



Attachment B

Addition of Dwelling Units per Ordinance

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

SCREENING FORM – No fee to file

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 SFEB Chapter 4D, or voluntary seismic retrofitting per AB-094, or existing residential building complies with the requirements of Ordinance No. 162-16, No. 95-17 or No. 162-17.

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

OWNER AFFIDAVIT - HOUSING SERVICES

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).

Printed Name of Owner Signature Date

B. AND Owner must notify affected tenants of the Owner(s) intention to convert aforementioned space(s) to Accessory Dwelling Unit(s):

- i) Notice to be posted for 15-days in a common area of the building; and
- ii) Notice to be mailed to all tenants.

C. AND Submit copy of posted notice, photograph of posted notice, and copy of mailing list with this Screening Form.

SECTION 2 – DETERMINATION OF ELIGIBILITY TO ADD DWELLING UNITS

	<u>Yes</u>	<u>No</u>
1. Has mandatory seismic retrofitting been filed under SFEBC Chapter 4D, Mandatory Earthquake Retrofit of Wood Frame Buildings?	<input type="checkbox"/>	<input type="checkbox"/>

If yes, Permit Application Number: _____

	<u>Yes</u>	<u>No</u>
2. Has voluntary seismic strengthening been filed under Administrative Bulletin AB-094, Definition and Design Criteria for Voluntary Seismic Upgrade of Soft Story, Type-V (wood frame) Buildings?	<input type="checkbox"/>	<input type="checkbox"/>

If yes, Permit Application Number: _____

	<u>Yes</u>	<u>No</u>
3. Does existing residential building comply with Ordinance No. 162-16, No. 95-17 or 162-17 for addition of dwelling units? (Subject to Planning review)	<input type="checkbox"/>	<input type="checkbox"/>

Owner / Agent:

Owner

Agent

Signature

Date

FOR DBI USE ONLY

DBI has received the materials submitted and filed under "Addition of dwelling units per Ordinance No. 162-16, No. 95-17 or No. 162-17".

Further discussions on code issues and equivalencies on compliance will be via pre-application meetings or Administrative Bulletin AB-005.

Date received by DBI