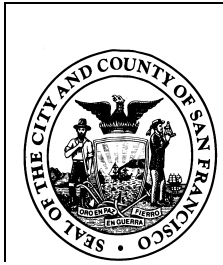


***Regular Meeting of the
Building Inspection Commission
November 14, 2025***

Agenda Item 11



**BUILDING INSPECTION COMMISSION (BIC)
Department of Building Inspection (DBI)**

REGULAR MEETING

Wednesday, October 15, 2025 at 10:30 a.m.

City Hall, 1 Dr. Carlton B. Goodlett Place, Room 416

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PUBLIC COMMENT CALL-IN: 1-415-655-0001 / Access Code: 2662 850 0172

DRAFT MINUTES

1. Call to Order and Roll Call.

The regular meeting of the Building Inspection Commission was called to order at 11:11 a.m., and a quorum was certified.

COMMISSION MEMBERS PRESENT:

Alysabeth Alexander-Tut, **President**

Catherine Meng, **Vice President**

Dan Calamuci, **Commissioner**

Lindsey Maclise, **Commissioner**

Bianca Neumann, **Commissioner**

Kavin Williams, **Commissioner**

Sonya Harris, **Secretary**

Monique Mustapha, **Assistant Secretary**

D.B.I. REPRESENTATIVES:

Patrick O’Riordan, **Director**

Christine Gasparac, **Assistant Director**

Junko Laxamana, **Finance Manager**

Tate Hanna, **Legislative & Public Affairs Manager**

CITY ATTORNEY REPRESENTATIVE:

Robb Kapla, **Deputy City Attorney**

2. President’s opening remarks.

There was no public comment.

3. General Public Comment: The BIC will take public comment on matters within the Commission’s jurisdiction that are not part of this agenda.

Mr. Dratler's PowerPoint presentation showed DBI inspector Tienda performed a June 2025 pre-final inspection of the \$43 million 2177 3rd Street building permit, which expired two years earlier. Mr. Dratler also pointed out Temporary Occupancy Certificates are valid for a period not to exceed twelve months and the Temporary Occupancy Certificate issued to 2177 3rd Street was extended 19 times over five years. DBI Chief Building Inspector Kevin Birmingham approved seven TCO extensions after the \$43 million building permit had expired. Mr. Dratler recommended Compliance Manager Vergara and DBI Director O'Riordan make a presentation at a future BIC meeting where they explain how DBI failed the 109 condo owners at 2177 3rd Street.

4. Discussion and possible action regarding Board of Supervisor's Ordinance (File No. 250811) amending the Building Code to revise the timing of expiration of certain building permits and building permit applications.

Mr. Raynell Cooper, Legislative Aide to Supervisor Mahmood, presented the following points:

- Supervisor Mahmood is interested in good governance and helping good housing be built and this item does both of those things.
- Currently, San Francisco's permit renewal framework is out of sync with nearby jurisdictions, a system in which permits renew on a different timelines based on building valuation adds unnecessary confusion, especially for those with projects in other nearby cities.
- No matter how much progress is being made on a project and how little it has changed in their planning, builders have to repay to renew their permits at arbitrary milestones.
- This legislation streamlines this process by adding a flat two-year expiration date for permit applications and a one-year expiration date from when permits are issued to when the work can start.
- This one-year deadline resets when any progress is made or has a permit or site inspection addendum. This means that builders can continue their work as long as progress is being made without being required to return for permits.
- Supervisor Mahmood intends to introduce an amendment at committee to modify another aspect of Building Permit timelines, reaffirming the validity of the Building Code that was valid at the time of application.
- There is no rule of using the Building Code from the time the application was submitted, yet due to a current provision in the Code, projects in the city can have those permits postponed which increases cost, often resulting in further delays to build much needed housing.
- As an example, projects in their district located at 400 Divisadero has been delayed for several years due to the challenging financial environment many projects face. This was further exacerbated by a DBI request to update the project Building Codes and their plans to match the newer Codes implemented by the City, since the time the project was submitted.
- The changes requested have been costly for the final construction, but the request itself would have cost time and effort at a very pivotal point in the project's development estimating nearly \$4M.
- The supervisor's proposed amendment would align our local Code with the State Building Code and provide increased stability for project planning. Any delay can be costly for projects, creating more delays, which is an endless cycle.

- We hope this amendment reduces headaches like 400 Divisadero that are working their way through the development process across the city in this difficult climate for affordable housing financing, and housing financing in general.
- Mr. Cooper said that he was pleased to work with Tate Hanna from DBI, Peter Miljanich from the City Attorney's Office, Madison Tam of Supervisor Dorsey's office, and he thanked Supervisor Dorsey for co-sponsoring the legislation.
- He asked that the BIC support of the legislation.

Mr. Tate Hanna, Legislative and Public Affairs Manager discussed the following points:

- Existing Law
 - Currently, San Francisco utilizes estimated construction valuation to determine the time permit applications and issued permits remain active.
 - San Francisco is the only major jurisdiction utilizing a valuation-based system.
- Proposed Ordinance
 - File No. 250811 seeks to amend San Francisco's application and permit timelines by providing a two-year timeline for applications, and a one-year timeline for permits, regardless of estimated valuation.
 - This change, which closely follows the California Building Code, will create further alignment between San Francisco and established state processes that are utilized by the majority of California jurisdictions.
- Applications
- Permits
- Site Permits
- Proposed Amendment
- CAC Recommendation

There was no public comment.

Commissioner's Question and Comments:

- Commissioner Maclise said that the key word is how many Building Code cycles can people stay behind? Her recommendation is not more than two to three Code cycles behind.
- President Alexander-Tut asked how long can permits could stay open, and if it encouraged bad behavior?
- Mr. Hanna stated that between Code cycles, there are not many substantive changes. Some projects are open to more guidance.
- President Alexander-Tut said that she supported the legislation, but asked how this would be tracked in the system?
- Mr. Hanna said if the applicant was working on their own, they need an action plan at the department. He also said there could be up to a six-month delay.
- President Alexander-Tut said does the inspection have to be successful or does progress have to be made? What happens at the inspection?

- Mr. Hanna said if the Inspector is called out, and no work has been done then that would be a problem.
- Commissioner Neumann mentioned permitting timelines and locking in the Code. Most jurisdictions entitlements expire after a time, and then they are updated. San Francisco has constant permitting, and needs clear expiration timelines on entitlement. She is incredibly sympathetic, because at times it adds huge costs to projects. Later, more money is needed to meet the Code, so she supported the ordinance and it aligns with the State Code.

President Alexander-Tut made a motion, seconded by Commissioner Neumann, to approve File No. 250811 amending the Building Code to revise the timing expiration of certain building permits and building permit applications, including amendments proposed by the Department and sponsor.

Roll Call Vote by Commission Secretary Harris:

President Alexander-Tut	Yes
Vice President Meng	Yes
Commissioner Calamuci	Yes
Commissioner Maclise	Yes
Commissioner Neumann	Yes
Commissioner Williams	Yes

The motion carried unanimously.

RESOLUTION NO. 075-25

- 5. Discussion and possible action on proposed Administrative Bulletin 00X Steel for Post-EQ Inspection, Evaluation, Repair and Retrofit of Pre-Northridge Steel Moment Frame Buildings.**

(Please note: Agenda items 5, 6, and 7 were called together.)

Ms. Laurel Matthews of the Office of Resilience and Capital Planning made a presentation regarding the following items:

- Summary

Asked the Commission to approve and publish two Administrative Bulletins:

1. Update to existing AB-099: Post-Earthquake Inspection, Evaluation, Repair and Retrofit Requirements for Concrete Buildings.
2. New AB: Post-Earthquake Inspection, Evaluation, Repair and Retrofit Requirements for Pre-Northridge Welded Steel Moment Frame Buildings (and Appendix A: Modifications to FEMA 352 for Application of this Bulletin)

Both Administrative Bulletins have been recommended for approval by the Code Advisory Committee and Structural Subcommittee.

- Goal: Support safe, rapid downtown recovery after an earthquake.
- Gap and solution
- Scope
- Why these two building types?

- Outcomes

Public Comment:

Mr. Steve Harris, Vice-Chair of the Code Advisory Committee (CAC), stated that he was speaking in support of the Administrative Bulletins (AB's). Chapter 4 of the San Francisco Existing Building Code makes these triggers, and there is no way to determine it so the AB's will provide that. There was amazing work done regarding FEMA 352 part of the Structural Advisory Committee (SAC) project, but it has not been used since there has not been a major earthquake since then.

Commissioner's Questions and Comments:

- Commissioner Maclise said that she was familiar with the documents, but her question was how are these documents being disseminated to people who are doing the work? She stated there is a gap there.
- Ms. Matthews clarified that the question was how to make sure that everyone knows the documents (AB's) exist.
- Commissioner Maclise stated that she is an engineer, and would be tagging buildings after an earthquake.
- Mr. Harris said that these documents are not used for tagging, but the Administrative Bulletins are to be used after the buildings are tagged (e.g. Red, green, etc.)
- Commissioner Maclise mentioned 33% during repair.
- Mr. Harris clarified that the trigger is when an upgrade is required.
- Ms. Matthews said that the reports are done by the building owner's Engineer. DBI staff will have a document to refer to.
- President Alexander-Tut asked a question about how would people know the acceleration happened?
- Mr. Harris stated that the shake map was created by the USGS, and maps are available following an earthquake.
- Ms. Matthews mentioned that the AB's do not change the triggers in the Building Code.

Vice-President Meng made a motion, seconded by President Alexander-Tut, to approve agenda items 5, 6, and 7.

Roll Call Vote by Commission Secretary Harris:

President Alexander-Tut	Yes
Vice President Meng	Yes
Commissioner Calamuci	Yes
Commissioner Maclise	Yes
Commissioner Neumann	Yes
Commissioner Williams	Yes

The motion carried unanimously.

RESOLUTION NO. 076-25

6. Discussion and possible action on proposed appendix to Administrative Bulletin 00X Steel (250808-FEMA 352 for AB-00X).

Agenda items 5, 6, and 7 were called together. The motion carried unanimously.

7. Discussion and possible action on proposed Administrative Bulletin 099 Post-Earthquake Inspection, Evaluation, Repair and Retrofit Requirements for Concrete Buildings.

Agenda items 5, 6, and 7 were called together. The motion carried unanimously.

8. Discussion and possible action regarding the San Francisco Amendments to the 2025 California Building Standards Code, including the Building, Existing Building, Residential, Mechanical, Plumbing, Electrical, and Green Building Codes, and updates to Housing Code.

- Background – The triennial code update is the process of revising the California Building Standards Code to reflect new national model codes and state specific amendments.
- 2025 Building Code Introduction – DBI’s Technical Services Division (TSD) has reviewed the updated state codes and provided recommended changes to ensure cross-references include accurate code sections, chapter- numbering is correct, and redundant sections are removed.
- CAC Recommendation – The Code Advisory Committee reviewed the ordinances on October 8, 2025 and unanimously recommended approval of the ordinances.
- 2025 Code Adoption Ordinances

There was no public comment.

President Alexander-Tut made a motion, seconded by Commissioner Neumann, to approve the San Francisco Amendments to the 2025 California Building Standards Code, including the Building, Existing Building, Residential, Mechanical, Plumbing, Electrical, and Green Building Codes, and updates to Housing Code.

Roll Call Vote by Commission Secretary Harris:

President Alexander-Tut	Yes
Vice President Meng	Yes
Commissioner Calamuci	Yes
Commissioner Maclise	Yes
Commissioner Neumann	Yes
Commissioner Williams	Yes

The motion carried unanimously.

RESOLUTION NO. 077-25

9. Director’s Report.

a. Director’s Update [Director O’Riordan]

Director O’Riordan made the following points:

- First, DBI has introduced a new citywide addressing process that is faster, more transparent and easier for property owners.

This is the culmination of several years of work and planning by DBI, Planning, Public Works, the Assessor and many others. The new process covers the entire lifecycle of a building from project approval to parcel creation to address assignment and removal, and is detailed in a new information sheet and step-by-step webpage. DBI quietly launched the new process last June so we could test it and refine it as needed. The “soft launch” was extremely successful! We cut the time it takes to assign an address by more than half. It took us less than five days to assign an address in July, August and September compared to 13 days in April and May. He thanked DBI’s Mary Wilkinson-Church and Ken Hu for their good work and leadership in getting this across the finish line.

Next, DBI teamed up with our partners in PermitSF to make it easier to legalize existing, unpermitted storefront security gates. Plans, structural calculations and installation details are no longer required for existing, storefront security gates installed before August 20, 2023. Instead, DBI is accepting a Building Code self-certification affidavit by the property owner. This streamlined process was based on the successful existing awning amnesty program, which helped legalize dozens of unpermitted business awnings. The department believes these improvements will both benefit our customers but also enable the City to serve the public more efficiently.

Last, I would like to share an email we recently received From Alex Rexroad thanking our electrical and plumbing inspectors for answering a customer’s questions.

Quote: “Everyone was professional, listened to understand my concerns, and took the time to explain what to look for regarding work to be performed... The information provided was immensely helpful and I appreciate the frank and clearly articulated explanations.”

He thanked Mr. Rexroad, for his kind note and thank you to our excellent electrical and plumbing inspectors for a job well done.

b. Update on PermitSF shot clocks.

Ms. Megan Wall Shui, Principal Data Analyst, gave an update on PermitSF shot clocks and presented the following points:

There are five PermitSF building performance measures:

Target:

- | | |
|---|----------------------------------|
| ○ In-house building permit issuance time | Steady improvement |
| ○ Over-the-counter building permit issuance time | Hold at median of 1 calendar Day |
| ○ Completeness letters issued in 21 calendar days or less | 75% |
| ○ First comments issued in 30 calendar days or less | 75% |
| ○ Responses to revisions issued in 14 calendar days or less | 75% |
| • Building Permit Issuance | |
| • Completeness Check and Plan Review | |

c. Update on proposed or recently enacted State or local legislation.

Legislative Affairs Manager Tate Hanna gave a presentation and made the following points:

- **File No. 250702:** Ordinance expanding the All-Electric New Construction requirements to include major renovations. The BIC recommended approval by a vote of 4-1, with multiple recommended amendments. The ordinance was signed by the Mayor on September 9 and took effect October 10, 2025.
- **File No. 240803:** Ordinance expanding the Expanded Compliance Control Program to include non-building code violations, as well as misrepresentations to the Planning Department regarding unauthorized dwelling units. The BIC unanimously recommended approval. The ordinance was signed by the Mayor on September 5 and took effect October 6, 2025.
- **File No. 250191:** Ordinance creating a time-limited amnesty program for properties listed on the Department of Building Inspection's Internal Quality Control Audit. The BIC unanimously recommended approval. The Mayor signed the ordinance on September 5 and it took effect on October 6, 2025.
- **File No. 250657:** Ordinance implementing Senate Bill 937, which defers development impact fees for specified residential developments to certificate of occupancy. The BIC provided a unanimous recommendation of approval. It passed on first reading at the Board on October 7, 2025. The ordinance is pending a second reading vote before the Board.
- **File No. 250630:** Ordinance amending various codes to modify reporting requirements. Specific to DBI, this ordinance removes seven existing reporting requirements that are either out of date, no longer relevant, or not a good usage of staff time. The BIC unanimously recommended approval. The ordinance is pending a hearing by the Rules Committee.
- **2024 State Legislative Calendar**

d. Update on DBI finances.

Ms. Junko Laxamana, Finance Manager, gave an update on DBI finances and provided the following items:

Fiscal year 24-25 Revenue:

- Charges for Services revenue exceeded the budget by \$11.8M.
- Interest & Investment Income revenue was \$983k higher than budgeted.
- Fines, Penalties & Settlement revenue was \$1.4M higher than budgeted.

Fiscal year 24-25 Expenditures:

- Salaries and Benefits expenditures were on budget.
- Savings of \$1.9M in Professional Services and Licenses and \$3.9M in Services of Other Depts.

- Of the total \$7.3M in savings in the Operating Fund, \$2.3M was carried forward to FY 25-26.

Fiscal year 24-25 Fund Balance:

- FY 24-25 balance in the Continuing Projects Fund is \$35.3M (reserve).
- Of the \$35.3M reserve, \$11.9M is budgeted to balance the FY 25-26 budget.
- Net Available Fund Balance in the Continuing Projects Fund is \$23.3M.

Fiscal year 25-26 Finance Update:

- At the end of September, 25% of the fiscal year has elapsed.
- To date, DBI has collected \$16.4M, or 27% of the annual budget in Charges for Services.
- To date, DBI has expended \$16.0M, or 18% of the annual budget in Operating Expenditures.
- Year-end projections are not yet available due to the early stage of the fiscal year.

Fiscal year 25-26 Permit Volume and Valuation:

- Total number of permits YTD is 2% higher than the same period last year.
- Total valuation YTD is 5% lower than the same period last year.

There was no public comment.

Commissioner's Questions and Comments:

- Vice-President Meng asked if the target for In-house issuance was steady improvement? Once one gets to maximum efficiency, then there is no needed improvement.
- Ms. Wall Shui stated that historically there was no need to do that, so the department has seen a steep increase during Covid, and now we are getting to a realm where we are now.
- President Alexander-Tut thanked Ms. Wall Shui for this item and providing such clear information. She commended the department on the work done on this new item.
- The Inspection Services update was not listed this month, and will be presented quarterly.
- Major projects information was included in the Finance report.

10. Update on DBI performance management.

Ms. Megan Wall Shui, Principal Data Analyst, gave an update on PermitSF shot clocks and presented the following points:

- DBI is using data to inform practices
- Building Permit Filing and Issuance Tracking

- Building Permit Review Tracking
- Program and Project Tracking
- Data in Action – Inactive Application Clean-up
- Data in Action – Review Cycle Monitoring

Ms. Wall Shui mentioned that some of the dashboards are initiatives of PermitSF.

Public Comment:

Mr. Jerry Dratler commented and questioned why Building Permits do not auto expire in PTS. DBI does a good job of responding to complaints, but not resolving them. Performance standard of closing complaints should be used. Some permits are open for four years. Aging report, complaint over six months old. Control over administrative permits “\$1 get out of jail” permit. There should be reporting on use of Administrative permits, and why are there so many.

Commissioner’s Questions and Comments:

- Commissioner Williams asked about applications versus permits.
- Ms. Wall Shui explained the difference in permits and applications. DBI at one point did auto expiration of existing permits, but it led to complications. In the future, the department hopes to enable auto permit expiration. Nothing exists saying the permit is close to expiration time, so there needs to be auto enhancements.
- President Alexander-Tut said that she appreciates there are a lot of permits to go through. She asked Director O’Riordan where did he see the department going with this?
- Director O’Riordan said that he is proud of what DBI staff have done. There can be improvements on the use of technology, and the department is currently on that journey so will enhance where they can.
- Ms. Wall Shui stated that the quality of data to applicants is a bit crude. For example, Rodrigo Santos used different names.
- Ms. Wall Shui reiterated that the department is working on a new Permit Tracking System (PTS), which will be helpful.

11. Commissioner’s Questions and Matters.

- a. Inquiries to Staff. At this time, Commissioners may make inquiries to staff regarding various documents, policies, practices, and procedures, which are of interest to the Commission.**
- b. Future Meetings/Agendas. At this time, the Commission may discuss and take action to set the date of a Special Meeting and/or determine those items that could be placed on the agenda of the next meeting and other future meetings of the Building Inspection Commission.**

Commission Secretary Harris said the next regular meeting would be November 19, 2025.

There was no public comment.

12. Review and approval of the minutes of the Regular Meeting Minutes of August 20, 2025.

President Alexander-Tut made a motion, seconded by Commissioner Williams, to approve the Regular Meeting minutes of August 20, 2025.

There was no public comment.

The motion carried unanimously.

RESOLUTION NO. 078-25

13. Adjournment.

Commissioner Neumann made a motion, seconded by President Alexander-Tut, to adjourn the meeting.

The motion carried unanimously.

The meeting was adjourned at 12:29 p.m.

RESOLUTION NO. 079-25

Respectfully submitted,



Sonya Harris, BIC Secretary