

## PORT CODE PROCEDURE

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**NO. PCP-006**

**DATE** : January 1, 2026

**SUBJECT** : General Administrative Procedures

**TITLE** : Port Building Code Appeals Process

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**PURPOSE** : The purpose of this Port Code Procedure (PCP) is to explain the process to bring a Building Code appeal to the Port Commission

**REFERENCE** : Port of San Francisco Building Code (Port Building Code) Chapter 1 Administration; California Health and Safety Code 17920.5 (Health and Safety Code)

**DISCUSSION** : The California Building Standards Code (CA Building Code) requires that local jurisdictions charged with enforcing the CA Building Code, as amended by the local jurisdiction, provide an Appeals Board (as defined in the CA Building Code and Health and Safety Code). If a mutual resolution cannot be reached in a dispute between the Port's Chief Harbor Engineer and a party subject to the enforcement of the Port Building Code, the appeal will be heard and decided by the San Francisco Port Commission (Port Commission or Commission).

### 1. BACKGROUND ON THE PORT COMMISSION

The Port Commission has the authority to act as the Appeals Board and hear and decide appeals of orders, decisions, and determinations made by the Chief Harbor Engineer, in the Chief Harbor Engineer's capacity as the Port's Building Official (as defined in the CA Building Code and Port Building Code).

The Port Commission is comprised of five members. Regular meetings of the Port Commission are on the second Tuesday of every month, plus the fourth Tuesday in February and April. The meetings commence at 2:00 pm for closed session and 3:15 pm for open session. Meetings will be held in person at the Port Commission Hearing Room in the Ferry Building, Second Floor. The latest schedule of Port Commission meetings is available on the Port's website at [sfport.com/port-commission](http://sfport.com/port-commission).

### 2. TIMELINE FOR BRINGING AN APPEAL

Appeals shall initially be submitted in writing to the Chief Harbor Engineer. Refer to Chapter 1 of the current Port Building Code for specific requirements of the appeal, including applicable fees. Appeals will typically be heard during the regularly scheduled Port Commission meeting which is at least six weeks after the Chief Harbor Engineer's receipt of the written appeal.

### 3. COORDINATION OF THE COMMISSION MEETING

Upon receipt of the written appeal, the Chief Harbor Engineer will notify the Port Commission Secretary. The Port Commission Secretary will coordinate with the Appellant leading up to the date of the Commission meeting where the appeal will be heard. Appellants will typically be required to submit a written report prior to the meeting for Commissioner review, and to speak

during the Commission meeting. The Chief Harbor Engineer will prepare similar documentation and will also make a presentation during the meeting. The approval or denial of the appeal will be decided by a vote of the Port Commission.

**4. INDEPENDENT TECHNICAL ADVICE TO THE COMMISSION**

In instances where the subject of the appeal is highly technical, the Port Commission may require an ad-hoc committee of independent technical experts to review the appeal and the Chief Harbor Engineer's response to the appeal, and to make a recommendation to the Port Commission. If the Commission determines that such a committee is required, the appeals timeline will be extended.



Matthew Bell  
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Port of San Francisco

1/1/2026

Date

Originally Approved by Matthew Bell, Acting Chief Harbor Engineer January 1, 2026