



Housing Inspection Services

Frequently Asked Questions regarding One- and Two-Family Dwelling Code Enforcement Fees and Apartment House / Condominium and Hotel License Fees

Why are these fees necessary?

These fees are necessary to recover the Department of Building Inspection (DBI) Housing Inspection Services' code enforcement costs for one- and two-family dwellings, apartment houses (three or more dwelling units), and hotels (six or more guest rooms).

The Housing Inspection Services code enforcement program is responsible for:

- 1. Educating neighborhood groups, property owners, and building occupants about San Francisco Housing Code requirements for building maintenance.*
- 2. Maintaining DBI Housing Inspection records, including data entry and updates regarding code requirements and complaints.*
- 3. Responding to public complaints and City department referrals alleging Housing Code violations.*
- 4. Conducting site inspections and re-inspections to address Housing Code violations.*
- 5. Performing additional code enforcement actions (such as permit history research, scheduling of administrative hearings, etc.) when necessary to abate San Francisco Housing Code Violations, thereby preserving safe, functional, and sanitary housing in San Francisco neighborhoods.*

How are these fees calculated?

These fees are based upon the number of dwelling units and guest rooms in the apartment house, condominium, or hotel, as shown [here on our website](#).

What do I do if I believe that my building is exempt, that one of these fees was imposed in error, or that I am entitled to a refund?

You must complete and submit the "Request Form for Record Correction, Exemption, and / or Refund." A separate request form is required for each fee you are contesting on each property. We will review and respond to your request within eight weeks of receipt. An on-site inspection may be necessary to verify information. Refunds cannot be issued without written proof that the entire tax bill has been paid.

In addition to the completed and signed request form, please be sure to include:

- 1. A copy of this year's tax bill for the property.*
- 2. Written documentation that your property tax bill has been paid in full.*
- 3. Additional proof as specified on the request form.*

Submit the request form and supporting documentation to:

Email: dbi.hid.complaints@sfgov.org or

Mail to: San Francisco Department of Building Inspection

Attention: Housing Inspection Services - Fee Review Request

49 South Van Ness Avenue, 4th Floor

San Francisco, CA 94103

Housing Inspection Services

49 South Van Ness Avenue, 4th Floor, San Francisco CA 94103

**(628) 652-3700 – dbi.hid.complaints@sfgov.org
sfgov.org/dbi**

REQUEST FORM FOR RECORD CORRECTION, EXEMPTION, AND / OR REFUND ONE & TWO FAMILY RENTAL DWELLING AND APARTMENT / HOTEL FEE

This form must be completed by the property owner requesting a record correction, exemption and / or refund associated with the special assessment fees listed on the property tax bill.

Refund requests must include: (1) written proof of full payment for the tax bill, (2) the original, completed, and signed request form, (3) full contact information, and (4) all required supporting documentation. Processing will take up to six weeks from the receipt of a complete request. Refunds will be issued to the individual who paid the tax bill, unless a third-party waiver is provided.

REQUEST FORM FOR RECORD CORRECTION, EXEMPTION, AND / OR REFUND

Please complete all sections and submit a separate request for each property / lot of record.

Requesting: ☐ Record Correction ☐ Exemption ☐ Refund (You may check more than 1 box as appropriate)

☐ Apartment House or Hotel License Fee ☐ One & Two Family Rental Unit Fee

PROPERTY OWNER NAME _____

NAME OF PARTY THAT PAID TAX BILL (if other than above) _____

PROPERTY ADDRESS _____

BLOCK _____ LOT _____ TOTAL NO. OF UNITS _____

REFUND AMOUNT REQUESTED \$ _____

DAY PHONE (____) _____

ADDRESS WHERE TO SEND REFUND: _____

GENERAL INFORMATION ABOUT THESE FEES

SPECIAL ASSESSMENT CODE NO. 92 or 93

APARTMENT HOUSES / HOTELS CONTINUING ANNUAL FEE

The Apartment and Hotel Annual License Fees apply to buildings that are condominium / time-share owned, occupied, owner occupied, vacant, damaged, owned by a nonprofit, or have undergone Ellis Act proceedings. This fee is used to defray the cost of periodic health and safety inspections required by state and local housing / building standards and regulations. Please note that a Code No. 79 fee may also be assessed if you have a one or two family dwelling on this same Assessor's parcel.

SPECIAL ASSESSMENT CODE NO. 79

ONE & TWO FAMILY RENTAL UNITS NEW ANNUAL FEE

The Tax Collector is authorized to annually bill the One & Two Family Dwelling Code Enforcement Fee for Rental Units in the amount of \$198.00 per unit as a special assessment on the property tax bill. The Department of Building Inspection is entitled to collect \$198.00 for each dwelling unit subject to the Ordinance, whether it is vacant or not. Please note that when an owner of record resides in one unit (of a two-unit building) the owner occupied unit is exempt. However, the other unit will be assessed the \$198.00 fee if not owner occupied. This fee is used to defray the cost of complaint-driven inspections required by state and local housing / building standards and regulations.

Owners may seek recovery of this fee from the tenant only through approval of a Rent Board petition for increased operating and maintenance expenses under Rent Board Rules and Regulations Section 6.10.

REQUEST FORM SUBMITTAL INSTRUCTIONS

TO PROCESS YOUR REQUEST FOR RECORD CORRECTION, EXEMPTION, AND/OR REFUND

- (1) Complete the information requested on page one in the shaded area.
- (2) Check the appropriate Special Assessment Code boxes below in the shaded area.
- (3) Provide the required documentation as noted after each category.
 - a. You will be contacted if additional documentation is necessary.
- (4) Provide a copy of your tax bill.
- (5) Provide written proof that your tax bill has been paid in full.
- (6) Submit this completed request form with original signature and attachments by:
 - a. dbi.hid.complaints@sfgov.org or
 - b. San Francisco Department of Building Inspection
Attention: Housing Inspection Services/Fee Review Requested
49 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103-1226

FOR SPECIAL ASSESSMENT CODE NOS. 92 OR 93 ONLY APARTMENT HOUSES & HOTELS CONTINUING ANNUAL FEE

The Apartment House or Hotel License Fee has been imposed in error on my ☐ apartment building ☐ hotel
☐ condominium ☐ I have been assessed the wrong fee. ☐ I should not have been assessed any fee.
☐ Other, please explain _____

FOR SPECIAL ASSESSMENT CODE NO. 79 ONLY - ONE & TWO FAMILY RENTAL UNITS ONE & TWO FAMILY RENTAL UNITS NEW ANNUAL FEE

An on-site inspection may be necessary to clarify / verify the property owner's offer of proof.

- ☐ My (check one) ☐ single family dwelling ☐ two family dwelling ☐ condominium ☐ co-op, or
☐ apartment unit
- ☐ has one unit occupied by owner of record, not rented at any time. In the case of a two-family dwelling specify the address of the unit that is owner occupied. Vacant units or units solely occupied by children or relatives (not on title as a property owner) do not qualify for exemption.
- ☐ The rent for the unit(s) claimed to be exempt is controlled or regulated by a government unit, agency or authority (other than the San Francisco Rent Board). Rental Assistance Program and Section 8 units are not exempt. Please include a title or other documentation from the City Assessor showing that the property is government-owned.
- ☐ The unit(s) is a housing accommodation in a (check one) ☐ hospital ☐ convent
☐ monastery, extended care facility, state-licensed home for the elderly, or a dormitory owned and operated by an institution of higher education, a high school or an elementary school. Please include a Medi-Cal Certificate, a Department of Social Services Certificate, or other verifying documentation.

FOR RECORDS UPDATE

- ☐ I own a rental. ☐ Single family dwelling ☐ My building has been vacant for 30 days or more, does not have a valid permit for repair, rehabilitation, or construction, and is not currently listed for sale, lease, or rent.
- ☐ Two family dwelling that was not assessed per the Code 79 \$198.00 per unit annual fee on the current tax bill. To avoid being assessed additional fees next year, please include this fee(s) in your database records.

I declare under penalty or perjury under the laws of the State of California that the above statements are true and correct.

Print name _____

Signed _____ Date _____

For more information, please contact Housing Inspection Services at (628) 652-3700.