

San Francisco Ethics Commission  
25 Van Ness, Suite 220  
San Francisco, CA 94102  
Phone: (415) 252-3100  
Fax: (415) 252-3112  
Email: [ethics.commission@sfgov.org](mailto:ethics.commission@sfgov.org)  
Web: [www.sfethics.org/](http://www.sfethics.org/)



For SFEC use

**RECEIVED**

By the Ethics Commission at 10:44:40 AM, Jan 15, 2016

## **Disclosure Report for Permit Consultants (SFEC Form 3410B)**

S.F. Campaign & Governmental Conduct Code § 3.400A et seq.

***File this form with the Ethics Commission. See also General Instructions attached.***

- Period Covered: ☐ January 1 to March 31, 20\_\_ ☐ April 1 to June 30, 20\_\_ ☐ July 1 to September 30, 20\_\_ ☒ October 1 to December 31, 2015
- ☐ This amends a report filed on \_\_\_\_\_ covering the period from \_\_\_\_\_ to \_\_\_\_\_.
- ☐ This is my final report and constitutes my termination statement.

### **PART I: PERMIT CONSULTANT AND EMPLOYER INFORMATION**

Name of Permit Consultant: <b>Melissa Vancrum</b>	
Name of Employer (if any): <b>Hanson Bridgett LLP</b>	
Business Address: <b>425 Market Street 26th Floor San Francisco CA 94105</b>	
Business Telephone Number: <b>(415) 995-5128</b>	Email Address: <b>mvancrum@hansonbridgett.com</b>

### **PART II: CLIENT INFORMATION**

**Directions:** Enter the name, business address, contact person (if applicable), e-mail address, and business telephone number of each client for whom you are engaged to perform permit consulting services. Also enter the amount of compensation you or your employer received or expected to receive from each client for permit consulting services during the reporting period.

Name of Client:	Amount of Compensation:
Business Address of Client:	Client Contact Person:
Business Telephone Number of Client:	Email Address of Client:

NONE THIS PERIOD

**PART II: CLIENT INFORMATION (CONT'D):**

Name of Client:	Amount of Compensation:
Business Address of Client:	Client Contact Person:
Business Telephone Number of Client:	Email Address of Client:

Name of Client:	Amount of Compensation:
Business Address of Client:	Client Contact Person:
Business Telephone Number of Client:	Email Address of Client:

Name of Client:	Amount of Compensation:
Business Address of Client:	Client Contact Person:
Business Telephone Number of Client:	Email Address of Client:

Name of Client:	Amount of Compensation:
Business Address of Client:	Client Contact Person:
Business Telephone Number of Client:	Email Address of Client:

Name of Client:	Amount of Compensation:
Business Address of Client:	Client Contact Person:
Business Telephone Number of Client:	Email Address of Client:

☐ Additional sheets are attached.

NONE THIS PERIOD

**PART III: CONTACTS WITH CITY OFFICERS AND EMPLOYEES**

**Directions:** In the boxes below, describe each permit **sought or obtained** for a client (include the application number for the permit) during the reporting period and identify the client for whom you sought or obtained that permit. Also, provide the name each officer or employee of the **Department of Building Inspection**, the **Entertainment Commission**, the **Planning Department**, or the **Department of Public Works** you contacted in attempting to obtain the permit during the reporting period.

<b>Permit (including Permit Application No.):</b>	_____
<b>Client Represented:</b>	_____
<b>Officer or Employee Contacted:</b>	<b>Department:</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

<b>Permit (including Permit Application No.):</b>	_____
<b>Client Represented:</b>	_____
<b>Officer or Employee Contacted:</b>	<b>Department:</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**PART III: CONTACTS WITH CITY OFFICERS AND EMPLOYEES (CONT'D):**

<b>Permit (including Permit Application No.):</b>	_____
<b>Client Represented:</b>	_____
<b>Officer or Employee Contacted:</b>	<b>Department:</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

<b>Permit (including Permit Application No.):</b>	_____
<b>Client Represented:</b>	_____
<b>Officer or Employee Contacted:</b>	<b>Department:</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

☐ Additional sheets are attached.

NONE THIS PERIOD

#### PART IV: POLITICAL CONTRIBUTIONS

**Directions:** Enter the information below for each political contribution of \$100 or more made by the permit consultant or the permit consultant's employer during the reporting period to:

- an elected official of the City and County,
- a candidate for such office,
- a committee controlled by such officer or candidate,
- a committee primarily formed to support or oppose such officer or candidate, or
- any committee primarily formed to support or oppose a ballot measure to be voted on only in San Francisco

Name of Officer, Candidate or Committee:	
Amount of Contribution:	Date of Contribution:

Name of Officer, Candidate or Committee:	
Amount of Contribution:	Date of Contribution:

Name of Officer, Candidate or Committee:	
Amount of Contribution:	Date of Contribution:

Name of Officer, Candidate or Committee:	
Amount of Contribution:	Date of Contribution:

Name of Officer, Candidate or Committee:	
Amount of Contribution:	Date of Contribution:

Name of Officer, Candidate or Committee:	
Amount of Contribution:	Date of Contribution:

#### PART IV: POLITICAL CONTRIBUTIONS (CONT'D)

Name of Officer, Candidate or Committee:	
Amount of Contribution:	Date of Contribution:

Name of Officer, Candidate or Committee:	
Amount of Contribution:	Date of Contribution:

Name of Officer, Candidate or Committee:	
Amount of Contribution:	Date of Contribution:

Name of Officer, Candidate or Committee:	
Amount of Contribution:	Date of Contribution:

Name of Officer, Candidate or Committee:	
Amount of Contribution:	Date of Contribution:

Name of Officer, Candidate or Committee:	
Amount of Contribution:	Date of Contribution:

Name of Officer, Candidate or Committee:	
Amount of Contribution:	Date of Contribution:

Name of Officer, Candidate or Committee:	
Amount of Contribution:	Date of Contribution:

☐ Additional sheets are attached.

VERIFICATION

I have reviewed this report and to the best of my knowledge the information contained herein is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true, complete, and correct.

[REDACTED]

1/15/16

Date

Melissa Vancrum

Name of Person Filing Report (Please Print)

## **Disclosure Report for Permit Consultants (SFEC Form 3410B)**

### **General Instructions**

**WHO IS REQUIRED TO FILE:** This report must be completed and filed by an individual who qualifies as a “permit consultant” under San Francisco law. A permit consultant is an individual who receives or is promised compensation to provide permit consulting services on a “major project” or a “minor project,” including any employee who receives compensation for time spent on permit consulting services.

“Permit consulting services” means any contact with the Department of Building Inspection, the Entertainment Commission, the Planning Department, or the Department of Public Works to help a permit applicant obtain a permit. “Permit consulting services” do not include simple requests for information which do not otherwise include attempts to help obtain a permit.

A “major project” is a real estate development project located in the City and County of San Francisco with estimated construction costs exceeding \$1,000,000 and which requires a permit issued by the Department of Building Inspection or the Planning Department. Estimated construction costs are to be calculated in the same manner used to determine building permit fees under the Building Code.

A “minor project” is a project located in the City and County of San Francisco which requires a permit issued by the Entertainment Commission.

The following individuals are not permit consultants and thus are not required to register or report:

- a licensed architect or engineer of record for construction activity allowed or contemplated by the permit, or an employee of that architect or engineer;
- a contractor who will be responsible for all construction activity associated with the requested permit, or an employee of that contractor; or
- an employee or agent of an organization with tax exempt status under 26 United States Code Section 501(c)(3) communicating on behalf of that organization regarding the development of a project for that organization.

**PERMIT CONSULTANTS WHO ARE ALSO LOBBYISTS:** If you qualify as a lobbyist under San Francisco Campaign and Governmental Conduct Code section 2.100 et seq., you may elect to file only lobbyist reports (and not this form) so long as you disclose on those reports all information required to be reported on this form. You must have indicated this election on your registration statement (SFEC Form 3410A) and must continue to file in this manner through the end of the calendar year, or until you terminates as both a lobbyist and a permit consultant, whichever is earlier.

**WHEN AND WHERE ARE REPORTS DUE:** Each registered permit consultant must file quarterly reports with the Ethics Commission, according to the following schedule:

<b>Due Date</b>	<b>Period Covered</b>
April 15	January 1 through March 31
July 15	April 1 through June 30
October 15	July 1 through September 30
January 15	October 1 through December 31

**HOW TO FILE:** A permit consultant may file the quarterly report with the Ethics Commission by uploading a PDF copy of the **signed** forms to the Commission’s website. Permit consultants filing in this manner should retain the original signed copies for at least five years. The Ethics Commission will also



accept paper copies of these forms delivered (e.g., by mail, etc.) directly to the Commissions' office. Forms delivered by mail must be post marked by the due date to be timely filed.

**DESCRIBING THE TYPE OF REPORT AND PERIOD COVERED:** Check the boxes on the report to indicate the applicable period covered. Also be sure to enter the calendar year.

**INDICATING WHETHER THE REPORT IS A TERMINATION STATEMENT:** If you are no longer being compensated for permit consulting services and otherwise have no activity to report, you may terminate your status as a permit consultant by checking the appropriate box on page 1. Importantly, a permit consultant who files lobbyist reports in lieu of this quarterly report and who wishes to terminate his or her status as a permit consultant must nevertheless file this form to indicate that termination. In such cases, the permit consultant must only complete Part I and check the appropriate box so long as all reportable information has or will be disclosed on the lobbyist report.

**FILING AMENDMENTS:** If you are filing an amendment to a previously-filed quarterly report, check the appropriate box on page 1 and indicate the covered reporting period.

**REPORTING PERMIT CONSULTANT AND EMPLOYER INFORMATION (PART I):** In Part I, you must list your name, employer (if any), business address, business telephone number, and business email address.

**REPORTING CLIENT INFORMATION (PART II):** In Part II, you must report the name, business address, contact person (if applicable), email address, and business telephone number of each client for whom you are engaged to perform permit consulting services. (Do not include current or former clients for whom you used to, but are no longer, performing permit consulting services.) You must also report the amount of consideration you or your employer received or expected to receive from each listed client for permit consulting services during the reporting period. **Only report those clients for whom you are performing permit consulting services for a "major project" or a "minor project," as those terms are defined above.** A client may be an individual or an entity.

**REPORTING CONTACT WITH CITY EMPLOYEES (PART III):** In Part III, you must report the each permit sought or obtained for a client, **including the application number for the permit**, during the reporting period as well as name of the client for whom you sought or obtained that permit. You must also report the name of each officer or employee of the **Department of Building Inspection**, the **Entertainment Commission**, the **Planning Department**, or the **Department of Public Works** you contacted in attempting to obtain the permit during the reporting period.

Only report the above information for clients for whom you are performing permit consulting services for a "major project" or a "minor project," as those terms are defined above. Also, do not report officers or employees you contacted with simple requests for information which did not otherwise include attempts to help obtain a permit. Finally, if you are also a registered City lobbyist, do not report contacts that you will report or have reported on your monthly lobbyist report.

**REPORTING POLITICAL CONTRIBUTIONS (PART IV):** In Part IV, you must report each political contribution of \$100 or more made during the reporting period to an officer of the City and County, a candidate for such office, a committee controlled by such officer or candidate, a committee primarily formed to support or oppose such officer or candidate, or any committee primarily formed to support or oppose a ballot measure to be voted on only in San Francisco. For each political contribution, provide the name of the recipient, the amount of the contribution, and the date of the contribution.