

1 [Planning, Building, Fire Codes - Small Business Month Fee Waivers Including for Awning
Installation]

2
3 **Ordinance amending the Planning, Building, and Fire Codes to codify the annual**
4 **waiver of awning replacement fees and awning sign fees applied for during the month**
5 **of May, to annually waive fees for new awning installations applied for during the**
6 **months of May 2023 and May 2024, and to indicate that the Planning Code, Building,**
7 **and Fire Code waivers pertaining to pedestrian street lighting as well as awning**
8 **replacement, awning installation, and awning sign fees are keyed to permit application**
9 **in May rather than permit issuance in May; affirming the Planning Department’s**
10 **determination under the California Environmental Quality Act; making findings of**
11 **consistency with the General Plan and the eight priority policies of Planning Code,**
12 **Section 101.1; and making findings of public necessity, convenience, and welfare**
13 **pursuant to Planning Code, Section 302.**

14 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
15 **Additions to Codes** are in *single-underline italics Times New Roman font*.
16 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.
17 **Board amendment additions** are in double-underlined Arial font.
18 **Board amendment deletions** are in ~~strikethrough Arial font~~.
19 **Asterisks (* * * *)** indicate the omission of unchanged Code
20 subsections or parts of tables.

21 Be it ordained by the People of the City and County of San Francisco:

22 Section 1. Land Use and Environmental Findings.

23 (a) The Planning Department has determined that the actions contemplated in this
24 ordinance comply with the California Environmental Quality Act (California Public Resources
25 Code Sections 21000 et seq.). Said determination is on file with the Clerk of the Board of

1 Supervisors in File No. 230212 and is incorporated herein by reference. The Board affirms
2 this determination.

3 (b) On May 4, 2023, the Planning Commission, in Resolution No. 21318, adopted
4 findings that the actions contemplated in this ordinance are consistent, on balance, with the
5 City's General Plan and eight priority policies of Planning Code Section 101.1. The Board
6 adopts these findings as its own. A copy of said Resolution is on file with the Clerk of the
7 Board of Supervisors in File No. 230212, and is incorporated herein by reference.

8 (c) Pursuant to Planning Code Section 302, the Board finds that this Planning Code
9 amendment will serve the public necessity, convenience, and welfare for the reasons set forth
10 in Planning Commission Resolution No. 21318, and the Board incorporates such reasons
11 herein by reference. A copy of said resolution is on file with the Clerk of the Board of
12 Supervisors in File No. 230212.

13

14 Section 2. Background and Findings.

15 (a) Annually, May is Small Business Month, during which the Board of Supervisors
16 recognizes the importance of small businesses in San Francisco. As part of this recognition,
17 each year during Small Business Month, there are waivers of various local permit fees that
18 have acted as a bar for many small businesses to improve their building facades and store
19 fronts. Fee waivers include fees for the replacement of awnings, signs on awnings, and
20 installation of pedestrian level lighting. These existing fee waivers are contained in an
21 uncodified Section 4 of Ordinance No. 149-16 in Board of Supervisors File No. 160632 and in
22 Tables 1A-A and 1A-E of the Building Code. This ordinance would codify the existing awning
23 fee waivers, and, in addition, expand fee waivers to include permits for the installation of new
24 awnings, where the application for such permit occurs in the month of May 2023 and May
25 2024, waive plan review and inspection fees of the aforementioned awning and lighting

1 permits under the Fire Code, and key the Planning, Building, and Fire Code fee waivers to
2 application for the permit in May rather than issuance of the permit in May.

3 (b) On April 19, 2023, at a duly noticed public hearing, the Building Inspection
4 Commission considered this ordinance in accordance with Charter Section D3.750-5 and
5 Building Code Section 104A.2.11.1.1. A copy of a letter from the Building Inspection
6 Commission regarding the Commission’s recommendation is on file with the Clerk of the
7 Board of Supervisors in File No. 230212.

8 (c) No local findings are required under California Health and Safety Code Section
9 17958.7 because the amendments to the Building Code contained in this ordinance do not
10 regulate materials or manner of construction or repair, and instead relate in their entirety to
11 administrative procedures for implementing the code, which are expressly excluded from the
12 definition of a “building standard” by California Health and Safety Code Section 18909(c).

13
14 Section 3. Article 3.5 of the Planning Code is hereby amended by revising Section
15 350, to read as follows:

16
17 **SEC. 350. FEES.**

18 * * * *

19 (j) **Deferred or Reduced Fee; Fee Waivers.**

20 (1) Any fraternal, charitable, benevolent, or any other nonprofit organization, that
21 is exempt from taxation under the Internal Revenue laws of the United States and the
22 Revenue and Taxation Code of the State of California as a bona fide fraternal, charitable,
23 benevolent, or other nonprofit organization, or public entity, that submits an application for the
24 development of residential units all of which are affordable to low and moderate income
25 households, as defined by the United States Housing and Urban Development Department,

1 for a time period that is consistent with the policy of the Mayor's Office of Housing and
2 Community Development and the Successor to the San Francisco Redevelopment Agency,
3 may defer payment of the fees except those for discretionary review and appeals to the Board
4 of Supervisors until (A) before final Planning Department approval of the building permit,
5 preparatory to issuance of the building permit, before the building permit is released to the
6 applicant, or (B) within one year of the date of action on the application, whichever comes
7 first. This ~~exemption~~ deferral provision shall apply notwithstanding the inclusion in the
8 development of other nonprofit ancillary or accessory uses. Should the project be withdrawn
9 prior to final Planning approval, the applicant shall pay time and material costs pursuant to
10 Section 350(g).

11 (2) An exemption from paying the full fees specified for discretionary review or
12 appeals to the Board of Supervisors may be granted when the requestor's income is not
13 enough to pay for the fee without affecting ~~his or her abilities~~ their ability to pay for the
14 necessities of life, provided that ~~they~~ person seeking the exemption demonstrates to the Planning
15 Director or ~~his/her~~ the Director's designee that ~~he or she~~ they would be substantially affected by
16 the proposed project.

17 (3) Certain of the fees charged in accordance with subsections (b) and (c) are
18 subject in some circumstances to waiver, as stated in Section 4 of Ordinance No. 149-16 in
19 Board of Supervisors File No. 160632, or as stated below. Description of the waivers below does
20 not affect the other waiver provisions in Section 4 of Ordinance No. 149-16.

21 Small Business Month Fee Waivers: No Planning Department fees shall apply to a Small
22 Business that applies for a permit for awning replacement, ~~awning installation,~~ or signs on awnings
23 during the month of May. No Planning Department fees shall apply to a Small Business that
24 applies for a permit for awning installation during the months of May 2023 and May 2024. For
25 purposes of this subsection (j)(3), a Small Business shall be a business with a total workforce of 100 or

fewer fulltime employees. To the extent this provision for Small Business Month Fee Waivers differs from the description in subsection (f) on page 43 of Ordinance No. 149-16, this provision governs.

* * * *

Section 4. Chapter 110A of the San Francisco Building Code is hereby amended by revising Section 110A, to read as follows:

SECTION 110A – SCHEDULE OF FEE TABLES

* * * *

TABLE 1A-A – BUILDING PERMIT FEES

	NEW CONSTRUCTION ^{1,3}		ALTERATIONS ^{1,2,3}		NO PLANS ^{1,2,3}
TOTAL VALUATION	PLAN REVIEW FEE	PERMIT ISSUANCE FEE	PLAN REVIEW FEE	PERMIT ISSUANCE FEE	PERMIT ISSUANCE FEE

* * * *

NOTES:

1. These permit fees do not include other fees that may be required by other Departments: Public Works, Planning, Fire, Public Health, etc., nor do they include plumbing, electrical or mechanical permit fees unless so stated in the other fee tables.

2. A surcharge of \$5.00 shall be added to those alteration permits sought for buildings classified as R3 (one/two-family dwelling) and E3 (licensed day care) that were constructed prior to 1979 to implement the interior lead safe work practices provisions of Section 3407 et seq. of this code.

1 3. All permit fees related to reviewing the structural integrity of awning
2 replacements ~~and awning installations~~ for permits submitted "over the counter" at the
3 Central Permit Bureau are hereby waived for any *Small Business that applies for a permit*
4 *issued to a Small Business Enterprise* for such activities during the month of May. All permit
5 fees related to reviewing the structural integrity of awning installations for permits submitted
6 "over the counter" at the Central Permit Bureau are hereby waived for any Small Business
7 that applies for a permit for such activities during the months of May 2023 and May 2024.
8 For purposes of this Section, a Small Business *Enterprise* shall be a business with a total
9 workforce of that has 100 or fewer fulltime employees. ~~The Planning Department and the~~
10 ~~Department of Building Inspection shall establish a process by which those two departments will~~
11 ~~certify that an applicant is a Small Business Enterprise for the purpose of this Section and Section~~
12 ~~355-350 of the Planning Code. To the extent this provision for Small Business Month Fee Waivers~~
13 ~~differs from the description in subsection (f) on page 43 of Ordinance No. 149-16, this provision~~
14 governs.
15

16 * * * *

17 **TABLE 1A-E – ELECTRICAL PERMIT ISSUANCE AND INSPECTION FEE**

18 **SCHEDULE**

19 A. Permit applicants are required to itemize the proposed scope of work and select
20 the appropriate category and fee amount.

21 B. Separate permits are required for each structure, condominium unit, existing
22 dwelling unit (except in R3 occupancies), common area, commercial office floor or individual
23 tenant space.

24 C. Standard hourly permit issuance and inspection rates shall apply for installations
25 not covered by this fee schedule.

1 D. Fees shall be paid in full prior to obtaining: occupancy approval, job card signature,
2 permission to energize, or final signoff, as applicable.

3 E. For the purpose of fee calculation: appliances and utilization equipment each count
4 as one outlet or device in addition to receptacles, switches, and light outlets.

5 F. All permit fees related to reviewing the installation of pedestrian level lighting
6 are hereby waived for any Small Business that applies for a permit issued for such activities ~~for~~
7 ~~Small Business Enterprises~~ during the month of May. For purposes of this Section, a Small
8 Business ~~Enterprise~~ shall be a business with a total workforce of that has 100 or fewer fulltime
9 employees. ~~The Planning Department and the Department of Building Inspection shall establish~~
10 ~~process by which those two departments will certify that an applicant is a Small Business Enterprise for~~
11 ~~the purpose of this Section and Section 355-350 of the Planning Code. To the extent this provision for~~
12 Small Business Month Fee Waivers differs from the description in subsection (f) on page 43 of
13 Ordinance No. 149-16, this provision governs.

14 See Table 1A-R for refund policy.

15 See Table 1A-J for permit extensions.

16 * * * *

17
18 Section 5. Chapter 107 of the San Francisco Fire Code is hereby amended by revising
19 Section 107.17, to read as follows:

20
21 **107.17. Reserved. [FOR SF] Small Business Month Fee Waivers.**

22 Notwithstanding the fees established herein, all plan review and inspection fees related to
23 reviewing the structural integrity of awning replacements, awning installations, and installation of
24 pedestrian level lighting for permits submitted "over the counter" at the Central Permit Bureau are
25 hereby waived for any Small Business that applies for a permit for such activities during the month of

1 May. No plan review and inspection fees shall apply to a Small Business that applies for a
2 permit for awning installation during the months of May 2023 and May 2024. For purposes of
3 this Section, a Small Business shall be a business with a total workforce of 100 or fewer fulltime
4 employees.

5
6 Section 6. Effective Date; Retroactivity.

7 (a) This ordinance shall become effective 30 days after enactment. Enactment occurs
8 when the Mayor signs the ordinance, the Mayor returns the ordinance unsigned or does not
9 sign the ordinance within ten days of receiving it, or the Board of Supervisors overrides the
10 Mayor’s veto of the ordinance.

11 (b) The Board of Supervisors intends that this ordinance be operative during the
12 entirety of May 2023, which is Small Business Month. To effectuate this intent, the operative
13 provisions of this ordinance shall be retroactive to May 1, 2023 should the effective date of the
14 ordinance occur after May 1, 2023. If any fees that are waived by this ordinance have been
15 collected prior to its effective date, said fees shall be promptly refunded ~~on or after the~~
16 ~~effective date of the ordinance,~~ without interest, upon request of the payor of the fee. Any
17 refund request under this subsection (b) must be filed in writing with the Central Permit
18 Bureau within one year of payment of the fee.

19
20 Section 7. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors
21 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,
22 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal
23 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment
24 additions, and Board amendment deletions in accordance with the “Note” that appears under
25 the official title of the ordinance.

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Section 8. Effect of Ordinance on Ordinance No. 149-16; Directions to Clerk of the Board of Supervisors.

(a) This ordinance overlaps with subsection (f) on page 43 of Ordinance No. 149-16, duplicating some of that subsection’s features but making some changes. To the extent the provisions of this ordinance differ from those of Ordinance No. 149-16, the provisions of this ordinance govern. This ordinance therefore supersedes subsection (f) on page 43 of Ordinance No. 149-16.

(b) Upon the effective date of this ordinance, the Clerk of the Board of Supervisors shall place a copy of this ordinance in Board File No. 160632, the file for Ordinance No. 149-16. In addition, the Clerk of the Board shall indicate on the Board’s website chart for ordinances enacted in 2016 that Ordinance No. 149-16 has been superseded in part by this ordinance.

APPROVED AS TO FORM:
DAVID CHIU, City Attorney

By: /s/ Giulia Gualco-Nelson
GIULIA GUALCO-NELSON
Deputy City Attorney

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