

# APPLICATION FOR STREET IMPROVEMENT PERMIT

(Minimum 10 business days for approval and activation. No exceptions will be allowed.)



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BSM PERMIT # \_\_\_\_\_

BLDG. PERMIT APPLICATION # \_\_\_\_\_

## SITE INFORMATION

Site Address: \_\_\_\_\_

Cross Street: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## APPLICANT/AUTHORIZED AGENT INFORMATION

Name: \_\_\_\_\_

State License: \_\_\_\_\_ Architect \_\_\_\_\_ Engineer \_\_\_\_\_ Contractor \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

SF Business Certificate: \_\_\_\_\_ Driver's License: \_\_\_\_\_

## PROJECT INFORMATION

List each encroachment and purpose:

\_\_\_\_\_

## ADDITIONAL APPLICATION REQUIREMENTS

\_\_\_\_\_ Non-Refundable Fee (See Fee Schedule)

\_\_\_\_\_ Excavation Bond \$ \_\_\_\_\_

\_\_\_\_\_ Set of Plans (Please fold sheet separately to 8.5" x 11")

\_\_\_\_\_ **Four Sets** (4) Residential

\_\_\_\_\_ **Six Sets** (6) Commercial/New Construction

\_\_\_\_\_  
**Signature of Applicant/Authorized Agent**

\_\_\_\_\_  
**Date**

## Street Improvement Permit Information

A revocable San Francisco Public Works order and/or a revocable street improvement permit is required for any contractor to construct improvements in the public right-of-way.

This permit, if granted, is contingent upon the applicant complying with the following conditions:

1. Non-refundable payment fee to cover the cost of investigating and processing the permit application.  
**(See Fee Schedule)**
2. Provision of an excavation bond, in the amount of the improvement value, which shall remain in full force for three (3) years following completion of said improvements on an accepted City right-of-way per Article 8 and/or a performance bond, in the amount of the improvement value which shall remain in full force during the construction of said improvements on an unaccepted City street per Article 9 or the Public Works Code. The Director, at his or her discretion, may waive or reduce the amount of the bond.
3. If any associated encroachment permits are required, these additional permits must be issued and recorded as necessary prior to the issuance of the Street Improvement Permit.

The application shall be submitted with the following:

- a. Six (6) sets of plans folded to 8-1/2" x 11". For smaller projects four (4) sets of plans may be submitted. Include a site plan showing all property lines; dimensions and elevations of sidewalks, curbs, gutters, parking strips, curb cuts. Clearly label all street frontages. Show also all vault lids, street lights, fire hydrants, mailboxes, bus shelters, trees, trash receptacles; as well as all catch basins, manholes, sewers, culverts, storm drains, sanitary sewer, AWSS pipelines and other underground utility lines. Incomplete plans will result in the delay of permit issuance.
- b. Please submit one (1) copy of the architectural site plan and elevation drawings.
- c. The plans shall include a site plan showing information such as: paving, curbs, gutters, parking strips, sidewalks, catch basins, manholes, sewers, culverts, storm drains, sanitary sewers, AWSS pipelines and other utilities, street lights, fire hydrants, property lines. For a more complete list of information required on the plans refer to the Sample Street Improvement Plan and Street Improvement Permit Checklist.

The Department of Public Works shall make referrals to the

- Department of Parking and Traffic
- PUC/Bureau of Light, Heat and Power
- DPW/Bureau of Engineering – Hydraulics Section and Mechanical Engineering Section
- Any other appropriate City agency

The applicant shall be responsible for submitting any fees, documents, reports and other information to the various City agencies as required.

The Street Improvement Permit shall be applied for at:

Bureau of Street-Use and Mapping  
1155 Market Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103

Further information regarding street improvement permits, contact the Bureau of Street-Use and Mapping at (415) 554-5810.