

1 [This resolution creates a Task Force streamline the Planning Department and Department of
2 Building Inspection permitting process and improve customer service.]

3 **Resolution creating a new Task Force to study the Planning Department and**
4 **Department of Building Inspection to make recommendations on how to streamline the**
5 **permit process, increase efficiency and improve customer service.**
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7 WHEREAS, It is imperative that all construction in San Francisco be permitted by the
8 Department of Building Inspection according to the International Building Code § 106.A.1,
9 except for projects listed in § 106.A.2; and

10 WHEREAS, This process can be a laborious, time consuming and sometimes
11 seemingly endless endeavor; and

12 WHEREAS, San Franciscans complain frequently about the lack of customer service
13 and conflicting advice and requirements between the Planning Department and the
14 Department of Building Inspection; and

15 WHEREAS, Navigating the myriad of codes, requirements and permits often leave the
16 consumer frustrated to the point of surrender and non-compliance; and

17 WHEREAS, Improved communication and synchronization between DBI and Planning
18 Department would lead to a more efficient and user friendly process, and

19 WHEREAS, Creating a group of experts with representatives from all stakeholders to
20 study this process and make recommendations would develop and sustain an improved
21 permit process, therefore, be it

22 RESOLVED, That the Board of Supervisors of the City and County of San Francisco
23 does hereby establish the Building & Planning Permit Streamline Task Force (the “Task
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1 Force”) to study, analyze and make recommendations to streamline the permit process and
2 improve customer service; and be it

3 FURTHER RESOLVED, That the Task Force shall consist of fourteen (14) members
4 appointed by the Rules Committee of the Board of Supervisors, to be nominated by the Board
5 of Supervisors and other interested parties, with the following qualifications:

- 6 • Architects: two (2) members shall be Architects in the City and County of San
7 Francisco, one of which works on small scale projects, and one who works on large
8 scale projects;
- 9 • Developers: two (2) members shall be real estate project developers in the City
10 and County of San Francisco, one of which works on small scale projects and one
11 who works on large scale projects;
- 12 • Contractors: two (2) shall members shall be professional contractors in the City and
13 County of San Francisco, one of which works on small scale projects and one who
14 works on large scale projects;
- 15 • Permit Expert: one (1) member shall be a former building permit expediter;
- 16 • Lawyer: one (1) member shall be a lawyer specializing in zoning, land use and
17 planning issues;
- 18 • Engineer: one (1) member shall be an engineer with extensive experience in
19 interfacing with both the Building Inspection and Planning Departments;
- 20 • Landlord or Building Management: one (1) member shall be a landlord or building
21 manager of a property with ten or more tenants who is responsible for and has
22 experience taking out permits for that property;
- 23 • Community Representative: one (1) member shall be a resident of the City and
24 County of San Francisco who has been through the permit process and can offer
25 insight of the typical experience;

- 1 • City Administrator: one (1) member shall be the City Administrator or his designee;
- 2 • Planning Department: one (1) member shall be the Director of the Planning
- 3 Department or his designee;
- 4 • Department of Public Works: one (1) member shall be from the DPW's Bureau of
- 5 Streets and Mapping; and, be it

6 FURTHER RESOLVED, That the Task Force members shall begin meeting no later

7 than thirty days after all members have been appointed; and, be it

8 FURTHER RESOLVED, That the Task Force will make ten recommendations that can

9 be implemented within the next sixty days; and, be it

10 FURTHER RESOLVED, That the Task Force will have a reorganization plan to

11 streamline the permit process and improve customer service within six months; and, be it

12 FURTHER RESOLVED, That the Task Force shall at its initial meeting, and annually

13 thereafter, establish its rules of operation, including election of a chairperson from among its

14 appointed members and setting a schedule of meetings; and, be it

15 FURTHER RESOLVED, That the Task Force will meet no less than once a month for

16 the first year, and then once every other month to ensure success and efficacy of its

17 recommendations; and, be it

18 FURTHER RESOLVED; That the Resolution creating the Task Force and specifying its

19 operations and duties shall expire by operation of law two years after the initial meeting of the

20 Task Force, unless otherwise extended by resolution.

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