

Section 102A.3 Inspections and Complaints. The Building Official is hereby authorized to inspect or cause the inspections of any building, structure, or property for the purpose of determining whether or not it is unsafe in any of the following circumstances:

1. Whenever the Building Official, with reasonable discretion, determines that such inspection is necessary or desirable.
2. Whenever any person files with the Building Official a complaint from which there is, in the Building Official's opinion, probable cause to believe the building, structure or property or any portion thereof, is unsafe.
3. Whenever an agency of Department of the City and County of San Francisco transmits to the Building Official a written report from which there is, in the opinion of the Building Official, probable cause to believe that the building, structure or property, or any portion thereof, is unsafe.

Upon the completion of any such inspection and the finding by the Building Official of any condition which renders the building, structure, or property unsafe, ~~and a failure or refusal of the owner to apply for a building permit within 30 days of the notification of such finding of any condition~~, the Building Official shall, within 10 days thereafter, serve a written notice of violation upon the building owner which shall contain specific allegations, setting forth each condition the Building Official has found which renders the building, structure, or property unsafe. The Building Official shall, within three days of mailing of such notice of violation, post a copy thereof in a conspicuous place in or upon such building, structure or property and provide a copy of the notice of violation to each tenant thereof. Such notice shall also set forth the penalties for violation prescribed in Section 103A of this code. In addition to the civil penalties prescribed in Section 103A, the Department's cost of preparation for and appearance at the hearing required by Section 102A.4 and all prior and subsequent ~~attendant~~ *administrative* costs, shall be assessed upon the property owner monthly after the written notice of violation has been served upon the property owner. Said violation will not be deemed legally abated until the property owner makes full payment of the assessment of costs to the Central Permit Bureau. See ~~Section 110~~ Table 1A-D – Standard Hourly Rates and Table 1A-K – Penalties, Hearings, Code Enforcement Assessments- for the applicable rates. Failure to pay the assessment of costs shall result in tax lien proceedings against the property per Section 102A.18.

Table 1A-L - Public Information

4. Reproduction and dissemination of public information:

Certification of copies:

1- 10 pages	\$15.00
Each additional 10 pages or fraction thereof	\$ 3.50

Electrostatic reproduction:

Each page photocopy	\$ 0.10
35mm duplicards from roll film ( <i>Diazo card</i> )	\$ 3.50

~~Microfilm hard~~ Hard Copy Prints:

<del>8 ½ inch by 11 inch (215.9 mm by 279.4 mm) copy from 16mm roll film</del> <u>copy from microfilm roll</u>	\$ 3.50
<del>24 inch by 18 inch (609.6mm by 457.2 mm) copy from 35mm roll film</del>	<del>\$ 5.00</del>
<del>“Half sized” copy from 35 mm roll film</del>	<del>\$ 6.00</del>
<del>8 ½ inch by 11 inch (215.9 mm by 279.4 mm ) copy from 16mm frame in aperture card or microfiche jacket</del>	<del>\$ 3.00</del>

~~Minimum microfilm reproduction charge~~ ~~\$6.50~~

11 inch by 17 inch copy of plans \$ 5.25

8 ½ inch by 11 inch copy from aperature cards,  
electronic copies of building records (scanned  
or computer generated \$ 3.00

Records Retention Fee (per page of plans) \$ 3.00