



## 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:** Si desea ayuda sobre cómo llenar esta solicitud 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：如果您希望獲得使用中文填寫這份申請表的幫助，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:** Kung gusto mo ng tulong sa pagkumpleto ng application na ito sa Filipino, paki tawagan ang 628.652.7550. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.

### NOTICE OF SPECIAL RESTRICTIONS (NSR)

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 to your Project Planner, promptly after recordation.
7. The stamped and conformed NSR must also be incorporated into the Building Permit Plan Set. If the Building Permit has already been submitted, please scan the documents onto a page of the plan set, and submit two copies of that page (24 in. x 36 in.) as a revision to the Building Permit Application to DBI (Department of Building Inspection). The revised sheets will be routed to your planner.

*Note: Six pages of an NSR can typically fit on a 24 in. x 36 in. plan sheet immediately after the Cover Sheet.*

## AFTER DELIVERY TO PLANNING DEPARTMENT:

8. Once your planner receives the stamped and conformed NSR outlined in steps 6 and 7 above, your Building Permit may be approved and routed back to DBI for their review and issuance, assuming there are no other outstanding Planning issues to be resolved.

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](mailto: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](mailto:dbicustomerservice@sfgov.org)  
Web: <https://sfdbi.org/>

---



**San Francisco**  
**Planning**

### FOR MORE INFORMATION: Contact the San Francisco Planning Department

#### Central Reception

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

TEL: **628.652.7600**  
WEB: **www.sfplanning.org**

#### Planning counter at the Permit Center

49 South Van Ness Avenue, 2nd Floor  
San Francisco, CA 94103

EMAIL: **pic@sfgov.org**  
TEL: **628.652.7300**