



DWELLING UNIT REMOVAL: DEMOLITION

For residential projects that propose removing existing housing units through demolition

A Project Application must be submitted for any project application that requires an intake/in-house for Planning Department review. For more, see the [Project Application Informational Packet](#).

Pursuant to Planning Code Section 317, the Planning Commission shall hear and make determinations regarding the loss of dwelling units including the loss of unauthorized dwelling units, with some codified exceptions.

For projects that require **mergers or conversion**, the project sponsor must fill out the [Dwelling Unit Removal: Merger or Conversion](#) supplemental application instead.

Fees: After you submit your application, Planning calculates your fees based on your estimated construction cost. You must pay the full development application fee for your application to be complete. If Planning staff spends more time or materials than the initial fee covers, the Department charges extra fees based on time and materials. See the [Fee Schedule](#) for details, call 628.652.7300 or email pic@sfgov.org to get help from Planning staff.

What is a Dwelling Unit Removal Supplemental Application?

The Dwelling Unit Removal application is intended for any requests involving the removal of existing housing through demolition. This application is designed to determine if the proposed dwelling unit demolition is desirable and eligible, utilizing the review criteria set forth in Planning Code Sections 317 and 317.2. The Code provides for some administrative exceptions where Planning staff may approve an application to remove dwelling units without a public hearing, but only if the project meets certain specific requirements. If a project proposes to merge or convert dwelling units, please use the Dwelling Unit Removal: Merger or Conversion supplemental application. For more information, please refer to Planning Code Sections 317 and 317.2, or consult a planner at the Planning counter at the Permit Center.

When is a Dwelling Unit Removal Supplemental Application Necessary?

The Planning Commission generally requires Conditional Use hearings for all projects that would result in the removal of existing housing units, whether by demolition, merger with other dwellings, or by conversion to non-residential uses. Exemptions from the Conditional Use Authorization process are available for projects outside of Priority Equity Geographies, which is further described in Planning Code Section 317(c). This application is for Development Projects that propose removal of a legal dwelling unit or an unauthorized unit through demolition. If a Development Project proposes removal of a legal dwelling unit or unauthorized unit through a merger or conversion, please use the Dwelling Unit Removal: Merger or Conversion supplemental application.

Please consult a planner at the Planning counter for additional information regarding these applications.

How Does the Process Work?

If the proposed project results in the loss or removal of one (1) or more dwelling units, please submit the required materials with the completed Dwelling Unit Removal supplemental application

- [Project Application](#)
- [Conditional Use Authorization supplemental application](#)

The Project Application and required supplemental application materials can be submitted electronically through the [San Francisco Planning's Public Portal](#). Once the application is deemed complete, you will receive an email notification regarding an electronic payment.

Housing Crisis Act Of 2019 And Planning Code Section 371.2 Requirements

The Planning Department processes this informational and supplemental application in accordance with the [Housing Crisis Act](#) (HCA), and [Planning Code Section 317.2](#). Refer to the Planning Code and the Replacement and Relocation Implementation Document for additional information related to the residential development replacement and relocation requirements.

The HCA establishes a statewide “housing emergency” until January 1, 2030. Effective February 9, 2026, the Tenant Protections Ordinance (Board File No. 250926) codifies the HCA and expands upon its housing replacement and tenant protection requirements through the addition of Planning Code Section 317.2 and other changes to the Planning and Administrative Code. The Planning Department will continue to implement the HCA as it may be amended from time to time. Projects with a completed Preliminary Application before February 9, 2026, are exempt from Planning Code Section 317.2 and will follow the requirements in effect at that time.

Section 317.2 requires housing projects that will demolish an existing residential unit to construct at least the same number of units. If the project demolishes a “protected” unit, as specified below, additional provisions apply. Project sponsors must fill out a Unit Specific Information form for each unit to be demolished, including unauthorized units. Please refer to Planning Code Section 317.2 for additional information.

To verify income and/or occupancy for tenants within the five years prior to submitting the application, please have current or previous tenants fill out the Tenant Statement included in this packet. Please have the tenant with the lowest income in the last five years submit the Tenant Statement. Failure to provide the required tenant income information may result in an affordability deed restriction on the property. If the income category of the household in occupancy is not known, it shall be presumed that lower income renter households occupied these units in the same proportion of lower income renter households to all renter households within the jurisdiction, as determined by the most recently available data from the United States Department of Housing and Urban Development's Comprehensive Housing Affordability Strategy (CHAS) database. Please refer to Planning Code Section 317.2 for additional information.

Important Information To Consider

If there are existing occupants, as defined in Section 317.2(b), in the units proposed for demolition, project sponsors must submit a compliant relocation plan and proof that they have provided the Notice of Tenant Rights to existing occupants prior to application submittal.

All project sponsors must post a Notice of Complete Application at the project site within 7 days of receiving a Complete Application Notice, and keep it posted until the project is approved, denied or withdrawn, as well as comply with notice requirements if there are existing occupants at the site

For more information about the HCA and Section 317.2, please see Planning Director Bulletin No. 7 and the fact sheet for Tenant Protections Related to Residential Demolitions and Renovations.

Español: Si desea ayuda sobre cómo llenar esta solicitud en español, por favor llame al 628.652.7550. 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628. 652. 7550。請注意，規劃部門需要至少一個工作日來回應。

Filipino: Kung gusto mo ng tulong sa pagkumpleto ng application na ito sa Filipino, paki tawagan ang 628.652.7550. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.

Tiếng Việt: Nếu quý vị muốn được hỗ trợ hoàn thành đơn này bằng tiếng Việt, vui lòng gọi 628.652.7550. Xin lưu ý rằng Sở Quy Hoạch cần ít nhất một ngày làm việc để phản hồi.

Property Information

Project address: _____ Blocks/Lot(s): _____

Project Details

UNITS

Owner-occupied Units

Existing: _____ Proposed: _____ Net Change: _____

Rental Units

Existing: _____ Proposed: _____ Net Change: _____

Total Units

Existing: _____ Proposed: _____ Net Change: _____

Units Subject To Rent Control

Existing: _____ Proposed: _____ Net Change: _____

Vacant Units

Existing: _____ Proposed: _____ Net Change: _____

BEDROOMS

Owner-occupied Bedrooms

Existing: _____ Proposed: _____ Net Change: _____

Rental Bedrooms

Existing: _____ Proposed: _____ Net Change: _____

Total Bedrooms

Existing: _____ Proposed: _____ Net Change: _____

Bedrooms Subject To Rent Control

Existing: _____ Proposed: _____ Net Change: _____

To the best of your knowledge, has the property ever had an unauthorized unit? Yes No

Are you currently renting out units on the property? Yes No

Are you currently renting out bedrooms on the property? Yes No

Have you discussed relocation with existing tenants? Yes No

If yes, please attach documentation to this specific application demonstrating compliance with relevant to Section 317.2 and [Rent Board requirements](#).

If there is only one unit at this property, do the tenants have separate lease agreements with the landlord?

Yes No

Unit Specific Information Form

PLEASE USE ONE FORM FOR EACH UNIT PROPOSED TO BE DEMOLISHED

Existing Unit Number: _____

Number of Bedrooms: _____

Number of Full Bathrooms: _____

Gross Square Feet (GSF): _____

Is the unit ADA accessible? Yes No

Current Occupancy Status: Owner-occupied Rental Vacant

ADDITIONAL UNIT INFORMATION

Has the unit had an Ellis Act eviction within the past 10 years? Yes No

Has the unit been subject to Rent Control within the past 5 years? Yes No

Has the unit been a Below-Market Rate (BMR) unit within the past 5 years? Yes No

If vacant, indicate the most recent year occupied: _____

Indicate the number of persons in the household, or most recent household in occupancy: _____

Unknown

Indicate the approximate income of the current or most recent household in occupancy: _____

Unknown

Dwelling Unit Demolition (SUPPLEMENTAL INFORMATION)

The Planning Commission will consider the criteria in Section 303(c) in the review of projects that require the demolition of a single-family home and construction of a single-family home. For projects that require either the demolition of two or more residential units, or the demolition of a single-family home and construction of two or more residential units, the Planning Commission will consider the following criteria in the review of residential demolitions. No demolition permits will be granted if Section 317.2 notice and relocation plan requirements are not met, if there is a tenant harassment finding from the Rent Board within the last five years, and/or if there was a non-compliant buyout agreement within the last five years.

Please answer the following questions to inform the Planning Commission as to how the project does or does not meet the following criteria, as described in Planning Code Section 317(g)(6):

Is the property subject to an open or unabated notice of violation issued by the Planning Department or Department of Building Inspection? Yes No

Does the Project propose changes to more than 20% of the character defining features of a building designated as a landmark under Article 10, listed as a contributor to an historic district in Article 10, listed as Significant or Contributory Building under Article 11, listed in the California Register of Historical Resources, or listed on the National Register of Historic Places? Yes No

Does the Property increase the number of residential units subject to the rent increases of the Residential Rent Stabilization and Arbitration Ordinance (Chapter 37 of the Administrative Code) compared to the number of existing residential units and unauthorized units subject to the rent increases of the Residential Rent Stabilization and Arbitration Ordinance? Yes No

Does the Project require the demolition of existing, deed-restricted affordable and/or below-market rate housing, or does it increase the number of permanently affordable units located onsite? Yes No

Does the Project, if five units or more, increase the number of two or more-bedroom units onsite? Yes No

Is the Project a rental housing development? Yes No

Does the project result in a net increase of dwelling units onsite and number of bedrooms onsite? Yes No

Has a tenant vacated any unit in the building within the past 36 months pursuant to a notice to vacate under Administrative Code Section 37.9(a)(8) that was served after February 9, 2026? Yes No

Removal of Unauthorized Unit(s)

(SUPPLEMENTAL INFORMATION)

The Planning Commission will consider the following criteria in the review of applications for removal of unauthorized units, pursuant to Planning Code Section 317 (g)(7). Please fill out answers to the criteria below:

Has the Unauthorized Unit been rented within the 10 years preceding the application, excluding any use of the Unauthorized Unit by a blood, adoptive, or step-family relationship, specifically by a grandparent, parent, sibling, child, or grandchild, or the spouse or registered domestic partner of such relations, or by a property owner's spouse or registered domestic partner? Yes No

Please include an attachment detailing the rental history of the unauthorized unit for the past 10 years.

Does the Unauthorized Unit have a history of evictions under Administrative Code Sections 37.9(a) (8)-(12), (14), or (17) within the 10 years preceding the application? Yes No

If yes, please include an attachment with any documentation of the eviction.

Unit Replacement And Relocation Affidavit Pursuant To Housing Crisis Act and Planning Code Section 317.2

Property Information

Project address: _____ Blocks/Lot(s): _____

APPLICANT INFORMATION

Name: _____

Company/Organization: _____

Address: _____

Email: _____ Phone: _____

Project Information

DEMOLITION REPLACEMENT UNITS

A housing development project cannot be approved if it requires demolition that results in a reduction of the total residential dwelling (units) on the site currently or in the past 5 years.

Number of current total units: _____

Greatest number of units on site in last 5 years: _____

Number of units to be demolished: _____

Number of proposed total units: _____

DEMOLITION ELIGIBILITY

Projects that propose residential demolition must meet the eligibility criteria set forth in Planning Code Sections 317(d) and 317.2, and the Rent Stabilization and Arbitration Ordinance. Please note that pursuant Planning Code Section 317(d), projects may not be eligible for a demolition permit under the following circumstances:

1. No permit to demolish a residential building shall be issued until the project sponsor has complied with the notice requirements of Section [317.2\(e\)\(1\)](#) and (e)(2), subdivisions (A)-(C) and (F), and the requirements of Section [317.2\(d\)\(2\)](#) to provide a relocation plan for Existing Occupants, as defined in Section 317.2(b). These notices include posted notice at the site, Notice of Right to Remain, Notice of Right to Relocation Benefits, Notice of a Right of First Refusal, Notice of Major Milestones for Existing Occupants who Intend to Exercise a Right of First Refusal, Notice of Replacement Unit Availability for Right of First Refusal, and or Notice of Right to Return.
2. A permit to demolish a residential building shall be conditioned on the expiration of five years from the date the Rent Board has issued a decision under Section 37.9(l) of the Administrative Code that there was a wrongful endeavor to recover possession of a rental unit through tenant harassment, unless otherwise required by law or where the Director of the Department of Building Inspection has determined that the building poses a serious and imminent hazard as defined in the Building Code.
3. A permit to demolish a residential building shall be conditioned on the expiration of five years from the date a tenant vacated a unit under a buyout agreement that did not comply with the requirements of Administrative Code Sections 37.9E, subdivisions (d)-(f) and (h), unless either a court or the Rent Board acting under Administrative Code Section 37.9E(l) finds that the landlord substantially complied with those requirements.

Project sponsors are advised to **consult Rent Board records to verify the status of any dwelling units proposed for demolition** before submitting an application to the Planning Department. Failure to do so may result in the loss of any paid application fees if, after the application is deemed complete, it is found to be non-compliant with demolition permit eligibility requirements.

By signing the Applicant’s Affidavit at the end of this application, you indicate that you have read the eligibility requirements and that, to the best of your knowledge, the project is eligible for a demolition permit.

PROTECTED UNITS

All “protected” units must be replaced one-for-one. Protected unit(s) involve one or more of the following categories. Please indicate whether any demolished units qualify as a protected unit:

1. Regulatory Covenants: Are there any unit(s) that currently are or were within the past five years subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of lower or very low income? This may include inclusionary units under the San Francisco Inclusionary Housing Program, units restricted under former conditions of approval or units restricted by the former San Francisco Redevelopment Agency/OCII. Yes No

Number of restricted units: _____

2. Rent/Price Control: Are there any unit(s) that currently are or were within the past five years subject to any form of rent or price control through a public entity’s valid exercise of its police power?

Number of rent/price control units: _____

3. Occupancy: Are there any units being demolished that are currently or were within the last five years occupied by lower or very low-income households? Yes No

Number of units occupied by lower or very low-income tenants: _____

4. Withdrawn Rentals: Are there any units on the site that were withdrawn from rent or lease in accordance with the Ellis Act (Government Code Section 7060-7060.7) within the past 10 years? Yes No

Number of rental units withdrawn: _____

HOUSING REPLACEMENT AND TENANT PROTECTION REQUIREMENTS FOR PROTECTED UNITS:

All protected units must be replaced with “Comparable Units” that contain the same number of bedrooms, same number of full bathrooms, and 90% or more of the gross square footage as the protected units to be demolished, with some exceptions for single-family homes. Relocation benefits are required for existing occupants (as defined in Section 317.2(b)) of protected units. Lower-income tenants may also have the right to additional relocation benefits.

In addition, a right of first refusal for a Comparable Unit must be offered in certain instances. If the existing tenant is lower-income, the Comparable Unit must be affordable to the household at either: 1) prior rental rate or affordable rent (whichever is lower), if the project is rental; or, 2) at an affordable housing cost, if the project is an ownership project. Other tenants (who are not lower-income) receive a right of first refusal for a Comparable Unit if the project is rental; the offered rent is not required to be the prior rental rate or an affordable rent. There is no right of first refusal if the development replaces a protected unit with a single-family home at the project site.

For existing occupants, the City requires a compliant relocation plan as part of the application that describes how Section 317.2 existing occupant protections will be met; please refer to the relocation plan template. The City may also ask for additional documentation to verify income levels of previous tenants. Please refer to the affidavit below.

Tenant's Statement For Relocation Benefits And Replacement Units

Please use at least one affidavit for each unit.

- I am a current tenant
- I am a former tenant; I occupied the unit described below from ____ to ____
- I am the owner and I currently occupy the unit described below:

I, _____ (name), hereby certify that I occupied unit # _____ at _____ (full address). My household size¹ was _____ people, with _____ children under the age of 18, _____ adults 62 years or older and/or disabled, and _____ adults that work for a school in San Francisco. The combined gross income² for my household during this time was \$_____. The unit has _____ bedrooms and _____ full bathrooms. My latest rent was _____.

- The project sponsor has shared with me the Notice of Tenant's Rights and I understand I may have certain rights if my unit is considered protected and if it is demolished and redeveloped.
- I wish to exercise my right of first refusal if I am eligible for a comparable unit. The following is my contact information and an alternative contact while I await a comparable unit:

Personal email: _____

Personal phone number: _____

Alternate phone number: _____

- I understand I must keep my contact information updated with the project sponsor and the Planning Department if it were to change. To contact the Planning Department, please contact the assigned planner. If you do not know the assigned planner, call 628.652.7300 or email pic@sfgov.org, where planners can assist you.

I wish to receive future notices in: English Spanish Chinese Filipino Vietnamese
 Other: _____

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature _____

Name (printed): _____ Date: _____

1 For household size, include everybody that lived in that unit, as of the last day of the rental period.

2 If your income changed during the rental period, please list the lowest income during that time. Gross income should include income before taxes or deductions.

For Department Use Only — application received by Planning Department.

By: _____ Date: _____

Tenancy Affidavit to be Filled out by Owner

If tenant- occupied, project sponsors must verify by check box they understand the following statements:

- Tenants who have occupied a unit for 32 days require a Just Cause for eviction.
- Owner or relative move-ins, demolitions or Substantial Rehabs (with permits in hand) are a Just Cause, however owners are required to give tenants 60 day written notice to move out and provide relocation compensation.
- Making a tenant sign a statement that they “voluntarily agree” to move out in order to stay is not legal. A tenant cannot sign away their rights to a Just Cause.

Signature _____

Name (printed): _____ Date: _____

Applicant's Affidavit

Under penalty of perjury the following declarations are made:

- The undersigned is the owner or authorized agent of the owner of this property.
- The information presented is true and correct to the best of my knowledge.
- Other information or applications may be required.
- I hereby authorize City and County of San Francisco Planning staff to conduct a site visit of this property as part of the City's review of this application, making all portions of the interior and exterior accessible through completion of construction and in response to the monitoring of any condition of approval.
- I attest that personally identifiable information (PII) - i.e. social security numbers, driver's license numbers, bank accounts — **have not been provided as part of this application.**

Furthermore, where supplemental information is required by this application, PII has been redacted prior to submittal to the Planning Department.

I understand that any information provided to the Planning Department becomes part of the public record and can be made available to the public for review and/or posted to Department websites.

Signature _____

Name (printed): _____ Date: _____

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

Email: _____ Phone: _____

For Department Use Only — application received by Planning Department.

By: _____ Date: _____