

OCCUPANCY TYPE PERMITS:

The following tow-away sign permits are activated by Public Works:

- Street Space
- Additional Street Space
- Temporary Occupancy
- Mobile Storage Containers

How do I register my occupancy type permit for tow-away rights?

▶ **GO ONLINE:**

<https://bsm.sfdpw.org/streetspacerequest/EditRequest.aspx>

▶ **PHONE:**

Contact BSM at: 628-271-2000

EXCAVATION TYPE PERMITS:

Tow-away zones for excavation type permits are activated through San Francisco Municipal Transportation Agency (SFMTA). Excavation type permits include:

- General Excavation
- Utility Excavation
- Side Sewer
- Street Improvement
- Sidewalk Repair

How do I register my excavation type permit for tow-away rights?

▶ **GO ONLINE:**

www.sfmta.com/permits/construction-tow-away-zones

▶ **EMAIL:**

Contact SFMTA at: TowZoneRequest@sfmta.com



San Francisco Public Works Street-Use and Mapping

49 South Van Ness Avenue, Suite 300
San Francisco, CA 94103
Phone: (628) 271-2000

San Francisco Public Works Permit Center

49 South Van Ness Avenue, Suite 200

Processing Hours: Please visit
<https://sf.gov/location/permit-center>
for operating hours of the Permit Center.

- Closed on official holidays



Contact 311 for service requests



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Tow-Away Sign Activation and Photo Upload Process



www.sfpublicworks.org

REVISION DATE: 08.05.2020

Public Works Tow-Away Sign Activation and Photo Upload Process

ACTIVATION AND PHOTO UPLOAD PROCESS:

Tow-away zones for Public Works activated permits will not be valid until the permittee provides date stamped evidence that signage was posted notifying the public of the tow-away space.

STEP 1: Apply for a Street Space or Temporary Occupancy Permit from Public Works.

STEP 2: Once the permit is approved, a link for tow-away signs will be provided via email.

STEP 3: Print signs and post them at the permitted location every 20 feet, no less than 72 hours in advance of the time parking restrictions are to become effective.

STEP 4: Take photos showing the placement of the signs and click on the link provided in the confirmation email.

STEP 5: Upload the photos to submit them to the Bureau of Street-Use and Mapping for review. (No PDF. JPG/PNG only.)

STEP 6: Once your photos have been reviewed and meet requirements, a confirmation email will be sent stating that the permit is active and the tow-away rights have been reserved. If photos are inadequate, you will receive a rejection email identifying the deficiencies to be corrected.

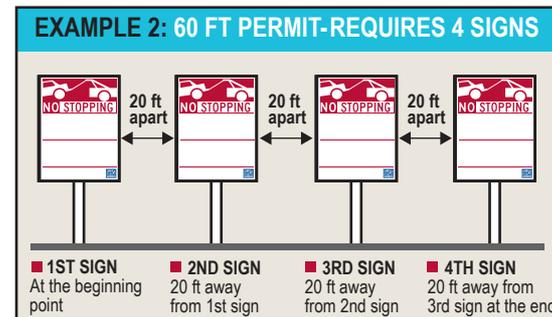
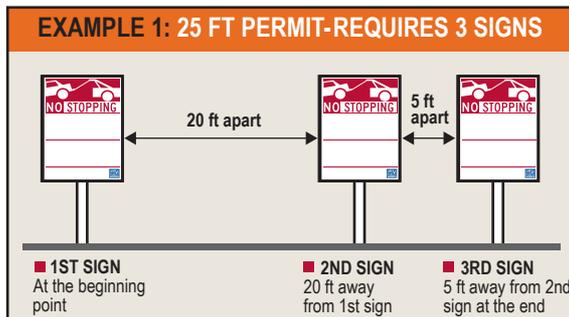
STEP 7: For towing, call tow desk at 415-553-1200 once your tow-away right is activated.



To avoid delay in the towing right, post the tow-away signs and upload sign photos at least **72 hours prior** to permit start date.

HOW TO POST SIGNS PROPERLY:

A sign shall be posted at each end and at an interval of no more than 20 feet within the permitted area.



HELPFUL TIPS FOR SIGN POSTING:

- Look 100 feet in both directions for posted signs for any parking restriction.
- A Special Traffic Permit is required to occupy restricted zones such as red curbs or no parking anytime zones.
- All signs shall be 11" x 17" in size and printed in color and meet all the requirements outline in Public Works Order 183160.

- Signs can be posted on the following items:
 - A-Frame
 - Parking Meter
 - Utility Pole: Use clear tape only
 - Tree: Do not use staples, nails or zip ties to affix signs to the tree
 - Bucket with a stick to post sign on

PHOTO REQUIREMENT 1:

A scene-setting photo clearly showing the signs are posted in the permitted location every 20 feet for the permitted amount of linear feet. (For example, 4 posted signs are required for a 60 linear feet permit as shown below.)



PHOTO REQUIREMENT 2:

A clear close-up photo of a tow-away sign that enables essential information on the sign to be confirmed.

