



**San Francisco Office of the City Administrator
City Administrator Carmen Chu**

Reproduction and Notary Fees Permit Center

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Permit Center Director

Board of Supervisors' Finance Committee

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Summary

- Amending the Administrative Code to increase fees collected by the Department of Administrative Services for reproduction and notary services
- Authorizes the Controller to make future adjustments to ensure that costs are recovered

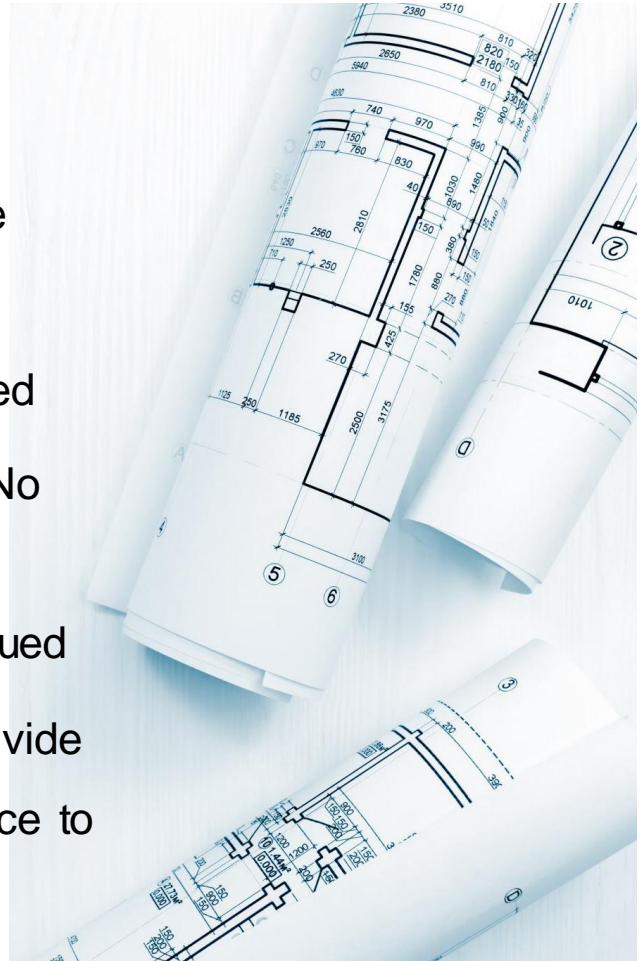
Mission of the Permit Center



Mission Statement: The Permit Center empowers San Francisco residents and businesses by centralizing and streamlining services that are key to improving homes and properties, opening and running a business, and planning community events.

Print Center

- Print Center offers copy, print, scan, and notary services onsite
- In FY23, 84,471 sq feet of construction plans were produced
- San Francisco Public Works, No Parking signs can be printed immediately after a permit is issued
- These services allow us to provide a complete end-to-end experience to customers



Fee Changes

Effective upon approval

Description		Unit Basis	FY23 Fee	FY24 Fee
Temporary parking restriction (“no parking”) signs required under the Transportation Code		Per sign	\$5.00	\$7.00
Black and white printing	Standard Size (8.5x11, 8.5x14, 11x17)	Per sq. ft	\$0.77	\$0.81
	Large format (11x17 or larger)		\$1.00	\$1.35
Color printing	Standard Size (8.5x11, 8.5x14, 11x17)	Per sq. ft	\$1.54	\$1.63
	Large format (greater than 11x17)		\$4.00	\$4.22
Scanning	Standard Size (8.5x11, 8.5x14, 11x17)	Per sq. ft	\$2.00	\$2.11
	Large format (greater than 11x17)		\$2.00	\$2.11
Notary jurat or acknowledgement		Per document	\$15.00	\$15.00

The Need for Fee Increases

- This is a very new service for San Francisco
- Prices were originally calculated based on estimates and projections of service volume and costs
- We now have two years of data from the Print Center enabling us to calculate our recovery costs
- With these fee increases, our prices will remain competitive

Thank you!

Rebecca Villareal-Mayer
Permit Center Director