



**City & County of San Francisco – Department of Building Inspection**  
**APPLICATION FOR REGISTRATION OF VACANT**  
**OR ABANDONED BUILDING**

**INSTRUCTIONS:** Please complete all areas of the application and mail or deliver a check (only-pre-printed checks will be accepted) or money order for \$ 765.00, payable to "DEPARTMENT OF BUILDING INSPECTION", Code Enforcement, 1660 Mission Street, San Francisco, CA. 94103. Do not mail cash – cash is only accepted in person. A separate application must be submitted and a fee paid for each parcel.

**NOTE:** San Francisco Building Code Section 103A.4 Requires the owner to register annually a vacant or abandoned building with the Department of Building Inspection within 30 days after it has become vacant or abandoned. For more information call Code Enforcement at (415) 558-6454.

Step 1:	Assessor Block	Lot Number	Unit Number	Street Address
Step 2:	Name of Owner of Record		Owner Address	Owner Telephone Number
Step 3:	Name of Owner's Authorized Agent		Authorized Agent Address	Agent Telephone Number
Step 4:	Name of Contact Person for initial inspection			Contact Person Telephone Number
Step 5:	<b>Pursuant to Ordinance No. 194-09, it is the property owner's obligation to register a vacant or abandoned building which requires completion of the following questions:</b>			
A.	Describe the methods by which the owner has secured the property against unauthorized entry. All methods of security shall be subject to approval by the Director.			
B.	As the owner, declare any future plans for the property:			
C.	State the name of the fire and liability insurance carrier, policy number, fire/liability coverage amounts and agent name/contact phone number insuring said property. All insurance coverage is subject to approval by the Director. <b>Attach copy of insurance policy information to this form.</b>			

D.	If notice of default or foreclosure has been recorded on this property, the lender's name, contact person name, address, and telephone number is required.
Step 6:	<p>The cost to register a vacant or abandoned building is \$ 765.00 per year. No proration or refund of registration fees is allowed.</p> <p><b>Note: Failure to register and/or comply with this ordinance may result in penalty fees up to 9 times said registration fee and other applicable building code sections.</b></p>
Step 7:	The owner certifies this is a valid vacant or abandoned building and exempt from registration for the following reasons:

\_\_\_\_\_  
Owner/Authorized Agent Signature

\_\_\_\_\_  
Date