



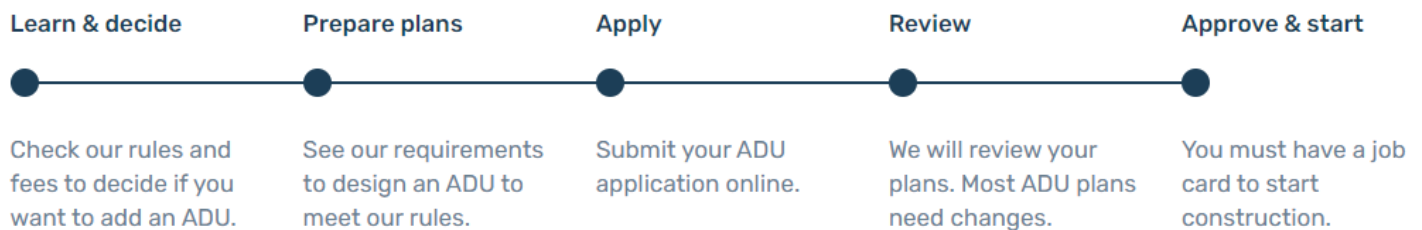
# Accessory Dwelling Unit (ADU) Process, Resources, and Checklists (for single-family homes adding one ADU)

Learn what's needed for a complete application, so you can save time and streamline your permit.

Here you'll find requirements and resources from City agencies that will review the project, including San Francisco Planning, Department of Building Inspection (DBI), Public Works, and Public Utilities Commission (PUC). San Francisco Fire Department might review the project too.

## ADU Process

Be aware of the permit process so you know what's expected and can be prepared. For details, please see [here](#).



## ADU Resources

Get info and answers about potential code issues so you can prepare plans that are more likely to be compliant

[ADU Handbook](#): Details on common City property types to help homeowners and design professionals.

[Plan Submittal Guidelines](#): What’s needed for good drawings.

[DBI Information Sheet G-23](#): Multiagency resource for ADUs.

[Pre-Application Meeting](#): Details for optional meetings with DBI, Planning, and Fire about potential code issues that might slow the permit process.

### ADU resources from City agencies

Planning	Public Works
ADU website: <a href="http://sfplanning.org/project/accessory-dwelling-units">sfplanning.org/project/accessory-dwelling-units</a> <a href="#">Planning’s ADU checklist for multi-family homes</a> Email: <a href="mailto:cpc.adu@sfgov.org">cpc.adu@sfgov.org</a>	This agency might need to review additional information. Work that effects the sidewalk, curb, or street will require additional permits from Public Works. See the links below for additional information.  Street tree website: <a href="http://sfpublicworks.org/plant-street-tree">sfpublicworks.org/plant-street-tree</a> <a href="#">Public Works ADU Checklist</a> <a href="#">Guidelines for work in the public right-of-way</a> <a href="#">Official property line maps and sidewalk widths</a>
Department of Building Inspection (DBI)	
ADU website: <a href="http://sfdbi.org/adu">sfdbi.org/adu</a> Information Sheet (IS) website: <a href="http://sfdbi.org/information-sheets">sfdbi.org/information-sheets</a> <a href="#">Info Sheet EG-05: egress requirements for ADUs</a> Email: <a href="mailto:dbi.adu@sfgov.org">dbi.adu@sfgov.org</a>	
Fire	Public Utilities Commission (PUC)
<a href="#">ADU checklist</a> <a href="#">Info Sheet FS-05: sprinkler requirements</a> <a href="#">Request for water flow information</a>	<a href="#">Guidelines for water capacity charges for ADUs</a> <a href="#">General capacity charge information</a> <a href="#">Process and info for requesting water service</a>
Permit Center	
Visit <a href="#">here</a> to learn more about our in-person services.	



**San Francisco Planning**



## ADU Checklists

Learn what you'll need for a complete application, so you can save time and streamline the permit process. Follow the instructions for each section.

You and your design professional **MUST** complete the checklist items:

- Property Information
- Plan set checklist
- Required applications and forms checklist
- Applicant's affidavit

Look up your property and zoning information at: [propertymap.sfplanning.org](http://propertymap.sfplanning.org)

Property Information							
Project Address		Block	Lot	Zoning District		Historic Status (circle)	
						Article 10 Article 11	CEQA: A / B / C
Project Contact Name		Email		Phone		Total Excavation	
						Cubic Yards:	Max Depth:
Dwelling Unit Count		Number of Stories		Bldg. Construction Type		Bldg. Occupancy	
(E) per 3R <b>One</b>	# ADUs proposed <b>One</b>	(E)	(N)	(E)	(N)	(E)	(N)

**Plan set checklist**  
**(to be reviewed & completed by a design professional)**

<b>Your site plan should include these components</b>	When is it required?	Is it shown on plans?
<b>Separate existing and proposed site plans:</b> showing all buildings on the lot	Only if exterior changes proposed	
<b>Adjacent lots</b> showing outlines of all buildings on adjacent properties	Yes	
<b>Direction of true north:</b> show project north if it is different from true north	Yes	
<b>Dimensions:</b> show the distance from the existing building walls to property lines and other structures on the lot. Include dimensions between new dwelling unit walls and property lines, and width of sidewalk from front property line to curb	Yes	
<b>Landscape and permeable surface:</b> show the required front setback	Only if existing front setback	
<b>Usable open space:</b> show the dimensions of decks, terraces and yards	Yes	
<b>Curb cuts:</b> if vehicle parking is to be removed, show curb cut(s) to be removed and note "remove curb cut"	Only if removing parking	
<b>Street tree:</b> show the location of existing and proposed street trees or add a notation if you pay the in-lieu fee	Yes	
<b>Existing and proposed floor plans must show these components for all floors</b>	When is it required?	Is it shown on plans?
<b>On all plan views:</b> label the street names, rooms, areas, exits and egresses	Yes	
<b>Location of new ADU:</b> New Unit ##, and square foot area of new ADU	Yes	
<b>Existing dwelling unit:</b> show the location of existing unit in the building and label it "Existing Unit" with all the rooms and spaces labeled according to their use(s)	Yes	
<b>Laundry and storage:</b> show the locations	Yes	
<b>Toters:</b> show location of dedicated space for trash, recycling and compost carts on private property and screened from public view. Visit <a href="http://www.recology.com/recology-san-francisco">www.recology.com/recology-san-francisco</a> for more information	Yes	
<b>Plumbing fixtures:</b> show plumbing fixtures of all existing and proposed dwelling units including, but not limited to, dishwashers, clothes washers, and hose bibs. In lieu of the plumbing fixtures shown on plans, SFPUUC will accept a completed and signed Existing and Proposed Fixture Count form	Yes	
<b>Room and glazing dimensions:</b> show the dimensions of the room and windows in the ADU	Yes	
<b>Parking:</b> show dimensions and outlines of all existing and proposed vehicle and bicycle parking	Yes	
<b>Meters:</b> show existing and proposed gas and electrical meters	Yes	
<b>Building Elevations must show these components</b>	When is it required?	Is it shown on plans?
<b>Separate existing and proposed elevations:</b> if exterior changes are proposed, provide separate existing and proposed elevations for only the building face(s) related to the work	Only if exterior changes proposed	
<b>Partial elevations for non-public facing facades:</b> partial elevations of floor level on which work is proposed are ok in lieu of full elevations if the project does not include an expansion. These partial elevations would suit new openings or modifications to openings.	Only if small modifications for the ADU proposed	
<b>Exterior materials:</b> if exterior changes are proposed, include existing and proposed exterior materials for new or replacement doors, windows, and exterior finish material. If an elevation is not required, this information can go elsewhere in the plan set.	Only if exterior changes proposed	
<b>Windows:</b> include dimensions, operation, material type, and fire ratings; and indicate whether adjacent to property lot line openings, and which are EEROs. Provide plan section detail of new windows.	Yes	
<b>Sections plans must show these components</b>	When is it required?	Is it shown on plans?
<b>Separate existing and proposed sections:</b> if there is a change in floor to ceiling heights or if excavation is proposed	Yes	
<b>Section:</b> confirm floor to ceiling heights and/or excavation at the level(s) of the ADU	Only if changes proposed	

# Apply

You will need to gather information and materials for your application. We will ask for your project team, location, details, and uploads. You will apply online [here](#).

## Applicant's Affidavit

Under penalty of perjury the following declarations are made:

- a) The undersigned is the owner or authorized agent of the owner on this property.
- b) The information presented is true and correct to the best of my knowledge.
- c) All required applications and forms shown in the checklist are completed and attached.
- d) Other information or applications may be required.

\_\_\_\_\_  
Signature

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

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email