



Department of Building Inspection
 1660 Mission Street
 San Francisco, CA 94103-2414



Want a DBI Pro to brief your community / organization on permits and inspection issues? Please contact us at 415-558-6089 or DBICommunityOutreach@sfgov.org and we will make it happen.

Minimum 30% post consumer recycled

INFORMATION FOR CONDOMINIUM CONVERSION



What You Should Know About

Physical Inspection - Information for Condominium Conversion



Department of Building Inspection
 1660 Mission Street
 San Francisco, CA 94103

General Information 415-558-6088
 Code Questions 415-558-6084
 Fax 415-558-6401
www.sfgov.org/dbi

October 2006



The following procedures refer to the Department of Building Inspection's Physical Inspection process. Please refer also to the Department of Street-Use and Mapping's handout - **Residential Condominium Conversion Application Materials**, available at 875 Stevenson St., 4th floor, phone # (415) 554-5800.

APPLICATION PROCESS

Submit an application for physical inspection at 1650 Mission St., Room 312 C, phone (415) 558-6454.

SCHEDULING AN INSPECTION

It is important that the contact person's name and phone number(s) is/are clear on the application. While you will be contacted for scheduling an inspection, the actual inspection will take place within 6 months from when the application is received due to the large amount of requests.

PHYSICAL INSPECTION

On the scheduled date of inspection, building, electrical and plumbing inspectors will inspect your building. **A thorough inspection can be completed in as little as 30 minutes for a well-maintained, completely accessible building of 2 units, longer for additional units and/or larger buildings.**

INSPECTION REPORT

After the inspection, the research and preparation of the "Report of Physical Inspection" will take 4 weeks. Your "Physical Inspection Report" will itemize the **violations** found. You or your contractor(s) will need to obtain separate permits: building, electrical and plumbing to clear the violations.

APPLYING FOR A PERMIT

To apply for a "Building Permit" bring a copy of your "Report of Physical Inspection" (and plans, if required) to 1660 Mission St., 1st floor. For Electrical and Plumbing Permit information, please phone (415) 558-6030 and (415) 558-6054, respectively.

INSPECTION PROCESS

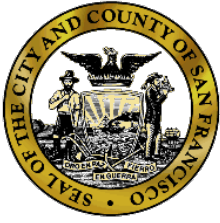
When all of the violations have been corrected and the electrical and plumbing inspectors have performed their inspections and signed the FINAL INSPECTION portion of your building permit JOB CARD, you can then contact your district building inspector for the FINAL BUILDING INSPECTION. Call (415) 558-6096 for all required Building Inspections.

PROJECT COMPLETION

Upon satisfactory correction of all violations, your building inspector will sign your "JOB CARD" and issue you a Certificate of Final Completion (CFC). Thereafter, submit a copy of your CFC and a copy of your Report of Physical Inspection to the Bureau of Street-Use and Mapping (see item VI. RECORDATION in your "Procedures" packet).

CONTACT INFORMATION

If you have any questions regarding these procedures please call (415) 558-6454.



City and County of San Francisco

WEDNESDAY, OCTOBER 25, 2006

TEST TEST. GOOD MORNING.

I AM TOM CORLET. THE SAN FRANCISCO DEPARTMENT BUILDING INSPECTOR.

I WILL BE THE MODERATOR AND

INAUDIBLE: FOR THE CONDOMINIUM CONVERSION PROGRAM.

WE HAVE THE GOOD FORTUNE TO HAVE

CHERYL HERRERA, SURVEY ASSOCIATE WITH THE DEPARTMENT OF PUBLIC

WORKS SURVEY AND STREET MAPPING.

SHE WILL DISCUSS ISSUES RELATING

TO HER DEPARTMENTS INVOLVEMENT

WITH CONDO CONVERSIONS.

ALSO WERE GRATEFUL TO HAVE

TIMOTHY LEE.

OUR COORDINATOR FOR THE SAN FRANCISCO RENT STABILIZATION BOARD.

HE WILL GIVE US THE BENEFIT OF

HIS KNOWLEDGE RELATED TO THE

ISSUES OF TODAY'S QUESTION AND ANSWER PORTION. OUR PRESENTATION WILL WALK YOU THROUGH THE PROCEDURES WHICH

GOVERN CONDOMINIUM CONVERSIONS IN SAN FRANCISCO. SET ASIDE FOR NOW WHAT YOU MAY

HAVE BEEN TOLD BY FRIENDS, FAMILY, AND EVEN SOME WELL

MEANING CITY EMPLOYEES ABOUT CONDO CONVERSIONS.

HOLD YOUR QUESTIONS UNTIL ALL PRESENTATIONS ARE COMPLETE AT WHICH TIME THE MICROPHONE LOCATED IN THE MIDDLE AISLE WILL BE AVAILABLE.

NOW, TO BEGIN, MAY I INTRODUCE

THE DOYAN OF THE DEPARTMENT OF

PUBLIC WORKS, CHERYL HERRERA.

I AM CHERYL HERRERA. I WILL GIVE A QUICK OVERVIEW

OF THE CONDO CONVERSION PROCESS

IN SAN FRANCISCO AND HOW THE BUILDING INSPECTION FITS INTO THAT PROCESS.

I SEE MOST OF YOU HAVE PICKED UP THE RESIDENTIAL CONDO CONVERSION APPLICATION.

YOU CAN FIND MORE INFORMATION ON

ABOUT CONDO CONVERSIONS FROM OUR

WEBSITE SFPW.ORG. THIS IS OUR WEBSITE HERE. YOU GO TO THE PERMITS AND

MAPPING WHERE YOU SEE THE RED ARROW THERE. THAT WILL TAKE YOU TO THE DEPARTMENT OF PUBLIC WORKS WEBSITE.

THERE ARE TWO KINDS OF BUILDINGS

IN SAN FRANCISCO THAT CAN CONVERT TO CONDOS.

THE TWO BUILDINGS THAT CAN

CONVERT TO CONDOMINIUMS ARE WHAT

WE CALL TWO UNIT OWNER OCCUPIED

AND TWO TO SIX RESIDENTIAL UNITS

THAT CONVERT VIA THE CONDOMINIUM LOTTERY. BUILDINGS WITH SEVEN OR MORE UNITS IN SAN FRANCISCO CANNOT BE CONVERTED TO CONDOS.

I WILL START WITH THE TWO UNIT LOTTERY BYPASS AND WE WILL COME

BACK TO CONDOMINIUM CONVERSION BY LOTTERY AFTER THIS.

FIRST OFF, TO BE SURE YOU DETERMINE WHETHER YOU QUALIFY,

DO YOU MEAN THE MINIMUM OWNER OCCUPANCY REQUIREMENTS. YOU WANT TO DETERMINE IF YOU ARE

ELIGIBLE UNDER THE SAN FRANCISCO SUBDIVISION CODE. CERTAIN EVICTIONS MAY EFFECT

WHEN OR IF YOU CAN CONVERT YOUR

BUILDING TO CONDOMINIUMS.

THE TWO UNIT LOTTERY BYPASS

REQUIRES BOTH UNITS TO BE OWNER OCCUPIED BY SEPARATE OWNERS OF RECORD FOR ONE YEAR.

THE KEY IS TO BE AN OWNER OF RECORD FOR ONE YEAR AND OCCUPANT

OF THE BUILDING FOR A YEAR. THE OWNERS OF RECORD SHOULD ALSO

BE LISTED IN THE PRELIMINARY

TITLE REPORT AND OWN A MINIMUM

OF 25 OWNERSHIP IN THE BUILDING.

WHEN YOU APPROACH YOUR ONE YEAR ANNIVERSARY OR THOSE IN THE BUILDING MORE THAN A YEAR, ONCE YOU ARE READY TO CONVERT YOU WILL GO TO DEPARTMENT OF BUILDING INSPECTION AND APPLY FOR SOMETHING CALLED PHYSICAL INSPECTION REPORT.

YOU WILL GET A RECEIPT WHEN YOU APPLY. YOU WILL WANT TO KEEP THAT. IT IS PART OF YOUR CONDO CONVERSION APPLICATION AT A LATER DATE.

YOU CAN ALSO APPLY FOR SOMETHING

CALLED A 3 R REPORT. TOM WILL TALK IN MORE DETAIL ABOUT BOTH OF THOSE IN A MINUTE. A LITTLE BIT OF INFORMATION ABOUT CONDO MINIMUM LOTTERY.

IN GENERAL, TICKETS GO ON SALE AROUND THANKSGIVING.

AND RUN THROUGH THE END OF JANUARY.

THE COST IS 150.

YOU CAN PURCHASE THE TICKETS AT 875 STEVENSON ROOM 460. IT IS GENERALLY HELD IN THE BEGINNING OF FEBRUARY.

AS OF TODAY, THE DETAILS FOR THE 2007 CONDO LOTTERY HAVEN'T BEEN FINALIZED.

YOU CAN CHECK OUR WEBSITE AT SFD.TW.ORG. AS SOON AS DETAILS ARE FINAL, IT WILL BE POSTED THERE.

IT WILL ALSO RUN IN AT LEAST ONE LOCAL NEWSPAPER. THIS YEAR, FOR THE FIRST TIME,

YOU WILL BE ABLE TO PRINT THE

CONDO MINIMUM LOTTERY TICKET FORM, TICKET PURCHASE FORM FROM OUR WEBSITE. SO BE SURE AND CHECK IT FREQUENTLY AS SOON AS THEY'RE

POSTED GET THOSE ITEMS PRINTED.

THERE WILL BE ONE DOCUMENT THAT

WILL REQUIRE A NOTARY SIGNATURE THIS YEAR. SO HOW DO YOU KNOW IF YOU CAN

PARTICIPATE IN THE CONDOMINIUM LOTTERY

BUILDINGS OF TWO TO SIX RESIDENTIAL UNITS CAN

PARTICIPATE IN THE LOTTERY. QUALIFYING OWNERS HAVE TO BE LISTED IN THE PRELIMINARY TITLE

REPORT AND HAVE A MINIMUM OF 10

INTEREST IN THE BUILDING. BASICALLY, THIS GROUP BREAKS

DOWN FURTHER INTO TWO GROUPS.

TWO TO FOUR UNITS REQUIRE ONE UNIT OWNER OCCUPIED BY AN OWNER OF RECORD FOR THREE YEARS AT THE

CLOSE OF CONDOMINIUM LOTTERY TICKET SALES.

FOR FIVE AND SIX UNIT BUILDINGS

YOU NEED THREE UNITS OWNER OCCUPIED BY SEPARATE OWNERS OF
RECORD FOR THREE YEARS AT THE
CLOSE OF CONDO LOTTERY TICKETICALLIES.

THAT THREEYEAR PERIOD IS COUNTED BACKWARDS FROM THE DAY
THE TICKET SALES CLOSE.

FOR 2006 TICKET SALES CLOSED JANUARY 26TH. EVERYBODY THAT QUALIFY HEAD TO
MEET THE MINIMUM REQUIREMENTS JANUARY 26, 2003. ABOUT SEVEN DAYS AFTER THE DRAWING, DEPARTMENT OF PUBLIC
WORKS WILL RELEASE THE CERTIFIED LIST.

ALL OWNERS WILL BE NOTIFIED THEY
CAN SUBMIT THEIR APPLICATION.

ALL PARTICIPANTS WILL RECEIVE RESULTS. IF YOU HAVENT HEARD FROM THE OFFICE BY THE BEGINNING OF MARCH GIVE US A CALL. YOU CAN
VIEW THIS INFORMATION ON THE WEBSITE.

IT IS THE SFPDW.ORG. IF YOU ARE NOTIFIED BY THE CITY THAT YOU ARE SELECTED IN THE LOTTERY TO CONVERT YOUR BUILDING, YOU SHOULD
GO TO THE DEPARTMENT OF BUILDING

INSPECTION APPLY FOR YOUR
PHYSICAL INSPECTION REPORT AND THE 3 R.

THOSE ARE TWO DIFFERENT ITEMS.

AT THIS POINT TOM CORLET WILL SPEAK ABOUT THOSE. THANK YOU.

TO GET THE BALL ROLLING WITH THE BUILDING DEPARTMENT YOU SHOULD SUBMIT AN APPLICATION FOR A
PHYSICAL INSPECTION AT 1650

MISSION STREET, ROOM 312, C.

THE OLD APPLICATIONS WERE FILE

INSTEAD MAIN BUILDING DEPARTMENT

OFFICE AT 1660, BUT THEY HAVE

SINCE MOVED. 1650 MISSION STREET YOU CAN

PHONE 5586554 AND THE INFORMATION WILL BE MAILED. YOU WILL SEE THE APPLICATION

FOR A PHYSICAL INSPECTION. IT IS IMPORTANT THAT CERTAIN

INFORMATION BE SHOWN ON THAT

APPLICATION AND BE CLEAR AND

RELATIVELY CONCISE.

FIRST OFF, WOULD BE THE ADDRESS OF THE BUILDING.

PLEASE LIST ALL ADDRESSES, NOT

JUST YOUR ADDRESS.

PRIMARY USE LINE IS FAIRLY TYPICAL.

CAN YOU CALL IT A DWELLING OR APARTMENT, RESIDENCE, WHATEVER YOU CHOOSE TO.

IF THERE IS ANOTHER USE IN THE

BUILDING, FOR EXAMPLE, IF YOU

HAVE A TWOUNIT RESIDENTIAL BUILDING AND ON THE GROUND FLOOR YOU HAVE A CANDY STORE. WILL YOU, NEED TO LIST THAT USE
OF THE CANDY STORE FOR THE OTHER USE ON THAT LINE.

AND THEN TO THE RIGHT IS THE NUMBER OF UNITS. TO THE RIGHT OF THAT WOULD BE

THE SQUARE FOOTAGE OF THE COMMERCIAL SPACE. THIS IS APPROXIMATION ONLY.

IT DOESNT HAVE TO BE EXACT. ANOTHER IMPORTANT ITEM IS THE

NUMBER OF STRUCTURES ON THE LOT. EACH SEPARATE RESIDENTIAL BUILDING REQUIRES A SEPARATE APPLICATION BE FILED.

IF YOU HAVE A SINGLE COTTAGE ON THE BACK OF A LOT AND TWO UNITS ON THE FRONT OF THE LOT, AND THEYRE DETACHED, YOU WOULD FILL OUT TWO SEPARATE APPLICATIONS. WHICH WOULD INDICATE THE INFORMATION FOR THAT INDIVIDUAL BUILDING. THE TWO ADDRESSES FOR THE FRONT TWO UNITS AND THE ADDRESS FOR THE REAR UNIT, WITH SEPARATE APPLICATIONS BEING FILED.

THERE IS ONE EXCEPTION TO THAT, AND THAT IS IF THE TWO RESIDENTIAL STRUCTURES ON THE LOT ARE BOTH SINGLEFAMILY BUILDINGS. IF THEYRE BOTH SINGLEFAMILY BUILDINGS, ONE APPLICATION IS ALL YOU NEED TO COMPLETE.

THE FEE SCHEDULE FOR THE UNITS ARE BASED ON THE NUMBER OF UNITS IN THAT PARTICULAR BUILDING. AND THE MINIMUM FEE RIGHT NOW IS 480 FOR A TWOUNIT BUILDING. YOU NEED TO PUT DOWN THE CONTACT NAME AND PHONE NUMBER. SO THAT WHEN THE TIME DOES COME FOR ME OR SOMEONE ELSE IN THE OFFICE TO CALL TO SCHEDULE AN APPOINTMENT, WE CAN DO THAT. FREQUENTLY, I GET NO PHONE NUMBERS, AND IT JUST SLOWS THINGS DOWN A LITTLE BIT. IT WILL TAKE ANYWHERE FROM SIX TO 12 MONTHS BEFORE YOU ARE ACTUALLY CALLED TO SCHEDULE THE INSPECTION. THAT IS BECAUSE OF THE VERY LARGE AMOUNT OF REQUESTS THAT HAVE BEEN FILED IN THE LAST COUPLE OF YEARS FOR CONDOMINIUM CONVERSIONS. CURRENTLY, IT IS TAKING ABOUT EIGHT MONTHS FROM THE TIME YOU FILE YOUR PHYSICAL INSPECTION REQUEST UNTIL I CALL YOU OR SOMEONE ELSE IN THE OFFICE CALLS YOU TO SCHEDULE AN INSPECTION. THERE ARE CURRENTLY TWO OF US PERFORMING THESE INSPECTIONS. IT IS MYSELF AND ADWIN LOUD. THERE WILL SOON BE A THIRD PERSON JOINING US. HOPEFULLY WE WILL GET COMPLETELY CAUGHT UP ON THAT BACKLOG. ON THE DATE THAT THE INSPECTION IS SCHEDULED, YOUR BUILDING WILL BE INSPECTED BY THREE DIFFERENT INSPECTORS FROM THREE SEPARATE DIVISIONS ALL WITHIN THE DEPARTMENT OF BUILDING INSPECTION. IT WILL BE EITHER ME OR MR. LOU FOR THE BUILDING DEPARTMENT. THERE WILL BE ONE PLUMBING AND ONE ELECTRICAL INSPECTOR. INSPECTION CAN BE HANDLED IN AS LITTLE AS 30 MINUTES FOR A RELATIVELY CLEAN AND SIMPLE TWOUNIT BUILDING. LARGER BUILDINGS, MORE COMPLEX, MORE VIOLATIONS TAKES LONGER. AFTER THE INSPECTION THE RESEARCH AND PREPARATION OF THE REPORT TAKES TYPICALLY TWO TO SIX WEEKS. WHEN YOU RECEIVE YOUR PHYSICAL INSPECTION REPORT, IT WILL ITEMIZE THE VIOLATIONS WE FOUND. AND UNLESS THERE ARE NO

VIOLATIONS LISTED, YOU MUST OBTAIN SEPARATE PERMITS FROM EACH OF THE THREE DIVISIONS, ONE BUILDING, ONE ELECTRICAL, AND ONE PLUMBING. AND YES, THE HOMEOWNER, THE OWNERS AGENT OR CONTRACTOR CAN APPLY FOR AND OBTAIN THE BUILDING PERMIT. CHECK WITH THE PLUMBING AND ELECTRICAL DEPARTMENTS TO FIND OUT THE PARTICULARS FOR OBTAINING PLUMBING AND ELECTRICAL PERMITS. AT THE END OF THE REPORT THERE WILL BE AN IMPORTANT RECOMMENDATION. IT WILL LIST SOME INFORMATION THAT IS VERY HELPFUL IN GUIDING YOU AS TO WHAT KIND OF PERMITS YOU NEED AND WHETHER YOU ARE REQUIRED TO FILE PLANS. SO PAY CLOSE ATTENTION TO THAT, IF YOU WOULD. ONCE YOU RECEIVED YOUR REPORT AND YOU HAVE GONE THROUGH IT WITH THE OTHER PRINCIPALS INVOLVED AND IT IS TIME FOR YOU TO CONTRACT YOUR CONTRACTORS TO CONTACT YOUR CONTRACTORS AFTER THAT APPLY FOR YOUR BUILDING PERMIT. COME TO 1660 MISSION STREET AND BRING A COPY OF THE PHYSICAL INSPECTION REPORT. AND SUBMIT THE COPY ALONG WITH THE PINK APPLICATION FORM. THE APPLICATION WILL LIST THE ONCE THE ADDRESSES OF ALL NUMBERS AND THE ONE BUILDING THAT WERE REFERRING TO FOR THIS BUILDING PERMIT APPLICATION. IF YOU HAVE TWO BUILDINGS ON THE LOT, YOU WILL BE REQUIRED TO FILL OUT TWO BUILDING PERMIT APPLICATIONS. ON LINE 16, I DONT KNOW IF IT IS CLEAR ON THERE OR NOT. BUT WHERE I SAY COMPLY WITH REPORT 3 R 5555 IT IS IMPORTANT YOU PUT YOUR FOURDIGIT NUMBER DOWN THERE SO WHEN IT IS ENTERED IN THE COMPUTER, EVERYTHING WILL TRACK ON HOW THAT IS PHRASED. IT WILL FOLLOW THAT NUMBER. IF YOU HAVE QUESTIONS, ONCE AGAIN, ABOUT PLUMBING OR ELECTRICAL, PLEASE CALL THOSE DEPARTMENTS. THE PHONE NUMBERS ARE AT THE BOTTOM OF THE SCREEN THERE. ONCE THE BUILDING PERMIT IS ISSUED AND YOU MADE THE CORRECTIONS, IT IS TIME TO CALL THE DEPARTMENT SEPARATE DIVISIONS AND REQUEST THE INSPECTIONS. ON A SIMPLE JOB, NO OTHER INSPECTIONS BESIDE FINAL INSPECTIONS ARE REQUIRED. AND TYPICALLY SPEAKING, YOU WOULD HAVE A FINAL PLUMBING AND A FINAL ELECTRICAL INSPECTION PERFORMED. AND THEY WOULD BE DONE BEFORE THE FINAL BUILDING INSPECTION. IT IS ESSENTIAL THAT THE BUILDING INSPECTOR COME LAST IN THIS PROCESS. BECAUSE THE DISTRICT BUILDING INSPECTOR WILL ISSUE YOUR CERTIFICATE OF FINAL COMPLETION. HANG ON TO THE CERTIFICATE. IT IS A DOCUMENT THAT IS IMPORTANT IN MANY WAYS. MAKE SEVERAL COPIES OF IT. AND AS SOON AS POSSIBLE, TAKE A COPY TO THE DEPARTMENT OF PUBLIC WORKS. THAT WAY, THEY WILL KNOW THAT YOURE FINISHED WITH THE BUILDING DEPARTMENT. THAT IS PRETTY MUCH IT FOR MY PORTION OF THE THE PRESENTATION. I WOULD LIKE TO RETURN TO CHERYL HERRERA. THANK YOU. OKAY. SO ONCE YOU HAVE APPLIED FOR YOUR PHYSICAL INSPECTION AND YOU

KNOW NOW THAT IT IS TIME TO
START COMPILING YOUR APPLICATION
FOR CONDOMINIUM CONVERSION, YOU
CAN PRINT IT ALSO FROM OUR
WEBSITE SFPW.ORG.
YOU WILL BEGIN SHOPPING FOR A
LICENSED LAND SURVEYOR OR CIVIL
ENGINEER LICENSED BEFORE 1982 TO PREPARE YOUR CONDO MAP.
WHEN YOU READ THE APPLICATION, PAY SPECIFIC ATTENTION TO THE SECTION THAT SAYS FINALIZING YOUR APPLICATION.
THIS WILL GUIDE YOU THROUGH THE COMPILING PROCESS, HOW IT SHOULD
BE COLLATED FOR SUBMITTAL TO OUR
OFFICE AT 875 STEVENSON ROOM 450.
ONCE YOU HAVE YOUR APPLICATION
AND THE REPORT FROM THE BUILDING
OF OFFICE INSPECTION, BEGIN YOUR
CODE COMPLIANCE WORK.
START PREPARING YOUR COVENANTS, CONDITIONS AND RESTRICTIONS INSPECT IS KNOWN AS CCNR. THIS IS A DOCUMENT THAT WILL
RECORD ONCE YOUR MAP HAS RECORDED.
SO THAT IS THE APPLICATION, THE COMPLETE APPLICATION HAS BEEN
SUBMITTED TO OUR OFFICE AT 875 STEVENSON ROOM 460.
WE REFER IT TO THE APPROPRIATE
CITY AGENCIES, PLANNING, HUMAN RIGHTS AND RENT BOARD. ONCE PLANNING APPROVES, THE DEPARTMENT OF PUBLIC WORKS WILL SEND
YOUR APPROVAL BACK TO YOUR
MAP PREPARER, SURVEYOR OR
ENGINEER LICENSED BEFORE 1982. DEPARTMENT OF PUBLIC WORKS WILL WORK WITH YOUR MAP PREPARER TO
GET THE MAP IN THE FINAL FORMAT READY FOR SIGNATURE BY THE COUNTY SURVEYOR. WHILE ALL THIS IS HAPPENING, YOU
SHOULD BE WORKING TO FINALIZE ALL YOUR CODE COMPLIANCE WORK SO
YOU CAN GET YOUR CSC FROM DEPARTMENT OF BUILDING INSPECTION.
AND YOU SHOULD BE FINALIZING
YOUR CC R, COVENANTS, CONDITIONS AND RESTRICTIONS. WHEN THE MAPS ARE READY FOR SIGNATURE, DEPARTMENT OF PUBLIC
WORKS WILL CONTACT THE MAP
PREPARER AND ASK FOR THE FINAL MYLAR AND ALSO ASK FOR A COUPLE
OF THE CFC, RECORDING FEE, AND THE TAX CERTIFICATE.
YOU CAN OBTAIN A TAX CERTIFICATE FROM THE CONTROLLERS OFFICE.
AT CITY HALL.
IT IS ROOM 316.
CAN YOU CONTACT THEM AT 5547521. SO ONCE THESE THREE ITEMS ARE SUBMITTED AND THE MYLAR REVIEW
IS COMPLETE, THE ENTIRE PACKAGE
WILL BE GIVEN TO THE COUNTY SURVEYOR FOR HIS SIGNATURE.
ONCE THEYRE SIGNED, THEN WE
WILL GO AHEAD AND COORDINATE THE
RECORDING OF THE MAP AT THE RECORDERS OFFICE.
BY LAW, THEY HAVE 10 DAYS TO RECORD.

ONCE YOUR MAPS RECORD, AT THAT
TIME, YOU WILL GO AHEAD AND GET
YOUR CC RS RECORDS AND THAT
WILL COMPLETE THE CONDOMINIUM CONVERSION PROCESS.
THERE IS ONE OTHER KIND OF A CONVERSION, IT IS CALLED A COMMERCIAL CONDOMINIUM CONVERSION.
IS ANYBODY HERE ABOUT THAT TODAY

CHUCKLING: . OKAY. THAT APPLICATION, I DONT HAVE COPIES TODAY, YOU CAN PRINT THAT
APPLICATION FROM OUR WEBSITE. SFDPW.ORG.

BASICALLY A COMMERCIAL
CONVERSION FOLLOWS THE SAME
TRACK AS THE RESIDENTIAL CONVERSIONS, AS FAR AS REFERRAL
TO CITY AGENCIES AND THOSE SUCH THINGS.

THERE ARE NO OWNER OCCUPANCY REQUIREMENTS. THE KEY TO A COMMERCIAL CONVERSION IS YOU CANNOT HAVE ANY COMMERCIAL USE
AT ALL IN THE

BUILDING WHEN YOU ARE SUBMITTING YOUR APPLICATION.

ONCE YOUR MAP RECORDS THERE IS NO RESIDENTIAL USE.

THEYRE STRICTLY COMMERCIAL CONDOS. IF THAT DOESNT ANSWER YOUR
QUESTIONS YOU CAN MEET ME

DOWNSTAIRS AND WE CAN TALK ABOUT IT IN MORE DETAIL. THAT IS IT FOR ME. THANK YOU, CHERYL. AT THIS TIME I WOULD LIKE TO
OPEN UP FOR QUESTIONS AND ANSWERS. AND THE MICROPHONES ARE RIGHT

THERE IN THE MIDDLE AISLE. PLEASE. COULD YOU GIVE A TYPICAL

RANGE OF COSTS FOR WORK CORRECTING THE PHYSICAL

INSPECTION ON SAY THE TYPICAL

HUNDRED YEAR OLD TWO TO FOURUNIT BUILDING IN SAN FRANCISCO. A RANGE.

I WOULD SAY FROM 1,000 TO 100,000.

CHUCKLING: .

IF YOU COULD GIVE ME SPECIFICS, POSSIBLY I COULD NARROW IT DOWN.

IT IS NOT OUR JOB TO NECESSARILY ESTIMATE WHAT THE COST OF THIS

WILL BE FOR YOU.

AND WHEN YOU GET YOUR CONTRACTORS TOGETHER, THEY WILL

COME UP WITH A SUM THAT WILL

EITHER PLEASE OR SURPRISE YOU BEYOND BELIEF. AND IT GOES BOTH WAYS.

SO WITHOUT HAVING SEEN THE SITE

AND HAVING SOME INFORMATION, FURTHER INFORMATION, I WOULDNT

KNOW WHAT TO TELL YOU.

THANK YOU. .

I HAVE HEARD THAT SOME

PEOPLE RECOMMEND GETTING A

PREINSPECTION BEFORE THE INSPECTIONS.

AND DOES THAT MAKE SENSE

AND ESPECIALLY FOR ELECTRICAL

I CANT SAY FOR SURE WHETHER IT MAKES SENSE OR NOT.

I KNOW IT DOES HAPPEN AND ON

OCCASION THE PERSON OR FIRM THAT IS DOING IT IS VERY QUALIFIED. IN SOME CASES, IT IS NOTHING MORE THAN A CONTRACTOR THAT MAY HAVE NOTHING ELSE TO DO SO THEY WILL KIND OF SECONDGUESS AS TO WHAT WILL BE CITED AND WHAT WILL NOT BE CITED.

THIS IS AN INSPECTION WHERE YOU NOT ONLY HAVE THE VIOLATIONS THAT MAY APPEAR AT THE CITE, BUT YOU ALSO HAVE TO CONSIDER THE HISTORY OF THE BUILDING AND WHAT MAY OR MAY NOT HAVE SOME KIND OF GRANDFATHER PROVISION TO IT. THE FACT THAT YOU WANT TO HIRE SOMEONE TO DO IT ONCE AGAIN WOULD DEPEND ON THAT PERSONS CREDENTIALS AND THEIR HISTORY AND THEIR UNDERSTANDING OF SAN FRANCISCO, IN PARTICULAR.

I HAVE A COUPLE OF QUESTIONS. ON A TWO UNIT OWNER OCCUPIED BUILDING WHERE YOU HAVE THE OWNERS WHO HAVE MET THE REQUIREMENT OF A YEAR, WHAT THERE IS OVERLAPPING ITEMS THAT YOU TALKED ABOUT. YOU TALKED ABOUT THE CONDO PAPERS BEING WRITTEN, YOU TALKED ABOUT A SURVEYOR AND THE APPLICATION AND YOU TALKED ABOUT THE GOING TO THE BUILDING DEPARTMENT TO GET THE INSPECTION REPORT. SO THERE ARE SEVERAL OF THEM.

I AM TRYING TO FIGURE OUT WHICH ARE CONCURRENT WITH EACH OTHER. AND ALSO I HEARD THAT THE FEE TO APPLY FOR CONDO CONVERSION IS 8,300.

WHEN DOES THAT START WHICH APPLICATION DOES THAT GO WITH THE CONDOMINIUM CONVERSION FEES GOES WITH THE APPLICATION THAT YOU SUBMIT TO THE DEPARTMENT OF PUBLIC WORKS. WHEN YOU HAVE A COMPLETE APPLICATION YOU CAN APPLY FOR YOUR PHYSICAL INSPECTION REPORT IN ADVANCE. YOU NEED TO DO THAT, BECAUSE THE RECEIPT THAT YOU RECEIVE ON THAT DAY IS GOING TO BE PART OF YOUR CONDOMINIUM CONVERSION APPLICATION.

THE OTHER ITEMS YOU TALKED ABOUT, THEYRE ALL DONE PRETTY MUCH CONCURRENTLY.

YOU WILL WORK WITH BUILD COMPLETION WORK. ALL OF THOSE WILL GO ON WHILE DEPARTMENT OF PUBLIC WORKS IS REVIEWING THE MAP AND GETTING IT READY TO BE RECORDED. DOES THAT.... WELL, OKAY.

SO WHAT WE NEED IS THE FIRST THING IS TO GET THE INSPECTION, THAT IS WHAT I HEAR.

SO WITH THAT, WHAT FEE ARE YOU PAYING. THE FIRST THING IS TO APPLY FOR THE INSPECTION. YOU WILL NOT NECESSARILY HAVE YOUR INSPECTION WHEN YOU SUBMIT YOUR APPLICATION.

EIGHT TO 12 MONTHS OR WHATEVER. RIGHT.

THE FEE FOR THE PHYSICAL INSPECTION.

THE FEES ARE 480 FOR A TWO UNIT BUILDING. THAT IS AFTER THE INSPECTIONS ARE DONE THAT IS A SEPARATE APPLICATION FILED WITH CHERYLS DEPARTMENT. OKAY. SO THAT IS NOT UPFRONT, THAT IS SOMEWHERE DOWN THE LINE AFTER SOME OF THE THINGS ARE MET, SOME OF THE REQUIREMENTS YOU TALKED ABOUT IS THAT AM I UNDERSTANDING THE 8,000 FEE IS THE CONDOMINIUM CONVERSION APPLICATION FEE.

THAT CHECK WOULD BE SUBMITTED WITH YOUR APPLICATION. YOULL HAVE YOUR RECEIPT OF

THE THAT YOU APPLIED FOR YOUR
PHYSICAL INSPECTION REPORT WHICH
YOUR APPLICATION.
AND YOU JUSTMENT YOU WILL SUBMIT IT ALTOGETHER.
ALL OF THOSE OTHER ITEMS WILL HAPPEN SIMULTANEOUSLY WORKING ON
THE CC R AND WORKING ON THE
BUILDING CODE ITEMS THAT YOU GET FROM BUILDING INSPECTION. I HAVE A BUILDING DEPARTMENT QUESTION, WHICH I BELIEVE YOU
HAD ASKED AND IT HAD TO DO WITH
WHAT KINDS OF ITEMS, WHAT YOU THOUGHT THE COST WOULD BE ON THE PHYSICAL INSPECTION. DO YOU TRACK THE THINGS THAT
COME UP ON A REGULAR BASIS THERE HAS TO BE A FAIRLY
STANDARD ITEM THAT YOU SEE
REGULARLY, IE MOSTLY PLUMBING AND ELECTRICAL. I HEAR THAT BACK STAIRWAYS ARE OTHER ISSUES.
I AM ASSUMING IT IS A HEALTH AND SAFETY COMPONENT.
IS THAT WHAT YOU ARE LOOKING FOR. YOU COULD SIMPLIFY IT AND SAY IT IS ALL HEALTH AND SAFETY. THERE ARE ANY NUMBER OF THINGS
THAT EVERYTHING IS LOOKED FOR.
EVERYTHING IS LOOKED AT.
BUT NOT EVERYTHING IS A VIOLATION, NECESSARY. OKAY.
THERE ARE SOME SITUATIONS
WHERE A STAIRWAY THAT IS NOT IN
CONFORMANCE TO TODAYS STAIRWAY
REQUIREMENTS. THAT IS SOMETHING THAT WOULD BE GRANDFATHERED IN.
THERE ARE NUMEROUS THINGS THAT ARE TYPICALLY CITED.
WEATHER STRIPPING, SMOKE DETECTORS.
THOSE ARE ENERGY
CONSERVATION ORDINANCE ITEMS. THE SMOKE DETECTOR IS NOT. GREAT. THANK YOU. YOURE VERY WELCOME. IF YOU YOU HAVE A MINUTE
AFTERWARDS IF YOU WANT TO MEET ME DOWNSTAIRS WE CAN TALK MORE ABOUT YOUR QUESTIONS. YES, SIR
I WOULD LIKE TO KNOW IF THERE IS ANYTIME CONSTRAINTS FROM THE
TIME THE INSPECTION PROCESS IS
STARTED, FROM WHEN WE ACTUALLY
START TO HAVE PHYSICAL BUILDING, PLUMBING, AND ELECTRICAL INSPECTIONS, ONCE THE INSPECTIONS ARE COMPLETE, IS THERE ANYTIME
PERIOD FOR COMPLIANCE TO BRING THE PROPERTY
INTO COMPLIANCE FROM THE TIME
IS THERE A YEAR, FIVE YEARS OR
SOME IS THERE SOME CONSTRAINT
ON HOW SOON COMPLIANCE HAS TO BE REACHED ONCE WE KNOW WHAT THE PROBLEM IS
YES, THERE IS.
IT IS A LITTLE VAGUE. THE COVER LETTER WILL SAY YOU HAVE SIX MONTHS TO COMPLY WITH EVERYTHING IN THE REPORT.
THAT IS NOT ENFORCED STRICTLY SPEAKING. IF YOU DECIDE TO THAT YOU
CANT GET AROUND TO YOUR WORK
FOR A YEAR OR A YEAR AND A HALF, THAT IS FINE.
THERE IS NO NEED TO REQUEST AN EXTENSION BECAUSE THE SIX MONTHS IS NOT ENFORCED. IT IS IN YOUR OWN BEST INTEREST
TO GET THE WORK DONE AS SOON AS POSSIBLE, THOUGH.
I HAVE TWO QUESTIONS ABOUT
THE OWNER OCCUPIED TOWUNIT

LOTTERY BYPASS REQUIREMENT. FIRST ONE IS THERE IS A REQUIREMENT FOR THE OWNER OCCUPANTS TO BE TWO SEPARATE OWNERS. AS OPPOSED TO ONE.

AM I CORRECT THEN IN ASSUMING THAT A JOINT OWNERSHIP, HUSBAND AND WIFE, JOINT TENANCY OR SOMETHING LIKE THAT WOULD NOT QUALIFY UNDER THAT TWO SEPARATE OWNERS THAT IS CORRECT. THE HUSBAND AND WIFE WOULD QUALIFY THE ONE UNIT THEY OCCUPY.

EVEN IF THEY OCCUPY BOTH UNITS, THE SECOND UNIT NOT CONSIDERED AS SEPARATE OWNERS OF RECORD FOR PURPOSES OF CONVERSION. OKAY. AND SO THE SECOND QUESTION IS RELATED TO THAT.

IS THERE A PRACTICAL BYPASS TO THAT SITUATION SUCH AS RERECORDING THE DEED UNDER EACH PERSON OR SEVERAL PEOPLE IN THE SAME FAMILY THAT MAY BE RELATED IF THERE IS A SEPARATE OWNER OF RECORD IN THAT SECOND UNIT, THEY HAVE TO BE ON TITLE AND HAVE A MINIMUM OF 25 INTEREST IN THE BUILDING. SO IF YOU HAVE A PARENT OR A CHILD THAT WAS GOING TO MOVE INTO THAT OTHER SECOND UNIT, THEY WOULD HAVE TO BE ON TITLE FOR A YEAR, HAVE MINIMUM 25 INTEREST IN THE BUILD, LIVE THERE FOR A YEAR AND YOU CAN GO AHEAD AND BYPASS.

THANK YOU VERY MUCH.

OKAY.

I HAVE A COUPLE OF QUESTIONS.

IT IS ACTUALLY KIND OF LUMPED UP IN ONE. THERE IS A COUPLE OF DIFFERENT RENT BUILDINGS. ONE IS A SINGLEFAMILY HOME AND ANOTHER ONE IS A WINTER HOUSE.

IT IS TO BE CONVERTED AS A CONDOMINIUM, WOULD IT BE NECESSARY TO CONVERT IT FIRST LIKE RENOVATE THE PROPERTIES BEFORE APPLYING FOR THE CONDOMINIUM CONVERSION OR CAN YOU JUST APPLY AT THE SAME TIME IT IS A SINGLEFAMILY DWELLING ONE OF THEM IS, AND THE OTHER IS A WAREHOUSE.

IT IS LIKE A THREELOT THEYRE ALL IN THE SAME LOT, A WAREHOUSE AND A SINGLEFAMILY. YEAH. BUT IT IS SEPARATE OWNERS. A COUPLE DIFFERENT OWNERS, BUT THEIR INTERESTS ARE THE SAME WHEREIN THEY WANT TO CONVERT THE ENTIRE AREA INTO A CONDOMINIUM. AND SELL IT.

SO THEY ALL SHARE THEY ALL OWN THE PROPERTY, THEY DONT OWN THEIR SEPARATE YES.

THE WAREHOUSE IS AN INDIVIDUAL OWNER, ONE OWNER, BUT THEYRE PLANNING TO CONVERT IT TO A CONDOMINIUM.

THE OTHER ONE NEXT TO THE LOT IS A SINGLEFAMILY HOME WITH A SEPARATE OWNER, BUT THEY WANT TO CONVERT AS CONDO BECAUSE THERE IS ENOUGH ROOM, YOU KNOW, FOR THE SPACE.

IT IS ONE LEGAL LOT. TECHNICALLY THE RESIDENTIAL BUILDING OCCUPANT, THEY DONT OWN THAT RESIDENTIAL UNIT IN THE COMMERCIAL PEOPLE THAT ARE

RENTING USING THE COMMERCIAL PART, THEY DONT OWN IT. THEY OWN AN INTEREST IN THE PROPERTY. THEY CAN ONLY OWN THOSE BUILDINGS SEPARATELY ONCE THEY BECOME CONDOMINIUMS. YOUR QUESTION IS HOW YOU CAN CONVERT. AS LONG AS THERE IS ONE SINGLEFAMILY RESIDENCE ONLY, THEN YOU CAN BYPASS THE LOTTERY. YOU JUST SUBMIT THE CONDOMINIUM CONVERSION APPLICATION. THERE IS A PLACE ON THERE WHEREON THE APPLICATION THAT YOU CHECK ONE RESIDENTIAL PROPERTY, ONE COMMERCIAL PROPERTY, IT IS CALLED A MIXED USE CONVERSION. A TWO UNIT MIXED USE CONVERSION. NONE OF THE OWNER OCCUPANCY REQUIREMENTS WOULD APPLY. I THINK I MIGHT HAVE I PUT THEM TOGETHER. ARE YOU TALKING ABOUT TWO SEPARATE LOTS OR ONE LOT. IT IS ACTUALLY THREE LOTS ALTOGETHER. THE ONE LOT IS OWNED BY ONE PERSON. AND THEN THE TWO OTHER LOTS IS OWNED BY A DIFFERENT PERSON, BUT THE ONE LOT IS BIGGER THAN THIS. I MEAN, THE ONE THAT HAS WAREHOUSE IS LARGER. DO YOU HAVE TIME TO MEET ME DOWNSTAIRS. YES, MAAM. IT SOUNDS LIKE IT WILL BE A LONG ANSWER. THANK YOU. I HAVE A COUPLE QUESTIONS. FIRST IS IF AN OWNER DECIDES TO DO MAJOR RENOVATION ON HIS OR HER PROPERTY, IS IT BEST FOR HIM OR HER TO WAIT UNTIL AFTER THE INSPECTION BY A DBI OR IS IT BETTER TO JUST GET STARTED, GIVEN THE TIMING OF WHAT IT TAKES TO GET AN INSPECTION IT DEPENDS ON THE SCOPE AND THE SIZE OF THE REMODEL. IF YOURE DOING ALL INTERIOR WORK AND LETS SAY IT IS MAJOR INTERIOR REMODEL, YOU CAN DO THAT BEFORE OR AFTER MY PHYSICAL INSPECTION. IF IT WOULD ALSO INVOLVE A CHANGE IN THE ENVELOPE OF THE BUILDING VERTICAL OR HORIZONTAL ADDITION WORK, CHANGE IN THE AMOUNT OF AREA THAT ONE OWNER WOULD POSSESS VERSUS THE OTHER, THAT WOULD POSSIBLY EFFECT THE MAP. AND THEN YOU WOULD CERTAINLY WANT TO DO THAT BEFOREHAND. DO YOU COME OUT TO DO YOUR INSPECTION WHEN THERE ARE OPEN BUILDING PERMITS ON THE BUILDING OR IS IT A RULE THAT YOU WILL NOT THAT YOU HAVE TO HAVE ALL THE PERMITS CLOSED IT IS POSSIBLE TO COME OUT IF THERE ARE OPEN BUILDING PERMITS. A LOT DEPENDS ON THE TYPE OF WORK THAT IS INVOLVED IN THE PERMITS YOURE REFERRING TO.

IT IS NOT UNCOMMON FOR THERE TO
BE, LETS SAY, AN OLD KITCHEN OR
BATHROOM REMODEL OR AN OLD WINDOW INSTALLATION PERMIT THAT WAS NEVER FINALIZED.
BUT IT IS STILL OPEN.
SOMETHING LIKE THAT WONT EFFECT
MY INSPECTION. ASSUMING THAT THE WORK IS FINISHED AND THE PROPERTY IS BEING LIVED IN.
IF YOURE DOING A MAJOR REMODEL
AND THE HOUSE IS DOWN TO BEAR FRAMING, THEN IT IS BARE FRAMING IT IS A MAJOR ISSUE FOR ME BECAUSE THERE IS NOTHING TO INSPECT.
RIGHT. ONE LAST THING. THANK YOU, TOM.
IF THERE IS AN ILLEGAL DECK ON
THE BACK OF THE BUILDING, IS IT
BETTER TO TRY TO DEAL WITH THAT
BEFORE THE INSPECTION THROUGH A
REPAIR PERMIT OR AN UPGRADE PERMIT
AND GET THAT WORK DONE OR IS IT
BETTER TO JUST WAIT UNTIL ITS A
DING OR AN ITEM ON THE REPORT OF PHYSICAL INSPECTION
IF IT IS TRULY ILLEGAL AND
OBVIOUSLY SO, A REPAIR PERMIT
ISNT GOING TO LEGALIZE IT. IT IS QUITE POSSIBLE THAT I
WOULD CITE IT AND YOU WOULD HAVE
TO ADDRESS THE BUILDING CODE
ISSUES PLUS YOU WOULD HAVE TO
CONSIDER ALL CITY PLANNING ISSUES. THANK YOU.
THANK YOU. HI.
MY QUESTION IS NOT ABOUT THE PROCESS ITSELF BUT ABOUT THE
QUALITY OF STANDARDS FOR A
BUILDING THAT GETS CONVERTED LEGALLY VERSUS A NEW CONDO BUILDING, SO TO SPEAK. IN OTHER WORDS, I AM WONDERING,
AFTER THE PROCESS IS COMPLETED
SUCCESSFULLY ON AN OLDER
BUILDING, DOES ONE HAVE ESSENTIALLY SIMPLY AN OLDER
CONDO UNIT, OR IS IT SOMETHING
THAT WOULD BE SIGNIFICANTLY STANDARDWISE VERSUS GOING OUT
AND BUYING A NEW CONDO UNIT TODAY
FOR EXAMPLE, I AM THINKING
SPECIFICALLY OF INSULATION IN
WALLS, IN BETWEEN YOUR NEIGHBORS.
SO LIKE IN AN OLDER BUILDING, OFTEN AT LEAST WHERE I LIVE, YOU
CAN OFTEN HEAR, YOU KNOW, A LOT NEXTDOOR SIMPLY BECAUSE WHEN
THE BUILDING WAS BUILT PROBABLY
THE INSULATION STANDARDS WERE DIFFERENT.
SO ARE THERE ANY HANDY RULES OF THUMB IN TERMS OF WHAT YOU DONT GET WITH A LEGAL CONVERSION AS COMPARED WITH WHAT YOU
DO GET
WITH A NEW UNIT TODAY CERTAINLY WITH A NEW UNIT YOU

GET ALL THE BELLS AND WHISTLES
PLUS HOPEFULLY SOME BELIEF THAT
THE BUILDING IS IN 100 COMPLIANCE.
AND IT CERTAINLY SHOULD BE.
AN OLDER BUILDING WOULD NEED TO
MEET ONLY A MINIMUM STANDARD AND
MAY NOT HAVE TO BE IN 100 COMPLIANCE.
THAT COULD BE A FACTOR OF SOME
OLD AND NEWER CODE ISSUES IF
THERE WERE REMODELING WORK PERFORMED AND POSSIBLY THE NEWER
WORK WOULD HAVE TO MEET TODAY'S STANDARD. A FINE EXAMPLE OF THAT IS A KITCHEN REMODEL. SEE A LOT OF THOSE.
SEE A LOT OF THOSE WITHOUT PERMITS.
AND TYPICALLY SPEAKING, THE ELECTRICAL INSPECTION DEPARTMENT WILL ASK FOR A SURVEY INSPECTION
TO BE PERFORMED AT THE SITE SO THAT THE ELECTRICAL INSPECTOR
CAN MEET YOUR ELECTRICAL
CONTRACTOR AT THE SITE AND GO
THROUGH CERTAIN ASPECTS OF WHAT
IS PERFORMED TO TRY TO DETERMINE
WHETHER IT IS SAFE AND MEETS ALL
THE CURRENT STANDARDS. THIS CAN GO BACK SEVERAL YEARS
ON AN OLD REMODEL, IF THERE WAS
NO PERMIT FOR IT.
AND THAT COULD PRESENT A PROBLEM. IF YOU AREN'T THE ONE THAT HAD THE WORK PERFORMED AND YOU BOUGHT A BUILDING THINKING
THAT IT WAS IN FULL COMPLIANCE WHEN
IN FACT IT ISN'T, THEN YOU COULD
BE IN FOR A SURPRISE INsofar AS
AT LEAST HAVING TO PAY FOR ANY
EXTRA WORK THAT MAY NEED TO BE PERFORMED ON THAT KITCHEN TO
BRING IT UP TO TODAY'S STANDARD. BUT THE ENTIRE BUILDING DOES NOT
HAVE TO BE BROUGHT UP TO TODAY'S STANDARD. OKAY. I THINK I UNDERSTAND THAT. THANK YOU. THANK YOU.
I AM KEN STOCK WELL WITH PRUDENTIAL CALIFORNIA REALTY.
I HAVE A QUESTION TO MOST THAT I SEE ON THE MARKET CURRENTLY ARE APARTMENT COMPLEXES THAT ARE TRYING TO CONDO CONVERT.
I WOULD LIKE YOU TO SPEAK MORE ON WHAT IS INVOLVED IN THE INSPECTION CONSIDERING THE FACT
THAT MOST UNITS ALREADY HAVE
PLUMBING AND ELECTRICAL THAT IS DESIGNATED FOR EACH SPECIFIC UNIT.
I AM WONDERING WHAT NOT NECESSARILY NECESSARILY THE PROCESS, BUT WHAT YOU LOOK FOR AS AN
INSPECTOR IN THOSE SITUATIONS. I AM LOST AS TO WHY SOMEBODY WOULD NEED TO COME OUT AND INSPECT SOMETHING PUT IN PLACE.
IS IT TO BRING IT UP TO TODAY'S STANDARDS I THINK I ALREADY ANSWERED
THAT IT DOESN'T HAVE TO MEET TODAY'S STANDARDS. THE PURPOSE OF THE INSPECTION IS
TO SEE THAT IT MEETS A MINIMUM STANDARD.
AND A LOT OF RESEARCH GOES INTO THAT FINAL DECISION AS TO WHAT
WILL AND WILL NOT BE IN THE REPORT.
IT'S NOT UNUSUAL TO HAVE A

SCENARIO WHERE I DONT KNOW

WHICH WAY I WILL GO ON ANY GIVEN THING. I DO CONSULTING WITH OTHER PEOPLE IN THE OFFICE. DO A LOT OF RESEARCH.

AND MAKE A DECISION FROM THAT.

I CANT KNOW IN ADVANCE WHAT

KINDS OF THINGS WILL BE CITED ON ANY GIVEN BUILDING. I HAVE TO GO THERE, I HAVE TO

SEE IT, I HAVE TO WALK THROUGH

AND MAKE AN EVALUATION AT THAT TIME.

THERE IS NO TYPICAL SCENARIO FOR

ANY BUILDING IN SAN FRANCISCO. HELLO.

I AM DAN OSBORNE.

MY WIFE AND I OWN A TWOUNIT

THAT IS A TWOFLAT BUILDING. WE WHOLLY OWN THE BUILDING NOW.

WE LIVE IN ONE UNIT AND WE RENT OUT THE OTHER UNIT.

DO WE QUALIFY FOR THE TWOUNIT BYPASS YOU WOULD HAVE TO PARTICIPATE

IN THE CONDOMINIUM LOTTERY. FOR A TWOUNIT BYPASS, BOTH UNITS HAVE TO BE OWNER OCCUPIED BY SEPARATE OWNERS OF RECORD.

YOU HAVE A TENANT IN THE SECOND UNIT. WHICH MEANS THAT YOU CANNOT BYPASS THE LOTTERY. YOU HAVE TO PARTICIPATE IN THE LOTTERY.

AS LONG AS YOU HAVE BEEN THERE FOR THREE YEARS, CAN YOU BUY A

LOTTERY TICKET WHEN THEY GO ON SALE. THANK YOU.

YOU ADDRESSED A TWOUNIT BUILDING AND THE NECESSITY FOR

THE SECOND ONE TO HAVE A 25 INTEREST. IS THAT CORRECT GO ON.

I WOULD LIKE TO ADDRESS A THREEUNIT BUILDING.

WHAT ARE THE WHAT ARE THE PERCENTAGES THAT ARE NECESSARY THERE

WHEN YOU HAVE A THREEUNIT BUILDING THIS BUILDING PARTICIPATES IN THE LOTTERY. IT IS THE ONLY WAY IT IS ALLOWED TO CONVERT. YOU HAVE TO HAVE THE ONE UNIT OWNER OCCUPIED FOR THREE YEARS.

THE MINIMUM OWNER OCCUPANCY REQUIREMENT IS 10. OKAY. THANK YOU.

OWNERSHIP REQUIREMENT IS 10. THANK YOU. TWO QUESTIONS.

ONE IS WHAT IS THE EXPECTED

NUMBER OF APPLICANTS FOR THE LOTTERY THIS YEAR

AND MAYBE WHAT WERE THE NUMBERS LAST YEAR

AND SECOND, WHAT ARE THE

TENANTS RIGHTS IN TERMS OF CONDOMINIUM CONVERSIONS

I DONT HAVE THE EXACT NUMBER

OF APPLICANTS THAT PARTICIPATED LAST YEAR, BUT I BELIEVE THE

NUMBER OF UNITS WAS ABOUT 1600. SOMEWHERE AROUND THERE.

WHAT WAS THE SECOND PART OF YOUR

QUESTION WHAT ARE THE TENANTS RIGHTS IN TERMS OF CONVERSION.

TENANTS HAVE RIGHTS OF FIRST REFUSAL TO PURCHASE THEIR UNIT.

THE BUILDING OWNER PRIOR TO SUBMITTING APPLICATION FOR CONVERSION SHOULD BE NOTIFYING TENANTS WHAT WAS THEIR RIGHTS ARE. IT IS ALL PART OF THE APPLICATION REQUIREMENT.

YOU SHOULD BE TOLD SPECIFICALLY

THAT THE BUILDING WILL BE CONVERTED TO CONDOMINIUMS AND

WHERE TO GET MORE INFORMATION ON THAT.

I HAVE TWO RELATED QUESTIONS.

I HAVE A TWO UNIT TIV AND COMING

UP ON THE FIRST YEAR OF TOTAL

OWNER OCCUPANCY AND WERE TRYING TO FIGURE OUT WHAT WORK TO DO TO FIGURE OUT THE PROCESS AND FIGURE OUT WHAT TO DO AFTER THE PROCESS AS FAR AS WORK ON THE HOUSE. I AM WONDERING FIRST, WHAT DO WE

NEED TO DO AS FAR AS DIVIDING UP

THINGS LIKE ELECTRICAL AND WATER IN THE HOUSE

RIGHT NOW, WE HAVE IT IS A THREE STORY BUILDING AND THE TOP

FLOOR IS OCCUPIED BY ONE OWNER.

THE BOTTOM TWO FLOORS BELONG TO MYSELF AND MY HUSBAND. THE TOP FLOOR AND THE BOTTOM FLOOR ARE ON THE SAME ELECTRICAL. WHICH IS ONE OF THOSE TYPICAL SAN FRANCISCO STORIES, I GUESS. SO HOW MUCH DO WE NEED TO DO TO

DIVIDE UP THE ELECTRICAL AND THE

WATER BEFORE WE CONDO CONVERT AND WE ALSO CURRENTLY HAVE THE

WATER HEATERS IN ONE UNIT

DO WE NEED TO GET THOSE DIVIDED AND MY SECOND QUESTION, MY HUSBAND AND I HAVE THE TWO

STORIES, AND WE NEED TO PUT IN A STAIR CASE BETWEEN THE TWO STORIES. SHOULD WE WAIT TO DO THAT UNTIL AFTER WE CONDO CONVERT OR SHOULD

WE DO IT BEFORE

CHUCKLING: . LET ME TAKE YOUR SECOND QUESTION FIRST. DO IT BEFORE. OKAY

THE FIRST QUESTION IS REGARDING ELECTRICAL AND ILL ANSWER YOUR QUESTION TO THE BEST OF MY ABILITY.

BUT I SUGGEST YOU ALSO CALL THE ELECTRICAL DEPARTMENT TO MAKE

CERTAIN THAT THIS IS CORRECT.

TYPICALLY SPEAKING, IF THERE IS A TWO, THREE, FIVE, SIX UNIT BUILDING AND THERE ARE ANY

COMMON AREAS, THEN THE COMMON

AREAS WILL BE REQUIRED TO BE ON THEIR OWN METER.

THERE WILL BE A SEPARATE HOUSE

PANEL, AND A THIRD METER THAT PGE WILL TAKE CARE OF. THAT IS FOR TWO UNIT.

AND THE THIRD IS HOUSE METER AND

HOUSE PANEL.

THAT IS FOR ALL THE UTILITIES, ELECTRICAL UTILITIES FOR THE COMMON AREAS WOULD RECEIVE A

BILL FOR THAT METER. THERE ARE SOME EXCEPTIONS TO

THAT, BUT I WOULD LIKE YOU TO

ACTUALLY CALL THE ELECTRICAL

DIVISION AND HAVE THEM ANSWER THAT FOR YOU.

AND DO WE NEED TO DIVIDE UP WATER COMING INTO THE BUILDING

THE WATER ISNT REQUIRED TO

BE DIVIDED.

YOU MENTIONED ABOUT WATER HEATER WE HAVE TWO WATER HEATERS CURRENTLY ON ONE FLOOR.

SO THEYRE IN MY UNIT.

THE UPSTAIRS OWNERS HAVE THEIR WATER HEATER IN MY UNIT. DO THEY NEED TO PUT THAT IN THEIR UNIT

I AM NOT CERTAIN IF THAT IS

ADDRESSED IN THE CC R ON HOW

YOU ACCESS THAT IF THEY WERENT

HOME OR EMERGENCY REPAIRS NEEDED TO BE PERFORMED. IS SUGGESTED THEY NUMBER COMMON AREAS BUT IT DOESNT HAVE TO BE.

THEYRE NOT REQUIRED TO BE SEPARATED. THANK YOU. YOU'RE WELCOME.

IF YOU HAVE A TWONIT BUILDING THAT ACCORDING TO THE 3 R REPORT IS A LEGAL DUPLEX BUT THERE IS A BONUS STUDIO PART OF THE BONUS SQUARE FOOTAGE, BUT THE BATHROOM AND IT IS NOT LEGAL DOES IT NEED TO BE REMOVED TO BYPASS THE LOTTERY. DOES THE KITCHEN PORTION NEED TO BE REMOVED BECAUSE IT IS LEGAL SQUARE FOOTAGE WHAT WOULD DID YOU SAY IT HAS A KITCHEN IT IS A STUDIO, BUT NOT A LEGAL UNIT. IT DOES HAVE A KITCHEN, BUT IT IS JUST A DUPLEX. HAVE YOU SEEN YOUR 3 R REPORT BY CHANCE IT IS TWONIT ACCORDING TO THE 3 R. COUNTY RECORD SHOWS IT AS PART OF THE SQUARE FOOTAGE. AND THE BATHROOM IN THAT UNIT IS LEGAL. I THINK THAT COMES KIND OF FROM BOTH OF US, ACTUALLY. FOR PURPOSES OF CONDOMINIUM CONVERSION. IF YOU ARE A TWONIT CONVERSION YOU CAN ONLY BE TWO UNITS IN THE BUILDING. I DONT KNOW AS FAR AS WHAT WOULD YOU WE WOULD CONSIDER PROBABLY TWO UNITS. AND TRY TO DETERMINE THE HISTORICALLY THE LEGALITY OF THE STUDIO. IF YOU ACTUALLY HAVE A THIRD UNIT THERE, THEN WE WOULD POSSIBLY REQUIRE THAT YOU ELIMINATE THAT THIRD UNIT IN ORDER TO MAKE IT AN IN FACT, TWONIT BUILDING. AND BY ELIMINATING THAT, YOU WOULD REDUCE THE SQUARE FOOTAGE ON THE COUNTY RECORDS THE SQUARE FOOTAGE DOESNT HAVE TO CHANGE. WHAT WOULD HAVE TO CHANGE WOULD BE THE USE OF THAT SPACE. SO THAT IT WOULDNT BE CONSTRUED AS BEING A THIRD UNIT. OKAY. THANK YOU. YOU'RE WELCOME. I HAVE ONE QUESTION. SUPPOSE YOU SOLD A TWO UNIT HAS TIC. OTHER EXTREMES FROM THE CONDO CONVERSION LOTTERY. IF YOU HAVE BOTH UNITS OWNER OCCUPIED SEPARATE OWNERS OF RECORD FOR ONE YEAR, THEN YES, CAN YOU BYPASS THE CONDOMINIUM LOTTERY. OKAY. THANK YOU. WHERE CAN I GET THE FLOWCHART ON THE CONVERSION LET ME SEE IF I CAN GET THE FLOWCHART BACK. OKAY. THIS WOULD BE THE FLOWCHART FOR THE TWONIT LOTTERY BYPASS. IF CODE VIOLATIONS ARE DISCOVERED AND THEN THE OWNER DECIDES NOT TO GO WITH GO THROUGH WITH THE CONDO CONVERSION PROCESS, DOES THE CITY STILL REQUIRE THEM TO FIX THE VIOLATIONS AS WELL AS SAY AN ILLEGAL OR UNWARRANTED UNIT SPEAKING ON BEHALF OF THE

CITY, YES.

LAUGHTER: .

YOU MENTIONED THAT THE YOUR DEPARTMENT REFERS THE

APPLICATION TO BOTH PLANNING, RENT BOARD AND ONE OTHER AGENCY. HUMAN RIGHTS IS THE OTHER ONE. WHAT DOES THE RENT BOARD AND

HUMAN RIGHTS AGENCY DO

THEYRE LOOKING TO SEE THAT

THE BUILDINGS COMPLY WITH THE

SUBDIVISION CODE REGARDING ANY EVICTIONS THAT MIGHT HAVE OCCURRED. OKAY. THANK YOU.

I JUST HAVE A COUPLE OF QUICK QUESTIONS.

IN TERMS OF THE LOTTERY, HOW MANY ARE CHOSEN IM SORRY. I LEFT THAT PART OUT.

WERE ALLOWED TO CONVERT 200

UNITS PER YEAR BY CONDOMINIUM LOTTERY.

THAT IS UNITS NOT BUILDINGS. OKAY.

I READ RECENTLY THAT THERE IS

NOW A SENIORITY CONSIDERATION IN

PEOPLE GETTING THEIR N

APPLICATIONS CHOSEN FROM THE

LOTTERY

THERE WAS LEGISLATION PASSED

LAST YEAR THAT WAS IN PLACE FOR

ONE YEAR AND THEN TO BE REVIEWED

BY THE BOARD OF SUPERVISORS TO DETERMINE IF IT WOULD CONTINUE IN PLACE.

AT THIS TIME, WE HAVENT HEARD BACK FROM THE BOARD.

SO THE PRESUMPTION IS IT IS STILL IN PLACE AS OF TODAY.

STOW IS STILL BASICALLY AN OPEN LOTTERY REGARDLESS OF HOW MANY YEARS SOMEBODY HAS BEEN TRYING TO CONVERT AN OPEN....

YOUR SENIORITY HAS NO BEARING ON WHETHER OR NOT YOU

ARE SELECTED ON A GIVEN YEAR

TO DATE THAT TO DATE, THAT

LEGISLATION IS STILL IN PLACE AS

FAR AS THE PRIORITY POOLS.

BUT AGAIN, THE BOARD OF

SUPERVISORS IS SUPPOSED TO

REVIEW THAT TO KNOW HOW TO PROCEED FOR 2007.

IF YOUR UNITS ARE CHOSEN FROM THE LOTTERY, IS THERE A

TIME LIMIT BETWEEN THAT TIME AND FINISHING YOUR APPLICATION AND SUBMITTING YOUR APPLICATION YES.

THE LETTERS WILL GO OUT WITHIN IM FWONA SAY ABOUT SEVEN DAYS

AFTER THE LOTTERY DATE TO NOTIFY WINNERS THEY CAN SUBMIT THEIR APPLICATION. YOU WILL HAVE A DEADLINE I

BELIEVE IT IS THE END OF JUNE. I CAN NEVER REMEMBER. THE END OF JUNE OR END OF JULY

BY WHICH YOU HAVE TO GET YOUR COMPLETE APPLICATION SUBMITTED TO OUR OFFICE.

REASON BEING THERE ARE A LOT OF PEOPLE ON THE STANDBY LIST. IF SOMEBODY WILL NOT CONVERT OR DOESNT QUALIFY FOR SOME REASON

WE HAVE TO BE ABLE TO GO TO THE

NEXT PERSON ON THE STANDBY LIST.

THAT LIST EXPIRES AT THE END OF

THE YEAR SO WE HAVE ONLY UNTIL THE END OF DECEMBER TO GET ALL THE APPLICATIONS IN. THANK YOU VERY MUCH. ONE LAST QUESTION. FIRST OF ALL I WANT TO THANK YOU FOR DOING THIS MEETING. IT HAS BEEN VERY INFORMATIVE.

YOU HAVE A FLOWCHART UP THERE THAT IS REALLY EXCELLENT.

IS IT AVAILABLE

AND SECOND QUESTION AND COMMENT,

THE GENTLEMAN ASKED ABOUT A TWO UNIT BUILDING THAT SOLD AS A TIC.

ONE OF THE THINGS YOU MAY NOT HAVE ADDRESSED IS THE LIMITATION OF INCLUDING ELLIS ACT IF YOU

HAVE A BUILDING DELIVERED VACANT DUE TO ELLIS ACT AND THE

CONVERSION AND IF YOU CAN

ADDRESS THAT REALLY QUICKLY AS WELL.

WELL, I THINK EVERYBODY NEEDS

TO DETERMINE IF THEY QUALIFY FOR CONVERSION UNDER THE SUBDIVISION CODE.

AS FAR AS ELLIS BUILDINGS, I DONT KNOW, I WOULD ENCOURAGE

SOMEBODY TO CALL ME DIRECTLY TO

TALK ABOUT THAT. I DONT HAVE THE ABILITY AT THE

TOP OF MY TONGUE TO ADDRESS THOSE. IM SORRY THE FLOWCHART. YES, THE FLOWCHART SHOULD BE

AVAILABLE ON THE WEBSITE. SFDPW.ORG. THAT WAS THE ONE FOR TWO UNIT BYPASS AND THERE IS A SEPARATE

ONE FOR THE LOTTERY PROJECTS.

MUSIC PLAYING : THANK YOU. THANK YOU VERY MUCH. PLEASE FILL OUT THE EVALUATION FORMS BEFORE YOU LEAVE.