

## HOLD HARMLESS CAUSE

The Permittee and any successor agree to hold harmless, defend, and indemnify the City and County of San Francisco. The Hold Harmless Clause is intrinsic to each permit issued by DPW.

## ACCESSIBILITY

Under the general requirements of any Street-Use Permit, the permittee must maintain a safe pedestrian walkway with a minimum width of four (4) feet clear at all times. A greater walkway width may be required in certain areas due to greater pedestrian traffic.

## PENALTIES & INSPECTIONS

Any party who engages in construction work or occupancy in the public right-of-way is subject to fines up to \$10,000 per day. Once the permit is issued, the work or occupancy is subject to inspection to City Code, Standard Specifications and Plans. Repairs necessary to the P.R.O.W. due to any work or occupancy shall be the responsibility of the permittee.

## CODES & STANDARDS

<http://www.sfdpw.org/index.aspx?page=294>



TYPES OF STREET-USE PERMITS	PERMIT REQUIREMENTS											Mandated		
	APPLICATION	PLANS	PICTURES	INSURANCE	INSPECTION	PUBLIC NOTIFICATION	RECORDATION	BOND	USA NUMBER	COST ESTIMATE	OTHER CITY AGENCIES		ORDINANCE	DPW ORDER
<b>PERMITS</b>														
BANNERS	X		X	X	X							X	X	15
BORINGS/MONITORING WELLS	X	X			X			X	X		X	X		OC-5
COMMEMORATIVE PLAQUE***	X	X	X	X	X	X	X				X	X	X	
DEBRIS BOX - 7 DAY OR ANNUAL	X			X	X			X				X		5
DISPLAY MERCHANDISE	X	X		X	X	X					X	X		30
FLOWER MARKET	X	X	X	X	X	X					X			OC
FREE SAMPLE MERCHANDISE	X							X			X	X		OC-5
GENERAL EXCAVATION	X	X			X			X	X		X	X	X	OC-5
INSPECTION OF CONFORMITY	X		X		X									OC
<b>MAJOR ENCROACHMENT ***</b>	X	X	X	X	X	X	X	X		X	X	X		180-365
<b>MINOR ENCROACHMENT ***</b>	X	X	X		X	X	X				X	X		30-60
NOISE - NIGHT WORK	X				X							X		5
OVERWIDE DRIVEWAY ***	X	X			X		X				X	X	X	30-90
PIPE BARRIER/ SECURITY BOLLARDS	X	X			X						X	X		30-60
SIDE SEWER (PER LATERAL)	X	X			X			X	X		X	X	X	OC-5
SPECIAL SIDEWALK***	X	X			X		X				X	X		OC-5
STREET IMPROVEMENT	X	X	X		X			X	X	X	X	X		OC (NTR)-120
STORAGE CONTAINER				X								X		OL
TABLE AND CHAIRS	X	X		X	X	X					X	X	X	30
TANK REMOVAL (PER TANK)	X	X			X			X	X		X	X	X	OC
TEMP. OCCUPANCY (PER DAY)	X	X		X							X	X	X	OL/OC-5

# General Permit Guide

**Bureau of Street-Use & Mapping**  
 1155 Market Street, 3rd Floor  
 San Francisco, CA 94103  
 (415) 554-5810 (T) | (415) 554-6161 (F)  
 Processing Hours : 8A-4P

## WHEN ARE STREET-USE PERMITS REQUIRED?

Any person who intends to construct, improve, excavate, work, or occupy the public right-of-way (P.R.O.W.) must first obtain a Street-Use permit. Public right-of-way is defined as all City roadways and sidewalks bordered by private properties. Other permits and/or fees may be required by other City, State, and Federal Agencies when jurisdictions overlap or the submitted application involves additional review. BSM can refer you to those agencies.

## TYPES OF STREET-USE PERMITS

1. Pay additional review and/or inspection fees if applicable.
2. Hire a \$25,000 City bonded and 'A' or 'C-8' California State license contractor.
3. For bigger projects, a Street Improvement bond is needed for labor and materials lasting a minimum of three (3) years. DPW staff will provide a cover letter before permit issuance.

## CAFÉ TABLES & CHAIRS PERMIT

*SF Public Works Code, Article 5.2 & DPW Order 162,240*

A revocable Café Tables & Chairs Permit may be granted for the placement of tables and chairs on a portion of the public sidewalk, court, alley or street, per DPW guidelines.



## DISPLAY MERCHANDISE PERMIT

*SF Public Works Code, Article 5.3 & DPW Order 166,458*

A revocable Display merchandise Permit may be granted for the placement of display stands used for the purpose of displaying fruits, vegetables, living plants cut flowers and nonfood merchandise in any public sidewalk areas contiguous to business establishments in locations wherein retail commercial activity is permitted under the Planning Code except for those areas designated C-3 pursuant to Section 210.3 of the Planning Code.



## MAJOR ENCROACHMENTS

*SF Public Works Code—Section 786*

A surface or subsurface encroachment in the sidewalk or street area of any public right-of-way, not otherwise permitted in the San Francisco Administrative Code, Building Code, Public Works Code or Police Code, is authorized only by a revocable encroachment permit granted through Resolution of the Board of Supervisors.

## MINOR SIDEWALK ENCROACHMENTS

*SF Public Works Code—Section 723.2*

Minor encroachments such as fences, retaining walls, warped driveways, steps or stairways and other minor structures in the sidewalk fronting a property are considered when they are desirable or convenient to the owner's use and enjoyment of their property, or necessary to the safety, convenience or comfort of the public using the sidewalk, and consistent with the existing neighborhood pattern. Encroachments shall not occupy **more than 10 percent of the area of the sidewalk fronting the property nor more than 25 percent of the width of the sidewalk**, unless the Director of Public Works determines that such restrictions are not applicable due to the nature of the encroachment.

Please note: Board of Supervisors has established an assessment fee per square foot per year.

## STREET EXCAVATIONS

*SF Public Works Code—Article 2.4 & BOS Ordinance #0131-07*

A street excavation permit is required for any excavation in the public right-of-way under the jurisdiction of the Department of Public Works. Excavations include cuts or boring to install, repair, remove, relocate an above or below ground facility. Work including sidewalk or pavement cutting and removal, excavation, lagging, backfill, boring. Sidewalk and pavement restoration shall be done by a licensed paving contractor in accordance with the requirements of Article 2.4 of the Public Works Code, and the Standard Specification of the Bureau of Engineering (DPW, July 1986 Edition) and DPW Order No. 176,707, March 2007. Prior to any issuance of a permit, the applicant must provide documentation, (Article 2.4 SFPWC) that the applicant has a permit or legal authority to occupy and use the P.R.O.W.

The permittee shall file and maintain a bond in the sum of **\$25,000** (minimum) with the Department of Public Works, securing the faithful performance of the obligations of the Owner and Applicant under any Permit(s) to excavate and comply with all terms and conditions of Article 2.4.

## STREET SPACE / TEMPORARY OCCUPANCY PERMITS

*SF Public Works Code - Sec. 724 thru 724.9*

A Street Space Permit grants permission to temporarily occupy a portion of the public right-of-way (roadway/sidewalk) for building construction. Material and equipment shall not occupy more than 1/2 of the sidewalk width unless an Additional Street Space Permit is granted pursuant to Sections 724.7 and 724.8 SFPWC. **Street Space Permits are issued at 1660 Mission Street, Fifth Floor, (415) 558-6060.**

## TREE/LANDSCAPING PERMITS

Review the following definitions for some of BSM's commonly issued permits.

**Except as noted**, all the permits listed in this guide are available, at main office, **1155 Market Street, 3rd Floor, (415) 554-5810.**