

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

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

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 wells 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](#))

More information can be found at: <https://sfpublicworks.org/permits>