

# SAN FRANCISCO ADU PROGRAM CHECKLIST

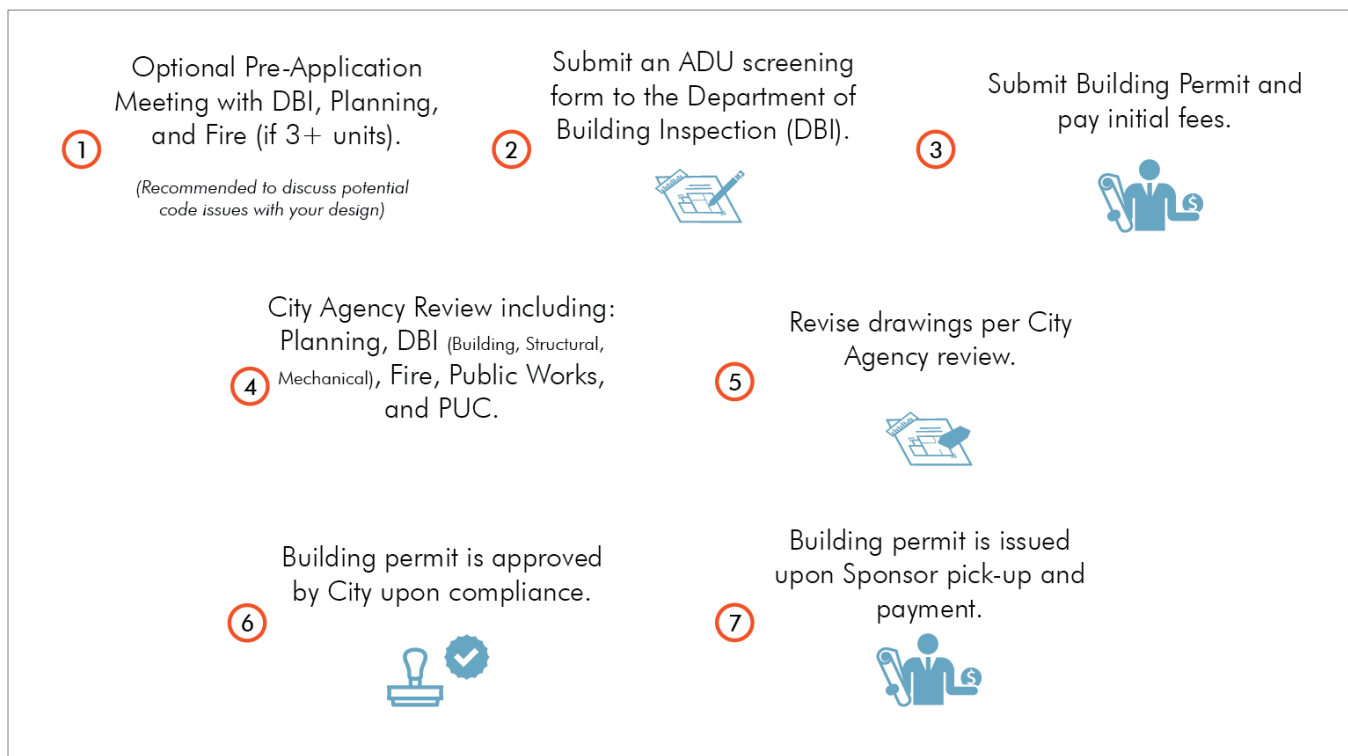


San Francisco  
**Planning**



The ADU Checklist is intended to provide an overview of requirements and resources from the Planning Department, Department of Building Inspection (DBI), Fire, Public Works, and Public Utilities Commission (PUC), to streamline permit review of ADUs.

The **FLOWCHART** below outlines the process for working with the City before constructing your ADU.



As you're researching your ADU, here are some resources to answer code questions and help guide you in plan preparation:

- [ADU HANDBOOK](#): Instructive guide for homeowners and design professionals with detailed examples for common SF property types.
- [PLAN SUBMITTAL GUIDELINES](#): Informational handout describing components of a plan set.
- [DBI INFORMATION SHEET G-23](#): Multiagency resource for ADUs.

# ACCESSORY DWELLING UNIT (ADU) CHECKLIST

Look up your property and zoning information on the [Property Information Map](#).

<b>Project Address</b>			<b>Block</b>	<b>Lot</b>	<b>Zoning District</b>	
<b>Project Contact Name</b>			<b>Email</b>		<b>Phone</b>	
					Article 10 Article 11	
					CEQA: A / B / C	
<b>Dwelling Unit Count</b>		<b>Number of Stories</b>		<b>Bldg Construction Type</b>		<b>Building Occupancy</b>
(E) per 3R:	# ADUs/DU:	(E)	(N)	(E)	(N)	(E) (N)
<b>Fire Sprinklers Present</b>		<b>Fire Alarm</b> (Manual/Automatic)		<b>Total Excavation</b> (Cubic Yards)		<a href="#">ADU Screening Form</a>
(Y/N)	Areas Covered	(Y/N)	Areas Covered			Required prior to submittal of permit application.

Each agency has provided detailed information and guidance for review and approval of ADUs. **Prior to submitting a complete permit application, review Checklist A for guidelines & Checklist B for supplementary requirements per each Agency's Code.**

Checklist A: Guidelines	Required?
<b>Site Plan showing:</b> <i>If exterior changes are proposed (expansions, stairs, decks, etc.), include separate existing and proposed site plans.</i>	
<b>Adjacent Lots:</b> (both sides) with full outlines of buildings on those adjacent properties.	Yes
<b>Direction of True North:</b> indicate if project North is different.	Yes
<b>Dimensions:</b> Dimension the distance from the existing Building Walls to Property Lines and other structures on the lot. Include dimensions between new dwelling unit walls and property lines, and width of sidewalk from front property line to curb.	Yes
<b>Landscape and Permeable Surface:</b> show areas in Required Front Setback.	Only if there is an existing front setback
<b>Usable Open Space:</b> dimensions of decks, terraces and yards.	Yes
<b>Curb Cuts:</b> if vehicle parking is to be removed, show curb cut(s) to be removed and note "remove curb cut".	Only if removing off-street parking
<b>Street Tree:</b> indicate the location of existing and proposed street trees or add a notation if opting to pay the in-lieu fee.	Yes
<b>FDC and Hydrants:</b> location of proposed fire department connection (FDC) and low-pressure fire hydrants, and distance between FDC to nearest hydrant.	Only for 3+ units (R2 Occupancy)
<b>Fire:</b> location of proposed fire underground service connection and backflow preventer.	Only for 3+ units (R2 Occupancy)
<b>Sprinkler:</b> location of the sprinkler riser and required clearances.	Only for 3+ units (R2 Occupancy)
<b>Water flow:</b> water information from SFFD Waterflow, which may be requested from directly from SFFD, request form located in Checklist B below.	Only for 3+ units (R2 Occupancy)

<b>Floor Plans, existing and proposed for all floors, showing:</b> <i>On all plan views, label the street names, rooms, areas, exits and egress components.</i>	
<b>Location of New ADU(s):</b> New Unit ##, and square foot area of each new ADU.	Yes
<b>Existing Dwelling Units:</b> location of all dwelling units in the building. These units to be labeled "Existing Units" with all the rooms and spaces labeled according to their use(s).	Yes
<b>Laundry and Storage:</b> location of services.	Yes
<b>Toters:</b> location of dedicated space for trash, recycling and compost carts on private property and screened from public view. Visit SFRecology.com for more information.	Yes
<b>Plumbing Fixtures:</b> location of plumbing fixtures of all existing dwelling units including, but not limited to, dishwashers, clothes washers and hose bibs. <i>In lieu of the plumbing fixture drawings on existing plans, SFPUC will accept a completed, signed and stamped Existing and Proposed Fixture Count form.</i>	Yes
<b>Room and Glazing Dimensions:</b> label the dimensions of the room and windows in the ADU.	Yes
<b>Parking:</b> include dimensions and outline of all existing and proposed vehicle and bicycle parking.	Yes
<b>Meters:</b> location of existing and proposed gas and electrical meters.	Yes
<b>Exiting:</b> location of exit(s) from existing and proposed dwelling unit(s) and the route to the public way.	Only for 3+ units (R2 Occupancy)
<b>EERO:</b> location of existing and proposed bedroom escape and rescue openings and the route to the public way.	Only for 3+ units (R2 Occupancy)
<b>Egress/Exit Analysis:</b> number of exits, exit separation, exit widths, and common path of travel distances. Show comparison between required per code and actual/proposed.	Only for 3+ units (R2 Occupancy)
<b>Travel Path:</b> The travel path from emergency escape and rescue openings from the opening location to public way.	Only for 3+ units (R2 Occupancy)
<b>Fire Department Access Point:</b> location of main fire department access point.	Only for 3+ units (R2 Occupancy)
<b>Fire Alarm:</b> location of fire alarm control unit and fire alarm annunciator.	Only for 3+ units (R2 Occupancy)
<b>Building Elevations:</b> <i>As stated in the Plan Submittal Guidelines, if there are any exterior changes proposed; provide separate existing and proposed elevations for only the building face(s) related to the work.</i>	
<b>Partial Elevations for Non-Public Facing Facades:</b> partial elevations of floor level on which work is proposed will be accepted in-lieu of full elevations if the project does not include an expansion. These partial elevations would be suitable for new openings or modifications to openings.	Only if small modifications are proposed
<b>Exterior Materials:</b> if changes proposed to exterior, include existing and proposed exterior materials on drawings for new or replacement doors, windows, and exterior finish material. If an elevation is not required, this information may be provided elsewhere in the plan set.	Only if exterior changes are proposed
<b>Windows:</b> include dimensions, operation, material type, fire ratings, indicate whether adjacent to property lot line openings, and which are EEROs. Provide plan section detail of new windows.	Yes
<b>Sections:</b> <i>Provide a section to confirm floor to ceiling heights and/or excavation at the level(s) of the ADU.</i>	
<i>If there is a change in floor to ceiling heights or excavation is proposed, include separate existing and proposed sections with floor to ceiling heights.</i>	Only if changes proposed

## Checklist B: Supplementary Requirements

Agency	Checklist	Resources
Planning	<a href="#">ADU Plan-Checklist</a>	ADU Website: <a href="http://sf-planning.org/accessory-dwelling-units">sf-planning.org/accessory-dwelling-units</a>
DBI Fire	<a href="#">ADU Checklist</a>	ADU Website: <a href="http://sfdbi.org/adu">sfdbi.org/adu</a>  DBI Information Sheets (IS) Website: <a href="http://sfdbi.org/information-sheets">sfdbi.org/information-sheets</a> <ul style="list-style-type: none"> <li>• <a href="#">EG-05 Egress: Local Equivalencies for ADUs</a></li> <li>• <a href="#">FS-05 Sprinkler Systems Requirements for ADUs</a></li> <li>• <a href="#">EG-02 Emergency Escape and Rescue Openings to Yard for R-3 Occupancies</a></li> <li>• <a href="#">Request for Water Flow Information</a></li> </ul>
Public Works	<a href="#">ADU Checklist</a>	Street Tree Website: <a href="http://sfpublicworks.org/plant-street-tree">sfpublicworks.org/plant-street-tree</a> <ul style="list-style-type: none"> <li>• <a href="#">Street Tree Application &amp; Guidelines</a></li> <li>• <a href="#">Required Checklist for Tree Planting and Protection</a></li> </ul>
PUC		<ul style="list-style-type: none"> <li>• <a href="#">Requesting SFPUC Water Service</a></li> <li>• <a href="#">SFPUC Guidelines for Assessment of Water and Wastewater Capacity Charges on ADU Permit Applications</a></li> <li>• <a href="#">Fixture Count Form</a></li> </ul>