



NOTICE OF SPECIAL RESTRICTIONS (NSR): RECORDATION INSTRUCTIONS

GENERAL PLANNING INFORMATION

Procedures to follow after an approval has been made for projects that require conditions of approval to be recorded on a property.

Español: Para información en español, por favor llame al 628.652.7550. Tenga en cuenta que el Departamento de Planificación requerirá al menos un día hábil para responder.

中文：有關中文信息，請致電628.652.7550。請注意，規劃部門需要至少一個工作日來回應。

Filipino: Para sa impormasyon sa Filipino, mangyaring tumawag sa 628.652.7550. paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.

WHAT YOU HAVE RECEIVED:

This NSR must be signed by the Property Owner(s), notarized, and recorded at the Recorder's Office at City Hall. Specific step-by-step instructions are listed below.

PRIOR TO RECORDATION:

1. Complete the header portion of the NSR with the mailing address where the original recorded NSR should be returned.
2. Enter the legal property description, normally found on the deed of the property. Attach a copy of the legal description to the NSR and title it as "Exhibit A" to the NSR.
3. All property owners must sign the NSR. Each signature must be notarized by a notary public. The Notary Acknowledgement form must be attached to the NSR.
4. Make one copy of the entire original NSR packet, including Exhibit A and the Notary Acknowledgement form with Official Notarial Seal(s). Take the original and copy to the Office of the Assessor-Recorder.

AT THE RECORDER / ACCESSOR'S OFFICE:

5. The Office of the Assessor-Recorder will temporarily retain the original copy, returning that copy to the address provided on the NSR header within two weeks' time. The copy will be stamped and conformed and returned for your immediate use.
6. Please email a scanned PDF copy of the stamped and conformed NSR cpc.closeout@sfgov.org, promptly after recordation.

AFTER DELIVERY TO PLANNING DEPARTMENT:

7. Visit [Department of Building Inspection](#) (DBI) to confirm if your project requires an Over the Counter (OTC) or In-House Permit review. For OTC permits, please contact your Project Planner to arrange for a time for approval.

Note: To check the status of a Building Permit Application, you may go online to the DBI permit tracking webpage at: <https://sfdbi.org/dbi-permit-tracking-system> OR call 628.652.3200.

USEFUL CONTACT INFORMATION:

Office of the Assessor-Recorder

1 Dr. Carlton B. Goodlett Place, City Hall, Room 190
San Francisco, CA 94102
Phone: 415.554.5596
Email: assessor@sfgov.org
Web: <https://www.sfassessor.org>

Department of Building Inspection

49 South Van Ness Avenue
San Francisco, CA 94103
Phone: 628.652.3200
Email: dbicustomerservice@sfgov.org
Web: <https://www.sf.gov/departments/department-building-inspection>



San Francisco
Planning

FOR MORE INFORMATION:
Contact San Francisco Planning

San Francisco Planning Reception
49 South Van Ness Avenue, Suite 1400
San Francisco CA 94103

TEL: 628.652.7600
WEB: www.sfplanning.org

Planning counter at Permit Center
49 South Van Ness Avenue, 2nd Floor
San Francisco CA 94103

EMAIL: pic@sfgov.org
TEL: 628.652.7300