

***BIC Regular Meeting
of
April 19, 2023***

Agenda Item 7

Awnings Compliance – New Process

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April 19, 2023

Awnings – Background Information

Since 11/1/22, DBI received 182 complaints about illegally installed awnings throughout the City but especially concentrated in four neighborhoods:

- Chinatown
- The Haight
- The Richmond
- The Tenderloin



Photo credit: NBC Bay Area

DBI issued 61 Notices of Violation (NOVs) across San Francisco

By comparison, DBI received 44 complaints about illegally or improperly installed awnings during same period last year

Awnings - Enforcement

DBI investigated each awning complaint

No immediate life safety issues found for these awnings

Temporarily suspending further enforcement for unpermitted awning complaints and Notices of violation (NOVs)

Small Business Awning Compliance Program

Mayor Breed and Supervisor Peskin – Ordinance

Temporary amnesty & permitting program through 12/31/23

Simplified process to enable property owners to:

- Obtain an awning permit for an existing awning without a licensed contractor or awning installer
- Abate notices of violation for unpermitted awnings

Small Business Awning Compliance Program

Key Program Components

- Applies to all existing, unpermitted awnings – even if no complaint/NOV
- No fees or penalties for awning permits obtained under this program
- New, uninstalled awnings are not eligible – must use existing process
- New awning installations or construction to address non-compliant conditions must be performed by a licensed contractor or awning installer
- Substantial community outreach to support business owners

Small Business Awning Compliance Program

DRAFT Webpage & Process

Step by step

Temporary Process for Existing Awning Permits

Get a permit for an existing awning

This temporary process to help property owners legalize existing awnings expires 12/31/23.

There will be no fees or penalties assessed for awning permits obtained using this temporary process.

New uninstalled awnings cannot use this process and should follow the [standard new sign/awning permit process](#). All new or additional awning installation/construction must be performed by a licensed contractor or awning installer.

Follow these steps to fill out the right forms, prepare your photo documentation and come to the Permit Center. For additional permitting assistance, contact the [Office of Small Business](#).

1 Fill out the required forms, templates and develop the photo documentation

To get a permit for your existing awning, you will need to submit:

- Owners Package documenting that you are the building owner or representative
- A Form 4/7
- A dimensioned photograph with information about your existing awning

2 Fill out forms about your role on the project

We need to know your role on the project to apply for an Over-the-counter (OTC) permit.

See: [Who can obtain a building permit](#)

Pick the form that applies to you.

- For owners, [fill out the owner package](#).

Or

- For contractors, [fill out the contractor statement](#) – only required if a contractor is applying for the permit.

Print the appropriate form and bring it with you when apply for a sign permit.

Small Business Awning Compliance Program

3 Provide dimensioned photos documenting your awning information

You will need to provide dimensioned photos with labels documenting your awning size, weight, location, type of wall, and how the awning is attached to the wall of the building.

Photos need to be printed on 11"x17" paper. Two copies of the photos are required with your permit application.

Required information to be printed on the photographs:

1. Dimensions of awning
2. Approximate weight of awning
3. Awning frame to be 8' above sidewalk
4. Awning's valance (loose fabric hanging off the frame) to be
7' above sidewalk, if applicable
5. Wall type - wood, masonry, steel, concrete
6. Structural information:
 - a. Wall anchor used - must be the appropriate anchor (generally a screw or extension bolt) for the wall type, such as wood, masonry, steel, or concrete
 - b. Top anchors - number, diameter, depth of anchor, if available
 - c. Bottom anchors - number, diameter, depth of anchor, if available

[Click here for a sample labeled, dimensioned photo.](#)

4 Fill out a sign permit application

Fill out the [form 4/7 Sign Permit Application](#).

5 Fill out the building permit application, if necessary

Fill out the [form 3/8 Sign Permit Application](#) if you are responding to a notice of violation for an unpermitted awning. Otherwise, this form is not required under the temporary existing awning permit process.

Small Business Awning Compliance Program

6 Submit your owner's package, awning permit template, form 4/7, dimensioned photographs, and, if necessary, form 3/8

Come to the [Permit Center](#) to apply for an Over the counter (OTC) permit.

You will get a sign permit application number.

We will route your application and documentation to the required permit review stations. You will carry your application and other documents to each permit review station and review your project with staff. You may need to come back on a separate day to finish the permit process.

We will then review your sign permit application and check your labeled and dimensioned photos. We will inform you of the additional forms and information you need to provide and help you determine any outstanding information.

Once the permit station review is complete, you will be issued a job card and permit number.

7 Get your awning inspected

Call DBI for a final inspection of your existing awning to close the permit and / or resolve a notice of violation.

Awnings with unsafe conditions will receive comments on their job card and a note in the Permit Tracking System (PTS) requiring the condition be brought up to code before the permit is finalized.

[Schedule an inspection of your installed awning.](#)

Community outreach – 90 days

Partnering with the Office of Small Business (OSB)

- Step-by-step website – goes live when ordinance approved
- Online video step-by-step – YouTube, WeChat
- Community meeting to explain new process
- Awning permitting open houses – two days at 49 South Van Ness
- OSB merchant walks
- Media



THANK YOU