



## **Annual Registration of Vacant or Abandoned Building**

[San Francisco Ordinance 194-09, effective 10-01-09]

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

The Vacant/Abandoned Building Registration Ordinance was approved by the City on August 27, 2009 – and your building, at the above-mentioned address, may be vacant, or abandoned and thus subject to the Vacant/Abandoned building annual registration legal requirements.

You are hereby notified to register these buildings with the Department of Building Inspection within 30 days of receipt of this annual notice.

**According to Section 103A.4.1. Definition. A building shall be defined as vacant or abandoned if it (1) is 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 102A of the San Francisco Building Code; or (4) unoccupied and has multiple code violations; or (5) has been unoccupied for over 30 days. A building which is partially unoccupied and has been cited for blight under Chapter 80 of the S.F. Administrative Code, also shall be deemed a vacant or abandoned building that is subject to this Section.**

If your building is vacant or abandoned, please call Code Enforcement at (628) 652-3430, or email [dbi.codeenforcement@sfgov.org](mailto:dbi.codeenforcement@sfgov.org), to request a "Vacant or Abandoned Building" application packet for your review and required completion. After submission of department forms, an initial inspection will be scheduled and performed. Please return the completed application packet to the Code Enforcement Division, 49 South Van Ness Avenue Suite 400, San Francisco, CA. 94103. You also may access this information at [www.sfdbi.org](http://www.sfdbi.org), when you click on the "Vacant Building Registration" link.

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 annually a vacant or abandoned building, per the legislation, shall subject the property owner of record to penalties under San Francisco Building Code Sections 102A, 103A, Section 110-Fee Tables, and 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).

Inspectors: **Mike Chung**

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

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

### **Code Enforcement Section**

49 South Van Ness Avenue, Suite 400 – San Francisco CA 94103  
Office (628) 652-3430 – FAX (628) 652-3439 – [www.sfdbi.org](http://www.sfdbi.org)



## **ORDINANCE 194-09 VACANT / ABANDONED BUILDINGS**

Abandoned or vacant buildings 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 are a property owner and your building and property is vacant or abandoned, you are required to register by completing an application and submitting annual registration fees to the Department of Building Inspection pursuant to Ordinance 194-09. 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 building application with filing fees in the amount of \$818.00 within 30 days of building/property vacancy or abandonment.
2. Application completion requires submitting owner and agent contact information, describing how 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 or 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 all 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 building or property in a conspicuous location protected from the weather that provides the current name, address and phone number of the owner of record and authorized agent, if different from owner. If a notice of default or foreclosure has been recorded for the property, the lender's name, address and telephone number must also be provided. Signage shall be no smaller than 8-1/2 by 11 inches.
6. Renew vacant or abandoned building application with payment of fees the beginning of each calendar year.

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ORDINANCE 194-09  
VACANT / ABANDONED BUILDINGS

[Frequently Asked Questions](#)

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

If the property you have 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 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 current lease or rental agreement indicating property address (if currently a rental) or a copy of the property insurance policy indicating the subject property address and policy expiration referenced on the policy (if owner-occupied).

***Have you recently been issued a valid Building Permit Application for the property on the vacant or abandoned building 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.

***Does the building and property comply with all applicable codes, does not contribute to blight, is ready for occupancy and is being actively listed for sale?***

If so, you should provide verification indicating this activity, including the real estate or MLS listing number. Without this verification, the department has no way of knowing the condition of the property without performing site inspections.

***Have you recently sold property or had a transfer of interest for property which 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 all vacant or abandoned building annual application renewal packages to the new owner of record, according to the Office of the Assessor-Recorder.

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

**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 \$ 818.00, 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 must be submitted and a fee paid for each parcel.

**NOTE:** San Francisco Building Code Section 103A.4 Requires the owner to register annually a vacant or abandoned building 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.

Step 1:	<b>Registration Year</b>			
Step 2:	<b>Assessor Block</b>	<b>Lot Number</b>	<b>Unit Number</b>	<b>Street Address</b>
Step 3:	<b>Name of Owner of Record</b>		<b>Owner Address</b>	<b>Owner Telephone Number</b>
Step 4:	<b>Name of Owner’s Authorized Agent</b>		<b>Authorized Agent Address</b>	<b>Agent Telephone Number</b>
Step 5:	<b>Name of Contact Person for initial inspection</b>		<b>Contact Person Telephone Number</b>	
Step 5A:	<b>Contact Person’s email (Optional):</b>			
Step 6:	<p><b>Pursuant to Ordinance No. 194-09, it is the property owner’s obligation to register a vacant or abandoned building which requires completion of the following questions:</b></p> <p>A. Describe the methods by which the owner has secured the property against unauthorized entry. All methods of security shall be subject to approval by the Director.</p> <p>B. As the owner, declare any future plans for the property:</p> <p>C. State the name of the fire and liability insurance carrier, policy number, fire/liability coverage amounts and agent name/contact phone number insuring said property. All insurance coverage is subject to approval by the Director. <b>Attach copy of insurance policy information to this form. Insurance declarations must include the address of the property and expiration date.</b></p>			



D.	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.
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Step 7: The cost to register a vacant or abandoned building is \$ 818.00 per year. No proration or refund of registration fees is allowed.

**Note: Failure to register and/or comply with this ordinance may result in Monthly Monitoring Fees and other Assessment of Cost.**

Step 8: The owner certifies this is a valid vacant or abandoned building and exempt from registration for the following reasons:

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

Date: \_\_\_\_\_