

**BOARD of SUPERVISORS**



**City Hall  
1 Dr. Carlton B. Goodlett Place  
Room 244  
San Francisco, CA 94102-4689  
Tel. No. 554-5184  
Fax No. 554-5163  
TDD/TTY No. 554-5227**

July 8, 2020

SENT CERTIFIED MAIL (Return Receipt Requested)

California Building Standards Commission  
State of California  
2525 Natomas Park Drive, Suite 130  
Sacramento, CA 95833

**SUBJECT: Planning, Building Codes - Reauthorization and Extension of Fee Waiver -  
Legalization of Unauthorized Dwelling Units**

To Whom It May Concern:

Pursuant to California Health & Safety Code, Section 17958.7, enclosed please find a certified copy of the following legislation, which was finally passed by the Board of Supervisors of the City and County of San Francisco, and approved by the Mayor, on the dates specified below:

- **Ordinance No. 092-20 (File No. 200113)** – Ordinance amending the Planning and Building Codes to reauthorize the waiver of fees related to granting legal status to existing dwelling units constructed without required permits and extending the waiver through December 31, 2024; requiring annual reports on the fee waiver program; and making findings of consistency with the General Plan, and the eight priority policies of Planning Code, Section 101.1, and findings of public necessity, convenience, and welfare under Planning Code, Section 302.

*(Board of Supervisors - Finally Passed on 6/16/2020) (Mayor - Approved on 6/26/2020)*

If you have any questions or require additional information, please contact John Carroll, Assistant Clerk, at (415) 554-4445 or via email to [john.carroll@sfgov.org](mailto:john.carroll@sfgov.org).

Sincerely,

A handwritten signature in blue ink that reads "Angela Calvillo".

Angela Calvillo  
Clerk of the Board of San Francisco  
City and County of San Francisco

1 [Planning, Building Codes - Reauthorization and Extension of Fee Waiver for Legalization of  
2 Unauthorized Dwelling Units]

3 **Ordinance amending the Planning and Building Codes to reauthorize the waiver of fees**  
4 **related to granting legal status to existing dwelling units constructed without required**  
5 **permits and extending the waiver through December 31, 2024; requiring annual reports**  
6 **on the fee waiver program; and making findings of consistency with the General Plan**  
7 **and the eight priority policies of Planning Code, Section 101.1, and findings of public**  
8 **necessity, convenience, and welfare under Planning Code, Section 302.**

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

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

17 Section 1. Findings.

18 (a) The Board of Supervisors finds that the actions contemplated in this ordinance  
19 are consistent, on balance, with the City’s General Plan and the eight priority policies of  
20 Planning Code Section 101.1 because the fee waiver will encourage owners to maintain and  
21 legalize potential sources of affordable housing.

22 (b) Pursuant to Planning Code Section 302, this Board finds that the actions  
23 contemplated in this ordinance will serve the public necessity, convenience, and welfare  
24 because the fee waiver will encourage owners to maintain and legalize potential sources of  
25 affordable housing and result in little fiscal impact to the City.

1 (c) In California Government Code Section 65852.150, the Legislature declares that  
2 accessory dwelling units are a valuable form of housing in California because they "provide  
3 housing for family members, students, the elderly, in-home health care providers, the  
4 disabled, and others, at below market prices within existing neighborhoods" and that  
5 "homeowners who create accessory dwelling units benefit from added income, and an  
6 increased sense of security."

7 (d) San Francisco has long had a housing shortage, especially of affordable  
8 housing. The housing market continues to be tight and housing costs are beyond the reach of  
9 many households. Objective 3 in the General Plan's 2014 Housing Element directs the City to  
10 protect the affordability of the existing housing stock, especially rental units. Policy 3.4 seeks  
11 to preserve "naturally" affordable housing types, such as smaller and older ownership units.

12 (e) The City has no definitive information on the number of dwelling units that have  
13 been added to existing residential buildings without the benefit of a permit (currently defined in  
14 Planning Code Section 317(b)(13) and hereafter referred to as "unauthorized units"), but  
15 unofficial estimates indicate that as many as 30,000 to 40,000 such dwelling units existed as  
16 of 2013. Often these unauthorized units have been built in the basements, garages, and attics  
17 of existing buildings or in rear-yard structures. While many of these unauthorized units may  
18 not meet existing Planning and Building Code requirements, they constitute a major supply of  
19 San Francisco's affordable housing units, often meet life and safety standards, or could meet  
20 such standards with minor permitted alterations, and may require only exceptions from  
21 density, open space, and other Planning Code requirements in order to become legal units.

22 (f) The City's 2014 Housing Element notes that while 76 unauthorized units were  
23 granted legal status between 2004 and 2013, a much larger number (226 units) were  
24 removed during that same period.

25 ///

1 (g) In 2014, the City enacted Ordinance No. 43-14, which amended the Planning  
2 Code, the Building Code, and the Administrative Code to establish a legalization process for  
3 dwelling units built without a building permit.

4 (h) In 2015, to encourage the legalization of existing unauthorized units, the City  
5 enacted Ordinance No. 146-15, which waived the permit fees related to legalizing existing  
6 unauthorized units for permits issued prior to January 1, 2020.

7 (i) This ordinance would re-authorize and extend the fee waiver enacted by  
8 Ordinance No. 146-15 for an additional five years commencing on January 1, 2020. By  
9 waiving such fees, the City would continue to create incentives for property owners to pursue  
10 legalization of the unauthorized units and would help achieve several public policy objectives.  
11 By encouraging the legalization of these units, the City would add units to the City's official  
12 supply of affordable housing, ensure that these units are safe and habitable, and properly  
13 include these units when calculating the City's existing housing supply.

14  
15 Section 2. Fee Waivers.

16 (a) Notwithstanding any provision of the Planning Code, including the fee schedule  
17 associated with Section 350, the permit fee related to reviewing permit applications seeking to  
18 legalize existing dwelling units that were constructed without the required permits is hereby  
19 waived for any permit issued for such activities between January 1, 2020 and December 31,  
20 2024, inclusive.

21 (b) Notwithstanding any provision of the Building Code, including the fee schedules  
22 of Tables 1A-A and 1A-E, the Plan Review Fee related to reviewing permit applications, or a  
23 portion of a permit application, seeking to legalize existing dwelling units that were  
24 constructed without the required permits is hereby waived for any permit issued for such  
25 activities between January 1, 2020 and December 31, 2024, inclusive; provided that other

1 fees, including but not limited to fees for applications to undertake structural work or  
2 excavation activities or any fees required by State law, shall not be waived.

3 (c) Only the portion of the permit fees related to legalizing existing units may be  
4 waived. If the permit describes work beyond that required to legalize the unit, the fees related  
5 to any additional work beyond necessary improvements for legalization shall not be waived.

6 (d) In the event the Director of Building Inspection or the Planning Director  
7 determines that the fee waivers provided in this ordinance are no longer feasible, they may  
8 provide information to the Board of Supervisors about said infeasibility and the Board may  
9 consider adopting an ordinance terminating this fee waiver prior to January 1, 2025.

10  
11 Section 3. Report by Department of Building Inspection. Starting March 2021 and  
12 during each March annually thereafter, concluding with March 2025, the Department of  
13 Building Inspection shall submit a report to the Mayor, the Board of Supervisors, the Building  
14 Inspection Commission, and the Planning Commission on the fee waivers related to permits  
15 granting legal status for unauthorized units. The report shall include, but need not be limited  
16 to, the following information:

17 (a) the total amount of fees waived during the prior calendar year and the amount of  
18 fees projected to be waived during the current calendar year, including those of the Planning  
19 Department, and any administrative costs for the prior calendar year and the current calendar  
20 year associated with the Departments' processing of such waivers;

21 (b) the number of projects that took advantage of the fee waiver program during the  
22 prior calendar year, and the districts or geographical areas of San Francisco in which the  
23 legalized units are located;

24 (c) the number of units in single-family homes and the number in multi-family  
25 buildings, legalized during the prior calendar year;

1 (d) the length of time each fee waiver applicant (“applicant”) who submitted the  
2 application during the prior calendar year has owned the subject property, and if the applicant  
3 is an individual or a business;

4 (e) for each fee waiver applicant who submitted the application during the prior  
5 calendar year, if the applicant owns, in whole or in part, other residential property in the City  
6 as an individual or part of a partnership or corporation; and

7 (f) for each fee waiver applicant who submitted the application during the prior  
8 calendar year, if the applicant has, or had within the past 10 years, building permit  
9 applications for other residential properties in the City;

10 (g) if there was a tenant in the unauthorized unit at the time the applicant submitted  
11 the application for a permit to legalize the unit; and

12 (h) if there was a tenant in the unauthorized unit in the five years prior to submitting  
13 the permit application to legalize the unit.

14 The Director of the Department of Building Inspection shall decide how best to obtain  
15 the information required by subsections (d), (e), (f), (g), and (h) above, which could include but  
16 is not limited to self-reporting by applicants.

17  
18 Section 4. Effective Date; Retroactivity.

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

23 (b) Upon its effective date, this ordinance shall be retroactive to January 1, 2020. It is  
24 the intent of the Board of Supervisors that the fee waivers originally provided in Ordinance No.  
25 146-15 and provided in this ordinance be uninterrupted through December 31, 2024. Any

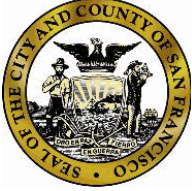
1 fees waived in this ordinance that are collected between January 1, 2020, and the effective  
2 date of this ordinance shall be promptly reimbursed by the City.

3  
4 Section 5. A copy of this ordinance shall be placed in the file for Ordinance No. 146-15  
5 (Board File No. 150571), and the listing of Ordinance No. 146-15 on the Board of Supervisors  
6 website shall include a reference to this ordinance.

7  
8 APPROVED AS TO FORM:  
9 DENNIS J. HERRERA, City Attorney

10 By: /s/ Judith A. Boyajian  
11 JUDITH A. BOYAJIAN  
12 Deputy City Attorney

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**City and County of San Francisco**  
**Tails**  
**Ordinance**

City Hall  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689

**File Number:** 200113

**Date Passed:** June 16, 2020

Ordinance amending the Planning and Building Codes to reauthorize the waiver of fees related to granting legal status to existing dwelling units constructed without required permits and extending the waiver through December 31, 2024; requiring annual reports on the fee waiver program; and making findings of consistency with the General Plan, and the eight priority policies of Planning Code, Section 101.1, and findings of public necessity, convenience, and welfare under Planning Code, Section 302.

May 07, 2020 Government Audit and Oversight Committee - CONTINUED TO CALL OF THE CHAIR

June 04, 2020 Government Audit and Oversight Committee - AMENDED, AN AMENDMENT OF THE WHOLE BEARING SAME TITLE

June 04, 2020 Government Audit and Oversight Committee - RECOMMENDED AS AMENDED AS A COMMITTEE REPORT

June 09, 2020 Board of Supervisors - PASSED ON FIRST READING

Ayes: 11 - Fewer, Haney, Mandelman, Mar, Peskin, Preston, Ronen, Safai, Stefani, Walton and Yee

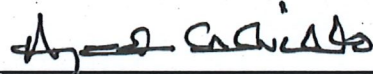
June 16, 2020 Board of Supervisors - FINALLY PASSED

Ayes: 11 - Fewer, Haney, Mandelman, Mar, Peskin, Preston, Ronen, Safai, Stefani, Walton and Yee



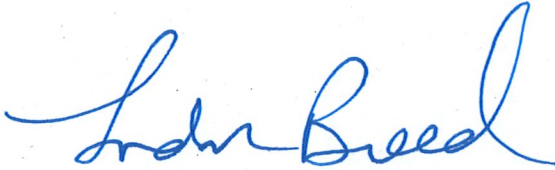
File No. 200113

I hereby certify that the foregoing Ordinance was FINALLY PASSED on 6/16/2020 by the Board of Supervisors of the City and County of San Francisco.



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Angela Calvillo  
Clerk of the Board



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London N. Breed  
Mayor



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Date Approved