



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: _____