Please click on the following link to begin a Street Space Request: http://bsm.sfdpw.org/streetspacerequest/NewRequest.aspx.

Please note that Street Space allows occupancy of only the sidewalk and valid parking spaces during building construction or maintenance. If closing a traffic lane is required, please contact SFMTA at TrafficPermits@sfmta.com prior to submitting your request.

Roofing projects that have street space integrated with a Building Permit can proceed to register Tow-Away signs. Please skip to the end of this manual for steps on how to complete this process. No placard is needed since these jobs are less than 7 days.

1) Enter Address and Street Information:
   a) Select Permit Duration - the number of months you are requesting for Street Space.
      a. Minimum duration is 1 month, maximum duration is 6 months.
   b) Select Request Type - if this is a New Application or Renewal.
      a. If this is a Renewal, please provide the previous permit number (Building Permit Application or “M” type).
   c) Toggle type of street space required with the Scope buttons.
      a. What are you going to use the street space for? If you select Other, please provide a detailed description and include the BPA number, if applicable.
   d) Provide the Email Address and Phone Number of the main contact.
   e) Enter the Address (i.e., 601) and Street (i.e., EDDY ST) of the project site.
   f) Once done, click on the Show Streets Below button to generate street segments.
2) Enter the linear footage of street space you wish to occupy:
   a) Drag down the Street Segment box (i.e., on EDDY ST, from LARKIN ST to POLK ST).
   b) Select the appropriate Side of Street - as if you are standing in the middle of the street, facing the project site (North, South, East, West).
   c) Enter the Street Lin. Ft. that you wish to occupy. Please note that this may not exceed the length of the frontage of the project site (e.g., the Eddy Street frontage of 601 Eddy Street is 274 feet long, so you may not occupy more than 274 linear feet of street space on that side).
   d) If there are parking meters at the project site:
      a. Enter the # Days Meters Used for the duration of the project (e.g., for Monday through Friday, enter 5 days).
      b. Enter the Linear Feet of Meters Used (typically one space is 20 linear feet long).
   e) Finally, click on the Add Street Segment button.

3) Confirm linear footage of street space occupancy:
   a) If you wish to map, find restrictions, or delete the segment you enter, click on the appropriate items.
   b) Shown below is an applicant requesting to occupy 20 linear feet of street space along the Eddy Street frontage between Larkin and Polk Streets with no meters.
   c) Repeat Step 2 and Steps 3 (a) through (d) to include additional street frontages.
   d) To confirm the requested street space linear footage and duration of occupancy, click on the Proceed to Step 2 button.

4) Company Information for Tow-Away Signage:
   a) Enter the following information: company, contact name (not displayed on tow-away signage), email (not displayed on tow-away signage), office phone or cell phone (will be displayed on tow-away signage), and best times to call, at minimum.
5) Tow-Away Hours and Days of Operation (to be shown on the Tow-Away Signage):
   a) Toggle down and select the **Start and End Hours** (standard hours are from 7 AM to 6 PM).
   b) Toggle down and select the **Start and End Days**. Check the Towing Restrictions and SFMTA Blue Book for information regarding the days and times allowed for street space use.
   c) Enter the **Start and End Dates** as MM/DD/YYYY (Note: Please allow a minimum of 10 business days for street space occupancy of 3 months and greater, not to exceed 6 months).
   d) To confirm that the information is correct, click on the **Proceed to Step 3** button.

6) Ready to confirm the submission:
   a) Note your **Reference** number - for instance, 20-19-135242.
   b) Confirm that the **Address** (601 Eddy Street), **Duration** (1 month), **Lin. Ft.** (20), and the **Estimated Cost** of the permit are correct.
   c) Once validated, click on the **Submit to DBI** button.
   d) If you do not wish to apply for this Street Space, just simply click on the **Cancel Request** button.
7) Submission Completed:
   a) Your request has been submitted to the Bureau of Street-Use and Mapping (BSM) successfully (see diagram below).
   b) A confirmation email will be sent to you, noting that your request is in ONLINE status and will be reviewed by BSM staff.
   c) Please allow 1-2 business days to review your request.

8) Applicant receives email confirmation that street space application has been verified:
   a) You will receive an email through the BSM permit system once your Application for Street Space has been verified.
   b) DBI will then contact you when the invoice is ready and provide instructions on how to make payment.
9) Once payment has been made:
   c) DBI may take 1-2 business days to process online payment and will send you a PDF copy of the receipt via email.
   d) BSM will then register your tow-away signs and send PDF copies of the signs and the placard to the email address listed on the Street Space Request you submitted. You do not need to pick up any documents from 1660 Mission Street, everything will be emailed to you.
   e) Post tow-away signs at the job site and take photographs of the signs. Upload photographs to provided weblink to complete the registration process. Instructions on how to post your tow-away signs and upload photos can be found in the following link: Tow-Away Sign Activation and Photo Upload Process Brochure.

How to Register Tow-Away Signs for Roofing Projects:
1. Go to http://bsm.sfdpw.org/streetspacerequest/EditRequest.aspx - Enter permit # and receipt # and click on New Request.
2. On the Request for Street Space Permit page - Enter email, contact information, and requested times and dates for project.
3. Click to Request Meeting and then Submit Application.
4. A PDF link with the tow-away signs will be emailed from bsmpermits@sfdpw.org (Signs and Photo Upload).
5. Download the link and submit to printer to print the signs (11 x 17) in color.
6. An approval or denial of the photos submitted will be emailed.