



## Street-Use and Mapping

T. 628.271.2000 | 49 South Van Ness Ave. 3rd Floor, San Francisco, CA 94103

# GUIDELINES FOR ADDITIONAL STREET SPACE PERMIT

## DEFINITION

Additional Street Space is the temporary occupancy of sidewalk and roadway space exceeding the limits prescribed in Section 724 of the Public Works Code. It may be granted only pursuant to Sections 724.7 and 724.8 by the Director of Public Works through a DPW Order.

Additional Street Space permits shall have a term of duration no less than one (1) month or no more than six (6) months.

## APPLICATION PACKAGE

- A letter of request, including a statement of the estimated duration of occupancy and the reason why additional street space is required shall be submitted in writing to:

**Permit Section Manager**

**Bureau of Street-Use and Mapping, 49 South Van Ness Avenue, Suite 300, San Francisco, CA 94103**

### The following shall be included with letter of request:

- A street space site meeting must be held prior to filing of application.
  - ▶ E-mail, Fax or Mail in request for street space site meeting
  - ▶ Contact DPT (701-4673) for traffic issues related to the street space
- One set and PDF file of a sketch/drawing showing the proposed occupancy with dimensions. These sketches shall show the entire block encompassing the project. Further, all fences, barricades, ramps, scaffolding and other material to be used within the proposed area shall be clearly marked on the sketches. (Maximum sketch size: 24"x36").
- If the requested occupancy is not fronting the job site, a written consent letter from fronting property owner is required. The letter shall clearly state the duration (in months) and the linear feet of occupancy granted. A non-refundable fee is to cover the cost of investigation and processing the permit (Check made payable to: DPW or VISA/MasterCard/AMEX).
- An additional street space permit may be obtained on a daily basis, but in no case shall such occupancy extend beyond 2 weeks. Fee for daily permits shall apply for a Temporary Occupancy permit. Written requests shall be submitted minimum thirty (30) days prior to the Start date.

## PERMIT FEES

Pursuant to Section 724.8 of Article 15 of the Public Works Code, the following additional permit fees shall be paid to DPW upon issuance:

- The non-refundable use fee (see Fee Schedule) per square foot per month within any area with a height and bulk district allows buildings eighty (80) feet in height or less.
- The non-refundable use fee (see Fee Schedule) per square feet per month within any area that allows buildings over eighty (80) feet in height.

The height limits of the area occupied shall be defined by the Height and Bulk Districts established by the Planning Department and the San Francisco Planning Code.