

***Regular Meeting of the
Abatement Appeals Board***

July 15, 2026

Agenda Item C1

Staff Report



ABATEMENT APPEALS BOARD

City & County of San Francisco

49 South Van Ness Avenue, San Francisco, California 94103-1226

CODE ENFORCEMENT SECTION ABATEMENT APPEALS BOARD STAFF REPORT

Appeal No.6954

Date of Abatement Appeals Board Hearing: 7/15/2026

Property Address: 2960 Polk St

Block: 0476 Lot: 013

Page 1

Complaint Number: 202309727

PROPERTY OWNER INFORMATION

Property Owner(s) Name and Appellant:

544 & 550 S 6TH STREET LLC

2626 Hanover St

Palo Alto, CA 94304

Appellant:

Missy Cantor / SF Permitting, Inc.

Building/Property Description:

The subject property is a residential apartment building located at 2960 Polk Street, San Francisco.

Legal Use/Occupancy:

R-2 Residential Apartment Building

12 Dwelling Units

4 Stories

Case Summary:

A complaint was filed with the Department of Building Inspection on June 21, 2023, regarding work without permit related to the elevator/lift at 2960 Polk Street. The complaint alleged removal or work associated with the elevator without the required permit.

A Notice of Violation was issued on June 27, 2023. The case remained outstanding after issuance of the Notice of Violation and Final Warning Letter. Permit research conducted during the enforcement process found no permit completed to comply with NOV #202309727. The case was referred to Director's Hearing and heard on January 21, 2025. Following

Appeal No.6954

Date of Abatement Appeals Board Hearing: 7/15/2026

Property Address: 2960 Polk St

Block: 0476 Lot: 013

Page 2

the hearing, Order of Abatement No. 202309727-A was issued, requiring the responsible party to obtain the required permit, complete all work including final inspection and sign-off, comply with NOV #202309727, and pay all applicable CES fees.

Enforcement Actions:

06/21/2023 – Complaint filed regarding work without permit related to the elevator/lift.

06/21/2023 – Case reviewed and assigned to complaint investigation team and copied to Cal/OSHA Elevator Unit.

06/27/2023 – Notice of Violation #202309727 issued.

06/27/2023 – Notice of Violation mailed.

06/28/2023 – Notice of Violation posted.

08/31/2023 – Final Warning Letter issued.

08/31/2023 – Final Warning Letter mailed; case referred to CES.

09/01/2023 – Case transferred/referred to Code Enforcement Section.

09/06/2023 – Case received in CES.

12/12/2024 – Case reviewed and reassigned to Inspector Helminiak.

01/03/2025 – Permit research conducted; no permit found to comply with NOV.

01/03/2025 – Case referred to Director's Hearing for January 21, 2025.

01/10/2025 – Director's Hearing notice posted and photos taken.

01/10/2025 – Director's Hearing packet certified mailed to owner on file.

01/21/2025 – Director's Hearing held; Hearing Officer approved issuance of Order of Abatement with CES recommendation. Owner/property representative was present at the Director's Hearing.

01/21/2025 – Permit research conducted; no permit found to comply.

01/22/2025 – Assessment of Costs prepared.

Appeal No.6954

Date of Abatement Appeals Board Hearing: 7/15/2026

Property Address: 2960 Polk St

Block: 0476 Lot: 013

Page 3

02/04/2025 – Order of Abatement created.

02/06/2025 – Order of Abatement posted and photos taken.

02/06/2025 – Order of Abatement certified mailed to owners on file.

02/18/2025 – AAB filing payment processed.

03/11/2025 – Initial Bill payment received and processed, then later voided due to pending AAB appeal.

07/09/2025 – AAB request reviewed; case scheduled for August 20, 2025 AAB hearing.

07/11/2025 – AAB Notice of Hearing certified mailed to owner on file.

07/15/2025 – Case removed from AAB hearing calendar to allow additional time for the responsible party to have a conversation with the Supervisor's Office. A follow-up update on case progress was requested within 90 days.

03/11/2026 – Case reviewed and approved to schedule for April 15, 2026 AAB hearing.

03/11/2026 – Notice of AAB Hearing mailed to appellant and owners on file.

03/12/2026 – AAB notice posted and photos taken.

03/16/2026 – Site visit conducted and photos taken.

03/20/2026 – AAB continuance request granted per Deputy Director M. Greene.

04/01/2026 – AAB hearing rescheduled to July 15, 2026.

04/02/2026 – Notice of Continued Hearing certified and regular mailed to appellant and owners on file.

• Order of Abatement & Appeal:

Current Status:

The property remains in violation. The case file includes a permit submission dated March 25, 2025, with the stated scope of work to "Comply with NOV 202309727." However, the case has not been closed because the required permit process, final inspection, final sign-off, verification of compliance, and payment of applicable CES fees have not

Appeal No.6954

Date of Abatement Appeals Board Hearing: 7/15/2026

Property Address: 2960 Polk St

Block: 0476 Lot: 013

Page 4

been completed.

Outstanding Violations: Yes

Life Safety Hazards:

No immediate life-safety hazard is identified in the current appeal record. However, the elevator/lift issue remains unresolved under the active NOV and Order of Abatement until the required permit process is completed and compliance is verified by DBI.

Directors Hearing: #202309727 Date: 1/21/2025

Result: Order of Abatement

Order of Abatement No. 202309727-A was issued after the Director's Hearing, directing the responsible party to obtain the required permit, complete all work including final inspection and sign-off, comply with NOV #202309727, and pay all applicable CES fees.

Appellant's Request:

The appellant is appealing the Order of Abatement. The appeal states that the current owners purchased the property in late 2024 and were not aware of the prior complaints regarding the elevator until receiving the Director's Hearing packet. The appellant requests that the Board remove the Order of Abatement and grant additional time, including approximately 90 days, to prepare permit drawings, obtain the required permit, and complete all work including final sign-off.

Staff recommendation:

Based on the inspection history, enforcement record, and continued outstanding status of NOV #202309727, DBI staff recommends that the Abatement Appeals Board uphold the Order of Abatement and associated assessment of costs.

The Order of Abatement should remain in effect until the responsible party obtains the required permit, completes all required work, obtains final inspection and sign-off, verifies compliance with the assigned CES inspector, and pays all applicable Code Enforcement Section fees.

Abatement Appeals Board Action:

LIST OF DOCUMENTS

- 1) Appellant's Appeal Application**
- 2) Notice of Violation and Complaint Data Sheet**

Appeal No.6954

Date of Abatement Appeals Board Hearing: 7/15/2026

Property Address: 2960 Polk St

Block: 0476 Lot: 013

Page 5

- 3) Director's Hearing Notice and Posting/Mailing Documentation**
- 4) Order of Abatement and Assessment of Costs**
- 5) AAB Notice of Hearing and Notice of Continued Hearing**
- 6) Permit to Comply with NOV #202309727**
- 7) Site Photographs**

**APPEAL TO THE ABATEMENT APPEALS BOARD
OF THE CITY AND COUNTY OF SAN FRANCISCO
FROM THE BUILDING INSPECTION DEPARTMENT DIRECTOR'S ORDER**

Check Type of Appeal: ☒ Appeal of Director's Order ☐ Request for Jurisdiction ☐ Re-hearing

Appellant Name: MISSY CANTOR
Director's Order No 202309727
Date Appeal Filed: 02/18/2025

Appeal Number _____
Complaint Tracking _____
No(s) Filing Fee: \$326.45

Instructions: Please (1) answer all the questions on pages 1 and 2 for appeals of Director's Orders, and complete pages 1 through 3 for Requests for Jurisdiction, (2) sign the bottom of page 2 (and 3 if applicable), and (3) include the requisite filing fee of **\$326.45** (checks are payable to the San Francisco Department of Building Inspection). Please attach additional pages as necessary and print legibly.

Jurisdiction of the Abatement Appeals Board (AAB): Under Section 105A.2 of the San Francisco Building Code (SFBC), and Chapter 77 of the San Francisco Administrative Code, the AAB has the power to hear and decide appeals from Orders of Abatement and hear direct appeals pursuant to SFBC Section 102A.. The Board may "uphold, modify, or reverse such orders, provided that the public health, safety and public welfare are secured most nearly in accordance with the intent and purpose of this code and the San Francisco Housing Code." (SFBC 105A.2.3).

Appellant Questionnaire & Declaration: The undersigned appellant hereby appeals to the AAB and makes the following allegations in connection therewith:

- (1) The Order appealed from was made at a public hearing by the Director of Building Inspection, of the City and County of San Francisco, on 01/21/2025.
- (2) The affected premises are located at 2960 POLK STREET
San Francisco. They contain 12 dwelling units and 0 guest rooms.
- (3) State in ordinary and concise language the specific nature of the action appealed from, together with any material facts relating thereto.
SEE ATTACHED
- (4) State the relief you seek and reasons why you claim the appealed action should be modified or reversed by this board. (Attach additional sheet(s) if necessary.).
SEE ATTACHED
- (5) Please state /check appellant's relationship to the property: ☐ property owner ☒ owner's agent
☐ attorney ☐ architect ☐ engineer ☐ contractor ☐ other _____
If the appellant is an agent of the owner(s) of record, please attach documentation delineating representation.
- (6) **Appellant's Information:**
Print Appellant's Name: MISSY CANTOR
Appellant's Mailing Address: PO BOX 14039, SF, CA, 94114
Phone Number: _____ Email Address: _____

Abatement Appeals Board (AAB)
Tel. (628) 652-3517 - (628) 652-3426
49 South Van Ness Avenue Suite 400, San Francisco, CA 94103

Abatement Appeals Board Appeal Application Form
Page Two

- (7) Please state any work that you are aware of that was performed at the subject property without required ☒ building, ☐ plumbing, ☐ electrical permits:

- (8) Did the current owner(s) of record own the property when this work was performed?
☐ Yes ☒ No
- (9) If no, explain property purchases and approximate time when work was performed:
PROPERTY WAS BOUGHT LATE 2024. TIME OF VIOLATION PER NOV DATED JUNE 2023.
- (10) Please state any work completed to correct the related code violations:
NA
- (11) What was the extent of the work performed? How much remains to be completed?

- (12) When was the work done? 06/21/23
- (13) Who did the work? UNKNOWN
- (14) What is your occupation? If you are a co-owner, list all other co-owners and other occupants.
N/A
- (15) Do you own other properties in San Francisco? ☒ Yes ☐ No
- (16) If yes, do any of these properties have active Department of Building Inspection code enforcement cases or Orders of abatement? ☐ Yes ☒ No
- (17) If Yes, please list Complaint Tracking or Order numbers

- (18) Have you owned property in San Francisco before? ☒ Yes ☐ No
- (19) Are you aware that building, plumbing, and/or electrical permits may be required to abate the subject code violations? ☒ Yes ☐ No
- (20) Have you applied for the required permits to abate the subject code violations? ☐ Yes ☒ No
If yes, please list permit applications:
☐ Building Permit Application Nos. _____
☐ Plumbing Permit Application Nos. _____
☐ Electrical Permit Application Nos. _____
- (21) What other permits have you been granted by the City? NA
- (22) What other facts do you want the Board to consider?
SEE ATTACHED

I declare under penalty of perjury and the laws of the State of California that the foregoing is true and correct.

Print Name: MISSY CANTOR

Signature: ML Cantor

Date Signed: 02/18/2025

Signatory is ☐ property owner ☒ agent ☐ other _____



2960 Polk Street, San Francisco, CA, 94109

Appeal to the Abatement Appeals Board

State in ordinary and concise language the specific nature of the action appealed from, together with any material facts relating thereto

The current owners were informed that outstanding complaints regarding the elevator were abated upon their purchase of the property in late 2024. Once the owners received the Director Hearing package early February, there was confusion about what was required, and which owner was responsible.

State the relief you seek and reasons why you claim the appealed action should be modified or reversed by this board.

At the Director Hearing, the owner was immediately issued an Order of Abatement and granted 30 days to obtain a permit and complete all work including signoff.

We respectfully request that DBI hold off on recording the Order of Abatement and grant a realistic 90 days to allow the owner time to engage a licensed architect and engineer, obtain the required permit and complete all work including signoff.

The owners had less than 2 weeks to prepare for an unforeseen issue and was unable to request an extension of time for the Director Hearing.

What other facts do you want the Board to consider?

The current owners believe the previous owners were operating on the basis of a decommissioning letter from the City to remove the elevator.

Since the Director Hearing notice, there has been active correspondence with the previous owner on the responsibility of complaint 202309727. The current owners recognize the importance of being in compliance and have engaged SF Permitting, Inc. to assist with ensuring the building is compliant within the shortest amount of time possible.

The property is a four-story building with approximately 9,300 sq. ft and features 12 condominiums. As such, it will take some time for a licensed architect and engineer to produce the necessary drawings.

SF PERMITTING, INC.

P.O. BOX 14039 • SAN FRANCISCO, CA 94114 • PH (415) 814-9888 • WWW.SFPERMITTING.COM

Page 1 of 1



March 11, 2025

2B LIVING
626 EL CAMINO REAL
SAN CARLOS, CA 94070

Subject: Check no. 2195

Dear Valued Customer:

The Department of Building Inspection of the City and County of San Francisco received check no. 2195 in the amount of \$5,746.66 for payment toward INITIAL BILL PAYMENT for property located at 2960 POLK STREET. However, we cannot process it due to the following reason(s):

- ☐ incorrect amount. The correct amount should be \$5,746.66.
- ☐ incorrect payee. The correct payee should be "City and County of San Francisco Department of Building Inspection" or "CCSF-DBI".
- ☐ stale-dated/post-dated check.
- ☐ check was not signed.
- ☐ incomplete/missing paperwork:
- ☐ duplicate payment.
- ☐ final bill payment cannot be processed until we have received payment for the initial bill in the amount of .
- ☐ lien cycle has ended. The last day we accepted payment was . The Lien List has already been provided to the Board of Supervisor and subsequently to the Assessor's Office.
- ☒ Other: PAYMENT VOIDED DUE TO PENDING AAB

For your protection, we have stamped the check "void".

Sincerely,

Code Enforcement Services - HG
Department of Building Inspection

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

2B LIVING INC
2BL Trust JD
[REDACTED]

VOID

First Republic Bank
111 Pine Street
San Francisco, CA 94111
11-8166/3210

2195

03/05/2025

PAY TO THE
ORDER OF

CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF BUILDING INSPECTION

\$

\$5,746.66

**** FIVE THOUSAND, SEVEN HUNDRED FORTY-SIX AND 66/100 DOLLARS

DOLLARS

City and County of San Francisco
Department of Building Inspection
49 South Van Ness Ave
San Francisco, CA 94103

VOID

VOID

[Signature]

Details on Back



Intuit® CheckLock™ Secure Check



CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF BUILDING INSPECTION
49 South Van Ness Ave, Suite 400
San Francisco, CA 94103-1226

PAYMENT RECEIPT

Printed on: 02/18/2025 03:19:58 PM

Code Enforcement Division

Phone: (628) 652-3430

Payment Date: 02/18/2025

Job Address

2960 POLK ST 1 -

Receipt Number: CED09394

Issued By: SJEW

Payment received from:

Application Number:

PERMITTING INC

P.O BOX 14039

SAN FRANCISCO CA 94114

processed AAB filing payment

Payment received for the items indicated:

Fee Description	Payment Amount	Complaint# (if applicable)
CED AAB Filing Fee	\$326.45	202309727

TOTAL

\$326.45

(Handwritten signature)

PAID

BY _____

City and County of San Francisco DBI

Reference Number: 2025045001-118
Date/Time: 02/18/2025 3:19:00 PM

Permit or Reference Number Payment
2025045001-118-1

Line Item

Permit or Reference Number: CED09394

Comment: 2960 POLK ST 1

Fee Desc: CED AAB Filing Fee

Amount: \$326.45

Total: \$326.45

1 ITEM TOTAL: \$326.45

TOTAL: \$326.45

DUPLICATE RECEIPT 2/18/2025 3:21:21 PM

IGL Check \$326.45

Total Received: \$326.45



CE2025045001-118

Safe Building!

2960 POLK ST 1 -

LETTER OF AUTHORIZATION

February 18th, 2025

Department of Building Inspection
49 South Van Ness Avenue
SF, CA, 94103

RE: 2960 Polk Street, San Francisco, CA, 94109

Dear whom it may concern.

As the representative for the owner of 2960 Polk Street, I authorize SF Permitting, Inc. to act on our behalf to perform all permit-related items, including, but not limited to:

Filing and signing of building permit applications and related documents with the Department of Building Inspection and its respective City departments including Department of Public Works.

Yours Sincerely,

DocuSigned by:
 2/18/2025
5331ED1988E84ED...

Robert Johnston



COMPLAINT DATA SHEET

COMPLAINT NUMBER : 202309727

OWNER/AGENT: LEVINS FAMILY TRUST
LEVINS FAMILY TRUST
LEVINS ALAN S & SHARON, TTE
PO BOX 22579
SAN FRANCISCO CA
94122

DATE FILED: 21-JUN-23

LOCATION: 2960 POLK ST #1

BLOCK: 0476 LOT: 013

SITE:

RATING: OCCUPANCY CODE :

RECEIVED BY: SLWONG DIVISION: BID

COMPLAINT SOURCE: WEB FORM

OWNER'S PHONE:

CONTACT NAME:

CONTACT PHONE:

COMPLAINANT: INSPECTOR JAMES ONOE
JAMES.ONOE@SFGOV.OR

ASSIGNED TO DIVISION: CES

COMPLAINANT'S PHONE (415) 558338

DESCRIPTION: date last observed: 20-JUN-23; time last observed: 11:00; exact location: Main Bldg; building type: Residence/Dwelling WORK W/O PERMIT; DISABLED ACC: ELEVATOR/LIFT; ; additional information: Removal of elevator wit permit;

INSTRUCTIONS:

INSPECTOR CURRENTLY ASSIGNED

DIVISION	INSPECTOR	ID	DISTRICT	PRIORITY
CES	HELMINIAK	6354		

REFERRAL INFORMATION

DATE	REFERRED BY	TO	COMMENT
01-SEP-23	Thu Ha Thi Truong	CES	per CF

COMPLAINT STATUS AND COMMENTS

DATE	TYPE	INSPECTOR	STATUS	COMMENT	UPDATED BY	DIVIS
21-JUN-23	CASE OPENED	C WEAVER	CASE RECEIVED		Suzanna Wong 21-JUN-23	BID
21-JUN-23	OTHER BLDG/HOUSING VIOLATION	C FRANCIS	CASE UPDATE	Case reviewed and assigned to complaint investigation team and cc to CalOsha's Elevator Unit per CM; slw	Suzanna Wong 21-JUN-23	BID
22-JUN-23	OTHER BLDG/HOUSING VIOLATION	C FRANCIS	CASE UPDATE	Contact at building management. They have had a NOV for elevator, was abated. Will confirm with CES. CF		
23-JUN-23	OTHER BLDG/HOUSING VIOLATION	C FRANCIS	CASE UPDATE	Talked to complainant concerning work done on elevator. CF		
27-JUN-23	OTHER BLDG/HOUSING VIOLATION	C FRANCIS	CASE UPDATE	Generated NOV. CF	Haruyo Gibbons 11-MAR-25	CES



COMPLAINT DATA SHEET

COMPLAINT NUMBER : 202309727

COMPLAINT STATUS AND COMMENTS

DATE	TYPE	INSPECTOR	STATUS	COMMENT	UPDATED BY	DIVIS
27-JUN-23	OTHER BLDG/HOUSING VIOLATION	C FRANCIS	FIRST NOV SENT	1st NOV issued per CF; ag	Audrey Gee 27-JUN- 23	INS
27-JUN-23	OTHER BLDG/HOUSING VIOLATION	C FRANCIS	CASE UPDATE	1st NOV mailed; ag	Audrey Gee 27-JUN- 23	INS
28-JUN-23	OTHER BLDG/HOUSING VIOLATION	C FRANCIS	CASE UPDATE	Posted NOV. CF		
31-AUG-23	OTHER BLDG/HOUSING VIOLATION	C FRANCIS	FINAL WARNING LETTER ISSUED	Issued final warning letter. CF		
31-AUG-23	OTHER BLDG/HOUSING VIOLATION	C FRANCIS	FINAL WARNING LETTER SENT		Chris Francis 31- AUG-23	BID
01-SEP-23	OTHER BLDG/HOUSING VIOLATION	C FRANCIS	CASE UPDATE	FWL mailed. Refer case to CES. CF/tt	Thu Ha Thi Truong 01-SEP-23	INS
01-SEP-23	GENERAL MAINTENANCE	C FRANCIS	REFERRED TO OTHER DIV	transfer to div CES	Thu Ha Thi Truong 01-SEP-23	INS
06-SEP-23	OTHER BLDG/HOUSING VIOLATION	J HINCHION	CASE RECEIVED	Case received in CES-tm	Thomas Moyer 06- SEP-23	CES
12-DEC-24	OTHER BLDG/HOUSING VIOLATION	J NG	CASE UPDATE	Case reviewed and reassigned to Inspector Helminiak. -jn	Joe Ng 12-DEC-24	CES
03-JAN-25	OTHER BLDG/HOUSING VIOLATION	D HELMINIAK	PERMIT RESEARCH	Permit research. No permit found to comply with NOV. drh	Daniel Helminiak 03 JAN-25	CES
03-JAN-25	OTHER BLDG/HOUSING VIOLATION	D HELMINIAK	CASE UPDATE	Email correspondence with a tenant of building on 12/23/2024. drh	Daniel Helminiak 03 JAN-25	CES
03-JAN-25	OTHER BLDG/HOUSING VIOLATION	D HELMINIAK	REFER TO DIRECTOR'S HEARING	Refer to DH on 01/21/2025. drh	Daniel Helminiak 03 JAN-25	CES
06-JAN-25	OTHER BLDG/HOUSING VIOLATION	D HELMINIAK	CASE UPDATE	Email correspondence. drh	Daniel Helminiak 06 JAN-25	CES
07-JAN-25	OTHER BLDG/HOUSING VIOLATION	D HELMINIAK	CASE UPDATE	Email correspondence. drh	Daniel Helminiak 07 JAN-25	CES
09-JAN-25	OTHER BLDG/HOUSING VIOLATION	D HELMINIAK	CASE UPDATE	DH Packet Prepared -ay	Aylin Yavuz 09- JAN-25	CES



COMPLAINT DATA SHEET

COMPLAINT NUMBER : 202309727

COMPLAINT STATUS AND COMMENTS

DATE	TYPE	INSPECTOR	STATUS	COMMENT	UPDATED BY	DIVIS
10-JAN-25	OTHER BLDG/HOUSING VIOLATION	D HELMINIAK	other	Printed posting packet. drh	Daniel Helminiak 10 JAN-25	CE
10-JAN-25	OTHER BLDG/HOUSING VIOLATION	D HELMINIAK	DIRECTOR HEARING NOTICE POSTED	Posted DH notice took photos. drh	Daniel Helminiak 10 JAN-25	CE
10-JAN-25	OTHER BLDG/HOUSING VIOLATION	D HELMINIAK	CASE UPDATE	Cert. Mail DH Packet to Owner on File -ay	Aylin Yavuz 10- JAN-25	CE
10-JAN-25	OTHER BLDG/HOUSING VIOLATION	D HELMINIAK	other	Email correspondence. drh	Daniel Helminiak 10 JAN-25	CE
14-JAN-25	OTHER BLDG/HOUSING VIOLATION	D HELMINIAK	CASE UPDATE	Received call from owner Joe Austria claiming they had decommissioning letter from DBI to remove elevator from service. drh	Daniel Helminiak 14 JAN-25	CE
17-JAN-25	OTHER BLDG/HOUSING VIOLATION	D HELMINIAK	CASE UPDATE	Email correspondence. drh	Daniel Helminiak 17 JAN-25	CE
21-JAN-25	OTHER BLDG/HOUSING VIOLATION	M HERNANDEZ	DIRECTOR'S HEARING DECISION	Ok to issue OOA per H.O(B.H) with CES recommendations 30 days to obtain permit and complete all work including final signoff to comply with NOV#202309727 and pay all CES fees. Owner. property representative present at DH. MH	Mauricio Hernandez 21-JAN-25	CE
21-JAN-25	OTHER BLDG/HOUSING VIOLATION	D HELMINIAK	PERMIT RESEARCH	No permit to comply. drh	Daniel Helminiak 21 JAN-25	CE
22-JAN-25	OTHER BLDG/HOUSING VIOLATION	D HELMINIAK	other	Prepared assessment of costs. drh	Daniel Helminiak 22 JAN-25	CE
22-JAN-25	OTHER BLDG/HOUSING VIOLATION	D HELMINIAK	ORDER OF ABATEMENT ISSUED	Issued OOA per hearing officer decision on 01/21/2025. Inspector assessment costs including MMF X 15 months from 09/2023-01/2025 have been completed. drh	Daniel Helminiak 22 JAN-25	CE
04-FEB-25	OTHER BLDG/HOUSING VIOLATION	D HELMINIAK	ORDER OF ABATEMENT ISSUED	Created OOA-tm	Thomas Moyer 04- FEB-25	CE
06-FEB-25	OTHER BLDG/HOUSING VIOLATION	D HELMINIAK	ORDER OF ABATEMENT POSTED	Posted OOA photos taken. drh	Daniel Helminiak 06 FEB-25	CE
06-FEB-25	OTHER BLDG/HOUSING VIOLATION	D HELMINIAK	ORDER OF ABATEMENT ISSUED	Cert mailed OOA to owners on file-tm	Thomas Moyer 06- FEB-25	CE
18-FEB-25	OTHER BLDG/HOUSING VIOLATION	D HELMINIAK	CASE UPDATE	check mailed to DBI, processed AAB payment, mailed receipt to SF Permitting Inc - sj	Susan Jew 19-FEB- 25	CE



COMPLAINT DATA SHEET

COMPLAINT NUMBER : 202309727

COMPLAINT STATUS AND COMMENTS

DATE	TYPE	INSPECTOR	STATUS	COMMENT	UPDATED BY	DIVIS
03-MAR-25	OTHER BLDG/HOUSING VIOLATION	D HELMINIAK	TELEPHONE CALLS	Email correspondence. drh	Daniel Helminiak 03 MAR-25	CES
11-MAR-25	OTHER BLDG/HOUSING VIOLATION	D HELMINIAK	CASE UPDATE	Received and processed IB payment. The receipt was given to the customer at CES counter -hg	Haruyo Gibbons 11- MAR-25	CES
11-MAR-25	OTHER BLDG/HOUSING VIOLATION	D HELMINIAK	CASE UPDATE	IB Payment voided due to pending AAB, Returning address customer requested via phone call. Send the voided check to following address: 2B Living 626 El Camino Real, San Carlos, CA 94070 -hg	Haruyo Gibbons 11- MAR-25	CES
16-APR-25	OTHER BLDG/HOUSING VIOLATION	D HELMINIAK	TELEPHONE CALLS	Email correspondence. drh	Daniel Helminiak 16 APR-25	CES
09-JUL-25	OTHER BLDG/HOUSING VIOLATION	G LAM	CASE UPDATE	AAB Request Reviewed. Case Scheduled for 8/20/25 AAB. -GL	Gilbert Lam 09-JUL- 25	CES
10-JUL-25	OTHER BLDG/HOUSING VIOLATION	D HELMINIAK	CASE UPDATE	Spoke to AAB appellant on the phone. Informed her that AAB case is to be heard on 8/20/25. Notifications will be mailed and posted - CR	Charles Robinson 10-JUL-25	CES
11-JUL-25	OTHER BLDG/HOUSING VIOLATION	D HELMINIAK	CASE UPDATE	Certified mailed AAB NOH to owner on file. hb	Heather Brooks 11- JUL-25	CES
15-JUL-25	OTHER BLDG/HOUSING VIOLATION	M HERNANDEZ	CASE UPDATE	Case removed from AAB hearing calendar to allow additional time for the responsible party to have a conversation with the Supervisor's office. A follow-up update on case progress is requested within 90 days.MH	Mauricio Hernandez 15-JUL-25	CES
29-AUG-25	OTHER BLDG/HOUSING VIOLATION	D HELMINIAK	CASE UPDATE	Reviewed for lien cycle. drh	Daniel Helminiak 29 AUG-25	CES
11-MAR-26	OTHER BLDG/HOUSING VIOLATION	G LAM	CASE UPDATE	Case Reviewed. OK to schedule for AAB 4/15/26. -GL	Gilbert Lam 11- MAR-26	CES
11-MAR-26	OTHER BLDG/HOUSING VIOLATION	D HELMINIAK	CASE UPDATE	Cert mailed & Reg mailed Notice of AAB Hearing. SB	Sonya Bryant 11- MAR-26	CES
11-MAR-26	OTHER BLDG/HOUSING VIOLATION	D HELMINIAK	CASE UPDATE	Called and emailed AAB appellant to inform her that appeal has been scheduled to be heard before the Abatement Appeals Board on 04/15/2026. - CR	Charles Robinson 11-MAR-26	CES
12-MAR-26	OTHER BLDG/HOUSING VIOLATION	D HELMINIAK	CASE UPDATE	AAB notice posted photos taken. drh	Daniel Helminiak 12 MAR-26	CES



COMPLAINT DATA SHEET

COMPLAINT NUMBER : 202309727

COMPLAINT STATUS AND COMMENTS

DATE	TYPE	INSPECTOR	STATUS	COMMENT	UPDATED BY	DIVIS
16-MAR-26	OTHER BLDG/HOUSING VIOLATION	D HELMINIAI	CASE UPDATE	Site visit photos taken. drh	Daniel Helminiak 16 MAR-26	CE
20-MAR-26	OTHER BLDG/HOUSING VIOLATION	D HELMINIAI	CASE UPDATE	Per Deputy Director M. Greene, a continuance request has been granted for the Abatement Appeals Board hearing. The AAB hearing date will be rescheduled and is to be determined. - CR	Charles Robinson 20-MAR-26	CE
01-APR-26	OTHER BLDG/HOUSING VIOLATION	D HELMINIAI	CASE UPDATE	Per property ownership representative, request to continue and reschedule case has been granted. Abatement Appeals hearing has been rescheduled to be heard on 07/15/2026. - CR	Charles Robinson 01-APR-26	CE
02-APR-26	OTHER BLDG/HOUSING VIOLATION	D HELMINIAI	CASE UPDATE	Cert. and regular mailed "Notice of Continued Hearing" to Appellant and owners on file. -AY @ CED	Aylin Yavuz 02- APR-26	CE
23-JUN-26	OTHER BLDG/HOUSING VIOLATION	D HELMINIAI	CASE UPDATE	On 6/10/2026, AAB appellant / property owner/representative emailed request to continue case beyond the scheduled 7/15/26 date. On 6/16/2026, Deputy Director M. Greene replied by email inform the requestor that the request has been denied as the case has already been granted a continuance. Case will be heard on 7/15/2026 as scheduled. Called the AAB appellant listed, left voice message conveying this information. - CR	Charles Robinson 23-JUN-26	CE
24-JUN-26	OTHER BLDG/HOUSING VIOLATION	D HELMINIAI	CASE UPDATE	Emailed AAB appellant reminder that hearing date has been rescheduled to be heard on 7/15/2026. - CR	Charles Robinson 24-JUN-26	CE

COMPLAINT ACTION BY DIVISION

DIVISION	DATE	DESCRIPTION	ACTION COMMENT
----------	------	-------------	----------------

NOV (HIS) NOV (BID)
27-JUN-23



NOTICE OF VIOLATION

of the San Francisco Municipal Codes Regarding Unsafe,
Substandard or Noncomplying Structure or Land or Occupancy

DEPARTMENT OF BUILDING INSPECTION

City and County of San Francisco
49 South Van Ness Av Suite#400
San Francisco, CA 94103

ADDRESS 2960 POLK ST #1

OCCUPANCY/USE R2

CONST. TYPE 5

- ☒ FIRST NOTICE
☐ SECOND NOTICE
☐ OTHER: _____

COMPLAINT NUMBER

202309727

DATE 6/27/2023

BLOCK 0476 **LOT** 013

STORIES 4 ☐ BASEMENT

☒ If checked, this information is based upon site observation only. Further research may indicate that legal use is different. If so, a revised Notice of Violation will be issued.

OWNER / AGENT: LEVINS FAMILY TRUST

PHONE#:

MAILING ADDRESS: PO BOX 22579 **CITY**

SAN FRANCISCO **ZIP** 94122

PERSON CONTACTED @ SITE

PHONE#:

VIOLATION DESCRIPTION:

☒ WORK WITHOUT PERMIT (SFBC 103A); ☐ ADDITIONAL WORK-PERMIT REQUIRED (SFBC 106.4.7);

☐ EXPIRED PERMIT (SFBC 106A.4.4) ☐ CANCELLED PERMIT (SFBC 106.3.7) **PA#:** _____

☐ UNSAFE BUILDING (SFBC 102A); ☐ SEE ATTACHMENTS

CODE / SECTION #

OBSERVED PARTIAL REMOVAL OF ELEVATOR WITHOUT A PERMIT.

103A

MONTHLY MONITORING FEE Section 110A TABLE 1A-k

BC – Building Code HC – Housing Code PC – Plumbing Code [EC – Electrical Code] MC – Mechanical Code

CORRECTIVE ACTION:

☒ **STOP ALL WORK SFBC 104.2.4**

☒ FILE BUILDING PERMIT APPLICATION WITHIN 30 DAYS ☐ WITH PLANS) A Copy of This Notice Must Accompany the Permit Application.

☒ OBTAIN PERMIT WITHIN 60 DAYS AND COMPLETE ALL WORK WITHIN 90 DAYS, INCLUDING FINAL INSPECTION AND SIGNOFF.

☐ CORRECTION VIOLATIONS WITHIN _____ DAYS. ☐ NO PERMIT REQUIRED.

☐ YOU FAILED TO COMPLY WITH THE NOTICE(S) DATED _____, THEREFORE THIS DEPT. HAS INITIATED ABATEMENT PROCEEDINGS.

☒ FAILURE TO COMPLY WITH THIS NOTICE WILL CAUSE ABATEMENT PROCEEDING TO BEGIN. SEE REVERSE SIDE FOR ADDITIONAL WARNINGS.

OBTAIN PERMIT TO REPAIR ELEVATOR OR PERMIT WITH PLANS TO REMOVE ELEVATOR. ELECTRICAL PERMIT REQUIRED. OBTAIN ALL REQUIRED INSPECTIONS TO ABATE NOV. PERMITS MUST STATE TO COMPLY WITH NOV.

INVESTIGATION FEE OR OTHER FEE WILL APPLY See reverse side for further explanation

☒ 9x Fee (Work w/o Permit after 9/1/60)

☐ 2x Fee (Work Exceeding Scope of Permit)

☐ OTHER: _____ ☐ Re-inspection Fee\$ _____ ☐ No penalty (Work w/o permit prior to 9/1/60)

APPROX. DATE OF WORK W/O PERMIT N/A **VALUE OF WORK PERFORMED W/O PERMITS \$5000**

BY ORDER OF THE DIRECTOR, DEPARTMENT OF BUILDING INSPECTION

CONTACT INSPECTOR Chris Francis
(Inspector – Print Name)

OFFICE HOURS 8:00 AM TO 9:00 AM AND 3:00 PM TO 4:00 PM

PHONE # (628)652-3612 Chris.Francis@sfgov.org

- ☐ Building Inspection Division
49 S. Van Ness Av, Suite# 400 (628) 652-3450
- ☐ Housing Inspection Division
49 S. Van Ness Av, Suite# 400 (628) 652-3700
- ☐ Electrical Inspection Division
49 S. Van Ness Av, Suite# 400 (628) 652-3450
- ☐ Plumbing Inspection Division
49 S. Van Ness Av, Suite# 400 (628) 652-3450
- ☐ Code Enforcement Division
49 S. Van Ness Av, Suite# 400 (628) 652-3430

By: (Inspector's Signature)

Chris Francis

CC: ☐ DCP ☐ EID ☐ PID ☐ BID ☐ HIS ☐ CED ☐ CPC ☐ DAD ☐ SFFD ☐ DPH ☐ RPC

M 9003 05 (Rev 5/96)



DEPARTMENT OF BUILDING INSPECTION

Inspection Services

City and County of San Francisco

49 South Van Ness Ave, Suite 400 San Francisco, CA 94103-1226

(628) 652-3240 Website: www.sfdbi.org

DATE: 08/31/2023

PROPERTY ADDRESS:

2960 POLK ST

BLOCK: 0476 LOT: 013

Building Complaint #: 202309727

LEVINS FAMILY TRUST
LEVINS FAMILY TRUST
LEVINS ALAN S & SHARON, TTE
PO BOX 22579
SAN FRANCISCO CA 94122

NOTICE OF VIOLATION FINAL WARNING

Dear Property Owner(s):

NOTICE OF VIOLATION OUTSTANDING:

On 06/27/2023 your property was inspected and/or a Notice of Violation was issued informing you of required code abatement, and warnings for failure to comply. The time period to correct all cited code violations indicated in this Notice has passed, and the Department records indicate that the required code abatement work remains outstanding. Your case has been referred to the Code Enforcement Division for enforcement.

ASSESSMENT OF COSTS NOW IMPOSED:

Therefore, pursuant to Section 102A.3 of the San Francisco Building Code you will be assessed costs arising from department time accrued pertaining but not limited to: (1) site inspections and reinspections, (2) case management, update, and data entry, (3) case inquiries (meetings, office visits, phone calls, emails, response to correspondence etc), (4) permit history research, (5) notice/hearing preparation, (6) staff appearances/reports at hearings, (7) case referrals, and (8) monthly violation monitoring.

AVOID FURTHER ASSESSMENT:

To keep the assessment of costs at a minimum, and avoid the accrual of further time spent on the actions above such as administrative hearing preparation, and monthly violation monitoring, etc., please complete all work within thirty (30) days. Contact the Code Enforcement Division at (628) 652-3430 if you have questions concerning the referenced Notice of Violation.

IF PERMITS ARE REQUIRED:

Please note that you must also obtain all necessary building, plumbing, and/or electrical permits. Obtain final sign-off from the Building Inspector on the building job card and sign-offs from the Plumbing or Electrical Inspectors for the plumbing permit or for the electrical permit. Otherwise, the work will be deemed incomplete.

CASE WILL BE CLOSED WHEN ALL WORK & ASSESSMENT OF COSTS PAID:

This case will not be closed and assessment of costs will continue to accrue until (1) all required work is completed as verified by site inspections, (2) final sign-offs are obtained for all required permits, and (3) all assessment of costs are paid.

YOUR PROMPT ACTION IS REQUESTED & APPRECIATED!



January 9, 2025

Owner: 544 & 550 S 6TH STREET LLC
2626 HANOVER ST
PALO ALTO CA

Address: 2960 POLK ST, 12C
Block: 0476 Lot: 013 Seq: 1
Tract: 160 Case: BW0
Hearing Number : 202309727
Inspector: Daniel Helminiak
Phone: (628) 652-3443

NOTICE OF DIRECTOR'S HEARING

Date and Time of Hearing: January 21, 2025, 9:30:AM
49 South Van Ness Av., San Francisco, CA 94103-1226, Room 0194

TO OWNER(S), LESSEE(S), TENANT(S) AND OTHER PERSONS OF INTEREST:

In accordance with provisions of the San Francisco Building Code, the described premises were inspected and violation(s) were found to exist. The list of Violation(s) have been mailed to the Owner(s) of Record or agent(s) and compliance has not occurred. Therefore, the Director of the Department of Building Inspection has probable cause to believe the building, structure or a portion thereof is an unsafe building or property.

Failure to comply with the decision of the Director may result in the revocation of the Permit of Occupancy and/or Certificate of Occupancy of the subject premises.

The Owner(s) of Record or the duly authorized representative is notified to appear at the Hearing to be held on the date shown above, at which time the Director of the Department of Building Inspection will consider the violation(s) and that the building is unsafe and a public nuisance.

WARNING

Failure to comply with this request will result in further abatement proceedings. If an Order of Abatement is issued from the Director's Hearing, you will be billed for the entire cost incurred in the code enforcement process, from the posting of the first "Warning of Violation" until the matter is resolved per San Francisco Building Code Sections 102A.3, 110A, Table 1A-G & 110A Table 1A-K.

The Owner(s) of Record is instructed to notify the holder(s) of any Mortgage(s) or Deed(s) of Trust secured by this property of these proceedings. Also, the Department of Building Inspection shall be advised of the name(s) of holder(s) of any Mortgage(s) or Deed(s) of Trust on this property.

BY ORDER OF THE DIRECTOR OF DEPARTMENT OF BUILDING INSPECTION.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Patrick O'Riordan".

Patrick O'Riordan, C.B.O, Director
Department of Building Inspection



DATE AFFIDAVIT PREPARED January 9, 2025

ADDRESS: 2960 POLK ST, 12C
INSPECTOR: Daniel Helminiak
OWNER: 544 & 550 S 6TH STREET LLC
2626 HANOVER ST
PALO ALTO CA
94304

Directors' Hearing Date: January 21, 2025
Hearing Number: 202309727
Block: 0476 Lot: 013 Seq: 1
Tract: 160 Case: BW0

Declaration of Service Of Notice Of Violation(s) and Notice Of Directors' Hearing by Mail

I, the undersigned, declare that I am employed by the City and County of San Francisco and at all times herein mentioned was over the age of 18 years; that pursuant to the provisions of the San Francisco Building Code Section 102A.3, I did on this date place a true copy of the Notice of Hearing of the Director of Building Inspection, City and County of San Francisco which informed the owner(s) and duly authorized agent of the time and place of hearing, in an envelope addressed to the above named person(s); and then sealed and deposited said envelope in the United States Mail at San Francisco, California, with postage thereon and registered mail delivery service charges fully prepaid for delivery by registered mail; that there is delivery service by United States Mail at the place so addressed or regular communication by United States Mail between the place of mailing and the place so addressed.

I declare under penalty of perjury that the foregoing is true and correct.

Date Mailed: 01/10/2025, San Francisco, California. By: Aylin Gavuz
(signature)

Declaration Of Posting Of Notice Of Violations(s) And Notice Of Directors' Hearing

I, the undersigned, declare that I am employed the City and County of San Francisco and at all times herein mentioned am over the age of 18 years; that pursuant to the provisions of the San Francisco Building Code Section 102A.3, I did on this date place a true copy of the Notice of Hearing of the Director of Building Inspection, City and County of San Francisco, in a conspicuous place on the building, structure or part thereof described in the Notice of Hearing. to wit:

I declare under penalty of perjury that the foregoing is true and correct.

Date Posted: 01/10/2025, at San Francisco, California.

By: Daniel Helminiak 01/10/2025 Signature: Daniel Helminiak
(Print name) (Date)

City and County of San Francisco
Department of Building Inspection



Patricia Lurie, Mayor
C.B.O., Director

January 9, 2025

Owner: 544 & 550 S 6TH STREET LLC
2626 HANOVER ST
PALO ALTO CA

Address: POLK ST
BLK: 013
Case: BW
Year: 2023
Inspector: Helmi
3443

NOTICE OF DIRECTOR'S HEARING

Date and Time of Hearing: January 21, 2025, 9:30 AM
South Van Ness Ave., San Francisco, CA 94103-1226

OWNER(S), LESSEE(S), TENANT(S) AND OTHER PERSONS OF INTEREST

In accordance with provisions of the San Francisco Building Code, the described property were inspected and violations were found to exist. The list of Violations has been mailed to the Owner of Record or agent(s) and compliance has not occurred. Therefore, the Department of Building Inspection has probable cause to believe that the structure or a portion thereof is an unsafe building or property.

Failure to comply with the decision of the Department of Building Inspection may result in the revocation of the Certificate of Occupancy and/or the right of Occupancy and/or the right of Use.

The Owner(s) of Record or authorized representative is notified to appear at the hearing to be held on the date shown above, at which time the Director of the Department of Building Inspection will consider the violation(s) and that the building is unsafe and a nuisance.

WARNING

Failure to comply with this notice will result in further abatement proceedings. If an Order of Abatement is issued from the Director's Hearing, you will be liable for the entire cost incurred in the code enforcement process, from the posting of the first Warning of Violation until the matter is resolved per San Francisco Building Code Sections 102A.3, 110A, Table 1A-G & 110A Table 1A-K.

The Owner(s) of Record is notified to notify the holder(s) of any Mortgage(s) or Deed of Trust secured by this property of these proceedings. Also, the Department of Building Inspection is advised of the name(s) of holder(s) of any Mortgage(s) or Deed(s) of Trust on this property.

BY ORDER OF THE DIRECTOR OF DEPARTMENT OF BUILDING INSPECTION

Very truly yours,

Patricia Riordan, C.B.O. Director
Department of Building Inspection

Code Enforcement Division
49 South Van Ness Ave, Suite 400 San Francisco, CA 94103-1226
Office (628) 652-3430 - www.sfdbi.org

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☐ Adult Signature Restricted Delivery \$

Postmark
Here

Postage \$

544 & 550 S 6TH STREET LLC

Total P. \$

2626 HANOVER ST

Sent To \$

PALO ALTO CA 94304

Street

AY-DH: 2960 POLK ST 202309727

City, St

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

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☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$

Postmark
Here

Postage \$

EVER BANK, NA

301 W. Bay Street, Floor 27

Total \$

JACKSONVILLE FL 32202

Sent \$

Att: Commercial Loan Operations

Street

AY-DH: 2960 POLK ST 202309727

City

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

Tracking Number:

9589071052700689560984



Copy



Add to Informed Delivery

Latest Update

Your item has been delivered to an agent. The item was picked up at USPS at 11:35 am on January 13, 2025 in PALO ALTO, CA 94303.

Get More Out of USPS Tracking:



USPS Tracking Plus®

Delivered to Agent

Delivered to Agent, Picked up at USPS
PALO ALTO, CA 94303
January 13, 2025, 11:35 am

In Transit to Next Facility

January 11, 2025

Arrived at USPS Regional Facility

SAN FRANCISCO CA DISTRIBUTION CENTER
January 10, 2025, 11:47 pm

[Hide Tracking History](#)

RECORDING REQUESTED BY:
DEPT. OF BUILDING INSPECTION

WHEN RECORDED RETURN TO:
DEPT. OF BUILDING INSPECTION
CODE ENFORCEMENT
49 South Van Ness Avenue, 4th Floor
SAN FRANCISCO, CA 94103

ORDER OF ABATEMENT
2960 POLK ST,12C
Block\Lot\Seq. - 0476 \ 013 \ 1

NO. 202309727A
BW0 - DH 21-JAN-25



ORDER OF ABATEMENT

February 4, 2025

Owner:

544 & 550 S 6TH STREET LLC
2626 HANOVER ST
PALO ALTO CA 94304

Property Address: 2960 POLK ST

Block: 0476 Lot: 013 Seq: 1
Tract: 160 Case: BW0
Complaint: 202309727A

Inspector/Division: Helminiak

ORDER OF ABATEMENT UNDER SAN FRANCISCO BUILDING CODE SECTION 102A.6 & 102A.7 ORDER NO. 202309727A

HEARING OF THE COMPLAINT OF THE DIRECTOR OF THE DEPARTMENT OF BUILDING INSPECTION AGAINST THE PROPERTY AT THE LOCATION SHOWN ABOVE WAS HELD ON **January 21, 2025** IN ACCORDANCE WITH THE SAN FRANCISCO BUILDING CODE SECTION 102A5. THE HEARING WAS CONDUCTED BY A REPRESENTATIVE OF THE DIRECTOR. ~~THE OWNER WAS REPRESENTED~~

BASED UPON THE FACTS AS SUBMITTED AT THE HEARING, THE DIRECTOR FINDS AND DETERMINES AS FOLLOWS:

1. THAT NOTICE HAS BEEN DULY GIVEN AS REQUIRED BY LAW AND THE ORDER OF THE DIRECTOR, AND MORE THAN 10 DAYS PRIOR TO THE HEARING.
2. THAT THE CONDITIONS ARE AS STATED IN THE COMPLAINT OF THE DIRECTOR OF THE DEPARTMENT OF BUILDING INSPECTION.
3. THAT THE CONDITIONS OF SAID STRUCTURE CONSTITUTES A PUBLIC NUISANCE UNDER THE TERMS OF THE BUILDING CODE OF THE CITY AND COUNTY OF SAN FRANCISCO.

THE DIRECTOR HEREBY ORDERS THE OWNER OF SAID BUILDING TO COMPLY WITH THE FOLLOWING:

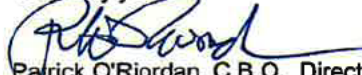
30 days to obtain permit and complete all work including final signoff to comply with NOV#202309727 and pay all CES fees

THE TIME PERIOD SHALL COMMENCE FROM THE DATE OF THIS ORDER. THE DEPARTMENT OF BUILDING INSPECTION SHALL BE REIMBURSED BY THE OWNER OF SAID BUILDING FOR ABATEMENT COSTS PURSUANT TO THE ATTACHED AND FUTURE NOTICES.

APPEAL: PURSUANT TO SECTION 105A3 OF THE SAN FRANCISCO BUILDING CODE, ORDERS PERTAINING TO DISABLED ACCESS MAY BE APPEALED TO THE ACCESS APPEALS COMMISSION. PURSUANT TO SECTION 105A2 OF THE SAN FRANCISCO BUILDING CODE, ORDERS PERTAINING TO WORK WITHOUT PERMIT MAY BE APPEALED TO THE ABATEMENT APPEALS BOARD. APPEALS MUST BE IN WRITING ON FORMS OBTAINED FROM THE APPROPRIATE APPEALS BODY AT 49 South Van Ness Ave, Suite 400, San Francisco, CA 94103, tel: (628) 6523517, (628) 6523430, AND MUST BE FILED WITH THE SECRETARY OF THE APPEALS BODY WITHIN FIFTEEN (15) DAYS OF THE POSTING AND SERVICE OF THIS ORDER.


Mauricio Hernandez, Chief Building Inspector,
Code Enforcement Division
Department of Building Inspection

Very truly yours


Patrick O'Riordan, C.B.O., Director
Department of Building Inspection

Code Enforcement Division
49 South Van Ness Ave, Suite 400 San Francisco, CA 94103-1226
Office (628) 652-3430 - FAX (628) 652-3439 - www.sfdbi.org



DEPARTMENT OF BUILDING INSPECTION

City & County of San Francisco

49 South Van Ness Ave, Suite 400 San Francisco, CA 94103-1226

To:

544 & 550 S 6TH STREET LLC
2626 HANOVER ST
PALO ALTO CA
94304

Date: February 04, 2025

Property Address: 2960 POLK ST

, 12C

Block: 0476 Lot: 013 Seq.: 1

Inspector: **Daniel Helminiak**

Director's Order Number:

**INITIAL BILL- Assessment of Costs
Code Violations Outstanding**

Dear Property Owner(s):

Our records show that all required work has not been completed to abate the code enforcement case referenced above. FAILURE TO CORRECT THESE CODE VIOLATIONS PRIOR TO THE DIRECTOR'S HEARING AND RECORDED ORDER OF ABATEMENT HAS RESULTED IN THE ACCRUAL OF "ASSESSMENT OF COSTS" pursuant to 102.2, 102.16, 102A.3, 102A.7, 103A.5, and Section 110, Table 1A-K of the San Francisco Building Code. Said Code requires that this Department's "cost of preparation for and appearance at the hearing, and all prior and subsequent attendant costs shall be assessed upon the property owner. Said violations will not be deemed legally abated until the property owner makes full payment of the assessment..."

The Assessment of Cost AMOUNT accrued to date NOW DUE AND PAYABLE is : **\$5746.66**.

Payment must be payable to CITY and COUNTY of SAN FRANCISCO OR CCSF-DBI in the form of cashier's check, money order or cash and must be accompanied by this original letter.

Please tender payment by mail or in person during regular business hours (8am-4pm) to the address indicated below:

Assessment of Costs Payment
Department of Building Inspection
Code Enforcement Section
49 South Van Ness Avenue, Suite 400
San Francisco, CA 94103

TO AVOID HAVING A LIEN RECORDED UPON YOUR PROPERTY AND LEVIED ON YOUR NEXT PROPERTY TAX BILL, it is necessary for you to tender payment immediately.

Note: The Order of Abatement of the Department of Building Inspection cannot be lifted, and the structure cited above cannot be brought into compliance with the applicable sections of the San Francisco Building and Housing Codes until all required work is completed and further accrued Assessments of Costs are paid.

You must notify your assigned CES Inspector when all violations have been completed AS SOON AS POSSIBLE TO AVOID OR MINIMIZE ADDITIONAL COSTS & PENALTIES.

You will be sent a Final bill assessment of costs for additional time accrued until the case is abated..

Code Enforcement Section can be reached at (628) 652-3430 should you have any questions.

Your prompt cooperation on this matter is appreciated,

Patrick O'Riordan, C.B.O, Director
Department of Building Inspection


By: Mauricio Hernandez
Chief Building Inspector, Code Enforcement

cc: CED File



CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF BUILDING INSPECTION
49 South Van Ness Ave, Suite 400
San Francisco, CA 94103-1226

Daniel Lurie, Mayor
Patrick O'Riordan, C.B.O., Director

Assessment of Costs - Initial

(Pursuant to Sections 102A3 et al, and 110A Tables 1A-D, 1 A-G, 1A-K of the San Francisco Building Code and Ordinance 180-11)

Owner LEVINS FAMILY TRUST
LEVINS FAMILY TRUST
LEVINS ALAN S & SHARON, TT
PO BOX 22579
SAN FRANCISCO CA 94122

Date February 5, 2025

Complaint Number 202309727

Block 0476 **Lot** 013

Address 2960 POLK ST

Prepared by D. Helminiak

Reviewed by Thomas Moyer

Amount Now Due and Payable

\$5,746.66

Comments MMF X 15 months from 09/2023-01/2025. drh

Payment for the items indicated:

Date	Action	Staff	Time in hrs	Rate	Amount
06/21/23	Case intake and Data entry	Clerical	.5	\$166.64	\$83.32
06/22/23	Telephone calls/Office visits (Owner/Agent)	Inspector	.25	\$280.00	\$70.00
06/23/23	Telephone calls/Office visits (Occupant/Other)	Inspector	.25	\$280.00	\$70.00
06/27/23	Issued Notice of Violation and Data entry	Inspector	.75	\$280.00	\$210.00
06/28/23	Posted Notice of Violation and Travel time	Inspector	.5	\$280.00	\$140.00
08/31/23	Issued Final Warning Letter	Inspector	.25	\$280.00	\$70.00
09/06/23	Case intake and Data entry	Clerical	.5	\$166.64	\$83.32
12/12/24	Case review, Scheduling and Data entry	Inspector	.25	\$280.00	\$70.00
01/03/25	Researched permit history/status	Inspector	.25	\$280.00	\$70.00
01/03/25	Reviewed and approved case for Director's Hearing	Inspector	.75	\$280.00	\$210.00
01/03/25	Response to Correspondence from Occupant/Other	Inspector	1	\$280.00	\$280.00
01/06/25	Response to Correspondence from Occupant/Other	Inspector	1	\$280.00	\$280.00
01/07/25	Response to Correspondence from Occupant/Other	Inspector	1	\$280.00	\$280.00
01/09/25	Research Title and Prepare case for Director's Hearing	Clerical	1	\$166.64	\$166.64
01/10/25	Other	Inspector	.25	\$280.00	\$70.00
01/10/25	Posted Notice of Director's Hearing	Inspector	.5	\$280.00	\$140.00
01/10/25	Processed photos	Inspector	.25	\$280.00	\$70.00
01/10/25	Response to Correspondence from Occupant/Other	Inspector	1	\$280.00	\$280.00
01/10/25	Certified Mailing	Clerical	.5	\$166.64	\$83.32
01/14/25	Telephone calls/Office visits (Owner/Agent)	Inspector	.25	\$280.00	\$70.00
01/17/25	Response to Correspondence from Occupant/Other	Inspector	1	\$280.00	\$280.00
01/21/25	Hearing Appearance and Summary	Inspector	.25	\$280.00	\$70.00
01/21/25	Issued Order of Abatement	Inspector	.25	\$280.00	\$70.00

* Please note that this is only an initial bill. The property owner will accrue additional assessment of costs until all required code abatement is complete and verified by inspector site inspection. The case will not be closed until all code abatement and assessment of costs are paid.



CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF BUILDING INSPECTION
49 South Van Ness Ave, Suite 400
San Francisco, CA 94103-1226

Daniel Lurie, Mayor
Patrick O'Riordan, C.B.O., Director

Assessment of Costs - Initial

(Pursuant to Sections 102A3 et al, and 110A Tables 1A-D, 1 A-G, 1A-K of the San Francisco Building Code and Ordinance 180-10)

01/21/25	Building Official's Abatement Order (2 hr min.)	Building Official	2	\$280.00	\$560.00
01/21/25	Researched permit history/status	Inspector	.25	\$280.00	\$70.00
01/22/25	Prepared Assessment of Costs	Inspector	.25	\$280.00	\$70.00
02/04/25	Monthly Violation Monitoring Fee (Ordinance 180-10)	Other Clerical	7.5	\$199.57	\$1,496.78
02/04/25	Prepared Order of Abatement	Clerical	.5	\$166.64	\$83.32
02/04/25	Case Update and Maintenance	Clerical	1	\$166.64	\$166.64
02/05/25	Certified Mailing	Clerical	.5	\$166.64	\$83.32
				*Total to Date	\$5,746.66

*** Please note that this is only an initial bill. The property owner will accrue additional assessment of costs until all required code abatement is complete and verified by inspector site inspection. The case will not be closed until all code abatement and assessment of costs are paid.**

9589 0710 5270 1147 3858 42

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- ☐ Return Receipt (hardcopy) \$ _____
☐ Return Receipt (electronic) \$ _____
☐ Certified Mail Restricted Delivery \$ _____
☐ Adult Signature Required \$ _____
☐ Adult Signature Restricted Delivery \$ _____

Postmark
Here

Postage

544 & 550 S 6TH STREET LLC

Total P

2626 HANOVER ST

Sent To

PALO ALTO, CA 94304

Street

tm-OOA: R 2960 POLK ST 202309727

City, State, ZIP+4[®]

PS Form 3800, January 2023 PSN 7530-02-000-9047

See Reverse for Instructions

9589 0710 5270 1147 3858 35

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- ☐ Return Receipt (hardcopy) \$ _____
☐ Return Receipt (electronic) \$ _____
☐ Certified Mail Restricted Delivery \$ _____
☐ Adult Signature Required \$ _____
☐ Adult Signature Restricted Delivery \$ _____

Postmark
Here

Postage

EVERBANK, N.A.

Total P

301 W. BAY ST, FLR #27

Sent To

JACKSONVILLE, FL 32202

Street

tm-OOA: R 2960 POLK ST 202309727

City, State, ZIP+4[®]

PS Form 3800, January 2023 PSN 7530-02-000-9047

See Reverse for Instructions



DATE AFFIDAVIT PREPARED February 4, 2025

Address: 2960 POLK ST

Inspector: Daniel Helminiak

Directors' Hearing Date: January 21, 2025

Owner: 544 & 550 S 6TH STREET LLC
2626 HANOVER ST
PALO ALTO CA

94304

Hearing Number: 202309727

Block: 0476 Lot No: 013 Seq: 1

Tract: 160 Case: BW0

Declaration Of Service Of Order Of Abatement By Mail Per San Francisco Building Code Section 102A.7

I, the undersigned, declare that I am employed by the City and County of San Francisco and at all times herein mentioned was over the age of 18 years; that pursuant to the provisions of the San Francisco Building Code Section 102.7, I did on this date place a true copy of the Order of the Director of Building Inspection, City and County of San Francisco, in an envelope addressed to the above; and then sealed and deposited said envelope in the United States Mail at San Francisco, California, with postage thereon and registered mail charges fully prepaid for delivery by registered mail; that there is delivery service by United States Mail at the place so addressed or regular communication by United States Mail between the place of mailing and the place so addressed.

I declare under penalty of perjury that the foregoing is true and correct.

Date Mailed: 2/6/25, at San Francisco, California. By: [Signature]
(Signature)

Declaration Of Posting Of The Order OF Abatement Per San Francisco Building Code Section 102A.7

I, the undersigned, declare that I am employed by the City and County of San Francisco and at all times herein mentioned am over the age of 18 years; that pursuant to the provisions of the San Francisco Building Code Section 102.7, I did on this date post a true copy of the Order of the Director of the Department of Building Inspection of the City and County of San Francisco, in a conspicuous place on the building, structure or part thereof described in the Order of Abatement, to wit:

I declare under penalty of perjury that the foregoing is true and correct.

Date Posted: 2/6/25, at San Francisco, California.

By: Daniel Helminiak 2/6/25 Signature: [Signature]
(Print name) (Date)

City and County of San Francisco
Department of Building Inspection

February 4, 2023
Owner:
101 & 103 S 11TH STREET
3028 RANDOVER ST
PALO ALTO CA 94301

ORDER OF ABATEMENT
HEARING OF THE COMMISSION
PROPERTY AT THE LOCATION
FRANCISCO BUILDING CODE SECTION 1004. THESE HEARINGS WERE CONDUCTED
DIRECTOR THE OWNERS

BASED UPON THE FACTS
THAT NOTICE WAS
MORE THAN 10 DAYS
2. THAT THE COMMISSION
BUILDING INSPECTOR
3. THAT THE COMMISSION
THE BUILDING CODE

THE DIRECTOR HEREBY
30 days to obtain permit
THE TIME PERIOD SHALL
SHALL BE REIMBURSED
AND FUTURE NOTICES

APPEAL, PURSUANT TO
ORDINANCE ACCESS MAY
THE SAN FRANCISCO BUILDING
ABATEMENT APPEALS
APPEALS BODY AT 48 S
MUST BE FILED WITH THE
SERVICE OF THIS ORDER

Miguel Hernandez, Chief
Public Enforcement Division
Department of Building Inspection

ORDER OF ABATEMENT

Property Address: 2018

Block: 047E Lot: 10
Tract: 160 Case:
Complaint: 20220727A

Inspector/Inspector: Helen

SAN FRANCISCO BUILDING CODE SECTION 1004. THESE HEARINGS WERE CONDUCTED
BY THE DIRECTOR OF THE DEPARTMENT OF BUILDING INSPECTION
KNOWN ABOVE WAS HELD ON JANUARY 21, 2023
SECTION 1004. THESE HEARINGS WERE CONDUCTED
COMPLETED

ABATED AT THE HEARING, THE DIRECTOR HEREBY
GIVEN AS REQUIRED BY LAW AND THE
TO THE HEARING
AS STATED IN THE COMPLAINT OF THE
THE SAID STRUCTURE CONSTITUTES A PUBLIC
CITY AND COUNTY OF SAN FRANCISCO.

THE OWNER OF SAID BUILDING TO COMPLY
all work including final sign-off to complete
FROM THE DATE OF THIS ORDER, THE
OWNER OF SAID BUILDING FOR ABATEMENT

SECTION 10543 OF THE SAN FRANCISCO BUILDING
APPEALS TO THE APPEALS BODY COMMISSION
CODE ORDERS PERTAINING TO WORK WITH
APPEALS MUST BE IN WRITING ON FORMS C
in Room 400, Suite 400, San Francisco, CA 94102
SECRETARY OF THE APPEALS BODY WITHIN FIFTY

Code Enforcement Division
San Francisco, CA 94102
(415) 632-3428 - FAX (415) 632-3429 - www.sfdph.org

Don. L. Loria, Mayor
Helen, C. O. Deputy
Director of Building Inspection

Page: 1

152A.7 ORDER NO. 20230872A
INSPECTION AGAINST THE
COMPLIANCE WITH THE SAN
REPRESENTATIVE OF THE

AND DETERMINES AS FOLLOWS
OF THE DIRECTOR AND
OF THE DEPARTMENT OF
OF THE DEPARTMENT OF
UNDER THE TERMS OF

THE FOLLOWING:
20230872 and pay all CES for
MENT OF BUILDING INSPECTION
PURSUANT TO THE ATTACHED

ORDERS PERTAINING TO
PURSUANT TO SECTION 10542 OF
MAY BE APPEALED TO THE
FROM THE APPROPRIATE
1022017, (415) 632-3428, AND
OF THE POSTING AND

Helen, C. O. Deputy
Director of Building Inspection

Tracking Number:

9589071052701147385842



Copy Add to Informed Delivery

Latest Update

Your item has been delivered to an agent. The item was picked up at USPS at 9:19 am on February 10, 2025 in PALO ALTO, CA 94303.

Get More Out of USPS Tracking:



Delivered to Agent

Delivered to Agent, Picked up at USPS
PALO ALTO, CA 94303
February 10, 2025, 9:19 am

In Transit to Next Facility

February 8, 2025

Arrived at USPS Regional Facility

SAN FRANCISCO CA DISTRIBUTION CENTER
February 7, 2025, 10:17 pm

[Hide Tracking History](#)



ABATEMENT APPEALS BOARD

City & County of San Francisco

49 South Van Ness, San Francisco, California 94103-2414

NOTICE OF CONTINUED HEARING

04/01/2026

Appeal Case. No. 6954

Case No. BW0

Order of Abatement #202309727-A

2960 POLK ST

Complaint #202309727

Block: 0476 Lot: 013

MISSY CANTOR
PO BOX 14039
SAN FRANCISCO CA, 94114

Dear Appellant(s):

A duly noticed hearing before the Abatement Appeals Board (AAB) concerning the property located at **2960 POLK ST** was scheduled for **04/15/2026**. At the request of the Appellant, the matter is continued for the next available AAB hearing.

Accordingly, the appeal referenced above will be heard before the AAB on **07/15/2026 at 9:30 AM, in Room 416, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA.** Under Procedural Rule III.D, the Appellant may submit a written statement setting forth their arguments and evidence in support of the appeal. The written statement must be submitted to the AAB Secretary by email at dbi.aab@sfgov.org or in hardcopy no later than **(6/24/26- 21 days before the hearing date)**. Please consult the AAB's Procedural Rules for more detailed information about the written statement.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Matthew Greene", written over a horizontal line.

Matthew Greene, Secretary
Abatement Appeals Board

cc: Owner of Record
Building Occupants
Commission Secretary
CES, HIS, & AAB files

(628) 652-3517

49 South Van Ness, 4th Floor

San Francisco, CA 94103

9589071052703537138489



Copy



Add to Informed Delivery

Latest Update

Your item was picked up at the post office at 4:31 pm on April 8, 2026 in SAN FRANCISCO, CA 94114.

Get More Out of USPS Tracking:



Delivered

Delivered, Individual Picked Up at Post Office

SAN FRANCISCO, CA 94114

April 8, 2026, 4:31 pm

Available for Pickup

18TH STREET

4304 18TH ST

SAN FRANCISCO CA 94114-9991

M-F 1100-1700; SAT 0900-1500

April 4, 2026, 8:44 am

Arrived at Post Office

SAN FRANCISCO, CA 94114

April 4, 2026, 8:38 am

Arrived at USPS Regional Facility

SAN FRANCISCO CA DISTRIBUTION CENTER

April 2, 2026, 9:52 pm

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☐ Return Receipt (electronic) \$
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☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$
Postage \$

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Total Postage a

\$
Sent To

544 & 550 S 6TH Street LLC
2626 HANOVER ST

PALO ALTO CA 94305

AY-NOCH Reg 2960 POLK ST 202309727

City, State, ZIP+4

PS Form 3800, January 2023 PSN 7530-02-000-9000-1 See Reverse for Instructions

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☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$
Postage \$

\$
Total Postage

\$
Sent To

MISSY CANTOR
PO BOX 14039

SAN FRANCISCO CA 94114

AY-NOCH Reg 2960 POLK ST 202309727

City, State, ZIP

PS Form 3800, January 2023 PSN 7530-02-000-9000-1 See Reverse for Instructions

Postmark
Here

SENDER: COMPLETE THIS SECTION

- Complete Items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

MISSY CANTOR
PO BOX 14039
SAN FRANCISCO CA 94114
AY-NOCH Reg 2960 POLK ST 202309727



9590 9402 9816 5266 0247 64

2. Article Number (Transfer from service label)

9589 0710 5270 3537 1384 89

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X *Calvin B*☒ Agent☐ Addressee

B. Received by (Printed Name)

ALVIN B

C. Date of Delivery

4/8/26

D. Is delivery address different from item 1? ☐ Yes

If YES, enter delivery address below:

☐ No

APR 13 2026

CODE ENFORCEMENT

CCSS DEL

3. Service Type

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☒ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Insured Mail

- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

☐ Restricted Delivery

PS Form 3811, July 2020 PSN 7530-02-000-9053

Domestic Return Receipt



ABATEMENT APPEALS BOARD

City & County of San Francisco
49 South Van Ness Avenue, San Francisco, California 94103-2414

NOTICE OF AAB HEARING

3/11/2026

MISSY CANTOR
PO BOX 14039
SAN FRANCISCO CA, 94114

Re: 2960 POLK ST AAB Appeal No. 6954

Dear Parties:

On 2/19/2025, the Abatement Appeals Board (AAB) received Appellant MISSY CANTOR's completed appeal form, appealing Director's Order No. 202309727-A.

This matter has been scheduled for hearing before the AAB on **4/15/2026 at 9:30 AM, in Room 416, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA.**

Information about the hearing procedures are set forth in the AAB's Bylaws and Procedural Rules, available on the AAB's webpage: www.sf.gov/departments--abatement-appeals-board

Under Procedural Rule III.D, the Appellant may submit a written statement setting forth their arguments and evidence in support of the appeal. The written statement must be submitted to the AAB Secretary by email at dbi.aab@sfgov.org or in hardcopy no later than **(3/25/2026- 21 days before the hearing date)**. Please consult the AAB's Procedural Rules for more detailed information about the written statement.

The Department of Building Inspection must submit its report setting forth the procedural history and basis for the Order of Abatement and any assessment of costs by **(4/8/2026- 7 days before the hearing date)**.

When submitted, the AAB Secretary will forward a copy of a party's written filing to the opposing party.

If you have questions about this process, please contact CES at 628-652-3430 or via e-mail at dbi.aab@sfgov.org. Do not contact any AAB member directly.

Very Truly Yours.

A handwritten signature in cursive script, appearing to read "Matthew Greene".

Matthew Greene
Secretary,
Abatement Appeals Board

Hard copy Mail to: 49 South Van Ness Ave 4th Fl.
San Francisco, CA 94103

9589071052703538902294



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Latest Update

Your item was picked up at the post office at 10:24 am on March 28, 2026 in SAN FRANCISCO, CA 94114.

Get More Out of USPS Tracking:



Delivered

Delivered, Individual Picked Up at Post Office

SAN FRANCISCO, CA 94114
March 28, 2026, 10:24 am

Reminder to pick up your item

SAN FRANCISCO, CA 94114
March 19, 2026

Available for Pickup

18TH STREET
4304 18TH ST
SAN FRANCISCO CA 94114-9991
M-F 1100-1700; SAT 0900-1500
March 14, 2026, 8:22 am

Arrived at Post Office

SAN FRANCISCO, CA 94114
March 14, 2026, 8:16 am

9589 0710 5270 3538 9022 94

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| ☐ Return Receipt (electronic) | \$ | |
| ☐ Certified Mail Restricted Delivery | \$ | |
| ☐ Adult Signature Required | \$ | |
| ☐ Adult Signature Restricted Delivery | \$ | |

Postmark
Here

Postage

\$

Total Postage

MISSY CANTOR

\$

Sent To

PO BOX 14039

Street and #

SAN FRANCISCO, CA 94114

City, State, ZIP

AAB APPEAL 2960 POLK ST 20239727

**ABATEMENT APPEALS BOARD**

City & County of San Francisco

49 South Van Ness Avenue, San Francisco, California 94103-2414

DATE AFFIDAVIT PREPARED
3/11/2026**Address: 2960 POLK ST****Block: 0476****Lot: 013****Complaint No: 202309727****Case: 6954****Appeals Board Hearing Date: 4/15/2026****Owner: MISSY CANTOR****PO BOX 14039****SAN FRANCISCO CA, 94114****Declaration Of Service Of Notice of HEARING By Mail Per San Francisco Building Code Section 105A.2.6**

I, the undersigned, declare that I am employed by the City and County of San Francisco and at all times herein mentioned was over the age of 18 years; that pursuant to the provisions of the San Francisco Building Code Section 105A.2.6, I did on this date place a true copy of the Notice of Hearing by the Abatement Appeals Board City and County of San Francisco, in an envelope addressed to the above; and then sealed and deposited said envelope in the United States Mail at San Francisco, California, with postage thereon and registered mail charges fully prepaid for delivery by registered mail; that there is delivery service by United States Mail at the place so addressed or regular communication by United States Mail between the place of mailing and the place so addressed.

I declare under penalty of perjury that the foregoing is true and correct.

Date Mailed: 3/11/26, at San Francisco, California. By: _____

(Signature)

Declaration Of Posting Of The Notice of HEARING Per San Francisco Building Code Section 105A.2.6

I, the undersigned, declare that I am employed by the City and County of San Francisco and at all times herein mentioned am over the age of 18 years; that pursuant to the provisions of the San Francisco Building Code Section 105A.2.6, I did on this date post a true copy of the Notice of Hearing by the Abatement Appeals Board of the City and County of San Francisco, in a conspicuous place on the building, structure or part thereof described in the Notice of Hearing, to wit:

I declare under penalty of perjury that the foregoing is true and correct.

Date Posted: 3/12/26, at San Francisco, California.By: David Helms

(Print name)

3/12/26

(Date)

Signature: _____

Abatement Appeals Board**49 South Van Ness Ave, Suite 500 San Francisco, CA 94103-1226****Office (628) 652-3517 - FAX (628) 652-3518 - www.sfdbi.org**

ABATEMENT APPEALS BOARD
CODE ENFORCEMENT SECTION
EXHIBIT PAGES

Appeal No. 6954
Date of Hearing: July 15, 2026
Property Address: 2960 Polk St
Block: 0476 Lot: 013
Complaint Number: 202309727

Exhibit	Description
EXHIBIT A	Elevator/Lift Landing Photographs
EXHIBIT B	AAB Notice Posting Photographs
EXHIBIT C	Order of Abatement Posting Photographs
EXHIBIT D	Additional Notice Posting Photographs
EXHIBIT E	Elevator Shaft/Interior Condition Photographs

EXHIBIT A - Elevator/Lift Landing Photographs

The following photographs are reproduced from the DBI case file for Complaint No. 202309727.

EXHIBIT A

Source: 202309727_2960 Polk St #1_main file.pdf, page 10. Elevator/lift landing door with posted caution sign and adjacent red elevator/fire signage.



EXHIBIT A - Elevator/Lift Landing Photographs

Source: 202309727_2960 Polk St #1_main file.pdf, page 11. Wider view of elevator/lift landing door and surrounding interior corridor area.



EXHIBIT A - Elevator/Lift Landing Photographs

Source: 202309727_2960 Polk St #1_main file.pdf, page 12. Elevator/lift landing door with caution sign near stair landing.



EXHIBIT A - Elevator/Lift Landing Photographs

Source: 202309727_2960 Polk St #1_main file.pdf, page 13. Elevator/lift landing door and door frame condition.



EXHIBIT A - Elevator/Lift Landing Photographs

Source: 202309727_2960 Polk St #1_main file.pdf, page 16. Exterior service/elevator access doors shown secured with lock.



EXHIBIT B - AAB Notice Posting Photographs

The following photographs are reproduced from the DBI case file for Complaint No. 202309727.

EXHIBIT B

Source: 202309727_2960 Polk St #1_main file.pdf, page 24. Posted Notice of AAB Hearing at the property.

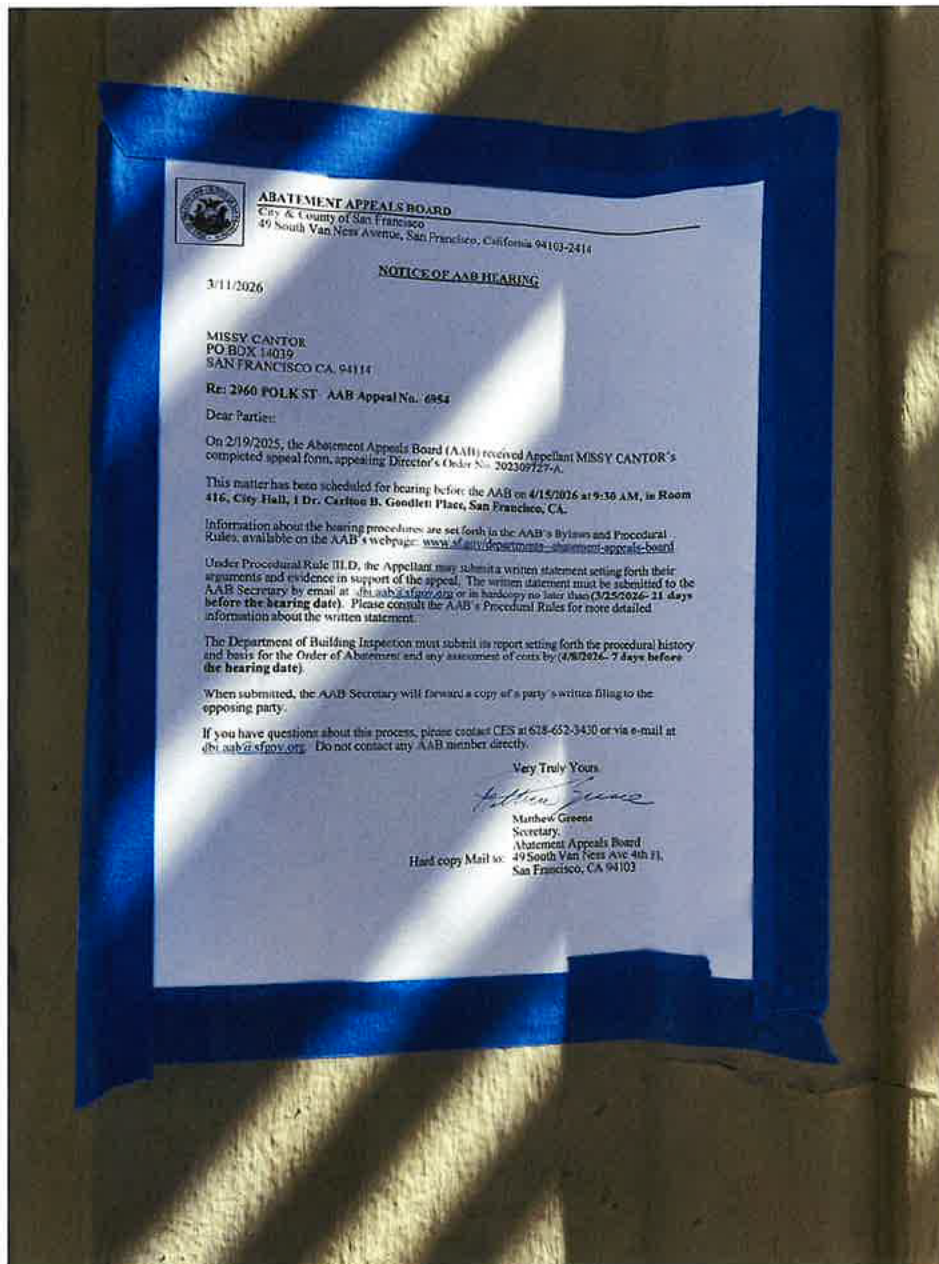


EXHIBIT B.2 - AAB Notice Posting Photographs

Source: 202309727_2960 Polk St #1_main file.pdf, page 25. Exterior view showing Notice of AAB Hearing posted at the building entrance.



EXHIBIT C - Order of Abatement Posting Photographs

The following photographs are reproduced from the DBI case file for Complaint No. 202309727.

EXHIBIT C

Source: 202309727_2960 Polk St #1_main file.pdf, page 41. Order of Abatement posting visible from the building entry gate.

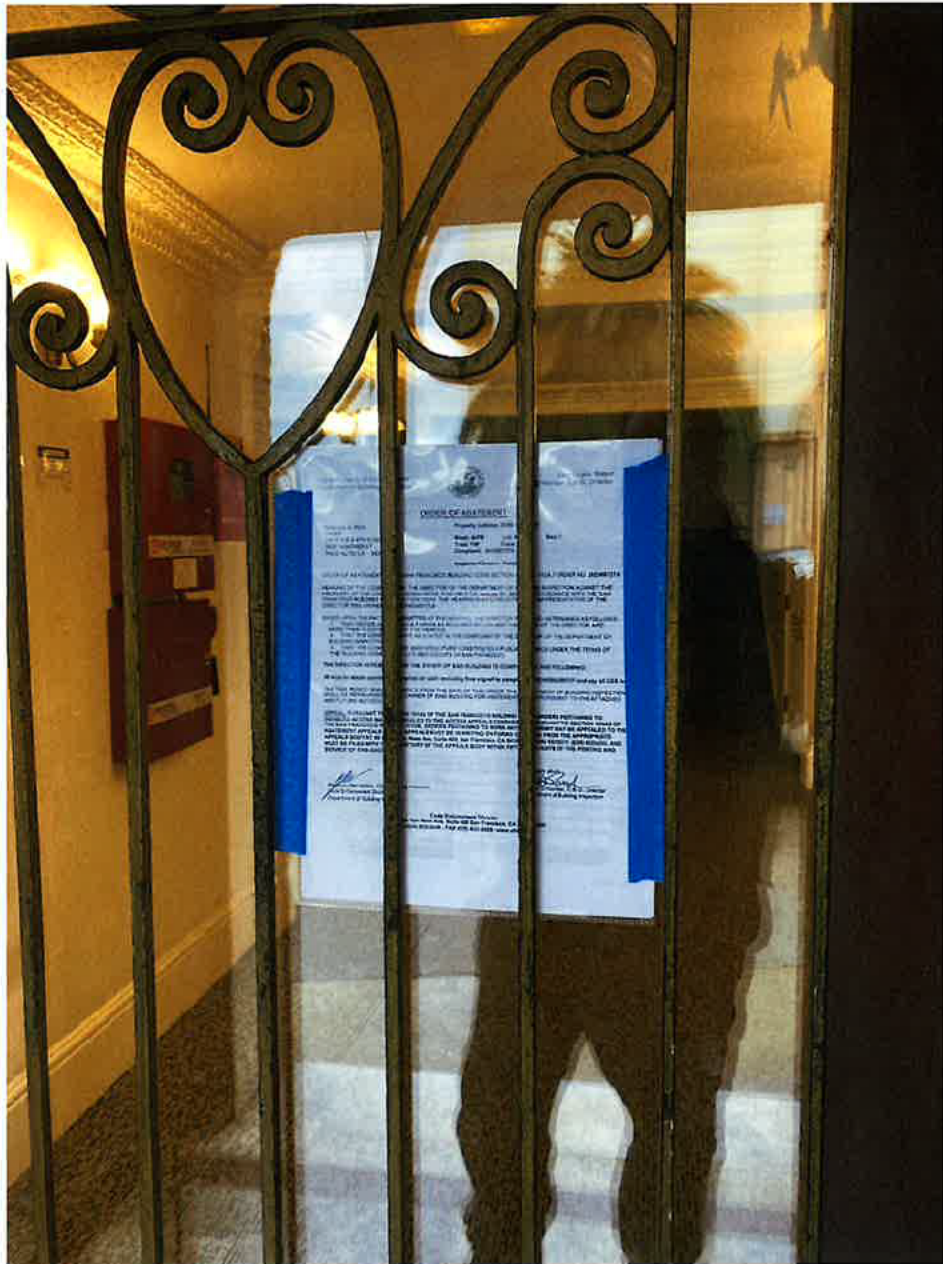


EXHIBIT C - Order of Abatement Posting Photographs

Source: 202309727_2960 Polk St #1_main file.pdf, page 42. Exterior building entrance view showing Order of Abatement posting.

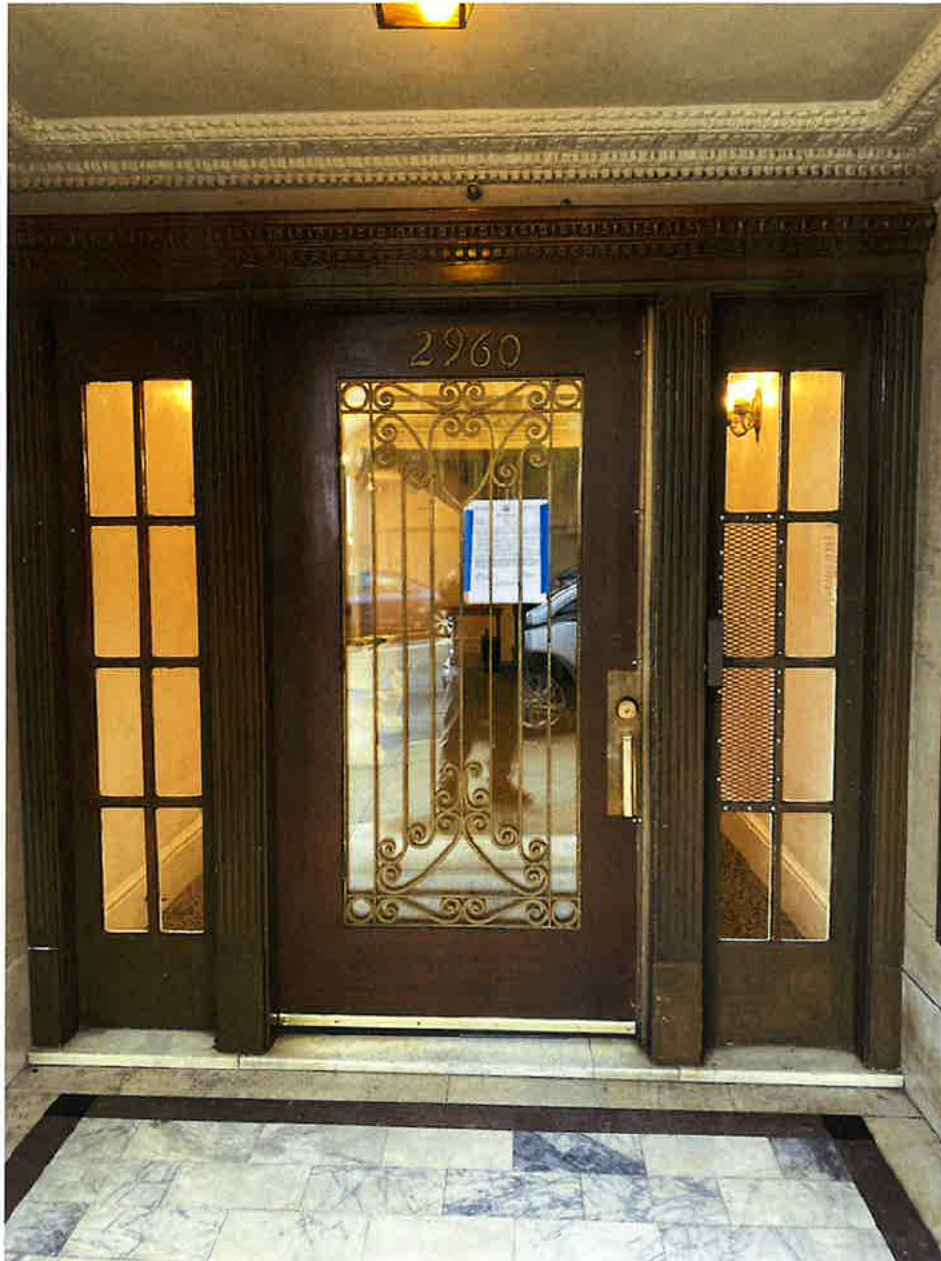


EXHIBIT D - Additional Notice Posting Photographs

The following photographs are reproduced from the DBI case file for Complaint No. 202309727.

EXHIBIT D

Source: 202309727_2960 Polk St #1_main file.pdf, page 75. Notice posting visible from the building entry gate.

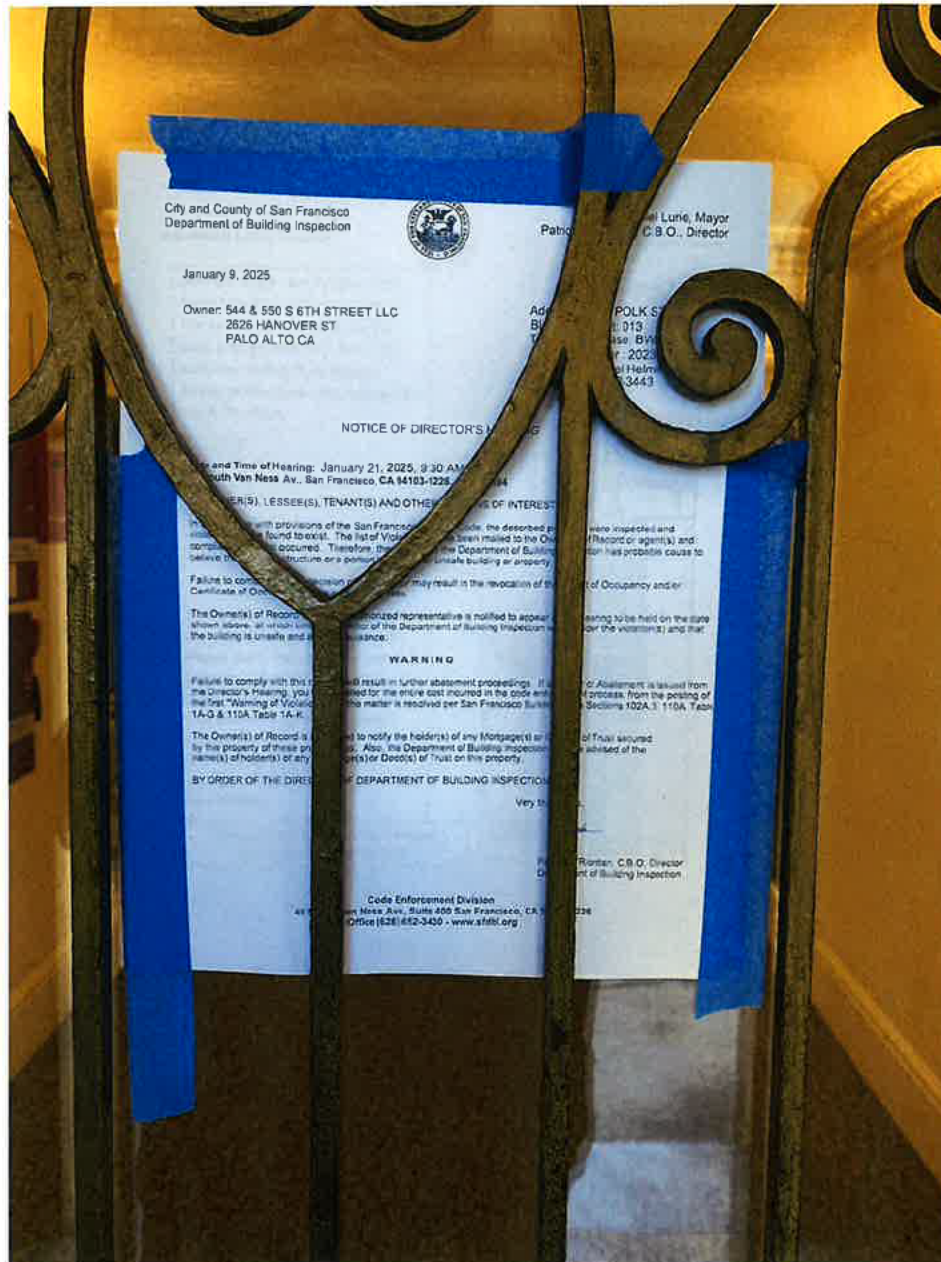


EXHIBIT D - Additional Notice Posting Photographs

Source: 202309727_2960 Polk St #1_main file.pdf, page 76. Exterior building entrance view showing notice posting.



EXHIBIT E - Elevator Shaft/Interior Condition Photographs

The following photographs are reproduced from the DBI case file for Complaint No. 202309727.

EXHIBIT E

Source: 202309727_2960 Polk St #1_main file.pdf, page 86. Interior elevator/shaft area observed in the case file.

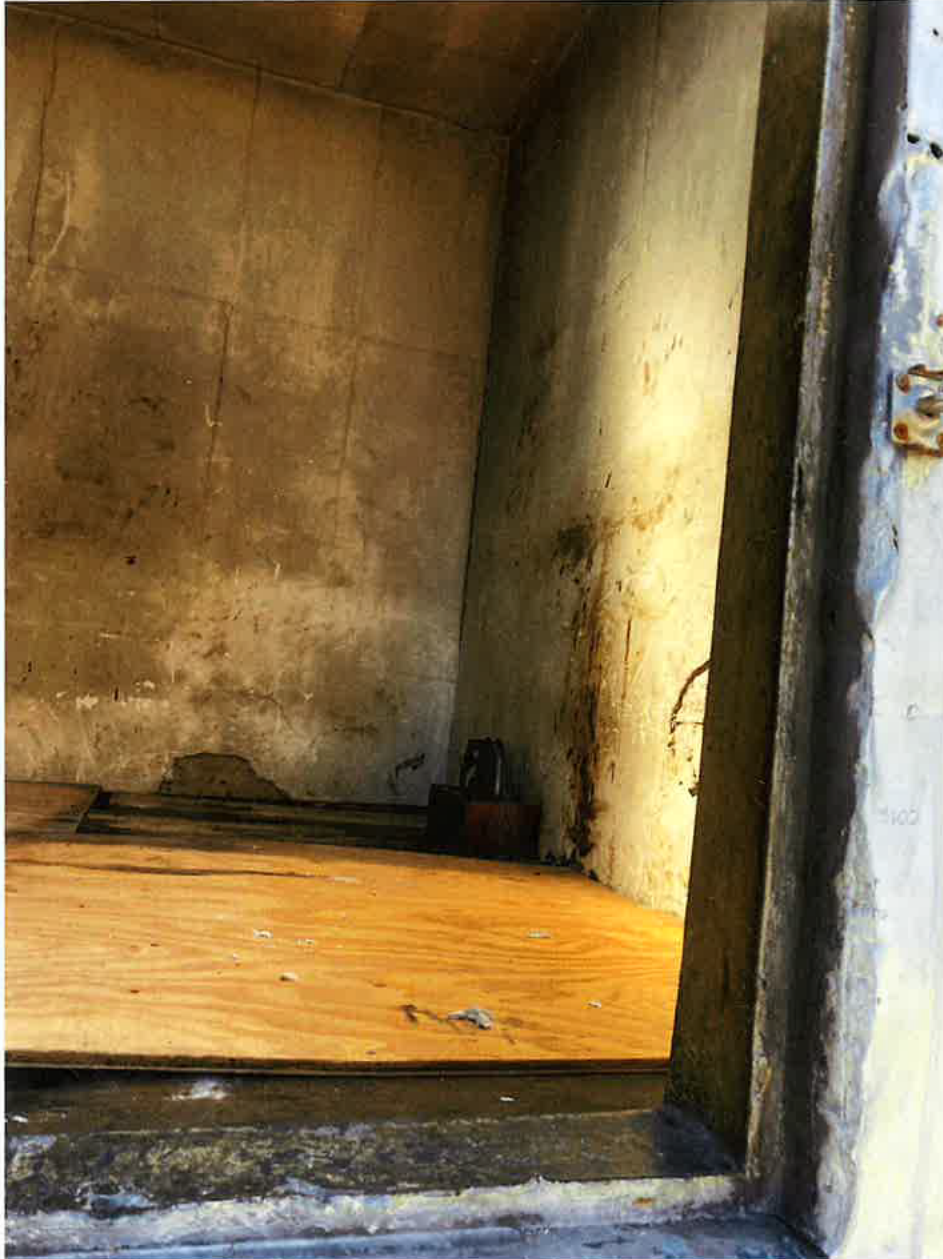


EXHIBIT E - Elevator Shaft/Interior Condition Photographs

Source: 202309727_2960 Polk St #1_main file.pdf, page 87. Interior elevator/shaft area with unfinished floor surface.



EXHIBIT E - Elevator Shaft/Interior Condition Photographs

Source: 202309727_2960 Polk St #1_main file.pdf, page 88. Interior elevator/shaft area showing equipment/wiring and wall conditions.



EXHIBIT E - Elevator Shaft/Interior Condition Photographs

Source: 202309727_2960 Polk St #1_main file.pdf, page 93. Close-up of caution sign and adjacent red elevator/fire signage.

