



## BUILDING PERMIT APPLICATION CHECKLIST

### New Accessory Dwelling Units (ADU)

### And Legalization of Unauthorized Dwelling Units (UDU)

<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>	<b>Historic Resource Status</b>

Items required to be submitted with Building Permit Application	X= Provided O= Needed	
	ADU	UDU Legalization
<b>3R Report: If no 3R in PIM, applicant must request one at 4<sup>th</sup> floor Records, 1660 Mission.</b>	Not required at submittal <i>*Unknown may require add'l review</i>	
<b>Priority Policies General Plan Policy Findings</b> <i>(Form available online at sfplanning.org)</i>		
<b>Site Plan showing:</b>		
Adjacent Lots (both sides) with Outline of Buildings on those adjacent properties.		N/A
Required Front and Rear Setback lines (include dimensions), including the sidewalk to curb.		
Dimension the distance from the existing Building Walls to Property Lines and other On- and Off-site Structures.		N/A
Area of Landscape and Permeable Surface in Front Yard: Include calculations of front setback area, 50% permeable surface, and 20% landscaping. Calculations should be in both square feet and percentage formats.		
Curb Cuts: If vehicle parking is to be removed, show curb cut(s) to be removed and note "remove curb cut" on plans.		
Usable Open Space: Provide dimensions of decks, terraces and yards on existing and proposed site plans. Show how access to the usable open space will be provided to both the existing and proposed/legalized dwelling units.		
Street tree: When adding a dwelling unit, the Public Works Code requires compliance with the requirement of one street tree per 20 linear feet of the property's entire street frontage. Indicate the location of existing and proposed street trees on the plans. If additional street trees are needed, contact SF Public Works Bureau of Urban Forestry at <a href="http://sfpublicworks.org">sfpublicworks.org</a> for information on tree planting permits.		
<b>Floor Plans, existing and proposed for all floors, showing:</b>		
Location of New ADU(s) or Unit to be Legalized. Information on plans to include: New Unit ##, and square foot area of each new ADU/UDU. <i>(See clarifications on areas to create ADU and legalized units on back side of this checklist)</i>		
Location of All Other DUs in the building. These units to be labeled <u>Existing Units</u> . (If entire floor is existing, the floor can be labeled as such).		
Exposure*: Label the dimensions of the room and window used to meet the Section 140 Exposure requirement (faces a minimum 15' x 15' open area per Sec 307(l)). <i>Photos may be required.</i> -If exposure is being provided through a sunken court, a section showing the 45 degree clearance from bottom of glazing, and the relationship between the ADU and court must be included. -If overhangs project into the area of exposure, these must be included in elevations/ sections as appropriate.		N/A
Bicycle Parking: Include the dimensions and outline of all required bicycle parking spaces. If greater than 3, show racks; show outline for less than 3.		
Off-street Vehicle Parking: Include the dimensions and outline of all existing legal off-street parking spaces and proposed off-street parking spaces. Identify driveways. *Dimensions (Sec 154) *Standard: 8'x18' *Compact: 7.5'x15'		
Toters: Show location of existing/proposed dedicated space for garbage, recycling and compost Toters on private property and screened from public view. Contact <a href="http://SFRecology.com">SFRecology.com</a> for more information.		
<b>Building Elevations, existing and proposed, ONLY IF there are any exterior facade changes to window openings, door openings or other changes in openings at the exterior.</b>		
Exterior materials: ONLY if changes proposed to exterior, include (E) and (N) exterior materials information on elevations. Materials for new doors to be provided.		
*Window information: Include dimensions (for calculating exposure area at one required room), operation and material type. Provide cross-section profile of new windows.		

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<input type="checkbox"/> ACCEPTED <input type="checkbox"/> NOT ACCEPTED	DATE: _____ PLANNER (Print name) _____
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Available for download at SF Planning Department website: <http://sf-planning.org/accessory-dwelling-units>

Rev. 08/07/2017 I:/temp/PIC/PIC Forms and I:/Current Planning/Accessory Units and Legalization Permits/ADU Templates/Public Facing Information

Worksheet for Dwelling Unit Calculations				
Number of Existing Legal DUs	Number of Existing Unauthorized DUs	Number of New ADU(s)* (per lot)	Number of Unauthorized DUs to be legalized (max. 1 per lot)	Total Number of Proposed and Existing DUs/ ADUs/ Legalized UDU

Waiver Worksheet for ADUs			
Existing single-family home (SFH) = one-family dwelling on 3R report? Yes or No			
Zoning District:		Off-street parking required (Section 151/151.1): Yes or No	
Potential ZA Waiver for Planning Code requirements	Requirements per Planning Code		Waiver Needed for ADU? *N/A for Density and Parking for SFH pursuing ADUs through 207(c)(6)
	Required/ Permitted	Provided	
Density			
Open Space (units must retain access to (E) common open space)			
Reduced Exposure (One window, 1/12 <sup>th</sup> area of a room, min 120sf (Sec 140), must look onto 15ft x 15ft area, clear to sky (Sec 370(l))			
Off-Street Vehicle Parking			*If cannot be satisfied with bicycle parking
Rear Yard (if intensifying an (E) structure)			

**\*Number of ADUs permitted:**  
 -On lots with buildings undergoing Mandatory or Voluntary Seismic (Section 207(c)(4)(F)) can add unlimited number of ADUs.  
 -On lots with 4 or less existing DUs, one ADU is permitted.  
 -On lots with 5 or more existing DUs, there is no limit on ADUs permitted.  
 -SFHs utilizing 207(c)(6), only one ADU is permitted.

**From where can the ADU or legalized unit be created?**

- Multi-unit buildings and SFH that require waivers (Section 207(c)(4)). ADU(s) can be created from within the (e) built envelope as it existing for three years from time of filing permit for ADU(s), usually within unused, unhabitable space, but also includes up to 25% of ground floor/basement habitable area GSF (Rooms Down) for expansion of ADU. Minor expansion permitted under cantilevered rooms, under decks and into lightwells.
- SFH, no waivers (Section 207(c)(6)). One (1) ADU can be created from (E) dwelling unit, from expansion as an addition to (E) building or new structure within buildable area of lot, or within an existing and permitted accessory structure on the lot.
- Legalization of unwarranted units (Section 207.3). Within existing built envelope, the unwarranted unit is permitted to expand, however review Section 317 for Residential Merger thresholds as applicable.

**\*\*\*If building envelope expansion is proposed, include additional items listed on the Building Expansion Checklist. \*\*\***

**INTERNAL ONLY:**

Eviction History Received      DATE:       No records on file pursuant to Code requirements

Costa Hawkins Agreement Recorded/ PDF received      DATE:       Records on file pursuant to Section 207.3

Notice of Special Restrictions Recorded/ PDF received      DATE:       Records on file pursuant to Section 207(c)(4)