

# SIGNAGE

## WHY IS THE CHANGE BEING MADE?

These changes will standardize and uniform information for all temporary tow-away signs placed throughout the City. The signs will provide clear information (duration, distance, contractor contact information), to the public for approved areas of occupancy.

## HOW LONG WILL IT TAKE FOR ME TO GET TOWING PRIVILEGES AT MY CONSTRUCTION SITE?

It takes a minimum of 10 working days from the approval of the permits and the issuance of the signs to the street space meeting and corresponding authorization for towing. This corresponds to DPW's current practice for street space

## WHAT WILL BE THE DIFFERENCE IN THE PRINTED TOW-AWAY NO PARKING SIGNS?

All printed Tow-Away No Parking signs will have a QR (Quick Response) code. This is a form of a bar code that will provide additional information when read by a smart phone. The "QR" code will provide information on the area occupied by the tow-away signs. Information includes Name of Contact, Phone Number, duration of occupancy, and total linear footage of occupation.

## WHERE CAN I DOWNLOAD SOFTWARE TO READ "QR" CODES?

There is a free software that is available for download by searching for it online.

## WHO DO I CONTACT REGARDING THE VALIDITY OF A STREET SPACE PERMIT OR A COMPLAINT ?

The basic information of the permit will be accessible via the "QR" reader. For any other questions, contact 311.

# PERMITS ISSUED BY BUREAU OF STREET-USE AND MAPPING

- Additional Street Space
- Banners
- Boring/Monitoring Well
- Café Tables and Chairs
- Debris Box
- Display Merchandise
- Flower Market
- Free Sample Merchandise
- General Excavation
- Inspection of Conformity Right-of-Way
- Major Encroachment
- Minor Sidewalk Encroachment
- Mobile Food Facility (Food Trucks)
- Mobile Storage Container
- Night Noise
- Notice To Repair
- Overwide Driveway (over 30')
- Parklet
- Pipe Barrier / Security Bollards
- Side Sewer
- Sidewalk Landscaping
- Sidewalk Repair (Voluntary)\*
- Special Sidewalk
- Street Space Occupancy\*
- Street Improvement
- Transit Shelters
- Temporary Occupancy
- Tree Planting and Removal
- Underground Tank Removal
- Utility Excavation
- Vault Encroachment
- Wireless Box

\*Issued only at Bureau of Street-Use Mapping Counter at  
**Department of Building Inspection —**  
**1660 Mission Street, 5th Floor**

 Printed on 30% post-consumer recycled stock

## PWC ARTICLE 15, SEC. 724

Street Space, Additional Street Space, Temporary Occupancy Permits



### Bureau of Street-Use & Mapping

1155 Market Street, 3rd Floor

San Francisco, CA 94103

(415) 554-5810 (T) | (415) 554-6161 (F)

Processing Hours : 7:30A-4:00P

Monday thru Friday



# TOW-AWAY

Effective July 1, 2013, "No Parking" Tow-Away signage will be issued by Department of Public Works, Bureau of Street-Use and Mapping for all work in the Public Right-of-Way. This process will be implemented in three (3) phases :

### Phase 1 : July 2013

Street-Use Permits issued at BSM Office

### Phase 2 : October 2014

Utility Excavation Permits issued at BSM Office

### Phase 3 : January 2015

Street Space Permits issued at DBI Office



**NO STOPPING**

LOCATION:

**1155 MARKET ST  
on MARKET ST (200 ft.)**

DATE & TIME:

**01/01/15 - 01/03/15  
8 am - 5 pm Thurs-Sat**

PERMIT INFORMATION:

**Permit # 15TOC-0000  
BSM CONSTRUCTION  
415 5551234**

Temp Occupancy  
QUESTIONS? 554.5824 (M-F)  
TOWED? 415.553.1200





## WHO CAN APPLY FOR THE PERMIT?

Property Owner, Contractor, Authorized Agent

## DO I NEED A SPECIAL TRAFFIC PERMIT?



In addition to these permits, you may be required to obtain a Special Traffic Permit (STP) from SFMTA. A STP can be required for construction purposes in the following situations\*:

- 1) Closing a street or an alley
- 2) Closing a sidewalk (no path of travel)
- 3) Inability to provide the required number of lanes
- 4) Inability to work within working hours in Table 1 in MTA Blue Book
- 5) Work through Holiday Moratorium
- 6) Exceeding Contract Specifications
- 7) Exceeding Street Space Agreement
- 8) Working within one block of an existing construction area
- 9) Moving a bus zone outside the limits of the project
- 10) Closing or detouring a bike route (including paths, marked lanes, and signed routes).

\*Refer to Regulations for working in San Francisco Streets (Blue Book, 8th Edition)

SFMTA offers monthly "Street & Sidewalk Safety" seminars to contractors, public, and City Employees. Contact Street Inspector Azi Khaliq at 415-701-2456 for more details.

### For more information on Special Traffic Permits:

**Phone :** 415-701-4500  
**Online :** [www.SFMTA.com/cms/vcons/bluebook.htm](http://www.SFMTA.com/cms/vcons/bluebook.htm)

**NOTE :** DPW may find it necessary to request additional information after

### STREET SPACE

**APPLY AT :** Department of Building Inspection

To authorize the storage of construction material, equipment and/or commercial vehicle(s) **fronting** the subject property during building construction activities or sidewalk repairs.

### ADDITIONAL STREET SPACE

**APPLY AT :** Bureau of Street-Use & Mapping

To authorize the storage of construction material, equipment and/or commercial vehicle **outside** the boundaries of the property during building construction activities or sidewalk repair or exceeding the limit of Street Space Permit.

### TEMPORARY OCCUPANCY

**APPLY AT :** Bureau of Street-Use & Mapping

To authorize the temporary placement of construction equipment and/or large structures used for construction in the Public Right of Way.

#### WHEN TO APPLY

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| <ul style="list-style-type: none"> <li>• New building/ construction work and activities</li> <li>• Minor building repair including roofing, painting &amp; scaffolding</li> <li>• Landscaping or other work where the public street or sidewalk is occupied</li> </ul> | <ul style="list-style-type: none"> <li>• Major renovation of existing buildings</li> <li>• Reserving parking in the street for improvements to the fronting property (storage container, construction equipment, materials, commercial vehicles.</li> <li>• Other work or activities in the Public Right of Way</li> </ul> | <ul style="list-style-type: none"> <li>• Placing construction equipment or material along the sidewalk on the roadway that is fronting another property</li> <li>• When a minimum 4ft wide pedestrian path of travel adjacent to the subject site cannot be provided</li> <li>• Long term occupancy for more than 3 months of duration of the project</li> </ul> | <ul style="list-style-type: none"> <li>• Occupying parking lane during tow-away hours</li> <li>• Other Situations requiring STPs for more than 3 mths.                             <ul style="list-style-type: none"> <li>⇒ Closing bike lane/path</li> <li>⇒ Occupying or relocating bus stop (requires SFMTA hearing)</li> <li>⇒ Occupying meters outside project frontage</li> <li>⇒ Closing travel lanes during restricted hours per Blue Book</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Placement and operation of Cranes</li> <li>• Tree trimming trucks, equipment &amp; facilities (eg. Chippers)</li> <li>• Lift equipment (eg. JLG Boom and Scissor Lift equipment)</li> </ul> | <ul style="list-style-type: none"> <li>• Monitoring Well Sampling Work</li> <li>• All other temporary facilities, equipment and material</li> </ul> |
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#### ADDITIONAL INFO

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|---|--|---|
| <ul style="list-style-type: none"> <li>• Permit is not valid until it has been verified by BSM Inspector</li> <li>• Allow a minimum of 10 Business Days for verification from the date Site Meeting request is received</li> <li>• No Parking Tow-Away signs to be securely posted 72-Hours in advance and are to be replaced if damaged/removed and registered with DPW tow-desk</li> <li>• Contact SFMTA Meter Shop (415-550-2739) for parking meter removal</li> </ul> | <ul style="list-style-type: none"> <li>• Permit is not valid until it has been verified by BSM Inspector</li> <li>• No Parking Tow-Away signs to be securely posted 72-Hours in advance and are to be replaced if damaged/removed &amp; registered with DPW</li> <li>• Contact SFMTA Meter Shop (415-550-2739) for parking meter removal</li> <li>• Contact SFMTA to discuss site logistics for projects greater than 3 stories</li> </ul> | <ul style="list-style-type: none"> <li>• Permit is not valid until it has been registered and approved 72-Hours in advance for processing and tow-away registration</li> <li>• Submit proof of Liability Insurance</li> <li>• No Parking Tow-Away signs to be securely posted 72-Hours in advance and are to be replaced if damaged/removed</li> <li>• Depending on the scope of work, ISCOTT or TASC approval, Special Traffic Permit, and/or a Night Noise Permit may be required in conjunction to issuance of the Temporary Occupancy Permit</li> </ul> |
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