



CITY AND COUNTY OF SAN FRANCISCO  
LONDON BREED, MAYOR  
OFFICE OF SMALL BUSINESS  
DIRECTOR KATY TANG

September 24, 2024

Ms. Angela Calvillo, Clerk of the Board  
City Hall Room 244  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689

**RE: BOS File No. 240798 – Change of Use Designations and Permit Exemptions - Support**

Dear Ms. Calvillo,

On September 23, 2024 the Small Business Commission (the Commission) heard BOS File No. 240798 – Change of Use Designations and Permit Exemptions. Katy Tang, Director of the Office of Small Business, presented the legislation on behalf of the Mayor's Office.

The legislation removes costly architectural plan requirements under certain circumstances when businesses apply for a Change of Use with the Planning Department and make no interior alterations to the space. It also clarifies when building permits are required for a Change of Use permit. The Commission noted that this proposal furthers their ongoing effort to streamline and simplify small business permitting. By removing costly requirements, this proposal will save small businesses time and money.

Thank you for considering the Commission's recommendations. Please feel free to contact me should you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Katy Tang". The signature is fluid and cursive.

Katy Tang  
Director, Office of Small Business