

# Residential Construction Project Information Form

**Instructions:** Help us correctly assess your construction project by completing and returning this form to our office by **January 13<sup>th</sup>, 2023**. Scan and email it to [rp.assessor@sfgov.org](mailto:rp.assessor@sfgov.org), mail it using the enclosed envelope, or drop it off at our office in City Hall Room 190 (1<sup>st</sup> floor). Please fill out this form in its entirety; a returned form that is blank or incomplete will not be considered a response.

<b>Your property information</b>	<b>Property Owner's Name:</b> John Doe <b>Property Address</b> 987 Park Ave	<b>Assessor Parcel Number:</b> 1234 567
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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 1<sup>st</sup>

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, 2023?

\$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?

August 1, 2021

### E) Completion Date

When do you expect the project to finish?

June 18, 2023

## 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: 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?

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

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*

01/08/2023

Owner/Agent Signature

Date

**Note: This information request is for active construction projects as of JANUARY 1, 2023. As such, please respond ONLY with information pertaining to permits for rows below beginning 1/1/2023. Rows beginning with earlier years (e.g. 1/1/2022) are historical, and DO NOT require a response with information.**

1/1/2023	PERMIT #: 202000000000 – BASEMENT CONVERSION
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SAMPLE

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<b>Your property information</b>	<b>Property Owner's Name:</b> Jane Doe <b>Property Address</b> 9456 Broadway	<b>Assessor Parcel Number:</b> 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 1<sup>st</sup>

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, 2023?

\$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?

August 15, 2019

### E) Completion Date

When do you expect the project to finish?

March 30, 2023

## 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: 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?

<b>A) Owner/agent contact information</b>	<b>Owner Email</b> JANE.DOE@EMAIL.COM	<b>Owner Phone</b> (415) 123-4567
<b>B) Are you working with a contractor?</b>	<b>Contractor Contact/Name</b> JOHN CONTRACTOR	<b>Contractor Company</b> CONTRACTOR, LLC
<input checked="" type="checkbox"/> Yes	<b>Contractor Email</b> CONTRACTOR@EMAIL.COM	<b>Contractor Phone</b> (510) 234-5678
<input type="checkbox"/> No		

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

01/12/2023

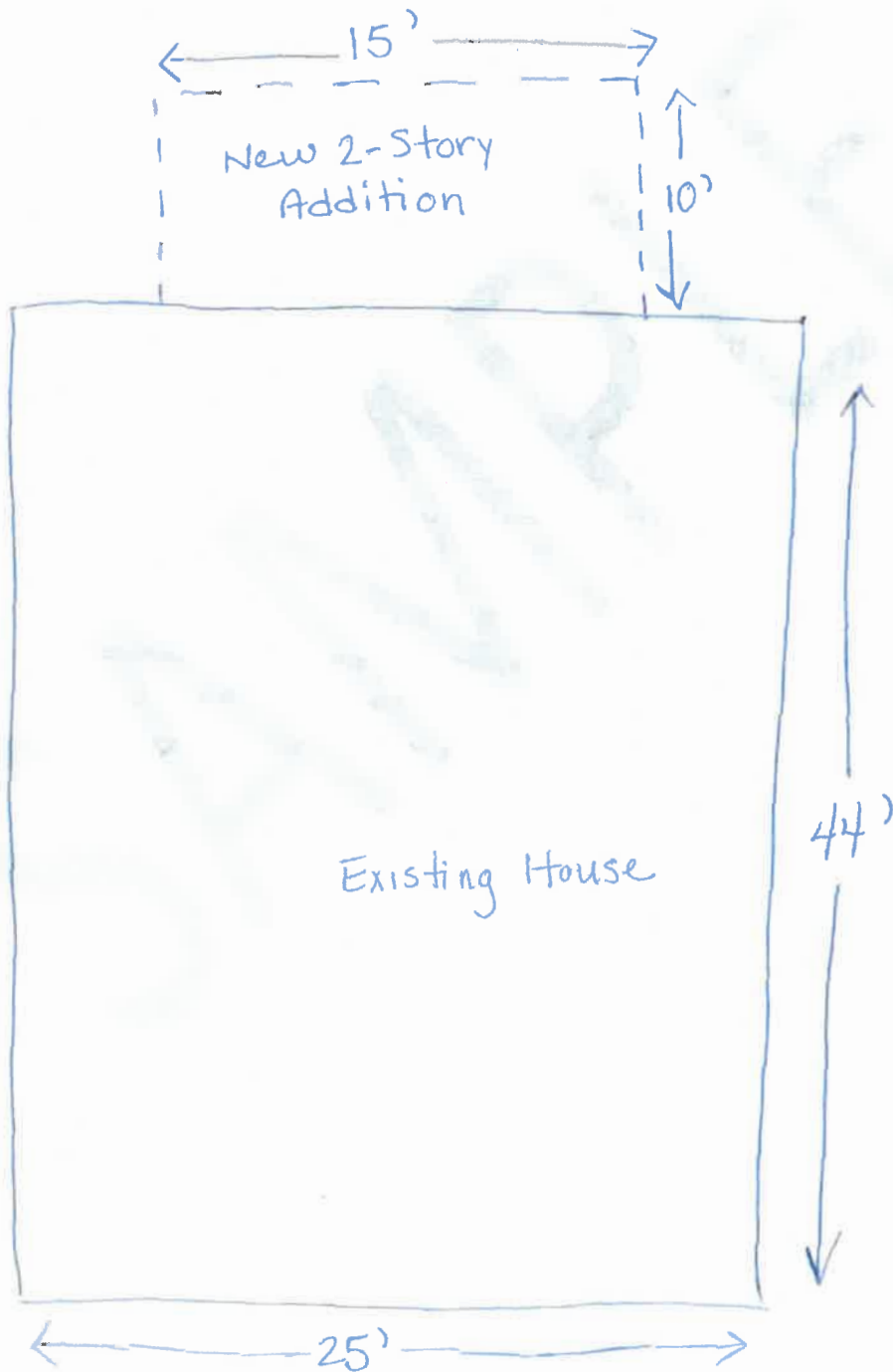
Owner/Agent Signature

Date

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1/1/2023	PERMIT #: 201900000000 – ADDITION AND REMODEL
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SAMPLE



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<b>Your property information</b>	<b>Property Owner's Name:</b> Jane Doe Revocable Trust <b>Property Address</b> 123 Main Street	<b>Assessor Parcel Number:</b> 1234 568
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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 1<sup>st</sup>

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

- ☐ Work not started. ☒ **Work complete.** Date of Completion: 12 / 4 / 2022
- ☐ 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, 2023?

\$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?

08/20/2022

### 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?

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

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*

01/10/2023

Owner/Agent Signature

Date

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1/1/2023	PERMIT #: 202100000000 – DECK REPAIR
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SAMPLE