

HOW TO RECORD A PERMIT



Bollard, Commemorative Plaque, Vault, Minor and Major Encroachment, Overwide Driveway, Special Surface and Surface Mounted Facility Permits require recordation with the San Francisco Office of the Assessor-Recorder (ASR).

The following steps will guide you through the process of recording one of the above permit types after it has been approved by Bureau of Street-Use and Mapping (BSM):

1

Print and sign the BSM-approved permit, then have it notarized (please call your local UPS store or other public notary provider for notarization service availability).

2

Endorse a check payable to San Francisco Assessor-Recorder. The fees can be calculated per the ASR fee schedule, available on their website: www.sfassessor.org or through this [link](#) fee schedule.

3

Mail the entire permit document (signed and notarized) along with the endorsed check to: San Francisco Assessor-Recorder, 1 Dr. Carlton B. Goodlett Place, Room 190, San Francisco, 94102.

4

Once you receive the recorded permit from the Assessor-Recorder, scan and submit an electronic copy of the entire permit document to the assigned BSM plan checker.

For additional help please email BSMPermitDivision@sfdpw.org