

# File No. 240474 – Awning Amnesty Program

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# Awning Amnesty – Background Information

- Between November 1, 2022 and March 15, 2023, DBI received 182 anonymous complaints regarding illegal awnings.
- In 2023, DBI streamlined the permitting process for bringing illegally installed awnings into code compliance.
- This program also waived permit fees, inspection fees and penalty fees for applicants. Some modest state and local fees still apply.

List of fees waived

Fee code	Description	Fees waived?
BLDGSTD-I	Bldg Stds Admin Spec Revolv Fund	No
DBI BOAS-I	DBI Board of Appeals Surcharge (Issue)	No
DCP BOAS-I	DCP Board of Appeals Surcharge (Issue)	No
DPW BOAS-I	DPW Board of Appeals Surcharge (Issue)	No
STRG MD-I	Strong Motion Instrumentation Fee	No
BLDG-F	Bldg Permit Insp Fee (Filing) DBI	Yes
BLDG-I	Bldg Permit Insp Fee (Issue)	Yes
DCP-F	DCP Plan Check (F)	Yes
DCP-I	DCP Plan Check (Issue)	Yes
EXP PLAN-F	Express plan check fee (Filing) DBI	Yes
EXP PLAN-I	Express plan check fee (Issue) DBI	Yes
FIRE INSP	Fire Inspection Fee (Issue)	Yes
FIRE-F	Fire Plan Check Fee (Filing)	Yes
FIRE-I	Fire Plan Check Fee (Issue)	Yes
FIREPREM-F	Fire Premier Plan Review	Yes
FIREPREM-I	Fire Premier Plan Review (Issue)	Yes
PLAN REV-F	Plan Review (filing) DBI	Yes
PLAN REV-I	Plan Review (Issue) DBI	Yes
REC RET-I	Records Retention Fee DBI (Issuing)	Yes
REC RETAIN	Records Retention Fee DBI	Yes
SIGN PC-F	Sign Plan Check Fee (Filing) DBI	Yes
SIGN PC-I	Sign Plan Check Fee (Issue) DBI	Yes
ST SPACE	Street Space Permit Fee DPW	Yes

# Step-by-Step Guidance

- DBI created and published new webpages to guide customers through the streamlined permitting process step-by-step

## 1 Fill out the required forms, templates and develop the photo documentation

To get a permit for your existing awning and/or sign, you will need to submit:

- Property Owners Package documenting that you are the building owner or representative
- A Form 4/7
  - Note: You must fill out the [form 3/8 Permit Application](#) if you are responding to a notice of violation for an unpermitted awning or sign.
- A dimensioned photograph with information about your existing awning or sign.

## 2 Fill out forms about your role on the project

We need to know your role on the project to apply for an Over-the-counter (OTC) permit.

See: [Who can obtain a building permit](#)

Pick the form that applies to you.

- For business owners, [fill out the Property Owner's Disclosures form](#).

Or

- For contractors, [fill out the contractor statement](#) – only required if a contractor is applying for the permit.

Print the appropriate form and bring it with you when apply for a sign permit.

## 3 Provide dimensioned photos documenting your awning information

You will need to provide dimensioned photos with labels documenting your awning size, weight, location, type of wall, and how the awning is attached to the wall of the building.

Photos need to be printed on 11"x17" paper. Two copies of the photos are required with your permit application.

Be sure to include the scope of work including notice of violation number (if applicable), property address, awning dimensions, whether the awning is illuminated.

# 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](mailto:sfosb@sfgov.org). Online at [sf.gov/osb](http://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](mailto:sfosb@sfgov.org)。  
網站: [sf.gov/osb](http://sf.gov/osb)



San Francisco  
Planning



a division of  
SAN FRANCISCO  
OFFICE OF ECONOMIC &  
WORKFORCE DEVELOPMENT

- Delayed enforcement to give businesses time to legalize the awnings
- Substantial community outreach
  - Informing residents of unpermitted awnings and associated NOV's
  - Detailing streamlined process and fee waiver
- Outreach in four languages:
  - English
  - Chinese
  - Spanish
  - Tagalog

# Results

- Since September of 2023, 235 permits have been issued or completed through the program.
  - 130 issued permits, pending inspection
  - 106 completed permits
- 151 of the awning permits issued or completed are for properties that were not apart of the original complaints.

# File No. 240474 – Awning Amnesty Extension

- This ordinance will make permanent the streamlined permitting process for legalizing existing awnings.
- Additionally, applicable fees will continue to be waived until July 1, 2025.
- DBI staff believe that this program is helping the department bring existing unpermitted awnings into code compliance and recommend approval of the legislation.



**THANK YOU**