



# **Bureau of Street-Use and Mapping**

## **Guideline for Submitting Street Space Requests Online**

**June 4<sup>th</sup>, 2020**

Please click on the following link to begin a Street Space Request:

<http://bsm.sfdpw.org/streetspacerequest/NewRequest.aspx>.

City & County of San Francisco  
Department of Public Works

Home About Us Services A-Z Projects Community One-Stop Contact Us

Click Here to review Public Works guide to streetspace occupancy.

You can use this page to request streetspace for building construction or building repair within Public Works Jurisdiction. A map is provided below. Please be aware you may be required to obtain a building permit prior to requesting streetspace.

- If you need streetspace within Public Works Jurisdiction for non-building related work [click here](#)
- If you need streetspace within Port Jurisdiction [click here](#)
- If you need to work in front of restricted streets (ie MUNI routes), Transit Stops, Near MUNI Tracks or bike routes, you may need to contact SFMTA after you receive your streetspace permit: [click here](#)
- If you want to access the online DBI fee calculator to check costs [click here](#).

You are about to start a new streetspace permit request. You will be asked to fill out an address, request type, your email and street segments to use. Once done, please use the "Submit to DBI" button and print the request form to bring with you to 1660 Mission St. [Help](#)

If you wish to make a site meeting request, or lookup the status of your request, please [click here](#) to find your request using your permit and receipt.

[Start Request](#)

Please note that Street Space allows occupancy of only the sidewalk and valid parking spaces during building construction or maintenance. If closing a traffic lane is required, please contact SFMTA at [TrafficPermits@sfmta.com](mailto:TrafficPermits@sfmta.com) prior to submitting your request.

Roofing projects that have street space integrated with a Building Permit can proceed to register Tow-Away signs. Please skip to the end of this manual for steps on how to complete this process. No placard is needed since these jobs are less than 7 days.

1) Enter Address and Street Information:

- Select **Permit Duration** - the number of months you are requesting for Street Space.
  - Minimum duration is 1 month, maximum duration is 6 months.
- Select **Request Type** - if this is a New Application or Renewal.
  - If this is a Renewal, please provide the previous permit number (Building Permit Application or "M" type).
- Toggle type of street space required with the **Scope** buttons.
  - What are you going to use the street space for? If you select **Other**, please provide a detailed description and include the BPA number, if applicable.
- Provide the **Email Address** and **Phone Number** of the main contact.
- Enter the **Address** (i.e., 601) and **Street** (i.e., EDDY ST) of the project site.
- Once done, click on the **Show Streets Below** button to generate street segments.

Step 1 --> Location      Step 2 --> Tow Away Sign Information      Step 3 -- DONE Review

### Address and Street Information

**Street Space Request**  
Please specify a contact phone, email address, site location and streets. Should you need more space than what's shown, please come in to 1660 Mission St to make your request.

\* Required Fields

Reference [20-19-145242]

\*Permit Duration (in months): [1] ▼

\*Request type: [New Application] ▼

\*Scope

Re-roofing    Scaffolding    Sidewalk repair    Street improvement    Other

\*Contact Email Address: [ ]

\*Re-enter Contact Email Address: [ ]

\*Contact Phone Number: [ ]

\*Address: [601]   \*Street: [EDDY ST]   [Show Streets Below](#)

Block [0741]   Lot [012]   ZipCode [94109]

Zoom to Address

2) Enter the linear footage of street space you wish to occupy:

- a) Drag down the **Street Segment** box (i.e., on EDDY ST, from LARKIN ST to POLK ST).
- b) Select the appropriate **Side of Street** - as if you are standing in the middle of the street, facing the project site (North, South, East, West).
- c) Enter the **Street Lin. Ft.** that you wish to occupy. Please note that this may not exceed the length of the frontage of the project site (e.g., the Eddy Street frontage of 601 Eddy Street is 274 feet long, so you may not occupy more than 274 linear feet of street space on that side).
- d) If there are parking meters at the project site:
  - a. Enter the **# Days Meters Used** for the duration of the project (e.g., for Monday through Friday, enter 5 days).
  - b. Enter the **Linear Feet of Meters Used** (typically one space is 20 linear feet long).
- e) Finally, click on the **Add Street Segment** button.

\*Street Segment: EDDY ST:LARKIN ST - POLK ST (600 - 699) - 274 Max Lin Ft ▼

Side Of Street: North ▼

Street Lin Ft. 020

Add Street Segment

# Days Meters Used:  Linear Feet of Meters Used:

Proceed to Step 2

- StreetSpace in front of **Transit Stops or Bike Lanes** requires prior approval from **SFMTA**.
- StreetSpace in front of **Parking Meters** involves extra costs for metered parking.
- StreetSpace in PORT jurisdiction requires approval from **SFPORT**

3) Confirm linear footage of street space occupancy:

- a) If you wish to map, find restrictions, or delete the segment you enter, click on the appropriate items.
- b) Shown below is an applicant requesting to occupy 20 linear feet of street space along the Eddy Street frontage between Larkin and Polk Streets with no meters.
- c) Repeat Step 2 and Steps 3 (a) through (d) to include additional street frontages.
- d) To confirm the requested street space linear footage and duration of occupancy, click on the **Proceed to Step 2** button.

\*Street Segment: EDDY ST:LARKIN ST - POLK ST (600 - 699) - 274 Max Lin Ft ▼

Side Of Street: North ▼

Street Lin Ft. 020

Add Street Segment

# Days Meters Used:  Linear Feet of Meters Used:

id	streetname	linft	SW	sqft	Side		
892123	EDDY ST: LARKIN ST to POLK ST (600 - 699)	20	0		N	Map	Restrictions Delete

Proceed to Step 2

- StreetSpace in front of **Transit Stops or Bike Lanes** requires prior approval from **SFMTA**.
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- StreetSpace in PORT jurisdiction requires approval from **SFPORT**

4) Company Information for Tow-Away Signage:

- a) Enter the following information: **company**, **contact name** (not displayed on tow-away signage), **email** (not displayed on tow-away signage), **office phone** or **cell phone** (will be displayed on tow-away signage), and **best times to call**, at minimum.

Step 1 -->

Location

Step 2 -->

Tow Away Sign Information

Step 3 -- DONE

Review

Tow Away/No Parking Sign Information - Not Required at this time.

company: Bill's Roofing  
 contactname: Bill  
 email: Billroofing@yahoo.com  Same as Contact Email Address  
 fax:  
 Towing Restrictions: No Tow Restrictions

office phone: 415-554-5810  
 best times to call: 8-5  
 cell phone: 415-554-5858  
 best times to call: 8-5

5) Tow-Away Hours and Days of Operation (to be shown on the Tow-Away Signage):

- a) Toggle down and select the **Start and End Hours** (standard hours are from 7 AM to 6 PM).
- b) Toggle down and select the **Start and End Days**. Check the Towing Restrictions and SFMTA Blue Book for information regarding the days and times allowed for street space use.
- c) Enter the **Start and End Dates** as MM/DD/YYYY (Note: Please allow a minimum of 10 business days for street space occupancy of 3 months and greater, not to exceed 6 months).
- d) To confirm that the information is correct, click on the **Proceed to Step 3** button.

Towing Restrictions: No Tow Restrictions

SignID: Total Lin Feet Allowed: 20

Click this box to request 24 hour use.

Start Hour: 7AM End Hour: 2PM  
 Start Day: Tue End Day: Wed  
 Start Date: 4/30/2020 End Date: 5/30/2020

Check here to save these entries for future use (must have cookies enabled)

Proceed to Step 3

Street Space Schedules

6) Ready to confirm the submission:

- a) Note your **Reference** number - for instance, 20-19-135242.
- b) Confirm that the **Address** (601 Eddy Street), **Duration** (1 month), **Lin. Ft.** (20), and the **Estimated Cost** of the permit are correct.
- c) Once validated, click on the **Submit to DBI** button.
- d) If you do not wish to apply for this Street Space, just simply click on the **Cancel Request** button.

Step 1 --> Location      Step 2 --> Tow Away Sign Information      Step 3 -- DONE Review

**Review and Submit to DBI**

Submit to DBI    Cancel request

Reference: 20-19-145242  
 Address: 601 EDDY ST  
 Duration: 1 month(s)  
 Lin Ft: 20

Estimated Cost based on Fees established 7/1/2014. Not all fees may be represented here.

lineitem	FeeName	Cost
1	boasurcharge	\$7.00
2	meters	\$0.00
3	Processing	\$52.00
4	Sidewalk	\$22.00
5	StreetSpace	\$148.00

Street Space Schedules

7) Submission Completed:

- a) Your request has been submitted to the Bureau of Street-Use and Mapping (BSM) successfully (see diagram below).
- b) A confirmation email will be sent to you, noting that your request is in ONLINE status and will be reviewed by BSM staff.
- c) Please allow 1-2 business days to review your request.

**Request Submitted**

Your request is submitted.  
Status: ONLINE

Return to New Request Page    Return to Edit Request Page

\*These are estimated costs as of 7/1/2014. Actual cost may vary.

lineitem	FeeName	Cost
1	boasurcharge	\$7.00
2	meters	\$0.00
3	Processing	\$52.00
4	Sidewalk	\$22.00
5	StreetSpace	\$148.00

**Application for Street Space & Request for Site Meeting**

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 signed by the applicant. A Street Inspector will verify the "No Parking" sign and Placard are properly posted.

Reference	<b>20-19-145242</b>	Status: <b>ONLINE</b>	Receipt _____
Job Location	601                      EDDY ST	Zip Code	94109
Street: EDDY ST	Lin Ft.:20	SW SqFt: 0	
Total (lin ft.)	<u>20</u> Permit Duration	<u>1</u> (in mos) Sidewalk Repair	<u>0</u> (in sq ft)
MTA (in days):	<u>0</u>	MTA (in linear ft):	<u>0</u>
		By DPW	_____

8) Applicant receives email confirmation that street space application has been verified:

- a) You will receive an email through the BSM permit system once your Application for Street Space has been verified.
- b) DBI will then contact you when the invoice is ready and provide instructions on how to make payment.

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Reference	<b>20-19-145242</b>	Status: <b>VERIFIED</b>	Receipt _____
Job Location	601                      EDDY ST	Zip Code	94109
Street: EDDY ST	Lin Ft.:10	SW SqFt: 0	
Total (lin ft.)	<u>10</u> Permit Duration	<u>1</u> (in mos) Sidewalk Repair	<u>0</u> (in sq ft)
MTA (in days):	<u>0</u>	MTA (in linear ft):	<u>0</u>
		By DPW	_____

9) Once payment has been made:

- c) DBI may take 1-2 business days to process online payment and will send you a PDF copy of the receipt via email.
- d) BSM will then register your tow-away signs and send PDF copies of the signs and the placard to the email address listed on the Street Space Request you submitted. You do not need to pick up any documents from 1660 Mission Street, everything will be emailed to you.
- e) Post tow-away signs at the job site and take photographs of the signs. Upload photographs to provided weblink to complete the registration process. Instructions on how to post your tow-away signs and upload photos can be found in the following link: [Tow-Away Sign Activation and Photo Upload Process Brochure](#).

**How to Register Tow-Away Signs for Roofing Projects:**

1. Go to <http://bsm.sfdpw.org/streetspacerequest/EditRequest.aspx> - Enter **permit #** and **receipt #** and click on **New Request**.
2. On the Request for Street Space Permit page - Enter email, contact information, and requested times and dates for project.
3. Click to **Request Meeting** and then **Submit Application**.
4. A PDF link with the tow-away signs will be emailed from [bsmpermits@sfdpw.org](mailto:bsmpermits@sfdpw.org) (Signs and Photo Upload).
5. Download the link and submit to printer to print the signs (11 x 17) in color.
6. An approval or denial of the photos submitted will be emailed.