



SAN FRANCISCO
PLANNING
DEPARTMENT

APPLICATION TO REQUEST A

Block Book Notice

A complete application is necessary for the Planning Department to process your application. The instructions for this application should be read carefully before the application form is completed to ensure a proper submission.

Planning Department staff are available to advise you in the preparation of this application. Call (415) 558 6377 for further information.

WHAT IS A BLOCK BOOK NOTICE?

A Block Book Notice (BBN) is a request made by a member of the public to be provided notice of permits on any property within the City and County of San Francisco that is subject to the San Francisco Planning Code. Applications that do not require San Francisco Planning Department Review WILL NOT be subject to a BBN (examples include applications for plumbing permits, electrical permits and building permits that do not require Planning Department review). BBNs are intended to provide the requestor notice of applications reviewed by the Planning Department that they may not otherwise receive.

WHEN CAN AN APPLICATION FOR A BLOCK BOOK NOTICE BE FILED?

An application for a BBN may be filed at any time. The Planning Department requires an annual fee for the first Assessor's Parcel, plus an additional fee for each additional parcel included in the same request. While legislation does not allow a fee exemption for any individual or groups, neighborhood organizations (defined as having been in existence for 24-months prior to the request and listed on the Planning Department's neighborhood organization notification list) require an annual fee for the first Assessor's Block, plus an additional fee for each additional block included in the same request. If you are an authorized representative of a neighborhood organization (as defined above), please also include the organization name and your title on this application form.

HOW DOES THE PROCESS WORK?

To file a request for BBN on properties within the City and County of San Francisco and subject to the San Francisco Planning Code please complete the attached Application to Request a Block Book Notice and submit a check in the appropriate amount payable to the San Francisco Planning Department. Those wishing more specific or more detailed information may call (415) 558-6377.

Once an Application is filed on a property, a notice of the application that requires San Francisco Planning Department review is provided to the BBN Requestor. The Planning Department notifies a Requestor under a BBN, or if another notice is otherwise required, the Requestor is also included in the required notice. Please note that should a particular Planning Code Section (e.g. Sections 303, 305, 311, 312) require a notice, the BBN Requestor may not receive notice immediately following submittal of a permit to the Planning Department but rather through notice requirements in accordance with the specific Planning Code Section. The Department is required to hold a permit for 10 days so that the BBN Requestor may review it. The BBN procedure is a notification process only and any individual receiving notice has the options available to any citizen and no more. If the BBN Requestor has a concern regarding approval of the subject permit they may ultimately file a request for Discretionary Review.

If you are submitting a permit that requires San Francisco Planning Department review and there is a BBN filed on the subject property, you may ask the Planning Department at the Planning Information Center to call the BBN Requestor to determine if they are willing to waive the notification requirement, in which case the Planning Department may proceed without sending a 10 day notice letter. The permit applicant may also contact the BBN Requestor in advance or during the 10 day notice period to obtain their agreement to forego notice where the permit under consideration is not of concern to them.

If the Requestor does not waive the notice requirement, the permit will be accepted for submittal and internally routed from the Building Department to the Planning Department for staff assignment. It may take a week or more for the routing, assignment and for the planner to be able to send out a notice, based upon their workload. The planner assigned to the case will send a notice to the Requestor indicating they have 10 days from the date of the Planning Department's letter to raise any concerns with the project and/or initiate Discretionary Review.

WHO MAY APPLY FOR A BBN?

Any member of the public may request a BBN on any lot within the City and County of San Francisco that is subject to the San Francisco Planning Code.

INSTRUCTIONS

Please complete the attached Application to Request a Block Book Notice and submit your request with a check in the appropriate amount payable to San Francisco Planning Department.

Requests may be mailed or delivered to:
San Francisco Planning Department
1650 Mission Street, Ste. 400
San Francisco, CA 94103-2414

Please refer to the Planning Department Fee Schedule available at sfplanning.org/fee-schedule or contact the Planning Information Center (PIC) located at 1660 Mission Street, First Floor, San Francisco, (415) 558-6377 or pic@sfgov.org.

Please note: All returned checks are subject to a \$50.00 bank fee.

Record Number:

APPLICATION TO REQUEST A Block Book Notice (BBN)

Applicant Information

Applicant Name: _____

Mailing Address: _____

Email: _____ Telephone: _____

BBN Property Location (block/lot info can be found on the [SF Property Information Map](#))

Subject Parcel Address: _____

Assessors Block/Lot: _____ Additional Block/Lot(s): _____

Notification Preference

Please identify which application(s) reviewed by the Planning Department that you are interested in receiving as notification (check all that apply):

- All Building Permit Applications (interior and exterior)
- Any Exterior Work (windows, garage doors, horizontal and vertical additions)
- Horizontal and / or Vertical Additions
- Changes of Use
- Conditional Use and Variance
- Other: _____

Payment (refer to [Fee Schedule](#) re Block Book Notification)

First Assessor's Parcel: \$ _____

(# of Additional Block/Lots x additional fee \$ _____) = \$ _____

Total Enclosed: \$ _____

Requestor Signature: _____ Date: _____



SAN FRANCISCO PLANNING DEPARTMENT

FOR MORE INFORMATION:
Call or visit the San Francisco Planning Department

Central Reception
 1650 Mission Street, Suite 400
 San Francisco CA 94103-2479
 TEL: 415.558.6378
 FAX: 415.558.6409
 WEB: <https://sfplanning.org>

Planning Information Center (PIC)
 1660 Mission Street, First Floor
 San Francisco CA 94103-2479
 TEL: 415.558.6377
 WEB: <https://sfplanning.org/pic>