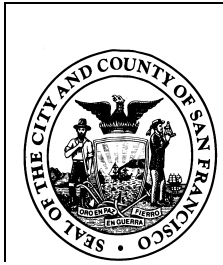


***Regular Meeting of the  
Building Inspection Commission  
August 20, 2025***

***Agenda Item 12  
Regular Meeting Minutes of 7-16-25***



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

**REGULAR MEETING**

**Wednesday, July 16, 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: 2663 433 2020**

**DRAFT MINUTES**

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

**The regular meeting of the Building Inspection Commission was called to order at 10:31 a.m., and a quorum was certified.**

**COMMISSION MEMBERS PRESENT:**

Alysabeth Alexander-Tut, **President, Excused**  
Catherine Meng, **Vice President**  
Dan Calamuci, **Commissioner**  
Evita Chavez, **Commissioner, Departed at 12:00 p.m.**  
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**  
Kevin Birmingham, **Chief Building Inspector, Inspection Services**  
Alex Koskinen, **Deputy Director, Administrative Services**  
Tate Hanna, **Legislative & Public Affairs Manager**

**CITY ATTORNEY REPRESENTATIVE:**

Robb Kapla, **Deputy City Attorney**

**2. President’s opening remarks.**

Vice President Meng did not make any 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.**

- In Mr. Dratler's public comment, he requested the BIC revoke the July 3, 2025 administrative permit issued to final three expired building permits at 2177 3<sup>rd</sup> Street. The expired \$500,000 construction tower permit and the expired building permit revision for soil displacement columns both lack required special inspections. Mr. Dratler also questioned how DBI was able to approve a temporary occupancy certificate for 2177 3<sup>rd</sup> Street when the building revision permit was expired and missing approved special inspections.
4. **Discussion and possible action regarding Board of Supervisors Ordinance (File No. 250284-2) amending the Planning Code to provide conditions for repair and relocation of existing noncomplying structures within required yards, grants unpermitted residential structures within yards that were constructed before 2003 noncomplying status, and allow accessory structures up to 10 feet in height and 120 square feet within required yards; amending the Building Code to exempt accessory structures up to 120 square feet from building permits, in addition to other requirements.**

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

- This Ordinance was heard by the BIC May 2025 and was substituted though it did not include any changed to the Building Code portion of the Ordinance and would only amend the Planning Code.
- It allowed for accessory structures up to 120 square feet in a backyard in accordance with the California Building Code.

There was no public comment.

Commissioner Chavez said to explain the substitute.

Deputy City Attorney Robb Kapla said the substitute was a way for the Board to make changes without having to go through the process of amending at a committee and a possible refer back. The substitute was made after this body heard it however there were no amendments to the Building Code they were changes to the Planning Code provisions.

*Vice President Meng made a motion, seconded by Commissioner Neumann to recommend approval of File No. 250284-2.*

**Roll Call Vote by Commission Secretary Harris:**

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

*The motion carried unanimously.*

**RESOLUTION NO. 061-25**

**5. Discussion and possible action regarding Board of Supervisor's Ordinance (File NO. 250702) amending the Building Code to require buildings undergoing major renovations to remain or convert to All-Electric Buildings with exception for physical and technical infeasibility, commercial food establishments, non-residential-to residential conversions, buildings with recent major system replacements, and 100% Affordable Housing.**

Climate Program Manager Cyndy Comerford and Senior Green Building Coordinator Barry Hooper from the Department of Environment, and Legislative Aide of Supervisor Mandelman's office Calvin Ho presented the following information:

- Mr. Hooper presented this file previously to the Mechanical Electrical Plumbing (MEP) subcommittee and the Code Advisory Committee (CAC).
- The Ordinance would expand the all-electric new construction requirement to limited, specific circumstances when a building is renovated or substantially expanded and building systems were replaced.
- Installing new electrical equipment would eliminate the need to retrofit newly installed gas powered equipment in the future.
- It would apply to all new major renovations where the project scope was comparable to new construction.
- It would close a loophole in the existing Ordinance that would allow a complete gut rehabilitation, remove the mechanical systems and reinstall gas.
- This would change the requirement to install all electric equipment.
- It would change the way buildings would be designed from both gas and electric to having only electric equipment.
- The Ordinance was created in coordination with a Building Operations Task Force, which DBI was part of, and the goal was to implement the building operations chapter of the Climate Action Plan.
- Supervisor Mandelman's office decided to sponsor this legislation in 2024, and there was outreach to predominately developers since then.
- The legislation was important because it saved money, protects public health, and creates a resilient city.
- It was shown by the lifeline council that after a large earthquake gas was more combustible, and would take six months to restore power rather than electrical taking six weeks.
- The technology is available and there are several all-electric buildings in San Francisco already. Most new buildings in California are all-electric.
- Gas is being phased out in the region.
- The existing Ordinance required new construction to be all-electric with no on-site gas piping and has been in effect since June 1, 2021. There have been 300 hundred applications and no requests for exemptions based on feasibility.
- Ms. Comerford defined major renovation as a complete replacement of mechanical systems and a substantial scope of work proposed voluntarily with three circumstances. Substantial upgrade was and alteration or addition to an existing building.
- If there were portions of the building not undergoing renovations the requirement did not apply.
- Existing exceptions were physical and technical infeasibility, specific restaurant or food service needs, contractual obligations established before the ordinance, and state or federal regulations.
- The feasibility exception applied when building all-electric was the source of the feasibility issue.
- This ordinance would add exceptions to major renovations only.
- The CAC recommended including B (small enterprise with no seating) and F (non-restaurant commercial food service) occupancy food facilities.

- Fundamental thinking of the Ordinance was the opportunity to get it right from the start when building new.

#### Public Comment

Mr. Charlie Goss of the San Francisco Apartment Association said in April 2025 the BIC voted unanimously to approve legislation to adopt voluntary retrofit standards for concrete non-ductile buildings. The outreach his association did found that although property owners were volunteering to retrofit, if the Ordinance passed as it was, their projects would no longer be financially feasible. Adding the electrical requirement to buildings would kill their plans for the seismic retrofits they were already volunteering to complete. They asked to have seismic retrofits exempted as a recommendation.

#### Commissioner Comments and Questions:

Commissioner Neumann said there was a big financial piece that may defer or dissuade developers from converting or upgrading commercial buildings into housing and the runway for affordable housing did not seem long enough.

Commissioner Williams said if mostly new developments chose to build all-electric what was the need for the Ordinance.

Mr. Hooper said a vast majority of new construction as of 2023 was all-electric but the data on renovations was unknown, however, for example in the seismic retrofits there had to be an energy system replacement proposed. It was a default that construction retained gas equipment and appliances and we would not get the resilience or public health benefit or the climate benefit if the developer reinvested in gas. Administrative Bulletin 112 explained the infeasibility and determination would be supported by a panel of electrical and mechanical engineers, and energy efficiency expert, the developer would hire those for the panel to determine.

**Additional Public Comment** by Mr. Mark Babson of Emerald Fund Housing Developers in San Francisco said they worked with Supervisor Mandelman to get incentives aligned yet the Ordinance was another burden, because it did cost so much and proposed to push the due date out to 2027 to give folks who were already mid project to get new drawings done and to exempt the seismic retrofit buildings.

Commission Secretary Harris closed public comment.

Commissioner Chavez said although the Ordinance was in the right direction to consider the timing of financing for affordable housing which was not concrete at the time and possibly not moving forward until change of the federal administration in 2028 due to funding and what kind of conversations if any were had around financing.

Ms. Comerford said a lot of the federal incentives sunset at the end of 2025. However, a lot of those packages had been implemented at the state level already, and there were significant amounts of multi-housing or low-income housing incentives that still existed specifically for retrofits, not new construction. The air district had a Zero Nox rule, which meant beginning 2027 small residence would no longer be able to install gas water heaters and so electrifying buildings would be the most cost efficient way. If a building was built with gas appliances and something broke and these rules were in place it would cost more to fix. This was not a time or replacement ordinance there were two triggers to be met, builders had to be doing a major renovation and removing their mechanical system.

Commissioner Neumann said if a developer could afford those costs during a major renovation, then it is likely they may make those changes but it might be at the expense of housing production.

Ms. Comerford said there were still robust exemption pathways and housing is imperative to the City. She also stated part of a climate solution to build dense and affordable housing in San Francisco was very important, and the goal was to achieve both goals without having an environmental cost.

Commissioner Chavez said she was particularly concerned with some of the upcoming mandates and asked if we should be watching for those as well.

Ms. Comerford said this was part of the 2021 Climate Action plan that the City adopted and the major renovations were one of the strategies listed when looking at greenhouse emissions, and this was a policy directive that the City had taken and it was really important to move this forward. She said in 2026 the baseline for energy would be heat pumps and there had been pilots working in San Francisco as the City was going in the electrifying direction.

Commissioner Chavez said she would like to see an extension on the timeline, especially for affordable housing projects.

***Commissioner Neumann made a motion, seconded by Commissioner Chavez, to approve File No. 250702-2 with the following amendments: 1) Allow longer phase in of the requirements for a 2-year period, 2) Allow an exception for voluntary seismic retrofits, and 3) Not sunset the exception for affordable housing to show financial impact of allowing them to have mixed fuel.***

**Roll Call Vote by Commission Secretary Harris:**

<b>President Alexander-Tut</b>	<b>Excused</b>
<b>Vice President Meng</b>	<b>Yes</b>
<b>Commissioner Calamuci</b>	<b>Yes</b>
<b>Commissioner Chavez</b>	<b>Yes</b>
<b>Commissioner Neumann</b>	<b>Yes</b>
<b>Commissioner Williams</b>	<b>No</b>

***The motion carried 4 to 1, with Commissioner Williams dissenting.***

**RESOLUTION NO. 062-25**

- 6. Discussion and possible action regarding Board of Supervisors Ordinance (File No. 240803-2) amending the Building Code to expand the Department of Building Inspection's Expanded Compliance Control Program to address fraud, bribery, and failure to accurately represent the presence and number of Unauthorized Dwelling Units at properties subject to a permit application.**

Commissioner Chavez departed the meeting at 12:00 p.m.

Legislative Affairs Manager Tate Hanna presented and made the following points:

- The Department established the Expanded Compliance Control (ECC) Program in 2021.

- The program provided a system for tracking permit applicants who are associated with significant violations of the Building Code, it allowed the department to provide enhanced security for its own systems and allowed additional scrutiny for the applicants.
- To be added to the ECC list an individual must have three or more violations of the San Francisco Building Code in an 18-month period, or one egregious violation leading to life safety risks.
- There are seven individuals on the list, which is posted on the department's website, and those individuals would be subject to the list for five years or more.
- The Ordinance was to amend various sections of the Planning Code specifically related to DBI requiring the Planning Department to inform DBI if an applicant failed to disclose or represent an unauthorized dwelling unit on their application.
- Author of the legislation Supervisor Melgar wanted to crackdown on folks allowing unauthorized dwelling units (UDU) and a method to do that was to place them on the ECC list.
- The program would expand to non-Building Code violations such as fraud, willful misrepresentation associated with a permit or project, bribery or other unlawful influence of a City employee.
- The Administrative & General Design and Disability Access Subcommittee and the Code Advisory Committee both met on July 9, 2025 and unanimously recommended approval of the ordinance.

There was no public comment.

***Commissioner Neumann made a motion, seconded by Commissioner Williams, to recommend approval of File No. 240803-2 to the Board of Supervisors.***

**Roll Call Vote by Commission Secretary Harris:**

<b>President Alexander-Tut</b>	<b>Excused</b>
<b>Vice President Meng</b>	<b>Yes</b>
<b>Commissioner Calamuci</b>	<b>Yes</b>
<b>Commissioner Chavez</b>	<b>Excused</b>
<b>Commissioner Neumann</b>	<b>Yes</b>
<b>Commissioner Williams</b>	<b>Yes</b>

***The motion carried unanimously.***

## **RESOLUTION NO. 063-25**

- 7. Discussion and possible action on proposed Board of Supervisors Ordinance (File No. 250657) amending the Building and Planning Code to comply with California Government Code, Section 66007, by postponing the collection of development impact fees for designated residential development projects to the date of first certification of occupancy or first temporary certificate of occupancy, whichever occurs first.**

Legislative Affairs Manager Tate Hanna presented and made the following points:

- Implementation of Senate Bill (SB) 937 effective January 1, 2025.
- Allowed specified residential development projects to have certain development impact fees deferred to the final inspection or the date the Certificate of Occupancy was issued, whichever was first.

- SB 937 applied to a wide array of housing development projects. In conversations with the Planning Department and it was clear no residential developments were being built in San Francisco that were not utilizing one of the housing categories.
- The department implemented those changes in the required process to defer eligible fees for specified projects in conjunction with the Planning Department, Public Utilities Commission (PUC), San Francisco Unified School District and other relevant departments that impose development impact fees.
- The Administrative & General Design and Disability Access Subcommittee and the CAC met July 9, 2025 and unanimously recommended approval.

There was no public comment.

***Vice President Meng made a motion, seconded by Commissioner Calamuci, to recommend approval of File No. 250657 to the Board of Supervisors.***

**Roll Call Vote by Commission Secretary Harris:**

<b>President Alexander-Tut</b>	<b>Excused</b>
<b>Vice President Meng</b>	<b>Yes</b>
<b>Commissioner Calamuci</b>	<b>Yes</b>
<b>Commissioner Chavez</b>	<b>Excused</b>
<b>Commissioner Neumann</b>	<b>Yes</b>
<b>Commissioner Williams</b>	<b>Yes</b>

***The motion carried unanimously.***

**RESOLUTION NO. 064-25**

**7.Discussion and possible action proposed Administrative Bulletin on Appendix A6: Technical Guidance for voluntary retrofit standards, related to the concrete Building Safety Program established by the Department.**

Ms. Laurel Matthews of the Office of Resilience and Capital Planning presented and made the following points:

- The Administrative Bulletin (AB) would give technical guidance to design professionals on how to meet the voluntary seismic retrofit standards for concrete buildings that were published June 2025.
- The goal of was to tell concrete building owners who were ready to retrofit, the level of safety the City wanted their building to meet.
- Building owners would have two options to meet the standard.
- The Appendix described those options at a high level in the Building Code but the AB provided details needed by a design professional.
- The AB was reviewed by the Code Advisory Committee, Structural Subcommittee, and DBI Technical and Communications staff.

There was no public comment.



*Commissioner Williams made a motion, seconded by Commissioner Neumann, to recommend approval of the Administrative Bulletin on Appendix A6.*

**Roll Call Vote by Commission Secretary Harris:**

<b>President Alexander-Tut</b>	<b>Excused</b>
<b>Vice President Meng</b>	<b>Yes</b>
<b>Commissioner Calamuci</b>	<b>Yes</b>
<b>Commissioner Chavez</b>	<b>Excused</b>
<b>Commissioner Neumann</b>	<b>Yes</b>
<b>Commissioner Williams</b>	<b>Yes</b>

*The motion carried unanimously.*

**RESOLUTION NO. 065-25**

**9. Director's Report.**

**a. Director's Update [Director O'Riordan]**

Director O' Riordan said earlier in the month the Permit Center rolled an easier and more convenient way for customers to get in line for in-person over-the-counter (OTC) plan review. The new Q-less application allowed customers to join online the OTC line over the phone without needing to be onsite. Customers scan a QR code to download the application to their phones, search San Francisco Permit Center and register to get into plan review queue. The application also provided real-time updates on a customer's place in line and sends alerts when it's their turn. Customers can still check-in on the second floor in-person, but now have the option to join the queue in advance. The application allowed customers to sign up for most of DBI's busiest counters such as Building, Mechanical, Electrical, Fire, Public Works, Public Utilities Commission, Public Health, and Commercial Permit support. Some services still required in person registration including OTC intake, payments, inspections, operational permits, and technical services.

Customer feedback was positive and they appreciated the time saved by using the application.

Shout out to our colleagues at the Permit Center for helping the department take another step forward in modernizing our systems and improving the services we provide to customers.

**b. Update on major projects.**

Major projects are those with valuation of \$5 million or greater filed, issued, or completed for the month of June 2025.

- Major projects with permits filed.
  - 10 projects filed
  - \$209.1M combined valuation
  - 251 net housing units
- Major projects Issued
  - 6 permits issued
  - \$100.6M combined valuation

- 102 net housing units
- Major projects with Certificate of Occupancy
  - 2 completed
  - \$43.3 million in valuation
  - 0 net units

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

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

- **File No. 250539:** Amending the Building and Planning Codes to extend the Awning Amnesty Program to apply to existing unpermitted Signs and Gates and remove design standards for gates in specified instances was approved by the Board of Supervisors on July 8, 2025.
- **File No. 250630:** Amending various codes to modify reporting requirements was pending hearing by the Rules Committee.
- **File No. 250592:** Amending the Building, Subdivision and Administrative Coded to adjust fee charged by DBI and to establish sub-funds within the Building Inspection Fund was pending a hearing at the Board of Supervisors.
- **File No. 250259:** Amending the Business and Tax Regulations Code to extend through June 30, 2026 to waive certain first-year permit, license, and business registration fees for specified small businesses that new form or open a new location was heard by the Board of Supervisors on July 8, 2025 and was pending the Mayor's signature.
- **File No. 250191:** Amending the Planning Code to create a time-limited amnesty program for properties listed on DBI's Internal Quality Control Audit and subject to Notice of Violation was next to be heard by the Budget and Finance Committee of the Board of Supervisors.
- **File No. 241069:** Amending the Planning and Subdivision Codes to allow separate conveyance of certain accessory dwelling units and associated primary dwelling units as condominiums.
- **Update to Assembly Bill 306/130:** Law prohibits the California Building Standards Commission (CBSC) from October 1, 2025 until June 1, 2031 from considering approving or adopting any proposed building standards affecting residential units unless:
  - Changes align with a general plan approved on or before June 10, 2025 that permitted mixed-fuel residential construction while also incentivizing all-electric construction
  - Changes relate to home hardening
  - Commission deemed changes necessary as emergency standards
  - Changes substantially similar to those filed by September 30, 2025
  - Standard took effect on January 1, 2032 or later
  - Standards relate to ongoing state working groups related to adaptive reuse or water conservation in buildings
  - Standards relate to single stair buildings
  - Standards relate to home hardening and proposed by State Fire Marshal

- Changes are emergency standards to protect health and safety, or emergency updates to model codes
- **Notable Amendment:** Exempts specific actions related to administrative practices that were proposed for adoption during the intervening period

**d. Update on Inspection Services.**

Chief Building Inspector Kevin Birmingham provided the following Building Inspection Division Performance Measures for June 1, 2025 to June 30, 2025:

Building Inspections Performed	4,985
Complaints Received	373
Complaint Response within 24-72 hours	369
Complaints with 1st Notice of Violation sent	80
Complaints Received & Abated without NOV	192
Abated Complaints with Notice of Violations	60
2nd Notice of Violations Referred to Code Enforcement	48

Chief Building Inspector Kevin Birmingham submitted the following Housing Inspection Division Performance Measures June 1, 2025 to June 30, 2025:

Housing Inspections Performed	741
Complaints Received	450
Complaint Response within 24-72 hours	394
Complaints with Notice of Violations issued	139
Abated Complaints with NOVs	355
# of Cases Sent to Director's Hearing	24
Routine Inspections	89

Chief Building Inspector Kevin Birmingham submitted the following Code Enforcement Services Performance Measures for June 1, 2025 to June 30, 2025:

# Housing of Cases Sent to Director's Hearing	100
# Complaints of Order of Abatements Issues	36
# Complaint of Cases Under Advisement	7
# Complaints of Cases Abated	116
# Code Enforcement Inspections Performed	699
# of Cases Referred to BIC-LC	0
# of Case Referred to City Attorney	0

Chief Building Inspector Kevin Birmingham said Code Enforcement Outreach Programs are updated on a quarterly basis as follows for the 4<sup>th</sup> quarter:

# Total people reached out to	38,634
# Counseling cases	512

# Community Program Participants	4669
# Cases Resolved	255

**e. Update on DBI's finances.**

Deputy Director of Administrative Services Alex Koskinen submitted an update on the Department's June 2025 finances as follows:

Revenue:

- 100% of the year had elapsed
- Total revenue collected exceeded 9-month projections by \$3.4 million and budget by \$9.2 million

Expenditures:

- Total year-end expenditures were projected at 2% below budget
- Total year-end expenditures were to be slightly less than budgeted due to Mayor's hiring freeze.

Permits:

- Year to Date (YTD) permits were 1% lower than the same period last year
- YTD valuation was 4% higher than same period last year

Board of Supervisors added back \$3 million of ongoing General Fund support that would be used to continue the Single Room Occupancy (SRO) program.

There was no public comment.

**10. 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 August 20, 2025.

There was no public comment.

**11. Review and approval of the minutes of the Regular Meeting Minutes of June 16, 2025.**

Deputy City Attorney (DCA) Robb Kapla said the minutes indicated that he attended the June 16, 2025 BIC meeting and it should state the DCA Peter Miljanich attended instead.

*Vice President Meng made a motion, seconded by Commissioner Neumann to approve the Regular Meeting minutes of June 16, 2025 with the correction by DCA Robb Kapla.*

There was no public comment.

*The motion carried unanimously.*

**RESOLUTION NO. 066-25**

**12. Adjournment.**

*Commissioner Neumann made a motion, seconded by Vice President Meng, to adjourn the meeting.*

*The motion carried unanimously.*

The meeting was adjourned at 12:35 p.m.

**RESOLUTION NO. 067-25**

Respectfully submitted,



Monique Mustapha, Assistant BIC Secretary



Edited By: Sonya Harris, BIC Secretary