



Permits

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

APPLICATION FOR REVOCABLE TEMPORARY OCCUPANCY PERMIT

PUBLIC WORKS PERMIT#
For Official Use Only

PROJECT INFORMATION

Site Address: _____

Name of Event: _____

Start Date: _____ Completion Date: _____

SKETCH LOCATION

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"/>		

Street of Occupancy 1: _____	Linear Feet: _____
Cross Street 1: _____	Cross Street 2: _____
Include intersection(s): <input type="checkbox"/> YES <input type="checkbox"/> NO	

Street of Occupancy 2: _____	Linear Feet: _____
Cross Street 1: _____	Cross Street 2: _____
Include intersection(s): <input type="checkbox"/> YES <input type="checkbox"/> NO	

Street of Occupancy 3: _____	Linear Feet: _____
Cross Street 1: _____	Cross Street 2: _____
Include intersection(s): <input type="checkbox"/> YES <input type="checkbox"/> NO	

NOTE: If additional streets are being requested please provide an attached list.

List all elements of occupancy: (structural, equipment, materials, storage boxes, etc.)

_____	_____	_____
_____	_____	_____

SITE ADDRESS: _____

APPLICANT/AUTHORIZED AGENT INFORMATION

Company Name: _____

Applicant 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

ATTACHMENTS:

Endorsed Certificate of Insurance naming the City and County of San Francisco, its officers, employees and agents as additional insured with the Bureau's address as the certificate holder

Street Closure Required (San Francisco Municipal Transportation Agency – Traffic Engineering (415) 701-4500

Food/Cooking (Department of Public Health Permit and SF Fire Department Permit)

Performing Arts (SF Entertainment Commission – Loud Speaker Permit for Amplification)

Night Noise

Mobile Food – Single Day Event

Other _____

The permittee hereby agrees to comply with all requirements noted on the reverse side of this application.

Print Name

Signature of Applicant/Authorized Agent

Date

SITE ADDRESS: _____

INSTRUCTIONS FOR OBTAINING A REVOCABLE TEMPORARY OCCUPANCY PERMIT

- Fill out the application form completely.
- Allow a minimum of 5 working days for approval and tow-away registration.
- Submit a detailed space layout plan showing path of travel.
 - ▶ 4-foot minimum in residential
 - ▶ 6-foot minimum in commercial area.
- Submit a non-refundable fee per day per block face. The fee may vary at the discretion of San Francisco Public Works. (See Fee Schedule). Make checks payable to the San Francisco Public Works. We also accept credit card payments through our online portal.
- Submit a Certificate of Insurance for general liability coverage of not less than \$2 million, endorsing the City and County of San Francisco, its officers, employees and agents as additional insured with the Bureau's address as the certificate holder. ([Sample of Certificate of Liability Insurance](#))
- For any ISCOTT approved (special event) street closure permits, a copy will be needed at the time of issuance (See MTA <http://www.sfmta.com>).
- For Special Traffic Permits, please provide additional time for San Francisco Municipal Transportation Agency (SFMTA) approval (See MTA <http://www.sfmta.com>).
- All submitted plans, applications, and attachments shall comply with all rules, regulations and guidelines set forth by Public Works Order No. 165,716.
- If occupying the right-of-way at night, a Night Noise permit is required in conjunction with other Public Works permits. (See Night Noise requirements)
- Single Day Event Mobile Food. (More details at : <http://sfpublicworks.org/services/permits/mobile-food-facilities>)

NOTE: This permit is not used for Storage Containers or Moving Trucks. Contact the San Francisco Municipal Transportation Agency (SFMTA) for Moving trucks. Contact your storage container company for Storage Container Permits.

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

SITE ADDRESS: _____

TOW-AWAY AND NO STOPPING SIGNS CAN BE PURCHASED FROM SF PUBLIC WORKS OR PRINTED PER SPECIFICATIONS NOTED AT WWW.SFDPW.ORG/PERMITS**1. Tow-Away Signs are installed by the permittee:**

- Place signs in such a manner that the maximum spacing between signs is no more than 20 feet.
- Signs may be attached to parking meter posts or place signs flat on wood or aluminum or other approved material, and attach them directly on solid barrier fences and/or
- Mount the signs securely to existing poles, posts, type II barricades as per Cal Trans specifications or on construction fences.

2. The permittee shall post signs 72 hours in advance of the occupancy authorized in the permit and remove such signs upon termination of the permit. A permittee must maintain signs during the entire term of occupancy and during the hours specified in the permit. If any information required on a sign must be modified, the permittee shall install new signs rather than change the information on the existing sign. If signs are removed, modified, or altered in any way, it shall be the permittee's responsibility to install new signs containing the required information.**NOTE:** Tow Zones are activated 72 hours after the posting is approved.