



Permits

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

APPLICATION FOR REVOCABLE SIDEWALK VAULT ENCROACHMENT PERMIT

PUBLIC WORKS PERMIT#

For Official Use Only

SITE INFORMATION

Site Address: Building Permit #: Cross Street: Block: Lot:

PROJECT DESCRIPTION

APPLICANT INFORMATION

NOTE: If you are not applying as the property owner, you MUST complete the Certificate of Authorized Agent section at the end of this form in order for Public Works to begin reviewing your application.

Owner Agent of Owner Applicant/Authorized Agent Name: Company Name: Address: City: State: Zip: Phone: E-Mail:

REQUIRED APPLICANT INFORMATION

Individual Applicant: Driver's License or State ID Number Business Applicant: San Francisco Business Account Number OR State License Number Architect Engineer Contractor

PROPERTY OWNER INFORMATION (Leave blank if applicant is property owner)

Owner Name: Phone: Email:

Property owner mailing address for annual assessment fee invoice statements (based on square footage of encroachment, per Public Works Code Article 2.1 and Sec. 723.2 of Article 15)

Address: City: State: Zip:

SITE ADDRESS: \_\_\_\_\_

**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.**

\_\_\_\_\_  
Print Name\_\_\_\_\_  
Signature of Owner(s) of Record or  
Authorized Agent of Owner(s) of Record\_\_\_\_\_  
Date

### VAULT ENCROACHMENT INFORMATION

The Director of Public Works may grant permission, revocable at his or her will, to an owner of property abutting any court, alley or street to install and maintain minor encroachments such as fences, retaining walls, steps or stairways and other minor structures in the sidewalk fronting such property where such encroachments are desirable or convenient in conjunction with the owner's use and enjoyment of the property or required for the safety, convenience and comfort of the public using the sidewalk.

San Francisco Public Works Order No. 165,553 states Public Works' policy regarding transformers and establishes permit guidelines for subsurface transformer vaults in the sidewalk when the Director of Public Works grants exemptions to the policy.

If San Francisco Planning and Public Works determine that a transformer may be located within the right-of-way, typically in a sub-sidewalk vault, Public Works and Planning shall mark or sign a form (developed by both Planning and Public Works) identifying the total quantity of transformers proposed by the project developer, the quantity of transformers that may be allowed in the right-of-way, and the recommended location in the right-of-way. Planning shall retain a copy of the completed form in the project file, provide a copy of the form to the project developer, and include the determination in a subsequent Plan Check Letter.

### PERMIT INSTRUCTIONS

Applicant to provide the following documentation along with completed application:

- Authorized agent form (if applicant is not property owner)
- Letter from a California Registered Engineer or Licensed Architect to Public Works, Permit Section Manager, specifying technical reasons why a vault on cannot be installed private property.
- Fully dimensioned architectural, structural and civil plans indicating property lines and all obstruction on the sidewalk including utilities under and above ground.
- PG&E letter of determination that a transformer vault will be required in order to provide new electrical service as proposed to the property.



#### EMAIL

Electronic copies (PDF) of the application materials may be sent to: [BSMPermitDivision@sfdpw.org](mailto:BSMPermitDivision@sfdpw.org)



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**CERTIFICATION OF AUTHORIZED AGENT**

\_\_\_\_\_ **[Project Address]** **[Block]** **[Lot]** **[Zip Code]**

Public Works Permit Number (s) \_\_\_\_\_

Building Permit Application (BPA) Number \_\_\_\_\_

I/We, \_\_\_\_\_, hereby certify for the purpose of  
**[Name of Property Owner(s) – Print]**

completing and submitting an application for street/sidewalk-use permit(s) with San Francisco Public Works and for the completion of any form related to the San Francisco Public Works Code and/or to any City and County Ordinances and regulations, or State Codes, I/we are authorizing

\_\_\_\_\_ to sign all documents  
**[Name of Agent(s) – Print]**

connected with this application(s) or permit(s).

I/We also acknowledge that certain permits for encroachments within the public right of way incur annual assessment fees and will be recorded against property title for life of encroachment.

\_\_\_\_\_ **[Authorized Agent Signature]** **[Phone Number]**

\_\_\_\_\_ **[CA Contractor, Driver’s or SF Business License number]** **[Date]**

\_\_\_\_\_ **[Property Owner Signature]** **[Phone Number]** **[Date]**