

**BOARD OF APPEALS, CITY & COUNTY OF SAN FRANCISCO**

Appeal of  
PETER POON,

Appeal No. **22-052**

Appellant(s)

VS.

DEPARTMENT OF BUILDING INSPECTION,

PLANNING DEPARTMENT APPROVAL Respondent

## NOTICE OF APPEAL

**NOTICE IS HEREBY GIVEN THAT** on July 18, 2022, the above named appellant(s) filed an appeal with the Board of Appeals of the City and County of San Francisco from the decision or order of the above named department(s), commission, or officer.

The substance or effect of the decision or order appealed from is the ISSUANCE on July 13, 2022 to Kenny and Amy Tseng, of an Alteration Permit (comply with Complaint Nos. 202182981 and 202183006; first floor add bathroom, convert existing exercise and play room to bedroom, office and kitchenette; add interior stair connection between first and second floor at ground floor) at 331 28th Avenue.

**APPLICATION NO. 2022/0711/8177**

**FOR HEARING ON August 24, 2022**

Address of Appellant(s):

Address of Other Parties:

Peter Poon, Appellant(s)  
400 27th Avenue, Apartment No. 4  
San Francisco, CA 94121

Kenny and Amy Tseng, Permit Holder(s)  
c/o Bin Lei, Agent for Permit Holder(s)  
1605 Hunt Drive  
Burlingame, California 94010



Date Filed: July 18, 2022

**CITY & COUNTY OF SAN FRANCISCO  
BOARD OF APPEALS**

**PRELIMINARY STATEMENT FOR APPEAL NO. 22-052**

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I / We, **Peter Poon**, hereby appeal the following departmental action: **ISSUANCE of Alteration Permit No. 2022/0711/8177** by the **Department of Building Inspection** which was issued or became effective on: **July 13, 2022**, to: **Kenny and Amy Tseng**, for the property located at: **331 28th Avenue**.

**BRIEFING SCHEDULE:**

The Appellant may, but is not required to, submit a one page (double-spaced) supplementary statement with this Preliminary Statement of Appeal. No exhibits or other submissions are allowed at this time.

Appellant's Brief is due on or before: 4:30 p.m. on **August 4, 2022, (no later than three Thursdays prior to the hearing date)**. The brief may be up to 12 pages in length with unlimited exhibits. It shall be double-spaced with a minimum 12-point font. An electronic copy shall be emailed to: [boardofappeals@sfgov.org](mailto:boardofappeals@sfgov.org), [julie.rosenberg@sfgov.org](mailto:julie.rosenberg@sfgov.org), [tina.tam@sfgov.org](mailto:tina.tam@sfgov.org), [corey.teague@sfgov.org](mailto:corey.teague@sfgov.org) and [abcadd@sbcglobal.net](mailto:abcadd@sbcglobal.net).

Respondent's and Other Parties' Briefs are due on or before: 4:30 p.m. on **August 18, 2022, (no later than one Thursday prior to hearing date)**. The brief may be up to 12 pages in length with unlimited exhibits. It shall be double-spaced with a minimum 12-point font. An electronic copy shall be emailed to: [boardofappeals@sfgov.org](mailto:boardofappeals@sfgov.org), [julie.rosenberg@sfgov.org](mailto:julie.rosenberg@sfgov.org), [tina.tam@sfgov.org](mailto:tina.tam@sfgov.org), [corey.teague@sfgov.org](mailto:corey.teague@sfgov.org) and [rpoon331@gmail.com](mailto:rpoon331@gmail.com).

Hard copies of the briefs do NOT need to be submitted to the Board Office or to the other parties.

Hearing Date: **Wednesday, August 24, 2022, 5:00 p.m., Room 416 San Francisco City Hall, 1 Dr. Carlton B. Goodlett Place**. The parties may also attend remotely via Zoom. Information for access to the hearing will be provided before the hearing date.

All parties to this appeal must adhere to the briefing schedule above, however if the hearing date is changed, the briefing schedule MAY also be changed. Written notice will be provided of any changes to the briefing schedule.

In order to have their documents sent to the Board members prior to hearing, **members of the public** should email all documents of support/opposition no later than one Thursday prior to hearing date by 4:30 p.m. to [boardofappeals@sfgov.org](mailto:boardofappeals@sfgov.org). Please note that names and contact information included in submittals from members of the public will become part of the public record. Submittals from members of the public may be made anonymously.

**Please note** that in addition to the parties' briefs, any materials that the Board receives relevant to this appeal, including letters of support/opposition from members of the public, are distributed to Board members prior to hearing. All such materials are available for inspection on the Board's website at [www.sfgov.org/boa](http://www.sfgov.org/boa). You may also request a hard copy of the hearing materials that are provided to Board members at a cost of 10 cents per page, per S.F. Admin. Code Ch. 67.28.

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**The reasons for this appeal are as follows:**

Arguments will be set forth in the brief.

**Appellant:**

Signature: The Appeal was filed by telephone.

Print Name: Peter Poon, appellant

**Permit Details Report****Report Date:** 7/18/2022 11:59:12 AM

Application Number: 202207118177  
 Form Number: 8  
 Address(es): 1405 / 008 / 0 331 28TH AV  
 Description: COMPLY W/ COMPLAINT 202182981 & 202183006. 1/F: ADD BATHROOM, CONVERT (E) EXERCISE & PLAY ROOM TO BEDROOM, OFFICE & KITCHENETTE. ADD INTERIOR STAIR CONNECTION BETWEEN 1ST & 2ND FL AT G/F.  
 Cost: \$50,000.00  
 Occupancy Code: R-3  
 Building Use: 28 - 2 FAMILY DWELLING

**Disposition / Stage:**

Action Date	Stage	Comments
7/11/2022	TRIAGE	
7/11/2022	FILING	
7/11/2022	FILED	
7/13/2022	APPROVED	
7/13/2022	ISSUED	

**Contact Details:****Contractor Details:**

License Number: OWNER  
 Name: OWNER  
 Company Name: OWNER  
 Address: OWNER \* OWNER CA 00000-0000  
 Phone:

**Addenda Details:****Description:**

Step	Station	Arrive	Start	In Hold	Out Hold	Finish	Checked By	Hold Description
1	BID-INSP	7/11/22	7/11/22			7/11/22		F CLANCY
2	HIS	7/11/22	7/11/22			7/11/22	LOPEZ JOSE	
3	INTAKE	7/11/22	7/11/22			7/11/22	JINGJING LU	
4	CP-ZOC	7/11/22	7/11/22			7/11/22	ENCHILL CHARLES	7/11/2022: N/A - Interior remodel maintaining two units. 3R Report already authorized two (2) units in 2013. Charles.Enchill@sfgov.org
5	BLDG	7/12/22	7/12/22			7/12/22	LIU STEPHEN	Approved otc
6	MECH	7/13/22	7/13/22			7/13/22	SHAIKH MOHSIN	Approved OTC. Plans returned to the applicant.
7	SFPUC	7/13/22	7/13/22			7/13/22	BRIEN LULU	Capacity Charges N/A, not enough fixtures added to warrant larger meter, plans returned OTC. - 7/13/2022
8	CPB	7/13/22	7/13/22			7/13/22	VICTORIO CHRISTOPHER	

This permit has been issued. For information pertaining to this permit, please call 628-652-3450.

**Appointments:**

Appointment Date	Appointment AM/PM	Appointment Code	Appointment Type	Description	Time Slots
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**Inspections:**

Activity Date	Inspector	Inspection Description	Inspection Status
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**Special Inspections:**

Addenda No.	Completed Date	Inspected By	Inspection Code	Description	Remarks
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For information, or to schedule an inspection, call 628-652-3400 between 8:30 am and 3:00 pm.

Station Code Descriptions and Phone Numbers
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## BRIEF SUBMITTED BY THE APPELLANT(S)

Before the Board of Appeals

Brief of Appellants Peter Poon and Rocky Poon

**Appeal No. : 22 – 052**

Appeal Title: Poon vs. DBI, PDA

Subject Property: 331 28<sup>th</sup> Avenue, San Francisco

Permit Type: Alteration Permit

**Permit No. : 2022/0711/8177**

Appellants Address:  
400 27<sup>th</sup> Ave., Apt. No. 4  
San Francisco, CA 94121

## **INTRODUCTION**

This matter arises when the subject property owner and permit holder Kenny Tseng (“Tseng”) knowingly ignored the lives of the people by illegally building a whole story structure on the rear third floor of the house in addition to a non-fire resistant deck along the property line on the side of the second floor of the building. All such work was done without permit and the complaint was very specific pinpointing such brazen violations. Yet, Tseng now holds the permit claiming loud and clear that he will cure the complaint. The truth is that this permit is not going to cure any of the noted violations. Therefore, It must be overturned.

## **RELEVANT FACT**

Appellant Peter Poon (“Poon”) was one of the tenants in the subject property from 1991 to 2021. By December 2021, Poon and his family was forced to move out of the illegal apartment they called home for 31 years due to Tseng’s illegal construction – built and created a big and full story structure on the rear third floor and a non-fire resistant deck on the property line on the side of the second floor – all without permit.

The permit history regarding the subject property are as follows: In 1984, a permit for work on the building valuing at \$326,756 was being sought but it was disapproved and being cancelled in the following year. See **Exhibit 1**. In 1985, after the cancellation of the 1984 permit application, the owner applied another permit for work on the building valuing at only 37,000. The permit Application Number was 8514647. The project was completed in 1987. See **Exhibit 2**.

Since then the building had not had any work on it until after the current owner, Tseng, bought it in 2014. Tseng, in 2018, obtained a permit, application no. 201812128157, describing the work as (A) remodel existing bathroom and add 1 new bathroom at 3<sup>rd</sup> Floor. (B) add 1 new bathroom at 2<sup>nd</sup> floor at the cost of \$48,000. The project was signed off the next year. See **Exhibit 3**. Tseng used this permit as a shield to remodel the entire second and third floors. Before this permit's issuance, Tseng remodeled and replaced the 3 sides walls on top of the illegal bath at the illegal unit's bathroom.

After that, between 2019 and 2021, construction noises were on going from time to time. We had the reason to believe Tseng was working under a permit because there was a job card posting on the front window at all time until an entire story structure was erected in the rear of the building. In other words, Tseng built among other things an entire story structure in the rear of the 3<sup>rd</sup> floor and a deck on the property line on the side of the 2<sup>nd</sup> floor, between 2019 and 2021, all without permit.

How did we find out Tseng had not obtained a building permit for the expansion and the deck despite the fact that Tseng posted a job card on the front house window during the time of the construction work? Because Tseng did not enforce the foundation after he closed up the rear extension (we knew the foundation was for one story building) and the deck on the property line did not provide a 1 hour fire separation wall, we then checked with the DBI and confirmed that Tseng illegally built that extension, deck, and among other things.



On or about October 2021, after Tseng refused to correct his wrongful action in the unlawful construction of the building, his refusal to perform the needed repairs of the illegal unit, and fear of the building would collapse, we filed an official complaint with the DBI. See **Exhibit 4**.

Inspectors from the DBI did have come to the property and then claim to perform investigation. After seeing no action was taken from the DBI and feared the building would collapse, we were forced to move out the illegal unit we called home for 31 years on or about December 2021.

Instead of doing the right thing to correct his illegal works, Tseng cheated for the subject permit and put people's live in danger.

### **DISCUSSION**

The conditions Tseng created in that house subject of this appeal are nuisance which would endanger the health and life of any person living in that building in violation of California Health, Safety, and Building Codes. The side deck on the second floor on the south side of the property line did not provide 1 hour fire separation thereby created a fire hazard. The 3<sup>rd</sup> floor rear expansion equally created a fire hazard because there was no electrical inspection performed and the substandard electrical wiring would cause fire and the creation of the entire story without any foundation enforcement measure would cause the building to collapse very easily should an earthquake strike.

The subject permit shows how easy Tseng sailed through the process despite the very specific complaint and obvious violation shown. This must be a pay to play at work. It is very basic that all floors must be shown on a plan but the Tseng plan provided only 2 floor out of 3. This was not a simple mistake went unnoticed as the work without permit violation and legalize the illegal unit are inseparable whole procedure. See the Rule/Procedure for legalize an illegal unit in San Francisco at **Exhibit 5**.

The third floor rear expansion and the deck without permit are serious violations and the illegal unit was no longer suit for human occupancy received no violation as well. Made no mistake, Tseng created these unsafe conditions has successfully forced my family out of a place called home for the last 31 years on the one hand, and on the other hand, these nuisance will endanger the life of the people living in that building and the neighboring buildings as well.

### CONCLUSION

Base on the forgoing reasons and others will be presented at the hearing, the Board should overturn the subject permit.

Dated: August 3, 2022

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'P. Poon', written over a horizontal line.

Peter Poon, Appellant

A handwritten signature in blue ink, appearing to read 'Rocky Poon', written over a horizontal line.

Rocky Poon, Appellant

## **EXHIBIT 1**

**Permit Details Report****Report Date:** 7/28/2022 10:31:22 AM

Application Number: 8400483

Form Number: 2

Address(es): 1405 / 008 / 0 331 28TH AV

Description:

Cost: \$326,756.00

Occupancy Code: R-3

Building Use: 28 - 2 FAMILY DWELLING

**Disposition / Stage:**

Action Date	Stage	Comments
1/12/1984	FILED	
10/24/1985	DISAPPROVED	
11/25/1985	CANCELLED	

**Contact Details:****Contractor Details:****Addenda Details:****Description:**

Step	Station	Arrive	Start	In Hold	Out Hold	Finish	Checked By	Phone	Hold Description
0	CP-ZOC					10/21/85	LLM	628-652-7300	HOLD EXPIRED, SEND NOTICE OF CANCELLATION
0	COUNTER					10/24/85	JR	628-652-3780	

**Appointments:**

Appointment Date	Appointment AM/PM	Appointment Code	Appointment Type	Description	Time Slots
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**Inspections:**

Activity Date	Inspector	Inspection Description	Inspection Status
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**Special Inspections:**

Addenda No.	Completed Date	Inspected By	Inspection Code	Description	Remarks
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## **EXHIBIT 2**

**Permit Details Report****Report Date:** 7/28/2022 10:32:35 AM

Application Number: 8514647

Form Number: 3

Address(es): 1405 / 008 / 0 331 28TH AV

Description: HORIZONTAL EXTENSION REAR &amp; FRONT

Cost: \$37,000.00

Occupancy Code: R-3

Building Use: 28 - 2 FAMILY DWELLING

**Disposition / Stage:**

Action Date	Stage	Comments
12/31/1985	FILED	
5/22/1986	APPROVED	
5/27/1986	ISSUED	
7/9/1987	COMPLETE	

**Contact Details:****Contractor Details:****Addenda Details:****Description:**

Step	Station	Arrive	Start	In Hold	Out Hold	Finish	Checked By	Hold Description
0	BID- INSP					1/6/86		
0	PAD- STR					5/14/86		
0	CP-ZOC					2/13/86		
0	DPW- BSM					5/20/86		

This permit has been issued. For information pertaining to this permit, please call 628-652-3450.

**Appointments:**

Appointment Date	Appointment AM/PM	Appointment Code	Appointment Type	Description	Time Slots
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**Inspections:**

Activity Date	Inspector	Inspection Description	Inspection Status
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**Special Inspections:**

Addenda No.	Completed Date	Inspected By	Inspection Code	Description	Remarks
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For information, or to schedule an inspection, call 628-652-3400 between 8:30 am and 3:00 pm.

Station Code	Descriptions and Phone Numbers
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## **EXHIBIT 3**

**Permit Details Report****Report Date:** 7/9/2022 4:58:11 PM

Application Number: 201812128157

Form Number: 8

Address(es): 1405 / 008 / 0 331 28TH AV  
1405 / 008 / 0 333 28TH AV

Description: 1) A)REMODEL EXTG BATHROOM AND ADD 1 NEW BATHROOM AT 3RD FLOOR. B)ADD 1 NEW BATHROOM AT 2ND FLOOR.

Cost: \$48,000.00

Occupancy Code: R-3

Building Use: 28 - 2 FAMILY DWELLING

**Disposition / Stage:**

Action Date	Stage	Comments
12/12/2018	TRIAGE	
12/12/2018	FILING	
12/12/2018	FILED	
12/13/2018	APPROVED	
12/13/2018	ISSUED	
6/12/2019	COMPLETE	4841518 Final Inspection/Approved

**Contact Details:****Contractor Details:**

License Number: 817968

Name: JASON OWYANG

Company Name: J P E CONSTRUCTION

Address: 3444 ULLOA ST \* SAN FRANCISCO CA 94116-0000

Phone: 4155665003

**Addenda Details:****Description:**

Step	Station	Arrive	Start	In Hold	Out Hold	Finish	Checked By	Hold Description
1	INTAKE	12/12/18	12/12/18			12/12/18	SHAWL HAREGGEWAIN	
2	BLDG	12/12/18	12/12/18			12/12/18	MCELROY CAREY	
3	MECH	12/12/18	12/12/18			12/12/18	TAN (PETER) JIA JIAN	Approved OTC
4	SFPUC	12/13/18	12/13/18			12/13/18	CHUNG DIANA	OTC - Capacity Charge not applicable. Not enough additional fixture. Return to Applicant - 12/13/18.
5	CPB	12/13/18	12/13/18			12/13/18	SAPHONIA COLLINS	

This permit has been issued. For information pertaining to this permit, please call 628-652-3450.

**Appointments:**

Appointment Date	Appointment AM/PM	Appointment Code	Appointment Type	Description	Time Slots
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**Inspections:**

Activity Date	Inspector	Inspection Description	Inspection Status
6/12/2019	Michael (Yuet) Chan	FINAL INSPECT/APPRVD	FINAL INSPECT/APPRVD
3/7/2019	Michael (Yuet) Chan	OK TO COVER	OK TO COVER

**Special Inspections:**

Addenda No.	Completed Date	Inspected By	Inspection Code	Description	Remarks
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For information, or to schedule an inspection, call 628-652-3400 between 8:30 am and 3:00 pm.

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## **EXHIBIT 4**

**COMPLAINT DATA SHEET****Complaint****Number:** 202182981

Owner/Agent: OWNER DATA SUPPRESSED

Owner's Phone: --

Contact Name: --

Contact Phone: --

Complainant: COMPLAINANT DATA  
SUPPRESSED

Date Filed:

Location: 331 28TH AV

Block: 1405

Lot: 008

Site:

Rating:

Occupancy Code:

Received By: BPEREZ

Division: HIS

Complainant's

Phone:

Complaint

Source:

WEB FORM

Assigned to

Division: HIS

Description:

date last observed: 12-OCT-21; time last observed: 5 years; identity of person performing the work: Personal; exact location: Basement; building type: Residence/Dwelling  
INSECTS/RODENTS; DILAPIDATED STRUCTURE; BROKEN APPLIANCES;

Instructions:

**INSPECTOR INFORMATION**

DIVISION	INSPECTOR	ID	DISTRICT	PRIORITY
HIS	MCCARTHY	63018		

**REFERRAL INFORMATION****COMPLAINT STATUS AND COMMENTS**

DATE	TYPE	DIV	INSPECTOR	STATUS	COMMENT
10/13/21	OTHER BLDG/HOUSING VIOLATION	HIS	McCarthy	TELEPHONE CALLS	Spoke to complainant, scheduled site inspection. LM
10/13/21	CASE OPENED	HIS	McCarthy	CASE RECEIVED	
10/15/21	OTHER BLDG/HOUSING VIOLATION	HIS	McCarthy	PERMIT RESEARCH	
10/15/21	OTHER BLDG/HOUSING VIOLATION	HIS	McCarthy	INSPECTION OF PREMISES MADE	Complaint investigation performed with complainant and property owners present. Permit research required. LM

**COMPLAINT ACTION BY DIVISION****NOV (HIS):****NOV (BID):**

Inspector Contact Information

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**COMPLAINT DATA SHEET****Complaint Number:** 202183006

Owner/Agent: OWNER DATA SUPPRESSED

Owner's Phone: --

Contact Name: --

Contact Phone: --

Complainant: COMPLAINANT DATA SUPPRESSED

Date Filed:

Location: 331 28TH AV

Block: 1405

Lot: 008

Site:

Rating:

Occupancy Code:

Received By: AGEE

Division: BID

Complainant's

Phone:

Complaint

Source: WEB FORM

Assigned to

Division: BID

Description: date last observed: 12-OCT-21; time last observed: 5 years; identity of person performing the work: Personal; exact location: Main Bldg; building type: Residence/Dwelling ILLEGAL UNIT; WORK W/O PERMIT; WORK BEYOND SCOPE OF PERMIT; WORK BEING DONE IN DANGEROUS MANNER;

Instructions:

**INSPECTOR INFORMATION**

DIVISION	INSPECTOR	ID	DISTRICT	PRIORITY
BID	FRANCIS	6380		

**REFERRAL INFORMATION****COMPLAINT STATUS AND COMMENTS**

DATE	TYPE	DIV	INSPECTOR	STATUS	COMMENT
10/13/21	CASE OPENED	BID	Hartley	CASE RECEIVED	
10/13/21	OTHER BLDG/HOUSING VIOLATION	INS	Tienda	CASE UPDATE	Case reviewed and assigned to complaint investigation team per CM; ag
10/14/21	OTHER BLDG/HOUSING VIOLATION	BID	Tienda	CASE UPDATE	Investigating
10/15/21	OTHER BLDG/HOUSING VIOLATION	BID	Tienda	CASE UPDATE	Performed site inspection. Will schedule meeting with owner of building to verify works performed. Will seek plans for building.
06/24/22	OTHER BLDG/HOUSING VIOLATION	BID	Francis	CASE UPDATE	Left WYWO hanger
07/01/22	OTHER BLDG/HOUSING VIOLATION	BID	Francis	CASE UPDATE	Generated inspection request letter CF
07/06/22	OTHER BLDG/HOUSING VIOLATION	INS	Francis	CASE UPDATE	1st inspection letter mailed;jy
07/11/22	OTHER BLDG/HOUSING VIOLATION	INS	Francis	CASE UPDATE	Inspection Request 2nd Notice mailed per CF/tt
07/11/22	OTHER BLDG/HOUSING VIOLATION	BID	Francis	CASE UPDATE	Generated 2nd inspection request letter. CF
07/14/22	OTHER BLDG/HOUSING VIOLATION	BID	Francis	CASE UPDATE	assigned to district inspector Pa 202207118177 CF

**COMPLAINT ACTION BY DIVISION****NOV (HIS):****NOV (BID):**

Inspector Contact Information

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## **EXHIBIT 5**



## INFORMATION SHEET

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**NO. G-17**

**DATE** : August 12, 2016

**CATEGORY** : General

**SUBJECT** : Legalization of Dwelling Units Installed Without a Permit

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**REFERENCE** : San Francisco Building Code  
Administrative Bulletin AB-005: Procedures for Approval of Local Equivalencies  
Administrative Bulletin AB-028: Pre-application and Pre-addendum Plan review  
Procedures  
Ordinance No. 43-14

**DISCUSSION** :

**(A) Summary of Ordinance No. 43-14**

1. Voluntary program that allows one unauthorized dwelling unit per lot that existed prior to January 1, 2013 to pursue legalization with DBI and Planning.
2. Units with current Notices of Violation shall be suspended if owner opts to pursue legalization and cleared if the unit is legalized within one year.
3. Units that have pursued no-fault evictions with the Rent Board after March 2014 must wait either 5 or 10 years before they may apply for legalization
4. Capital improvement costs for legalization cannot be passed through to the tenant occupant, and the owner must provide temporary relocation compensation to the tenant occupant if applicable per Rent Board standards.
5. Legalized units cannot pursue subdivision or condo conversion with DPW.

**(B) OWNER ANONYMITY:**

Prior to submittal of the screening form to DBI for filing, the applicant may pursue the screening process anonymously. Anonymity is no longer possible after submittal of the screening form to DBI for filing.

**(C) SCREENING PROCESS:**

DBI will provide an initial screening process that is non-binding to help owners understand the estimated costs to legalize before filing an official application. Owners may hire an engineer or design professional or contractor for representation. The owner or professional agent may go to the Unit Legalization Counter on the 1<sup>st</sup> Floor of 1660 Mission Street to meet informally with DBI Technical Services staff to arrive at a cost estimate. DBI staff may consult with the Fire Department if applicable. Following the screening process, the owner or professional agent may formally apply for legalization with the Planning Department and submit building permit applications with DBI. Electrical and plumbing permits will also be required.

**(D) SCREENING FORM:**

The Screening Form identifies all the building code issues applicable to legalization. The screening form will not be used by the Department in an official capacity.

Attached to the Screening Form is the Checklist requiring floor plans for the entire building and a site plan showing location of all structures on the subject lot; evidence from Water Department, telephone, gas or electric records, written lease agreements, etc. showing dwelling unit to be legalized existed prior to January 1, 2013; assessment/costs prepared by licensed contractor, architect or engineer that outlines compliance plan to meet codes (or any equivalencies DBI and Planning agree upon); etc.

**(E) FUNDING SOURCES:**

DBI will provide information on available funding sources for building code compliance including the CALHOMESF loan from the Mayor's Office of Housing and Community Development.

(Also see Attachment B: Checklist item 38)

**(F) DETERMINATION OF EQUIVALENCIES:**

Through pre-application meeting (see AB-028) or AB-005, DBI and Fire shall determine whether building code equivalencies are applicable to the various code issues related to legalization.

Director of DBI and Fire Marshall shall determine whether equivalencies from previous building code cycles may apply to facilitate authorization of existing units under Planning Code 207.3, and coordinate with Zoning Administrator in drafting a joint Administrative Bulletin DBI and Planning determine are necessary/helpful to implement this ordinance. Any such AB developed jointly or separately shall be completed within one year of the effective date of this ordinance (May 2015).

**(G) REPORT TO ASSESSOR:**

Legalized units may (or can) increase the property value, and shall be reported to the Assessor when completed, so property taxes may increase as a consequence of legalization. Provide all floor plans (before and after), cost documents and any documents included with application. Final application should be recorded with the Office of the Assessor-Recorder.

**(H) RENT CONTROL REQUIREMENTS:**

If the building where the unit is being legalized is subject to the Rent Ordinance, the legalized unit shall also be subject to the Rent Ordinance.

**(I) EFFECTIVENESS OF PROGRAM:**

Director of DBI and the Zoning Administrator must issue a joint report on the effectiveness of the legalization program six months after the ordinance takes legal effect, and this report must be updated every six months for three years. After this initial 3-year program period, the updated legalization list shall be included in the City's annual housing inventory. The Planning Department shall create and maintain a Master List of authorized/legalized units.

**(J) MONITORING FEE:**

DBI will suspend collection of the \$52 monthly monitoring fee tied to any NOV where the owner has filed an application to legalize one unit, per this ordinance, as an additional incentive to make the owners/public aware of the option to legalize.



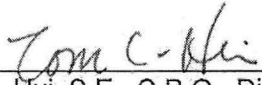
**(K) PERMIT PROCESS FOR FILING A BUILDING PERMIT APPLICATION FOR THE FORMAL LEGALIZATION OF THE EXISTING UNAUTHORIZED DWELLING :**


The following stamp shall be stamped on "description of work" on the building permit application form:

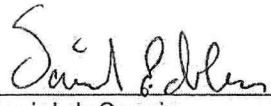
Unit Legalization  
Per Ordinance 43-14

CPB staff shall input in the "description of work" in the PTS as follows:

"Legalization of dwelling units installed without a permit per Ordinance No. 43-14."

  
Tom C. Hui, S.E., C.B.O., Director  
Department of Building Inspection  
or Date 7/13/16

  
John Rahaim, Director  
Planning Department  
Date 7/13/16

  
Daniel deCossio  
Fire Marshal  
Date 8/3/16

  
Robert Collins  
Rent Board  
Date 8/12/16

**Attachments:**

- A. Screening form
- B. Checklist

This Information Sheet is subject to modification at any time. For the most current version, visit our website at <http://www.sfdbi.org>



## Legalization of Dwelling Units Installed Without a Permit

### SCREENING FORM – No fee to file

The Screening Form shall be completed by a California licensed architect, civil or structural engineer or contractor. Submittal of this Screening Form is to summarize the evaluation performed on the building and to identify code issues related to the legalization of existing unauthorized dwelling units under Ordinance No. 43-14.

**Submit the completed Screening Form (with the supporting documents) either:**

- As a pdf attachment to [unitlegalization@sfgov.org](mailto:unitlegalization@sfgov.org) with "Unit Legalization Screening Submittal" in subject line; **or**
- As a hardcopy by U.S. mail to: 49 South Van Ness Avenue, Suite 500 San Francisco, CA 94103 Attn: Technical Services

**BLOCK / LOT NUMBER** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CONTACT (OWNER OR AGENT)** \_\_\_\_\_

### SECTION 1 – ADMINISTRATIVE INFORMATION

\_\_\_\_\_  
Contact Name                      Contact Telephone                      Contact Email

\_\_\_\_\_  
Contact Mailing Address

### SECTION 2 – DOCUMENTATION OF EXISTING UNAUTHORIZED DWELLING UNITS AND IDENTIFICATION OF RELATED CODE ISSUES

- ☐ Attach floor plans for the entire building to demonstrate egress or other code issues
- ☐ Attach site (plot) plan showing the location of existing buildings, other structures on the site, property lines and locations of adjacent streets or alleys.
- ☐ Assessment/costs prepared by licensed contractor, architect or engineer that outlines compliance plan to meet codes (or any equivalencies subject to approval by DBI, Fire and Planning):

### Identification of code issues:

This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

**Estimated cost for compliance:**

[illegible]

**Total estimated cost for compliance =**

- ☐ Owner also to provide evidence from Water Department, telephone, gas or electric records, written lease agreements, etc. showing dwelling unit to be legalized existed prior to January 1, 2013;

Previously approved Permit Application ☐

Previously approved Plan ☐

Certificate of Final Completion ☐

Written Lease Agreement ☐

Original construction documents ☐

Water Department bill ☐

Telephone bill ☐

Gas or Electric records ☐

Other ☐

**SECTION 3 – DESIGN PROFESSIONAL/CONTRACTOR & OWNER AFFIDAVIT**

Under penalty of perjury, the Design Professional/Contractor certifies that the information provided and the Owner/Agent certifies that the information provided in Section 1 of this section are correct to the best of their knowledge.

**5.1. Design Professional:**

[Professional Stamp  
Here]

\_\_\_\_\_  
Date stamped and signed

(NOTE: In lieu of stamp, Contractor shall provide license number and expiration date)

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Design Professional Telephone

\_\_\_\_\_  
Design Professional Email

**5.2. Owner / Agent:**

☐ Owner

☐ Agent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR DBI USE ONLY**

DBI has received the materials submitted and filed under "Legalization of dwelling units installed without a permit".

☐

Further discussions on code issues and equivalencies on compliance will be via pre-application meetings or Administrative Bulletin AB-005.

\_\_\_\_\_  
Date received by DBI

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ATTACHMENT B  
**Legalization of Dwelling Units Installed Without a Permit**  
Checklist

The intent of this Checklist is to provide a general guideline for the legalization of dwelling units installed without a permit. This checklist may not cover all code issues related to the legalization process.

Referenced Codes:

- San Francisco Building Code (SFBC)
- San Francisco Existing Building Code (SFEBC)
- San Francisco Planning Code
- San Francisco Fire Code (SFFC)
- San Francisco Mechanical Code (SFMC)
- San Francisco Plumbing Code
- San Francisco Electrical Code (SFEC)
- San Francisco Energy Code
- California Historical Building Code (CHBC)

\* Code section referenced is SFBC unless noted otherwise.

	Code Requirements	Code Section	Estimated Cost for Compliance	Remark
1.	Applicable codes shall be SF Building Code (SFBC), San Francisco Existing Building Code (SFEBC), SF Mechanical Code (SFMC), SF Electrical Code (SFEC), SF Plumbing Code, SF Energy Code (SFEC), and SF Planning Code, SF Fire Code (SFFC) and California Historical Building Code (CHBC).			

	Code Requirements	Code Section	Estimated Cost for Compliance	Remark
2.	<b>Rent Board Verification.</b> Ordinance No. 43-14 states that the Planning Department must verify that certain no-fault evictions have not occurred within certain time frames. The applicant shall check whether or not they meet those criteria. If such an eviction has occurred within the limited timeframe, the legalization may not be processed, even if the unauthorized unit could otherwise meet the Building Code requirements. The Planning Department will verify that information with the Rent Board during the permit review process.			
3.	A dwelling unit is a room or suite of two or more rooms that is designed for, or is occupied by, one family doing its own cooking therein and having only one kitchen. A housekeeping room as defined in the Housing Code shall be a dwelling unit for purposes of this Code. For the purposes of this Code, a live/work unit shall not be considered a dwelling unit.	Planning Code Sections 102.7 & 102.13		
4.	<b>Landscaping.</b> Pursuant to Planning Code Section 132, 20 percent of the front setback area shall be remain unpaved and devoted to plant material, including the use of climate appropriate plant materials. Please indicate compliance with this requirement on the plans. A link to the Guide to the San Francisco Green Landscaping Ordinance is below: <a href="http://www.sf-planning.org/ftp/files/publications_reports/Guide%20to%20SF%20Green%20Landscaping%20Ordinance.pdf">http://www.sf-planning.org/ftp/files/publications_reports/Guide to SF Green Landscaping Ordinance.pdf</a>	Planning Code Section 132		
5.	<b>Permeability.</b> Pursuant to Planning Code Section 132, the front setback area shall be at least 50 percent permeable so as to increase stormwater infiltration. The permeable surface	Planning Code Section 132		

	Code Requirements	Code Section	Estimated Cost for Compliance	Remark
	may be inclusive of the area counted towards the landscaping requirement; provided, however, that turf pavers or similar planted hardscapes shall be counted only toward the permeable surface requirement and not the landscape requirement. Please indicate compliance with this requirement on the plans. A link to the Guide to the San Francisco Green Landscaping Ordinance is below: <a href="http://www.sf-planning.org/ftp/files/publications_reports/Guide%20to%20SF%20Green%20Landscaping%20Ordinance.pdf">http://www.sf-planning.org/ftp/files/publications reports/Guide to SF Green Landscaping Ordinance.pdf</a>			
6.	<b>Street Tree.</b> When a dwelling unit is proposed, including legalizing an illegal dwelling unit, the property must comply with the street tree requirements. One tree of 24-inch box size is required for each 20 feet of frontage of the property along each street or alley, with any remaining fraction of 10 feet or more of frontage requiring an additional tree. Such trees shall be located either within a setback area on the lot or within the public right-of-way along such lot. This property is required to provide one street tree. Please indicate compliance with this requirement on the plans.	Planning Code Section 138		
7.	<b>Street Tree Referral.</b> Prior to Planning Department approval, you must obtain a referral form Department of Public Works (DPW). DPW determines whether or not required trees can feasibly be planted. Please bring to the following to DPW: (1) a completed Tree Planting and Protection Checklist, (2) project plans [11"x17" is acceptable] and (3) a DPW tree planting application. Submittals can be made to DPW's offices at 1155 Market St or electronically at <a href="http://www.sfdpw.org">www.sfdpw.org</a> -> "Services A-Z" -> "Trees".			



	Code Requirements	Code Section	Estimated Cost for Compliance	Remark
	After doing their analysis and fieldwork, DPW will provide the applicant with a signed referral form with their determination which should then be provided to Planning staff. Planning staff cannot approve the building permit application without the referral form from DPW. This information may be submitted directly to Kate Conner at the Planning Department, 1650 Mission Street, 4th Floor. The Tree Protection and Planting checklist is linked below: <a href="http://sf-planning.org/modules/showdocument.aspx?documentid=8321">http://sf-planning.org/modules/showdocument.aspx?documentid=8321</a>			
8.	<b>Bicycle Parking.</b> When a dwelling unit is proposed, including legalizing an illegal dwelling unit, the property must comply with bicycle parking requirements. In order to legalize an illegal unit per Planning Code Section 207.3, bicycle parking spaces must be provided on-site in a secure, weather protected space meeting dimensions set in Zoning Administrator Bulletin No. 9, easily accessible to residents and not otherwise used for automobile parking or other purposes. Each space is required to be 2'-0" by 6'-0". An area devoted to bicycle parking must be shown on the plans. A link to Zoning Administrator Bulletin No. 9 is below: <a href="http://www.sf-planning.org/ftp/files/publications_reports/ZAB_BicycleParking_9-7-13.pdf">http://www.sf-planning.org/ftp/files/publications_reports/ZAB_BicycleParking_9-7-13.pdf</a>	Planning Code Section 155		
9.	Provide floor plans for the entire building to demonstrate exiting and other issues. The Floor Plans must show all existing rooms adjacent to the dwelling unit to be legalized. Label the use of each room.			

	Code Requirements	Code Section	Estimated Cost for Compliance	Remark
10.	<b>Provide Site (Plot) Plan:</b> Show the location of existing buildings, other structures on the site, property lines and locations of adjacent streets or alleys. <ul style="list-style-type: none"> <li>Show dimensions between dwelling unit walls and property lines.</li> <li>Show the direction of true North.</li> </ul>			
11.	Provide evidence from Water Department, telephone, gas or electric records, written lease agreements, etc. Showing dwelling unit to be legalized existed prior to Jan. 1 , 2013			
12.	<b>Minimum ceiling heights.</b> Occupiable spaces, <i>habitable spaces</i> and <i>corridors</i> shall have a ceiling height of not less than 7 feet 6 inches.	1208.2		
13.	Bathrooms, toilet rooms, kitchens, storage rooms and laundry rooms shall be permitted to have a ceiling height of not less than 7 feet.	1208.2		
14.	Ceiling height. The means of egress shall have a ceiling height of not less than 7 feet 6 inches.	1003.2		
15.	Foundation slab needs to be lowered if (12) (13) or (14) are not met.			
16.	<b>Minimum room widths.</b> Habitable spaces, other than a kitchen, shall be not less than 7 feet in any plan dimensions. Kitchens shall have a clear passageway of not less than 3 feet between counter fronts and appliances or counter fronts and walls.	1208.1		
17.	<b>Room area.</b> Every dwelling unit shall have no less than one room that shall have not less than	1208.3		

	Code Requirements	Code Section	Estimated Cost for Compliance	Remark
	120 square feet of net floor area. Other habitable rooms shall have a net floor area of not less than 70 square feet. <b>Exception:</b> Kitchens are not required to be of a minimum floor area.			
18.	<b>Efficiency Dwelling Units.</b> Unless modified by local ordinance pursuant to Health and Safety Code Section 17958.1, efficiency dwelling units shall comply with the following: <ol style="list-style-type: none"> <li>1. The unit shall have a living room of not less than 150 square feet of floor area. An additional 100 square feet of floor area shall be provided for each occupant of such unit in excess of two.</li> <li>2. The unit shall be provided with a separate closet.</li> <li>3. The unit shall be provided with a kitchen sink, cooking appliance and refrigeration facilities, each having a clear working space of not less than 30 inches (762 mm) in front. Light and ventilation conforming to this code shall be provided.</li> <li>4. The unit shall be provided with a separate bathroom containing a water closet, lavatory and bathtub or shower.</li> </ol>	1208.4		
19.	<b>Private garages and carports Separation.</b> Separations shall comply with the following: (1) The private garage shall be separate from the dwelling unit and its attic area by means of gypsum board, not less than 5/8-inch in thickness, applied to the garage side. Garages beneath habitable rooms shall be separated from all habitable rooms above by not less than a <b>5/8-inch (15.9 mm)</b> Type X gypsum board or	406.3.4.		



	Code Requirements	Code Section	Estimated Cost for Compliance	Remark
	<p>equivalent and ½-inch (12.7 mm) gypsum board applied to structures supporting the separation from habitable rooms above the garage. Door openings between a private garage and the dwelling unit shall be equipped with either solid wood doors or solid or honeycomb core steel doors not less than 1.3/8 inches in thickness or doors in compliance with Section 716.5.3 with a fire protection rating of not less than 20 minutes. Openings from a private garage directly into a room used for sleeping purpose shall not be permitted. Doors shall be self-closing and self-latching.</p> <p>(2) Ducts in a private garage and ducts penetrating the walls or ceiling separating the dwelling unit, including its attic area, from the garage shall be constructed of sheet steel of not less than 0.019 inches, in thickness, and shall have no openings into the garage.</p> <p>(3) A separation is not required between a Group R-3 and U carport, provided the carport is entirely open on two or more sides and there are not enclosed areas above.</p>			
20.	<p><b>Fire-resistance rating.</b></p> <p>Horizontal assemblies separating dwelling units in the same building and horizontal assemblies separating sleeping units in the same building shall be a minimum of 1-hour fire-resistance-rated construction.</p>	711.3		
21.	<p><b>Noise Insulation Enforcement Procedures. APPLICABILITY.</b></p> <p>The noise requirements apply only to residential use buildings for which permits were applied after August 22, 1974, i.e. to Form 1 and 2 applications. They do not apply to buildings constructed before 1974 in which</p>	Administrative Bulletin AB-026		

	Code Requirements	Code Section	Estimated Cost for Compliance	Remark
	new units are created through alterations, additions or change of use.			
22.	<p><b>Section 1030 Emergency Escape and Rescue</b></p> <p><b>1030.1 General.</b> In addition to the means of egress required by this chapter, provisions shall be made for emergency escape and rescue openings in Group R occupancies. Basements and sleeping rooms below the fourth story above grade plane shall have at least one exterior emergency escape and rescue opening in accordance with this section. Where basements contain one or more sleeping rooms, emergency escape and rescue openings shall be required in each sleeping room, but shall not be required in adjoining areas of the basement.</p> <p>Such openings shall open directly into a public way or to a yard or court that opens to a public way.</p> <p>Exceptions:</p> <ol style="list-style-type: none"> <li>1. In Groups R-1 and R-2 occupancies constructed of Type I, Type IIA, Type IIIA or Type IV construction equipped throughout with an approved automatic sprinkler system in accordance with Section 903.3.1.1.</li> <li>2. Basements with a ceiling height of less than 80 inches (2032 mm) shall not be required to have emergency escape and rescue openings.</li> <li>3. Emergency escape and rescue openings are not required from basements or sleeping rooms that have an exit door or exit access door that opens directly into a public way or to a yard, court or exterior exit balcony that opens to a public way.</li> </ol>	1030		Information Sheet No. EG-03

	Code Requirements	Code Section	Estimated Cost for Compliance	Remark
	<p>4. Basements without habitable spaces and having not more than 200 square feet (18.6 m<sup>2</sup>) in floor area shall not be required to have emergency escape and rescue openings.</p> <p><b>1030.2 Minimum size.</b> Emergency escape and rescue openings shall have a minimum net clear opening of 5.7 square feet (0.53 m<sup>2</sup>).</p> <p>Exception: The minimum net clear opening for grade-floor emergency escape and rescue openings shall be 5 square feet (0.46 m<sup>2</sup>).</p> <p><b>1030.2.1 Minimum dimensions.</b> The minimum net clear opening height dimension shall be 24 inches (610 mm). The minimum net clear opening width dimension shall be 20 inches (508 mm). The net clear opening dimensions shall be the result of normal operation of the opening.</p> <p><b>1030.3 Maximum height from floor.</b> Emergency escape and rescue openings shall have the bottom of the clear opening not greater than 44 inches (1118 mm) measured from the floor.</p> <p>(For R3, also see Information Sheet no. EG-03)</p>			
23.	Landings shall have a width not less than the width of the stairway or the door, whichever is greater. Doors in the fully open position shall not reduce a required dimension by more than 7 inches (178 mm). Where a landing serves an occupant load of 50 or more, doors in any position shall not reduce the landing less than one-half its required width. Landings shall have a length measured in the direction of travel not less than 44 inches (1118 mm).	1010.1.6		



	Code Requirements	Code Section	Estimated Cost for Compliance	Remark
24.	Habitable rooms (excluding kitchens, home offices and media rooms) within a dwelling unit or congregate residence shall be provided with natural light by means of exterior glazed openings in accordance with Section 1205.2.	1205.1 Exception		
25.	<p><b>Natural light.</b> The minimum net glazed area shall be not less than 8% of the floor area of the room served.</p> <p><b>Adjoining spaces.</b> For the purpose of natural lighting, any room is permitted to be considered as a portion of an adjoining room where one-half of the area of the common wall is open and unobstructed and provides an opening of not less than one-tenth of the floor area of the interior room or 25 square feet, whichever is greater.</p>	1205.2 1205.2.1		
26.	Stairways within dwelling units and exterior stairways serving a dwelling unit shall have an illumination level on tread runs of not less than 1 foot-candle.	1205.4		
27.	The openable area of the openings to the outdoors shall be not less than 4 percent of the floor area being ventilated.	1203.5.1		
28.	Enclosed attic & enclosed rafter spaces shall have cross ventilation not be less than 1/150 of the area of the ventilated space. A minimum of 1" airspace shall be provided between insulation and the roof sheathing.	1203.2		
29.	<p><b>Garage and carports.</b></p> <p>Ventilations shall be provided as follows: Natural ventilations shall be required, and such space shall be provided with ventilation outlets</p>	406.3.7		

	Code Requirements	Code Section	Estimated Cost for Compliance	Remark
	in the walls or exterior doors. The total net area of such ventilation outlets shall be 200 square inches for a space up to 1,000 square feet in area and shall be increased 30 square inches for each additional 200 square feet of floor area up to maximum floor area of 3,000 square feet.			
30.	Indicate the location of attic access.			
31.	Sleepers and sills on a concrete or masonry slab that is in direct contact with earth shall be of naturally durable or preservative-treated wood.	2304.12.1.4		
32.	Wood framing members, including wood sheathing, that are in contact with exterior foundation walls and are less than 8 inches (203 mm) from exposed earth shall be of naturally durable or preservative-treated wood.	2304.12.1.2		
33.	Exiting through the garage area shall meet all requirements of Administrative Bulletin AB-020.	AB-020		
34.	Fire-resistance rating requirement for exterior walls based on fire separation distance shall meet requirements of Table 602.	Table 602		
35.	Openings in exterior walls shall comply with Sections 705.8.1 through 705.8.6.	705.8		
36.	Approval of New Openings in New and Existing Building Property Line Walls shall meet requirements of Administrative Bulletin AB-009.	AB-009		



	Code Requirements	Code Section	Estimated Cost for Compliance	Remark
37.	<b>Bathrooms.</b> Rooms containing bathtubs, showers, spa and similar bathing fixtures shall be mechanically ventilated in accordance with the California Mechanical Code.	1203.5.2.1		
38.	<b>Energy Conservation.</b> Qualified historical buildings or properties covered by this part are exempted from compliance with energy conservation standards.	CHBC Section 8-901.5		
39.	<b>Access Compliance.</b> All publicly funded buildings used for congregate residences or for one- or two-family dwelling unit purposes shall conform to the provisions applicable to living accommodations.	1.9.1.1.3 Chapters 11A & 11B		
40.	<b>Carbon monoxide alarms.</b> When a permit is required for alterations, repairs or additions with a total cost or calculated valuation exceeding \$1,000, existing dwellings or sleeping units with a fossil fuel-burning heater or appliance, fireplace or an attached garage shall have a carbon monoxide alarm installed in accordance with Section 420.6.2. Carbon monoxide alarms shall only be required in the specific dwelling unit or sleeping unit for which the permit was obtained.	420.6.2.2		
41.	<b>Smoke alarms:</b> When the valuation of an addition, alteration or repair to a Group R Occupancy exceeds \$1,000 and a permit is required, or when one or more sleeping rooms are added or created in existing Group R Occupancies, smoke alarms shall be installed in accordance with Section 907.	SFBC Section 3401.8.1 or; SFBC Section 401.5		

	Code Requirements	Code Section	Estimated Cost for Compliance	Remark
42.	Preliminary review by Plumbing Inspection Division. Call 558-6570 as required.	San Francisco Plumbing Code		
43.	Preliminary review by Electrical Inspection Division. Call 558-6570 as required.	San Francisco Electrical Code		
44.	<b>School Impaction Fee Administration.</b> The California State Legislature had amended School Facilities Fees legislation and exempts any residential addition of less than 500 square feet.	Information Sheet No. G-11		
45.	17912. Rules and regulations promulgated pursuant to the provisions of this part and building standards published in the State Building Standards Code, relating to the erection or construction of buildings or structures, shall not apply to existing buildings or structures or to buildings or structures as to which construction is commenced or approved prior to the effective date of the rules, regulations, or building standards, except by act of the Legislature, but rules, regulations, and building standards relating to use, maintenance, and change of occupancy shall apply to all hotels, motels, lodging houses, apartment houses, and dwellings, or portions thereof, and buildings and structures accessory thereto, approved for construction or constructed before or after the effective date of such rules, regulations, or building standards.	California Health and Safety Code Section 17912		

	Code Requirements	Code Section	Estimated Cost for Compliance	Remark
46.	<b>Assessor-Recorder's Office:</b> Legalized units shall be reported to the Assessor when completed for applicable property tax assessment. Under State law, the Assessor is responsible for establishing a taxable value on property located in the City & County of San Francisco. A property that legalizes a unit under this program may be subject to an increase in the assessed value depending on whether the building was originally purchased with the existing illegal in-law unit and the extent to which new construction occurs to bring the unit into compliance. Please contact the Assessor's Office with additional questions: call 311 or visit <a href="mailto:assessor@sfgov.org">assessor@sfgov.org</a> .			
47.	Other.			

PERMIT(S) HOLDER DID NOT SUBMIT A BRIEF