



TAXABLE BUILDING SQUARE FOOTAGE CHANGE WORKSHEET

1. Permit Information:

_____ Revision _____ / _____ / _____ Date

Project Address: _____ Berkeley, CA 94_____

Building Permit #: _____

Assessor's Parcel Number: _____

2. Building Square Footage Calculations:

For instructions on how to fill up this form, please refer to the "Taxable Building Square Footage Change Worksheet Instructions" and the FAQ's on the back of this form. You can use attachments, if necessary, to show the Taxable Square Footage **addition** or **demolition**. For further information regarding taxable building square footage issues, please call Customer Service Center at 510-981-7200.

Floor	Enter taxable building square footage area per building use type						
	Residential Area		Non-Residential Area		Area Exempted*		
	<i>SFR, Duplex, Triplex, Multiple Units, Condos, (including usable basements and cellars, pedestrian access walkways or corridors, porches, etc.)</i>		<i>Commercial, Industrial, Institutional, Condo's (Commercial, Industrial, Live/ Work, etc.)</i>		<i>Garage/Off-Street Parking/ Balconies/Stoops/ Terraces/ Pools/Patios/ Arcades/Porticoes</i>		<i>Converted to Habitable Space</i>
	Added	Removed	Added	Removed	Added	Removed	(Yes/No)
Basement							
Garage							
1							
2							
TOTAL							

* Any claim of exemptions must be accompanied by drawings, calculations and a statement specifying the basis for each exemption claimed. Exempted building areas, such as garages and off-street parking, are not included in taxable square footage totals. (Please refer to Berkeley Municipal Code - BMC Section 7.56.020 - Definitions).

Comments: _____

3. Owner/Agent Declaration

I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge.

Owner/Agent (Print Name): _____ Executed in Berkeley, California on: _____

Owner/Agent Signature: _____ (Date)

For Internal Use Only

CHECKED BY: _____ DATE: _____

REVIEWED BY: _____ DATE: _____

FURTHER REVIEW BY: _____ DATE: _____

For more information, please contact:

City of Berkeley
1947 Center Street, Berkeley, CA 94704
Customer Service Center
Tel: 510-981-7200



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Instructions

Permit applicants submitting plans and permit applications for new buildings or additions and/or demolitions must submit a completed **Taxable Building Square Footage Change Worksheet**. Taxable added or removed square footage must be broken out per floor and by residential vs. non-residential use.

FREQUENTLY ASKED QUESTIONS

Do I need to complete this form?

If you are applying for a permit for work that will result in a change in building square footage, you must submit a completed Building Square Footage Change Worksheet.

Who must sign the form?

The declaration at the bottom of the form must be signed by an owner or an owner's agent. Failure to do so can delay a project approval.

If I am applying for a demolition permit, do I need to complete this worksheet?

Yes. A demolition permit will result in a decrease in a property's taxable building square footage, unless area is exempted.

What is taxable building square footage?

Taxable building square footage shall mean all floor areas below the roof that are not otherwise exempt.

Are there any exemptions?

In few cases, some building square footage are exempt. The most common exemptions are garages, or other building areas specifically designed for off-street parking. For a complete list of exemptions, refer to the City of Berkeley Municipal Code Sec. 7.56.020 - Definitions.

Where can I get more information regarding taxable building square footage?

Contact the Customer Service Center at **510-981-7200**.