

CITY AND COUNTY OF SAN FRANCISCO
Department of Public Works
ORDER NO. 165,716

ESTABLISHING GUIDELINES FOR TEMPORARY OCCUPANCY OF PUBLIC RIGHT-OF-WAYS.

I. PURPOSE: Article 15, Section 724.1 of the Public Works Code establishes regulations for the temporary occupancy of any street or sidewalk public right-of-ways. This Department of Public Works (DPW) Order provides detailed implementation guidelines.

II. APPLICATION AND APPROVAL PROCESS:

- A. Requests for temporary occupancy for any purpose other than a building operation/construction, including but not limited to equipment and structures such as cranes, stages, carnival rides, media equipment, art sculptures, etc. shall include the following:
1. An application stating the name of the applicant, the name and address of the organization or company requesting the occupancy permit, the name and date(s) of the event (where applicable) and a description of equipment and/or structure.
 2. A fully dimensioned space layout plan indicating the street(s) to be occupied, sidewalk and/or street width, location of property line(s), existing sidewalk obstructions such as trees, parking meters, utility poles, etc., and approximate size and location of equipment and/or structure(s) with relation to public street or sidewalk right-of-way.
 - a. Requests for structures such as grandstands, stages, bleachers, etc. for events such as street fairs shall include detailed construction plans from the company or organization constructing the structure.
 - b. Stages or other structures constructed by City (DPW) crews shall not require a Temporary Occupancy Permit.
 3. A non-refundable fee of \$30, payable to DPW, per day, event or location (at the discretion of DPW, the fee may vary). Additional fees may be required for inspection, excavation, staging, etc.
 - a. A refundable deposit of \$500.00 may be required, at the discretion of DPW, for temporary occupancy during certain events.
 4. A Certificate of Insurance written by an insurance company or companies satisfactory to the City's Controller, naming the City and County of San Francisco as additional insured, with evidence of general liability coverage of not less than \$1 million.
 - a. Requests for structures such as stages, etc., shall also include a Certificate of Insurance (same conditions as above) from the company or organization constructing the structure.
 5. Written permission from the fronting property owner(s) or lessee (where applicable), for the temporary occupancy of the sidewalk fronting their property per Section 706 of the Public Works Code.

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- B. The submitted plans and application are reviewed by DPW for completion and conformance to the guidelines set forth in this Order.
1. If application and plans are approved, DPW will issue a Revocable Temporary Occupancy Permit.
 - a. An application, depending on the nature of the encroachment, may require additional review by other City agencies including but not limited to the Department of Parking and Traffic and the S.F. Art Commission.
 2. If application and/or plans are incomplete, applicant will be requested to provide additional information as instructed by DPW plan checker.
 3. If completed application does not meet said guidelines, DPW may deny the request for a Temporary Occupancy Permit.

III. DESIGN GUIDELINES:

- A. A minimum of six feet of pedestrian clearance (free of all obstacles for a clear path of travel) must be maintained on the sidewalk at all times. It shall be the responsibility of the Permittee to keep this pedestrian zone clear.
- B. The proposed structure(s), equipment, or any other element of the occupancy shall not interfere with curb ramps or driveways. The occupancy shall also not interfere with ingress or egress to any building. This includes all paths of travel, exiting and fire escapes.
- C. All elements of the proposed occupancy must conform to the provisions, rules and regulations required by the California Building Code, Title 24, and the Americans with Disabilities Act (ADA) including, but not limited to, ramps for access to any stage or construction of temporary handicap ramps.

IV. MAINTENANCE GUIDELINES:

- A. All elements of the permitted occupancy shall be confined to the date(s) and area(s) submitted to and approved by the Department of Public Works.
- B. The Permittee shall be responsible for any damages to any facilities of the City, including but not limited to the Department of Public Works, the San Francisco Water Department and public utility companies due to the permitted occupancy.
- C. All elements of the permitted occupancy shall be removed from the permitted area on the date(s) stipulated in the permit and the area restored to a condition satisfactory to the Department of Public Works, at no cost to the City and County of San Francisco.
- D. The Permittee shall keep the sidewalk/roadway area free of all other obstructions at all times.
- E. The sidewalk or roadway area shall not be painted, altered, landscaped in any way without prior written approval of the Director of Public Works.

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- F. The Permittee shall assume all costs, maintenance and repair of all elements of the occupancy and no cost or obligation of any kind shall accrue to the City and County of San Francisco by reason of the permission granted.
- G. The Permittee shall be responsible for obtaining any other required permits and abiding by all rules and regulations of agencies of the City and County of San Francisco, State of California, or any agency of the Federal Government, including but not limited to the Department of Parking and Traffic, the San Francisco Police Department, the San Francisco Fire Department and the Department of Public Health.
- H. The permission granted by the Temporary Occupancy Permit is merely a revocable license. The Director of Public Works may revoke said permission at will and upon the revocation thereof, the undersigned Permittee will remove or cause to be removed all elements pertaining to the permitted occupancy without expense to the City and County of San Francisco, and shall restore the public right-of-way to a condition acceptable to the Director of Public Works.

John E. Cribbs
Director of Public Works

RECOMMENDED:

Denise M. Brady, Chief
Bureau of Street-Use and Mapping

APPROVED:

Vitaly B. Troyan
Deputy Director, Public Services

Distribution

Return to BSM - N. Elsner, Rm. 350, City Hall (1-signed)

Outside of BSM

✓ Dept. Files (2)
Public Utilities Commission
Department of Parking and Traffic
(H. Quan/C. Shamblan)
S.F. Police Department - Traffic Survey
S.F. Fire Department (Capt. M. Kearney)
Dept. of Public Health (M. Murphy)
Department of City Planning (J. Purvis)
MUNI (D. Watry - 949 Presidio Avenue)
D.P.W. - R. Skaff (Disability Access Coordinator)
ISCOTT Members

Inside of BSM

Frank Casey
Jose' Rodriguez

NE/dl

APPROVED: APRIL 6, 1994

JOHN E. CRIBBS, DIRECTOR