

***BIC Regular Meeting
of
May 17, 2023***

Agenda Item 7

Awnings Compliance – Update

Patrick Hannan, Department of Building Inspection

May 17, 2023

Awnings Amnesty Legislation

Request to approve

Next agenda item is a request to approve the legislation

Code Advisory Committee voted to approve with fee recommendation

Board of Supervisors and Mayor approval expected this summer

Implement starting August or September

Awnings Amnesty Legislation

Revisions

Extends amnesty to June 1, 2024

Waives permit fees for corrective work or replacement awnings

- Empower owners to address noncompliant conditions as part of permitting process
- Still requires standard process with full plans and a licensed contractor

Does not apply to historic buildings which still need a permit to alter

Awnings Amnesty Legislation

Most fees waived - modest surcharges and state fees will still apply

Board of Appeals surcharges – DBI, Planning, DPW

State Strong Motion Instrumentation Fee – seismic monitoring

State Building Standards Administration Special Revolving Fund – green building standards and outreach

List of fees waived

Fee code	Description	Fees waived?
BLDGSTD-I	Bldg Stds Admin Spec Revolv Fund	No
DBI BOAS-I	DBI Board of Appeals Surcharge (Issue)	No
DCP BDAS-I	DCP Board of Appeals Surcharge (Issue)	No
DPW BDAS-I	DPW Board of Appeals Surcharge (Issue)	No
STRG MD-I	Strong Motion Instrumentation Fee	No
BLDG-F	Bldg Permit Insp Fee (Filing) DBI	Yes
BLDG-I	Bldg Permit Insp Fee (Issue)	Yes
DCP-F	DCP Plan Check (F)	Yes
DCP-I	DCP Plan Check (Issue)	Yes
EXP PLAN-F	Express plan check fee (Filing) DBI	Yes
EXP PLAN-I	Express plan check fee (Issue) DBI	Yes
FIRE INSP	Fire Inspection Fee (Issue)	Yes
FIRE-F	Fire Plan Check Fee (Filing)	Yes
FIRE-I	Fire Plan Check Fee (Issue)	Yes
FIREPREM-F	Fire Premier Plan Review	Yes
FIREPREM-I	Fire Premier Plan Review (Issue)	Yes
PLAN REV-F	Plan Review (filing) DBI	Yes
PLAN REV-I	Plan Review (Issue) DBI	Yes
REC RET-I	Records Retention Fee DBI (Issuing)	Yes
REC RETAIN	Records Retention Fee DBI	Yes
SIGN PC-F	Sign Plan Check Fee (Filing) DBI	Yes
SIGN PC-I	Sign Plan Check Fee (Issue) DBI	Yes
ST SPACE	Street Space Permit Fee DPW	Yes

Outreach to property owners

Sending letters to property owners who received a Notice-of-Violation or Complaint for an unpermitted awning

Four languages

- English
- Chinese
- Spanish
- Tagalog

City and County of San Francisco
Department of Building Inspection



London N. Breed, Mayor
Patrick O'Riordan, C.B.O., Director

Owner Name
Address
City State Zip

May 20, 2023

Dear Owner Name,

We want to give you an update regarding Notice of Violation (NOV) Complaint that was issued for an unpermitted commercial awning attached to your building located at Address in San Francisco, California.

First, we want to let you know that further enforcement has been put on hold for the time being. A building inspector has conducted a visual inspection of the exterior of your building and determined that your awning poses no immediate life safety hazard.

Further, we want to do all we can help you get the legally-required permit for your commercial awning and have been working with Mayor Breed, Board of Supervisors President Peskin, and the Office of Small Business to establish a simplified, temporary process through the end of the year.

This new, temporary process will allow you to apply for a permit for your awning without hiring a contractor or engineer to draw up formal plans detailing your awning installation.

Instead, we have developed a short, straightforward process that will allow you to provide us with the most important information and will have staff available to help you get the right information and guide you through the process. At the end, you'll schedule an inspection so we can take a closer look at your awning to confirm it's safe and code compliant.

Perhaps most important, we expect to waive all permit, inspection and penalty fees for existing awnings until June 1, 2024. Some modest state fees and local surcharges will still apply.

This new, temporary process won't go into effect until the authorizing legislation is approved later this spring. We'll let you know when that happens.

In the meantime, more information is available on our website at: sf.gov/awnings2023.

Thank you.

49 South Van Ness Avenue – San Francisco CA 94103
Office (415) 652-3200 – FAX (415) 652-3239
www.sfdbi.org

Outreach to property owners

Key points in the letter

Enforcement is on hold

Amnesty legislation by Mayor Breed, President Peskin, Sup. Stefani will:

- Simplify permitting process
- Remove requirement for contractor / engineer drawings
- Waive permit fees and penalties

Amnesty program will go through June 1, 2024

Will inform public when program goes into effect

New Webpage To Help Owners Prepare

Sf.gov/awnings2023

The screenshot shows the top of a webpage from SF.GOV. The header includes the SF.GOV logo, navigation links for 'Services' and 'Departments', and a search bar. The main heading is 'PROPOSED - Simplified permit process for existing awnings'. Below the heading, there is a paragraph of introductory text, a 'Key Information' section with bullet points, and a 'Documents to prepare and where to submit them' section with a numbered list of requirements.

Specific requirements

1. Owners Package

- a. To get a permit for your existing awning, you will need to submit an [Owners Package](#) documenting that you are the building owner or representative or a [Contractor statement](#) documenting that you are authorized to obtain the permit

2. Building Permit Applications – assistance with completing these forms is available at the Permit Center Help Desk at 49 South Van Ness

- a. Fill out a [form 4/7 Sign Permit Application](#) with the following information

- i) Check box 4 - Erect Sign
- ii) Description of Existing Building – note: (x) represents the box number on the Form 4/7
 - (1) [Type of construction](#)
 - (2) Number of stories
 - (3) Present use of the building – commercial, retail, food service, etc...
 - (4) Approximate height (measuring the center of the front of building)
 - (5) Estimated cost of the awning at installation

iii) Description of Proposed Sign

- (7) Check box for "Existing Awning/Marquee/Canopy" and describe your awning, including size, estimated weight and thickness, confirm the awning is not illuminated and, in the purpose section, check the box for "New Sign"

(8) Provide contact information for the licensed contractor or awning installer who did the work

- (12) Write "Comply with NOV #xxxxxx" or "Permit Awning Installed Without Permit"

b. Fill out two copies of a Form 3/8 Alteration Permit – only if you received a Notice of Violation – with the following information

- i) Provide the building address, block and lot
- ii) Legal Description of Existing Building – note: (x) represents the box number on the Form 3/8

(4A) [Type of construction](#)

- (5A) Number of stories
- (6A) Whether the building has a basement or cellar
- (7A) Present use of the building – commercial, retail, food service, etc...
- (8A) Occupancy class, if available

- iii) (16) Write In Description of All Work To Be Performed Under This Application – write "To comply with Notice of violation (NOV) ##### and legalize existing awning installed without a permit"

3. Dimensioned photographs – assistance identifying the information required on the dimensioned photographs is available at the Permit Center Help Desk at 49 South Van Ness

- a. Provide dimensioned photos with labels documenting the information detailed below
- b. Photos need to be printed on 11"x17" paper. Two copies of the photos are required with your permit application
- c. Required information to be printed on the photographs:
 - i) Dimensions of awning
 - ii) Approximate weight of awning
 - iii) Awning frame to be 8' above sidewalk
 - iv) Awning valance (fabric hanging off the frame) to be 7' above sidewalk
 - v) Wall type – wood, masonry, steel, concrete
 - vi) Structural information:

- a) Wall anchor used – must be the appropriate anchor (generally a screw) for the wall type, such as wood, masonry, steel, or concrete

- 1) Top anchors – number, diameter, depth of anchor, if available

- 2) Bottom anchors – number, diameter, depth of anchor, if available

Click [here](#) for a sample labeled, dimensioned photo. ([Chinese](#), [Spanish](#), [Tagalog](#))

4. Submit documents and apply for your permit – do not do this yet

You will then come to the Permit Center at 49 South Van Ness and submit your documents in the Over the counter (OTC) permit area and follow the normal permit and inspection procedures.

As noted above, this temporary process is not in place yet and the information provided above is only to assist you in preparing the required documentation.

If you need assistance in completing these forms, please visit the Permit Center Help Desk at 49 South Van Ness or contact the [Office of Small Business](#).



THANK YOU