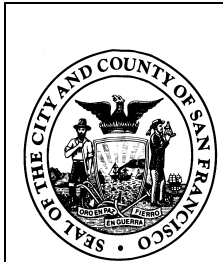


***Regular Meeting of the Building
Inspection Commission***

August 19, 2026

BIC Agenda Item 7



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

REGULAR MEETING

Wednesday, July 15, 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: 2661 585 2864

DRAFT MINUTES

1. Call to Order and Roll Call.

The regular meeting of the Building Inspection Commission was called to order at 11:39 a.m., and a quorum was certified.

COMMISSION MEMBERS PRESENT:

Alysabeth Alexander-Tut, **President**
Catherine Meng, **Vice President**
Dan Calamuci, **Commissioner**
Judy Lee, **Commissioner**
Lindsey Maclise, **Commissioner, Excused**
Bianca Neumann, **Commissioner**
Kavin Williams, **Commissioner**

Sonya Harris, **Secretary**

DBI & CPC 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, Excused**
Matthew Sao, **Senior Data and Performance Analyst**

CITY ATTORNEY REPRESENTATIVE:

Robb Kapla, **Deputy City Attorney**

The Commission read the City's Land Acknowledgment recognizing that the Commission meets on the unceded ancestral homeland of the Ramaytush Ohlone people, their stewardship, and their sovereign rights.

2. President's opening remarks.

President Alexander-Tut said that she wanted to recognize and say to the DBI staff and clients that there has been a shift since July 1st with staff moving over to the Planning Department, as the Mayor continues to envision the merging of the departments. She thanked the staff for their continued support and professionalism and recognition to DBI during this period, and she thanked the Planning Department for their partnership as well.

She stated that this was Commissioner Catherine Meng's last meeting and she wanted to open it up to her fellow commissioners to say a few words. She said that it has been fantastic working and collaborating with her and she's grounded in true San Francisco values and brought technical experience to the BIC and thanked her for her insight and taking meetings with her at the Mayor's Office and co-writing many letters from the Commission. The impact has been felt beyond the BIC and she thanked her for her service.

Commissioner Williams said that Commissioner Meng was a super talented person and very funny and enjoyable to work with. It has been good sharing time on the Commission with her and it was uplifting to see her at the meetings. He thanked her for serving as Vice-President and for co-writing the letters on behalf of the BIC and she will be missed. He is sure she will consider public service somewhere else in the City.

Commissioner Calamuci echoed the previous sentiments and said that her expertise was very sound, but she brought true empathy and San Francisco values to this work. He appreciated her tremendous work representing the BIC to other bodies and serving us well in that regard. Her voice is needed and necessary throughout the city.

Commissioner Neumann echoed all that was said and thanked Commissioner Meng for being grounded in fact and proving very thoughtful in conversation, and she appreciated working with her.

On behalf of the Department of Building Inspection, Interim Director Kane thanked Vice-President Meng for her service, dedication, and support for the work that she has done and wished her the best in her future.

Commissioner Lee said congratulations and sorry that she could not be at the meeting in person, but she would love to be AI cropped into the photo. She thanked Commissioner Meng for paving the way for her and she will be missed.

Commissioner Meng said that it has been an honor working with everyone and sorry she never brought the cough drops, but maybe the next Vice-President would. She thanked all of the Commissioners and the Department.

Secretary Harris thanked her and said that she would definitely be missed.

The Commission took a group photo and presented Commissioner Meng with a Certificate of appreciation.

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 summarizing changes in the city's building code that are effective as of June 21, 2026. Mr. Dratler's presentation focused on the code changes that determine when specific types of building permits expire. Mr. Dratler mentioned that under the revised building code demolition permits expire in 180 days. Mr. Dratler asked which DBI permit system, Permit Tracking System (PTS) or OpenGov would manage building code compliance because demolition permits in PTS do not auto expire. DBI Director Kane responded that building code compliance would be managed by the computer system that processed the building permit.

4. Director's Report.

a. Director's Update [Interim Director Kane]

Interim Director Kane updated the Commission on the ongoing merger of Department of Building Inspection (DBI) staff into the Planning Department, including finance, HR, and compliance teams. He reported progress on the Permit SF portal with new permit types launched and emphasized a measured rollout of electrical permits. The housing inspection group has hired new inspectors to reach full staffing. Commissioners raised questions about compliance officer roles and staffing levels post-merger.

b. Update on PermitSF shot clocks.

Mr. Matthew Sao, Senior Data and Performance Analyst, provided an update on PermitSF shot clocks and discussed the following items:

- Reported steady progress on PermitSF performance targets.
- Median Over-the-Counter (OTC) permit issuance time increased from one to two days.
- Over 1,300 building permit applications submitted via the OpenGov portal.
- 54% of applicants have received permits with median issuance time of three business days.

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

Mr. Tate Hanna, Legislative & Public Affairs Manager, presented an update on proposed or recently enacted State or local legislation and addressed the following items:

Local legislation updates:

- File No. 260118 – Ordinance extending first year free program pending Board of Supervisors hearing.
- File No. 260623 – Housing code amendment to reduce minimum ceiling height for habitable rooms discussed.
- File No. 260538 – Inclusionary affordable housing program amendments recently heard by the Board.
- File No. 260684 – Fee waivers under audit amnesty program moving through land use hearing.
- State legislature deadlines for bill amendments and passage were outlined.

d. Update on DBI's finances.

Mr. Alex Koskinen, Deputy Director of Administrative Services, provided an update on DBI's finances including the following items:

The Budget update noted minimal changes from the Board of Supervisors and a difficult city budget year.

- DBI exceeded the revenue budget by 27% driven by higher project valuations.
- Expenditures were slightly under budget due to hiring freezes and fiscal discipline.
- Transferred staff to the Planning Department are billed back to the Department of Building Inspection via work orders.
- DBI fees and funds remain segregated and used only for DBI purposes.
- Commissioners asked for clarity on billing policies for management and handling of attrition.

Public Comment: None

5. Discussion and possible action regarding proposed Administrative Bulletin implementing ordinance File No. 250811 related to the timing of expiration of certain building permits and building permit applications.

Mr. Tate Hanna presented an administrative bulletin implementing ordinance 250811 regarding timing of building permit expirations. The Code Advisory Committee reviewed and unanimously approved the bulletin. Commissioners raised questions about system management of new code requirements and inspection costs. The director responded that permit tracking depends on the system used and inspection fees remain unchanged for now.

The bulletin clarifies how inspectors determine progress to extend permits, appeal processes, and handling of trade and recommencement permits.

- Administrative bulletin defined criteria for permit expiration extensions based on progress.
- Appeal process allows permit holders to contest inspector determinations.
- Code Advisory Committee unanimously approved the bulletin after amendments.
- Concerns raised about managing new expiration timelines in permit systems.
- Interim Director Kane stated that permit tracking depends on the system used and inspection fees remain unchanged for now.
- Inspection fees are currently unchanged despite potential increase in inspections.

Public Comment:

Mr. Jerry Dratler provided public comment regarding the following:

- New rules for when SF building permits expire became effective on June 21, 2026.
- Which computer system will manage the Building Code changes approved in 2025? PTS or Open Gov?
- Will the 2025 Building Code changes increase the number of field inspections?

Interim Director Kane addressed a few of Mr. Dratler's points and stated that in respect to the permit system, it would be managed by whatever permit system it was filed in. Right now Opengov has a very limited sub-set of permits, but they will be tracked in Opengov. The department is working with Opengov to get product enhancements so that the Opengov system could automatically track the expiration dates. The larger scope permits will remain in PTS for the time being and DBI will have control over the expiration dates for those. Staff also has some concerns about many of the other points that were

mentioned. Traditionally, as building permits move along DBI has not charged for additional inspections and the practice will continue for the time being but may be revisited in the future.

President Alexander-Tut made a motion, seconded by Vice-President Meng to adopt the proposed Administrative Bulletin implementing ordinance File No. 250811 related to the timing of expiration of certain building permits and building permit applications.

Public Comment: None

Roll Call Vote by Commission Secretary Harris:

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

The motion carried unanimously.

RESOLUTION NO. BIC 033-26

6. Discussion and possible action regarding Board of Supervisors File No. 260623 amending the Housing Code to reduce the minimum ceiling height for habitable rooms to seven feet and other rooms to six feet eight inches.

Ted Hanna reviewed Board of Supervisors File 260623 proposing to reduce minimum ceiling heights for habitable rooms from 7'6" to 7' and non-habitable rooms to 6'8" to facilitate conversion of existing spaces into habitable units. The ordinance aims to align with California residential code and received unanimous approval from the Code Advisory Committee with recommendations for clarifying implementation. Commissioners discussed definitions of habitable space, potential confusion for permit reviewers and tenants, and impacts on housing legality and tenant safety.

- Proposed amendment reduces minimum ceiling height for habitable rooms to 7 feet.
- Non-habitable rooms' minimum ceiling height reduced to 6 feet 8 inches.
- Ordinance targets conversion of existing non-habitable spaces, not new construction.
- Code Advisory Committee recommended a clear information sheet for implementation.
- Commissioners expressed concerns about permit reviewer clarity and tenant impacts.
- Director clarified new construction standards remain unchanged at 7'6".
- Discussion highlighted complexity in differentiating habitable spaces and legal implications.

President Alexander-Tut made a motion, seconded by Vice-President Meng, to recommend the legislation to the Board of Supervisors with the consideration of harmonizing the habitable and non-habitable room height.

Roll Call Vote by Commission Secretary Harris:

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

The motion carried unanimously.

RESOLUTION NO. BIC 034-26

7. 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.

There were no inquiries to staff.

Secretary Harris stated that the next Regular Meeting of the Building Inspection Commission would be on August 19, 2026.

Public Comment: None

8. Review and approval of the minutes of the Regular Meeting of June 17, 2026.

Commissioner Calamuci made a motion, seconded by Commissioner Meng, to approve the minutes of the Regular Meeting of June 17, 2026.

The motion carried unanimously.

9. Adjournment.

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

The motion carried unanimously.

The meeting was adjourned at 1:15 pm.

Respectfully submitted,



Sonya Harris, BIC Secretary

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