



INTERMEDIATE LENGTH OCCUPANCY PERMITS

What are Intermediate Length Occupancy units?

Intermediate Length Occupancy (ILO) is a dwelling unit that allows an initial stay greater than 30 consecutive days but less than one year. ILOs are sometimes fully furnished units that are used for corporate apartments or medium-term housing; however, the specific rental arrangement is not factored into review. Please visit the [Planning Department ILO webpage](#) for additional information.

What is the ILO Program?

The ILO Program was created by [Board of Supervisors Ordinance No. 78-20](#) in April 2020. The Program establishes regulatory and procedural requirements for new and existing ILO dwelling units and requires that a registry be maintained. Additional ILO regulations include:

- Maximum of 1,000 total ILO units permitted Citywide.
 - The [Planning Department ILO webpage](#) has the tracking numbers.
- ILOs are **prohibited** in buildings with 3 or fewer units.
- Rent controlled and affordable/BMR dwelling units are **prohibited** from being ILOs.
- Group housing, certain SROs, and student housing are exempt from the program.
- Property owners with ILO units must submit annual reports about their operations.
- As of June 22, 2022, eligible buildings of any age may establish ILO dwelling units.
 - Existing ILOs that are operating without the required permits after June 22, 2022, may be subject to Enforcement actions and penalties.
- ILOs in buildings with 10 or more dwelling units have some geographic limits:
 - No more than 33% of total ILOs can be in designated [sensitive communities and equity zones](#).
 - No more than 33% of total ILOs can be outside of Downtown.

How are ILOs permitted?

The permitting process for ILOs is based on how many dwelling units are in the building.

- Buildings with 4 to 9 units require a [building permit](#) that is submitted to Planning staff at [the Permit Center](#).
- Buildings with 10 or more units require a [Conditional Use Authorization](#) that is submitted digitally and a building permit.

Are ILOs different from Short-Term Rentals?

Short-term rentals, as regulated by the City, are distinct from ILOs. A short-term rental allows visitors to stay for **less** than 30 consecutive days. Only if a short-term rental is rented to a visitor for **more** than 30 consecutive days, but less than a year, is it classified as an ILO unit. Please contact the [Office of Short-Term Rentals](#) if you have more questions about short-term rentals.

Additional Resources

- [Planning Department Intermediate Length Occupancy webpage](#)
- [San Francisco Permit Center](#)
- [San Francisco Property Information Map](#)
- [Board of Supervisors Ordinance No. 78-20](#)
- [Planning Code Sec. 202.10 – Limitation on Intermediate Length Occupancies](#)



ILO Applications in Buildings with 4 to 9 Housing Units

Application Requirements

- Building Permit Form 8 (the pink application form)
- Completed [Project Application](#) form
- 11x17 floor plans for the building that identify all units, with ILO unit(s) designated
- Written confirmation that ILOs are not affordable housing units and are not rent controlled
 - Can be in an email, separate letter, CC&Rs, NSR, or on plan set

Planning Review Process

- Prepare application materials.
- Get and complete building permit Form 8 at [the Permit Center](#).
- Submit the application to [the Planning Counter](#) at the Permit Center.
 - Planning staff will intake complete applications.
- Applications will be reviewed by Planning staff; they may contact you with questions or for additional information.
- ILO applications will be approved or disapproved per Planning Code compliance and the Citywide ILO dwelling unit limit.
- When staff review is complete, you will be contacted to pick-up the application at the Permit Center Help Desk.
 - Permit fees are paid at this final step.

ILO Applications in Buildings with 10 or More Housing Units

Application Requirements

- Completed [Project Application](#) form
- Completed [Conditional Use Authorization \(CUA\)](#) form
- [Building plans](#) that identify all dwelling units, including specific ILOs, in the building
- [Supplemental Materials](#) for entitlements
- Written confirmation that ILOs are not affordable housing units and are not rent controlled
 - Can be in an email, separate letter, CC&Rs, NSR, or on plan set

Planning Review Process

- Prepare all application materials (electronic copies required).
- Submit the complete application to Planning intake staff at cpc.intake@sfgov.org.
 - Pay applicable fees when contacted by intake staff.
- The application will go through the standard project review process, this can take months.
- There will be a public hearing before [the Planning Commission](#) and the Commissioners will decide whether to approve the ILO units.
- If the application is approved, follow staff instructions for finishing paperwork and closing out the permit process, such as the [Notice of Special Restrictions](#) and [building permit](#).