



May 23, 2013

TO: All-DBI, Angus McCarthy, President, BIC,
BIC Commissioners,
Patrick Otellini, Laurence Kornfield, Jeff Buckley
FROM: Tom Hui, S.E., C.B.O., Acting Director *Tom C. Hui*

Re: **DBI's Mandatory Retrofit Program to be managed by Robert Chun**

As most of you may know, Mayor Lee signed on April 18, 2013 new mandatory retrofit legislation for soft-story buildings that are highly vulnerable to collapse following a major earthquake. This legislation will take legal effect 60 days after the Mayor's signature – on June 17, 2013.

In order to prepare DBI for managing the specific requirements in the legislation, I have appointed **Robert Chun** in Plan Review Services as the manager of this important new program. Working with Robert on the **Mandatory Retrofit Program (MRP)** will be Chu Liu and Matthew Ralls – all of whom will assist customers affected by this legislation, as well as work directly with MIS to identify, track, and post on the DBI web site these new Retrofit Permits.

The next step in implementing the legislation will be a notification mailing – expected to go out in early July -- of a "Screening Form" to more than 6,000 owners of properties believed to fall in to the soft-story, wood-framed, category. This database was generated by the Mayor's Director of Earthquake Safety, who worked closely with DBI's MIS, Housing Inspection and with the Assessor's Office. MIS is still in the process of spot-checking the database to ensure accuracy prior to the mailing of these notifications.

The purpose of the "Screening Form" is to have owners engage a design professional, or an engineer, to complete the form with an official stamp and/or professional license number and thereby provide a possible way to "opt out" of this mandatory retrofit pool. Owners have one year from receipt of the notification to return the "Screening Form" to DBI, and those properties unable to "opt out" – because they have not yet completed verified retrofitting—will then be placed in one of four risk categories, and will have between four and seven years to obtain the permit and to complete the retrofitting work.

Additional guidelines for owners will be provided in a new Administrative Bulletin, which will be drafted with assistance from the Structural Engineers of Northern California (SEONC) and DBI's head of Technical Services, David Leung. DBI also will be adding additional staff, as needed, to review and process these retrofitting permits as quickly as possible.

Please provide Robert and his Mandatory Retrofitting Program with your cooperation and support as we begin implementation of this important new seismic strengthening ordinance. If you have questions, please talk to Robert, members of his Team, or to your Supervisor.