



Permits

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ACCESSORY DWELLING UNITS (ADU)

San Francisco Public Works: Permits
Bureau of Urban Forestry

Overview

San Francisco Public Works Code (SFPW) governs permit requirements for work in the public right-of-way. A project may be routed to San Francisco Public Works (SFPW) for review during the permitting process of adding an ADU to an existing building or the legalization of an unauthorized dwelling unit (UDU), to ensure that both proposed and existing conditions conform to City Standards and the Public Works Code.

Permitting Requirements

Encroachment Permits

- **Minor Sidewalk Encroachment (MSE) Permit Application**
Allows permanent encroachments fronting the property in the public right of way, which may include rain gardens, planter boxes/ diverters, warped driveways, level landings, mitigate warping, sub-entry with stairs and door etc.
- **Overwide Driveway (DW) Permit Application**
Allows driveways wider than 30'
- **Pipe Barrier (PB) Permit Application**
Allows pipe barriers and/ or bollards on sidewalks
- **Special Sidewalk (SW) Permit Application**
Allows pavers or other non-standard sidewalk surface
- **Vault Encroachment (V) Permit Application**
Allows dedicated power transformer(s) in an underground vault fronting the property in the public right of way.

Construction Permits

- **Additional Street Space (ADS) Permit Application**
Allows the occupancy of an area outside of the designated limits of a Street Space permit. Fronting another property or more than ½ the width of the sidewalk and/or designated parking lane, without providing 4-foot path of travel.

- **General Excavation (E) Permit Application**
Allows installation of utility pipes (water, gas, electrical, etc.) in the public right-of-way.
- **Inspection of Conformity (CN)**
Allows the applicant to receive a recommendation for an early release of the subject building permit application. An authorized Public Works inspector shall verify whether the existing conditions of the public right-of-way, post construction, continue to conform to City Standards and the Public Works Code. This inspection is performed in cases where the building permit application does not include proposed changes to the right-of-way. Should the inspector finds a defect, a Street Improvement (SI) or Sidewalk Repair (SWR) permit will be required to bring the right-of-way to City Standards.
- **Side Sewer (S) Permit Application**
Allows construction of side sewer lateral within the public right-of-way.
- **Sidewalk Repair (SWR) Permit Application**
Allows the construction of sidewalk within the public right-of-way.
- **Street Improvement (SI) Permit Application**
Allows the construction and/or removal of curb, gutter, parking strip, roadway, and sidewalk within the public right of way.
- **Street Space Permit Application**
Grants permission to temporarily occupy a portion of a public roadway or sidewalk for building construction and other construction related work.

Checklist		IF ANY RESPONSES ARE 'YES THEN THE LISTED PERMIT IS REQUIRED.	
		YES	NO
ENCROACHMENT PERMITS			
ENCROACHMENTS IN THE SIDEWALK		MSE PERMIT REQUIRED	
1	New or existing driveway warping.	✓	
2	New or existing planter(s).	✓	
3	New or existing out-swinging door(s).	✓	
4	New or existing steps.	✓	
5	New or existing gas meters or risers.	✓	

≥ 30 FEET DRIVEWAY		DW PERMIT REQUIRED	
6	New or existing driveway ≥ 30	✓	
PIPE BARRIERS IN THE SIDEWALK		PB PERMIT REQUIRED	
7	New or existing pipe barriers	✓	
SPECIAL SIDEWALK		SW PERMIT REQUIRED	
8	New or existing non-standard cross slopes ≥ 2.5%	✓	
9	New or existing special surface	✓	
VAULT ENCROCHMENT IN THE SIDEWALK		V PERMIT REQUIRED	
10	New or existing power transformer	✓	
CONSTRUCTION PERMITS			
ADDITIONAL STREET SPACE		ADS PERMIT REQUIRED	
11	Minimum four (4) foot wide path of travel is not provided through the occupied area required by the regular Street Space Permit.	✓	
12	Expand the limits of the regular Street Space Permit area into the adjacent vehicular travel lane.	✓	
13	Expand the limits of the regular Street Space Permit to occupy area fronting an adjacent neighboring property.	✓	
14	Occupying the parking lane fronting a neighboring property because there is no parking allowed fronting the subject property.	✓	
GENERAL EXCAVATION		E PERMIT REQUIRED	
15	New or upgrade of existing utility in the public right of way.	✓	
INSPECTION		CN PERMIT REQUIRED	
16	No construction in the public right of way. Inspection sign-off	✓	
SIDE SEWER REPAIR		S PERMIT REQUIRED	
17	Repair or upgrade of existing side sewer in the public right of way.	✓	
REPAIR OF SIDEWALK		SWR PERMIT REQUIRED	
18	Repair of damaged sidewalk only	✓	
CURB CUT REMOVAL AND REPLACEMENT OF SIDEWALK		SI PERMIT	

		REQUIRED	
19	Damaged sidewalk, concrete curb and/or gutter to be repaired	✓	
20	Remove existing encroachments and reconstruct to City standards.	✓	
21	Remove existing curb cut	✓	
STREET SPACE		STREET SPACE PERMIT REQUIRED	
22	Reserving parking for use related improvements to the fronting property	✓	
23	Placement of portable toilets and/or equipment, debris boxes in the public right-of-way	✓	
VAULT ENCROCHMENT IN THE SIDEWALK		V PERMIT REQUIRED	
24	New or existing power transformer	✓	

The Bureau of Urban Forestry

The addition of a new dwelling unit (ADU) triggers a tree planting requirement and the need to protect existing trees if they are considered “protected trees” as described below, or if they are next door to the project and could be impacted by construction. As of October 15, 2018 property owners may now elect to pay the in-lieu fee(s) instead of planting the required street trees. If this option is preferred, the checklist still needs to be completed, but a tree planting permit application is not required to be submitted.

Permitting Requirements

○ Required Checklist for Tree Planting and Protection

Completion of this checklist is a requirement for ADU projects and will help determine if tree planting, removal and/or protection plan applications are required to be submitted. As of October 15, 2018, property owners going through the ADU process may now elect to pay the required in-lieu(s) fee instead of planting the required street tree(s). The Checklist for Tree Planting and Protection is still required to be submitted.

Disclosure of Existing Protected Tree(s):

A complete Checklist for Tree Planting and Protection (pdf)

Street Trees: A tree growing within the public right-of-way (e.g. sidewalk) that is not also a Landmark tree

Significant Trees: A tree that is planted/growing on the subject property (i.e. outside of the public right-of-way) with any portion of its trunk within 10 feet of the public right-of-way that

has (a) a diameter at breast height (DBH) in excess of twelve inches OR (b) a height in excess of twenty feet OR (c) a canopy in excess of fifteen feet.

Landmark Trees: A tree designated as such by the Board of Supervisors owing to particular age, size, shape, species, location, historical association, visual quality, or other contribution to the City's character.

If there are one or more protected trees, or trees on a neighboring property that may be impacted by construction-related activities, you must submit a Tree Protection Site Plan along with the \$151 processing fee.

○ **Street Tree Planting Permit Application**

Submit a complete Checklist for Tree Planting and Protection (pdf)

If choosing to plant a tree rather than pay the in-lieu fee:

- Tree Planting Application (no application fee)
- Site plans accurately showing tree locations of proposed trees or existing trees that need to be protected during construction, as well as the location of utilities, street lights, and other street furniture.

○ **Tree Removal Permit Application** -A removal permit is required to remove a street tree in San Francisco, a Significant Tree on Private Property, or a Landmark Tree.

○ **Sidewalk Landscaping Permit Application**

If there is unpermitted landscaping within the public right-of-way adjacent to the property, a retroactive sidewalk landscaping permit may be required.

Checklist		IF ANY RESPONSES ARE 'YES THEN THE LISTED PERMIT/FORM IS REQUIRED.	
		YES	NO
BUREAU OF URBAN FORESTRY PERMITS			
REQUIRED CHECKLIST FOR TREE PLANTING AND PROTECTION		Checklist Required to be Submitted	
1	Addition of a new dwelling unit (ADU).	✓	
2	Addition of a garage.	✓	
3	Addition of a curb cut.	✓	
4	Construction of a new building.	✓	

5	Net addition to an existing building of 500 gross sq. ft. or more.	✓	
TREE PLANTING PERMIT & SITE PLAN		PERMIT REQUIRED	
6	Planting new street tree(s) as part of the ADU requirement	✓	
7	Electing to pay the in-lieu fee(s) instead of planting the required street trees (this option is available as of October 15, 2018)		✓
TREE PROTECTION PLAN		PROTECTION PLAN REQUIRED	
8	Showing the location of any “Protected Trees” or the presence or lack thereof of any other trees that are on, over, or adjacent to the parcel containing the proposed construction. This is required to be submitted even if you are electing to pay in-lieu fees instead of planting trees.	✓	
TREE REMOVAL PERMIT		PERMIT REQUIRED	
9	For any Street Tree, Significant Tree or Landmark Tree that are proposed for removal.	✓	
SIDEWALK LANDSCAPING PERMIT		PERMIT REQUIRED	
10	Existing landscaping within the public right-of-way that is unpermitted	✓	
11	If required street trees cannot be planted due to utility or other site conflicts, sidewalk landscaping may be installed to reduce the amount of the in-lieu fees (75 sq. ft. per required street tree).	✓	