

***Regular Meeting of the Building  
Inspection Commission***

***June 17, 2026***

***BIC Agenda Item 8***



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

**REGULAR MEETING**

**Wednesday, May 20, 2026 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: 2664 699 6724**

## **DRAFT MINUTES**

### **1. Call to Order and Roll Call.**

**The regular meeting of the Building Inspection Commission was called to order at 11:01 a.m., and a quorum was certified.**

#### **COMMISSION MEMBERS PRESENT:**

Alysabeth Alexander-Tut, **President**  
Catherine Meng, **Vice President, Left 10:27 a.m.**  
Dan Calamuci, **Commissioner**  
Judy Lee, **Commissioner**  
Lindsey Maclise, **Commissioner**  
Bianca Neumann, **Commissioner**  
Kavin Williams, **Commissioner**

Sonya Harris, **Secretary**

#### **D.B.I. REPRESENTATIVES:**

David Kane, **Interim Director**  
Christine Gasparac, **Assistant Director**  
Alex Koskinen, **Deputy Director, Administrative Services**  
Tate Hanna, **Legislative & Public Affairs Manager**  
Megan Wall Shui, **Principal Data Analyst**

#### **CITY ATTORNEY REPRESENTATIVE:**

Robb Kapla, **Deputy City Attorney**

Commission delivered the standard Ramaytush Ohlone Land Acknowledgement.

## **2. President's opening remarks.**

President Alexander-Tut congratulated Interim Director Kane on the department's all-staff meeting, noted the Commission's merger memo had been sent to the Mayor and Board of Supervisors, and outlined items to be addressed including PermitSF and Housing Inspection Services.

Public Comment: None

## **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 presented a PowerPoint summary of the city's approval of the \$18.5 million purchase of 1660 Mission Street, the former offices of the Department of Building Inspection. Mr. Dratler recommended \$57 million of renovation permits not be approved until an engineering and hazardous materials assessment has been completed.

Mr. Dratler's review of the 1986 \$5 million building permit showed DBI expired the permit in 1992 with the comment work not completed and DBI never inspected the construction or approved the special inspections.

Mr. Dratler's review of the 2020 \$1 administrative permit that finalized the \$5 million permit showed former DBI Inspector Bernard Curran approved the permit and current Deputy DBI Director Matthew Greene issued the Certificate of Final Completion and Occupancy without verifying the construction work was completed per approved plans, without determining the plumbing and electrical work was approved and the special inspections had been cleared.

## **4. Update regarding Permit SF.**

Director of Current Planning Elizabeth Watty presented an update on the PermitSF portal and the Opengov system, including increased application volume, reduced wait times, improved transparency, upcoming permit launches, and development of the Contractor Authorization Form.

Public Comment:

Mr. Jerry Dratler said that DBI's current Permit Tracking System may have a back door to change things in the records.

Ms. Watty explained that there are safeguards. She mentioned that staff would not be able to modify records in the Opengov system and any entries are there forever. People could add a new note, but not change the prior one. Ms. Watty gave an example and said with the current PTS system after 48 hours the record is open and then closed, but with Opengov after 48 seconds the record is closed, and staff has to make another entry. This is click based technology.

**5. Director’s Report.**

**a. Director’s Update [Interim Director Kane]**

Interim Director Kane provided updates on new permit expiration rules effective June 21, July Building Code updates, anticipated permit volume increases, staff transitions to the Planning Department, and ongoing merger planning.

**b. Update on PermitSF shot clocks.**

Megan Wall Shui, Principal Data Analyst, gave an update on performance metrics and indicated decreased in-house issuance timelines, strong completeness review performance, and PermitSF median issuance of approximately three business days.

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

Legislative Affairs Manager Tate Hanna provided updates on the First Year Free program extension, climate action updates, deck inspection ordinance alignment, fee legislation, and state legislative timelines.

**d. Update on DBI’s finances.**

Deputy Director of Administrative Services Alex Koskinen reviewed DBI revenues, staffing transfers, hiring freeze impacts, permit valuation increases, and a limited 2% fee increase.

**6. Update on the State’s legislative process and proposed legislation.**

Legislative Affairs Manager Tate Hanna gave a detailed overview of bills related to remote inspections, heat pump permitting, private plan check requirements, housing timelines, pre-approved plans, factory-built housing, Electric Vehicle (EV) requirements, and California Building Code (CBC) standards.

Public Comment:

Mr. Jerry Dratler questioned theoretically what would happen if a building permit plan check required a special inspection. If the plan checker did not add it would the contractor be required to do so?

Mr. Hanna said he would have to ask the Plan Review staff.

**7. Discussion regarding Housing Inspection Services (HIS) Division’s structure, goals, and challenges.**

Chief Housing Inspector James Sanbonmatsu reported significant increases in housing complaints, over 37,000 habitability inspections, weekly Director’s Hearings, civil penalties, and strong partnerships with community groups. Four inspector vacancies remain, creating capacity challenges.

Public Comment:

Ms. Pratibha Tekkey of the Tenderloin Housing Clinic (THC) discussed the following items:

- She has two programs that work with DBI and they work closely with Housing Inspection Services (HIS), and communicate with them almost daily.
- Language access is provided, mostly to Spanish speaking tenants.
- THC assists with tenant complaints and they feel comfortable talking to members of their organization.
- They do outreach in buildings, provide help with habitability issues, and offer important program information.

Ms. Shelby Nacino of the Housing Rights program presented the following information:

- They serve the Asian American and Pacific Islander (AAPI) communities and assist with habitability issues.
- Housing Rights has worked with tenants for over 30 years.
- They and their partners at the Chinatown Community Development Center (CCDC) help navigate the housing process.
- Provided an example of an HIS Inspector citing a landlord and their organization helped with getting the problems abated.
- Housing Inspection Services plays a key role in getting problems resolved through their complaint process.
- Mentioned that she has worked in different cities, but San Francisco's Housing Inspection division has an available robust and reliable system.

Gloria of the Tenderloin Housing Clinic stated the following:

- She works in the field and works with DBI to assist with inspections in the Tenderloin and Mission districts. The working relationship with HIS is amazing.
- THC as direct contact with the community.
- There is a critical partnership with non-profit organizations and the CCSF Housing Inspection Division.
- They work directly with the inspectors to do mediation between landlords and tenants.

## 8. 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.**

Commissioners requested a staffing update for Housing Inspection Services at the next meeting.

Secretary Harris stated that the next regular meeting would be on June 17, 2026.

**9. Review and approval of the minutes of the Special Meeting of February 11, 2026.**

*Commissioner Maclise made a motion to approve the Special Meeting minutes of February 11, 2026, which was seconded by Commissioner Lee.*

*The motion carried unanimously.*

**RESOLUTION NO. BIC 026-26**

**10. Review and approval of the minutes of the Regular Meeting of March 18, 2026.**

*President Alexander-Tut made a motion to approve the Regular Meeting minutes of March 18, 2026, which was seconded by Commissioner Neumann.*

*The motion carried unanimously.*

**RESOLUTION NO. BIC 027-59**

**11. Adjournment.**

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

*The motion carried unanimously.*

The meeting was adjourned at 11:34 a.m.

**RESOLUTION NO. BIC 028-26**

Respectfully submitted,

  
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Sonya Harris, BIC Secretary

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