



Street-Use and Mapping

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

# APPLICATION FOR OVERWIDE DRIVEWAY

<b>BSM PERMIT#</b>
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For Official Use Only

## SITE INFORMATION

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

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

## APPLICANT/AUTHORIZED AGENT 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.

Agent of Owner       Owner

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

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

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

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

REQUIRED APPLICANT INFORMATION	
<input type="checkbox"/>	<b>Individual Applicant:</b> Driver's License or State ID Number _____
<input type="checkbox"/>	<b>Business Applicant:</b> San Francisco Business Account Number _____
<b>OR</b>	State License Number _____ <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Contractor

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

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

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

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

**PROJECT INFORMATION**

Description and Purpose

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

_____ <b>Print Name</b>	_____ <b>Signature of Owner/ Applicant/ Authorized Agent(s)</b>	_____ <b>Date</b>
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**INSTRUCTIONS FOR OBTAINING AN OVERWIDE DRIVEWAY PERMIT**

- Include a completely dimensioned site plan showing the subject property and any immediately adjacent lot. Show the sidewalk fronting these properties, any existing driveways and the location(s) of the proposed driveway(s).
- 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:



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

- Further information, contact the Bureau of Street-Use and Mapping at (628) 271-2000.
- Once the San Francisco Public Works tentatively approves the permit, the applicant is responsible for having it notarized and recorded and for all fees associated with that process. Applicant shall submit all necessary fees (See Fee Schedule) for notarization and Recordation of approved permit. (Notary Public Services and Recorder’s Office are located at City Hall, Room 190)



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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, Bureau of Street-Use and Mapping, 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]**