Tow-Away Sign Activation and Photo Upload Process

OCCUPANCY TYPE PERMITS:
The following tow-away sign permits are activated by Public Works:
- Street Space
- Additional Street Space
- Temporary Occupancy
- Mobile Storage Containers

How do I register my occupancy type permit for tow-away rights?

GO ONLINE:
https://bsm.sfdpw.org/streetspacerequest/EditRequest.aspx

PHONE:
Contact BSM at: 628-271-2000

EXCAVATION TYPE PERMITS:
Tow-away zones for excavation type permits are activated through San Francisco Municipal Transportation Agency (SFMTA). Excavation type permits include:
- General Excavation
- Utility Excavation
- Side Sewer
- Street Improvement
- Sidewalk Repair

How do I register my excavation type permit for tow-away rights?

GO ONLINE:
www.sfmta.com/permits/construction-tow-away-zones

EMAIL:
Contact SFMTA at:TowZoneRequest@sfmta.com

San Francisco Public Works
Street-Use and Mapping
49 South Van Ness Avenue, Suite 300
San Francisco, CA 94103
Phone: (628) 271-2000

San Francisco Public Works
Permit Center
49 South Van Ness Avenue, Suite 200
Processing Hours: Please visit https://sf.gov/location/permit-center for operating hours of the Permit Center.
- Closed on official holidays

Contact 311 for service requests

Contact 311 for service requests

Closed on official holidays

Closed on official holidays

Printed on 30% post-consumer recycled stock

REVISION DATE: 08.05.2020
Tow-away zones for Public Works activated permits will not be valid until the permittee provides date stamped evidence that signage was posted notifying the public of the tow-away space.

**STEP 1:** Apply for a Street Space or Temporary Occupancy Permit from Public Works.

**STEP 2:** Once the permit is approved, a link for tow-away signs will be provided via email.

**STEP 3:** Print signs and post them at the permitted location every 20 feet, no less than 72 hours in advance of the time parking restrictions are to become effective.

**STEP 4:** Take photos showing the placement of the signs and click on the link provided in the confirmation email.

**STEP 5:** Upload the photos to submit them to the Bureau of Street-Use and Mapping for review. (No PDF. JPG/PNG only.)

**STEP 6:** Once your photos have been reviewed and meet requirements, a confirmation email will be sent stating that the permit is active and the tow-away rights have been reserved. If photos are inadequate, you will receive a rejection email identifying the deficiencies to be corrected.

**STEP 7:** For towing, call tow desk at 415-553-1200 once your tow-away right is activated.

---

**ACTIVATION AND PHOTO UPLOAD PROCESS:**

A sign shall be posted at each end and at an interval of no more than 20 feet within the permitted area.

**HELPFUL TIPS FOR SIGN POSTING:**

- Look 100 feet in both directions for posted signs for any parking restriction.
- A Special Traffic Permit is required to occupy restricted zones such as red curbs or no parking anytime zones.
- All signs shall be 11” x 17” in size and printed in color and meet all the requirements outline in Public Works Order 183160.

**PHOTO REQUIREMENT 1:**

A scene-setting photo clearly showing the signs are posted in the permitted location every 20 feet for the permitted amount of linear feet. (For example, 4 posted signs are required for a 60 linear feet permit as shown below.)

**PHOTO REQUIREMENT 2:**

A clear close-up photo of a tow-away sign that enables essential information on the sign to be confirmed.