



## INFORMATION SHEET

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**NO. S-21**

**DATE** : November 1, 2023

**CATEGORY** : Structural

**SUBJECT** : **Procedure for Processing Building Façade Inspection and Maintenance Reports and Requirements for Supplemental Façade Inspections**

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**PURPOSE** : To clarify the procedures for processing reports submitted as part of the Building Façade Inspection and Maintenance program and to provide requirements for Supplemental Façade Inspections

**REFERENCE** : Current Edition San Francisco Existing Building Code (SFEBC)  
Administrative Bulletin AB-110: Building Façade Inspection and Maintenance  
ASTM E2270, Standard Practice for Periodic Inspection of Building Facades for Unsafe Conditions  
ASTM E2841, Standard Guide for Conducting Inspections of Building Facades for Unsafe Conditions

### Discussion:

SFEBC Chapter 5F requires buildings that are five (5) or more stories and that are of Type I, II, III, or IV construction to perform building façade inspection by a qualified licensed architect or engineer. Findings of the condition of the façade are to be documented in a report submitted to the Department of Building Inspection, unless a waiver of initial inspection based on previous inspections and maintenance work performed is submitted through a waiver report. The frequency of the comprehensive façade inspection report is 10 years. Report submittal due dates are presented in Table 503F of SFEBC.

In addition, SFEBC Chapter 5F, as amended by Ordinance 97-23, File No. 230373, effective June 26, 2023, requires buildings with 15 or more stories for which a permit application for new construction was submitted after January 1, 1998, to submit a façade inspection report within six months of notification by the Department of Building Inspection.

This information sheet intends to clarify the procedure for the submitting and processing of comprehensive façade inspection reports and waiver reports. In addition, requirements for the supplemental façade inspections mandated by Ordinance 97-23 are also clarified.

### Procedure:

- 1) The owner and/or building representative will submit the building façade comprehensive inspection report or waiver report, or supplemental façade inspection report to the Department of Building Inspection for review; either:
  - By e-mail: [dbi.facade@sfgov.org](mailto:dbi.facade@sfgov.org)

- By mail: Department of Building Inspection, Technical Services Division, 49 South Van Ness Ave, Suite 500, San Francisco, CA 94103
  - In person: Technical Services Division Key Programs Counter on the 2<sup>nd</sup> Floor of the Department of Building Inspection at 49 South Van Ness Ave, San Francisco, CA 94103.
- 2) If the document is submitted by e-mail, a reply e-mail will be sent as confirmation of receipt of the submittal. If the document is submitted in person, a received date stamp will be applied to the cover sheet.
  - 3) The inspection report or affidavit will be reviewed and logged into a database of the Building Façade Inspection and Maintenance Program at the Department of Building Inspection.
  - 4) During the Department of Building Inspection's review of the report, the owner/owner's representative may be contacted to address any review comments issued and to correct the report as necessary for re-submittal.
  - 5) Once the report is approved and accepted, the owner/owner's representative will be contacted to pay the associated fees.
  - 6) Fees for the review and processing of the inspection reports are based on the number of plan review and administrative hours spent on those tasks and is determined by the fee schedule in the San Francisco Building Code Table 1A-D, Standard Hourly Rates.
  - 7) Comprehensive Façade Inspection reports and Supplemental Façade Inspection reports will not be deemed complete until all associated fees have been paid. A letter documenting that the report has been accepted and the fees have been paid is available upon request.
  - 8) A waiver of the initial comprehensive façade inspection may be requested and granted if the following criteria have been met:
    - a. A comprehensive façade inspection, prepared by a California licensed engineer or architect, is submitted including: documentation of necessary maintenance, restoration, or replacement, performed and completed within ten (10) years prior to the initial inspection report due date listed in Table 503F of SFEBC for the building's specific compliance tier, and
    - b. A complete inspection report of the above comprehensive façade inspection, meeting the requirements of the Building Façade Inspection and Maintenance Program, is submitted, reviewed, and accepted, and
    - c. Documentation of the scope of completed repairs, such as reports, plans and specifications, and building permits, is submitted with the inspection report.

**Supplemental Façade Inspection per Ordinance 97-23:**

The supplemental façade inspection, per SFEBC Chapter 5F, applicable to buildings with 15 or more stories for which a permit application for new construction was submitted after January 1, 1998, shall be in accordance with ASTM E2770, San Francisco Department of Building Inspection Administrative Bulletin AB-110, and as clarified by this Information Sheet. As part of the supplemental façade inspection, detailed inspections, per ASTM E2270, Item 10.4, are not mandatory and need not be undertaken unless considered necessary by the licensed architect or engineer conducting the inspection and reporting; ASTM E2770, Item 10.3 General Inspection, shall include 100 percent visual inspection of the exterior

glazing. The general inspection shall be a visual observation of façade components from an appropriate distance with or without magnification or remote optical devices. The California licensed engineer or architect shall methodically scan façade areas and check for out-of-plane displacement of façade elements and for glass breakages.

Findings of the condition of the façade shall be documented in the Supplemental Façade Inspection Report (IS S-21 Attachment 1) in accordance with San Francisco Department of Building Inspection Administrative Bulletin AB-110, Building Façade Inspection and Maintenance, and submitted to the Department of Building Inspection. Where the California licensed architect or engineer conducting the inspection and reporting deems a detailed inspection per ASTM E2770, Item 10.4 to be necessary, the findings from the detailed inspection shall be submitted with the Supplemental Façade Inspection Report. Where an unsafe condition is identified, including cracked/broken glass, at any time during the façade inspection and reporting process, the California licensed architect or engineer conducting the inspection shall follow the procedures for Notification and Action Regarding Unsafe Condition per AB-110 and immediately notify both the property owner and the Department of Building Inspection at 628-652-3400 of such condition.

The building owner or owner's authorized representative shall review the report and complete the Building Owner's Compliance Affidavit (IS S-21 Attachment 2). The Supplemental Façade Inspection Report (IS S-21 Attachment 1) shall be submitted to the Department of Building Inspection along with the Building Owner's Compliance Affidavit (IS S-21 Attachment 2).

**Attachments:**

IS S-21 Attachment 1 *Supplemental Façade Inspection Report and Licensed Professional's Affidavit*

IS S-21 Attachment 2 *Building Owner's Compliance Affidavit*



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Department of Building Inspection

11/1/23  
Date

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**BUILDING FAÇADE INSPECTION AND MAINTENANCE PROGRAM**  
**Supplemental Façade Inspection Report and**  
**California Licensed Engineer's or Architect's Affidavit**

**A. Building and contact information:**

Building Address: \_\_\_\_\_ Assessor Block and Lot: \_\_\_\_\_  
Report Submittal Date: \_\_\_\_\_ Year Originally Built: \_\_\_\_\_  
Owner Name: \_\_\_\_\_ Owner Address: \_\_\_\_\_  
Owner Representative: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
Contact E-mail: \_\_\_\_\_

**B. Description of building and exterior walls:**

1. Type of Construction:  Type I  Type II  Type III  Type IV
2. Number of Stories: \_\_\_\_\_

**C. Composition of exterior finish:**

*(check all that apply)*

- Brick  Terra Cotta  Stone  Concrete  Concrete Block  
 Stucco  Glass  Metal  Other: \_\_\_\_\_

Does the building have any special features?

- None  Soffit  Cornice  Other: \_\_\_\_\_

**D. Documents reviewed:**

1. I ( have/ have not) reviewed previous façade inspection reports or other reports on file for this building. Dates of prior reports reviewed and author: \_\_\_\_\_
2. I ( have/ have not) reviewed exterior façade maintenance records or other reports on file for this building. Date range of maintenance records reviewed: \_\_\_\_\_

**E. Recommended re-inspections:**

Subsequent required inspection due date specified by:

- SFEB Table 503F: \_\_\_\_\_  
 Other (no later than specified by SFEB Table 503F): \_\_\_\_\_

**F. Statement of Scope of Inspections:**

The following inspection was performed:

- Comprehensive Building Façade Inspection  
 Supplemental Building Façade Inspection



**G. Conclusions:**

Check one of the following summarizing the condition of the façade. Refer to Administrative Bulletin AB-110 Building Façade Inspection and Maintenance for conclusion descriptions.

- The building requires ordinary maintenance.
- The building requires repair, stabilization, and maintenance.
- The building requires repair/stabilization following temporary mitigation of unsafe conditions.

You are required to notify the owner and the Department of Building Inspection immediately at 628-652-3400.

**H. Additional Report Documents:**

Where the building requires repair, stabilization, and maintenance or mitigation of unsafe conditions, attach additional report documents describing the nature and extent of repairs, maintenance, or corrective actions recommended to be performed immediately and before the next reporting period deadline. Documentation shall include, but not be limited to, photographs locating and identifying the condition, description of the condition observed, possible cause, and recommended mitigation measures. Refer to Administrative Bulletin AB-110 and Information Sheet S-21 for additional reporting requirements.

**I. California Licensed Professional’s Declaration**

By signing this affidavit, I acknowledge that to the best of my knowledge based on visual observation, façade elements are in the condition as noted in this report.

Name: \_\_\_\_\_ Seal and Signature: \_\_\_\_\_  
Company: \_\_\_\_\_ (stamp, sign, and date)  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
License and Expiration: \_\_\_\_\_



**BUILDING FAÇADE INSPECTION AND MAINTENANCE PROGRAM**  
**Building Owner's Compliance Affidavit**

**A. Building and contact information:**

Building Address: \_\_\_\_\_ Assessor Block and Lot: \_\_\_\_\_  
Report Submittal Date: \_\_\_\_\_ Year Originally Built: \_\_\_\_\_  
Owner Name: \_\_\_\_\_ Owner Address: \_\_\_\_\_  
Owner Representative: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
Contact E-mail: \_\_\_\_\_

**B. Program compliance and inspection:**

1. Building Tier: (select one)
  - Tier 1: Building was constructed prior to 1910
  - Tier 2: Building was constructed from 1910 to 1925
  - Tier 3: Building was constructed from 1926 to 1970
  - Tier 4: Building was constructed from 1970 to 1997
  - Tier 5: Building was constructed after 1998
2. Date of façade inspection: \_\_\_\_\_
3. Type of inspection performed:
  - Comprehensive Building Façade Inspection
  - Supplemental Building Façade Inspection
4. Recommended reinspection date:
  - Subsequent required inspection due date by SFEB Table 503F: \_\_\_\_\_
  - Other (no later than specified by SFEB Table 503F): \_\_\_\_\_

**C. Licensed Professional Information:**

Name: \_\_\_\_\_ License and Expiration: \_\_\_\_\_  
License Type:  Architect  Civil Engineer  Structural Engineer  
Company: \_\_\_\_\_ Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_



**D. Condition of façade:**

Check one of the following summarizing the condition of the façade. Refer to Administrative Bulletin AB-110 Building Façade Inspection and Maintenance for conclusion descriptions.

- The building requires ordinary maintenance.
- The building requires repair, stabilization, and maintenance.
- The building requires repair/stabilization following temporary mitigation of unsafe conditions.

You are required to notify the Department of Building Inspection immediately at 628-652-3400.

**E. Owner’s Declaration:**

As the owner or owner’s authorized representative of the above-referenced building, I hereby certify that I have submitted the Building Façade Inspection Report to the Department of Building Inspection. I acknowledge the condition of the facade and will follow the recommendations in the report for stabilization and repair.

Name: \_\_\_\_\_ Company: \_\_\_\_\_

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

Please make a copy of this affidavit for your records prior to submittal to the Department of Building Inspection. Please submit this completed and signed affidavit and the Building Façade Inspection Report by email at [dbi.facade@sfgov.org](mailto:dbi.facade@sfgov.org), by mail to Department of Building Inspection, Technical Services Division, 49 South Van Ness Ave, Suite 500, San Francisco, CA 94103, or in-person at DBI’s Key Programs Counter at 49 South Van Ness Avenue, 2nd Floor, San Francisco, CA 94103.