



## Application Processing Time Tolling Declaration Form For Accessory Dwelling Units Using Pre-Approved Plans

I, \_\_\_\_\_ (print name), hereby declare that:

1. I am the applicant using pre-approved plans for an Accessory Dwelling Unit (ADU) permit at the following address:  
\_\_\_\_\_.
2. I understand that California Government Code 65852.27 requires the City of San Francisco to approve or deny my ADU/JADU application within 30 days of receiving a complete application.
3. I acknowledge that if my initial application does not meet all pertinent code requirements, I may need to revise and resubmit my plans.
4. I understand that I can agree to either "toll" (pause) the 30-day review period while I make any necessary revisions to my plans and that doing so allows me to revise and resubmit my plans without the risk of my application being automatically denied after 30 days, or
5. That I can choose to adhere to the established timeline, wherein the Department of Building Inspection (DBI) may deny my application if it cannot establish code compliance within the 30-day period after my application is deemed complete.
6. I understand that if I choose to adhere to the established timeline (item 5 above) I must resubmit revised plans to the DBI at least 10 business days before the end of the 30-day period to allow sufficient time for recheck of my plans.

By signing below, I confirm that I have read, understood, and agree to the terms of this tolling declaration.

*Initial only one of the following:*

\_\_\_ I agree to tolling time. \_\_\_ I do not agree to tolling time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Building Permit Application Number: \_\_\_\_\_

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### For DBI Use Only:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_