



Permits

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

# APPLICATION FOR DRIVEWAY/CURB CUT

|                       |
|-----------------------|
| PUBLIC WORKS PERMIT#  |
| For Official Use Only |

Pursuant to Article 15, Section 715, 716, 717, & 718 of the Public Works Code and requirement No. 14 of Public Works Order No. 62,850, a permit is required to occupy a portion of public right of way for the purpose of installing an auto runway.

## SITE INFORMATION

Site Address: \_\_\_\_\_

Cross Street: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

## APPLICANT INFORMATION

**NOTE:** If you are *not* applying as the property owner, you MUST complete the Certificate of Authorized Agent section at the end of this form in order for Public Works to begin reviewing your application.

Owner     Agent of Owner    Applicant/Authorized Agent Name: \_\_\_\_\_

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

| REQUIRED APPLICANT INFORMATION      |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Individual Applicant: Driver's License or State ID Number _____ |
| <input type="checkbox"/>            | Business Applicant: San Francisco Business Account Number _____ |
| <input checked="" type="checkbox"/> | OR State License Number _____                                   |
| <input type="checkbox"/>            | Architect   |
| <input type="checkbox"/>            | Engineer  |
| <input type="checkbox"/>            | Contractor  |

## PROPERTY OWNER INFORMATION (Leave blank if applicant is property owner)

Owner Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property owner mailing address for annual assessment fee invoice statements  
*(Assessment fee is applicable to new or modified driveway only. It is based on square footage of driveway area, per Public Works Code Article 2.1 and Sec. 716 of Article 15)*

Address: \_\_\_\_\_

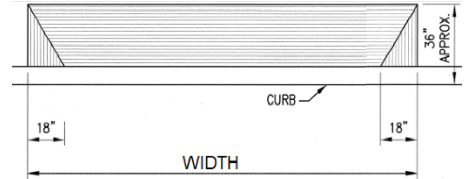
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

**PROJECT INFORMATION**

Description and Purpose of the new/modified driveway or existing overwide driveway. List the requested driveway/curb information in the table below.

|   | Street | Driveway Width | New Driveway or Existing? |
|---|--------|----------------|---------------------------|
| 1 |        |                |                           |
| 2 |        |                |                           |
| 3 |        |                |                           |



|                   |   |             |
|-------------------|---|-------------|
| _____             | _____   | _____       |
| <b>Print Name</b> | <b>Signature of Owner/ Applicant/<br/>Authorized Agent(s)</b> | <b>Date</b> |

**INSTRUCTIONS FOR OBTAINING ADRIVEWAY/CURB CUT PERMIT**

- Include a completely dimensioned site plan showing the subject property and any immediately adjacent lot. Show the sidewalk fronting these properties, any existing driveways and the location(s) of the proposed driveway(s).
- The applicant shall be responsible for submitting any fees, documents, reports and other information to the various City agencies as required.
- A Street Improvement Permit is required for the construction of the new/modified driveway or reconstruction of existing driveways. The street improvement permit shall be applied for at:



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

- New, relocated, and overwide (<30 ft) driveway cuts may be subject to an annual assessment fee per Section 716 of the Public Works Code.
- Further information, contact the Public Works Permits at (628) 271-2000.
- Once the San Francisco Public Works tentatively approves the permit, the applicant is responsible for having it notarized and recorded and for all fees associated with that process. After the permit is notarized, it shall be recorded with the Recorder’s Office located at City Hall, Room 190. For more information, please visit Recording a Document | CCSF Office of Assessor-Recorder.



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**CERTIFICATION OF AUTHORIZED AGENT**

\_\_\_\_\_ **[Project Address]** **[Block]** **[Lot]** **[Zip Code]**

Public Works Permit Number (s) \_\_\_\_\_

Building Permit Application (BPA) Number \_\_\_\_\_

I/We, \_\_\_\_\_, hereby certify for the purpose of  
**[Name of Property Owner(s) – Print]**

completing and submitting an application for street/sidewalk-use permit(s) with San Francisco Public Works and for the completion of any form related to the San Francisco Public Works Code and/or to any City and County Ordinances and regulations, or State Codes, I/we are authorizing

\_\_\_\_\_ to sign all documents  
**[Name of Agent(s) – Print]**

connected with this application(s) or permit(s).

I/We also acknowledge that certain permits for encroachments within the public right of way incur annual assessment fees and will be recorded against property title for life of encroachment.

\_\_\_\_\_ **[Authorized Agent Signature]** **[Phone Number]**

\_\_\_\_\_ **[CA Contractor, Driver’s or SF Business License number]** **[Date]**

\_\_\_\_\_ **[Property Owner Signature]** **[Phone Number]** **[Date]**