



## BUILDING INSPECTION COMMISSION (BIC)

Department of Building Inspection

49 South Van Ness Avenue, Suite 500 San Francisco, California 94103

Voice (628) 652-3510

### REVISED ANNOUNCEMENT

**Please Note: The Announcement has been updated to include the “Licensed Contractor seat”.**

London N. Breed  
Mayor

#### COMMISSION

Raquel Bito  
President

Jason Tam  
Vice-President

Alysabeth  
Alexander-Tut  
Bianca Neumann  
Earl Shaddix  
Angie Sommer

Sonya Harris  
Secretary

Monique Mustapha  
Asst. Secretary

Patrick O’Riordan,  
C.B.O., Director

March 16, 2023

Dear Constituent:

There are currently vacant seats on the Board of Examiners (BOE) and Code Advisory Committee (CAC), two of the entities that help the Department of Building Inspection (DBI) with its work.

The Building Inspection Commission—the body that has appointment power to the BOE and CAC and provides oversight of DBI—is currently accepting letters of interest and CVs/resumes for these vacant seats. It is required that the seats are filled by San Francisco residents. A description of each entity and the available seats are provided below.

#### Board of Examiners (BOE)

The [BOE](https://sfdbi.org/board-examiners) (<https://sfdbi.org/board-examiners>) is a group of experts created under [Section 105A.1](#) of the San Francisco Building Code (SFBC). It is composed of 13 members that are appointed by the Building Inspection Commission.

The purpose of the Board is to determine whether specific new materials, methods, and types of construction comply with the standards of safety in San Francisco’s construction codes. Recently, the BOE has met infrequently, such that the time commitment for service is currently relatively low. Each member of the Board is compensated \$125 for each meeting attended.

The available seats for the BOE are listed below. Terms are three years.

- Tenant Licensed or Registered as an Architect, Civil or Structural Engineer seat
- Licensed General Contractor

#### Code Advisory Committee (CAC)

The [CAC](https://sfdbi.org/code-advisory-committee) (<https://sfdbi.org/code-advisory-committee>) consists of 17 members appointed by the Building Inspection Commission who are qualified by training and experience to deliberate and make recommendations regarding the development and improvement of San Francisco’s construction codes and related rules, regulations, and ordinances.

The CAC meets on the morning of the second Wednesday of each month for approximately 1-2 hours. Each member of the Committee also serves on a subcommittee that also meets monthly, though subcommittee meetings are canceled when not required.

The available seats for the CAC are listed below. Terms are three years.

- Member-at-Large
- A Person Qualified in the Area of Historical Preservation

**If you are interested in filling a vacant seat, please submit a letter of interest and your CV or résumé by April 7, 2023 to:**

Sonya Harris  
Secretary, Building Inspection Commission  
49 South Van Ness Avenue, Ste. 500  
San Francisco, California 94103  
Email: [dbi.commission@sfgov.org](mailto:dbi.commission@sfgov.org)

If you know anyone who would be interested in serving on the Board of Examiners or Code Advisory Committee, please encourage them to submit their letter of interest and resume. Members appointed to the BOE and CAC must be San Francisco residents.

Members who are appointed to the BOE are required to abide by all local, State, and Federal ethics laws. They are also required to comply with the Department of Building Inspection's [Statement of Incompatible Activities](https://sfethics.org/wp-content/uploads/2022/03/SIA-DBI-8.28.2020.pdf) (<https://sfethics.org/wp-content/uploads/2022/03/SIA-DBI-8.28.2020.pdf>).

For more information about the selection and appointment process, please contact Sonya Harris at [dbi.commission@sfgov.org](mailto:dbi.commission@sfgov.org) or at (628) 652-3510. We look forward to welcoming new members to contribute to our City's important code-related work.

Respectfully yours,

A handwritten signature in blue ink that reads "RAQUEL P. BITO". The signature is written in a cursive, slightly slanted style.

Raquel Bito  
President, Building Inspection Commission