Public Works Code Article 15, Section 723.2 outlines the sub-sidewalk basement encroachment permit process and Public Works Order No. 169,271 establishes a policy on sub-sidewalk basement abatement procedures for curb ramp installation.
3. HOW DO YOU APPLY FOR SUB-SIDEWALK ENCROACHMENT PERMIT?

A. Contact San Francisco Public Works Bureau of Street-Use & Mapping:

B. Article 15, Section 723.2 of Public Works Code outlines the sub-sidewalk basement encroachment permit process.

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4. WHAT IMPACT DO SUB-SIDEWALK BASEMENTS HAVE ON CONSTRUCTION PROJECTS?

A. The presence of sub-sidewalk basements is one of the many challenges to the construction of public infrastructure, such as ADA-compliant curb ramps.

B. Public Works Order No. 169,270 establishes a policy on curb ramp installation priorities. If it is determined that a curb ramp needs to be constructed at a location and the location is over a sub-sidewalk basement, it is the responsibility of the private property owner to structurally alter the sub-sidewalk basement at no cost to the City, to allow for the construction of a curb ramp.

C. The procedure on how property owners are notified is outlined in Public Works Order No. 169,271.

D. Excavators must take care and review existing sidewalks for the presence of sub-sidewalk basements prior to the start of work, especially in Supervisorial Districts 3 and 6, as most of the sub-sidewalk basements are located in these districts.

5. WHAT IS THE CURRENT PUBLIC WORKS POLICY REGARDING SUB-SIDEWALK BASEMENTS?

A. Public Works requires all property owners to obtain a Minor Sidewalk Encroachment Permit for their sub-sidewalk basements.

B. Property owners of unpermitted sub-sidewalk basements will need to obtain a minor sidewalk encroachment permit. Alternatively, property owners can elect to backfill and abandon sub-sidewalk basements. Abandoning of a sub-sidewalk basement may require one or more permits from Public Works and/or the Department of Building Inspection, depending on the scope of work. Permits staff will work with the property owner on what is required.

C. Minor Sidewalk Encroachment Permits for sub-sidewalk basements are subject to an application fee and may be subject to an annual encroachment assessment fee per square foot ($100 minimum).