DOF HOUSING UNIT SURVEY INSTRUCTIONS

Please return the attached Housing Unit Survey to the Department of Finance (Finance) by January 17, 2020.

Section I. Housing Units Gained

Report all housing unit change information that occurred within your jurisdiction from January 1, 2019 through December 31, 2019.

1. **REPORT HOUSING UNITS GAINED from newly constructed housing units** within the given time frame. Preferred sources of newly constructed housing units include: Final Inspections, Certificates of Occupancy, Completion Certificates, and Utility Releases. Please do NOT provide building permits issued. If you only have building permits issued to indicate new housing construction, report them as indicated below under Adjusted Building Permits.

   **Adjusted Building Permits:** Report the number of building permits that were issued for the following time frames: single structure units issued from July 1, 2018 to June 30, 2019, and multi-structure units issued from January 1, 2018 to December 31, 2018.

2. **REPORT HOUSING UNITS GAINED from conversions or moved into your jurisdiction.** If your jurisdiction gained any new housing units from converting non-residential buildings into housing units, or by converting one type of housing unit structure into a new housing structure, (such as a duplex gained by converting a single family home) or any new housing units gained from military conversions, report these units under “conversions” from January 1, 2019 through December 31, 2019. Also, report any housing units moved into your jurisdiction.

3. **REPORT OTHER HOUSING UNITS GAINED from non-permitted activity.** Consists of non-permitted residential units; military units converted to civilian use without the issuance of a building permit; and non-permitted residential units added illegally within your jurisdiction. An example of an illegal unit -- a secondary non-permitted unit intended for residential occupancy added to an existing primary residence.

Section II. Housing Units Lost

We request local jurisdictions to report all units lost within your jurisdiction from January 1, 2019 through December 31, 2019.

1. **REPORT HOUSING UNITS LOST from demolition, fire, or other natural disaster.** Report residential housing units lost within your jurisdiction from January 1, 2019 through December 31, 2019 demolition, fire, earthquake, flood, or other natural disaster.

2. **REPORT HOUSING UNITS LOST from conversions or moved out of your jurisdiction.** Report units lost from converting housing units into non-residential uses, or lost by converting one type of housing unit structure into a new housing structure (such as a single family home lost by converting it into a duplex) from January 1, 2019 through December 31, 2019. Also, report any units that moved out of your jurisdiction.

3. **REPORT OTHER HOUSING UNITS LOST from non-permitted activity.** Consists of non-permitted residential units; and non-permitted residential units added illegally within your jurisdiction. An example of an illegal unit -- a secondary non-permitted unit intended for residential occupancy added to an existing primary residence.

Section III. Annexations and Detachments (Cities only)

Cities must list all inhabited annexations and detachments that occurred between January 1, 2019 and December 31, 2019 in this section. For inhabited **annexations and detachments**, report all existing housing units within the area as of the effective date. Report housing units built after the effective date under Section I - Housing Units Gained. Include the full name of each annexation/detachment and its LAFCO resolution number.

Section IV. Civilian Group Quarters Change (see definition below)

Report resident Group Quarters change information for facilities that opened or closed during the year, or whose resident population significantly changed during the calendar year. Report annexed Group Quarters facilities in this section. For this survey, only consider changes for facilities that have 100 or more residents. If no significant changes occurred in the last calendar year, write “no change” in this section.
ADDITIONAL INFORMATION

Provide documentation for any additional information that may affect your area’s population. Include the basis of the population change and the source of the information. Finance reviews all additional population change information documented by local areas.

We do accept housing survey revisions for previous years going back to the most recent decennial census. For blank survey forms from previous years, see the contact information at the end of this document. An example of a housing survey revisions includes: ‘grandfathered’ units that were constructed without a permit, but which were brought into compliance during the reporting time frame.

Definitions

**Single-detached unit** - a one-unit structure with open space on all four sides. The unit often possesses an attached garage.

**Single-attached unit** - a one-unit structure attached to another unit by a common wall, commonly referred to as a townhouse, half-plex, or row house. The shared wall or walls extend from the foundation to the roof with adjoining units to form a property line. Each unit has individual heating and plumbing systems.

**Mobile home unit** - a one-unit structure that was originally constructed to be towed on its own chassis.

**2-, 3-, and 4-plex units per structure** - a structure containing two, three, or four units and not classified as single-unit attached structure. The units in the structure share attic space and heating and plumbing systems.

**5 or more units per structure** - a structure containing five or more housing units. The units share attic space, and heating and plumbing systems.

**Affordable Units** – Any unit with a legally enforceable agreement for at least 30 years that restricts occupancy and requires affordable housing costs (Health and Safety Code section 50052.5) or affordable rent (Health and Safety Code section 50053) be provided to person(s) whose household income qualifies as extremely low, very low, low, or moderate income. Legally enforceable agreements may include deed-restrictions recorded by the local County Recorder or affordability restrictions enforceable by a public agency (e.g. local inclusionary ordinances or density bonus units).

**Accessory Dwelling Unit (ADU)** - An attached or a detached residential dwelling unit which provides complete independent living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the existing unit is situated. ADUs can only be added to parcels containing a single family housing unit.

ADUs are a subcategory type of housing reported by how they are constructed according to single family and multi-family definitions. When reporting ADUs on the Housing Survey, follow the steps below (or see flowchart for a visual depiction):

1. Determine whether the ADU is attached or detached to the primary housing unit.
2. If detached, determine whether the ADU is a mobile home or not.
   - a. If not a mobile home, report as a newly constructed single family detached unit.
   - b. If it is a mobile home, report as a newly constructed mobile home.
3. If attached, determine whether the ADU has its own heating and plumbing system.
   - a. If the ADU has its own heating and plumbing system, report as a newly constructed single family attached unit.
   - b. If the ADU does not have its own heating and plumbing system (shared with the primary unit), report as 1 structure and 2 Converted Units Gained in the Multi-Family, Two to Four category. Be sure to also report the loss of 1 Single Family Detached unit in the Converted Units Lost category.
4. Because ADUs are considered a subcategory of housing units, they are tabulated according to their construction and are not separately identified in the Single Family, Mobile Homes, and Multi-Family categories. Keep track of all attached and detached ADUs and report the totals in each subcategory.

Below are some examples of the most common ADUs and how they should be reported:

1. A parcel containing a single family housing unit added a detached ADU on the same parcel.
   - Report 1 newly constructed Single Family Detached housing unit; report 1 newly constructed Detached ADU.
2. A parcel containing a single family housing unit added an attached ADU that shares heating and plumbing with the primary housing unit.
   - Report 1 Structure and 2 Converted Units Gained in the Multi-Family, Two to Four category; report 1 Converted Unit Lost in the Single Family Detached category; report 1 Converted Unit Gained in the Attached ADUs category. Net housing unit gain = +1 unit.
3. A parcel containing a single family housing unit converted a detached garage to an ADU.
   - Report 1 newly constructed Single Family Detached housing unit; report 1 newly constructed Detached ADU. Because the garage was not previously considered a permitted legal housing unit, it is considered a newly constructed housing unit in this situation.

4. A parcel containing a single family housing unit added a mobile home on the same parcel.
   - Report 1 newly constructed Mobile Home Unit; report 1 newly constructed Detached ADU.

**Civilian Group Quarters** - are non-household residential facilities. Types of Group Quarters facilities include: nursing and convalescent homes; orphanages; shelters; convents; private dormitories; and local facilities for the mentally and physically disabled. Residents living in these facilities have no permanent residence elsewhere.

**Note**: Condominium refers to an ownership classification, not a structural type. Report condominiums based on their structural types.

Please return the completed survey form by one of the following methods:

- Online HUS System: [http://housingsurvey.dof.ca.gov/HUS/Index.aspx](http://housingsurvey.dof.ca.gov/HUS/Index.aspx)
- Fax: (916) 327-0222
- Mail: (see address below)
- Download PDF File: [http://www.dof.ca.gov/Forecasting/Demographics/Housing_Unit_Survey/](http://www.dof.ca.gov/Forecasting/Demographics/Housing_Unit_Survey/)
- E-mail: Housing.Survey@dof.ca.gov

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