

Residential Construction Project Information Form

Instructions: Help us correctly assess your construction project by completing and returning this form to our office by **January 16th, 2019**. Scan and email it to rp.assessor@sfgov.org, mail it using the enclosed envelope, or drop it off at our office in City Hall Room 190 (1st floor). Please fill out this form in its entirety; a returned form that is blank or incomplete will not be considered a response.

Your property information

Property Owner's Name:
Jane Doe Revocable Trust
Property Address
123 Main Street

Assessor Parcel Number:
1234 568

* See back page for permit information

1) What is the status of your project?

A) Progress of project as of January 1st

What is the status of your project? Mark one of the four options below:

- Work not started. **Work complete.** Date of Completion: 12 / 4 / 2018
- Work in progress. Circle % complete: 10% 25% 50% 75% 90% Other: _____ %
- I will not be doing this work at all. To cancel your project, you must cancel your permit with DBI. See FAQs for details.

B) Amount Spent as of Jan. 1

How much did you spend on the project as of Jan. 1, 2019?

\$15,000

C) Total Project Cost

How much do you anticipate spending in total on the project?

\$15,000

D) Start Date

When did construction start, or when do you expect to start?

8/20/2018

E) Completion Date

When do you expect the project to finish?

COMPLETE

2) Tell us more about your project

A) Type of work being done. Mark all that apply.

- Addition.** Square footage is added to existing building (e.g. adding a new bedroom to house). **Sq. ft added:** _____
- New building.** Constructing a new building (e.g. building a new house on a vacant lot).
- Conversion or legalization.** Converting existing space to new use (e.g. converting garage to living space).
- Remodel.** Renovating existing space (e.g. upgrading kitchen or bathroom).
- Maintenance or repairs.** Updating existing property elements (e.g. roof).
- Other.** The type of construction is not described in the options above.

B) Major changes to your property. Mark all that apply.

- I am changing the interior configuration of any rooms (e.g. moving dishwasher or stove).
- I am moving or adding walls, windows, or doorways.

C) Characteristics of your property. How many of each room will you have at the end of this construction project?

Living Rooms: 1 Kitchens: 1 Dining Rooms: 1 Bathrooms: 1 Family Rooms/Dens: 0 Bedrooms: 2 Other Rooms: 0 Total: 5

D) Describe your project and provide a diagram on a separate sheet. If more room is required for the project description, include it with the diagram.

REPAIR DECK TO FIX DRY ROT

3) How can we contact you?

A) Owner/agent contact information	Owner Email <u>JANE.DOE@EMAIL.COM</u>	Owner Phone <u>(415) 123-4567</u>
B) Are you working with a contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Contractor Contact/Name <u>JANE CONTRACTOR</u>	Contractor Company <u>CONTRACTOR LLC</u>
	Contractor Email <u>CONTRACTOR@EMAIL.COM</u>	Contractor Phone <u>(415) 234-5678</u>

I certify that the foregoing is true, correct, and complete to the best of my knowledge. The Assessor-Recorder's Office may audit this statement for completeness and accuracy and contact you for more information as required.

Owner/Agent Signature

Jane Doe

Date

1/10/2019



PERMIT #: 20180000000 – DECK REPAIR

SAMPLE

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Your property information
Property Owner's Name: John Doe
Property Address: 987 Park Ave

Assessor Parcel Number: 1234 567

* See back page for permit information

1) What is the status of your project?

A) Progress of project as of January 1st

What is the status of your project? Mark one of the four options below:

- Work not started.**
 Work complete. Date of Completion: ____/____/____
 Work in progress. Circle % complete: 10% 25% 50% 75% 90% Other: ____%
 I will not be doing this work at all. To cancel your project, you must cancel your permit with DBI. See FAQs for details.

B) Amount Spent as of Jan. 1
 How much did you spend on the project as of Jan. 1, 2019?

\$40,000

C) Total Project Cost
 How much do you anticipate spending in total on the project?

\$80,000

D) Start Date
 When did construction start, or when do you expect to start?

SEPTEMBER 1, 2017

E) Completion Date
 When do you expect the project to finish?

JUNE 18, 2019

2) Tell us more about your project

A) Type of work being done. Mark all that apply.

- | | | |
|---|--|---|
| <input type="checkbox"/> Addition. Square footage is added to existing building (e.g. adding a new bedroom to house). Sq. ft added: _____ | <input type="checkbox"/> New building. Constructing a new building (e.g. building a new house on a vacant lot). | <input checked="" type="checkbox"/> Conversion or legalization. Converting existing space to new use (e.g. converting garage to living space). |
| <input type="checkbox"/> Remodel. Renovating existing space (e.g. upgrading kitchen or bathroom). | <input type="checkbox"/> Maintenance or repairs. Updating existing property elements (e.g. roof). | <input type="checkbox"/> Other. The type of construction is not described in the options above. |

B) Major changes to your property. Mark all that apply.

- I am changing the interior configuration of any rooms (e.g. moving dishwasher or stove).
 I am moving or adding walls, windows, or doorways.

C) Characteristics of your property. How many of each room will you have at the end of this construction project?

Living Rooms: 1 Kitchens: 1 Dining Rooms: 1 Bathrooms: 3 Family Rooms/Dens: 1 Bedrooms: 4 Other Rooms: 0 Total: 8

D) Describe your project and provide a diagram on a separate sheet. If more room is required for the project description, include it with the diagram.

CONVERT BASEMENT TO 1 FAMILY ROOM, 2 BEDROOMS AND 1 FULL BATHROOM

3) How can we contact you?

A) Owner/agent contact information	Owner Email <u>JOHN DOE</u>	Owner Phone <u>(415) 123-4567</u>
B) Are you working with a contractor? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Contractor Contact/Name	Contractor Company
	Contractor Email	Contractor Phone

I certify that the foregoing is true, correct, and complete to the best of my knowledge. The Assessor-Recorder's Office may audit this statement for completeness and accuracy and contact you for more information as required.

John Doe

1/8/2019

Owner/Agent Signature

Date



PERMIT #: 20160000000 – BASEMENT CONVERSION

SAMPLE

Residential Construction Project Information Form

Instructions: Help us correctly assess your construction project by completing and returning this form to our office by **January 16th, 2019**. Scan and email it to rp.assessor@sfgov.org, mail it using the enclosed envelope, or drop it off at our office in City Hall Room 190 (1st floor). Please fill out this form in its entirety; a returned form that is blank or incomplete will not be considered a response.

Your property information	Property Owner's Name: Jane Doe Property Address: 9456 Broadway	Assessor Parcel Number: 1234 567A
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* See back page for permit information

1) What is the status of your project?

A) Progress of project as of January 1st

What is the status of your project? Mark one of the four options below:

- Work not started.**
 Work complete. Date of Completion: ____/____/____
 Work in progress. Circle % complete: 10% 25% 50% 75% 90% Other: ____%
 I will not be doing this work at all. To cancel your project, you must cancel your permit with DBI. See FAQs for details.

B) Amount Spent as of Jan. 1

How much did you spend on the project as of Jan. 1, 2019?

\$150,000

C) Total Project Cost

How much do you anticipate spending in total on the project?

\$165,000

D) Start Date

When did construction start, or when do you expect to start?

SEPTEMBER 15, 2015

E) Completion Date

When do you expect the project to finish?

MARCH 30, 2019

2) Tell us more about your project

A) Type of work being done. Mark all that apply.

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Addition. Square footage is added to existing building (e.g. adding a new bedroom to house). Sq. ft added: _____ | <input type="checkbox"/> New building. Constructing a new building (e.g. building a new house on a vacant lot). | <input type="checkbox"/> Conversion or legalization. Converting existing space to new use (e.g. converting garage to living space). |
| <input checked="" type="checkbox"/> Remodel. Renovating existing space (e.g. upgrading kitchen or bathroom). | <input type="checkbox"/> Maintenance or repairs. Updating existing property elements (e.g. roof). | <input type="checkbox"/> Other. The type of construction is not described in the options above. |

B) Major changes to your property. Mark all that apply.

- I am changing the interior configuration of any rooms (e.g. moving dishwasher or stove).
 I am moving or adding walls, windows, or doorways.

C) Characteristics of your property. How many of each room will you have at the end of this construction project?

Living Rooms: 1 Kitchens: 1 Dining Rooms: 1 Bathrooms: 2 Family Rooms/Dens: 1 Bedrooms: 3 Other Rooms: 1 Total: 8

D) Describe your project and provide a diagram on a separate sheet. If more room is required for the project description, include it with the diagram.

TWO STORY ADDITION AND INTERIOR REMODEL OF EXISTING HOUSE. SEE DIAGRAM ON ATTACHED SHEET.

3) How can we contact you?

A) Owner/agent contact information	Owner Email <u>JANE.DOE@email.com</u>	Owner Phone <u>(415) 123-4567</u>
B) Are you working with a contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Contractor Contact/Name <u>JOHN CONTRACTOR</u>	Contractor Company <u>CONTRACTOR, LLC</u>
	Contractor Email <u>CONTRACTOR@email.com</u>	Contractor Phone <u>(415) 234-5678</u>

I certify that the foregoing is true, correct, and complete to the best of my knowledge. The Assessor-Recorder's Office may audit this statement for completeness and accuracy and contact you for more information as required.

Jane Doe
1/12/2019

Owner/Agent Signature

Date



PERMIT #: 201500000000 – ADDITION AND REMODEL

SAMPLE

