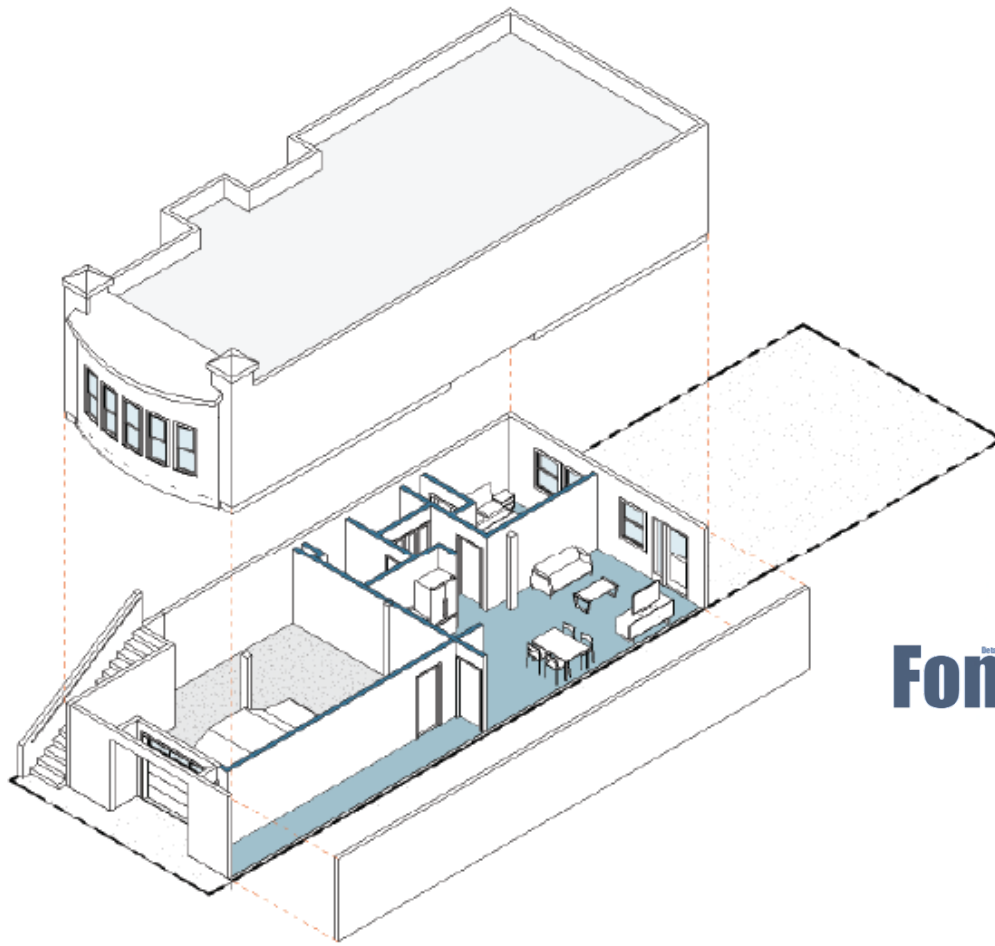




BUILDING ADDITIONAL UNITS ON YOUR PROPERTY

SF Planning Department
Department of Building Inspection

EARTHQUAKE FAIR ADU/ LEGALIZATION WORKSHOP—
June 15, 2017



ADU
FonzieFlat
Cottage
InLawUnit
GrannyFlat

What is an accessory dwelling unit (ADU)?

A residential unit added to an existing residential building.

<http://sf-planning.org/accessory-dwelling-units>

CPC.ADU@sfgov.org

Accessory Dwelling Units (ADU)

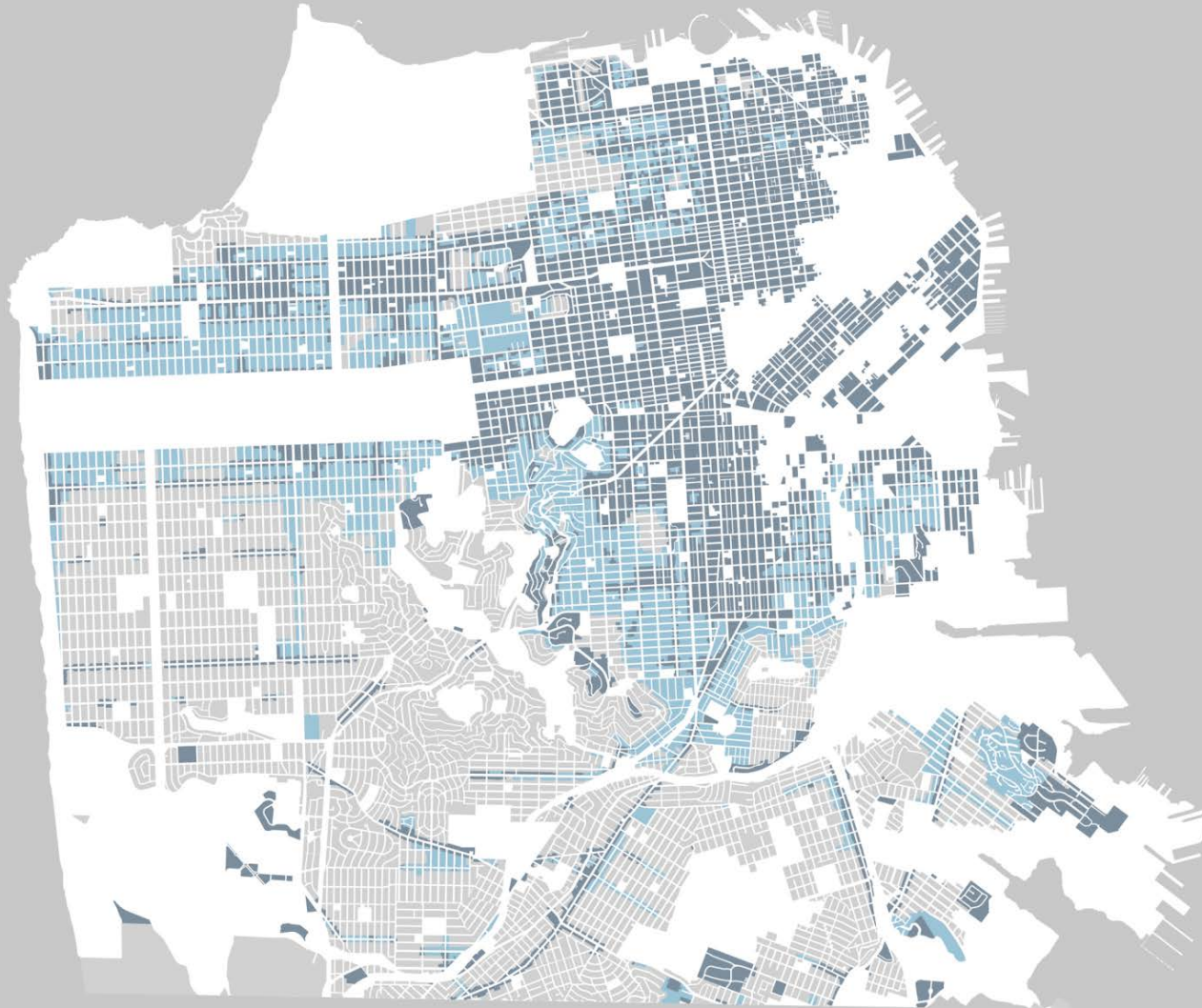
Where can new ADUs be added?

Ordinance 95-17 (eff. June 11, 2017)

Ordinance 162-16 (eff. Sept 2016)

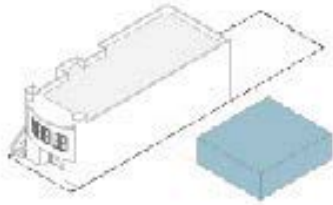
ADUs made possible per new programs established in the last years have expanded areas of participation and creation of ADUs

ADUs permitted Citywide*



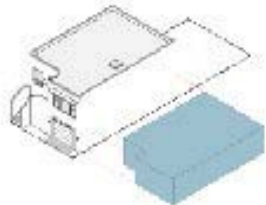
What could my unit look like?

I HAVE A SINGLE FAMILY HOME



I want to keep my garage and potentially expand my building.

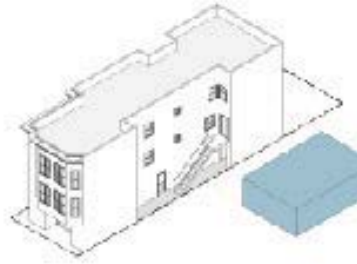
PROTOTYPE **A** see page 35



I want to replace my garage with a new unit.

PROTOTYPE **D** see page 57

I HAVE A DUPLEX

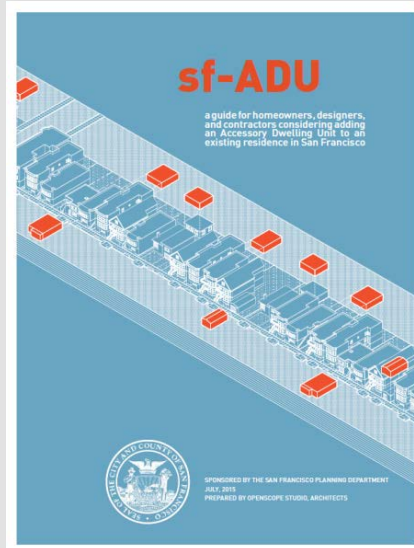


I want to replace my garage with a new unit.

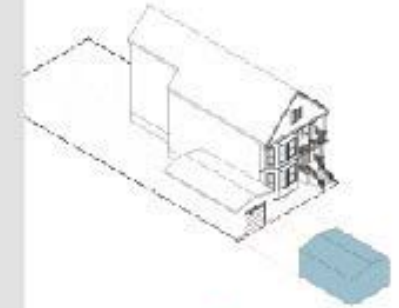
PROTOTYPE **B** see page 43

I want to keep my garage and potentially expand my building.

PROTOTYPE **D** see page 57

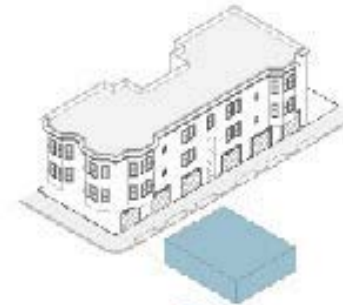


I HAVE A FREE-STANDING GARAGE ON MY PROPERTY



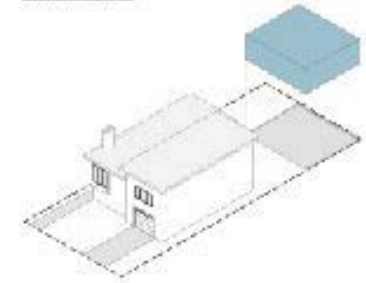
PROTOTYPE **E** see page 63

I HAVE A MULTI-UNIT APARTMENT



PROTOTYPE **C** see page 51

MY NEIGHBORS HAVE COTTAGES IN THE REAR YARD OR MY LOT FRONTS TWO STREETS



PROTOTYPE **F** see page 71

ADU Permitting Process

ADUs in Local Program

DBI Screening Forms and Informational Bulletins

For seismic retrofit buildings:

-1 permit only seismic work

-1 permit for ADU

(Both permits require separate plans)

Planning review NOT over the counter

Followed by DBI and Fire review

City and County of San Francisco
Department of Building Inspection



Edwin M. Lee, Mayor
Tom C. Hui, S.E., C.B.O., Director

Attachment B

Addition of Dwelling Units per Ordinance No. 162-16 SCREENING FORM – No fee to file

The screening form shall be completed by owner or agent to determine the eligibility for adding dwelling units per Ordinance No. 162-16 based on permits for Mandatory Seismic Retrofitting under SFBC Chapter 34B (SFEBC Ch 4D), or voluntary seismic retrofitting per AB-094, or existing residential building complies with the requirements of Ordinance No. 162-16.

Submit the completed Screening Form (with the supporting documents) as a hardcopy in person or by U.S. mail to Department of Building Inspection, 1660 Mission Street, San Francisco, CA 94103

BLOCK / LOT
NUMBER

ADDRESS

CONTACT (OWNER
OR AGENT)

SECTION 1 – ADMINISTRATIVE INFORMATION

Contact Name
Contact Telephone
Contact Email
Contact Mailing Address

Page 1

Technical Services Division
1660 Mission Street – San Francisco CA 94103
Office (415) 558-6205 – FAX (415) 558-6401 – www.sfdbi.org

Specific ADU Controls in the Local Program

1.

Within the existing built envelope, unless SFH and no waivers

2.

Cannot take space from existing units, unless SFH and no waivers

3.

Number of ADUs allowed: Varies

4.

Rent controlled if the existing building is rent controlled

5.

Can obtain administrative waiver from some Planning Code requirements

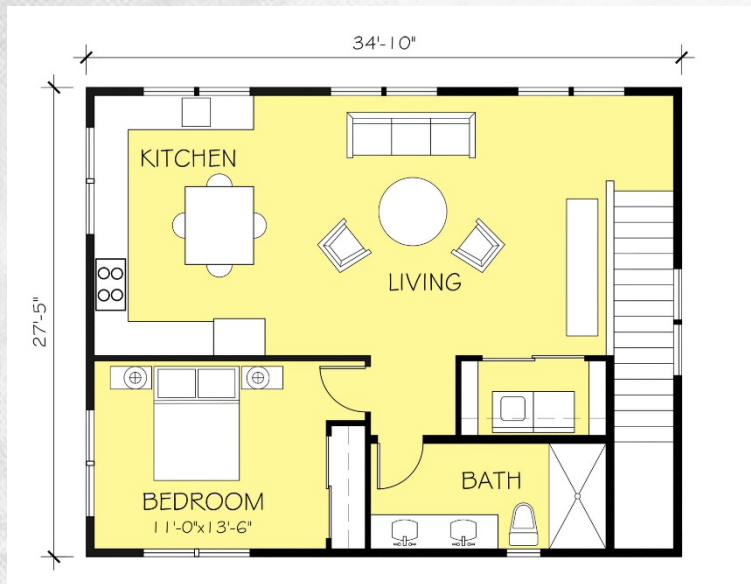
6.

Must meet SF Building and Fire Codes

ADU PROGRAM

expansion

If the ADU requires ZA administrative waivers, the added dwelling unit shall not extend beyond the built envelope, except as follows:



For projects also undergoing seismic upgrades, building may be raised up to three (3) feet to create ground-floor ceiling heights suitable for residential use, which will trigger full seismic retrofit requirements, height limits, and historic review

ADU PROGRAM

expansion

If the ADU requires ZA administrative waivers, the added dwelling unit shall not extend beyond the built envelope, except as follows:



Area under cantilevered room, under decks, and lightwells, and require neighborhood notification (Section 311/312).

ADU PROGRAM

Effective June 11, 2017 (Ord 95-17)

If the ADU does not require ZA administrative waivers and is proposed in a Single-family home, the added dwelling unit can be created from:

- *(E) living area (interior habitable area including basement and attic but not garage or accessory structure)*
- *within built envelope of (E) authorized auxiliary structure on lot*

ADU PROGRAM

Effective June 11, 2017 (Ord 95-17)

If the ADU does not require ZA administrative waivers and is proposed in a Single-family home, the added dwelling unit can be created from:

- *Expansion which is permitted within the buildable area of the lot (requires Section 311/312)*

NUMBER OF ADUs ALLOWED

Number (E) units per building	Number ADUs permitted per building
Four or less existing dwelling units	1 ADU is permitted
Greater than four existing dwelling units	No limit on number of ADUs permitted



Administrative Waiver of Planning Code Requirements for ADUs

Waived: Open Space | Rear Yard | Exposure* | Parking | Density

Note: Refer to Information Sheet G-23 for a full listing of all City Code requirements and regulations

****only partially***



What is the Dwelling Unit Legalization Program?

CPC.ADU@sfgov.org

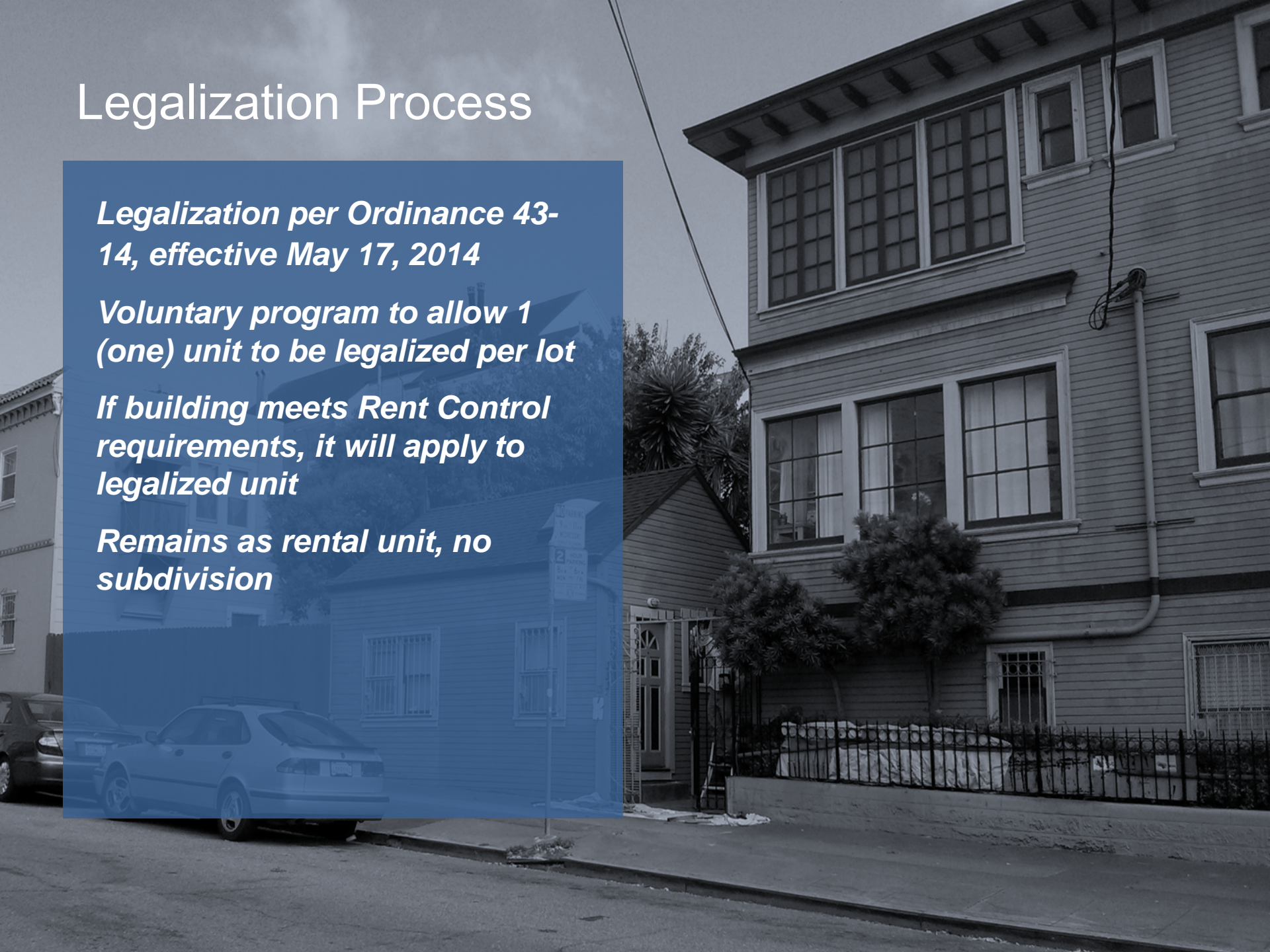
Legalization Process

Legalization per Ordinance 43-14, effective May 17, 2014

Voluntary program to allow 1 (one) unit to be legalized per lot

If building meets Rent Control requirements, it will apply to legalized unit

Remains as rental unit, no subdivision



Legalization Process

Planning review NOT over the counter

DBI Screening Forms and Information Bulletins

Include proof of past tenancy prior to January 1, 2013 (e.g. lease, NOV)

No-fault evictions with Rent Board have not occurred after March 2014

Complete Information G-17 Screening Form

City and County of San Francisco
Department of Building Inspection



Edwin M. Lee, Mayor
Tom C. Hui, S.E., C.B.O., Director

Legalization of Dwelling Units Installed Without a Permit SCREENING FORM – No fee to file

The screening form shall be completed by a California licensed architect, civil or structural engineer or contractor. Submittal of this Screening Form is to summarize the evaluation performed on the building and to identify code issues related to the legalization of existing unauthorized dwelling units under Ordinance No. 43-14.

Submit the completed Screening Form (with the supporting documents) as a hardcopy in person or by U.S. mail to Department of Building Inspection, 1660 Mission Street, San Francisco, CA 94103

BLOCK / LOT
NUMBER _____

ADDRESS _____

CONTACT (OWNER
OR AGENT) _____

SECTION 1 – ADMINISTRATIVE INFORMATION

Contact Name _____

Contact Telephone _____

Contact Email _____

Contact Mailing Address _____

SECTION 2 – DOCUMENTATION OF EXISTING UNAUTHORIZED DWELLING UNITS AND IDENTIFICATION OF RELATED CODE ISSUES

- Attach floor plans for the entire building to demonstrate egress or other code issues
- Attach site (plot) plan showing the location of existing buildings, other structures on the site, property lines and locations of adjacent streets or alleys.
- Assessment/costs prepared by licensed contractor, architect or engineer that outlines compliance plan to meet codes (or any equivalencies subject to approval by DBI, Fire and Planning):

Page 1 of 17

Technical Services Division
1660 Mission Street – San Francisco CA 94103
Office (415) 558-6205 – FAX (415) 558-6401 – www.sfdbi.org



PLANNING CODE Requirements for Legalization of Dwelling Units

***Waived: Open Space | Rear Yard |
Exposure | Parking | Density
[no administrative waiver is required]***

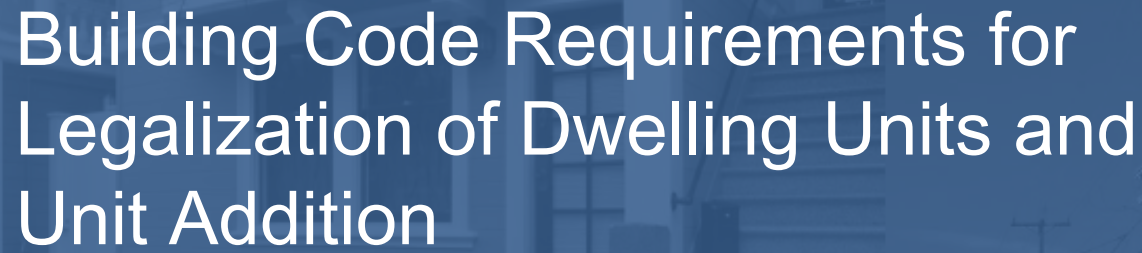


Building Code Requirements for Legalization of Dwelling Units and Unit Addition


Building Code Requirements for Legalization of Dwelling Units and Unit Addition

*Minimum ceiling heights for bedrooms, living room, dining room, corridors etc. is 7'-6" per CBC 1208.2. 7'-0" minimum is ok for bathrooms, kitchens, storage rooms, and laundry rooms. NOTE: Do **NOT** use the California Residential Code (CRC).*


Natural light and ventilation is required for most rooms. Mechanical ventilation and artificial light allowed for kitchens, home offices and media rooms per SFBC 1205.1 Exception.



Building Code Requirements for Legalization of Dwelling Units and Unit Addition



Not all rooms can be a bedroom. A bedroom requires an emergency escape and rescue window that leads to the public way or opens to a rear yard (25'-0" minimum depth per Information Sheet EG-04).



One hour rated separation between units and one hour rated separation between units and common area per CBC 420.2 and CBC 1020.1.

Building Code Requirements for Legalization of Dwelling Units and Unit Addition

When added or legalized; the building does not exceed the number of allowable stories permitted by CBC Table 504.4.

The legalized dwelling unit should not reduce the number of required exits from the other units.

Sprinkler requirements: Review DBI Information Sheet FS-05. Be prepared to at least partially sprinkler your building.

NOTE: A pre-application meeting with the Building Department and Fire Department is suggested for safety items that might not meet the letter of the code but meets the spirit of the code.

THINGS TO CONSIDER

- DBI suspends current Notice of Violation if owner pursues legalization.
- The legalized dwelling unit typically should **NOT** take up “common area” spaces previously enjoyed by the other tenants i.e.: no reduction in services. Speak to the SF Rent Board and consult with an attorney for more information.
- Your property will be re-assessed after the legalization and your property taxes may increase.

THINGS TO CONSIDER

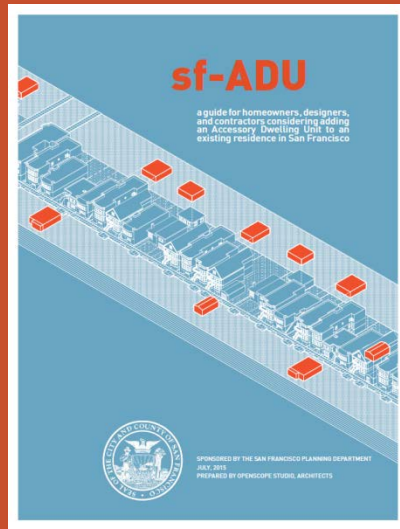
- Changing from a two unit building to a three unit building places you into the jurisdiction of the San Francisco Housing Department (SFHD) and the San Francisco Fire Department (SFFD) annual housing inspection, periodic fire escape inspection, etc.
- It may be difficult to remove legalized unit in the future.
- New street address is created after a permit for addition or legalization of dwelling unit is issued.

QUESTIONS?



CONTACT US

- Jimmy Cheung, DBI
Technical Services Division
Jimmy.Cheung@sfgov.org
- Marcelle Boudreaux, AICP Assoc AIA
San Francisco Planning Department
marcelle.boudreaux@sfgov.org



THANK YOU

www.sf-planning.org/ADU



San Francisco
Planning