



## FLEXIBLE RETAIL

### FREQUENTLY ASKED QUESTIONS, SCREENING FORM, AND AFFIDAVIT PACKET

Flexible Retail is a new land use category defined in Section 102 of the Planning Code. For questions, you can call the Planning counter at 628.652.7300 or email [pic@sfgov.org](mailto:pic@sfgov.org), where planners are able to assist you.

**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.

### WHAT IS “FLEXIBLE RETAIL”?

Flexible Retail is a new land use category defined in Section 102 of the Planning Code. A parcel whose legal use is “Flexible Retail” may be able to operate all of the following uses on-site: Arts Activities, Limited Restaurant, General Retail Sales and Service, Personal Service, Retail Professional Service, and Trade Shop.



### FLEXIBLE RETAIL USES MUST FOLLOW CERTAIN CONDITIONS. NAMELY:

- **A parcel must be located in Supervisorial Districts 1, 4, 5, 10 or 11 and zoned NCD, NCT or NCS.** If you are unsure of whether your parcel falls into one of these zoning districts please check your property’s information here: <http://propertymap.sfplanning.org> or stop by the Planning Information Center on the 1st floor of 1660 Mission Street where our staff may assist you in identifying your zoning.
- **Any business operating as a Flexible Retail Use must operate at least two separate and distinct uses on-site at all times.** This means the site must contain at least two of the types of uses contained within the “Flexible Retail” category (e.g. an apparel shop and a café, which would be General Retail and Limited Restaurant uses).
- **Any parcel operating as “Flexible Retail” must adhere to all underlying zoning controls.** This means that if any of the uses contained within the “Flexible Retail” category are not permitted, require special approval, or require Neighborhood Notification in the underlying zoning district, those limitations continue to apply. For example, many areas of the city require Neighborhood Notification to establish a Limited Restaurant. If a Flexible Retail business would like to establish a Limited Restaurant and the zoning district requires Neighborhood Notification for such use, the business must undergo Neighborhood Notification in order to establish the Limited Restaurant under their Flexible Retail use.

- **All other Departments' permits and licenses apply.** This includes the Health Department, Department of Building Inspection, Treasurer and Tax Collector, Entertainment Commission, and any other City department that may require approvals, permits, or licenses in order to establish a new use.

### **What are the benefits of becoming a Flexible Retail use?**

Once an establishment has become a Flexible Retail use, it is not required to obtain additional building permits to change the use if it develops one or more additional use(s) that fall under the Flexible Retail use category. For example: if a business currently operates as a General Retail Sales and Service Use and they change their use to Flexible Retail, after the initial Flexible Retail use permit is granted, the business may choose to operate as any combination of uses allowed under Flexible Retail, without obtaining additional building permits, so long as those uses are permitted in the zoning district and do not require Neighborhood Notification.

### **How do I change my use to Flexible Retail?**

If you believe your property qualifies to become a Flexible Retail use, please file a change of use building permit at the San Francisco Permit Center, 49 South Van Ness Avenue, 2nd Floor, San Francisco, CA 94103. Please complete the attached screening form and affidavit and attach it to your building permit application.



## FLEXIBLE RETAIL SCREENING FORM

### Property Information

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Project Address:

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Block/Lot(s):

Zoning District:

### Applicant Information

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Name:

Owner

Authorized Agent

Primary Phone Number:

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Email Address:

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### Proposed Use Description

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Number of Proposed Uses (minimum of two required):

Proposed Business Name #1:	Proposed Use Type of Business #1:
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Description of Business #1:

Building Permit Application No. (if applicable):	Conditional Use Record No. (if applicable):
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Proposed Business Name #2:	Proposed Use Type of Business #2:
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Description of Business #2:

Building Permit Application No. (if applicable):	Conditional Use Record No. (if applicable):
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Proposed Business Name #3 (if applicable):	Proposed Use Type of Business #3 (if applicable):
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Description of Business #3 (if applicable):

Building Permit Application No. (if applicable):	Conditional Use Record No. (if applicable):
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Proposed Business Name #4 (if applicable):	Proposed Use Type of Business #4 (if applicable):
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Description of Business #4 (if applicable):

Building Permit Application No. (if applicable):	Conditional Use Record No. (if applicable):
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*If additional businesses are proposed, please attach supplemental pages with the required information.*



*To be completed by San Francisco Planning Staff only*

<b>Staff Name:</b>	<b>Staff Signature:</b>	<b>Date:</b>
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<b>Project Address:</b>	<b>Current Zoning:</b>
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<b>Uses within Flexible Retail</b>	<b>NP</b> (not permitted)	<b>P</b> (permitted)	<b>C</b> (Conditional Use Authorization required)	<b>Neighborhood Notice Required</b> (Y/N)	<b>Other/Planner Notes</b>
Arts Activities					
General Retail Sales & Services					
Limited Restaurant					
Personal Service					
Retail Professional Service					
Trade Shop					