



Permits

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

APPLICATION FOR STREET IMPROVEMENT PERMIT

BLDG. PERMIT APPLICATION # _____

PUBLIC WORKS PERMIT#

For Official Use Only

SITE INFORMATION

Site Address: _____

Cross Street: _____ Block: _____ Lot: _____

Owner Name: _____

Phone: _____ E-Mail: _____

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.

Name: _____ Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-Mail: _____

REQUIRED APPLICANT INFORMATION

☐ **Individual Applicant:** Driver's License or State ID Number _____

☐ **Business Applicant:** San Francisco Business Account Number _____

OR State License Number _____ ☐ Architect ☐ Engineer ☐ Contractor

PROJECT INFORMATION

Brief Description of Proposed Work:

SITE ADDRESS: _____

PUBLIC WORKS PERMIT#

For Official Use Only

Please complete the following only if this is an in-kind, voluntary repair not required by a building permit:

Street Space required? ☐ YES ☐ NO If yes, how many parking spaces? _____

Excavation Total SF: Asphalt _____ Concrete _____

Proposed Start Date: _____ End Date: _____

Days of Operation:	M <input type="checkbox"/>	T <input type="checkbox"/>	W <input type="checkbox"/>	TH <input type="checkbox"/>	F <input type="checkbox"/>	SA <input type="checkbox"/>	SU <input type="checkbox"/>
Hours:	_____ AM <input type="checkbox"/>	_____ PM <input type="checkbox"/>	to	_____ AM <input type="checkbox"/>	_____ PM <input type="checkbox"/>		

ADDITIONAL APPLICATION REQUIREMENTS

- ☐ Non-Refundable Fee (See Fee Schedule). Invoice for application fee will be emailed to permit applicant after filing. Additional fee may be required at permit issuance.
- ☐ Excavation Bond or Performance and Material/Labor Bonds (to be submitted at permit issuance)
- ☐ Permit Plans (in pdf format) conforming to the Street Improvement Plans – Minimum Standards for Design Review checklist. See sample plan [here](#).
- ☐ Architectural plans, landscape plans and other approval documents may be required upon request.
- ☐ A completed and signed Street Improvement Plans – Minimum Standards for Design Review checklist.
- ☐ A completed and signed Certified agent form if application is submitted by authorized agent, design professional or contractor.

Print Name

Signature of Applicant/Authorized Agent

Date

SITE ADDRESS: _____

PUBLIC WORKS PERMIT#

For Official Use Only



EMAIL

Electronic copies (PDF) of the application materials may be sent to: BSMPermitDivision@sfdpw.org

Further information regarding street improvement permits, contact the San Francisco Public Works at (628) 271-2000.

SITE ADDRESS: _____

PUBLIC WORKS PERMIT#

For Official Use Only

STREET IMPROVEMENT PLANS – MINIMUM STANDARDS FOR DESIGN REVIEW

- ☐ Each sheet should have the designer(s) name, address, contact email, phone number and wet signature for final approved set. (Stamp is REQUIRED for structural drawings)
- ☐ List the project address, including BLOCK and LOT number, and referenced building permit number (if available) on each sheet.
 - ☐ List Building Permit Numbers _____
- ☐ Show North Arrow
- ☐ Drawings submitted digitally are preferred to be scaled with no less than 1/8"=1' or 1"=10' and if applicable, enlarged detail for curb ramp details shall be no less than 1/4"=1' or 1"=5'.
- ☐ Show location of front property line and dimension the legislated sidewalk width which is measured by starting from the face of curb and going towards the property. (See resource page for legislated sidewalk lookup.)
- ☐ Show both existing and adjacent parcel lots as well as the front and side property lines
- ☐ Show both existing (E) and proposed (N) spot elevations for every 25 feet, along both edges of driveway and at each grade break denoted along the back of walk denoted as (BW) for the entire width of the lot and at least 15 feet into the adjacent lots.
- ☐ Show both existing (E) and proposed (N) ground finished floor spot elevations as (FF) at each entrance threshold and garage.
- ☐ For each spot elevations shown at back of walk (BW), also provide both existing (E) and proposed (N) elevations at the corresponding top of curb denoted as (TC) and at the corresponding flow line denoted as (FL).
- ☐ Spot elevations shall be in positive decimal feet units.
- ☐ The back of walk, top of curb, and flow line elevations shall be in the same line.
- ☐ Provide both existing (E) and new (N) slope percentages in between each spot elevation(s) with the arrow symbol pointing in the direction of downward drainage.
- ☐ Dimension existing and/or new curb cut(s). Ensure curb cut wings are oriented correctly (See SFPW Standard Plan) and also indicate the required 1-inch lip and 18" wings within the curb cut.
- ☐ Show locations of all utility facilities (above ground and below ground) including Sewer, Water, PG&E, Phone, AWSS, box lids and lines. For new sewer or water service line, show the size of the pipe. (As available).

SITE ADDRESS: _____

- ☐ If applicable, show both existing (E) and proposed (N) spot elevations at the corners of all encroachments and changes in elevation. This includes but is not limited to the edges of landscaping features, stairs, warpages, landings, transformer vaults, driveways and curb cut.
- ☐ If applicable, dimension existing (E) and new (N) encroachments, such as lawn/planting strips, planter boxes, landscaping, steps, warpages, or ramps in the sidewalk. (See Minor Encroachment Permit).
- ☐ If applicable, show existing and proposed curb ramps. For all corner lots, (2) curb ramp evaluation and possibly reconstruction will be required per Public Works Order No. 184350. (See resource page for weblink to the order)
- ☐ Show limits of work with hatch pattern and/or call out, including work in the street due to reconstruction of the curb and/or gutter and from new/upgraded utility work.
- ☐ Denote type of curb, 1. Standard curb, 2. Combined curb and concrete gutter, 3. Combined curb and parking strip or 4. Other existing non-conforming condition, be specific.
- ☐ Provide a minimum of three photos of the sidewalk to show the existing conditions and/or encroachments. [See Sample](#) pdf.

Certification:

- ☐ I/we understand that we are responsible for the accuracy and inclusion of this information with the Street Improvement application and associated plan set(s) and that inaccurate, incomplete, or erroneous information may require resubmittal or redesign of the plans/project.
- ☐ I/we understand that the project may have additional infrastructure review by other City Agencies such as San Francisco Municipal Transportation Agency (SFMTA) San Francisco Public Utilities Commission (SFPUC) / Bureau of Light, Heat and Power Public Works/Bureau of Engineering – Hydraulics Section and Mechanical Engineering Section. Further understand that the project may be subject to additional fee documents, reports and other information as required by these agencies.
- ☐ I /We have prepared the Street Improvement Permit plans in accordance with the requirements and instructions set forth here and in compliance with Federal, State and Local law as stipulated by San Francisco Public Works Code.
- ☐ I/We have prepared this material in good faith and to the best of our ability.
- ☐ I/We certify that we have reviewed our plans for all errors and omissions prior to submitting to the Department of Public Works for review.

PRINT NAME (Designer of Record)_____
Date_____
SIGNATURE (Designer of Record)



Permits

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

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 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]

RESOURCES

Street Improvement Permit Information Brochure -

<https://www.sfpublicworks.org/sites/default/files/Street%20improvement.pdf>

Standard Specifications and Plans - <https://www.sfpublicworks.org/services/standards-specifications-and-plans>.

Guideline on Curb Ramp Evaluation - <https://www.sfpublicworks.org/sites/default/files/5190-K2%20DPW%20Order%28184350%29.pdf>.

Legislated sidewalk Lookup - <https://bsm.sfdpw.org/subdivision/keymap/>.