



**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.

<b>Step 1:</b>	<b>Registration Year</b>			
<b>Step 2:</b>	<b>Assessor Block</b>	<b>Lot Number</b>	<b>Unit Number</b>	<b>Street Address</b>
<b>Step 3:</b>	<b>Name of Owner of Record</b>		<b>Owner Address</b>	<b>Owner Telephone Number</b>
<b>Step 4:</b>	<b>Name of Owner’s Authorized Agent</b>		<b>Authorized Agent Address</b>	<b>Agent Telephone Number</b>
<b>Step 5:</b>	<b>Name of Contact Person for Initial Inspection</b>		<b>Contact Person Telephone Number</b>	
<b>Step 6:</b>	<p><b>Pursuant to Ordinance No. 52-19, it is the property owner's obligation to register a vacant or abandoned commercial storefront, which requires completion of the following questions:</b></p> <p><b>A.</b> 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>B.</b> As the owner, declare any future plans for the property:</p> <p><b>C.</b> 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 <b><u>Attach a copy of the insurance information to this form</u></b></p>			

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<b>D.</b>	<b>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.</b>
<b>Step 7:</b>	<b>The cost to register a vacant or abandoned commercial storefront is \$711.00 per year. Up to half of registration fee will be refundable based on any remaining days before the commercial storefront’s annual renewal date. NOTE: Failure to register and/or comply with this ordinance may result in 4x penalty fee, monthly monitoring fees and other assessment of cost.</b>
<b>Step 8:</b>	<b>The owner certifies this is not a valid vacant or abandoned commercial storefront and exempt from registration for the following reasons:</b>

\_\_\_\_\_  
**Owner/Authorized Agent Signature**

\_\_\_\_\_  
**Date**