



**Annual Registration of Vacant or Abandoned Commercial Storefront**

[San Francisco Ordinance 52-19, effective 04-22-19]

To: Property Owner of Record  
From: DBI Code Enforcement  
Re: Annual Vacant or Abandoned Commercial Storefront Registration

The Vacant/Abandoned Commercial Storefront Registration Ordinance took effect on April 22, 2019. Your building at the above referenced address may be vacant or abandoned and thus subject to the Vacant/Abandoned Commercial Storefront Annual Registration legal requirements.

You are hereby notified to register with the Department of Building Inspection within 30 days of receipt of this annual notice, as required by this new law.

**According to Section 103A.5.1 Definition; A building shall be defined as vacant or abandoned if it (1) unoccupied and unsecured; or (2) it is unoccupied and secured by boarding or other similar means; or (3) it is unoccupied and unsafe as defined in Section 102 A of the San Francisco Building Code; or (4) unoccupied and has multiple code violations; or (5) has been unoccupied for over 30 days.**

If your commercial storefront is vacant or abandoned, complete and submit this application packet and either hand-deliver or mail it along with payment to the Code Enforcement Division at 49 South Van Ness Avenue Suite 400, San Francisco, CA 94103. You also may access this information at <https://SF.gov/register-your-vacant-storefront>.

If your building is not vacant or abandoned, please provide evidence of the actual condition of the property, occupancy status and/or valid building permit in compliance with all building codes.

Failure to register a vacant or abandoned commercial storefront per legislation shall subject the property owner of record to penalties under San Francisco Building Code Sections 102A, 103A, Sections 110A. Fee Tables along with other applicable sections of the San Francisco Municipal Code.

If you have any questions or comments, please call the Code Enforcement Division at (628) 652-3430, or email [DBI.CodeEnforcement@SFGov.org](mailto:DBI.CodeEnforcement@SFGov.org).

Inspector: **Mike Chung**

Phone #: **628-652-3411, [Mike.Chung@sfgov.org](mailto:Mike.Chung@sfgov.org)**

Office Hours: 8:00am to 4:00pm



## ORDINANCE 52-19 VACANT / ABANDONED COMMERCIAL STOREFRONT

Abandoned or vacant commercial storefronts are a major cause and source of blight in both residential and nonresidential neighborhoods, especially when the owner of the property fails to actively maintain and manage it.

If you're a property owner and your commercial storefront is vacant or abandoned, you're required to register by completing an application and submitting annual registration fees to the Department of Building Inspection pursuant to Ordinance 52-19. In addition, you need to maintain and secure your property, even if partially unoccupied, to prevent blight and public safety hazards in compliance with Chapter 80 of the San Francisco Administrative Code, the California Environmental Quality Act, and all other applicable building, health, fire, and safety codes.

As a property owner, it is your responsibility to:

1. Fully complete the registration and submittal of the Vacant or Abandoned Commercial Storefront Registration Application with filing fees in the amount of **\$1,230.95** within 30 days of building/property vacancy or abandonment.
2. Application completion requires submitting owner and agent contact information describing how the property has been secured against unauthorized entry, designating any future plans for the property, and providing fire and liability insurance coverage information.
3. Maintain the building interior in a manner which prevents damage by the elements or from plumbing leaks, free from accumulation of garbage and other debris, and free from infestation from rodents, insects, and other pests.
4. Maintain the exterior of the building and grounds in continual compliance with all applicable codes and regulations so as to prevent blight. This shall include the maintenance of landscaping and plant materials in good condition; the regular removal of trash debris and graffiti; a safe structure, which preserves physical integrity including paint and finishes, foundation, roof, chimneys, flues, gutters, downspouts, scuppers, flashing, skylights, windows, and exterior stairs and decks; prevention of criminal activity on premises and trespass by unauthorized persons; and the shut off of utilities not necessary for building maintenance.
5. Post a sign at the front of the storefront or a property in a conspicuous location protected from the weather that provides the current name, and phone number of the owner of record and authorized agent, if different from owner. If notice of default or foreclosure has been recorded for the property, the lender's name, address, and telephone number must be provided. Signage shall be no smaller than 8 1/2 by 11 inches.
6. Annually renew Vacant or Abandoned Commercial Storefront Registration Application with payment of fees and annual report per SF Building Code 103A.5.3 (**Annual Report**). The owner of a registered Vacant or Abandoned Commercial Storefront shall provide a report from a licensed professional confirming the storefront's interior and exterior has been maintained, as specified in Sections [103A.4.5.1](#) and [103A.4.5.2](#) of this Code ("annual report"). The annual report shall be provided to the Department when the owner renews the storefront's registration and pays the annual renewal fee.)



**ORDINANCE 52-19  
VACANT / ABANDONED COMMERCIAL STOREFRONT**

**Frequently Asked Questions**

**Have you recently acquired property which had been placed on the Vacant or Abandoned Commercial Storefront list, and you wish to remove or deregister it as being currently occupied?**

If title recently acquired by ownership or lease agreement is being occupied by you, you must provide proof of occupancy in order for the department to deregister your property from the Vacant or Abandoned Commercial Storefront list. Such proof of occupancy may be determined by submitting of all of the following:

1. A copy of your most recent PG&E or gas and electric statement indicating property address
2. A copy of your most recent Recology or garbage statement indicating property address
3. A copy of your most recent PUC or water statement indicating property address
4. A copy of your most current lease or rental agreement indicating property address

**Have you recently been issued a valid Building Permit Application for the property on the Vacant or Abandoned Commercial Storefront list?**

If you have been issued a building permit for repair, rehabilitation, or construction of the vacant unit on the parcel, it is valid for one year from the date the initial permit was issued and will exempt you from the registration requirements for that period. Proof of permit activity would be a copy of the signed Job Card. You may contact the Code Enforcement Section at (628) 652-3430 with any questions.

**Have you recently sold property or had a transfer of interest in property that had been placed on the Vacant or Abandoned list, and you no longer wish to be identified as the owner of record?**

If you have recently sold property or had a transfer of interest in property that had been placed on the Vacant or Abandoned list, simply notify our office that you are deregistering as the responsible party. Once informed, we will send a Vacant or Abandoned Commercial Storefront annual application package to the new owner of record, according to the Office of the Assessor-Recorder.



**City & County of San Francisco – Department of Building Inspection  
 APPLICATION FOR REGISTRATION OF VACANT OR ABANDONED  
 COMMERCIAL STOREFRONT**

**INSTRUCTIONS:** Please complete all areas of the application and mail or deliver a check (only-pre-printed checks will be accepted) or money order for **\$1,230.95**, payable to **“SF DEPARTMENT OF BUILDING INSPECTION”** or **“CCSF\_DBI”**, Code Enforcement 49 South Van Ness Avenue Suite 400, San Francisco, CA 94103. Do not mail cash. Cash is only accepted in person. A separate application and registration fee must be submitted for each parcel and each respective suite/commercial space.

**NOTE:** San Francisco Building Code Section 103A.5.2 requires the owner to register annually a vacant or abandoned commercial storefront with the Department of Building Inspection within 30 days after it has become vacant or abandoned. For more information, call Code Enforcement at (628) 652-3430

<b>Step 1:</b>	<b>Registration Year</b>			
<b>Step 2:</b>	<b>Assessor Block</b>	<b>Lot Number</b>	<b>Unit Number</b>	<b>Street Address</b>
<b>Step 3:</b>	<b>Name of Owner of Record</b>	<b>Owner Address</b>	<b>Owner Telephone Number</b>	
<b>Step 4:</b>	<b>Name of Owner’s Authorized Agent</b>	<b>Authorized Agent Address</b>	<b>Agent Telephone Number</b>	
<b>Step 5:</b>	<b>At time of inspection, the inspector should contact:</b>	<b>Contact Person Telephone Number</b>		
<b>Step 5A:</b>	<b>Contact Person’s email (Optional):</b>			
<b>Step 6:</b>	<p><b>Pursuant to Ordinance No.52-19, it is the property owner's obligation to register a vacant or abandoned commercial storefront, which requires completion of the following questions:</b></p> <p><b>A.</b> Describe the methods by which the owner has secured the property against unauthorized entry. All methods of security shall be subjected to approval by the Director.</p> <p><b>B.</b> As the owner, declare any future plans for the property:</p> <p><b>C.</b> State the name of the fire and liability insurance carrier, policy number, fire/liability coverage amounts and agent name/contact phone number insuring the said property. All insurance coverage is subject to approval by the Director. <b>Insurance declarations must include the location of the property and expiration date. If location is not included, the registration may be declined and returned.</b>  <u>Attach a copy of the insurance information to this form</u></p>			



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<b>D.</b>	<b>If notice of default or foreclosure has been recorded on this property, the lender’s name, contact person name, address, and telephone number is required.</b>
<b>Step 7:</b>	<p><b>The cost to register a vacant or abandoned commercial storefront is \$1,230.95 per year. If the owner rents the Commercial Storefront to a tenant who occupies the premises in a manner that complies with all provisions of state and local law prior to the registration payment deadline, the Commercial Storefront shall be removed from the Department’s registry and the owner shall be refunded up to half of the registration fee based on any remaining days before the Commercial Storefront’s annual renewal date.</b></p> <p><b>NOTE: Failure to register and/or comply with this ordinance may result in Monthly Monitoring Fees and other Assessment of Cost.</b></p>
<b>Step 8:</b>	<b>The owner certifies this is not a valid vacant or abandoned commercial storefront and exempt from registration for the following reasons:</b>

\_\_\_\_\_  
 Owner/Authorized Agent Signature

\_\_\_\_\_  
 Date

# ANNUAL REPORT SAMPLE

YOUR LETTERHEAD MUST INCLUDE NAME, ADDRESS AND PHONE NUMBER

## VACANT STOREFRONT ANNUAL COMPLIANCE REPORT

[Date]

Code Enforcement Section  
City and County of San Francisco  
Department of Building Inspection  
49 South Van Ness Avenue, Suite 400  
San Francisco CA 94103-1226

This is to confirm that vacant storefront exterior and interior has been maintained, as specified in sections 103A.4.5.1 and 103A.4.5.2.

Below is a list of all items observed:

→ **103A.4.5.1 Maintenance of property – exterior.**

- (1) Maintenance of landscaping and plant materials in good condition;
- (2) Regular removal of all exterior trash, debris, and graffiti;
- (3) Maintenance of the exterior of the building in a good condition that is structurally safe and preserves the physical integrity of the structure, including but not limited to paint and finishes, foundation, roof, chimneys, flues, gutters, downspouts, scuppers, flashing, skylights, windows, exterior stairs and decks;
- (4) Prevention of criminal activity on the premises and trespass by unauthorized persons; and
- (5) Turning off all utilities that are not necessary for the upkeep and maintenance of the building.

→ **103A.4.5.2 Maintenance of property – interior.** The property owner shall preserve the interior of the building from damage by the elements or plumbing leaks, and keep it free from accumulation of garbage and other debris, and from infestation by rodents, insects, or other pests

Items added should be applicable to storefront

Sincerely,

\_\_\_\_\_  
(Name and Signature)

\_\_\_\_\_  
(Date)

Title [Engineer, Architect, Contractor, Licensed Building Professional]

License/Certificate No. \_\_\_\_\_

Address & Phone Number \_\_\_\_\_

Note: If repairs will be required per licensed professional report, a building, plumbing or electrical permit may be required. Inspection services should be contacted at 628-652-3450 to verify if a permit will be required.