

WHEN DO I NEED A STREET IMPROVEMENT PERMIT?

This permit grants permission to the applicant to reconstruct portions of a public right of way, including any sidewalk curb, gutter, parking strip, parkway, driveway, etc. fronting their property to City Standards with no variances allowed.

These are the sample scenarios under which a Street Improvement permit may be required:

1. Major remodel of building
2. New building construction
3. Install a new driveway with Planning Department approval
4. Substantial sidewalk, driveway or curb damage
5. Received a Notice to Repair from our Department
6. Damage to sub-sidewalk basement
7. Voluntary restoration of curb, driveway and sidewalk in kind per city standards

DPW staff at DBI will review your plans and make a determination if your building scope of work will require a Street Improvement permit application. This ensures a proper final sign off with all the conditions met on the DBI job card.

HOW DO I APPLY?

The property owner/manager showing proof of ID or an authorized agent who pulled the Building Permit Application can apply for this application.

Application Form and **Fee Schedule** is available :

- In Person : 1155 Market Street, 3rd Floor
- By Calling : 415-554-5810
- Online : www.sfdpw.org
(under the "Permits" tab)

NOTE : DPW may find it necessary to request additional information after the initial application review.

DID YOU CONSIDER SIDEWALK LANDSCAPING?



Public Works allow sidewalk landscaping through permits issued by the Bureau of Urban Forestry (BUF). In addition to planting trees, this permit allows property owners to convert a portion of the sidewalk in front of their property into an attractive landscaped area. Sidewalk landscaping looks great, provides habitat, reduces flooding, and is good for property values. As you decide which repair options you may choose, keep in mind that repairs or your method to make repairs must be determined and commenced within 30 days of the notice.

To apply for a sidewalk landscaping permit please contact BUF at **(415) 554-6700** or on the web at : www.sfdpw.org.

WHY LANDSCAPE YOUR SIDEWALK?

- Create better conditions for street trees
- Improve quality of ground water
- Improve livability of neighborhood
- Increase property values
- Landscaped sidewalks look great
- Provides habitat for birds and butterflies
- Reduce stormwater run-off
- Sequester carbon



STREET IMPROVEMENT



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

DO I NEED TO HIRE A DESIGN PROFESSIONAL?

For voluntary work, a design professional is not required for an over the counter permit. You must bring in the Notice to Repair from the City and/ or pictures of the curb, driveway and sidewalk for voluntary work.

For a Building Permit Application, you should have already hired and are working with a designer.

If you feel comfortable with measuring and preparing plans identifying sidewalk grades, elevations and slopes, you can use our Street Improvement guidelines at www.sfdpw.org under permits.

HOW LONG DOES THE PERMIT PROCESS TAKE?

Street Improvement permit applications are submitted in person to ensure all documents and plans have the right information to process.

Two different types:

1. **Over-the-counter:** Applications must be submitted to our office a minimum 72 hours in advance. These are Notice to Repair, voluntary repairs or damaged sub-sidewalk basement slabs. Pictures of the existing curb, driveway and sidewalk are necessary for permit issuance. **NO sidewalk plans are needed.**
2. **Building Permit Application (pink form):** DPW Staff stationed at our satellite office will make a determination if a Street Improvement permit is necessary for final job card sign off. Sidewalk grading plans may be required to be submitted in person to our main office. DPW-BSM does a pre-screening before accepting any applications. The first review takes about two (2) weeks before a DPW staff is assigned to review the application and plans. If there are no design issues, permit is approved with conditions as necessary. Revisions may be required if design issues or errors are found.

WHAT NEEDS TO BE INCLUDED IN THE APPLICATION?

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.

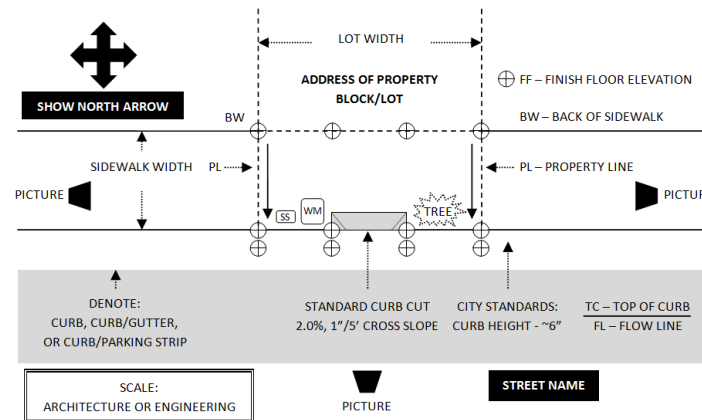
WHAT ELSE DO I NEED?

Plans or Drawings that show :

- Correct dimensions and elevations at the area where work will be performed
- Any existing or new utility facility including sewer, water, PG&E, telephone, etc.

Please provide six (6) sets for major projects and four (4) sets for all other projects.

SAMPLE DRAWING FOR 24' LOT:



- Identify property line locations
- Scale
- Minimum size of drawing : 11" x 17"

WHAT ELSE DO I NEED?

Photos from three (3) perspectives :

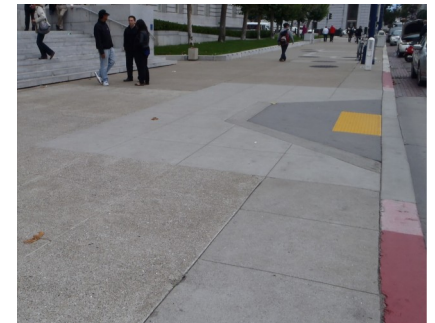
- One (1) of **each side** (left and right) of the project area
- One (1) with a straight on view of the project area

(Sample Photos)

Picture looking down the street from behind the property line thru the property.



Picture looking from the front of the property.



Picture looking down the length of the sidewalk looking thru the property.

