



### Addition of Dwelling Units per Ordinance

- No. 162-16 and subsequent amendments or
- No. 95-17 and subsequent amendments (check one box only)

#### SCREENING FORM – No fee to file

Section 1 and 3 of the screening form shall be completed by the owner or agent to determine the eligibility for adding dwelling units per Ordinance No. 162-16 based on permits for Mandatory Seismic Retrofitting under SFEBC Chapter 5E, or voluntary seismic retrofitting per AB-094, or existing residential building complies with the requirements of Ordinance No. 162-16 and subsequent amendments or No. 95-17 and subsequent amendments. Section 2 shall only be completed by the owner.

Submit the completed Screening Form (with the supporting documents) either:

- As a pdf attachment to [dbi.adu@sfgov.org](mailto:dbi.adu@sfgov.org) with “ADU Screening Submittal” in subject line; or
- As a hardcopy by U.S. mail to: 49 South Van Ness Avenue, Suite 500 San Francisco, CA 94103 Attn: Technical Services

BLOCK / LOT NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT (OWNER OR AGENT) : \_\_\_\_\_

#### SECTION 1 – ADMINISTRATIVE INFORMATION

Contact Name	Contact Telephone	Contact Email
Contact Mailing Address		

#### SECTION 2 - OWNER AFFIDAVIT - HOUSING SERVICES

**(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, not required as part of Screening Form process.

Printed Name of Owner	Signature	Date
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