



PLANNING CODE VIOLATION COMPLAINT FORM

BACKGROUND INFORMATION & SUBMITTAL REQUIREMENTS

This form is used to report Planning Code violations on private properties. Please refer below for examples of Planning Code violations. If you would like to call in a complaint, please call the Code Enforcement Complaint Hotline at 415.575.6863.

There is no fee to file a complaint. Please be sure to provide accurate information. We accept anonymous complaints, but information that is incorrect or insufficient may hamper the investigation. Please note the information that you provide may be disclosed in response to a Public Records Request.

Please report **building construction related issues** to the Department of Building Inspection (DBI) at 415.558.6570 or DBI.BID.Complaints@sfgov.org. To report **illegal short-term rentals/illegal tourist hotel activities** that are subject to Chapter 41A of the Administrative Code, please contact the Office of Short Term Rentals at 415.575.9116 or shorttermrentals@sfgov.org. If you are unsure where to report your complaint, please call “311” or visit www.sf311.org.

EXAMPLES OF PLANNING CODE VIOLATIONS:

- Addition or Removal of Dwelling Unit(s) without Planning Department approval;
- Alteration of Historical Building or Structure without Planning Department approval;
- ATM without Required Setback;
- Demolition without Planning Department Approval;
- Exceeding Permitted Hours of Operation;
- Expansion of Non-Conforming Use;
- Failure to Provide Required Bicycle Parking;
- Formula Retail Use (Franchise/chain store) without Planning Dept. Approval;
- Illegal Advertising Sign;
- Illegal Business Sign on Private Property;
- Illegal Massage Establishment;
- Illegal Medical Cannabis Dispensary;
- Illegal Residential, Commercial, Industrial, and Institutional Uses;
- Non-compliance with Conditions of Approval;
- Unpermitted Obstruction in Front or Rear Setback;
- Operation of Home Business beyond Limitations;
- Removal of Required Landscaping;
- Removal of Required Parking without Planning Department Approval;
- Rooming/Boarding House (Group Housing) without Planning Department Approval;
- Unpermitted Parking Facility;
- Failure to Install Required Street Tree
- Use of Required Front or Rear Setback as Parking; and

- Wireless Facility without Planning Department Approval

WHAT TO SUBMIT:

- One (1) original copy of this form with all blanks filled in.

HOW TO SUBMIT:

To file your complaint form, you may:

- submit the form **in person** at the Planning Information Center located at 1660 Mission Street, Ground Floor
- **email** the completed form to Planning.CodeEnforcement@sfgov.org
- **mail** the completed form to the Planning Department at:
Attn: Code Enforcement Division
1650 Mission Street, Suite 400
San Francisco, CA 94103-2479
- **fax** the completed form to the attention of Code Enforcement Division at 415.558.6409

Español: Si desea ayuda sobre cómo llenar esta solicitud en español, por favor llame al 415.575.9010. Tenga en cuenta que el Departamento de Planificación requerirá al menos un día hábil para responder

中文: 如果您希望獲得使用中文填寫這份申請表的幫助，請致電415.575.9010。請注意，規劃部門需要至少一個工作日來回應。

Tagalog: Kung gusto mo ng tulong sa pagkumpleto ng application na ito sa Filipino, paki tawagan ang 415.575.9121. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.



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PROPERTY INFORMATION WHERE ALLEGED VIOLATION OBSERVED

Address of Property:

Block/Lot (if known):

Property Owner Name:

Phone (if known):

Tenant's Name:

Phone (if known):

DESCRIPTION OF ALLEGED VIOLATION

Please provide accurate information and state the reason you believe it is a violation of Planning Code. If possible, please include supporting documentation such as photographs, reference to relevant permits and Planning Code Sections. If you are submitting this form by email, you may attach your supporting documentation to the email.

Details of Violation:

Impact of Violation:

How long have you observed the violation?:

Please list other agencies where complaint has been filed:

Name (Printed):

Signature

Date:

Your Address:

Email Address:

Phone: