City and County of San Francisco
Department of Building Inspection

Daniel Lurie, Mayor
David Kane, S.E., Interim Director

Accessory Dwelling Units (ADU) Screening Form

Section 1 of this screening form shall be completed by the owner or agent. Section 2 shall only be completed by the owner. For more information, please visit: sf.gov/topics/accessory-dwelling-unit-adu.

SECTION 1 – ADMINISTRATIVE INFORMATION

Select one of the ADU programs below. For more information regarding these programs, please visit: sfplanning.org/adu

☐ **State/Hybrid ADU Program** **or** ☐ **Local ADU Program** (check one box only)

Please include this completed Screening Form and the supporting documents with the ADU permit application.

Address: _____ Block/Lot: _____

Contact Name	Contact Telephone	Contact Email

Signature	Date	☐ Owner or ☐ Agent

SECTION 2 - OWNER AFFIDAVIT - HOUSING SERVICES

(To Be Completed by Owner Only)

A. Owner(s) acknowledges that pursuant to Rent Ordinance 37.2(r) severance of garage facilities, parking facilities, driveways, storage space, laundry rooms, decks, patios, and gardens on the same lot, or kitchen facilities and lobbies within an SRO from an existing tenancy requires a "just cause". The issuance of a permit does not constitute a just cause. A signature below asserts that the Owner(s) is aware of these legal requirements and is proceeding with filing a permit to convert existing space within their building into an Accessory Dwelling Unit(s), or owner signature asserts that property is not subject to these controls in Rent Ordinance or project does not propose removal of housing services, therefore B & C as described below, are not required as part of Screening Form process.

Printed Name of Owner	Signature	Date

B. AND Owner must notify affected tenants of the Owner(s) intention to convert aforementioned space(s) to Accessory Dwelling Unit(s):

i) Notice to be posted for 15-days in a common area of the building; **and**

ii) Notice to be mailed to all tenants and to the property owner.

C. AND Submit copy of posted/mailed notice, postmarked letter to owner, photograph of posted notice, and copy of mailing list with this Screening Form.

Technical Services Division
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