

YOUR LETTERHEAD MUST INCLUDE NAME, ADDRESS AND PHONE NUMBER

## VACANT STOREFRONT ANNUAL COMPLIANCE REPORT

[Date]

Code Enforcement Section  
City and County of San Francisco  
Department of Building Inspection  
49 South Van Ness Ave, 4<sup>th</sup> Floor, Suit 400  
San Francisco, CA 94103

This is to confirm that vacant storefront exterior and interior located at: \_\_\_\_\_  
has been maintained, as specified in sections 103A.4.5.1 and 103A.4.5.2.

Below is a list of all items observed:

### 103A.4.5.1 Maintenance of property – exterior.

- (1) Maintenance of landscaping and plant materials in good condition;
- (2) Regular removal of all exterior trash, debris, and graffiti;
- (3) Maintenance of the exterior of the building in a good condition that is structurally safe and preserves the physical integrity of the structure, including but not limited to paint and finishes, foundation, roof, chimneys, flues, gutters, downspouts, scuppers, flashing, skylights, windows, exterior stairs and decks;
- (4) Prevention of criminal activity on the premises and trespass by unauthorized persons; and
- (5) Turning off all utilities that are not necessary for the upkeep and maintenance of the building.

**103A.4.5.2 Maintenance of property – interior.** The property owner shall preserve the interior of the building from damage by the elements or plumbing leaks, and keep it free from accumulation of garbage and other debris, and from infestation by rodents, insects, or other pests

Items added should  
be applicable to  
storefront

### Important Notice:

This letter is only  
applicable for spaces  
that will be **renewing**  
the registration.

Sincerely,

\_\_\_\_\_  
(Name and Signature)

\_\_\_\_\_  
(Date)

Title [Engineer, Architect, Contractor, Licensed Consultant,]

License/Certificate No. \_\_\_\_\_

Address & Phone Number \_\_\_\_\_

Note: If repairs will be required per licensed professional report. A building, plumbing or electrical permit may be required. Inspection services should be contacted at (628) 652-3400 to verify if a permit will be required. **If maintenance of the building is being confirmed by a contractor, their license must be of one of the following California State License Board classifications:**  
A, B, C-10, C-33, C-36