



# DOCUMENTING REMOVAL OR LOSS OF DWELLING UNITS

DATE SUBMITTED \_\_\_\_\_

1. **PURPOSE:** This is a dwelling unit removal checklist for building permit applications connected to buildings with 3 or more legal dwelling units (R-2 occupancy). Should any of the following occur in the building, the permit may not be reviewed over-the-counter and shall be referred to the Planning Department to be processed as a mandatory Discretionary Review (DR):

- a. The work will result in the removal or loss of a dwelling unit: legal, illegal or of unknown status.
- b. The work will result in the permanent displacement of any tenant from their dwelling unit: legal, illegal or of unknown status.

2. Complaint/Notice of Violation # \_\_\_\_\_ (connected to illegal dwelling unit)

3. Permit Application # \_\_\_\_\_

4. Property Address: \_\_\_\_\_

5. Block/Lot: \_\_\_\_/\_\_\_\_ Occupancy Group: \_\_\_\_ Construction type: \_\_\_\_ Stories: \_\_\_\_

6. Sprinkler (check one): Full system \_\_\_\_ No sprinklers \_\_\_\_ Partial system \_\_\_\_

7. Total number of existing dwelling Units (DU): \_\_\_\_\_

- a. Number of legal DU: \_\_\_\_ b. Number of illegal DU: \_\_\_\_

8. Number of DU proposed to be removed: Legal \_\_\_\_ Illegal \_\_\_\_

9. Will any of the removed units displace existing tenant(s): Yes \_\_\_\_ No \_\_\_\_

- a. If yes, number of tenants that will be displaced: \_\_\_\_\_

10. Are any of the illegal DU occupied: Yes \_\_\_\_ No \_\_\_\_

- a. If yes, which illegal units are occupied:

b. # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

*I hereby declare that the information provided is accurate to the best of my knowledge.*

Print name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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