GUIDELINES FOR TABLE AND CHAIR PERMIT
San Francisco Public Works may find it necessary to request additional information after initial review of the application.

NEW APPLICATION SUBMITTAL REQUIREMENTS

- Receive “Planning Department” request approval form from BSM plan checker. Applicant must then go to 1660 Mission Street, 1st Floor, Window #1 for a sign off.
- Complete Table and Chair Permit Application Form. [Please fill out the form completely]
- Pay non-refundable processing fee; payable to DPW either by check or VISA/MC, ATM. (See Fee Schedule)
- Submit fully dimensioned site plan. (See Sample Drawing)
- Submit photos of the existing site conditions fronting your business.
- Provide general liability insurance (minimum of $2,000,000), Certificate of Insurance endorsing the City and County of San Francisco as additional insured.
- BSM Inspector will post an 11”x17” notification in the window or on the side of the building establishment for ten (10) calendar days.
- After notice expiration, the applicant will come back after notice expiration to the contact DPW-BSM to schedule an appointment to pay for the inspection fees and issuance of the permit.

Submit above items to the Permit Office located at
1155 Market Street, 3rd Floor
San Francisco, CA 94103

RENEWAL REQUIREMENTS


1. Site plan (If different from original submittal. See Tables and Chairs Site Plan)
2. New copy of updated certificate Insurance providing general liability insurance endorsing the City and County of San Francisco, 1155 Market Street, 3rd Floor, San Francisco, CA 94103, as additional insured.
3. Expired Tables and Chairs permit (if applicable)
4. Renewal fees by check, VISA or MC. (See Fee Schedule)

ADDITIONAL INFORMATION

Article 5.2, Section 176 pertains to how San Francisco Public Works regulates the tables and chairs in the City and County of San Francisco. It is the applicant’s responsibility to renew their permit before the expiration date. The inspector will issue citations if the permit is not renewed and/or not clearly displayed.

All new fees are DPW Orders 174,725 and 174,786.
Sample Drawing: