



Support Services – Permits Division

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

PERMIT PROCESSING GUIDELINES FOR NOTICE TO REPAIR (NTR) AND AUTHORIZED USE

WHERE TO APPLY

Application Submission Options

- **Online** go to: [PW Permits Submission Form - Notice to Repair Permits](#)
- **By Email:** Applications may be submitted to bsmpermitdivision@sfdpw.org
- **In Person (Paper Applications):** Applications may be dropped off at the DPW Counter; however, please note that applications will not be processed at the counter.

When submitting in person, please:

1. Bring a copy of the **NTR received by mail** (do not bring the notice posted on the property).
2. Complete the reverse side of this guideline if you are either the agent or the property owner. Be sure to fill out the section that applies to your role.
3. Pay the **non-refundable fee** by check or credit card. (Fees are subject to change.)

Location:

The DPW Counter is located at the **Permit Center, 2nd Floor, 49 South Van Ness Avenue, San Francisco, CA 94103.**

Permitting Processing Hours: Tuesday, Wednesday, Thursday and Friday (8:00 a.m. to 5:00 p.m.),
Monday (9:00am-5:00pm) excluding legal holidays. **Telephone:** (628) 271-2000

GENERAL INFORMATION

If expired, the permit is null and void. Fees are adjusted annually. Contact San Francisco Public Works, Support Services – Permits Division for the latest fee schedule. *Permit subject to fee increase in accordance with Ordinance no. 142-25 and fees become effective September 1, 2025.

Sidewalk Only:

Sidewalk Repair Permit *	\$35/100 Square Feet
Street Space Permit (for construction parking/staging) *	\$205.00/20 Linear Feet
Board of Appeals surcharge	\$11.00
Parking Meter Fee (if applicable)	\$20.00 a Day/25 Linear Feet
<i>Contact SF Municipal Transportation Agency (MTA) 415-701-4500 for more information</i>	
Any changes to approved Sidewalk Repair Permit	\$78.00 fee

Sidewalk and Curb Replacement (including driveway and/or existing encroachments):

- A property owner must hire a **California State Licensed Contractor (A or C-8) with a \$25,000 City Street Excavation Bond** before applying for a Street Improvement (IE) Permit. This bond is required for the excavation of the roadway that results from replacement of an existing damaged curb. Please note that without a licensed bonded contractor, a permit cannot be processed or issued.
- **Street Improvement Permit: \$883.** This non-refundable base fee includes processing, 20' of street space occupancy for contractors, minimum two (2) hours inspection (additional fees may apply) and a **\$11.00** Board of Appeals surcharge. Any changes in the approved Street Improvement permit shall be subject to additional fees. If expired, the permit is null and void.
- For repair of sidewalks above or adjacent to existing sub-sidewalk basements, or other encroachments, the following permits and non-refundable fees shall apply.
 - Street Improvement permit base fee: **\$883.00**
 - Minor Sidewalk processing fee (existing encroachments ONLY): **\$284.00**
 - Board of Appeal surcharge: **\$11.00**
 - Annual assessment fee: **\$5.75 / square foot** of encroachment

If the existing sub-sidewalk basement requires any structural work or upgrades, a building permit must be applied prior to applying for the Street Improvement and Minor Sidewalk Encroachment Permits.

- For existing encroachments that do not require reconstruction or modification, a Minor Sidewalk Encroachment permit is required. The non-refundable processing fee is **\$284.00** with a non-refundable **\$11.00** Board of Appeals surcharge. In addition, an annual assessment fee of \$5.75 / square foot per year may be required.
- For any other permits that may be required by BSM inspector or to answer any questions about the **permit process**, please call our office at (628) 271-2000 and ask to speak to an available plan checker. Please have your NTR number and/or property address available.
- For any questions about the **inspection process** (*e.g. 30-day extensions, existing defects, colored dots etc.*), please call the above number and ask for an available inspector, or you may call or email the District Inspector whose name, phone number and email address appear at the bottom of your NTR.

PROPERTY OWNER: If property owner is obtaining permit(s), please provide:

- A copy of a contract between themselves and contractor (only curb and/or driveway work)
- Notice to Repair (received by mail)

*****Any misrepresentation and/or misuse of San Francisco Public Works Permits shall be the owner(s)' responsibility and will be subject to a Notice of Violation in the minimum amount of \$1,000 per day without any appeals. () initials*****

AUTHORIZED AGENT: If agent or contractor is obtaining permit(s), please complete the following portion:

I am _____ and hereby give permission/authorization to _____
(owner name) (contact name)
of _____ to work in the Public Right-of-Way fronting my
(company name)
property, following all the City Standards and Specifications and to get all appropriate San Francisco Public Works permits.

Notice # _____ Curb/Driveway Work: ☐ Yes ☐ No

Contractor's State License: _____ Phone: _____

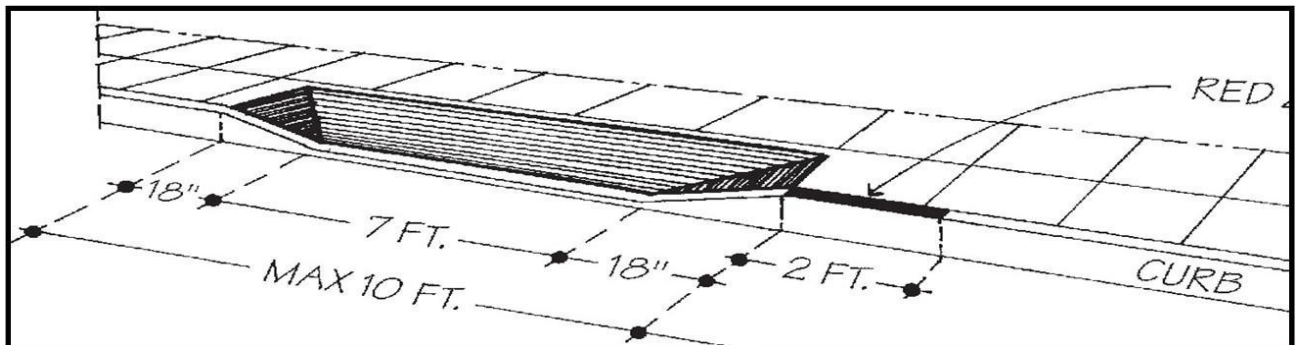
_____ Square Footage of Repairs: _____

Signature (of owner)

Date

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NOTE: Street Improvement permit is the SHADED area plus the curb and the Sidewalk Repair is the square (flags) only.



Disclaimer for Owner-Builder work in the right-of-way: Under Assembly Bill 2335 amends California Health and Safety Code, Section 19825, the City wishes to inform you that in incidences where a permit is acquired by you or an agent of owner who is not a **license contractor**, the property owner will be responsible for the work and assumes potential liabilities. Please see http://www.leginfo.ca.gov/pub/07-08/bill/asm/ab_2301-2350/ab_2335_bill_20080624_enrolled.html for details.