BIC Regular Meeting of March 15, 2023

Agenda Item 8

Awnings Enforcement & Community Outreach

Patrick Hannan, Department of Building Inspection

March 15, 2023

Awnings – Background Information

Since November 1, 2022, DBI received 182 anonymous complaints about illegally installed awnings throughout the City, but especially concentrated in four neighborhoods:

- Chinatown
- The Richmond
- The Haight
- The Tenderloin

Photo credit: NBC Bay Area

Of those 182 complaints, DBI issued 61 Notices of Violation (NOVs) across San Francisco.

By comparison, during the same period last year, DBI received just <u>five</u> complaints about illegally or improperly installed awnings.

Awnings – Permit Requirements

Awning Installation	Form Required
Fabric replacement	Form 4/7 Sign Permit
Fabric & frame – new or replacement	Form 4/7 Sign Permit + Form 3/8 Building Permit for Alterations
Frame only – new or replacement	Form 3/8 Building Permit for Alterations

Photo credit: San Francisco Standard

Installing an awning frame on a building requires construction drawings with the permit application

Awning construction drawings can be drafted by a contractor, awning installer, architect or engineer

Awning permits are generally issued over-the-counter
Awing permits costs vary between $2,000 - $3,000

Awnings – Community Outreach

Workshop about storefront awnings

Monday, March 6
1:00 PM to 2:30 PM
Willie "Woo Woo" Wong Clubhouse
830 Sacramento Street

This is a free in-person workshop about storefront awnings. Hear from representatives from the Department of Building Inspection, Planning Department, Fire Department, the Office of Small Business, and Supervisor Aaron Peskin's Office. Learn about the permitting process for awnings.

This event will be in English and Chinese.

For permitting assistance contact the Office of Small Business at 415-554-6134 or sfosb@sfgov.org. Online at sf.gov/osb

店舖遮陽篷講座

3月6日星期一
下午1:00至2:30
黃顯護遊樂場 Willie "Woo Woo" Wong Clubhouse
地址：830 Sacramento Street

這是一個關於店舖遮陽篷的免費現場講座。樓宇檢查局、城市規劃局、消防局、小商業辦公室和市參事佩斯金辦公室代表現場講解。幫助商家了解申請遮陽篷許可證的程序。

活動將以英文和中文進行。

如需協助申請許可證，請聯繫小商業辦公室415-554-6134 或 sfosb@sfgov.org。
網站：sf.gov/osb

San Francisco Planning

a division of SAN FRANCISCO OFFICE OF ECONOMIC & WORKFORCE DEVELOPMENT

Awnings – Managing Compliance

To help property owners resolve NOVs and get permits for awning installations, DBI is:

1. Prioritizing enforcement of active health and safety violations over these complaints
2. Extending deadlines for NOV compliance for awning permit violations from 60 to 180 days after the NOV was issued
3. Supporting legislation to waive NOV fee penalties for awning permit violations resolved within 180 days of NOV issuance
4. Supporting legislation to expand the Awning Fee Waiver Program in May (item 9)
5. Developing self-certification process for awning frame installers
6. Clarified the sign/awning permit step-by-step webpage on SFDBI.org

sf.gov/step-by-step/get-permit-install-sign

1 Check the sign rules in your zoning district

Time: 30 minutes to 1 hour

Most signs and awnings have zoning requirements based on their location. Click the link below to see the requirements for your property.

The following signs are not subject to these zoning requirements. Skip to step 2 for these types of signs:

- Interior advertisement signs (like inside a mall)
- Fire evacuation maps
- Parking lot signs

Check the sign rules in your zoning district

2 Determine if you need a permit for your sign or awning

Time: 30 minutes

Most exterior business signs and all awnings require a permit.

If you aren't sure if you need a sign permit, check our list of signs that don't need a permit.

See step 4 for more information about the types of permits needed for signs and awnings.

If you are planning to install a sign or awning at a business, you or your licensed contractor will need to pay for and collect the permit.

C-45 contractors can install signs and awnings.

D-42 contractors can install non-electrical signs.

3 Draft construction drawings

To get a permit for your sign or awning, you will need to submit construction drawings with your permit application.

Construction drawings can be created by a contractor, awning installer, architect or engineer.

Learn what to include in your plans and when they need special approval.

Drawings must include:

- Area of the sign or awning, including dimensions
- Height of the sign or awning as measured from the ground to the bottom of the sign or awning
- Projection as measured from the building face to the end of the sign or awning
- Dimensions of any lettering

Learn more about measuring your sign or awning.

4 Fill out the right sign and awning permit forms for your project

Time: 30 minutes

Determine the right form or forms for your type of sign or awning.

Two application forms are required for new awnings or projects replacing an existing awning frame and fabric. Awnings that were originally installed without a building permit will also need to complete both application forms.

If you are unsure whether your sign or awning was permitted when installed, contact the Office of Small Business for assistance at sfosb@sfgov.org or 628/652-4949.

Fill out the form 4/7 for all awnings and exterior business signs (except parking lot signs, fire evacuation maps, and interior advertisements - see below), including:

- Awning fabric only replacement on a previously permitted installation
- Projecting business and facade signs

You may apply for one permit for up to five identical signs. Different signs each need their own permit application.

Fill out form 3/8 for these types of signs and awnings:

- New awning or replacement of an existing awning frame (not needed if only replacing awning fabric on a previously permitted installation)
- Interior advertisement signs (like inside a mall)
- Fire evacuation maps
- Parking lot signs

See more information in Info Sheet G-04 about the sign permit process.

5 Submit your permit application

Cost: Depends on the project
Time: 2 to 8 hours

Come to the Permit Center to submit your application.

You will get a building permit application number.

We will review your application, check your drawings, and inform you of the additional forms and information you need to provide. We will then route your application to the required permit review stations. You will carry your application and drawings 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.

At permit issuance, you will need to pay for and collect your permit or permits.

and Recheck your plans, pay for and collect your permit

You may need to update your drawings to address plan check comments.

If you need to revise your drawings, make the required changes and return to the Permit Center to recheck your drawings with a plan checker.

Recheck your plans for your OTC building permit application

6 Get related permits

During your permit review process, you may also need to:

- Get a street space permit from Public Works
- Get an electrical permit from the Department of Building Inspection
- Get Fire Department approval

For registered contractors, use instant online permits for electrical permits.

7 Get your sign or awning inspected

You must get a final inspection of your installed sign or awning to complete the work, close the permit and / or resolve a notice of violation.

A separate electrical inspection is also required if you have taken out a permit for an illuminated sign.

Schedule an inspection of your installed sign or awning.

獲得安裝標誌或遮陽篷的許可 | 舊金山 (sf.gov)

1個 檢查分區中的標誌規則

時間: 30分鐘到1小時

大多數標誌和遮陽篷都有基於其位置的分區要求。單擊下面的鏈接查看您的財產的要求。

以下標誌不受這些分區要求的約束。對於這些類型的標誌，請跳至第 2 步：

- 室內廣告標誌（如商場內）
- 火災疏散圖
- 停車場標誌

檢查分區中的標誌規則

2個 確定您的標誌或遮陽篷是否需要許可證

時間: 30分鐘

大多數外部商業標誌和所有遮陽篷都需要許可證。

如果您不確定是否需要標誌許可證，請查看我們的不需要許可證的標誌列表。

有關標誌和遮陽篷所需許可證類型的更多信息，請參閱第 4 步。

如果您計劃在企業安裝標誌或遮陽篷，您或您的許可承包商將需要支付費用並領取許可證。

C-45 承包商可以安裝標誌和遮陽篷。

D-42 承包商可以安裝非電氣標誌。

3個 草圖施工圖

要獲得標誌或遮陽篷的許可證，您需要在提交許可證申請時提交施工圖。

施工圖可由承包商、遮陽篷安裝人員、建築師或工程師繪製。

了解計劃中應包括哪些內容以及何時需要特別批准。

圖紙必須包括：

- 標誌或遮陽篷的面積，包括尺寸
- 從地面到標誌或遮陽篷底部的標誌或遮陽篷的高度
- 從建築物表面到標誌或遮陽篷末端的投影
- 任何字母的尺寸

了解有關測量標誌或遮陽篷的更多信息。

4個 為您的項目填寫正確的標誌和遮陽篷許可證表格

時間: 30分鐘

為您的標誌或遮陽篷類型確定正確的形式。

新遮陽篷或更換現有遮陽篷框架和織物的項目需要兩份申請表。最初在沒有建築許可證的情況下安裝的遮陽篷也需要填寫兩份申請表。

如果您不確定您的標誌或遮陽篷在安裝時是否被允許，請通過sfosb@sfgov.org或 628/652-4949 聯繫小型企業辦公室尋求幫助。

為所有遮陽篷和外部商業標誌填寫表格 4/7（停車場標誌、消防疏散圖和室內廣告除外 - 見下文），包括：

- 僅在先前允許的安裝中更換遮陽篷面料
- 投射商業和門面標誌

您最多可以為五個相同的標誌申請一張許可證。不同的標誌每個都需要自己的許可證申請。

為這些類型的標誌和遮陽篷填寫表格 3/8：

- 新的遮陽篷或更換現有的遮陽篷框架（如果僅在先前允許的安裝上更換遮陽篷織物則不需要）
- 室內廣告標誌（如商場內）
- 火災疏散圖
- 停車場標誌

請參閱信息表 G-04 中有關標誌許可流程的更多信息。

5個 提交您的許可申請

費用： 取決於項目
時間: 2至8小時

來許可證中心提交您的申請。

您將獲得一個建築許可申請號。

我們將審核您的申請，檢查您的圖紙，並告知您需要提供的其他表格和信息。然後，我們會將您的申請發送到所需的許可審查站。您將攜帶您的申請和圖紙到每個許可證審查站，並與工作人員一起審查您的項目。您可能需要在另一天回來完成許可程序。

在頒發許可證時，您需要支付費用並領取您的許可證。

和 重新檢查您的計劃，支付並領取您的許可證

您可能需要更新圖紙以解決計劃檢查意見。

如果您需要修改您的圖紙，請進行必要的更改並返回許可中心以使用計劃檢查器重新檢查您的圖紙。

重新檢查您的 OTC 建築許可申請計劃

6個 獲得相關許可證

在您的許可審查過程中，您可能還需要：

- 從公共工程處獲得街道空間許可證
- 從建築檢查部獲得電氣許可證
- 獲得消防部門的批准

對於註冊承包商，使用即時在線許可證獲取電氣許可證。

7 檢查您的招牌或遮陽篷

您必須對安裝的標誌或遮陽篷進行最終檢查才能完成工作、關閉許可證和/或解決違規通知。

如果您已取得照明標誌許可證，則還需要進行單獨的電氣檢查。

安排檢查您安裝的標誌或遮陽篷。

Potential scenarios

State and local requirement: All awnings must have a building permit

Scenario 1

An awning company was hired to install an awning, but didn't get a permit

Property owner will need to:

1. Have the awning company self-certify that the installation was done to code
2. Apply for and obtain a building permit
3. Get the installed awning inspected

Scenario 2

Just the awning fabric was replaced on an unpermitted awning installation

Property owner will need to:

1. Hire an awning company or design professional to prepare drawings
2. Apply for and obtain a building permit
3. Get the installed awning inspected

THANK YOU