ADMINISTRATIVE BULLETIN

NO. AB-027 :

DATE : February 5, 1985 (Updated 01/01/11 for code references)

SUBJECT : Code Enforcement

TITLE : **Illegal Unit Reoccupancy Enforcement Procedure**

PURPOSE : To set forth procedure for handling repeat violations, by the same owner reoccupying an illegal unit.

REFERENCE : 2010 San Francisco Building Code
- Section 102A, Unsafe Building
- Section 103A, Violations

DISCUSSION : Whenever illegal units are re-occupied after a Certificate of Final Completion (CFC) was issued to remove the illegal unit and the ownership has not changed, the enforcement procedure for these cases will be as follows:

1. Send a notice requiring the application for a building permit within ten (10) days to revert the structure to its legal use and to complete the work within thirty (30) days of issuance of the permit.

2. A copy of the notice will be sent to the Planning Department.

3. If the case has already had a Director's Hearing on the same problem, the notice will also include the statement "failure to comply will result in referral of the matter to the City Attorney's office for further action".

4. If the case has not had a Director's Hearing, the notice will include the statement "failure to comply will result in the referral to the Director of Building Inspector for an Abatement Hearing."

The time limits specified must be adhered to and all referrals to Code Enforcement Section (CES) must also include the above statements which are applicable and documented inspection reports.

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Vivian L. Day, C.B.O. Date
Director
Department of Building Inspection

Originally signed by:
Robert C. Levy, Superintendent, BBI

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