



BUILDING INSPECTION COMMISSION (BIC)

**Department of Building Inspection
49 South Van Ness Avenue, 5th Floor San Francisco, California 94103**

Voice (628) 652 -3510

September 23, 2024

London N. Breed
Mayor

COMMISSION

Alysabeth
Alexander-Tut
President

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Vice-President

Evita Chavez
Catherine Meng
Bianca Neumann
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Sonya Harris
Secretary

Monique Mustapha
Asst. Secretary

Patrick O’Riordan,
C.B.O., Director

Ms. Angela Calvillo
Clerk of the Board
Board of Supervisors, City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4694

Dear Ms. Calvillo:

RE: File No. 240798

Ordinance amending the Building Code to exempt the requirement for architectural drawings for building permits to change use designations that do not increase occupant load or occupancy class, or entail physical improvements; add to the list of work exempt from needing building permits; and affirming the Planning Department’s determination under the California Environmental Quality Act.

The Code Advisory Committee met on September 11, 2024 and discussed numerous possible changes to the ordinance. The Committee did not vote on a motion relating to the ordinance.

The Building Inspection Commission met and held a public hearing on September 18, 2024 regarding the proposed amendment to the Building Code contained in Board File No. 240798.

Ms. Katy Tang, Director of the Office of Small Business, presented the ordinance and answered clarifying questions from the Commissioners regarding the pilot program, change of use, and verifying occupancy. The Commissioners supported the legislation and positively discussed the proposed amendments.

The Commissioners voted unanimously to **recommend approval of the Ordinance.**

President Alexander-Tut	Yes
Vice-President Shaddix	Excused
Commissioner Chavez	Yes
Commissioner Meng	Yes
Commissioner Neumann	Yes
Commissioner Williams	Yes

Should you have any questions, please do not hesitate to call me at (628) 652-3510.

Sincerely,

A handwritten signature in blue ink that reads "Sonya Harris". The signature is fluid and cursive, with the first name "Sonya" being more prominent than the last name "Harris".

Sonya Harris
Commission Secretary

cc: Patrick O'Riordan, Director
Mayor London N. Breed
Board of Supervisors