



APPLICATION AND INSTRUCTIONS FOR REVOCABLE SIDEWALK VAULT ENCROACHMENT PERMIT

LOCATION: _____
Address Zip Block No. Lot No.

PROPERTY OWNER(S) OF RECORD-FULL NAME(S), AS RECORDED:

Name: _____
Address: _____
Phone: _____

APPLICANT/COMPANY, OTHER THAN OWNER: Agent of Owner , Lessee

Name: _____
Address: _____
Phone: _____

SF Business Certificate _____ Driver's License _____

ARCHITECT/ENGINEER OR CONTRACTOR:

Name: _____ Phone: _____
Address: _____
 State License: _____

To the best of my knowledge, the foregoing is true and I/we agree to comply with all conditions and requirements noted on this application.

Signature(s) of Owner(s) of Record or
Authorized Agent of Owner(s) of Record

Date: _____

INSTRUCTION FOR SIDEWALK VAULT ENCROACHMENT PERMIT

Complete and submit:

1) Application on reverse side and two (2) sets of fully dimensioned and detailed architectural and structural plans (wet stamped and signed by licensed engineer or architect).

Do Not Submit Building Plans.

2) Submit a letter to the Department of Public Works, Permit Section Manager, specifying technical reasons why a vault on cannot be installed private property.

Enclose Non-refundable fees of:

A payment by either cash, credit card (VISA or MC) or check to the Department of Public Works for investigation, inspection and annual assessment for occupying the public right-of-way. All surcharges will apply upon payment. (See Fee Schedule)

Applicant shall submit all necessary fees for notarization and recordation of approved permit. (Notary Public Services and Recorder's Office are located at City Hall, First Floor, Room 190)

Note: This permit is for the occupancy of the transformer in the sidewalk. An additional General Excavation permit is needed to excavate and install the vault itself. Applicant must provide temporary shoring plans along with the application prior to submittal.

A Certificate of Insurance issued 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.

All submitted plans and application must comply with all rules, regulations and guidelines set forth in DPW Order No. 165,553.

Submit all of the above with this application to:

Department of Public Works
Bureau of Street-Use and Mapping
1155 Market Street, 3rd Floor
San Francisco, CA 94103-0942
(415) 554-5810

"IMPROVING THE QUALITY OF LIFE IN SAN FRANCISCO"

We are dedicated individuals committed to teamwork, customer service and continuous improvement in partnership with the community.

Customer Service

Teamwork

Continuous Improvement