



Edwin M. Lee, Mayor
Mohammed Nuru, Director



Jerry Sanguinetti, Bureau Manager

DPW Order No: 183160

ESTABLISHING STANDARDS FOR TEMPORARY TOW-AWAY/NO PARKING SIGNS

1. **BACKGROUND:**

San Francisco Public Works Code, Section 724.3 – Placards and Signs, outlines the requirements for temporary street-use occupancy signs (“tow-away signs”). Tow-away signs shall be maintained during the entire term of occupancy. If any information required on a tow-away sign must be modified, the Permittee shall install new tow-away signs rather than change the information on the existing tow-away sign.

It has been determined that the pertinent information contained on tow-away signs, when hand written and/or modified/revised, is illegible and inconsistent. To improve consistency and make the tow-away signs legible and accessible to the public, the Department of Public Works (Public Works), effective the approval date of this Order, shall require all tow-away signs to be pre-printed where Public Works has exclusive authority over the public right-of-way under its jurisdiction.

2. **IMPLEMENTATION:**

Pre-printed tow-away signs may be issued by DPW as part of Street-Use Permit for an additional fee as set forth in this Order, or self-printed by the Permittee following approval of their Street-Use Permit. Street-Use Permits that may require Tow-away signs include, but are not limited to:

- Debris Box
- General Excavation
- Utility Excavation
- Sidewalk Repair
- Side Sewer Excavation
- Excavation for Tank Removal
- Street Space
- Additional Street Space
- Street Improvement
- Temporary Occupancy



Public Utility Companies and City Agencies that perform work in the public right-of-way and require street space shall not be exempt from these requirements.

3. REQUIREMENTS:

Pursuant to this DPW Order, the following information shall be included on the pre-printed tow-away signs:

1. Location: Fronting property address with cross streets (Block segment)
2. Street Space total linear footage
3. Date(s) and time (s) of Tow-Away/parking restrictions
4. Permit number
5. Company/Permittee
6. 24/7 Contact Phone Number
7. Quick Reference (QR) Code
8. Type of Occupancy/Permit
9. Tow-away signs shall be pre-printed on 11"x17" stock and securely fastened and displayed by the Permittee every twenty (20) linear feet

An example of a pre-printed approved Tow-away sign is attached to this DPW Order as Appendix A, and made a part thereof.

4. FEES:

The fee for a single and/or replacement Tow-away sign shall be \$4 per sign.

The above fee shall be subject to an annual adjustment and/or may be modified through action of the Board of Supervisors. At the beginning of the City's fiscal year (July 1) or at any other time that fee amounts may be modified, Public Works shall post and make available an updated fee schedule with current fee amounts.

5. FINES/VIOLATIONS:

Any violation of Section 724.3 of the Public Works Code and/or this Order shall be subject to a minimum fine/violation of \$300 per day.



X 

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Bureau Manager

X 

Sweiss, Fuad
Deputy Director and City Engineer

X Mohammed Nuru

Nuru, Mohammed
Director, DPW

