



**Notice Requiring Compliance of San Francisco Housing Code Section 604  
For Apartment Buildings/Residential Condos (3 or more units) and Hotels  
(Affidavit is on Reverse Side)**

On September 17, 2002, the Board of Supervisors passed Ordinance # 192-02, which added Section 604 to the San Francisco Housing Code. The pertinent part of the Code Section is provided below for your reference. The following information has been enclosed in this information packet to assist your submittal of the required affidavit **due now\* and every 5 years hereafter**. This requirement is separate and will cycle independently from the periodic health & safety (routine) inspections required by Chapter 3 of the Housing Code.

**SEC. 604. STRUCTURAL MAINTENANCE.**

(a) Affidavit Required. All wood and metal decks, balconies, landings, exit corridors, stairway systems, guard rails, hand rails, fire escapes, or any parts thereof in weather-exposed areas of apartment buildings and hotels shall be inspected by a licensed general contractor, or a structural pest control licensee, or a licensed professional architect or engineer, verifying that the exit system, corridor, balcony, deck or any part thereof is in general safe condition, in adequate working order, and free from hazardous dry rot, fungus, deterioration, decay, or improper alteration. Property owners shall provide proof of compliance with this section by submitting an affidavit form (provided by the Department) signed by the responsible inspector to the Housing Inspection Services Division every five years. For purposes of this section, weather-exposed areas means those areas which are not interior building areas.

**San Francisco Housing Code Requirements:** Section 604 requires apartment house (including residential condominium buildings of (three [3] dwellings or more) and hotel (six [6] guest rooms or more) owners to have all building appendages inspected by a licensed general contractor, or structural pest control licensee, or licensed professional architect or engineer, verifying that the exit system, corridor, balcony, deck, or any part thereof (that exists within the subject building as identified in Section 604, found above.

**Note for Residential Condominiums:** The San Francisco Housing Code defines residential condominiums (of three dwellings or more) to be apartment houses and therefore, subject to this requirement. Residential condominium owners should have their home owner's association complete the enclosed affidavit if the building appendages described above are in the common or public areas of the building. If they are not part of the common area, but related to a specific dwelling/condo, then that residential condominium owner must complete the affidavit and return it to DBI's Housing Inspection Services Division per the instructions indicated below.

**Proof of Compliance & Mailing Instructions:** Property owners shall provide proof of compliance with this Section by submitting the compliance affidavit, with verification (if applicable) completed and signed by the licensed professional who inspected the subject building. Completed affidavits must be submitted to the Housing Inspection Services Division as indicated below, every 5 years, by mail, fax or email to:

**Mail:** DBI - Housing Inspection Services Division  
Attn: Section 604 H.C. Affidavit Filing  
49 South Van Ness Avenue, 4/F  
San Francisco, CA. 94103  
**Office 628.652.3700**  
**FAX 628.652.3709**  
**Email:** dbi.hissection604@sfgov.org

**Code Enforcement for Failure to File:** Code enforcement proceedings as required by the San Francisco Housing Code will be initiated against those property owners who do not file completed and signed affidavits to the Department of Building Inspection by the required date. If you have any questions, please contact the Housing Inspection Services Division at (628) 652-3700

*\*If you have submitted your completed affidavit within the last five years upon receipt of this notice, you do not have to complete and submit a new affidavit.*



**COMPLIANCE AFFIDAVIT**  
**SECTION 604 OF THE SAN FRANCISCO HOUSING CODE**  
**(Requirements are described in the Notice on the reverse side)**

**Building Location:**

Building Address: \_\_\_\_\_ Assessors Block/Lot: \_\_\_\_\_

**Building Type:** (select one)

- Apartment House  Hotel  
 Residential Condo Building (Apartment House with three (3) or more dwellings - building appendage in common areas)  
 Individual Residential Condo (Individual Dwelling Unit with building appendages in private area)

**Property Owner Information:** (select one & complete)

- Name of Property Owner: \_\_\_\_\_  
 Name of Residential Condominium Association Representative: \_\_\_\_\_  
Mailing Address for building contact (owner or condo association): \_\_\_\_\_  
Phone # of Contact Person: \_\_\_\_\_

**Licensed Professional Information:** (select type of professional & complete)

- Name of Licensed Professional that reviewed building: \_\_\_\_\_  
Mailing Address of Licensed Professional: \_\_\_\_\_  
Phone # of Licensed Professional: \_\_\_\_\_ License #: \_\_\_\_\_  
Type of professional:  
 General Contractor  Architect  
 Civil Engineer  Structural Engineer  
 Structural Pest Control Inspector

**Affidavit Verification:** (Complete verification below)

- Exterior building appendages (as described on reverse side) **DO NOT** exist at the subject building.  
 Exterior building appendages **DO** exist at the subject building.

I, \_\_\_\_\_, hereby verify to the best of my knowledge that at the time of my inspection on \_\_\_\_\_, all wood and metal decks, balconies, landings, exit corridors, stairway systems, guardrails, handrails, fire escapes, or any parts thereof in weather-exposed areas, (that exist at the subject building identified above) are in general safe condition, adequate working order, and free from deterioration, decay, or improper alteration that could cause a safety hazard.

\_\_\_\_\_  
Signature of Licensed Professional indicated above Date Signed

**Please submit this completed & signed affidavit to the Department of Building Inspection as follows:**

**Mail:** DBI - Housing Inspection Services Division

Attn: Section 604 H.C. Affidavit Filing

49 South Van Ness Avenue, 4/F

San Francisco, CA. 94103

**Office 628.652.3700**

**FAX 628.652.3709**

**Email:** dbi.hissection604@sfgov.org

*Please make a copy of this affidavit for your records prior to submittal to the Department of Building Inspection.*