

APPLICATION FOR REVOCABLE TEMPORARY OCCUPANCY PERMIT

(Minimum 3 business days for approval and activation. No exceptions will be allowed.)

BSM PERMIT # _____



Edwin M. Lee
Mayor

Mohammed Nuru
Director

Jerry Sanguinetti
Manager

Street Use and Mapping
1155 Market St., 3rd floor
San Francisco, CA 94103
tel 415-554-5810

sfpublicworks.org
facebook.com/sfpublicworks
twitter.com/sfpublicworks

PROJECT INFORMATION

Site Address: _____

Name of Event: _____

Start Date: _____ Completion Date: _____

Days of Operation: __M __T __W __Th __F __S __Su

Hours: _____AM PM to _____AM PM

Street(s): _____ LF: _____

Street(s): _____ LF: _____

Street(s): _____ LF: _____

SKETCH LOCATION

_____	_____	_____
_____	_____	_____
_____	_____	_____

List all elements of occupancy: (structural, equipment, materials, storage boxes, etc.):

APPLICANT/AUTHORIZED AGENT INFORMATION

Company Name: _____

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-Mail: _____

SF Business Certificate: _____ License #: _____

ATTACHMENTS:

- Endorsed Certificate of Insurance naming the City and County of San Francisco, Bureau of Street Use & Mapping, as additional insured with the Bureau's address as the certificate holder
- Street Closure Required (Department of Parking and Traffic permit – Traffic Engineering (415) 701-4500)
- Food/Cooking (Department of Public Health Permit and SF Fire Department Permit)
- Performing Arts (SF Entertainment Commission – Loud Speaker Permit for Amplification)
- Night Noise
- Mobile Food – Single Day Event
- Other _____

**The permittee hereby agrees to comply with all requirements
noted on the reverse side of this application.**

Signature of Applicant/Authorized Agent

Date

INSTRUCTIONS FOR OBTAINING A REVOCABLE TEMPORARY OCCUPANCY PERMIT

- Complete the application on reverse side.
- Allow a minimum **3 days** in advance for approval and activation and tow-away registration. Late applications will not be accepted. (To activate : 415-554-5824)
- Submit a detailed space layout plan showing path of travel
 - 4-foot minimum in residential
 - 6-foot minimum in commercial area.
- Submit a non-refundable fee per day per block face. The fee may vary at the discretion of San Francisco Public Works. (See Fee Schedule). Make checks payable to the San Francisco Public Works. We also accept cash and credit card payments (VISA, MasterCard and American Express).
- Submit a Certificate of Insurance for general liability coverage of not less than \$2 million, endorsing the Bureau of Street Use & Mapping as additional insured with the Bureau's address as the certificate holder.
(<http://www.sfdpw.org/Modules/ShowDocument.aspx?documentid=62>)
- For any ISCOTT approved (special event) street closure permits, a copy will be needed at the time of issuance (**See MTA <http://www.sfmta.com>**).
- For Special Traffic Permits, please provide additional time for SFMTA approval (**See MTA <http://www.sfmta.com>**).
- All submitted plans, applications, and attachments shall comply with all rules, regulations and guidelines set forth by *DPW Order No. 165,716*
- If occupying the right-of-way at night, a Night Noise permit is required in conjunction with other DPW permits. (See Night Noise requirements)
- Single Day Event Mobile Food (More details at : <http://www.sfpw.org/mobilefood>)

Submit all of the above with this application to:

San Francisco Public Works
Bureau of Street-Use and Mapping
1155 Market Street, 3rd Floor
San Francisco, CA 94103
BSMPermitDivision@sfdpw.org
Processing Hours : 7:30a-4p

TOW-AWAY AND NO STOPPING SIGNS CAN BE PURCHASED FROM SF PUBLIC WORKS OR PRINTED PER SPECIFICATIONS NOTED AT WWW.SFDPW.ORG/PERMITS

1. Tow-Away Signs are **installed by the permittee**:
 - Place signs in such a manner that the maximum spacing between signs is no more than 20 feet.
 - Signs may be attached to parking meter posts or place signs flat on wood or aluminum or other approved material, and attach them directly on solid barrier fences, and/or
 - Mount the signs securely to existing poles, posts, type II barricades as per Cal Trans specifications, or on construction fences.
2. The permittee shall post signs **72 hours** in advance of the occupancy authorized in the permit and remove such signs upon termination of the permit. A permittee must maintain signs during the entire term of occupancy and during the hours specified in the permit. If any information required on a sign must be modified, the permittee shall install new signs rather than change the information on the existing sign. If signs are removed, modified, or altered in any way, it shall be the permittee's responsibility to install new signs containing the required information.