If you haven’t created an account with SF Public Portal, click the “Create an Account” text.

If you already have a SF Public Portal account, login with the same email or username, and the password you created. Skip page 2 of this document.
Once you've created an account select the “Planning” Tab at the top next to the “Home” Tab.
Select "Submit an Application" text to start the process.
For technical issues or error messages email planning.webmaster@sfgov.org. Providing a screenshot, error message, and the action being taken can speed the response or correction greatly.

Read over General Disclaimer and check box at the bottom to continue.

**Online Application**

Welcome to the City and County of San Francisco's Online Permit System. Using this system you can submit and update information, pay fees, track the status of your applications, and print your final record all from the convenience of your home or office, 24 hours a day.

Note that a 2.5% non-refundable service fee will be assessed for online application payments made via credit card.

A $20 service fee will be applied to any iCheck/ECheck processed and rejected. There is no service fee for iCheck payments.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

**General Disclaimer**

While the City and County of San Francisco ("City") attempts to keep its Web information accurate and timely, the City neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change, without notice from the City as a result of variations and corrections.

I have read and accepted the above terms.

Continue Application »
Click Short Term Rentals (STR) and click “Continue Application” button at the bottom to start the process.
Step 1: Add description here. Example: STR Application and address.

Step 2: Fill out the Street No, Street Name, Street Type and Zip Code of your STR property. If you have unit number, DO NOT add that here.
If your address auto populates the parcel information, select the "Continue Application" button. Skip to page 13.
If an error box pops up, open a new web page and type in this link below. Add your address in the search box https://sfplanninggis.org/pim/
After you type in your address, copy the Parcel (Block/Lot) number and return to STR application.
Paste the parcel number with no spaces in between here and select "Search" button below.
Select your address and click on the "Select" button.
Once your address auto populates, click on the "Continue Application" button.
If you have contact information stored, click on the "Select from Account" button and it will link your contact information you have stored.
If you don't have any contact information stored, click on the "Add New" button and enter your address information.
Fill in your contact information and click on the "Continue" button.
If your Billing Contact Information is the same, click on the “Select from Account” button and it will link your contact information you have stored. Skip to page 19.
If your Billing Contact is different than the Applicant contact, click on the "Add New" button and enter the billing info.
Fill in the billing contact information and click on the “Continue” button.
Once complete click on the “Continue Application” button.
Fill out the General information, Unit information, and Short-Term Rental Information here and scroll down.
Select the “Add a Row” button and choose which platform you wish to use for hosting.
If you know the hosting platform select the drop box under “Service Name” And click “Submit” button.
If you know the listing ID, Web Address, and Host ID, type it in here. You DO NOT need to add a Submission ID. Once this is completed, click on the "Submit" button.
For the “Submittal Checklist” section, add the documents that you selected by clicking on the “Add” button under the Attachment section.
Click the "Add" button and attach the saved documents from your computer.
Once all documents are added, click on the "Continue" button to move forward.
Once all documents have been added correctly, click on the "Save" button.
After clicking “Save”, select on the “Continue Application” button.
Step 1: Read the electronic signature form and select the check box that you agree with the certification.

Double check that the application is complete. Scroll down and click on the “Continue Application” button.
Click on the “Add to Cart” button to select your payment.
Click on the "Checkout" button to continue.
Complete your Credit or Debit card information, and billing contact information. Click on the “Pay” button at the bottom to complete the STR application process. You will receive an email copied receipt.