City and County of San Francisco
Department of Building Inspection

Edwin M. Lee, Mayor
Tom C. Hui, S.E., C.B.O., Acting Director

OFFICE HOURS: 7:30 AM – 5:00 PM MONDAY – FRIDAY, INCLUDING TELEPHONE LINES

The Department of Building Inspection is charged with implementing and enforcing local, state, and federal regulations and controls that govern the design, construction, quality, use, occupancy, and location of buildings and structures within the City and County of San Francisco. A seven-member Building Inspection Commission governs the Department.

	Phone	Fax
TOM C. HUI, S.E., C.B.O., ACTING DIRECTOR – 6TH Floor	**558-6131**	**558-6225**
ED SWEENEY, Acting Deputy Director, Permit Services – 2ND Floor	**558-6142**	**558-6435**
PAMELA LEVIN, Deputy Director, Administrative Services - 6TH Floor	**558-6239**	**558-6207**
DANIEL LOWREY, Acting Deputy Director, Inspection Services and Code Compliance – 3RD Floor	**558-6127**	**558-6435**

DIRECTOR'S OFFICE – 1660 Mission Street, 6th Floor

LEGISLATIVE / PUBLIC AFFAIRS – 1660 Mission Street, 6TH Floor
William Strawn, Manager — **558-6250** — **558-6225**
Responsible for keeping employees and the public fully apprised of the Department's mission and its professional services.

ADMINISTRATIVE SERVICES – 1660 Mission Street, 6TH Floor — **558-6239** — **558-6207**
Pamela Levin, Deputy Director

FINANCE SERVICES (FS) – 1660 Mission Street, 6TH Floor
Gayle Revels, Division Manager — **558-6213** — **558-6207**
Provides support to the Department in the areas of fiscal management, purchasing, and business analysis.
Other function:
Refund Unit – 1660 Mission Street, 6TH Floor — **558-6323** — **558-6207**
Processes request for refunds for fees collected by Department of Building Inspection.
Development Fee Collection Unit – 1660 Mission Street, 6th Floor — **575-6801** — **558-6225**
Collects and disseminates information on development fees owed and/or specific development impact fee requirements. Collects fees and administers the fee deferral program.

RECORDS MANAGEMENT (RMD) – 1660 Mission Street, 4TH Floor
Patty Herrera, Division Manager — **558-6130** — **558-6605**
Responsible for the storage and reproduction of issued plans, permit applications, job cards, certificate of final completion and occupancy (CFC) and miscellaneous documents; production of Report of Residential Building Records (3R) and maintaining historical records. Generate monthly, quarterly, and annual reports detailing the Department's overall performance. Responsible for reporting the Department's Performance Measures and Barometer to the Controller's Office. **Last walk-in customer accepted at 4:00 PM**

PAYROLL/PERSONNEL (PP) – 1660 Mission Street, 4TH Floor
Emily Morrison, Manager — **558-6675** — **558-6636**
Provides support to the Department in the areas of personnel, payroll, and other related Human Resources activities.

INSPECTION SERVICES – 1660 Mission Street, 3RD Floor — **558-6127** — **558-6435**
Daniel Lowrey, Acting Deputy Director

BUILDING INSPECTION DIVISION (BID) – 1660 Mission Street, 3RD Floor
Inspects buildings for compliance with building code requirements, scope of work in accordance with building permits, and responds to complaints on residential and commercial buildings. — **558-6570** — **558-6261**

Condo Conversion (CC) *program processes requests and performs inspections for condominium conversion in residential and commercial buildings.* — **575-6867** — **558-6474**
Disabled Access Section (DAS) *receives and processes accessibility complaints and answers California Building Code (CBC) questions related to accessibility. It also coordinates the Access Appeals Commission (AAC) and issues regarding the Americans with Disability Act (ADA).* — **558-6168** — **558-6474**
Special Inspection (SI) *processes and reviews SI reports and monitors SI field work.* — **558-6132** — **558-6474**
Email: dbi.specialinspection@sfgov.org
Unreinforced Masonry Building (UMB) *program monitors and inspects UMB seismic upgrades.* — **558-6123** — **558-6474**

CODE ENFORCEMENT SECTION (CES) – 1660 Mission Street, 6TH Floor
John Hinchion, Senior Building Inspector — **558-6012** — **558-6226**
Responsible for abatement of code violation cases referred from the building, plumbing, and electrical divisions.

ELECTRICAL INSPECTION DIVISION (EID) – 1660 Mission Street, 3RD Floor
Ron Allen, Chief Electrical Inspector **558-6570** **558-6397**
Provides public safety by enforcing municipal and State regulations and codes relative to construction, alteration, and installation of electrical equipment and systems.

HOUSING INSPECTION SERVICES (HIS) – 1660 Mission Street, 6TH Floor
Rosemary Bosque, Chief Housing Inspector **558-6220** **558-6249**
Inspects buildings for code compliance in residential housing as a result of complaints and inspects apartments and hotels. Also addresses complaints and conducts inspections associated with interior/exterior lead-based paint disturbance/removal.

PLUMBING INSPECTION DIVISION (PID) – 1660 Mission Street, 3RD Floor
Steve Panelli, Chief Plumbing Inspector **558-6570** **558-6178**
Provides public safety by enforcing municipal and State regulations and codes relative to construction, alteration, and installation of plumbing equipment and systems.

DISASTER COORDINATION UNIT (DCU) – 1660 Mission Street, 3rd Floor
Neil Friedman, Chief Building Inspector **558-6168** **558-6474**
Organizes, prepares, and coordinates departmental personnel and resources in order to provide an effectively managed response to incidents of earthquake, emergency, and other disasters in conjunction with the Department of Emergency Management.

PERMIT SERVICES – 1660 Mission Street, 1ST / 2ND / 5TH Floor
Ed Sweeney, Acting Deputy Director **558-6142** **558-6436**

PLAN REVIEW SERVICES (PRS) – 1660 Mission Street, 2nd Floor **558-6133** **558-6436**
Responsible for review and approval of all permit applications to assure that proposed construction work meets life safety, accessibility, structural safety and other requirements of the code. In addition, provides emergency engineering response services. **Last walk-in customer accepted at 4:00 PM**

PERMIT SUBMITTAL & ISSUANCE
David Leung, Division Manager **558-6033** **558-6170**

HELP DESK/TECHNICAL SERVICES DIVISION (TSD) - 1660 Mission Street, 1st Floor
Richard Halloran, Supervisor **558-6205** **558-6140**
Serves as the first point of contact for the public; answers general questions, provides direction to appropriate services; gives permit status. Provides technical support for the Department in the areas of code development and information.

CENTRAL PERMIT BUREAU (CPB) – 1660 Mission Street, 1ST Floor
Wai-Fong Cheung, Supervisor **558-6070** **558-6140**
Accepts and issues construction permits for public and private buildings located within the City and County of San Francisco. Additionally, CPB issues electrical, plumbing and street space permits, and assesses and collects fees for all structures, building enlargements and change of use.
Last walk-in customer accepted at 4:00 PM

PERMIT PROCESSING CENTER – 1660 Mission Street, 5th Floor
Anthony Grieco, Manager **558-6009** **558-6660**
Responsible for permit approval coordination, final approval and permit issuance to assure that the proposed construction work meets requirements of the codes; ensures that the process is performed in a timely manner that is always professional and courteous to all DBI customers.

OVER-THE-COUNTER OPERATION (OTC) – 1660 Mission Street, 5TH Floor
Rudy Pada, Supervisor **558-6456** **558-6041**
Responsible for permit approval coordination, final approval and permit issuance to assure that the proposed construction work meets requirements of the codes; ensures that the process is performed in a timely manner that is always professional and courteous to all DBI customers. **Last walk-in customer accepted at 4:00 PM**

PERMIT CENTER ADMINISTRATION (PPC) – 1660 Mission Street, 2nd Floor
Sylvia Thai, Supervisor **558-6133** **558-6686**
Provides routing of plans to essential plan review disciplines. Update and maintain accurate routing information within the department Permit Tracking System (PTS). Customer assistance in permit extensions, picking up plans and plan review comments. Other special tasks are undertaken as required.
Last walk-in customer accepted at 4:00 PM

MANAGEMENT INFORMATION SERVICES (MIS) – 1650 Mission Street, 3RD Floor
Hema Nekkanti, Development Division Manager **558-6400** **558-6467**
Provides automated data capture, data management, and report dissemination throughout the Department.

BOARDS AND COMMISSIONS

Building Inspection Commission (BIC), Sonya Harris, Commission Secretary	**558-6164**	**558-6509**
Abatement Appeals Board (AAB), Edward Sweeney, Dept. Representative	**558-6142**	**558-6261**
Access Appeals Commission (AAC), Neil Friedman, Dept. Representative	**558-6168**	**558-6474**
Board of Examiners (BOE), Hanson Tom, Dept. Representative	**558-6157**	**558-6686**
Code Advisory Committee (CAC), Kirk Means, Dept. Representative	**575-6832**	**558-6688**
Unreinforced Masonry Buildings Appeals Board (UMBAB), Ed Greene, Dept. Representative	**558-6123**	**558-6474**