the application and mail or deliver a check (only-pre-printed checks will be accepted) or money order for \$711.00, payable to “DEPARTMENT OF BUILDING INSPECTION”, Code Enforcement 1660 Mission Street, San Francisco, CA 94103. Do not mail cash. Cash is only accepted in person. A separate application and registration fee must be submitted for each parcel.

NOTE: San Francisco Building Code Section 103A.5.2 requires the owner to register annually a vacant or abandoned commercial storefront with the Department of Building Inspection within 30 days after it has become vacant or abandoned. For more information, call Code Enforcement at 415)-558-6454

Step 1:	Registration Year			
Step 2:	Assessor Block	Lot Number	Unit Number	Street Address
Step 3:	Name of Owner of Record		Owner Address	Owner Telephone Number
Step 4:	Name of Owner’s Authorized Agent		Authorized Agent Address	Agent Telephone Number
Step 5:	Name of Contact Person for Initial Inspection		Contact Person Telephone Number	
Step 6:	<p>Pursuant to Ordinance No. 182-14, it is the property owner's obligation to register a vacant or abandoned commercial storefront, which requires completion of the following questions:</p> <p>A. Describe the methods by which the owner has secured the property against unauthorized entry. All methods of security shall be subjected to approval by the Director.</p> <p>B. As the owner, declare any future plans for the property:</p> <p>C. State the name of the fire and liability insurance carrier, policy number, fire/liability coverage amounts and agent name/contact phone number insuring the said property. All insurance coverage is subject to approval by the Director <u>Attach a copy of the insurance information to this form</u></p>			

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D.	If notice of default or foreclosure has been recorded on this property, the lender’s name, contact person name, address, and telephone number is required.
Step 7:	The cost to register a vacant or abandoned commercial storefront is \$711.00 per year. No proration or refund of registration fee is allowed. NOTE: Failure to register and/or comply with this ordinance may result in Monthly Monitoring Fees and other Assessment of Cost.
Step 8:	The owner certifies this is not a valid vacant or abandoned commercial storefront and exempt from registration for the following reasons:

Owner/Authorized Agent Signature

Date