



STREET OCCUPANCY PERMIT INFORMATION

Revision (10/17/08)

I. DEFINITION

A Street Space Occupancy Permit grants permission to temporarily occupy any portion of a public roadway or sidewalk for building construction or any other purposes. (Public Works Code- Article 15 Sec. 724).

II. WHO NEEDS A STREET OCCUPANCY PERMIT

A Street Occupancy permit is required for any occupancy within the public right-of-way for construction or other purposes. Examples include the following:

1. New Construction.
2. Major renovation of existing structures.
3. Minor building repair including roofing, scaffolding, landscaping, etc. where the public street or sidewalk is occupied.
4. Reserving parking in the street for use related improvements to the fronting private property.
5. Placement of contractor offices, portable toilets, and/or equipment, debris boxes in the ROW.

Exception: Mobile Storage Container that obtains a storage container permit.

A Street Occupancy site meeting is required before the permit is valid. Fax your request to (415) 554-6161 to request a meeting.

III. STREET OCCUPANCY PERMIT GENERAL REQUIREMENTS

BSM will fax or mail a copy of a fact sheet summarizing many of the common concerns and regulations for the worksite. *Call (415) 554-5810* to request a copy of the regulations which includes:

1. A four-foot minimum clear width for pedestrian path of travel be maintained at all times.
2. The Right of Way, especially the roadway and pedestrian path shall be maintained clean and free of sand, dirt, litter, graffiti, and equipment.
3. Clear access to the Police and Fire Department equipment including call boxes, fire alarms, hydrants, mains, and valve covers is necessary.
4. DPT traffic signs and signals, signal control and pull boxes may not be included within in the ROW. Allow space for DPT access.
5. Maintain unobstructed, clear visibility to any Traffic signals and signs.
6. MUNI Bus zones, and DPT "No Parking" limitations remain in effect and must be observed.
7. A 4' 6" minimum clearance is required from the outer rail of railroad tracks.
8. Place DPW Placards in a conspicuous location and post construction "No Parking signs" along the streets/sidewalk.
9. Violations of DPW Code may result in the imposition of a financial penalty. Nonconformance to any related City regulation may result in the revocation of the Occupancy permit.

IV. "HOW" DO YOU OBTAIN A STREET OCCUPANCY PERMIT

1. Submit the required application through the Bureau of Street-Use and Mapping representative on the first floor of located at 1660

Street-Use and Mapping
49 South Van Ness Ave.
Suite 300
San Francisco, CA 94103
Phone: (628) 271-2000

sfpublicworks.org
facebook.com/sfpublicworks
twitter.com/sfpublicworks

Mission St. A fee is applicable - Street Space is charged at twenty-foot intervals.

2. Additional fees and administrative action may be required if more space than the maximum allowed by the Public Works Code is requested.

V. WHEN CAN I OCCUPY THE AREA UNDER THE PERMIT

1. You may not legally occupy the space under the permit until a Street Occupancy meeting has been conducted and the agreement signed by the applicant. A Street Inspector will verify the "No Parking" sign" and Placard are properly posted.
2. Request a site verification meeting by faxing your request to (415) 554-6161. An Inspector will contact you within ten (10) business days to schedule a site visit.
3. Until "No Parking" signs" are verified, and noted on the DPW database, DPT will not provide enforcement or "Tow-Aways" at the construction site.

VIOLATIONS OF THE ABOVE REQUIREMENTS MAY BE SUBJECT TO FINANCIAL PENALTIES UP TO \$1,000 PER DAY

VI. ESTABLISHING CONSTRUCTION ZONES

In order to utilize the parking lane for construction related purposes a street space permit must first be obtained. The permittee may then obtain permission to restrict parking using the following rules for posting temporary "Tow-Away, No Parking" signs upon verification at the job site. The City provides the notice placard only. The notice placard is to be mounted on private property in such a manner so as to be visible from the street frontage. The Inspector verifies the information and posting.

*****(TOW-AWAY AND NO STOPPING SIGNS ARE NOT PROVIDED BY THE CITY)***

1. Tow-Away Signs are provided and installed by the permittee:
 - Place signs in such a manner that the maximum spacing between signs is no more than 20 feet.
 - Signs may be attached to parking meter posts *or*
 - Place signs flat on wood or aluminum or other approved material, and attach them directly on solid barrier fences, *and/or*
 - Mount the signs securely to existing poles, posts, type II barricades as per Cal Trans specifications, or on construction fences.
2. Signs must be in place in accordance with DWG. A-32400. (Revision 3) of the standard plans, with the following information shown on each sign in clear and legible condition: Street space permit number, effective times, effective dates, name of contractor, limits of zone (i.e. directional arrows on end signs) and DPW Hotline number (554-5824).
3. Signs must be placed at least 72 hours in advance of the date and time of occupancy. Obtain Bureau of Street-Use & Mapping verification at least 72 hours in advance of any tow-away requests to DPT. Please call (415) 554-5824 to request sign verification without BSM sign verification, DPT will not tow-away.

4. If additional time is needed to complete construction, an extension of time must be obtained from Bureau of Street-Use & Mapping within (7) days of the permit's expiration.
5. The contractor shall maintain the signs on a continual basis and shall replace damaged or missing signs daily or as needed.
6. Any infractions or deviations from the above may be grounds to revoke the construction zones and the occupancy of the ROW.
7. Remove all signs and mounting materials immediately following completion of construction/activities.
8. **Parking of private vehicles is not permitted in the construction zone during the effective hours of the zone. The purpose of construction zones is for construction activities only, such as loading and unloading of materials, special equipment occupancy, storage of materials, etc. Worker's parking is not allowed within the reserved street frontages.**

*** "No Parking" construction signs are available at **Smith Signs** 1500-D Davidson Avenue. Telephone: (415) 648-3400 or **White Cap Dist.** 200 Jennings Street, Telephone: (415) 821-5500*