

**TRANSIT IMPACT DEVELOPMENT FEE (TIDF)**

**Project/ Building Use and Square Footage Report**

(See [www.sfmta.com/tidf](http://www.sfmta.com/tidf) for additional information and instructions.)

Building Permit Application No.:

Sponsor's Name (indicate if non-profit):  
 Address  
 City  
 Zip:  
 Phone: Fax: E-Mail Address:

Contact Person's Name:  
 Phone: Fax: E-Mail Address:  
 Project Address/Location: Block No: Lot No:

**TIDF Calculation Summary**

<b>Economic Activity Category (EAC)</b> <i>(For definitions, see Section 401 of the Planning Code)</i>	<b>New Project GFA (1)</b>	<b>Prior Use GFA (2)</b>	<b>TIDF/ Sq. Ft. (3)</b>	<b>TIDF Due (4)</b>	<b>Previous TIDF Payment/s (5)</b>	<b>Net TIDF Due (6)</b>
Cultural/Institution/Education			\$12.06			
Management/Information & Professional Services			\$12.06			
Production/Distribution/Repair			\$ 9.65			
Medical/Health Services			\$12.06			
Retail/Entertainment			\$12.06			
Visitor Services			\$ 9.65			
Residential			Exempt			
<b>Total</b>						

**Notes for Project/Building Use and Square Footage Report:**

- (1) New Project Gross Floor Area (GFA). See Sec. 102.9 of the SF Planning Code for definition. Please provide floor plans and other materials showing the GFA for each EAC for each floor of the new building/s.
- (2) Prior Use GFA. Please provide floor plans and other materials showing the GFA for each EAC for each floor of the building/s to be demolished, converted, or expanded in ACTIVE use within five years prior to the date of permit application.
- (3) TIDF/Sq. Ft. as of 1/1/2012 (this rate is subject to adjustment January 1<sup>st</sup> of each year as set forth in Planning Code Sec. 409).
- (4) Total TIDF Due (Column 3) = [Column (1) – Column (2)] X Column (3).
- (5) Previous Payment/s. If applicable, provide receipt/s.
- (6) Net TIDF Due (Column 6) = Column (4) – Column (5).

**Project Sponsor Certification:**

**I certify that the information provided herein is true and correct.**

**Print Name and Title:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**TRANSIT IMPACT DEVELOPMENT FEE (TIDF)**  
**Project/Building Use and Square Footage Report Instructions**

**A. Authority:** Sections 411 et seq. of the San Francisco Planning Code require the Project Sponsor (PS) of any New Development (defined as any new construction, or addition to, or conversion of an existing structure that results in 3,000 square feet or more of any covered use) to file a report showing the gross floor area (GFA) of use of new development and other information to determine the TIDF due for the project.

**B. Who:** The report must be filed by the PS or, if authorized by the PS, by the Project Architect and/or Engineer.

**C. When:** The report must be filed before obtaining the first building or site permit for any new development in the City. Where the permit was issued before July 1, 2010 and this report has not yet been filed, the report must be filed and any TIDF due paid before any Certificate of Occupancy for the project will be issued.

**D. Instructions for completing report:**

1. Permit Application No. – Enter the permit application number assigned to the project.
2. Project Sponsor – Enter legal name of PS & indicate if non-profit (non-profits may be exempt from paying TIDF if the entity submits a current and valid tax-exempt certificate to SFMTA).
3. Contact Person – Enter name of PS’s Officer, Architect, or Engineer serving as Contact Person for the project.
4. Enter Contact Person’s address; telephone, fax, and e-mail information.
5. Project Location - Enter street name and number, and Assessor’s block and lot numbers.
6. Economic Activity Category (EAC) - For definitions refer to Sec. 401 of the Planning Code:
  - a. Cultural/Institution/Education;
  - b. Management, Information and Professional Services;
  - c. Medical/Health Services;
  - d. Production/Distribution/Repair;
  - e. Retail/Entertainment;
  - f. Visitor Services;
  - g. Residential.
7. New Project/Development GFA - Enter the GFA for each EAC and submit plans, drawings, and other materials showing the GFA for each EAC for each floor of the new project or building/s.
8. Prior Use GFA - Enter the GFA for each EAC and submit plans, drawings, and other materials showing the GFA for each EAC for each floor of the building/s to be demolished, converted, or expanded in ACTIVE use within five years prior to permit application.
9. TIDF Amount – Leave blank if you want SFMTA to calculate.
10. Prior Payment/s – Enter amount of previous TIDF payments/s for this project and submit supporting documents such as receipts.
11. Print Name and Title of Person completing this form. Sign and date report and submit to:

TIDF Administrator  
San Francisco Municipal Transportation Agency  
1 South Van Ness Avenue #8168  
San Francisco, California 94103-5417

**E. Contact TIDF Administrator if you have any questions about TIDF or these form/s and instructions: Tel. 415-701-5418, Fax. 415-701-4341.**