



HOUSING UNIT SURVEY INSTRUCTIONS

Please complete the Housing Unit Survey from the Department of Finance by **January 17, 2025**. The online survey can be accessed at: https://cadof.qualtrics.com/jfe/form/SV_1zCvavoJfUrrvAg

SECTION I. DATA SOURCE

Select your jurisdiction's source or method for reporting housing units gained from new construction (choose one option).

1. **Completed Housing Units:** Newly constructed units from **January 1, 2024** through **December 31, 2024** based on 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.
2. **Adjusted Building Permits:** Report the number of building permits that were issued for the following time frames:
 - **Accessory Dwelling Units** issued from **July 1, 2023** to **June 30, 2024**
 - **Single Family Units** issued from **July 1, 2023** to **June 30, 2024**
 - **Multi-Family Units** issued from **January 1, 2023** to **December 31, 2023**

NOTE: A change of data source requires revisions to all past surveys since 2020 to maintain consistency to ensure accuracy with the sub county estimates. If you require revisions due to a change of data source, you must contact Housing.Survey@dof.ca.gov.

NOTE: Prior data source information for your selected jurisdiction will automatically appear within this section of the online survey.

SECTION II. ACCESSORY DWELLING UNITS (ADUs)

All ADU definitions follow the guidelines of the California Department of Housing and Community Development. An ADU is an accessory to a primary residence that 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 are categorically independent of other types of units for this survey and should not be counted within other housing unit categories.** ADUs can be either detached or attached based on the following rules:

Detached ADU - a stand-alone housing structure sharing no walls with the original unit. For example, converted pool houses, detached garages, or mobile homes placed in the backyard of a single family unit. Only two detached ADUs can exist on a multi-family property.

Attached ADU - a housing structure with a shared wall and/or shared utility systems with the original housing unit. Commonly shared utility systems include water/sewer lines.

ADUs GAINED

Please report all detached and attached ADUs gained within your jurisdiction from:

1. **New construction.** Enter all newly constructed ADUs for the time period selected in Section I.
2. **Conversions.** If your jurisdiction gained any new housing units from converting existing space on the lot of a primary residence into an independent living unit, report these units under "conversions" from January 1, 2024 through December 31, 2024. Commonly converted existing spaces include a attached/detached garage, storage area, carport, or other existing accessory structure.
3. **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.

ADUs LOST

Please report all detached and attached ADUs lost within your jurisdiction from January 1, 2024 through December 31, 2024.

Wildfires. Referencing data reported for ADUs lost, enter the total number of housing units lost in this category due to wildfires.

AFFORDABLE ADUs

Of the total reported number of ADUs gained and lost, enter the number of units that are defined as Affordable. Refer to Page 4 for the definition of Affordable Units.

SECTION III. SINGLE FAMILY HOUSING UNITS

Single Family Housing Unit categories include:

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(s) 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 originally constructed to be towed on its own chassis.

NOTE: Do **NOT** include ADU totals within the reported changes in Section III Single Family Housing Units.

SINGLE FAMILY HOUSING UNITS GAINED

Please report all single family housing units gained within your jurisdiction from:

1. **New construction.** Enter all newly constructed single family detached and attached units for the time period selected in Section I. For mobile homes, report unit changes on lots from January 1, 2024 to December 31, 2024 regardless of the source of new construction.
2. **Conversions or units that 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 single family home gained by converting a duplex) or any new housing units gained from military conversions, report these units under "conversions" from January 1, 2024 through December 31, 2024. Additionally, report any housing units moved into your jurisdiction.
3. **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.

SINGLE FAMILY HOUSING UNITS LOST

Please report all single family units lost within your jurisdiction from:

1. **Demolition, fire, or other natural disasters.** Report residential housing units lost within your jurisdiction from January 1, 2024 through December 31, 2024 due to demolition, fire, earthquake, flood, or other natural disasters.
2. **Conversions or units that 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, 2024 through December 31, 2024. Additionally, report any units that moved out of your jurisdiction.
3. **Non-permitted activity.** Report non-permitted residential units and illegally added non-permitted residential units lost within your jurisdiction from January 1, 2024 through December 31, 2024.
4. **Wildfires.** Referencing data entered in row one of question 3.2. from this section, enter the total number of housing units lost in this category due to wildfires.

AFFORDABLE SINGLE FAMILY HOUSING UNITS

Of the total reported number of single family housing units gained and lost, enter the total number of units that are defined as Affordable. Refer to Page 4 for the definition of Affordable Units.

SECTION IV. MULTI-FAMILY HOUSING UNITS

Multi-Family Housing Unit categories include:

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

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

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

NOTE: Do **NOT** include ADU totals within the reported changes in Section IV Multi-Family Housing Units.

MULTI-FAMILY HOUSING UNITS GAINED

Please report all multi-family housing units gained within your jurisdiction from:

1. **New construction.** Enter all newly constructed multi-family units based on the given categories for the time period selected in Section I. Please provide data on the number of structures in each category as well as the total number of units.
2. **Conversions or units that 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, 2024 through December 31, 2024. Additionally, report any housing units moved into your jurisdiction.
3. **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.

MULTI-FAMILY HOUSING UNITS LOST

Please report all units lost within your jurisdiction from:

1. **Demolition, fire, or other natural disasters.** Report residential housing units lost within your jurisdiction from January 1, 2024 through December 31, 2024 demolition, fire, earthquake, flood, or other natural disasters.
2. **Conversions or units that 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 duplex lost by converting it into a single family home) from January 1, 2024 through December 31, 2024. Additionally, report any units that moved out of your jurisdiction.
3. **Non-permitted activity.** Report non-permitted residential units and illegally added non-permitted residential units lost within your jurisdiction from January 1, 2024 through December 31, 2024.
4. **Wildfires.** Referencing data entered in column two of question 4.2. from this section, enter the total number of housing units lost in this category due to wildfires.

AFFORDABLE MULTI-FAMILY HOUSING UNITS

Of the total reported number of multi-family housing units gained and lost, enter the total number of units that are defined as Affordable. Refer to Page 4 for the definition of Affordable Units.

SECTION V. ANNEXATIONS AND DETACHMENTS (cities only)

For this section, cities must list all inhabited annexations and detachments that occurred between January 1, 2024 and December 31, 2024 only if the reported area had existing housing units during the time of the **effective date**. If the area has planned/proposed housing units, then these should **NOT** be reported within the survey as only existing housing structures should be reported. Housing units built **after** the effective date should be reported as housing units gained in Section III and/or Section IV. Please report all existing housing units within the annexed/detached area. For each annexation/detachment, include the annexation short title, LAFCO resolution number, and effective date.

SECTION VI. CIVILIAN GROUP QUARTER CHANGES

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

Please report resident Group Quarters change information for facilities that opened or closed between January 1, 2024 and December 31, 2024, or whose resident population significantly changed during the calendar year. Annexed Group Quarters facilities should also be reported in this section. Please select the type of change (Annexed, Detached, Opened, Closed, or Changed) and provide the Group Quarter facility details (name, address, and telephone number). Enter the total number of permanent beds at the start of the year and at the end of the year.

NOTE: If the facility opened during the reporting year, enter 0 for the number of permanent beds at the start of the year. Alternatively, if the facility closed by the end of the reporting year, enter 0 for the number of permanent beds at the end of the year.

ADDITIONAL INFORMATION

What is an Affordable Unit? 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).

SURVEY SUBMISSION

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

- Online HUS: https://cadof.qualtrics.com/jfe/form/SV_1zCvavoJfUrrvAq
- Submit PDF via Email: Housing.Survey@dof.ca.gov

CONFIRMATION & REVISIONS

A confirmation email will be sent to the primary contact's email address reported on Page 2 when submitting the survey online through Qualtrics. Within this email are the report of your jurisdiction's answers as well as a revision link that can be accessed through March 7, 2025. Revisions to the Qualtrics survey for changes between January 1, 2024 and December 31, 2024 must be completed using this personalized link as your jurisdiction will no longer appear in the drop down menu of the original survey link.

We do accept housing survey revisions for previous years going back to the most recent decennial census. For blank survey forms from previous years, please email Housing.Survey@dof.ca.gov. An example of a housing survey revision includes: 'legacy' units constructed without a permit that were brought into compliance during the reporting time frame.

Please 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. The Department of Finance reviews all additional population change information documented by local areas.