

To access the SF Planning Public Portal, copy and paste the URL below into your web browser's search bar

<https://aca-prod.accela.com/CCSF/Default.aspx>



SF Planning Public Portal

log in with the same email you applied with and new password you've created

Home Search + New

Accessibility Support Register for an Account Login

Home Planning

Advanced Search

Username or E-mail:

Password:

Login >

Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

### 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.

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.

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)
- 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.

Click "My Records" to see your STR Quarterly Reports page

Home Planning

Dashboard **My Records** My Account Advanced Search

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 ⓘ View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

**Home** Planning

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

▼ **Planning**

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

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Description	Status	Action
<input type="checkbox"/>	11/19/2020	<a href="#">2020-000778STR</a>	Short Term Rentals (STR)	49 SOUTH VAN NESS AVE	hello	Closed - Approved	<a href="#">Update</a>

Select the blue highlighted link that says "Update".

Click "Add a Row" to start reporting your quarterly stays

Home **Planning**

Submit an Application Search Applications/Permits Review My Applications

### 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 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
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No records found.

**Add a Row** Edit Selected Delete Selected

Save and resume later

Continue Application »

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

- 1. Hosting Information
- 2. Review
- 3. Pay Fees
- 4. Record Issuance

#### Step 1: Hosting Information

Select "Add a Row" (or multiple rows) to update with additional stays during the reporting period.

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

#### 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	Listing ID
No records found.						


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


### QUARTERLY REPORT OF STAYS

\* Type of Stay:  

\* Reporting Period:

\* Reporting Year:

Check In Date:  

Check Out Date:  

Service Name:

Other Service Name:

Listing ID:

[Submit](#) [Cancel](#)

Save and resume later

Continue Application »

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

- 1 **Hosting Information**
- 2 Review
- 3 Pay Fees
- 4 Record Issuance

#### Step 1: Hosting Information >

Select "Add a Row" (or multiple rows) below to add additional stays during the reporting period.

#### Stays

#### QUARTERLY REPORT OF STAYS

Showing 0-0 of 0

Type of Stay	Reporting Period	Check Out Date	Listing ID	Service Name
No records found.				
<a href="#">Add a Row</a>	<a href="#">Edit Selected</a>	<a href="#">Delete Selected</a>		

Select which option applies to your type of stay to start the reporting



#### QUARTERLY REPORT OF STAYS

\*Type of Stay:

\*Reporting Period:

\*Reporting Year:

Check Out Date:

Service Name:

Listing ID:

[Submit](#) [Cancel](#)

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

1. **Hosting Information**   2. Review   3. Pay Fees   4. Record Issuance

#### Step 1: Hosting Information

Select "Add a Row" (or multiple rows) and update with additional stays during the reporting period.

#### QUARTERLY REPORT OF STAYS

\*Type of Stay:

\*Reporting Period:

\*Reporting Year:

Check In Date:

Check Out Date:

Service Name:

Other Service Name:

Listing ID:

**Submit**   Cancel

If you have no stays, select "No Stays". This form may be required for 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	Listing ID
No records found.						

**Add a Row**   **Edit Selected**

Save and resume later

Continue Application »

After you have selected the type of stay and input the Reporting Period, Reporting Year, Check in Dates, Check Out dates and Service Name, please add the URL of your listing site here

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

1. Hosting Information   2. Review   3. Pay Fees   4. Record Issuance

#### Step 1: Hosting Information

Select "Add a Row" (or multiple rows) and update with additional stays during the reporting period.

#### QUARTERLY REPORT OF STAYS

\* Type of Stay:

\* Reporting Period:

\* Reporting Year:

Check In Date:

Check Out Date:

Service Name:

Other Service Name:

Listing ID:

**Submit**   Cancel

If you have no stays, select "No Stays". This form may be required for 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	Listing ID
No records found.						

[Add a Row](#)   [Edit Selected](#)

[Save and resume later](#)

[Continue Application »](#)

Once you have finished the above please click the "Submit" button. To complete the quarterly report