

ABOUT THE INSPECTION TEAM

Permits issued by DPW are subject to inspection by the BSM Inspection Division, whose activities vary in scope. Inspections include utility excavations in the roadway, tree planting in the sidewalk, damaged sidewalks, café tables and chairs, display merchandise, encroachments, curb realignment, roadway defects, street improvement projects and other related infrastructure work in the public right of way.

BSM Inspection division covers the wide range of work through the implementation of targeted inspection programs as well as providing services based on the type of inspection required.

GENERAL SAFETY REMINDERS

- A minimum of 4-foot clear walkway must be provided and maintained for pedestrian traffic around an excavation site at all times.
- Paths must be properly delineated.
- ADA requirements for path-of-travel must be observed at all times.
- Follow Guidelines for Placement of Barricades at construction sites
- Allow pedestrians to navigate construction zones with proper scaffolding.

ADDITIONAL RESOURCES



To report violations or to request inspection services : **Contact 311**

- **SF Land Line** : 3-1-1
- **Outside SF** : 415-701-2311
- **Online** : www.SF311.org



Before you start any digging project : **Call 811** : 1-800-227-2600

COLOR CODE FOR :
Marking Excavation Sites & Underground Facilities

PROPOSED EXCAVATION	TEMPORARY SURVEY MARKINGS
ELECTRIC	GAS-OIL-STEAM CHEMICAL
COMMUNICATION CATV	WATER
RECLAIMED WATER IRRIGATION SLURRY	SEWER STORM DRAIN

MISSION STATEMENT

The BSM Inspection and Enforcement Division strives to ensure the safe passage of the public right of way through superior and enduring quality inspection, education of both contractors and the public as well as fair enforcement of the public ordinances and permit requirements of the City and County of San Francisco.

BSM INSPECTION PROGRAM

Sidewalk Improvement and Repair Program (SIRP)
Accelerated Sidewalk Abatement Program (ASAP)

BSM INSPECTION SERVICES

District Sidewalk Inspection
Street Improvement Inspection
Utility Inspection

San Francisco Public Works

Street-Use and Mapping

49 South Van Ness Avenue, Suite 300
San Francisco, CA 94103
Phone: (628) 271-2000

San Francisco Public Works

Permit Center

49 South Van Ness Avenue, Suite 200

Processing Hours:

- 7:30 a.m. - 4:30 p.m.
Monday, Tuesday, Thursday and Friday
- 9:00 a.m. - 4:30 p.m. Wednesday
- **Closed on official holidays**

INSPECTION & ENFORCEMENT



www.sfpbublicworks.org

BSM INSPECTION ENFORCEMENT

If a business or property owner occupies the public right-of-way or performs work without a permit, the responsible party will be subject to fines of up to \$10,000 per day. All permits issued by DPW are revocable at the will of the Director of the Public Works. All permits issued are subject to inspection and shall be constructed per approved **plans and to City specifications**. All encroachments and construction shall be maintained by the applicant and / or the owner of the fronting property.



Accelerated Sidewalk Abatement Program (ASAP)

The **Accelerated Sidewalk Abatement Program (ASAP)** inspects and expedites corrective action for sidewalks in extremely poor condition along the residential and commercial thoroughways, as defined by the **City's Better Streets Plan**. ASAP includes and addresses accessibility-related sidewalk claim related complaints, as well as high-priority pedestrian right-of-way conditions referred by the public and verified by inspection staff. ASAP also inspects and initiates corrective action on sidewalks around City-maintained trees and fronting properties under the jurisdiction of the following City agencies :

- Department of Real Estate (DRE)
- Fire Department (SFFD)
- Public Library (SFPL)
- Rec and Park Department
- San Francisco Unified School District (SFUSD)
- Social Services
- Juvenile Court
- DPW Bureaus/Offices

Under City and State codes, the fronting property owner is responsible for the repair and maintenance of the sidewalk fronting their property. If the owner fails to repair the sidewalk after having been duly notified, the City is entitled to perform the repair and invoice the property owner for the cost of inspection and abatement.

Sidewalk Inspection and Repair Program (SIRP)

The **Sidewalk Inspection and Repair Program (SIRP)** is a proactive program implemented in 2007. SIRP inspects and repairs sidewalks throughout the City on a 25 year cycle with its schedule prioritized by a number of factors including pedestrian usage and community elements including :

- Commercially-zoned districts as defined by the SF Planning
- MUNI routes
- Sidewalks within 500ft of public facilities (schools, hospitals, or senior centers)
- Population density, as defined in the 2000 Census

The **SIRP** program informs all responsible parties (both public and private property owners) of sidewalk damage. DPW then coordinates repairs in an expedited time frame to increase efficiency and improve pedestrian safety. Sidewalks identified with the greatest number of community elements are inspected and repaired first.

District Sidewalk Inspection



District Sidewalk Inspectors inspect and issue a **Notice to Repair Sidewalk (NTR)** to property owners for non-conforming Sidewalks fronting private properties. If the work is not completed, the City can repair the sidewalk, and

recover the cost of repair from the property owner under an abatement process. For City maintained public sidewalks, the Inspector generates a notification to the appropriate City agency and Utility Company for repair as necessary.



Inspectors also inspects each Café Tables and Chairs & Display Merchandise permit sites with the business owners, responds to citizens' complaints, advises permit holders of upcoming annual renewals, and regularly patrols the areas with the highest sidewalk use to ensure code compliance. Permit holders may receive verbal and written warnings for code violations or violating permit conditions.

Street Improvement Inspection



The BSM Street Improvement Inspectors inspect **construction work** permitted in the public right-of-way that is not performed by a **DPW** or **private utility contractors**.

Street Improvement Inspector may need to inspect a range of items for compliance at a single site including, a new curb, gutter, parking strip, and accessible curb ramps. Other services provided by Street Improvement include preconstruction site meetings and review of all construction trailers and debris boxes placed in the street related to private construction in addition to any encroachments that extend into the public right of way; in most cases, this extension occurs on the sidewalk. An encroachment permit may be an addendum to a building permit, a permit obtained separately for new construction, or to legalize an existing condition. Common types of minor encroachments are stairs, warped driveways, planters affixed to the sidewalk, railings, awnings, doors of various types and non-standard sidewalk cross slopes.

Utility Inspection



Utility Inspectors inspect utility excavation work for compliance to DPW's Excavation Code and other City Ordinances relating street excavation, utility work, paving and other construction projects in the public right of way.

Street excavations occur throughout the City. In order to minimize the impact of construction on our streets and in our neighborhoods, DPW provides information and inspection services to coordinate street construction.

ACCESSIBILITY INFORMATION

Under the general requirements of any **Street Use Permit**, the permit holders must maintain a minimum 4-foot wide safe pedestrian walkway at all times. A wider walkway width may be required in areas with higher pedestrian traffic and within business & commercial corridors.