

## City & County of San Francisco

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Advanced Search

### Welcome to the San Francisco Planning Department Public Portal

**NOTE:** During the corona virus outbreak and stay home order, new PRJ applications for building permit applications are not being accepted on this site at this time. For more information on building permit applications, please visit: <https://sf.gov/topics/building-permits>. However, new PRJ applications as related to the submittal and payment of Planning Entitlement Applications may be filed on this site.

**SYSTEM TIMEOUT:** After 10 minutes of inactivity (i.e., not actively filling out an online application), this portal will not allow you to continue resulting in a loss of data entry. We are currently working with our vendor to fix this issue. See our website below to review application submittal requirements in advance of filing online.

As a non-registered user, you can search for Planning records and access related documents anonymously.

As a registered user, you have the additional ability to file and pay for Planning applications at your convenience. Please register, if you do not have an existing account to access these services. **To ensure successful login and application submission please clear browser cache (CTRL + SHIFT + DEL)**

The following Planning applications are now available for filing via the Public Portal. For more information on these and other applications, please visit the Resources section of our [SF Planning website](#).

- General Plan Referrals (GPR)
- Preliminary Project Assessment (PPA)
- Project Profile (PRJ)
- Short Term Rental (STR)
- Zoning Administrator Determination Letter (ZAD)
- Zoning Administrator Verification Letter (ZAV)

This Public Portal provides residents, businesses, and visitors access to Planning Department services online, 24 hours a day, 7 days a week.

### Sign In

USERNAME OR E-MAIL: \*

MiltonMartin

PASSWORD: \*

.....

[Forgot Password?](#)

Sign In

Remember me on this device

Not Registered?

[CREATE AN ACCOUNT](#)

Login with the same email you applied with or username and new password you've created.

## City & County of San Francisco

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[Dashboard](#)   [My Records](#)   [My Account](#)   [Advanced Search](#) ▾

Click on the “My Records” tab to see your STR Quarterly Reports page.

Hello, Milton Martin

Saved in Cart (0)   [View Cart](#)

There are no items in your shopping cart right now.

My Collection (0)   [View Collections](#)

You do not have any collections right now.

Work in progress 0   [View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
No records found				

## City & County of San Francisco

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### ▼ Planning

Showing 1-5 of 5 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Description	Status	Action
<input type="checkbox"/>	03/07/2023	2023-000597STR	Short Term Rentals (STR)	49 SOUTH VAN NESS AVE	str application	Closed - Approved	<a href="#">Update</a>
<input type="checkbox"/>	07/21/2022						
<input type="checkbox"/>	07/21/2022						
<input type="checkbox"/>	08/28/2019						
<input type="checkbox"/>	01/20/2016						

Step 1:  
Scroll down until you see the original Record ID and date you applied.

Step 2:  
Select the blue highlighted link that says "Update".

For technical issues or error messages email [planning.webmaster@sfgov.org](mailto:planning.webmaster@sfgov.org). Providing a screenshot, error message, and the action being taken can speed the response or correction greatly.

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[Submit an Application](#) [Search Applications/Permits](#) [Review My Applications](#)

### Short Term Rental Quarterly Reporting (STR-QTR)

1 <a href="#">Hosting Information</a>	2 <a href="#">Review</a>	3 <a href="#">Pay Fees</a>	4 <a href="#">Record Issuance</a>
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#### Step 1: [Hosting Information](#) > [Quarterly Reporting](#)

Select "Add a Row" (or multiple rows) below to report when you have rented your short-term rental unit. If the unit was not rented for the quarterly reporting period, select "No Stays". This form may be updated with additional stays during the active quarterly reporting period. For additional information on quarterly reporting, including deadlines, visit [Maintain Your Certified Host Status](#).

\* indicates a required field.

### Stays

#### QUARTERLY REPORT OF STAYS

Showing 0-0 of 0

Type of Stay	Reporting Period	Reporting Year	Check In Date	Check Out Date	Service Name	Other Service Name	Listing ID
No stays found.							

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Save and resume later](#)

[Continue Application »](#)

Click the "Add a Row" button to start reporting your quarterly stays.

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### Short Term Rental Quarterly Reporting (STR-QTR)

1 Hosting Information 2 Review 3 Pay Fees 4 Record Issuance

#### Step 1: Hosting Information > Quarterly Reporting

Select "Add a Row" (or multiple rows) below to report when you have rented your short-term rental unit. If the unit was not rented for the quarterly reporting period, select "No Stays". This form may be updated with additional stays during the active quarterly reporting period. For additional information on quarterly reporting, including deadlines, visit [Maintain Your Certified](#)

You can see the dropdown of choices "Hosted", "Unhosted", "No Stays" by clicking this arrow.

#### QUARTERLY REPORT OF STAYS

\*Type of Stay:  \*Reporting Period:  \*Reporting Year:

Check In Date:  Check Out Date:  Service Name:

Other Service Name:  Listing ID:

[Save and Resume later](#)

[Continue Application](#)

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You can see the dropdown choices of reporting period from “April-June, January-March, July-September, October- December” by clicking this arrow.

### Step 1: Hosting Information > Quarterly Reporting

Select "Add a Row" (or multiple rows) below to report when you hosted your short-term rental unit. If the unit was not rented for the quarterly reporting period, select "No Stays". This information may be updated with additional stays during the active quarterly reporting period. For additional information on quarterly reporting, including deadlines, visit [Maintain Your Certified Host](#).

#### QUARTERLY REPORT OF STAYS

*Type of Stay:	*Reporting Period:	*Reporting Year:
<input type="text" value="Hosted"/>	<input type="text" value="--Select--"/>	<input type="text"/>
Check In Date: *	Check Out Date: *	Service Name: *
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="--Select--"/>
Other Service Name:	Listing ID:	
<input type="text"/>	<input type="text"/>	

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### Short Term Rental Quarterly Reporting (STR-QTR)

1 Hosting Information 2 Review 3 Pay Fees 4 Record Issuance

#### Step 1: Hosting Information > Quarterly Reporting

Select "Add a Row" (or multiple rows) below to report when you have rented your short-term rental unit. If the unit was not rented for the quarterly reporting period, select "No Stays". This form may be updated with additional stays during the active quarterly reporting period. For additional information on quarterly reporting, including deadlines, visit [Main Page](#).

#### QUARTERLY REPORT OF STAYS

*Type of Stay:	*Reporting Period:	*Reporting Year:
Hosted	January-March	2023
Check In Date: *	Check Out Date: *	Service Name: *
03/02/2023	03/07/2023	Airbnb.com
Other Service Name:	Listing ID: *	
	1361203531	

**Submit** Cancel

Step 2:  
Type in the Check In  
and Check Out Date

Step 1:  
Type in the year this  
stay took place.  
Example: 2022 or 2023

Step 3:  
Click the arrow here to  
select the "Service  
Name" button

Step 4:  
Add your listing ID Here. It's the last  
6-10 digits of your URL hosting site.  
Example:  
<https://www.airbnb.com/rooms/1498953>

For technical issues or error messages email

Once all information is entered, below is a preview of a completed “Hosted Stay” being reported.

Short Term Rental Quarterly Reporting (STR-QTR)

Hosting Information 3 Pay Fees 4 Record Issuance

**Step 1: Hosting Information > Quarterly Reporting**

Select “Add a Row” (or multiple rows) to report when you have rented your short-term rental unit. If the unit was not rented for the quarterly reporting period, select “No Stays”. This form may be updated with additional stays during the active quarterly reporting period. For additional information on quarterly reporting, including deadlines, visit [Maintain Your Certified Host](#).

### QUARTERLY REPORT OF STAYS

\*Type of Stay: Hosted      \*Reporting Period: January-March      \*Reporting Year: 2023

Check In Date: \* 03/02/2023      Check Out Date: \* 03/07/2023      Service Name: \* Airbnb.com

Other Service Name:      Listing ID: \* 1361203531

**Submit** Cancel

Once you have finished the above, please click the “Submit” button to complete your quarterly report.



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### Short Term Rental Quarterly Reporting (STR-QTR)

1 Hosting Information	2 Review	3 Pay Fees	4 Record Issuance
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#### Step 1: Hosting Information > Quarterly Reporting

Select "Add a Row" (or multiple rows) below to report when you have rented your short-term rental unit. If the unit was not rented for the quarterly reporting period, select "No Stays". This form may be updated with additional stays during the active quarterly reporting period. For additional information on quarterly reporting, including deadlines, visit [Maintain Your Certified Host Status](#).

\* indicates a required field.

### Stays

#### QUARTERLY REPORT OF STAYS

Showing 1-1 of 1

<input type="checkbox"/>	Type of Stay	Reporting Period	Reporting Year	Check In Date	Check Out Date	Service Name	Other Service Name	Listing ID	
<input type="checkbox"/>	Hosted	January-March	2023	03/02/2023	03/07/2023	Airbnb.com		1361203531	<b>Actions</b> ▼

**Add a Row** ▼ **Edit Selected** **Delete Selected**

Save and resume later

Continue Application »

You will see a copy of your record appear here.

Click the "Continue Application" button.

For technical issues or error messages email [planning.webmaster@sfgov.org](mailto:planning.webmaster@sfgov.org). Providing a screenshot, error message, and the action being taken can speed the response or correction greatly.

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### Short Term Rental Quarterly Reporting (STR-QTR)

1 <b>Hosting Information</b>	2 <b>Review</b>	3 <b>Pay Fees</b>	4 <b>Record Issuance</b>
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#### Step 2: Review

[Save and resume later](#) [Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

### Record Type

Short Term Rental Quarterly Reporting (STR-QTR)

### Stays

QUARTERLY REPORT OF STAYS [Edit](#)

Type of Stay	Reporting Period	Reporting Year	Check In Date	Check Out Date	Service Name	Other Service Name	Listing ID
Hosted	January-March	2023	03/02/2023	03/07/2023	Airbnb.com		1361203531

I certify that the statements made as part of this report are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this report.

By checking this box, I agree to the above certification.

Date:

[Save and resume later](#) [Continue Application »](#)

After reading the disclaimer check box here.

Click "Continue Application" button

For technical issues or error messages email [planning.webmaster@sfgov.org](mailto:planning.webmaster@sfgov.org). Providing a screenshot of the error and the action being taken can speed the response time.

Click the "Planning" tab to see your record.


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1 Select item to pay 2 **Payment information** 3 Receipt/Record issuance

### Step 3: Receipt/Record issuance

#### Receipt

 Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.

49 SOUTH VAN NESS AVE, 94103

2023-000597STR-QTR-01

Once you have finished, your receipt will appear here.

For technical issues or error messages email [planning.webmaster@sfgov.org](mailto:planning.webmaster@sfgov.org). Providing a screenshot, error message, and the action being taken can speed the response or correction greatly.

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## Records

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<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Description	Status	Action
<input type="checkbox"/>	03/08/2023	<a href="#">2023-000597STR-QTR-01</a>	Short Term Rental Quarterly Reporting (STR-QTR)	49 SOUTH VAN NESS AVE	str application	Closed - Approved	
<input type="checkbox"/>	03/07/2023	<a href="#">2023-000597STR</a>	Short Term Rentals (STR)	49 SOUTH VAN NESS AVE	str application	Closed - Approved	<a href="#">Update</a>
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Once you have completed your QR report, you will see the record here.

## Search for Records

Enter information below to search for records.

- Site Address
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

## General Search

General Search

Enter search values in the fields below. For address search, it is recommended to enter street number and street name only; do not enter direction or street type to ensure that results are not eliminated. Mark "Search All Departments" to search for all building permits and complaints associated to your search criteria. Mark "Search My Records" to locate your application, permits, and complaints. To include additional search fields at the bottom of the form, please select a Record Type and click the Search Additional Criteria link.

Search My Records

Street No.:  -  To  Direction:  Street Name:  Street Type:

Unit Type:  Unit No.: