

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

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

Applying for a permit? Start with these essential guides.



More information can be found at:

<https://sfpublicworks.org/permits>



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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.

August 2026

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 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:

- San Francisco Public Works – Disability Access Coordinator, Hydraulics, Monument Preservation, Structural, and Urban Forestry
- 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
- Port of San Francisco

MORE QUESTIONS?

Please contact:

Construction Permit questions, please contact PublicWorksPermit@sfdpw.org

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

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

Inspection and Enforcement questions, please contact PublicWorksInspections@sfdpw.org

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

SFPUC Specific Questions:

San Francisco Water Division (SFWD) 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 slengineering@sfgwater.org

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PLAN SUBMITTAL CHECKLIST MATRIX

	Applicable Complete Checklist Sections (note: all applications must include Pre-Screening Form)	Additional Requirements	Webpage	Description
<u>Additional Street Space</u>	Pre-Screening Form, XIII		<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>	Pre-Screening Form, 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>Driveway/Curb Cut</u>	Pre-Screening Form, I, II		<u>Street Improvement Permit</u> & <u>Driveway/Curb Cut Permit</u>	Required to document existing curb cut wider than 30' or to install any new driveway
<u>General Excavation</u>	Pre-Screening Form, 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>	Pre-Screening Form, 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
<u>Major Encroachment</u>	Pre-Screening Form, I, IV	A letter of permit request; Planning Department General Plan Referral (GPR)	<u>Major Encroachment Permit</u>	Required to install a surface or subsurface encroachment in the sidewalk or street area not otherwise permitted (e.g. Minor Encroachment Permit)

PLAN SUBMITTAL CHECKLIST MATRIX

	Applicable Complete Checklist Sections (note: all applications must include Pre-Screening Form)	Additional Requirements	Webpage	Description
Minor Sidewalk Encroachment	Pre-Screening Form, II	Street Improvement Permit, if applicable	Minor Sidewalk 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	Pre-Screening Form, 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.
Side Sewer	Pre-Screening Form, V		Side Sewer Permit	Required to install a sewer lateral
Sidewalk Landscaping	Pre-Screening Form, XXI		Sidewalk Landscaping Permit	Required if adding permeability to the right of way or retroactively permitting unpermitted permeable gardens or permeable spaces
Sidewalk Pipe Barrier	Pre-Screening Form, I, II		Sidewalk Pipe Barrier Permit	Required to install pipe barriers and/or bollards
Sidewalk Repair (Voluntary)	Pre-Screening Form, VII		Sidewalk Repair Permit	Required to repair damaged sidewalk
Special Sidewalk	Pre-Screening Form, 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

PLAN SUBMITTAL CHECKLIST MATRIX

	Applicable Complete Checklist Sections (note: all applications must include Pre-Screening Form)	Additional Requirements	Webpage	Description
Storage Container	Pre-Screening Form, 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	Pre-Screening Form, 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	Pre-Screening Form, XII		Street Space Permit	Required to occupy up to half of the sidewalk and fronting parking lane during construction
Sub-Sidewalk Basement	Pre-Screening Form, I, X		Sub-Sidewalk Basement Permit	Required to document existing sub-sidewalk basement
Tank Removal	Pre-Screening Form, 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	Pre-Screening Form, XX		Temporary Occupancy Permit	Required to temporarily occupy public right of way. No construction allowed

PLAN SUBMITTAL CHECKLIST MATRIX

	Applicable Complete Checklist Sections (note: all applications must include Pre-Screening Form)	Additional Requirements	Webpage	Description
<u>Tree Planting (BUF)</u>	Pre-Screening Form, XVIII		<u>Plant a Street Tree Public Works</u> <u>(sfpublicworks.org)</u>	Required for: • New dwelling units or legalizing ADUs • New curb cut or garage • 500 sq ft addition • Erection of new building
<u>Tree Protection (BUF)</u>	Pre-Screening Form, XVI		<u>Tree Protection Public Works</u> <u>(sfpublicworks.org)</u>	Required if existing Street Tree adjacent to or Significant/Landmark Tree on affected lot. Required for all excavation under canopy crown footprint of tree. Checklist required for construction triggers listed under Tree Planting. All projects with construction at a property with a code-protected tree must have Tree Protection Specs on plan. An Arborist Report of impacts is required for any excavation within the dripline of tree.

PLAN SUBMITTAL CHECKLIST MATRIX

	Applicable Complete Checklist Sections (note: all applications must include Pre-Screening Form)	Additional Requirements	Webpage	Description
<u>Tree Removal Permit (BUF)</u>	Pre-Screening Form, XVII		<u>Remove a Street Tree Public Works (sfpublicworks.org)</u>	Required if street, significant or landmark trees proposed for removal. Please contact us if you need clarification on the definition of a significant tree on private property.
<u>Utility Excavation</u>	Pre-Screening Form, XI		<u>Utility Excavation Permit</u>	Required to install, replace or repair utility infrastructure (utility companies only)
<u>Vaults</u>	Pre-Screening Form, I, III	A letter from PG&E validating a dedicated transformer is required	<u>Vault (Transformer) Permit</u>	Required for utility vault occupancy in sidewalk. A Street Improvement permit or General Excavation permit is also required

PRE-SCREENING FORM: Identify any of the following features shown on project plans (select all features):

Please select ONE of the following designations for your project ([Click here](#) for definitions of the following):

☐ Development Permits ☐ Private Permits

STRUCTURAL

☐ Structural components (modification/new)

ADA / DISABILITY ACCESS COORDINATION

☐ Curb ramps (modification/new). Complete the [Curb Ramp Design Submittal Requirements Checklist](#)

☐ Accessible parking (blue zones), and/or accessible passenger loading (white zones), and/or short-term parking (green zones), and/or commercial loading, and/or changes to existing on-street parking

☐ Accessible business entrance(s)

☐ 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% or deviating from established grade of adjacent street

☐ Existing or proposed pavers, special sidewalk treatments, and [landscaping](#) in the right of way

☐ Sidewalk widening, narrowing, and/or sidewalk bulb outs (modification/new)

ENCROACHMENTS / PROJECT LIMITS

☐ New buildings

☐ Alterations of existing buildings

☐ Building and/or sidewalk alterations with sub-sidewalk basements

☐ Entrance canopies and/or awnings with vertical clearance of less than 8 feet (modification/new)

☐ Document existing encroachment(s). No new work or modification proposed

☐ Shoring with tie-backs under sidewalk

TREES

☐ New tree well(s) where remaining path of travel is less than 6 feet

☐ New tree(s) taller than 10 feet on the sidewalk

☐ Existing street tree(s), significant tree(s) or designated landmark tree(s) within 15 feet of the project (See [Street Trees and Plants](#))

SURVEY MONUMENTS

☐ Trenching, excavation, sidewalk demolition and/or installation within 20 feet of an existing survey monument (See [Monument Preservation](#))

TRANSPORTATION

☐ Bus stop(s) within 15 feet of the project

☐ Medians in the roadway (modification/new)

☐ Bike lane(s) (modification/new) or [Bike racks](#) (relocation/new)

UTILITIES

☐ Installation, relocation or removal of utilities (e.g. water meter(s), water main(s), fire hydrant(s), sewer lateral(s), sewer main(s), manhole(s), catch basin(s)/inlet(s), streetlight(s))

☐ Excavation, trenching and/or changes in finished grade within 3 feet of an existing utility, cabinet, or pole foundation

PORT / ENVIRONMENTAL

☐ Work is within SF Port Jurisdiction (See [Property Information Map](#))

☐ Work is within a Port Special Environmental Area (See [Property Information Map](#))

COMPLETENESS CHECKLISTS

I. STREET IMPROVEMENT

Address: _____ Permit No.: _____

Plans

- ☐ Each sheet must include:
 - ☐ Designer name(s), address(es), contact email(s) and phone number(s).
 - ☐ Stamped plans for preliminary set (Stamp and signed plans are required for structural drawings). For final approved set, stamped and signed plans are required.
 - ☐ Project address, including BLOCK and LOT number
 - ☐ Referenced Building Permit number (if available)
 - ☐ Show North Arrow
 - ☐ Show Legend
- ☐ 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. Label the property line on the plan.
- ☐ 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
- ☐ Label grade map street slopes (see [SF Key Maps](#))
- ☐ Dimension the distance between all grid lines (projected from the face of the property to the face of curb) of 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, Emergency Fire-fighting Water System and streetlight infrastructure, traffic signal poles, signal/Muni cabinets, Muni OCS poles, and traffic signal pull boxes. Identify all 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. Identify all proposed streetlight infrastructure. Show size and material of proposed streetlight conduit and include cutsheets for proposed pull boxes, luminaires and poles.
- ☐ Show both existing (E) and proposed (N) spot elevations, in positive decimal feet and rounded to the nearest one hundredth of one foot, at the base of all utility poles and cabinets.
 - Refer to [SFPUC Streetlight Standards and Requirements](#) for guidance when new streetlight poles and foundations are required.
 - If sidewalk elevations are changing, confirm the existing SFMTA owned traffic signal pole is still sitting at the correct height above finished sidewalk elevation in accordance with Caltrans Standard Plans and Specifications (October 30, 2015). See Detail A on Sheet ES-7M regarding height of base plate, anchor bolts, threading, and nuts.

- ☐ Reference the [SFPUC Streetlight Standards and Requirements](#) 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:

- | | |
|--|---|
| ☐ The edges of landscaping features | ☐ Transformer vaults |
| ☐ Retaining walls | ☐ Driveways and curb cuts |
| ☐ Stairs | ☐ Lawn/planter strips, planter boxes |
| ☐ Warping and landings | ☐ Ramps in the sidewalk |
| ☐ Pull boxes | |

☐ 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 Form, 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 center points, driplines, and protection must be shown

☐ If modifying existing or identifying a new location for trashing loading and removal, please explain or show how trash bins will be moved between the trash storage area and the street on pickup days.

☐ 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

☐ If new bike racks are proposed, refer to [SFMTA Bicycle Parking Guidelines](#). The hardware specifications and proposed locations need to be dimensioned on the plans.

☐ Identify if parking meters or signs are impacted or to be relocated with sidewalk work.

☐ If pavers are proposed within furnishing zones, show cross section underneath proposed pavers. Concrete foundation underneath pavers shall meet Public Works Standard Plan for Standard Concrete Unit Paver File No. 112927.

Additional Documents:

☐ Application for Street Improvement Permit
☐ Certification of Authorized Agent Form, if applicable
☐ Three photos of existing sidewalk
☐ Civil Plans including, but not limited to, Site, Demolition, Grading, Utility Composite, Construction Details, Curb Ramp)
☐ Architectural Plan, if available, showing floor plan for the ground/street level of all ingress/egress to the building, elevation view of the building, and an accessible route plan.
☐ Landscaping Plan, if available
☐ Streetlight Plan and photometrics, if applicable
☐ SDAT approval, if applicable
☐ Planning Commission approval, if applicable
☐ Tentative Map Conditions, if applicable
☐ Sidewalk Legislation, if applicable
☐ Turn Templates for SU-30 truck, SFFD Engine and Custom SFFD Aerial Ladder Truck for sidewalk widening, if applicable
☐ Proposed striping drawings if existing travel lanes are impacted due to sidewalk changes, if applicable
☐ Curb Ramp Design Submittal Requirements Checklist for new curb ramps to be constructed, if applicable
☐ Existing Curb Ramp Slope Inspection(s) for existing curb ramps to be evaluated, if applicable
☐ Construction Ready Checklist (Applicant may submit later, but required prior to permit approval)

II. MINOR SIDEWALK ENCROACHMENT, DRIVEWAY/CURB CUT, SPECIAL SIDEWALK, SIDEWALK PIPE BARRIER

Address: _____ Permit No.: _____

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 and rounded to the nearest one hundredth of one foot
- ☐ 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
 - ☐ Automatic 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
 - ☐ Both existing (E) and proposed (N) spot elevations for all utility infrastructure and at the base of all utility poles
 - ☐ Spot elevations at all grade breaks with corresponding BW, TC and FL
 - ☐ Dimension the distance between all grid lines and accessible features
 - ☐ Label and identify whether the street gutter is a typical asphalt gutter, a 2-feet 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
☐ Product data sheet, if applicable
☐ Certification of Authorized Agent, if applicable
☐ Garbage enclosures only: An inspection report conducted by a Public Works Public Information Officer
☐ Construction Ready Checklist (Applicant may submit later, but required prior to permit approval)

III. VAULTS

Address: _____ Permit No.: _____

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

- ☐ Dimensions shall be in decimal feet and rounded to the nearest one hundredth of one foot
- ☐ Elevations at the corners and center of the vault
- ☐ Dimension between vault and obstructions, including but not limited to:
 - ☐ Bike racks
 - ☐ Street furniture
 - ☐ Signs / parking meters
 - ☐ Pole and pull boxes for Traffic lights / streetlights
 - ☐ Driveways
 - ☐ Fire hydrants
 - ☐ Utilities and streetlight infrastructure, 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
- ☐ 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 ENCROACHMENT

Address: _____ Permit No.: _____

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 Referral application or General Plan Referral approval

V. SIDE SEWER

Address: _____ Permit No.: _____

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

Address: _____ Permit No.: _____

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, Emergency Fire-fighting Water 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.

Address: _____ Permit No.: _____

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.

Address: _____ Permit No.: _____

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

☐ [Curb Ramp Design Submittal Requirements Checklist](#) for new curb ramps to be constructed, if applicable

☐ [Existing Curb Ramp Slope Inspection Form\(s\)](#) for existing curb ramps to be evaluated, if applicable

IX. BORING AND MONITORING WELL

Address: _____ Permit No.: _____

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

Address: _____ Permit No.: _____

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 EXCAVATION

Address: _____ Permit No.: _____

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)

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, mailing and email addresses of the person who will receive all official correspondence from the department
☐ Curb Ramp Design Submittal Requirements Checklist for new curb ramps to be constructed, if applicable
☐ Accessibility Scoping Plan and Existing Curb Ramp Slope Inspection Form(s) for existing curb ramps to be evaluated, if applicable
☐ Notice to Proceed Letter (for City projects), if applicable
☐ Approved CEQA Clearance (for excavation with an area greater than 1,000 SF), if applicable
☐ 30-days and 10-days notices to affected residents/public on both sides of the street for the proposed trenching (for projects with more than 14-days duration), if applicable
☐ Affidavit that the 30-day notice has been sent out to each affected resident, if applicable
☐ Signed PW DAC QA/QC Form and Curb Ramp Exception Form(s), if applicable
☐ Sidewalk Legislation, if applicable
☐ Moratorium Waiver, if applicable
☐ Monument Preservation approval

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

Address: _____ Permit No.: _____

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](#))

XIII. ADDITIONAL STREET SPACE

Address: _____ Permit No.: _____

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

Address: _____ Permit No.: _____

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

Address: _____ Permit No.: _____

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 (BUF)

Address: _____ Permit No.: _____

Plans

☐ Must include location of center point (stem), canopy spread, diameter and species of all existing trees.

☐ 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 (BUF)

Address: _____ Permit No.: _____

Plans

- ☐ Must include location of center point (stem), canopy spread, diameter and species along with 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 \(sfpw.org\)](#) 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 (BUF)

Address: _____ Permit No.: _____

Plans

- ☐ Planting plans should include species, location, size and be in compliance 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

Address: _____ Permit No.: _____

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

Address: _____ Permit No.: _____

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. SIDEWALK LANDSCAPING

Address: _____ Permit No.: _____

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.

Address: _____ Permit No.: _____

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 inspection/report
☐ Appraisal values of tree
☐ Replacement plan

Tree Protection
☐ International Society of Arboriculture (ISA)-certified arborist 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:

Address: _____ Permit No.: _____

	A	General
☐	A1	Graphic scale (1-inch = 5-feet scale required)
☐	A2	North Arrow
☐	A3	Street names
☐	A4	Property line (see SF Key Maps)
☐	A5	Crosswalks
☐	A6	Utility boxes, vaults, valves, manholes and/or drainage structures
☐	A7	Utility poles, fire hydrants, utility cabinets and/or fire and police call boxes
☐	A8	Accessible pedestrian signal (APS) pushbuttons
☐	A9	Landscape areas and trees
☐	A10	Diverting elements, including railings, walls, fences and/or raised curbs
☐	A11	Grade map street slopes (see SF Key Maps)
☐	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
☐	B1	Proposed slopes and slope arrows (between each adjacent pair of spot elevations for running grade and cross-slope directions)
☐	B2	Ramp top landing slopes (from top of ramp to the property line/back of walk)
☐	B3	Ramp running slopes (both sides of ramp)
☐	B4	Ramp cross slopes

☐	B5	Ramp lower landing slopes
☐	B6	Wing slopes (perpendicular to path of travel)
☐	B7	Slopes in between curb ramp wings
☐	B8	Roadway slopes (parallel to the path of travel at ramp extents)
☐	B9	Sidewalk cross slopes at wing extents
☐	B10	Proposed flow line slopes in between each adjacent pair of elevation callouts
☐	B11	Existing slopes at limits of work along the back of walk, back of curb, gutter and roadway
☐	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
☐	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)
☐	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)
☐	C3	Elevations at both sides of doors, stairs (top and bottom of risers), garages and driveways
☐	C4	Proposed elevations at all grade breaks and locations consistent with <i>Sample Curb Ramp Detail</i>
☐	C5	Proposed lip of gutter elevations at curb ramp extents. Label change in elevation
☐	C6	Proposed elevations along the property line. Label change in elevation
☐	C7	Proposed RIM elevations on both sides of drainage structures. Label change in elevation
☐	C8	Existing and proposed pull boxes, poles, and cabinets for traffic lights and streetlights

Show the following dimensions rounded to the nearest hundredth of one foot (X.XX'):

	D	Dimensions
☐	D1	Sidewalk widths

☐	D2	Ramp widths and lengths
☐	D3	Ramp top landing (top of ramp to property line/back of walk)
☐	D4	Wing widths
☐	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.

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

