San Francisco Public Works

MOBILE FOOD FACILITIES

SAN FRANCISCO PUBLIC WORKS

START

1 — APPLICANT — Research / Visit SBAC (Small Business Assistance Center)

Public Works, Business License, SFFD, DPH, Public Works Order, Ordinance

2 — APPLICANT — Choose Location

Street Artist, Mobile Food Map, Data SF, Grade Map

3 — APPLICANT — Draft Diagram

Sample Diagram

4 — APPLICANT — Submit Application

Application, Fee Schedule, Fee Details

5 — PUBLIC WORKS — Public Works Plan Review

Meets Location Requirement?

- **NO** → Return to Step 2
- **YES** → Step 6

6 — APPLICANT — Public Notification

Submit Notification Package
- Food Truck: 75-Foot Radius
- Push Cart: 300-Foot Radius

7 — PUBLIC WORKS — Mailing & Posting
- Public Works mails the 30-day notice
- Applicant posts it at the site(s) for 10 days

8 — Public Objection / Comment?

- **YES** → **8 (a) — PUBLIC WORKS — Public Hearing**

  Hearing officer will make a recommendation to the Public Works Director

  → **8 (b) — PUBLIC WORKS — Director's Decision**

  - **APPROVE** → Step 9
  - **DENY** → Permit Denied

- **NO** → **9 — Tentative Approval**

  90 Days to submit: Insurance, SFFD + DPH Certificates, Fees, Business License, DMV Registration

  - **NOT COMPLETED** — Return to the STEP 4
  - **COMPLETED** — Within 90 Days
    Documents + Payment Received
    Inspection Fee (Half)

PERMIT APPROVED
Renew Annually

APPEAL PROCESS
15-Day period for anyone to file an appeal with the Board of Appeals.