Accessory Dwelling Unit (ADU)
Process, Resources, and Checklists
(for single-family homes adding one ADU)

Learn what's needed for a complete application, so you can save time and streamline your permit.

Here you'll find requirements and resources from City agencies that will review the project, including San Francisco Planning, Department of Building Inspection (DBI), Public Works, and Public Utilities Commission (PUC). San Francisco Fire Department might review the project too.

> Please note that there are several State bills effective January 1, 2020. The Planning Department is working to determine how these impact current laws. Generally, we believe these may offer additional opportunities or further relief from Planning Code requirements. By filing your ADU application now, you acknowledge that there may be minor revisions requested to align with State and local laws. Please reach out to CPC.ADU@sfgov.org for additional details.

ADU Process

Be aware of the permit process so you know what's expected and can be prepared.

1. Schedule an optional Pre-Application Meeting to discuss potential code issues with DBI, Planning, and Fire (if your property is 3+ units).

2. Submit an ADU screening form (required) to DBI at window 8, 1660 Mission St.

3. Submit your application along with this checklist, and all other required applications, forms, and initial fees.

4. Multiple City agencies will review your application at once, while Planning processes regulatory agreements as needed.
(Separate applications might be required for Public Works)

5. If your project is fully compliant skip to step 9.

6. If your project is not compliant you'll hear what needs to change.

7. Revise plans and drawings as needed for compliance.

8. Design professionals meet with City agencies to address needed changes.

9. Your permit is approved once it's compliant.

10. Pay for your permit and pick it up.

Find this ADU process, resources, and checklist at sfplanning.org/adu

ADU Resources

Get info and answers about potential code issues so you can prepare plans that are more likely to be compliant

ADU Handbook: Details on common City property types to help homeowners and design professionals.

Plan Submittal Guidelines: What's needed for good drawings.

DBI Information Sheet G-23: Multiagency resource for ADUs.

Pre-Application Meeting: Details for optional meetings with DBI, Planning, and Fire about potential code issues that might slow the permit process.

ADU resources from City agencies

Planning	Public Works
ADU website: sfplanning.org/project/accessory-dwelling-units Planning's ADU checklist for single-family homes Permit Center: ADU Planning Desk 49 South Van Ness Ave, 2nd Floor San Francisco, CA 94103 Email: cpc.adu@sfgov.org	This agency might need to review additional information. Work that effects the sidewalk, curb, or street will require additional permits from Public Works. See the links below for additional information. Street tree website: sfpublicworks.org/plant-street-tree Public Works ADU Checklist Guidelines for work in the public right-of-way Official property line maps and sidewalk widths Permit Center: Public Works Counter *questions* 49 South Van Ness Ave, 2nd Floor Public Counter: Bureau of Street & Mapping *curb cut permit* 49 South Van Ness Ave, 2nd Floor Public Counter: Bureau of Urban Forestry *street tree permit* 49 South Van Ness Ave, 2nd Floor
Department of Building Inspection (DBI)	
ADU website: sfdbi.org/adu Information Sheet (IS) website: sfdbi.org/information-sheets Info Sheet EG-02: escape requirements for ADUs Permit Center: 49 South Van Ness Ave, 2nd Floor San Francisco, CA 94103 Email: dbi.adu@sfgov.org	
Fire	**Public Utilities Commission (PUC)**
Info Sheet FS-03: sprinkler requirements for single-family homes Permit Center: Fire Department Counter 49 South Van Ness Ave, 2nd Floor San Francisco, CA 94103	Guidelines for water capacity charges for ADUs General capacity charge information Process and info for requesting water service Permit Center: PUC Counter 49 South Van Ness Ave, 2nd Floor San Francisco, CA 94103

ADU Checklists

Learn what you'll need for a complete application, so you can save time and streamline the permit process. Follow the instructions for each section.

You and your design professional MUST complete the checklist items:
- Property Information
- Plan set checklist
- Required applications and forms checklist
- Applicant's affidavit

Look up your property and zoning information at: propertymap.sfplanning.org

Property Information					
Project Address	**Block**	**Lot**	**Zoning District**	**Historic Status (circle)**	
				Article 10 Article 11	CEQA: A / B / C
Project Contact Name	**Email**		**Phone**	**Total Excavation**	
				Cubic Yards:	Max Depth:
Dwelling Unit Count		**Number of Stories**		**Bldg. Construction Type**	**Bldg. Occupancy**

(E) per 3R **One**	# ADUs proposed **One**	(E)	(N)	(E)	(N)	(E)	(N)

Plan set checklist (to be reviewed & completed by a design professional)		
Your site plan should include these components	When is it required?	Is it shown on plans?
Separate existing and proposed site plans: showing all buildings on the lot	Only if exterior changes proposed	
Adjacent lots showing outlines of all buildings on adjacent properties	Yes	
Direction of true north: show project north if it is different from true north	Yes	
Dimensions: show the distance from the existing building walls to property lines and other structures on the lot. Include dimensions between new dwelling unit walls and property lines, and width of sidewalk from front property line to curb	Yes	
Landscape and permeable surface: show the required front setback	Only if existing front setback	
Usable open space: show the dimensions of decks, terraces and yards	Yes	
Curb cuts: if vehicle parking is to be removed, show curb cut(s) to be removed and note "remove curb cut"	Only if removing parking	
Street tree: show the location of existing and proposed street trees or add a notation if you pay the in-lieu fee	Yes	
Existing and proposed floor plans must show these components for all floors	When is it required?	Is it shown on plans?
On all plan views: label the street names, rooms, areas, exits and egresses	Yes	
Location of new ADU: New Unit ##, and square foot area of new ADU	Yes	
Existing dwelling unit: show the location of existing unit in the building and label it "Existing Unit" with all the rooms and spaces labeled according to their use(s)	Yes	
Laundry and storage: show the locations	Yes	
Toters: show location of dedicated space for trash, recycling and compost carts on private property and screened from public view. Visit www.recology.com/recology-san-francisco for more information	Yes	
Plumbing fixtures: show plumbing fixtures of all existing and proposed dwelling units including, but not limited to, dishwashers, clothes washers, and hose bibs. In lieu of the plumbing fixtures shown on plans, SFPUC will accept a completed and signed Existing and Proposed Fixture Count form	Yes	
Room and glazing dimensions: show the dimensions of the room and windows in the ADU	Yes	
Parking: show dimensions and outlines of all existing and proposed vehicle and bicycle parking	Yes	
Meters: show existing and proposed gas and electrical meters	Yes	
Building Elevations must show these components	When is it required?	Is it shown on plans?
Separate existing and proposed elevations: if exterior changes are proposed, provide separate existing and proposed elevations for only the building face(s) related to the work	Only if exterior changes proposed	
Partial elevations for non-public facing facades: partial elevations of floor level on which work is proposed are ok in lieu of full elevations if the project does not include an expansion. These partial elevations would suit new openings or modifications to openings.	Only if small modifications for the ADU proposed	
Exterior materials: if exterior changes are proposed, include existing and proposed exterior materials for new or replacement doors, windows, and exterior finish material. If an elevation is not required, this information can go elsewhere in the plan set.	Only if exterior changes proposed	
Windows: include dimensions, operation, material type, and fire ratings; and indicate whether adjacent to property lot line openings, and which are EEROs. Provide plan section detail of new windows.	Yes	
Sections plans must show these components	When is it required?	Is it shown on plans?
Separate existing and proposed sections: if there is a change in floor to ceiling heights or if excavation is proposed	Yes	
Section: confirm floor to ceiling heights and/or excavation at the level(s) of the ADU	Only if changes proposed	

Step	Agency	Application or Form	This column to be filled out by Applicant (Y/N)	This column to be filled out by Staff (Y/N)
**Required applications and forms checklist (to be reviewed & completed by a design professional)**				
**Items below reviewed and accepted by City prior to building permit application**				
1	DBI – Technical Services Division (Permit Center)	Print the G-23 ADU Screening Form, fill out and submit		
**Items below are to be submitted with building permit application**				
2	DBI (Permit Center)	Pick up and fill out the Building Permit Application (hard-copy)		N/A
3	Planning (Permit Center)	Fill out, print, and bring the Project Application		
		Review in advance and complete Planning's ADU checklist for single-family homes with Planning staff		
4	Building (Permit Center)	Fill out ADU Checklist for Building review with Building staff		
	Public Works	Fill out and submit the Required Checklist for Tree Planting and Protection via email		N/A
		Fill out and submit the Street Tree Application & Guidelines via email		N/A
	PUC	Fill out and submit the Fixture Count Form via email		N/A
5	DBI Permit Center	Building Permit Application (provided by DBI)	N/A	N/A

Applicant's Affidavit

Under penalty of perjury the following declarations are made:

a) The undersigned is the owner or authorized agent of the owner on this property.
b) The information presented is true and correct to the best of my knowledge.
c) All required applications and forms shown in the checklist are completed and attached.
d) Other information or applications may be required.

_____   _____
Signature   Name (Printed)

_____   _____   _____
Relationship to Project   Phone   Email
(i.e. Owner, Architect, etc.)

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