



# TEMPORARY OCCUPANCY PERMITS

Street Space, Additional Street Space and Temporary Occupancy Permits

PUBLIC WORKS CODE : ARTICLE 15, SEC. 724



- ✓ Difference between the 3 permits.
- ✓ Who would apply for the permit?
- ✓ What does the permit entail?
- ✓ When would you need to apply for the permit?
- ✓ Where would you apply for the permit?
- ✓ Why would you need the permit?
- ✓ How would you apply for the permit?
- ✓ What else would I need to know?



## Street Space Permits (SSP)

Construction projects that would occupy the fronting Public Right of Way with a minimum 4' path of pedestrian walkway

## Additional Street Space Permits (ADS)

Construction projects that would occupy more than the fronting Public Right of Way and exceeds the limit of the Street Space Permit

## Temporary Occupancy Permits (TOC)

Generally issued for construction activities lasting less than 2 weeks.



**STREET SPACE PERMITS**



### Street Space Process :

- 1) Apply at Department of Building Inspection (DBI) – DPW Counter - 1660 Mission St, 5<sup>th</sup> Floor
- 2) Request Street Space Site Meeting  
Fax : 415-554-6161  
E-Mail : [streetsspace@sfdpw.org](mailto:streetsspace@sfdpw.org)  
Drop-Off : 1155 Market St, 3<sup>rd</sup> Floor
- 3) Allow 10 Business Days for inspector to contact and verify
- 4) Post Placard and Tow-Away Signs with verified permit information (at least 72-Hours in advance). Registration with DPW Tow-desk, at least 72 hours in advance, also required for construction tow-away.
- 5) For towing, contact SFMTA at 415-553-1200



# STREET SPACE



## Street Space, Additional Street Space, Temporary Occupancy Permits



### Who can apply?

Property Owner, Contractor, and/or Authorized Agent

### What is the permit for?

To authorize the storage of construction material, equipment and/or commercial vehicle(s) **fronting** the subject property during building construction activities or sidewalk repairs. Parking for active construction allowed (no private vehicles or company trucks not performing constr.)



### Where do we apply for the permit?

Department of Building Inspection (DBI)

1660 Mission Street, 5<sup>th</sup> Floor

# STREET SPACE



### When do we need a Street Space permit?

- a) New building or new construction work and activities
- b) Major renovation of existing buildings
- c) Minor building repair including roofing, painting and scaffolding
- d) Landscaping or other work where the public street or sidewalk is occupied
- e) Reserving parking in the street for improvements to the fronting property including the placement of storage containers, construction equipment, materials used at the site, and/or commercial vehicle(s)
- f) Other work or activities in the Public Right-of-Way

### Why do we need to apply?

To coordinate various construction projects and to maintain safety in the Public Right-of-Ways of San Francisco.

STREET SPACE



## Street Space, Additional Street Space, Temporary Occupancy Permits



### **Additional Information :**

- Permit is not valid until it has been verified by BSM Inspector
- Allow a minimum of 10 Business Days for verification from the date Site Meeting request is received
- No Parking Tow-Away signs to be securely posted 72-Hours in advance and are to be replaced if damaged/removed & registered with DPW tow-desk.
- Contact SFMTA Meter Shop (550-2739) for parking meter removal
- Contact SFMTA to discuss site logistics for projects > 3 stories

STREET SPACE



**ADDITIONAL STREET SPACE PERMITS**



## Additional Street Space Process :

- 1) Apply for Street Space at Department of Building Inspection –  
**1660 Mission St, 5<sup>th</sup> Floor**
- 2) Submit a written request to BSM Permit Manager, along with a 11”x17” dimensional site plan, and permit fees along with a completed Additional Street Space permit application at Bureau of Street-Use and Mapping –  
**1155 Market Street, 3<sup>rd</sup> Floor**
- 3) If applying for more space than allowed under Street Space Permit, application will be referred to MTA/TASC for approval with specified conditions.
- 4) Fees calculated by these conditions
- 5) Issued for maximum 6 Months at a time
- 6) Occupancy exceeding 1 month would be charge ADS fees  
(1 Month = Street Space Fees)

ADDITIONAL STREET SPACE



### Additional Street Space Process :

- 7) If applying for occupying beyond subject property frontage :
  - Parking Lane Only : Provide contact information of person approving the use of occupancy.
  - Sidewalk : Provide written permission from fronting property owner
- 8) SFMTA Special Traffic Permit (STP) required for occupancy before issuance of ADS permit
- 9) STP also required for the following ADS closure scenarios:
  - Occupancy of travel lanes (part or full time)
  - Walkway closures (particularly those that do not span a full block, between two legal controlled crossings)
- 10) SFMTA may require outreach to affected businesses if color curb zone is to be occupied
- 11) SFMTA Accessible Services will review all request to occupy blue zone parking spaces. Temporary or permanent replacement blue zone parking spaces may be required.

# ADDITIONAL STREET SPACE



## Street Space, Additional Street Space, Temporary Occupancy Permits



### Who can apply?

Property Owner, Contractor, and/or Authorized Agent

### What is the permit for?

To authorize the storing of construction material, equipment and/or commercial vehicle outside the boundaries of the property during building construction activities or sidewalk repair or exceeding the limit of Street Space Permit (ie. no 4' path of travel/walkway).



### Where do we apply for the permits?

Street Space:

Department of Building Inspection  
1660 Mission Street, 5<sup>th</sup> Floor

Additional Street Space :

Bureau of Street-Use & Mapping  
1155 Market Street, 3<sup>rd</sup> Floor



# ADDITIONAL STREET SPACE



# When do we need a Additional Street Space?

- a) Placing construction equipment or material along the sidewalk or on the roadway that is fronting another property
- b) When a minimum four (4)-foot wide pedestrian path of travel adjacent to the subject site cannot be provided
- c) Occupying parking lane during towing hours
- d) Long term occupancy for more than 3 months of duration of projects
- e) Other situations requiring STPs for more than 3 months
  - a) Closing bike lane/path
  - b) Occupying /relocating bus stop (also requires SFMTA hearing)
  - c) Occupying meters outside project frontage
  - d) Closing travel lanes during restricted hours per Blue Book

# Why do we need to apply?

To coordinate various construction projects and to maintain safety in the Public Right-of-Ways of San Francisco.

# ADDITIONAL STREET SPACE



## Street Space, Additional Street Space, Temporary Occupancy Permits



### **Additional Information :**

- Permit is not valid until it has been verified by BSM Inspector
- No Parking Tow-Away signs to be securely posted 72-Hours in advance, registered with DPW tow-desk, and are to be replaced if damaged/removed)

**ADDITIONAL STREET SPACE**



# TEMPORARY OCCUPANCY PERMITS



## Temporary Occupancy Process :

- 1) Apply for Temporary Occupancy at 1155 Market Street, 3<sup>rd</sup> Floor
- 2) Submit proof of General Liability Insurance listing the City and County of San Francisco as additionally insured (*minimum \$1,000,000 coverage*)
- 3) Must be applied for at least 72 Hours in Advance
- 4) Call to verify permit 415-554-5824
- 5) Post Tow-Away Signs with verified permit information (at least 72-Hours in advance)
- 6) For towing, contact SFMTA at 415-553-1200

TEMPORARY OCCUPANCY



## Street Space, Additional Street Space, Temporary Occupancy Permits



### **Who can apply?**

Property Owner, Contractor, and/or Authorized Agent

### **What is the permit for?**

To authorize the temporary placement of construction equipment and/or large structures used in Public Events and Venues.



### **Where do we apply for the permits?**

Bureau of Street-Use & Mapping  
1155 Market Street, 3<sup>rd</sup> Floor

# TEMPORARY OCCUPANCY



## When do we need a Temporary Occupancy?

- a) Placement and operation of Cranes
- b) Tree trimming trucks, equipment and facilities (ie. Chippers)
- c) Lift equipment (ie. JLG Boom and Scissor Lift equipment)
- d) Monitoring Well Sampling work
- e) Working and around any manhole
- f) Large Structures used in Public Events and Venues (ie. Generator, Stages, Canopy)
- g) All other temporary facilities, equipment and material not covered from “A - F”

## Why do we need to apply?

To coordinate various construction projects and to maintain safety in the Public Right-of-Ways of San Francisco.

TEMPORARY OCCUPANCY



### **Additional Information :**

- Permit is not valid until it has been registered and approved  
72-Hours in Advance for processing and tow-away registration
- Submit proof of Certificate of Liability Insurance
- No Parking Tow-Away signs to be securely posted 72-Hours in advance and are to be replaced if damaged/removed
- Depending on the scope of work, ISCOTT approval, Special Traffic Permit or a Night Noise Permit may be required in conjunction to issuance of the Temporary Occupancy permit.

# TEMPORARY OCCUPANCY



**SFMTA**

Moving Forward Together

# **SPECIAL TRAFFIC PERMITS**



# Regulations for Working in San Francisco Streets

## “The Blue Book”

8<sup>th</sup> Edition, January 2012

### Bluebook provides guidance and regulation for:

- Safe Paths of Travel (ADA, lane widths, traffic control)
- Protection of critical roadways (congestion)
- Protection of transit routes and facilities
- Protection of bicycle routes and facilities
- Congestion control around important areas (Downtown, Moscone, ball parks)
- Protection of business needs (Holiday Moratorium, important streets)

**SPECIAL TRAFFIC PERMITS**

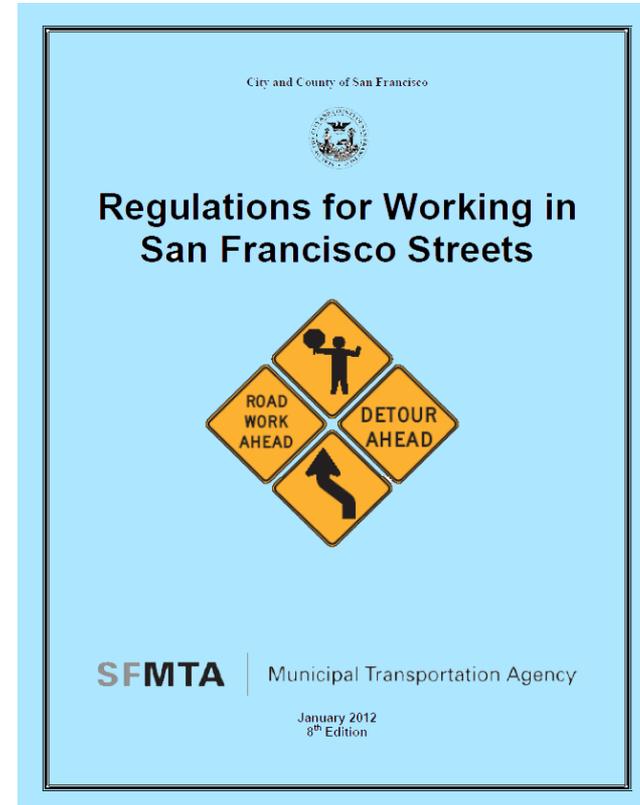


## Street Space, Additional Street Space, Temporary Occupancy Permits



### Users of Bluebook :

- Utilities
- Builders
- Maintenance Units
- Designers
- Inspectors
- Enforcement
- Anyone working in the SF public right of way



# SPECIAL TRAFFIC PERMITS



## What is a Special Traffic Permit?

- Special Traffic Permit (STP) issued for work that does not comply with the rules and regulation established in the Blue Book or the traffic routing specifications in a City contract.
- Needed for closure of sidewalks, roadways, lanes on congested streets, some Muni routes and generally complex or restricted applications.
- Specifies traffic control signs, cones, detour routes, flagger and/or police control

**SPECIAL TRAFFIC PERMITS**



# When is Special Traffic Permit Required?

San Francisco Blue Book, 8<sup>th</sup> Edition, January 2012, page 2

## Situation

1. Closing a street or an alley
2. Closing a sidewalk (no path of travel)
3. Inability to provide the required number of lanes
4. Inability to work within working hours in Table 1
5. Work through Holiday Moratorium
6. Exceeding Contract Specifications
7. Exceeding Street Space Agreement
8. Working within one block of an existing construction area
9. Moving a bus zone outside the limits of the project.
10. Closing or detouring a bike route (includes paths, marked lanes, and signed routes).

## Applicable Section

Section 3.2, Section 4  
Section 5  
Section 3.2  
Section 2  
Section 2.2.4  
–  
Section 1.1.3  
Section 3.5  
Section 6.2.3, Section 7  
Section 9

**SFMTA** offers a monthly “**Street & Sidewalk Safety**” Seminar

for contractors, public, city employees.

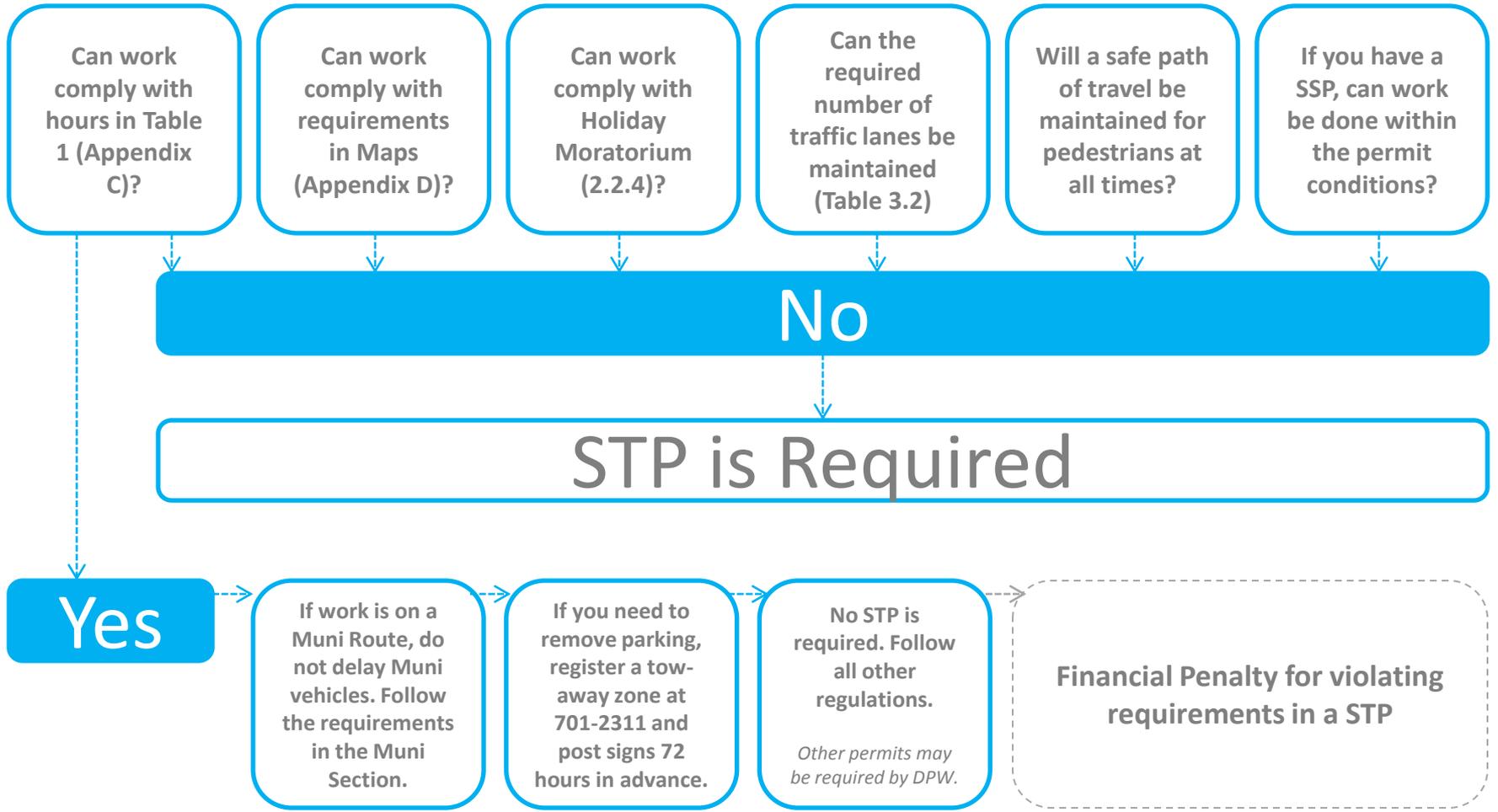
# SPECIAL TRAFFIC PERMITS



# Street Space, Additional Street Space, Temporary Occupancy Permits



## Special Traffic Permit Flowchart – *Is a STP Permit required for my work?*



# SPECIAL TRAFFIC PERMITS



## Special Traffic Permit for Muni Impacts

- DO NOT delay operation of buses at any time
- Permits and special training are required if working within 48" of outside edge of Light Rail Vehicle track-way (the Safety Envelope)
- Do not block or impede buses entering and exiting bus zones

### Bus Stops

- Bus stop relocation form to Muni Operations at least 10 days in advance
- STP to authorize tow-away to reserve space for relocated bus zone
- Contractor to place and maintain proper temporary relocation signs



## Special Traffic Permit for Muni Impacts

### Overhead Wires

- Lines carry 600 volts DC
- Vertical Clearance
  - All vertically moving equipment must maintain 10 feet radial distance from overhead lines
  - All other equipment must maintain 6 feet of clearance from lines
- Ensure trolley can reach overhead wires
- Provide 45-foot turning radius for buses
- De-energization may be required – confirm with Muni Operations or Overhead lines



## Special Traffic Permit for Muni Impacts

### Tracks

- Within 48" of outside edge of Light Rail Vehicle track-way (the Safety Envelope)
  - SFMTA Rail Safety Training certification required
  - Clearance permit from MTA Central Control required  
(need to submit 72 hrs in advance – valid for up to one week)
  - Call Muni Central Control at beginning and end of each work day



SPECIAL TRAFFIC PERMITS



# Street Space, Additional Street Space, Temporary Occupancy Permits



## Special Traffic Permit for Muni Impacts Forms (Bus Stop Relocation & Track Clearance)

### TEMPORARY BUS STOP RELOCATION REQUEST

REQUEST TO ORDER     REQUEST TO CANCEL    DATE \_\_\_\_\_

Company Name:	Company Contact:
Contact Phone#:	Contact email:
RE name:	RE Phone #:
City Contract #/Title:	Site:

- 1 NOTIFICATION DATE  
*(10 working days in advance)*
- 2 LOCATION  
*(ie. Mission @ 8th)*
- 3 BUS LINE(S) AFFECTED  
*Line Number(s) ie. J4, 49  
(Circle One)*  
Inbound/Outbound \_\_\_\_\_
- 4 EXISTING BUS STOP  
*(Circle One)*  
Near Side/Far Side \_\_\_\_\_
- 5 PROPOSED BUS STOP  
*Location: (ie. Mission @ 8th)  
(Circle One)*  
Near side/Far side \_\_\_\_\_  
Remarks: \_\_\_\_\_
- 6 EFFECTIVE START DATE \_\_\_\_\_
- 7 ESTIMATED END DATE \_\_\_\_\_
- 8 TIME LIMITS \_\_\_\_\_
- 9 ATTACHMENTS:  
A. Plan of (E) & Proposed Bus Stop  
B. Photos of (E) & Proposed Bus Stop  
C. Photo of (E) Bus Stop Sign

TCM Use

Date Received: \_\_\_\_\_  Approved     Rejected  
Request Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

MUNI Use

Date Received: \_\_\_\_\_  Approved     Rejected  
Request Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

### SFMTA- CENTRAL CONTROL

131 Leaven Way, SF CA 94127 (415) 759-6327, (415) 661-0187 Fax

### APPLICATION FOR SUBWAY, SURFACE AND ELECTRICAL PERMIT (REV 08/01/11)

Date Submitted: \_\_\_\_\_ By: \_\_\_\_\_ On-Track Safety# \_\_\_\_\_ Permit # \_\_\_\_\_  
AREA REQUESTED: Check all that apply. *Permit numbers will be assigned by OCC*  
Platform  Track  Signal System  Catwalk  Surface  Subway   
Electrical  Lone Worker  Freight Track/Interlocking  Other

1. Direction of work    TR  TL  DR  DL  SR  SL  JB  OB  EPR  EPL
2. Location (street name) \_\_\_\_\_  
at or Between \_\_\_\_\_  
*(for subway, use marker numbers or stations)*
3. Feeders Requested \_\_\_\_\_

THE ELECTRICAL SUBCONTRACTOR MUST GUARANTEE COMPLIANCE WITH GOS5

Local Isolation  Open with Rackout  Open without Rackout  Closed and Energized

4. Work to be started: Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ ;
  5. Work to be completed: Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ ;  
*Additional Requests for identical permits may be submitted by entering up to four start dates*
- Dates: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_
- Permit #: \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

6. Is ATCS Protection required? Y  N  Protection Requested: \_\_\_\_\_
  7. Compliance with current Rules and Instructions Handbook Work Zone Protection  Yes. Permit will be cancelled if not in compliance.
  8. Test Train Required: Y  N  Test train must be verified by permit holder prior to start of work.
  9. Vehicle / Equipment to be used: \_\_\_\_\_
  10. Time required to clear work area and make area available for service during an emergency \_\_\_\_\_
  11. Clearance to be issued to: \_\_\_\_\_ On-Track Safety # \_\_\_\_\_
  12. Work authorized by(dept.): \_\_\_\_\_
  13. Permit requested by \_\_\_\_\_ Title: \_\_\_\_\_
  14. Work to be performed \_\_\_\_\_
  15. All required personnel on job site are On-Track Safety Certified: YES  If not checked permit will not be issued
- Work# ( ) Home# ( ) Cell# ( ) Fax# ( )

Comments:

Electrical permit holders must communicate directly with Operations Control Center: 759-4321 and Bryant Power Control 554-9204 prior to beginning and upon completion of work.  
CLEARANCE APPLICATION REQUEST MUST BE SUBMITTED BY FIRST THURSDAY OF THE MONTH PRIOR TO THE REQUESTED WORK. WORK STARTS SATURDAY OR AT LEAST 72 HOURS IN ADVANCE OF THE DATE NEEDED. THE CLEARANCE HOLDER SHOULD KEEP A COPY OF THE ISSUED NUMBERED PERMIT.  
NOTE: APPLICANTS TO FILL OUT ALL APPLICATION ITEMS COMPLETELY.

# SPECIAL TRAFFIC PERMITS



## Special Traffic Permit for Muni Impacts

### Other Requirements (Unclog the Streets)

- Clear all lanes on Major MUNI Routes (page 7) weekdays 4pm - 7pm
- Clear all lanes on
  - Major MUNI routes on business block  
AND/OR
  - Within Area of Important Streets weekdays  
7am - 9am & 3pm - 7pm (see Map 1A in Appendix D)



## Other Special Traffic Permit Issues

### Color Curb Parking Spaces

- STP can authorize occupancy of any color curb spaces
- MTA requires outreach to affected businesses if color curb zone is to be occupied
- SFMTA Accessible Services will review all requests to occupy blue zone parking spaces. Temporary or permanent replacement blue zone parking spaces may be required.

### Tow-Away No Stopping or No Parking Anytime

- STP can authorize parking or stopping in travel lane (appropriate traffic control is required)



## Other Special Traffic Permit Issues

### Duration

- STP can be issued up to one calendar month and renewed for 2 additional months (3 months maximum)
- Any duration beyond 3 months requires Additional Street Space permit. STP may still be required based upon certain Additional Street Space requests (see preceding section)
- STP can be issued for 2x per week for duration of project. 3x per week or more will be considered Additional Street Space



## Other Permits (eg Encroachment) Required? Contract Specifications



### Caltrans

- Freeway Ramps
- SR 1 (19th Ave/Park Presidio)
- SR 35 (Sloat Blvd/Skyline)
- SR 82 (San Jose Ave)
- US Highway 101 (Van Ness/Lombard)

### Port of SF

- The Embarcadero
- Jefferson Street
- Illinois Street
- Various 1 block sections of streets west of the Embarcadero

### Rec & Park Dept

- Golden Gate Park
- Great Highway
- Plazas and various park streets

SPECIAL TRAFFIC PERMITS