

Want to make your permit review process smoother, quicker and easier?

Complete the San Francisco Public Works permit review checklist at the get-go.

More information can be found at:

www.sfpublicworks.org/services/permits/what's-new



PUBLIC WORKS PERMIT APPLICATION COMPLETENESS GUIDE

San Francisco Public Works issues permits for work in the public right of way to ensure that work and activities are conducted safely and meet codes. The department aims to provide timely review of permit applications and has created this how-to guide so applicants know upfront what is needed to minimize back-and-forth that can slow down the review process. A goal of ours at Public Works is to elevate customer service. We hope this guide will be a useful tool in advancing this objective.

May 2024

WHAT IS A PERMIT APPLICATION PACKAGE?

A permit application package contains the required information Public Works needs to determine if a proposed activity or use is allowed in the public right of way. A permit application must be submitted to Public Works for any proposed construction, occupancy or work in the public right of way. The type of permit application will depend upon the type of proposed work.

For Public Works to consider a permit application for approval, the application must be accompanied by all required supporting materials, as listed below.

Review and complete the appropriate checklist(s) to determine if the materials are required as part of your project application submission.

WHICH PERMIT(S) DO I NEED?

The type of permit required depends on the type of work being proposed. Please review the Plan Submittal Checklist Matrix on page 3 of this document to determine which permit(s) will be required. Additional information and resource webpages are included to help prospective applicants determine which permits are most appropriate.

WHAT DO I NEED TO SUBMIT FOR THE PERMIT APPLICATION PACKAGE?

For a permit application package to be considered complete and accepted, the following items are required:

Permit Application: All applications are available via the Plan Submittal Checklist Matrix webpage links for each corresponding permit category. All submittals must be signed and dated.

Fees: Applications will not be deemed complete until fees are paid. More information on fees is available here:

https://sfpublicworks.org/sites/default/files/permit_fee_schedule.pdf

Plans: Review 'Plan Submittal Checklist Matrix' and 'Completeness Checklist' for each permit category.

Additional Documents: Review 'Plan Submittal Checklist Matrix' and 'Completeness Checklist' for each permit category.

WHAT INFORMATION DO I NEED TO SUBMIT ONCE MY PERMIT IS APPROVABLE?

Once the plans are complete and compliant, the Construction Ready Checklist must be submitted with the corresponding documents. Once these items are submitted, then the department will prepare the permit(s) for issuance.

WHEN IS PUBLIC NOTIFICATION OR PUBLIC HEARING REQUIRED?

Public Notifications and/or hearings may be required for all new, above-ground encroachments.

WHICH DEPARTMENTS WILL REVIEW MY APPLICATION?

Public Works refers permits and the corresponding plans to agencies that may be impacted by the proposed work. These agencies will review the plans and provide comments to Public Works to be incorporated into the overall project comments, which is called a “Request for Information” or “RFI”. The RFI will be provided to each project’s point of contact.

These review agencies may include:

- Public Works – Disability Access Coordinator, Structural, Hydraulics
- San Francisco Public Utilities Commission
- San Francisco Municipal Transportation Agency
- San Francisco Fire Department
- San Francisco Planning Department
- San Francisco Police Department
- San Francisco Department of Public Health

MORE QUESTIONS?

Please contact:

Construction Permit questions, please contact BSMPermitdivision@sfdpw.org

Street Space and Voluntary Sidewalk Repair questions, please contact StreetSpace@sfdpw.org

Subdivision & Mapping questions, please contact subdivision.mapping@sfdpw.org

Inspection and Enforcement questions, please contact DPW-BSMinspects@sfdpw.org

Urban Forestry- or Tree-related questions, please contact UrbanForestry@sfdpw.org

SFPUC Specific Questions:

City Distribution Division (CDD) water system-related questions, please contact CDDEngineering@sfgwater.org

Collection System Division (CSD) gravity sewer system-related questions, please contact sewerinspections@sfgwater.org

Streetlights-related questions, please contact sengineering@sfgwater.org

PLAN SUBMITTAL CHECKLIST MATRIX

	Applicable Complete Checklist Sections (note: all applications must include Preapplication)	Additional Requirements	Webpage	Description
<u>Additional Street Space</u>	Preapplication, XIII7		<u>Additional Street Space Permit</u>	Required if the proposed occupied area of the sidewalk and/or street is beyond what is allowed under the Street Space Permit
<u>Boring and Monitoring Well</u>	Preapplication, IX	Permit from Department of Public Health (DPH) or evidence that DPH permit has been filed	<u>Boring and Monitoring Well Permit</u>	Required to bore and install a boring and monitoring well
<u>Contractor Parking Plan</u>	Preapplication, XXI		<u>Contractor Parking Plan</u>	Required when construction duration is 30 days or more, or street space permit request of more than 1 parking space for 3 months or more in residential, Urban Mixed Use, PDR 1-D, PDR 1-G and each named Neighborhood Commercial district as defined in Planning Code
<u>General Excavations</u>	Preapplication, VIII	Trenching agent letter issued by the utility company	<u>General Excavation Permit</u>	Required to excavate and restore sidewalk and/or roadway pavement to install, repair or replace a utility facility
<u>Inspection Conformity</u>	Preapplication, XV	Photographs of sidewalk and curb	<u>Inspection Conformity Permit</u>	Required when inspection of the right of way needed prior to DBI Building Permit Job card sign-off

Major Encroachment	Preapplication, I, IV	A letter of permit request; Planning Department General Plan Referral (GPR)	Major Encroachment Permit	Required to install a surface or subsurface encroachment in the sidewalk or street area not otherwise permitted (e.g. Minor Encroachment Permit)
Minor Encroachment	Preapplication, II	Street Improvement Permit, if applicable	Minor Encroachment Permit	Required to install and maintain encroachments that do not occupy more than 10% of the area of the sidewalk fronting the property or more than 25% of the width of the sidewalk
Night Noise	Preapplication, XIV	Reference of additional Public Works Permit	Night Noise Permit	Required for construction activities that exceed ambient noise level by 5 dBA during hours of 8:00 p.m. and 7:00 a.m.
Driveway (formerly Overwide Driveway)	Preapplication, I, II		Street Improvement Permit & Overwide Driveway Permit	Required to document existing curb cut wider than 30' or install any new driveway
Side Sewer	Preapplication, V		Side Sewer Permit	Required to install a sewer lateral
Sidewalk Landscaping Permit	Preapplication, XXIII		Sidewalk Landscaping Permit	Required if adding permeability to the right of way or retroactively permitting unpermitted permeable gardens or permeable spaces
Sidewalk Pipe Barrier	Preapplication, I, II		Sidewalk Pipe Barrier Permit	Required to install pipe barriers and/or bollards
Sidewalk Repair (Voluntary)	Preapplication, VII		Sidewalk Repair Permit	Required to repair damaged sidewalk

Special Sidewalk	Preapplication, I, II		Special Sidewalk Permit & Minor Encroachment Permit	Required to install and document non-standard materials and alternate standard materials for sidewalks, such as pavers
Storage Container Permit	Preapplication, XIX		Storage Container Permit	Required to occupy any part of the street or sidewalk with a mobile storage container (registered storage companies only)
Street Improvement	Preapplication, I	Sidewalk Legislation and/or SDAT approval may be required; Minor Sidewalk Encroachment Permit, if applicable	Street Improvement Permit	Required to modify/add/remove any sidewalk, curb and gutter, pavement or any other facilities in the public right of way
Street Space	Preapplication, XII		Street Space Permit	Required to occupy up to half of the sidewalk and fronting parking lane during construction
Sub-Sidewalk Basement	Preapplication, I, X		Sub-Sidewalk Basement Permit	Required to document existing sub-sidewalk basement
Tank Removal Permit	Preapplication, VI	Permit from Department of Public Health (DPH) or evidence that DPH permit has been filed	Tank Removal Permit	Required to remove any underground storage tank
Temporary Occupancy Permit	Preapplication, XX		Temporary Occupancy Permit	Required to temporarily occupy public right of way. NO construction allowed
Tree Planting (BUF)	Preapplication, XVIII		Plant a Street Tree Public Works (sfpublicworks.org)	Required for: <ul style="list-style-type: none"> • New dwelling units or legalizing ADUs • New curb cut or garage • 500 sq ft addition • Erection of new building

Tree Protection (BUF)	Preapplication, XVI		Tree Protection Public Works (sfpublicworks.org)	Required if existing tree adjacent to affected lot. Checklist required for construction triggers listed under Tree Planting. All projects with construction must have Tree Protection Specs on plan
Tree Removal Permit (BUF)	Preapplication, XVII		Remove a Street Tree Public Works (sfpublicworks.org)	Required if street, significant or landmark trees proposed for removal. Please contact us if you do not know what a significant tree on private property is
Utility Excavations	Preapplication, XI		Utility Excavation Permit	Required to install, replace or repair utility infrastructure (utility companies only)
Vaults	Preapplication, I, III	A letter from PG&E validating a dedicated transformer is required	Vault (Transformer) Permit	Required for utility vault occupancy in sidewalk. A Street Improvement permit or General Excavation permit is also required

PRE-APPLICATION

Does your project include any of the following features in the public right of way?

Identify any of the following features shown on project plans (select all features):

- Structural component(s) (modification/new)
- Curb ramps (modification/new). [Complete Curb Ramp Design Submittal Requirements Checklist](#)
- Accessible parking (blue zones) and/or passenger loading (white zones)
- Accessible business entrance(s)
- New buildings and/or alterations of existing buildings
- Building and/or sidewalk alterations with sub-sidewalk basements
- Entrance canopies and/or awnings with vertical clearances of less than 8 feet (modification/new)
- New tree with less than 6-foot path of travel
- Existing street tree, designated significant tree or landmark tree within 15 feet of the project
- Existing or proposed permeable sidewalk landscaping in the right of way
- Trenching, excavating, sidewalk demolition and/or installation within existing and or typical drip line of any street tree or designated significant tree or within the drip line of a landmark tree. [Significant and Landmark Trees | Public Works \(sfpublicworks.org\)](#)
- Bus stop(s) within 15 feet of the project
- Curb heights under 4 inches or curb heights over 7 inches
- Existing or proposed sidewalk cross slope over 1.67%
- Existing or proposed sidewalk running slope over 10%
- Installation, relocation or removal of utilities (e.g. water meter, water main(s), fire hydrant(s), sewer lateral(s), sewer main(s), manhole(s), catch basin(s)/inlets, street light(s))
- Excavation, trenching and/or changes in finished grade within 3 feet of an existing utility or street light foundation
- Sidewalk widening and/or sidewalk bulb outs (modification/new)
- Installing new or modifying medians in the roadway or bike lane(s)
- Document existing encroachment(s). No new work or modification proposed

COMPLETENESS CHECKLISTS

I. STREET IMPROVEMENT APPLICATIONS SHALL INCLUDE:

Plans

- Each sheet must include:
 - Designer name(s), address(es), contact email(s), phone number(s) and wet signature(s) for final approved set. (Stamp is REQUIRED for structural drawings)
 - Project address, including BLOCK and LOT number
 - Referenced Building Permit number (if available)
 - Show North Arrow
- The scale for drawings submitted digitally shall be no less than 1/8" =1' or 1" =10' and if applicable, enlarged detail for curb ramp details shall be 1" =5'
- Dimensions shall be in decimal feet and rounded to the nearest one hundredth of one foot
- Show the location of the front property line and dimension of the legislated sidewalk width, which is measured by starting from the face of the curb and going toward the property
- Show adjacent parcels as well as the front and side property lines
- Show both existing (E) and proposed (N) spot elevations, in positive decimal feet and rounded to the nearest one hundredth of one foot, fronting the property and at least 15 feet into the adjacent parcels. Spot elevations shall be shown at:
 - Back of walk (BW), with corresponding elevations at the top of curb (TC) and at the flow line (FL). At an interval no greater than 25 feet
 - Existing (E) and proposed (N) ground finished floor spot elevations as (FF) at each entrance threshold and garage, with a corresponding BW
 - Along both edges of driveways
 - At grade breaks with corresponding BW, TC and FL
 - At both sides of doors, existing stairs, garages and/or driveway areas. Label elevations at the top of riser, bottom of riser, landing extents and tread extents along each side of stairs and/or ramp
 - At locations where new work meets existing work at back of walk, top of curb, grade breaks, flow line and roadway. Match (E) elevations at conforms/limits of work
 - Label proposed curb heights in decimal inches along project frontage(s). Curb heights should be 6 inches typically. When required to comply with accessibility requirements, curb height may be 4 inches minimum to 7 inches

maximum

- Provide both existing (E) and new (N) slope percentages and slope arrows in between each adjacent pair of spot elevation(s) with the arrow symbol pointing in the direction of lower elevation (downward drainage). Round slope percentages to the nearest tenth of one percent
- Label proposed sidewalk cross slopes in between all back of walk and top of curb elevation callouts. Sidewalk cross slopes shall be measured perpendicular to the back of curb, not the face of curb. Provide a 1% minimum and 1.67% maximum sidewalk cross slope at property frontage and positive drainage toward the street
- Dimension the distance between all grid lines and accessible features, doorways, landings, finished floor levels, etc.
- Dimension existing and/or new driveway curb cut(s). Ensure curb cut wings are oriented correctly ([see San Francisco Public Works Standard Plan](#)) and also indicate the required 1-inch lip and 18-inch wings within the curb cut

- Show locations of all existing and proposed utility facilities (above ground and below ground) including sewer, water, PG&E, phone, Auxiliary Water Supply System and streetlight foundations. Identify all new/proposed sewer or water service infrastructure (e.g. laterals, mainlines, catch basins, manholes, valves, vaults, meter boxes and fire hydrants). Show the size and material of the pipe(s) with pipe slope, if applicable, and direction of flow. Show dimensions from outside of pipe to adjacent structures, MUNI tracks, bike racks, trees, vaults and/or other utilities

- Reference the [Streetlight Standards](#) to determine if photometrics are required for the proposed scope of work. Provide a photometric study, if required. Streetlight plans must show existing and proposed streetlights with the service point boxes and conduit pathways. Show all trees in the sidewalk and indicate size according to [Public Works Order No. 187246](#). Show planters and curbs with distances to the streetlight foundations

- 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:

- | | |
|--|---|
| <input type="checkbox"/> The edges of landscaping features | <input type="checkbox"/> Transformer vaults |
| <input type="checkbox"/> Retaining walls | <input type="checkbox"/> Driveways and curb cuts |
| <input type="checkbox"/> Stairs | <input type="checkbox"/> Lawn/planter strips, planter boxes |
| <input type="checkbox"/> Warping and landings | <input type="checkbox"/> Ramps in the sidewalk |
| <input type="checkbox"/> Pull boxes | <input type="checkbox"/> Streetlight/traffic signal/utility poles |

- Check this box if parcel is a corner lot and/or if applicant proposes excavation in crosswalks and/or curb returns. Show existing curb ramps to be evaluated and proposed curb ramps to be constructed as required per [Public Works Order No. 184350](#)
 - For all new curb ramps to be constructed, submit proposed curb ramp details that provide all the items listed on the **Curb Ramp Design Submittal Requirements Checklist**
 - For all existing curb ramps to be evaluated, submit an Existing Curb Ramp Slope Inspection, overall curb ramp photo and one close-up photo of the detectable warnings (refer to Existing Curb Ramp Slope Inspection Form)

Denote type of curb:

- Standard curb Combined curb and concrete gutter
 Combined curb and parking strip Other existing non-conforming condition

Show limits of work with hatch pattern and/or callout, including work in the street due to reconstruction of the curb and/or gutter and from new/upgraded utility work. Required limits of paving restoration can be found in the Public Works Excavation Regulations [Public Works Order 187005](#)

If trees are present, tree protection must be shown

If applicable, label lengths of passenger loading zones and/or accessible parking spaces at project frontage(s). Refer to [Information Bulletin MOD-10 : Accessible Passenger Loading Zones](#) for reference

Additional Documents:

Application for Street Improvement Permit

Certification of Authorized Agent, if applicable

Three photos of existing sidewalk

SDAT approval, if applicable

Sidewalk Legislation, if applicable

Architectural Plan, if available

Landscaping Plan, if available

Utility Plan

Streetlight Plan and photometrics, if applicable

Contractor Parking Plan, if applicable; additional fees will apply

If applicable, submit a completed Curb Ramp Design Submittal Requirements Checklist for new curb ramps to be constructed

If applicable, submit Existing Curb Ramp Slope Inspection(s) for existing curb ramps to be evaluated

Construction Ready Checklist (required prior to permit approval)

II. MINOR SIDEWALK ENCROACHMENT, DRIVEWAY (formerly known as overwide driveway), SPECIAL SIDEWALK, SIDEWALK PIPE BARRIER

Plans: In addition to items listed in section I, Minor Sidewalk Encroachment plans shall include:

- An index of plan sheets in the plan set
- Dimensions shall be in decimal feet
- In decimal feet, show and dimension all existing and/or new encroachments in the sidewalk. Multiple views (plan, section, detailed, orthographic, etc.) may be required.
Examples of encroachments include but are not limited to:
 - Fire Department connections
 - Gas meters
 - ADA door actuator buttons
 - Out swinging gates or door
 - Stairs/steps
 - Sidewalk warping
 - Ramps
 - Railings
- For encroachments that involve a change in sidewalk grade, sidewalk warping, deviations from street grade, reverse slopes and/or slopes toward the street exceeding 2% show:
 - Both existing (E) and proposed (N) building ground floor spot elevations denoted as finished floor (FF) at each side of an entrance threshold and/or garage
 - Spot elevations at all grade breaks
 - Dimension the distance between all grid lines and accessible features
 - Label and identify whether the street gutter is a typical asphalt gutter, a 2-foot wide concrete gutter or a concrete parking strip/bus panel
- Width of the continuous and unobstructed path of travel
- Planter box dimensions and material (must be at least 30 inches high and must be solid within 24 inches of the ground)
- Fences: **NOTE:** Elevations are not required when legalizing an existing fence
 - Show height of fence
 - Distance(s) from property line
- Shoring:
 - Shoring plans showing dimensions to utilities in City right of way (plan view/sections)

- Structural calculations
- Geotechnical report

Special Sidewalk Surface:

- Lab test results for material slip resistance using an accepted Slip Resistance Test Method (ASTM E303 (preferred), ANSI B101.3 or ANSI A137.1)
- Use approved materials for specific location in accordance with [Public Works Order No. 200369](#)

Additional documents

- Application for Minor Sidewalk Encroachment Permit
- Photos of the sidewalk frontage along the subject property and the surrounding neighbors within the block showing the existing neighborhood encroachment pattern
- Certification of Authorized Agent, if applicable
- Garbage enclosures only: An inspection report conducted by a Public Works Public Information Officer
- Construction Ready Checklist (required prior to permit approval)

III. VAULTS

Plans: In addition to items listed in section I, vault plans shall include:

- Dimensions shall be in decimal feet
- Elevations at the corners of the vault
- Elevations at the center of the vault
- Dimension between vault and obstructions, including but not limited to:
 - Bike racks
 - Street furniture
 - Signs / parking meters
 - Traffic lights / streetlights
 - Driveways
 - Fire hydrants
 - Utilities and street light foundations, if within 3 feet
 - San Francisco Fire Department alarms
 - Level landings
 - Newspaper racks

The distance from property line / vertical building elements (including encroachments less than 30 feet in height from sidewalk grade to outer edge of vault)

The distance from the outer edge of the vault to the face of the curb

List the slip coefficient of friction for lift-out panels

Show both existing (E) and proposed (N) spot elevations, in positive decimal feet, fronting the property and at least 15 feet into the adjacent parcels. Spot elevations shall be shown at:

Back of walk (BW), with corresponding elevations at the top of curb (TC) and at the flow line (FL). At an interval no greater than 25 feet

At grade breaks with corresponding BW, TC and FL

Additional Documents

Application for Revocable Sidewalk Vault Encroachment Permit

Certification of Authorized Agent

Architectural and structural plans

For a property with 75 feet or more of frontage, provide written confirmation from a licensed design professional that there is an engineering challenge preventing the placement of the transformer within the property

Letter from PG&E stating that an additional transformer is required for the building

Affordable housing letter from Mayor's Office, if available

IV. MAJOR ENCROACHMENTS

Plans

Dimensions shall be in decimal feet

Location of encroachment

Details of encroachment (e.g. a retaining wall should include height, width, footing size, material, structural details; artwork should include size, material, anchoring details and electrical connection details)

For encroachments that involve a change in sidewalk grade, sidewalk warping, deviations from street grade, reverse slopes and/or slopes toward the street exceeding 2% show:

- Both existing (E) and proposed (N) building ground floor spot elevations denoted as finished floor (FF) at each side of an entrance threshold and/or garage
- Spot elevations at all grade breaks
- Dimension the distance between all grid lines and accessible features, doorways, landings, finished floor levels, etc.
- Label and identify whether the street gutter is a typical asphalt gutter, a 2-foot wide concrete gutter or a concrete parking strip/bus panel

Width of the continuous and unobstructed path of travel

List the slip coefficient of friction for non-standard materials in pedestrian areas

Distance to existing utilities within 3 feet, if applicable

Additional documents

Application not required. Cover letter requesting a Major Encroachment Permit must be submitted in lieu of application, with details of the encroachment and details of why it is needed

General Plan application or General Plan approval

V. SIDE SEWER

Plans

Fronting property lines (property boundary)

Dimensions shall be in decimal feet

Curb line and sidewalk width (measurement from curb to property line)

Distances of excavation from property lines

Location and size of sewer main

Size, pipe material and slope of sewer lateral

Length, width and depth of the excavation

Sidewalk width (measurement from curb to property line)

- Location of sewer lateral, sewer vent and connection to sewer main
- Invert elevation of sewer lateral at vent and connection to sewer main
- Invert elevation of sewer main at point of connection with lateral
- Denote whether repairing existing, replacing/relocating, or installing a new lateral
- Show distance from utility boxes or cleanouts, including sewer, water, PG&E, phone/internet
- Show distance from existing and proposed tree, if applicable
- Provide peak flow for each lateral connection and flow calculations signed and stamped by a Registered Engineer (not required for in-kind repair/replacement of sewer lateral)

Additional Documents

- Application for Street Excavation Permit for side sewer construction or repair
- Applicant must maintain a current Business Tax Registration Certificate issued by the City and County of San Francisco Tax Collector's Office
- Written approval from SFPUC, if applicable

VI. TANK REMOVAL

Plans

- Fronting property lines (property boundary)
- Dimensions shall be in decimal feet
- Length and width of area to be excavated
- Estimated depth of excavation
- Show locations of all utility facilities (above ground and below ground), including sewer, water, PG&E, phone, Auxiliary Water Supply System, box lids and lines

Additional Documents

- Application for Street Excavation Permit for underground tank removal
- Shoring plans and calculations wet stamped and signed by a registered engineer within the State of California, if necessary
- Document from the Department of Public Health
- Approved permit or
- Receipt for an application submittal

VII. SIDEWALK REPAIR (VOLUNTARY) Engineering plans are not required.

Plans: Sketch or photo markup (only):

- Fronting property lines (property boundary)
- Dimensions shall be in decimal feet
- Length and width of the area to be repaired
- Distance from outer edges of the area to be repaired to:
 - The property line
 - The back of curb

Additional Documents

- Application for sidewalk repair request
- Street Space Permit application, if applicable

VIII. GENERAL EXCAVATION Sketch allowed for repairing in-kind facilities.

Plans

- Fronting property lines (property boundary)
- Dimensions shall be in decimal feet

Street name(s)

North Arrow

Existing sidewalk(s) and/or face of curb

Existing crosswalks (marked or unmarked). Per the California Vehicle Code, unmarked crosswalks are established by the projection of the property line and face of curb across the street

Type and size of proposed installation (i.e. 1" water service, 3-2" electrical conduit)

Length, width and depth of excavation

Distance from outer edges of the area to be repaired to:

The property line

The back of curb

Outer edge of tree wells, water meters, water lines, sewer lines, sewer clean outs, streetlight foundations and curb cuts

Check this box if applicant proposes excavation in existing crosswalks and/or curb returns. Label existing curb ramps to be evaluated and new curb ramps to be constructed as required per [Public Works Order 184350](#)

For all new curb ramps to be constructed, submit proposed curb ramp details that provide all the items listed on the Curb Ramp Design Submittal Requirements Checklist

For all existing curb ramps to be evaluated, submit an Existing Curb Ramp Slope Inspection, overall curb ramp photo and one close-up photo of the detectable warnings (refer to Existing Curb Ramp Slope Inspection Form)

Additional Documents

Application for General Excavation

A copy of the trenching agent letter issued by the affected utility company

A Certificate of Liability Insurance shall be on file with the Bureau of Street-use and Mapping

Contractor Parking Plan, if applicable; additional fees will apply

If applicable, submit completed Curb Ramp Design Submittal Requirements Checklist for new curb ramps to be constructed

If applicable, submit Existing Curb Ramp Slope Inspection(s) for existing curb ramps to be evaluated

IX. BORING AND MONITORING WELL

Plans: Sketch or photo markup (only):

- Fronting property lines (property boundary)
- Property address
- Street name(s)
- Number of boring and/or monitoring wells
- Locations of the boring and/or monitoring wells
- Labeled locations of the boring and/or monitoring wells (e.g. B-1, B-2...)
- Dimensions (length x width x depth) of the boring and/or monitoring wells. Dimensions shall be in decimal feet
- Optional:** applicant can provide screenshot of an aerial photo including the information listed above, in lieu of a sketch

Additional Documents

- Application for Revocable Boring/Monitoring Wells
- A copy of the permit issued by or a receipt for permit filing with the Department of Public Health
- A Certificate of Liability Insurance shall be on file with the Bureau of Street-use and Mapping
- Permittee shall file and maintain a Street Excavation Bond with the Bureau of Street-use and Mapping

X. SUB-SIDEWALK BASEMENT

Plans

- Dimensions shall be in decimal feet
- Fronting property lines (property boundary)
- Property address connected to the sub-sidewalk basement
- Street name(s)

Sidewalk width in decimal feet (e.g. 5.25')

Location of sub-sidewalk basement relative to the property limits and sidewalk curb

Sub-sidewalk basement dimensions (length x width) in decimal feet (e.g. 10.50' x 11')

Encroachments on the sidewalk (e.g. bench, planters, steps, etc.)

Landscape on the sidewalk

Additional Documents

Application for Street Improvement Permit, if applicable. [See section I](#)

Application for Minor Sidewalk Encroachment, if applicable. [See section II](#)

XI. UTILITY EXCAVATIONS

Plans: This permit is only issued to utility companies with franchise rights. Permit applications are submitted using the Bureau of Street-use and Mapping web portal. Plans or sketch shall include:

Dimensions in decimal feet (e.g. 5.25')

Distance from closest intersection

Street name(s)

North Arrow

Limits of excavation, including layout, length and width of excavation

Distance to existing utilities within 3 feet of excavation

Fronting property lines (property boundary)

Existing sidewalk(s) and/or face of curb

Existing crosswalks (marked or unmarked). Per the California Vehicle Code, unmarked crosswalks are established by the projection of the property line and face of curb across the street

Check this box if applicant proposes excavation in existing marked or unmarked crosswalks and/or curb returns.

Label existing curb ramps to be evaluated and new curb ramps to be constructed as required per [Public Works Order 184350](#)

- For all new curb ramps to be constructed, submit proposed curb ramp details that provide all the items listed on the Curb Ramp Design Submittal Requirements Checklist
- For all existing curb ramps to be evaluated, submit an Existing Curb Ramp Slope Inspection, overall curb ramp photo and one close-up photo of the detectable warnings (refer to Existing Curb Ramp Slope Inspection Form)
- Contractor Parking Plan, if applicable; additional fees will apply

Additional Documents

- A copy of the franchise, license or encroachment permit authorizing use of the public right of way shall be on file with Public Works
- A Current Business Tax Registration Certificate shall be on file
- Current evidence of insurance (as defined in Section 2.4.23 of the Public Works Code) shall be on file
- A \$25,000 Excavation Bond (as defined in Section 2.4.40 of the Public Works Code)
- A 24-hour phone number and name of a person who will respond to emergencies shall be on file
- The name, telephone numbers, facsimile numbers and mailing and email addresses of the person who will receive all official correspondence from the department
- If applicable, submit completed Curb Ramp Design Submittal Requirements Checklist for new curb ramps to be constructed
- If applicable, submit Existing Curb Ramp Slope Inspection(s) for existing curb ramps to be evaluated

XII. STREET SPACE: Note: APPLY online using the Public Works Portal ([Street Space Portal](#))

Plans: Sketch or photo markup may be required:

- Project address
- Dimensions in decimal feet (e.g. 5.25')
- Fronting property lines (property boundary)
- Parking spaces (in linear feet) that are being requested

Note any existing parking restrictions, such as color curb, parking restriction for street cleaning, bus stop, etc.

Area of sidewalk that will be used for staging

Area that will remain open as pedestrian path of travel

Additional Documents

APPLY online using the Public Works Portal [\(Street Space Portal\)](#)

Additional parking plan, if applicable; additional fees will apply

XIII. ADDITIONAL STREET SPACE

Plans

Dimensions in decimal feet (e.g. 5.25')

Fronting property lines (property boundary)

Parking spaces and/or traffic lanes that are being requested

Area of sidewalk that will be used for staging

Pedestrian path of travel

If traffic lanes are affected, proposed striping and signage shall be shown

Additional Documents

A cover letter requesting an Additional Street Space Permit is required in lieu of an application

Fronting property approval letter(s), if applicable

Fronting property notification letter, if applicable

Certificate of Insurance

Copy of valid Special Traffic Permit, if applicable

XIV. NIGHT NOISE

Note: Night Noise Permits issued by Public Works are only for work within the right of way. Please contact the Department of Building Inspections for work within private property.

Plans

- Plans are not required

Additional Documents

- Application for Night Noise Permit
- Affidavit of Public Notification
- List of addresses notified
- 150-foot radius map, taken from the limits of the construction areas
- Copy of dated notification letter

XV. INSPECTION CONFORMITY

A. Plans: Photos (only)

- Photo(s)
- An inspector shall verify whether the existing conditions of the public right of way post-construction, continue to conform to City standards and the Public Works Code. If the right-of-way does not conform, the applicant will be required to submit a Street Improvement Application

Additional Documents

- Inspection Conformity Application

XVI. TREE PROTECTION

Plans

- Standard trees
 - Provide length, width and height of protection
 - Provide fencing material details
- Significant trees
 - The radius of the required tree protection zone is calculated in inches by multiplying the trunk diameter at breast height by 12
 - Provide length, width and height of protection
 - Provide fencing material details
- Landmark trees
 - The radius of the required tree protection zone is calculated in inches by multiplying the trunk diameter at breast height by 18
 - Provide length, width and height of protection
 - Provide fencing material details

Additional Documents

- International Society of Arboriculture (ISA)-certified arborist report for any pruning required for construction equipment or root pruning for sidewalk impacts

XVII. TREE REMOVAL

Plans

- Must include photos of existing tree, reasons for removal if removal is construction-related
- If the department grants a tree removal permit, it shall require that a street tree or trees of equivalent replacement value to the one removed be planted in the place of the removed tree or impose an in-lieu fee. The department may appraise the value of the tree, and the value of any trees planted will be subtracted from the appraised value.

Additional Documents

- International Society of Arboriculture (ISA)-certified arborist report

Tree removal requirements can be found at [Remove a Street Tree | Public Works \(sfpublicworks.org\)](#) or by emailing: urbanforestrypermits@sfdpw.org

Plans are not required for non-construction removal. An application may be submitted to the Bureau of Urban Forestry either online, via email or fax.

XVIII. TREE PLANTING

Plans

- Plans are not required if not construction-related. Must comply with [Director's Order 187246](#) Regulations for Planting and Removal of Street Trees

Additional Documents

- An application may be submitted to the Bureau of Urban Forestry either online or via email

XIX. STORAGE CONTAINER PERMIT

Plans

- Plans are not required

Additional Documents

- A cover letter requesting an individual location permit is required in lieu of an application. The letter shall include:
- The name of the annual permit holder
 - Local contact information for the annual permit holder
 - Proposed location of the mobile storage container
 - Name and contact information of the property owner or tenant who will use the container
- A performance bond shall be on file with the Bureau of Street-use and Mapping
- A Certificate of Liability Insurance shall be on file with the Bureau of Street-use and Mapping

XX. TEMPORARY OCCUPANCY PERMIT

Plans: Sketch or photo markup may be required:

- Dimensions in decimal feet (e.g. 5.25')
- Show location of item occupying right of way
- Show pedestrian path of travel:
 - Residential areas must have a minimum 4-foot clear path of travel
 - Commercial/retail areas must have a minimum 6-foot clear path of travel

Additional Documents

- Application for Minor Sidewalk Encroachment Permit
- A Certificate of Liability Insurance shall be on file with Bureau of Street-use and Mapping
- Special Traffic Permit, if required and available

XXI. CONTRACTOR PARKING PLAN

Plans

- Plans are not required

Additional Documents

- Parking Plan application, completed on the Bureau of Street-use and Mapping web portal
- Either a Street Space or Excavation application

XXII. SIDEWALK LANDSCAPING PERMIT

Plans

Must include photos of existing landscaping

Must apply to legalize existing landscaping

Must show correct property line and dimensions of landscaping in right of way only (do not include dimensions in private property)

Show existing conditions and any proposed modifications

Pavers to be reviewed and approved on case-by-case basis. At a minimum, pavers must improve or maintain existing permeability

Additional Documents

Sidewalk landscaping requirements can be found at [Sidewalk Landscaping](#) | Public Works (sfpublicworks.org) or by emailing: urbanforestrypermits@sfdpw.org

CONSTRUCTION READY CHECKLIST

The following items are required prior to approval for construction.

The items are not required at the time of application submittal.

Street Improvements

- Cost estimates - an itemized cost estimate (work shown in the permit) with quantities and unit price
- Electronic final drawing(s) - that incorporated and addressed all comments and are stamped and signed by the design professional
- Conformed copy of the associated recorded encroachment permit - the encroachment permit could be a Minor Sidewalk Encroachment, Special Sidewalk and Overwide Driveway Permit
- Additional fees - which may include but are not limited to annual curb cut assessment, additional review fee and/or additional inspection fee
- Bond - bond amount shall be no less than the estimated construction cost on work issued under the permit. The minimum bond shall be a \$25,000 Street Excavation Bond
- Owner's Authorized Agent Form naming the concrete contractor - concrete contractor shall have a Class A, C-8 or other license accepted by the department and have a \$25,000 Street Excavation Bond on file with the Bureau of Street-use and Mapping
- Construction Site Runoff Ordinance – All construction sites within the City and County of San Francisco are required to implement Best Management Practices (BMPs) for erosion and sediment control. For projects disturbing between 5,000 square feet and 1 acre of ground surface, an Erosion and Sediment Control Plan and Construction Site Runoff Control Project Application must be submitted to the SFPUC. For projects disturbing 1 acre or more of ground surface, a Storm Water Pollution Prevention Plan and a Construction Site Runoff Control Project Application must be submitted to the SFPUC. See <https://sfpuc.org/programs/pretreatment-program/construction-site-runoff> for more information.

Excavation Permits

- Electronic (PDF) copy of stamped and signed final drawings (for street improvement permits)
- Additional fees, if applicable. Fees may include but are not limited to an additional review fee and/or additional inspection fee
- Certificate of Authorized Agent Form if permit applicant is not a licensed and bonded contractor. Note that the contractor shall have a Class A, C-8, or similar license, which allows work in the public right of way and a \$25,000 Street Excavation Bond

Conformed copy of associated recorded encroachment permit, if applicable

Performance and Labor/Material Bond, if applicable

Encroachment Permits

PDF copy of stamped and signed final drawings (for street improvement permits)

Additional fees, if applicable. Fees may include but are not limited to annual assessment, additional review fee and/or additional inspection fee

Tree Removal

International Society of Arboriculture (ISA)-certified root inspection/report

Appraisal values of tree

Replacement plan

Tree Protection

International Society of Arboriculture (ISA)-certified arborist root inspection/report

Pruning/root impact report due to construction

CURB RAMP DESIGN SUBMITTAL REQUIREMENTS CHECKLIST

Verify that the following items are shown on the Enlarged Curb Ramp Details:

	A	General
<input type="checkbox"/>	A1	Graphic scale (1-inch = 5-feet scale required)
<input type="checkbox"/>	A2	North Arrow
<input type="checkbox"/>	A3	Street names
<input type="checkbox"/>	A4	Property line (see SF Key Maps)
<input type="checkbox"/>	A5	Crosswalks
<input type="checkbox"/>	A6	Utility boxes, vaults, valves, manholes and/or drainage structures
<input type="checkbox"/>	A7	Utility poles, fire hydrants, utility cabinets and/or fire and police call boxes
<input type="checkbox"/>	A8	Accessible pedestrian signal (APS) pushbuttons
<input type="checkbox"/>	A9	Landscape areas and trees
<input type="checkbox"/>	A10	Diverting elements, including railings, walls, fences and/or raised curbs
<input type="checkbox"/>	A11	Grade map street slopes (see SF Key Maps)
<input type="checkbox"/>	A12	Changes in paving material in the sidewalk and/or street

Show the following slopes in percentage units and rounded to the nearest tenth of one percent (X.X%):

	B	Slopes
<input type="checkbox"/>	B1	Proposed slopes and slope arrows (between each adjacent pair of spot elevations for running grade and cross-slope directions)
<input type="checkbox"/>	B2	Ramp top landing slopes (from top of ramp to the property line/back of walk)

<input type="checkbox"/>	B3	Ramp running slopes (both sides of ramp)
<input type="checkbox"/>	B4	Ramp cross slopes
<input type="checkbox"/>	B5	Ramp lower landing slopes
<input type="checkbox"/>	B6	Wing slopes (perpendicular to path of travel)
<input type="checkbox"/>	B7	Slopes in between curb ramp wings
<input type="checkbox"/>	B8	Roadway slopes (parallel to the path of travel at ramp extents)
<input type="checkbox"/>	B9	Sidewalk cross slopes at wing extents
<input type="checkbox"/>	B10	Proposed flow line slopes in between each adjacent pair of elevation callouts
<input type="checkbox"/>	B11	Existing slopes at limits of work along the back of walk, back of curb, gutter and roadway
<input type="checkbox"/>	B12	Existing roadway slope aligned with center of curb ramp

Show the following elevations in positive decimal feet and rounded to the nearest hundredth of one foot (X.XX'):

	C	Elevations
<input type="checkbox"/>	C1	Existing topographic survey spot elevations at property line, curb return, sidewalk, vehicle lane extents and extending to the street centerline (show elevations in light gray color)
<input type="checkbox"/>	C2	Existing elevations at limits of work at back of walk, grade breaks, top of curb, flow line and roadway (aligned with curb ramp extents)
<input type="checkbox"/>	C3	Elevations at both sides of doors, stairs (top and bottom of risers), garages and driveways
<input type="checkbox"/>	C4	Proposed elevations at all grade breaks and locations consistent with <i>Sample Curb Ramp Detail</i>
<input type="checkbox"/>	C5	Proposed lip of gutter elevations at curb ramp extents. Label change in elevation
<input type="checkbox"/>	C6	Proposed elevations along the property line. Label change in elevation

<input type="checkbox"/>	C7	Proposed RIM elevations on both sides of drainage structures. Label change in elevation
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Show the following dimensions rounded to the nearest hundredth of one foot (X.XX’):

	D	Dimensions
<input type="checkbox"/>	D1	Sidewalk widths
<input type="checkbox"/>	D2	Ramp widths and lengths
<input type="checkbox"/>	D3	Ramp top landing (top of ramp to property line/back of walk)
<input type="checkbox"/>	D4	Wing widths
<input type="checkbox"/>	D5	Curb heights labeled in decimal inches at all top of curb and flow line elevation callouts

Comments:

CERTIFICATION OF AUTHORIZED AGENT

I, the Designer of Record, certify that I have reviewed all the Curb Ramp Details in this submittal. I filled out this checklist after confirming that each item is included in all the Curb Ramp Details.

NAME (Designer of Record)	SIGNATURE (Designer of Record)	DATE	CA Professional License No.

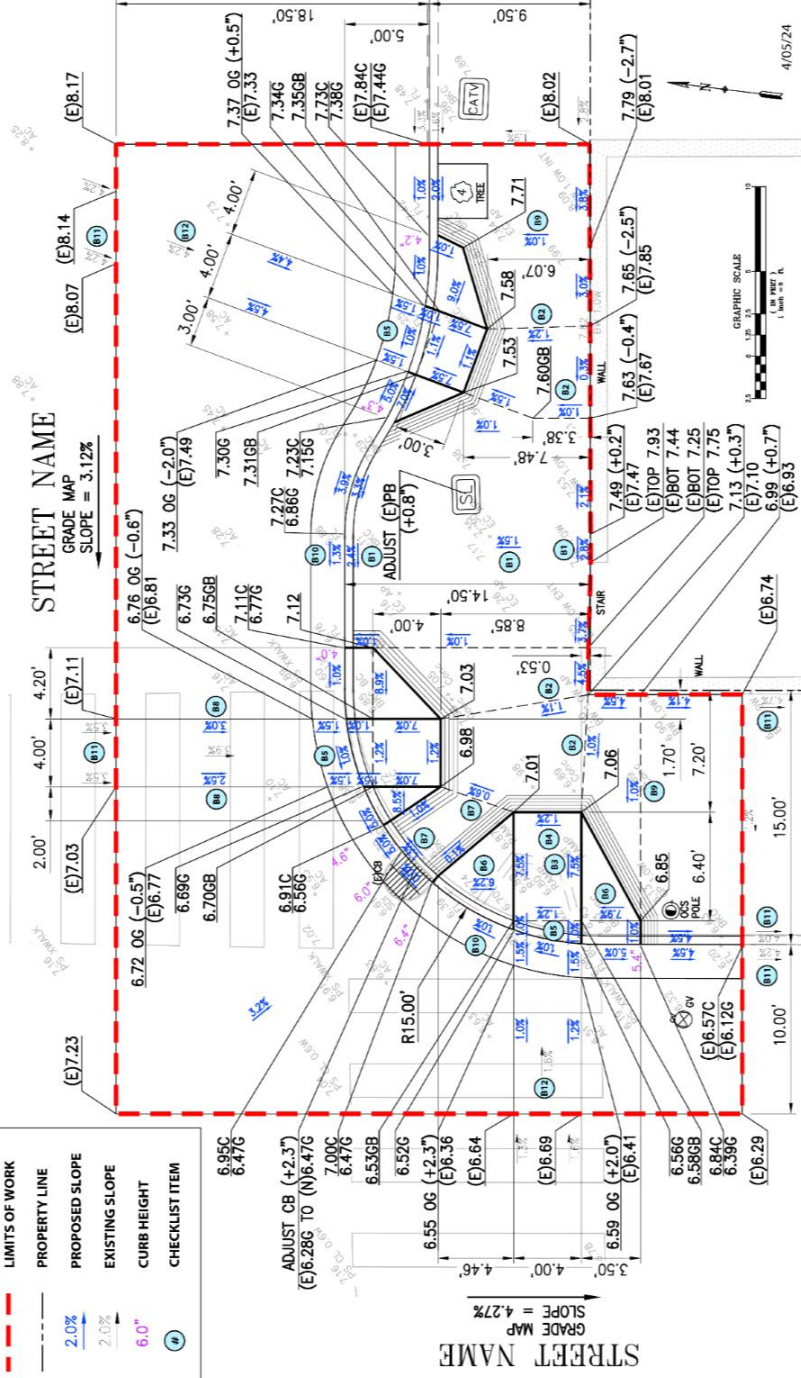
Notes:

1. The intent of this document is to assist designers in providing a complete submittal for review. Refer to [PW Order 185854 - Accessible Street Crossing Standard \(ASCS\)](#) for technical requirements.
2. Standard curb ramp layouts on ASCS Drawings [RX-3](#), [RX-4](#), [RX-5](#) and [RX-6](#) shall be used in new construction and alterations to the extent that is technically feasible or structurally practicable. Use of Alternate Curb Ramp Layouts on [RX-7](#), [RX-8](#), [RX-9](#), [RX-10](#), and [RX-11](#) is subject to Disability Access Coordinator approval.

SAMPLE CURB RAMP DETAIL

LEGEND

- LIMITS OF WORK
- - - PROPERTY LINE
- 2.0% PROPOSED SLOPE
- 2.0% EXISTING SLOPE
- 6.0" CURB HEIGHT
- ⊙ CHECKLIST ITEM



4/05/24

