



**Permits**

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

# ANNUAL CONSTRUCTION CHECKLIST

PUBLIC WORKS PERMIT#

For Official Use Only

## APPLICANT INFORMATION

Company Name: \_\_\_\_\_ Applicant/Contractor Name: \_\_\_\_\_

Authorized Agent Name: \_\_\_\_\_ Address: \_\_\_\_\_

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

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

## STEP 1: STREET SPACE PERMITS

Where a Street Space Permit is required, a site meeting must be conducted between the Contractor and a San Francisco Public Works inspector to review the project site and the project work scope. To request a Site Meeting:

- Submit a request for Street Space Permit from Department of Building Inspection (DBI) located at 1660 Mission Street. Street space is charged at a minimum of every 20 linear feet per month.
- Complete a “Request for Street Space Site Meeting” form.
- Submit the completed Site Meeting form to Public Works via e-mail at [streetsspace@sfdpw.org](mailto:streetsspace@sfdpw.org)
- A Public Works inspector will contact you within 10 business days to schedule a field meeting.

## STEP 2: CONDUCTING A SITE MEETING

A site meeting with a Public Works Inspector will include a review and discussion of the following:

- A four (4) foot minimum continuous pedestrian path of travel throughout the job site
- Proper equipment and vehicle storage
- Sidewalk and roadway are clear of sand, dirt, litter, graffiti and equipment
- Provide clear access to all Police and Fire Department equipment including call boxes, fire alarms, hydrants, mains and valve covers
- Allow space for MTA traffic signs, signals, signal controls and pull boxes when reviewing and ensuring an adequate path of travel
- Maintain unobstructed, clear visibility to all traffic and regulatory signs/signals
- All MTA bus zones and “No Parking” signs to remain in effect
- A four (4) foot minimum clearance is required from the outer rail of railroad tracks
- Properly place tow-away signs at a minimum of 20-foot intervals and one at each end of the job site
- Complete Street Space Agreement form

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

**STEP 3: PROJECT SITE REQUIREMENTS AND ENFORCEMENT**

The following requirements are to be in effect at all times. Failure to follow any of the requirements may result in fines and penalties.

**PERMIT**

- **PWC 724.7 (e):** No Additional Street Space permit (ADS)
- **PWC 724 (a):** No Street Space permit (SSP)
- **PWC 724 (a)(3):** Excavating without permit(s) - Sand, dirt, construction material not contained
- **PWC 724.5:** Exceed use, duration of area
- **PWC 2.4.2:** Excavating without permit(s)
- **PWC 2.4.3:** Excavating without Special Traffic permit (STP)
- **PWC 2.4.20.2:** Invalid expired permit

**NON-COMPLIANCE**

- **PWC 723:** Obstruction of street prohibited
- **PWC 724 (a)(1):** Occupying > ½ official sidewalk width and parking lane
- **PWC 724 (a)(2):** No 4 ft. path of travel
- **PWC 724.3 (a):** No placard/not maintained
- **PWC 724.3 (b):** No construction signs/ not 20'/ not at end/ not maintained
- **PWC 2.4.50:** Excavating without proper Public Notice
- **PWC 2.4.3:** No pre-construction meeting for major work
- **PWC 2.4.3:** Improper site protection
- **PWC 2.4.53.a:** No plates over excavation

**HOUSEKEEPING**

- **PWC 724 (a)(3):** Gutter obstruction
- **PWC 724.3 (c):** Violation of good neighbor policy
- **PWC 724.4 (a):** Refuse/ construction debris
- **PWC 2.4.3:** Improper site protection – inadequate path of travel/ barricades
- **PWC 2.4.52:** Improper housekeeping
  - ▶ Failure to remove excavated material from site daily
  - ▶ Improper storage of sand, gravel, or asphalt materials
  - ▶ Failure to sweep site at end of day
  - ▶ Excess construction material stored on site
- **PWC 726.6 (a):** Housekeeping - Container missing/ damaged reflective striping
- **PWC 726.6 (c):** Housekeeping - Container dirty/ defaced/ graffiti

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**TREE PROTECTION**

- **PWC 802 (g):** Injure or injury to harm or damage a tree including, but not limited to
  - ▶ Cutting, carving, painting, transplanting, or knocking over
  - ▶ Attachments of rope, wire, nail, advertising poster, or other contrivance
  - ▶ Intentionally or negligently allowing any gaseous, liquid, or solid substance that is harmful to a tree to come into contact with a tree
  - ▶ Setting fire or intentionally or negligently permitting any fire to burn when such fire or the heat there from will injure any part of any tree
  - ▶ Pruning which in and of itself will kill or cause a tree to decline
  - ▶ Or severing of all or part of a tree
  
- **PWC 808 (c):** Failure to protect trees during construction

**I agree to be in compliant with all Public Works codes at all times and acknowledge that failure to follow the requirements may result in fines and penalties.**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature of Applicant**

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