



# SAMPLE

## Notice Requiring Compliance Of San Francisco Housing Code Section 604 For Apartment Buildings/Residential Condos (3 or more units) and Hotels (Affidavit is on Reverse Side)

On September 17, 2003, the Board of Supervisors passed Ordinance # 192-02 which added Section 604 to the San Francisco Housing Code. The pertinent part of the Code Section is provided below for your reference. The following information has been enclosed in this information package to assist your submittal of the required affidavit **due now and every 5 years hereafter**. This requirement is separate and will cycle independently from the periodic health & safety (routine) inspections required by Chapter 3 of the Housing Code. This information is being distributed with the routine inspection request letters to give property owners the opportunity to ask the field inspectors questions about the affidavit process.

### SEC. 604. STRUCTURAL MAINTENANCE.

- (a) Affidavit Required. All wood and metal decks, balconies, landings, exit corridors, stairway systems, guard rails, hand rails, fire escapes, or any parts thereof in weather-exposed areas of apartment buildings and hotels shall be inspected by a licensed general contractor, or a structural pest control licensee, or a licensed professional architect or engineer, verifying that the exit system, corridor, balcony, deck or any part thereof is in general safe condition, in adequate working order, and free from hazardous dry rot, fungus, deterioration, decay, or improper alteration. Property owners shall provide proof of compliance with this section by submitting an affidavit form (provided by the Department) signed by the responsible inspector to the Housing Inspection Services Division every five years. For purposes of this section, weather-exposed areas means those areas which are not interior building areas.

**San Francisco Housing Code Requirements:** Section 604 requires apartment house (including residential condominium buildings of 3 dwellings or more) and hotel (6 guest rooms or more) owners to have all building appendages to be inspected by a licensed general contractor, or structural pest control licensee, or licensed professional architect or engineer, verifying that the exit system, corridor, balcony, deck, or any part thereof (that exists within the subject building as identified above) is in general safe condition, in adequate working order, and free from hazardous dry rot, fungus, deterioration, decay, or improper alteration. Appendages are described as all wood and metal decks, balconies, landings, exit corridors, stairway systems, guardrails, handrails, fire escapes, or any parts thereof in weather-exposed areas (excluding interior building areas).

**Note for Residential Condominiums:** The San Francisco Housing Code defines residential condominiums (of three dwellings or more) to be apartment houses and therefore subject to this requirement. Residential condominium owners should have their home owner's association complete the enclosed affidavit if the building appendages described above are in the common or public areas of the building. If they are not part of the common area, but related to a specific dwelling/condo, then that residential condominium owner must complete the affidavit and return it to the Department of Building Inspection per the instructions indicated below.

**Proof of Compliance & Mailing Instructions:** Property owners shall provide proof of compliance with this Section by submitting the enclosed affidavit, with verification (if applicable) completed and signed by the licensed professional who inspected the subject building. Completed affidavits must be submitted to the Housing Inspection Services Division as indicated below, every 5 years. Please send completed and signed affidavits to the:

San Francisco Department of Building Inspection  
Housing Inspection Services Division  
Attn: Section 604 H.C. Affidavit Filing  
1660 Mission Street, 6<sup>th</sup> Floor  
San Francisco, CA 94103-2414

**Code Enforcement for Failure to File:** Code enforcement proceedings as required by the San Francisco Housing Code will be initiated against those property owners who do not file completed and signed affidavits to the Department of Building Inspection. If you have any questions on this matter please call the Housing Inspection Services Division at (415) 558-6220.

**Housing Inspection Division**  
1660 Mission Street – San Francisco CA 94103  
Office (415) 558-6220 – FAX (415) 558-6249 – [www.sfgov.org/dbi](http://www.sfgov.org/dbi)