



Public Works Permit #	
Invoice #	
Amount Due:	
For Official Use Only	

Permits

T. 628.271.2000 | 49 South Van Ness Ave. 3rd Floor, San Francisco, CA 94103

APPLICATION FOR STREET SPACE REQUEST

To submit online application, please go to <https://bsm.sfdpw.org/streetspacerequest/NewRequest.aspx>.

If the permit applicant is a non-profit organization with tax exempt status under the Internal Revenue Code and seeking a fee discount in accordance with Public Works Code Section 724.1 (c), please submit the application form along with the required tax exempted documentation to BSMPermitDivision@sfdpw.org.

Pursuant to Ordinance 180-02 approved by the Board of Supervisors on August 29, 2002, Public Works Code, Article 15, Section 724, is amended regarding the use of street space for construction. You may not legally occupy the space under the permit until a Street Occupancy meeting has been conducted and the agreement is signed by the applicant. A Street Inspector will verify the "No Parking" sign and Placard are properly posted.

SITE INFORMATION

Project Address: _____

Street Frontage 1: _____ LF: _____

Street Frontage 2: _____ LF: _____

Street Frontage 3: _____ LF: _____ Total LF: _____

Start Date (Tentative): _____

All permits require a minimum of 5 business days to start tow-away activation

Duration (Months): (check one) ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Note: A contractor parking plan may be required in residential & mix-use zones for duration (3) months or longer and multiple spaces.

** All 24/7 requests must be reviewed and authorized by an SF Public Works Permits Inspector before issuance.*

Tow-Away Days: (check applicable)	<input type="checkbox"/> M	<input type="checkbox"/> TU	<input type="checkbox"/> W	<input type="checkbox"/> TH	<input type="checkbox"/> F	<input type="checkbox"/> SA	<input type="checkbox"/> SU
Tow-Away Times:	_____ AM to _____ PM					<input type="checkbox"/> *Need 24/7 Request	

Note: Additional fees may apply for spaces in SFMTA metered locations.

Are there SFMTA parking meters on this street? (check one) ☐ Yes ☐ No

If yes, how many linear feet? _____ If yes, how many total days? _____

SCOPE OF WORK (select applicable)

☐ Building Construction: Approved/Issued Building Permit #: _____

☐ Scaffolding ☐ Debris Box ☐ Portable Toilet

☐ Other (please specify): _____

☐ Renewal # (check applicable boxes above): _____

APPLICANT/AUTHORIZED AGENT INFORMATION

Company: _____ Contact Name: _____

E-mail: _____ Office Number: _____

Emergency 24/7 Contact Number (check one):

Work ☐ Mobile ☐ Other ☐ _____

Applicant Name

Signature of Applicant/Authorized Agent

Date

Is permit applicant a non-profit organization? ☐ Yes ☐ No, stop here and submit the application.

Is this permit necessary to develop low and moderate income housing as defined by the United States Department of Housing and Urban Development?

☐ Yes, proceed to the additional information below ☐ No, stop here and submit the application.

Note: Non-profit organizations with tax exempt status qualify for a discount on fee in accordance with Public Works Code Section 724.1 (c).

ADDITIONAL INFORMATION FOR NON-PROFIT ORGANIZATION APPLICANT

Construction Company: _____ Contact Name: _____

E-mail: _____ Office Number: _____

Emergency 24/7 Contact Number (check one):

Work ☐ Mobile ☐ Other ☐ _____

COMPLETE AND SUBMIT THE APPLICATION EITHER IN PERSON OR THROUGH EMAIL



IN PERSON

San Francisco Public Works, **Permit Center, Permits**, 49 South Van Ness Ave. Suite 200

Processing Hours: Please visit <https://sf.gov/location/permit-center>

for operating hours of the Permit Center. **Closed on official holidays**



EMAIL

Electronic copies (PDF) of the application materials may be sent to: BSMPermitDivision@sfdpw.org