

Sec. 2.4.2(a) – It is unlawful for any person to make or to cause or permit to be made any excavation in any public right of way that is under the jurisdiction of San Francisco Public Works without first obtaining from Public Works a permit authorizing such excavation.

SEC. 808. PROTECTION OF TREES AND LANDSCAPE MATERIAL.

(c) Construction Work: Protection of Trees Required.

(1) It shall be unlawful for any person to engage in any construction work on private or public property without first taking steps to protect Street Trees, Significant Trees, and Landmark Trees from damage, including damage caused by excavation.



San Francisco Public Works

Street-Use and Mapping

49 South Van Ness Avenue, Suite 300
San Francisco, CA 94103
Phone: (628) 271-2000

San Francisco Public Works

Permit Center

49 South Van Ness Avenue, Suite 200

Processing Hours: Please visit
<https://sf.gov/location/permit-center>
for operating hours of the Permit Center.

■ Closed on official holidays



Contact 311 for service requests



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Excavation Requirements

Guidelines for general requirements when excavating in the public right of way



www.sfpbublicworks.org



1. WHEN IS AN EXCAVATION PERMIT REQUIRED?

An excavation permit is required when anyone, including a public agency, is excavating in the City's Public Right of Way that is under the jurisdiction of San Francisco Public Works.

Examples of work include, but are not limited to: Borings, Monitoring Well installation, Sewer lateral repair and/or installation, Sidewalk Repair, Catch Basin installation, Driveway reconstruction, etc.

2. WHERE DO I OBTAIN AN EXCAVATION PERMIT?

You can obtain an excavation permit at the Permit Center located at:

San Francisco Public Works, Bureau of Street-Use and Mapping, Permit Center
49 South Van Ness Avenue, Suite 200

3. WHAT ARE THE APPLICATION REQUIREMENTS?

- Completed application
- Plans
- \$25,000 excavation bond
- Utility approval if connecting into a private utility, such as PG&E, AT&T, etc.
- Shoring plans and structural calculations prepared by a licensed engineer if deeper than 5 feet
- Any the Department of Building Inspection (DBI) plumbing or electrical permit requiring sidewalk trench excavation

4. ARE THERE OTHER ADDITIONAL PERMITS/ REQUIREMENTS NEEDED?

- A.** Before performing any excavation work, contact Underground Service Alert (USA) at 811 before excavating to have utility agencies mark and locate buried utilities.
- B.** Work shall conform to Cal/OSHA requirements.
- C.** For night work proposed between the hours of 8:00 PM and 7:00AM, night noise authorization is required. Please contact the main office for more information at 628-271-2000.
- D.** For traffic flow modification or bus stop relocation, please refer to SFMTA's Blue Book for additional requirements. For questions, contact SFMTA at 415-701-4500.
- E.** For borings/monitoring wells and underground tank removals, please contact Department of Public Health for additional requirements at 415-252-3800.
- F.** Tow-away signs can be issued in conjunction with excavation work. Tow-away signs must be posted 72 hours in advance and registered to be enforceable. Street space fees will apply.
- G.** If excavation lasts more than 14 calendar days, notification letters must be mailed at least 30 days, but not more than 60 days, before the start of work to:
 - Property owners on the affected blocks
 - Affected neighborhood and merchant organizations on the Planning Department's Neighborhood Groups list
 - San Francisco Bicycle Coalition and San Francisco Bicycle Advisory Committee, when excavations occur on designated bicycle routes
 - San Francisco Public Works

H. Please see the **Contractor Parking Plan** brochure for additional information and requirements if excavation lasts 30 consecutive calendar days or longer.

I. Prior to issuance of a Public Works permit for excavation, construction or street work that will occur within the drip line of a Significant Tree, a Landmark Tree or a tree on any street or other publicly owned property, the applicant shall submit a tree protection plan to the Director for review and approval.

5. CAN I EXCAVATE IN A NEWLY PAVED STREET?

Please reference **Moratorium Streets** brochure for additional information and requirements.

6. HOW DO I RESTORE THE EXCAVATION?

Please reference **Trench Restoration** brochure for additional information and requirements.

VIOLATIONS

Violations of Article 2.4 of the Public Works Code and/or Permit Conditions can result in enforcement and corrective action which may incur fines.

Fines of \$1,000 to \$10,000 per day per violation shall be assessed for the following common violations:

- Excavation without a permit.
- Excavation without notification and marking of subsurface utilities by Underground Service Alert (USA) should the permittee fail to adhere to Public Works Code Article 2.4, Section 2.4.51.
- Violation of Public Works orders, regulations, and/or permit conditions should permittee fail to adhere to Public Works Code Article 2.4, Section 2.4.3.
- Violations of Article 16 can result in penalties of not less than \$500 per incident for damage to a protected tree.