

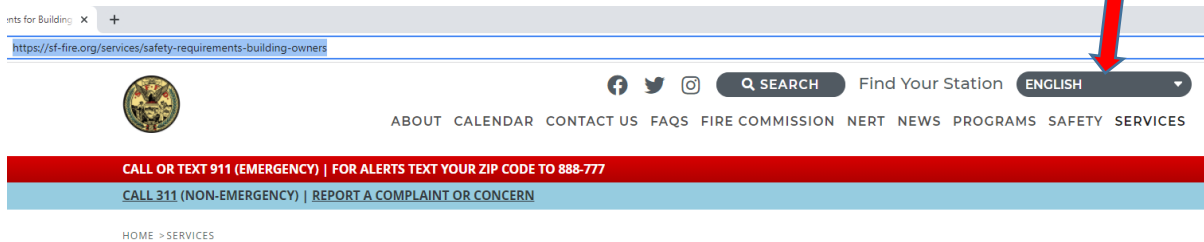
New Fire Safety Requirements for Building Owners - FAQs

LANGUAGE ACCESS

1. **I am a building owner, but I am not proficient in the English language. How do I get the information in my language?**

Go to the SFFD website's New Fire Safety Requirements for Building Owners webpage:
<https://sf-fire.org/services/safety-requirements-building-owners>

On the right you will find the option to select a list of languages to select. This will automatically translate most of the information found on the website.



Safety Requirements for Building Owners

In August 2016, the San Francisco Board of Supervisors passed legislation aimed at promoting fire and life safety, reducing the risk of fires, and preventing property damage from fires. The requirements include having building owners:

- provide residential tenants with updated **Tenant Fire Safety Disclosure Information** on fire safety and smoke alarm requirements,
- post **smoke and CO alarm information** in common areas of their buildings,
- file and post a **Statement of Compliance form** for annual fire alarm testing, and
- post the **building manager contact information** at the building entry.

If you need additional assistance, please call the SFFD Bureau of Fire Prevention at: (415) 558-3300.

GENERAL ORDINANCE QUESTIONS

2. **Why are all these items being required for building owners?**

The new requirements come from the legislation recently enacted by the SF Board of Supervisors for the safety of tenants of apartment buildings, for the protection of building owner's property, and to ensure complete transparency for all residents.

3. **What was done to notify building owners of the new regulations?**

A letter from the Fire Marshal was sent to residential building owners at the end of 2016 and a follow up letter at the end of 2017. Letters were sent to the primary contact identified in the SF Office of the Assessor-Recorder's records for properties with 3 or more units in R-2 occupancy classified buildings. If you did not receive a letter, want to ownership information or update any other information, call 415-558-3300.

4. What ordinances are in affect? How do I access the ordinances and navigate the SFFD website to learn more about Ordnances and the new fire safety requirements?

In July 2017, the San Francisco Board of Supervisors passed a new Ordinance number 164-17. This Ordinance changed one of the original Ordinances, number 163-16, approved in August 2016. Ordinance 163-16 is still in place until Ordinance 164-17 goes into effect on January 1, 2018. You can access Ordinances by going to the SF Board of Supervisors website by calendar year at <http://sfbos.org/ordinances>. The Ordinances have been adopted into the current SF Fire Code.

All the requirements are available on the San Francisco Fire Department website at sf-fire.org. You can access the information by selecting "SERVICES" on the Home Page and scroll down the Services Page to the "Fire Safety Requirements & Resources" section. Click on the "Safety Requirements - Building Owners" tile. There you will find information to assist you with compliance. For additional assistance, consult the rest of the FAQs, or call 415-558-3300.

COMPUTER ACCESS/INFORMATION ASSISTANCE

5. I cannot find the documents on the webpage. How do I access them?

Click on red **SFFD HELP** links that are located on the webpage. The links will open a new webpage where there will be links to additional information, including the required and/or sample documents.

6. I need help accessing a computer.

The Fire Department does not offer computer access assistance. However, the SF Public Library has computers that can be reserved for use: www.sfpl.org/index.php?pg=2000003001. Building owners can also ask a friend or family member for help.

7. How do I get a paper copy of the new requirements?

The requirements on the SFFD website (<https://sf-fire.org/services/safety-requirements-building-owners>) can be printed from a computer. The SF Public library has computers that can be reserved for use where copies can be printed: www.sfpl.org/index.php?pg=2000003001. Building owners can also ask a friend or family member for help.

8. How else can I get a hard copy of the new requirements? Can I come in and pay for a copy?

Yes. Building owners can pick up a packet from the Bureau of Fire Prevention at SFFD Headquarters:

SFFD Bureau of Fire Prevention
698 Second Street, Room 109
San Francisco, CA 94107

Hours: 8:00 am to 4:00 pm; Monday – Friday

The Fire Department charges 10 cents per page. **The packet will cost \$4.80.** Credit card or check please; no cash is accepted.

Please keep in mind that the packet includes just samples and guidance in many cases. In addition, the Fire Department will be providing updated information on the website, so you are advised to still check the website periodically.

9. Can you mail me a copy of all documents?

The Fire Department can mail document packets upon request, but the requestor must include a self-addressed stamped envelope (apply 2 first-class mail postage stamps) and include the **\$4.80** payment for the packet (check or money order made out to “SFFD”). Requests can be mailed to the address listed in the previous FAQ above. Requests received without fee or self-addressed stamped envelope will not be honored.

Please keep in mind that the packet includes just samples and guidance in many cases. In addition, the Fire Department will be providing updated information on the website, so you are advised to still check the website periodically.

10. Is there an informational video I can watch?

No. All informational assistance and materials needed are provided on the SFFD website.

11. Will training classes be available to the public?

No. All informational assistance and materials needed are provided on the SFFD website.

12. The SF Department of Building Inspection provides lists of vendors and engineers for certain type of work. Does the Fire Department have a similar list? I need a list of vendors for computer access, graphic work, signs, fire alarm servicing, smoke alarm and carbon monoxide detector installation, fire escape maintenance and fire extinguisher servicing.

The Fire Department does not have a list of recommended vendors. However, the Fire Department does recommend you talk to others about resources, ask for help from family, friends or tenants, and search the internet and telephone books for services.

BUILDING AND ORDINANCE APPLICABILITY

13. I received a letter from the Fire Department announcing these new requirements but have only 1 or 2 residential units in my building. Are we Exempt?

Most of the new requirements apply to buildings with 3 or more dwelling units; however the requirements for **Smoke Alarm Information Disclosure** apply to all owners of a dwelling unit in which one or more units is rented or leased, which means these requirements can apply to buildings with 1 or 2 dwelling units.

Building owners who received a letter from the Fire Department announcing the new requirements, and whose building has less than 3 residential units, still need to comply. The new Ordinances and resulting requirements are based on the number of residential units in the building property **as recorded in the City records**. Even if a unit is unoccupied, it is still legally recorded as a residential unit, and applicable requirements still apply. If you feel there may be an error in the way your building is recorded in the City records, please follow up with the SF Office of the Assessor-Recorder (www.sfassessor.org).

14. Do buildings that have multiple owners, such as condos, Tenants-in-Common, Homeowner Associations, Trusts, etc., exempt, or do we need to comply?

The new Ordinances and resulting requirements are based on the number of residential units in the building property as recorded in the City records; they are not based on the number of owners per building. Buildings with multiple owners still need to comply and must have a designated primary building owner or entity, such as the one recorded in the SF Office of the Assessor-Recorder (www.sfassessor.org).

15. Are hotels, dormitories, and SRO's exempt from these requirements?

These new regulations apply to residential buildings with three units or more, that are classified as R-2 Occupancies, as defined by the California Building Code. If you wish to determine the official occupancy classification of your building, you must submit a request to the SF Department of Building Inspection for a Report of Residential Building Record (3R Report). To make this request, please go to: <http://sfdbi.org/application-report-residential-building-record>

16. I have family members living in my units. Is my building exempt, or am I still required to comply?

The new Ordinances and resulting requirements are based on the number of residential units in the building property as recorded in the City records. The Ordinances apply to R-2 occupancy classified buildings with 3 units or more, and/or properties with one or more rented or leased dwelling units. They are not based on who is occupying the units or whether the owner and/or owner's family members are building residents. Buildings whose residents are the building owners or owner's family members still need to comply.

17. Are buildings with units used for short-term rentals (Airbnb, VRBO, etc.) exempts?

The new Ordinances and resulting requirements are based on the number of residential units in the building property as recorded in the City records. The Ordinances apply to R-2 occupancy classified buildings with 3 units or more, and/or properties with one or more rented or leased dwelling units. They are not based on who is occupying the units or how long tenants are staying. Buildings whose units are used for short-term rentals still need to comply. For more information on short-term rentals or to register, go to the SF Office of Short-Term Rental Registry (www.sf-planning.org/office-short-term-rental-registry-faqs).

18. Do these new requirements apply to residential High-Rise buildings? If so, what is required in addition to what is already required of High-Rise buildings?

Yes, the new requirements also apply to residential High-Rise buildings.

19. Do state licensed residential occupancies need to comply with the new requirements?

No. The new Ordinances and resulting requirements are based on the number of residential units in the building property as recorded in the City records, which specifically apply to R-2 occupancies (Apartment Houses) and/or properties with one or more rented or leased dwelling units. They were not intended for other residential occupancies where additional regulations apply (R-1, R-2.1, R-3, R-3.1 or R-4 occupancies), such as assisted living, social rehabilitation, or residential nursing facilities.

RECENT 2017 ORDINANCE CHANGES AND COMPLIANCE

20. What changed in the 2017 Ordinance from the 2016 Ordinance? What is now required, and what is no longer required?

Together, the new requirements include having building owners provide residential tenants with updated information on fire safety and smoke alarm requirements, post fire safety related information in common areas of their buildings, file and post a Statement of Compliance form for annual fire alarm testing and post the building manager contact information at the building entry. The requirements and effective dates vary based on the total number of residential units in each building and when the legislation was approved. Failure to comply with these requirements will lead to violations being issued.

Here is a review of the overall requirements and compliance dates:

- The **Annual Smoke Alarm Information Notice** and **List of Tenant's Rights Organizations** still need to be posted in the common area of each floor of the building. **Compliance Date = January 31, 2017.**
- If your building has a fire alarm system, the **Statement of Compliance Form** still needs to be posted in the common area of each floor of the building. **Compliance Date = January 31, 2017 (9 or more units); January 31, 2018 (3-8 units).**

- The **Building Contact Number** still needs to be posted at the building’s main entry point. **Compliance Date = March 10, 2017.**
- The **Tenant Fire Safety Disclosure Information** no longer needs to be posted; only provided to the tenants. The most recent Ordinance is not requiring the large fire safety sign to be posted in common areas. **Compliance Date = January 31, 2018.**
- Providing the floor plan of each residential unit with location of smoke and carbon monoxide alarms is no longer required.
- No tenant signature is required when receiving information. The Resident’s Statement and Owner’s Statement requirements have been eliminated. Disclosure Information is required to be distributed upon new occupancy and January 31 of every year.
- Disclosure Information contents and format have changed. Contents now include the date that the smoke and carbon monoxide alarms were last replaced and how to confirm they are in working condition, and the format may be on 8 ½” x 11” paper with 10-point font minimum. Disclosure Information may also be emailed to tenants.
- Owners of residential buildings with 16 or more units are no longer required to offer tenants an annual fire safety training. Instructions and link to the fire safety training video provided by the Fire Department is required instead.
- The **Fire Alarm Sleeping Area Requirements**, for upgrading existing fire alarm audible appliances that are provided to produce signals for sleeping areas, are still in effect. **Compliance Date = completion of work with construction costs of \$99,000 or more, or July 1, 2023, whichever occurs first.** See link for more information:
<https://sf-fire.org/308-sleeping-area-fire-alarm-requirements>
- The SF Board of Supervisors has approved legislation that would exempt mandatory seismic strengthening alterations that may trigger the “sleeping area requirements” in R-2 occupancies. See San Francisco Fire Code Section 1103.7.6.1.

The full details of all the requirements are available on the Fire Department’s website at sf-fire.org under the “Safety Requirements - Building Owners” link.

21. My building does not have a common area to post the required signs and documents. Residential units have separate entrances. How do I comply with these posting requirements?

A common area is described as a horizontal area that serves 2 or more units. A stairway is not a common area. These areas are generally hallways, corridors, exit balconies and lobbies on floors. If your building obviously does not have a common area to post the “**Annual Smoke Alarm Information Notice (2 pages)**”, “**List of Tenant’s Rights Organizations**”, and the

“**Statement of Compliance Form**” as they apply to your building, these documents shall be provided directly to the tenants. This can be done by email, US mail, sliding under their door, or handing it to them personally.

TENANT FIRE SAFETY DISCLOSURE INFORMATION

22. Where can I get help to make floor plans for the Tenant Fire Safety Disclosure Information? Is there a list of vendors available?

If you need help customizing the required information and diagrams to match your building’s layout, you will need to find someone to help you, or you can hire a professional. Please keep in mind that information on the drawing will need to be updated periodically, or when conditions change.

The Fire Department does not have a vendor list and cannot recommend individuals businesses. However, you may use graphic computer programs available on-line, or find a copy service, or custom graphics business that could assist you.

23. Can I copy the floor plan sample posted on the website and use it for my building?

No. The floor plan for the Tenant Fire Safety Disclosure Information needs to reflect the layout of *your* specific building and must depict the actual floor layout for the associated floor where each fire safety feature is located.

24. Does an Architect have to make the floor plan diagrams?

No. A licensed architect is not required; anyone can make them. However, the floor plan diagrams still need to be accurate representations and comply with specifications as listed on the **SFFD HELP: Tenant Fire Safety Disclosure Information** website page.

25. On the Tenant Fire Safety Disclosure Information, fire extinguisher and fire escape location and service dates must be provided. How do I know what is required regarding my building’s fire extinguishers and fire escapes?

Per the requirements in the San Francisco Housing Code, the SF Department of Building Inspection provides a maintenance checklist for property owners:

www.sfdbi.org/sites/default/files/Checklist%20English.pdf

The requirements specific to fire extinguishers and fire escapes are as follows:

MAINTAIN & RETAG FIRE EXTINGUISHERS: In all R-2 occupancy apartment houses a Type 2A 10BC or equivalent Fire Extinguisher is required on every level. Generally, in of all public hallways. If there are flats one can be provided in unit or outside for that level. A maximum of 75 feet travel distance is required. Garage levels require extinguishers. Required Fire Extinguishers must be serviced and retagged (Fire Marshal's Tag with service date) annually by a California licensed professional (this includes recently purchased fire extinguishers).

MAINTAIN FIRE ESCAPES: *Annually* check all fire escape ladders to ensure that they are fully operational (in particular the cable and all moving parts) and that drop ladders are not obstructed. You should have an industry professional inspect and service your fire escape. Every five years property owners shall provide proof of compliance with Housing Code Section 604 by submitting an affidavit, with verification (if applicable) completed and signed by the licensed professional who inspected the subject building fire escape. Completed affidavits must be submitted to the Housing Inspection Services Division as indicated below, Check their web site at

[http://sfdbi.org/ftp/uploadedfiles/dbi/Key Information/forms checklists/LtrSec604HC3.RVBr ev.pdf](http://sfdbi.org/ftp/uploadedfiles/dbi/Key%20Information/forms%20checklists/LtrSec604HC3.RVBr%20ev.pdf).

Please send completed and signed affidavits to:

SFDBI Housing Inspection Services Division
Attn: Section 604 H.C. Affidavit Filing
49 South Van Ness, 4th Floor
San Francisco, CA 94103
Phone: (628) 652-3700

SMOKE AND CARBON MONOXIDE ALARMS

26. How can I determine the date of installation of my smoke and carbon monoxide alarms to place the "Date Last Replaced in Unit" information on the required Disclosure Information?

If you have no documentation or other records available, there are two methods to determine the date. Some alarms have a sticker or label on them for writing the installation date. If there is no label or no date recorded, you can use the date the device was manufactured. This date can be found on the bottom of the alarm, the side closest to ceiling. Use this date for the date last replaced.

27. What are the different types of smoke and carbon monoxide alarms available?

Smoke alarm and carbon monoxide alarms are categorized by the source of power. There are basically two different types: battery and hardwired (to building electrical system). There are also combo units that contain both smoke and carbon monoxide alarms.

28. How long do smoke and carbon monoxide alarms last? Which ones are allowed to be used?

Older smoke alarms that use 9-volt batteries or new smoke alarms that use 10-year lithium batteries generally have a ten-year lifespan. After that time period has passed, they are required to be replaced with a California State Fire Marshal listed smoke alarm with a 10-year battery. Carbon monoxide alarms, on the other hand, have various lifespans; consult the manufacturer's specifications for details.

29. If adding or replacing a smoke and/or carbon monoxide alarm, what type do I need to install?

California State Fire Marshal listed 10-year battery smoke alarms are required. Carbon monoxide alarms and hardwired smoke alarms have different lifespans, based on the manufacturer's specifications. There is not a definitive time limit, like with battery smoke alarms. Consult the manufacturer's instructions for the approved life span of the device.

30. Where do I place smoke and carbon monoxide alarms in tenant units?

As a general rule, install one (1) smoke alarm in each sleeping area and one (1) smoke alarm in a common area outside the sleeping area. Make sure they are installed a minimum of 3 feet from a bathroom and 10 feet from a kitchen.

Carbon monoxide alarms are basically required in buildings that have fuel burning appliances in the building or in the units (e.g., gas heater, gas stove, fireplace, etc.), or building with an attached garage. Install carbon monoxide alarms in a common area outside sleeping areas. A carbon monoxide alarm is required in a sleeping area if it contains a fuel burning appliance or has heating provided by a forced-air duct system.

In studio apartments, install both a smoke and a carbon monoxide alarm in the center of the room.

For more information on when and where smoke and carbon monoxide alarms are required, consult the device's manufacturer's specifications, or refer to the smoke and carbon monoxide alarm information provided at: <https://sf-fire.org/annual-smoke-alarm-information-notice-building-owners>.

31. What is a sleeping area?

Sleeping areas are bedrooms, or other rooms, in which sleeping is taking place. These areas, no matter what the room is called, are required to be protected according to the smoke and carbon monoxide alarms requirements as described above.

BUILDING CONTACT PHONE NUMBER

32. Do signs with “Building Contact Phone Number” need to be posted in the lobby, or on outside door?

Signs must be visible from the outside of the building and posted a maximum of 5 feet from the front entry door. Whether that means inside the lobby facing outward or on the building’s exterior depends on your building. See **Building Contact Number Guidance** on the website for more details.

33. I have serious concerns about my phone number being posted publicly per the Building Contact Phone Number requirements. I do not want my phone number, or the phone number of any of my tenants, posted on the street. What other options do I have?

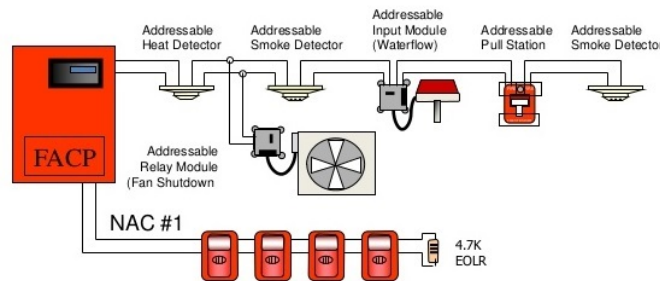
The intent of these requirements is to allow for prompt access to the building to conduct safety inspections, and to contact the responsible party in case of any immediate life safety issues. Building Contact Phone Number may be posted inside the building, if it is visible and legible from outside the building at the main entry.

As an alternative, building owners may elect to have a separate phone dedicated specifically for building management issues, such as fire and housing inspections. This will allow you to screen calls. You have within 24 hours to contact inspector back.

FIRE ALARM SYSTEMS AND STATEMENT OF COMPLIANCE FORM

34. What is a fire alarm system?

A fire alarm system notifies all occupants when a fire alarm pull station, smoke detector, fire sprinkler water flow sensor or other device has been activated. There is generally a fire alarm control panel (FACP) located in a common area or space that is accessible to fire alarm system technicians. The system can be local only or be connected to an alarm company.



FIRE ALARM SYSTEM COMPONENTS

35. If my building does not have a fire alarm system, do I have to install a new fire alarm system to comply with the new requirements?

No. The new requirements are for the proper maintenance of existing fire alarm systems only. The installation of a new fire alarm system is not required as part of the new requirements.

36. Are smoke and carbon monoxide alarms part of a fire alarm system?

Smoke and carbon monoxide alarms are stand-alone battery-operated alarms that are not tied to the building's fire alarm system. Activation of these alarms notifies the occupants locally. These alarms may be tied to the building's electrical system and use batteries as a backup source of power.

Smoke and carbon monoxide detectors are tied to the building's fire alarm system. The detectors will send a signal to the fire alarm panel, notifying the occupants and may be monitored by a fire alarm monitoring company.

If you are not sure if your smoke and carbon monoxide alarms are part of your building's fire alarm system, please consult a licensed professional.

37. Are owners of buildings without fire alarm systems still required to fill out the SFFD statement of Compliance Form? If not, what do we do instead?

If your building does not have an existing fire alarm system, building owners are to submit a letter to the San Francisco Fire Department, stating you have no fire alarm system in the building. See sample letter on the webpage.

Letters are to be mailed to:

SFFD Bureau of Fire Prevention
Fire Safety Compliance
698 Second Street, Room 109
San Francisco, CA 94107

38. I just had my fire alarm serviced recently. Am I required to have it serviced again to complete the "SFFD Statement of Compliance Form"?

Contact your fire alarm service provider and have them complete the SFFD Statement of Compliance Form. They may need to perform additional inspections in order to complete the Form. Once the form is complete, submit it by the compliance date.

Once your fire alarm Statement of Compliance submittal is synchronized with the 2-year cycle, owners of buildings with 9 or more residential units need to resubmit the Form

every ODD-numbered year, and those with 3 to 8 residential units every EVEN-numbered year.

39. What documents do I need to send to the Fire Department?

Only the **Statement of Compliance Form** for buildings with existing fire alarm systems, or if applicable, a letter stating the building has no existing fire alarm system, needs to be submitted to the Fire Department. If you received a letter from the Fire Department and your building has less than 3 residential units, you may also need to submit a letter too. All other required documentation shall be posted in building, provided to tenants and/or filed with the building records. Prior to submitting the Statement of Compliance Form, please ensure the form is complete, signed by the fire alarm service company, and include the owner's or owner's agent's signature. Please do not send any other maintenance, fire alarm or other forms from contractors. All those forms are required to be provided only upon our request.

40. When are the fire alarm system "SFFD Statements of Compliance Forms" due?

For buildings with 9 or more residential units, forms need to be submitted to the Fire Department by January 31, 2017, and every other year after the initial filing date (every ODD-numbered year). For buildings with 3 to 8 residential unit, forms need to be submitted by January 31, 2018, and every other year after the initial filing date (every EVEN-numbered year).

41. What is UL certification?

A certificated fire alarm system is one for which an acceptable listing organization has issued a serially numbered certificate to the property owner. The certificate is a tool for assuring the reliability of fire alarm systems.

Fire alarm systems shall transmit alarm, supervisory and trouble signals to an approved supervising station in accordance with NFPA 72. The supervising station shall be listed as either UUFX (Central Station) or UUJS (Remote & Proprietary) by Underwriters Laboratories Inc. (UL).

All new fire alarm systems shall be certificated.

EXCEPTIONS:

Household fire-warning systems and fire alarm systems in one- or two-family dwellings, or three-unit apartment houses.

Fire Alarm Control Units, in which the primary function is to monitor a sprinkler system, or other dedicated-function fire alarm system.

Permitted fire alarm system installation did not require UL certification.

For more information on fire alarm certification, please refer to SFFD Administrative Bulletin 3.03: <https://sf-fire.org/303-fire-alarm-certification>

FIRE ALARM SLEEPING AREA REQUIREMENTS

42. I heard that existing residential buildings with fire alarm systems are required to make some upgrades. What are the requirements?

As part of the 2016 Ordinance 163-16 (and updated through 2021 Ordinance 077-21) and San Francisco Fire Code Section 1103.7.6.1, R-2 occupancy buildings with 3 units or more with existing fire alarms are required to comply with the sound level requirements for sleeping areas as set forth in Section 18.4.5 of NFPA 72. A minimum of 75 decibels of sound is required at pillow level in bedrooms and in all sleeping areas in residential units. When new devices are added, the audible devices installed shall produce a low frequency alarm signal. This is to be completed by July 1, 2023, or on completion of work under a building permit of over \$99,000.

Exception: The \$99,000 construction trigger is removed if it was for seismic upgrade work required per the Existing Building Code.

43. How do we find out if our existing fire alarm system provides the required 75 decibels at pillow level in sleeping areas?

A sound meter test conducted by a licensed fire alarm contractor needs to be performed to verify if the fire alarm system meets the requirements. If they are, the contractor will send a letter to the Fire Marshal stating that the system meets the sound requirements, and a Fire Inspector will conduct a verification inspection. A one-hour inspection fee will be required for this service.

If the contractor determines that the sound requirements are not met, the existing fire alarm system will have to be upgraded or replaced.

When new devices are added, audible devices shall produce a low frequency alarm signal. In the State of California, there are some wireless listed audible devices that can be used. Contact your fire alarm service company for more details.

44. If additional alarm sounder devices are required to be provided can I just add another similar sounding device to increase the sound level?

If additional audible alarm devices are required to be added, low frequency sounders are required to be installed in bedrooms and sleeping areas only.

45. Who do I contact if I have additional questions about the specific code requirements, installing wireless devices, sound level testing procedures and/or associated costs?

Contact the San Francisco Fire Department, Permit Center at: (628) 652-3472, or visit the counter: 49 South Van Ness, 2nd Floor, San Francisco.

<https://sf-fire.org/308-sleeping-area-fire-alarm-requirements>

ENFORCEMENT AND COMPLIANCE

46. Will I be required to schedule an inspection?

No. Scheduling an inspection is not required. Inspections will be conducted on a yearly basis by Fire Department Companies for buildings with nine or more units, and periodically by SF Housing inspectors. All other apartment buildings will be inspected by the Department of Building Inspection - Housing Division only. However, complaints for Fire Code-related issues or potential violations will be referred to the Fire Department for ALL buildings, and violations will be issued for non-compliance per the Fire Code.

47. Can I schedule an inspection to make sure I have properly complied with the new requirements?

Pre-inspections are not being scheduled. Inspections will be conducted on a yearly basis by Fire Department Companies for buildings with nine or more units. The rest will be inspected by the Department of Building Inspection – Housing Division. If conditions are found to be not in compliance with the new requirements at the time of inspection, the building owner will be notified of the specific conditions that are not in compliance.

48. What if I cannot get everything done by the Compliance Date?

Building owners are required to complete all requirements by the compliance dates. We cannot grant time extensions.

The Fire Department is mandated to issue Notice of Violations (NOV) on ALL fire code violations. If building owners do not comply, a NOV shall be issued with an order to abate within a maximum of 14 days of issuance. On a case-by-case basis, the SFFD hearing officer may grant time allowance to abate, to be extended up to an additional 16 days (not to exceed a maximum of 30 days from the issuance of NOV).

We will not schedule new inspections for residential buildings after the due date to confirm compliance. However, if we receive a referral from another City agency, or are in the building conducting normal business, we can cite you at that time.

If you are feeling overwhelmed by these requirements, you may want to consider hiring additional help, such as a property management or other professional service.

If you still have additional questions, please contact the SFFD Bureau of Fire Prevention at: (415) 558-3300.