



## UNAUTHORIZED UNIT SCREENING REQUEST FORM AND AFFIDAVIT

An Unauthorized Unit, or UDU, is defined in Planning Code Section 317(b)(13) as one or more rooms within a building that have been used, without the benefit of a permit, as a separate and distinct living or sleeping space independent from other Residential Units on the property.

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.

### CRITERIA FOR AN UNAUTHORIZED UNIT (UDU)

A UDU must meet two criteria:

1. An UDU must be independent from other Residential Units on the property, which means that the space has independent access, and there is no open, visual connection to a Residential Unit on the property.
2. Use as Independent dwelling Space. A UDU must have been used as a separate and distinct living or sleeping space.

Please note that the definition of a UDU does not rely on the existence of any cooking facilities, so a space may still be considered a UDU even if it doesn't have a kitchen; however a full bathroom is required to be considered a UDU.

Planning Staff may request a UDU screening for permits for interior work to determine if a project removes certain features that allow the space to operate as a separate unit. Scopes of work that may require UDU screening include but are not limited to:

- Removal of direct or indirect access doors
- Removal of a full bathroom
- Removal of a kitchen
- Removal of a wet bar
- Addition of a staircase to create an interior connection between floors

### SUBMITTAL INSTRUCTIONS

Please complete the form below and submit it to [CPC.UDU@sfgov.org](mailto:CPC.UDU@sfgov.org) with the following materials:

1. A completed [Unauthorized Unit Affidavit](#) (attached);
2. A digital set of existing and proposed plans (.pdf or .jpeg); and
3. Photographs of the space that may be a UDU.

Planning Staff will contact you with a determination if the space in question is considered a UDU.

**Please note that if the Planning Department determines that a UDU is present at the site, the property owner will be required to legalize the unit, which can usually be completed administratively, or seek a Conditional Use Authorization from the Planning Commission to remove the unit. If a UDU is not present at the site, Planning Staff will review the plans for any unpermitted work on the premises. Staff may provide comments to bring the work into compliance with the Planning Code, which may include removal of the unpermitted work. If Planning Code violations persist, Staff may refer the property to the Code Enforcement Division.**



# San Francisco Planning

## UNAUTHORIZED UNIT SCREENING REQUEST FORM AND AFFIDAVIT

### Property Information

Project Address:

Block/Lot(s):

### Related Building Permits Applications

N/A

Building Permit Applications No(s):

### Applicant Information

Name: Owner    Authorized Agent

Primary Phone Number:

## APPLICANT'S AFFIDAVIT

Under penalty of perjury the following declarations are made:

- a) The undersigned is the owner or authorized agent of the owner of this property.
- b) The information presented is true and correct to the best of my knowledge.
- c) Other information or applications may be required.
- d) 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.
- e) 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.)

Phone

Email



# UNAUTHORIZED UNIT AFFIDAVIT

Project Address: \_\_\_\_\_

Block/Lot (APN): \_\_\_\_\_

“Unauthorized Unit” shall mean one or more rooms within a building that have been used, without the benefit of a building permit, as a separate and distinct living or sleeping space independent from Residential Units on the same property.

“Independent” shall mean that (i) the space has independent access that does not require entering a Residential Unit on the property and (ii) there is no open, visual connection to a Residential Unit on the property.

I, \_\_\_\_\_, do hereby declare as follows:

To the best of my knowledge:

- There is an Unauthorized Unit, as defined above, located on the subject property.
- There is not an Unauthorized Unit, as defined above, located on the subject property.

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

EXECUTED ON THIS DAY, \_\_\_\_\_, 20\_\_\_\_, IN \_\_\_\_\_, CA.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Relationship to Project  
(i.e. Owner, Architect, etc.)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

*Submit completed Affidavit upon request by Planning Staff or in conjunction with a UDU Screening Request form.*

**FOR DEPARTMENT USE ONLY**

1. Does the space meet the criteria for Physical Independence as described in Planning Code Section 317(b) (13)?      YES      NO

If you've checked no, the space is **not** considered a UDU.

Plans Dated: \_\_\_\_\_

Photographs Provided on (date): \_\_\_\_\_

2. Has the space been used as a separate and distinct living space?      YES      NO
- Did the Rent Board provide records for this property?      YES      NO
- If yes, is there evidence of a UDU?      YES      NO
- Is there more than one unit accounted for in the Voter Rolls?      YES      NO
- Does the Unauthorized Unit Affidavit indicate that the project would remove a UDU?      YES      NO
- Is there any other documentation that indicates that the space has been occupied?      YES      NO

If yes has been checked above, describe the information further below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

An Unauthorized Unit is present at the Subject Property

There are no Unauthorized Units present at the Subject Property

Planning counter Research Number: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name(Printed)

\_\_\_\_\_  
Date