



APPLICATION FOR STREET IMPROVEMENT PERMIT

SITE ADDRESS: _____ **BSM PERMIT #** _____

Bldg Permit Application #: _____

Cross Street: _____ Block _____ Lot(s) _____

Owner: _____ Phone: _____ Fax: _____

Address: _____ City _____ Zip _____

Applicant: _____ Phone: _____ Fax: _____

(If other than owner)

☐ SF Business Certificate _____

☐ Driver's License _____

Address: _____ City _____ Zip _____

Architect / Engineer / Contractor _____ Phone: _____ Fax: _____

(Other than applicant)

Address: _____ City _____ Zip _____

☐ State License _____

BRIEF DESCRIPTION OF PROPOSED WORK:

☐ Fee (See Fee Schedule)

☐ Excavation Bond \$ _____

☐ Four (4 Residential) / Six (6 Commercial/New Const.) Sets Of Plans – Please fold sheets separately to 8-1/2" X 11".
(Circle one)

Signature of Applicant / Authorized Agent

Date

Other City Agencies Involved	Routing Information	Comments
<input type="checkbox"/> DPT	Date Sent: Date Returned:	
<input type="checkbox"/> PUC/ BLHP	Date Sent: Date Returned	
<input type="checkbox"/> BOE/ Hydraulics	Date Sent: Date Returned	
<input type="checkbox"/> Others _____	Date Sent: Date Returned	

Street Improvement Permit Information

A revocable Department of Public Works order and/or a revocable street improvement permit is required for any contractor to construct improvements in the public right-of-way.

"IMPROVING THE QUALITY OF LIFE IN SAN FRANCISCO"

We are dedicated individuals committed to teamwork, customer service and continuous improvement in partnership with the community.

Customer Service

Teamwork

Continuous Improvement

This permit, if granted, is contingent upon the applicant complying with the following conditions:

1. Payment fee to cover the cost of investigating and processing the permit application. **(See Fee Schedule)**
2. Provision of an excavation bond, in the amount of the improvement value, which shall remain in full force for three (3) years following completion of said improvements on an accepted City right-of-way per Article 8 and/or a performance bond, in the amount of the improvement value which shall remain in full force during the construction of said improvements on an unaccepted City street per Article 9 or the Public Works Code. The Director, at his or her discretion, may waive or reduce the amount of the bond.
3. If any associated encroachment permits are required, these additional permits must be issued and recorded as necessary prior to the issuance of the Street Improvement Permit.

The Street Improvement Permit shall be applied for at the Bureau of Street-Use and Mapping, 1155 Market Street, 3rd Floor, San Francisco, CA 94103. The application shall be submitted with the following:

- a. Six (6) sets of plans folded to 8-1/2" x 11". For smaller projects four (4) sets of plans may be submitted. Include a site plan showing all property lines; dimensions and elevations of sidewalks, curbs, gutters, parking strips, curb cuts. Clearly label all street frontages. Show also all vault lids, street lights, fire hydrants, mailboxes, bus shelters, trees, trash receptacles; as well as all catchbasins, manholes, sewers, culverts, storm drains, sanitary sewer, AWSS pipelines and other underground utility lines. Incomplete plans will result in the delay of permit issuance.
- b. Please submit one (1) copy of the architectural site plan and elevation drawings.

The Department of Public Works shall make referrals to the Department of Parking and Traffic, the PUC/Bureau of Light, Heat and Power, DPW/Bureau of Engineering – Hydraulics Section and Mechanical Engineering Section, and any other appropriate City agency. The applicant shall be responsible for submitting any fees, documents, reports and other information to the various City agencies as required.

Further information regarding street improvement permits may be obtained by calling the Bureau of Street-Use and Mapping at (415) 554-5810.

- c. The plans shall include a site plan showing information such as: paving, curbs, gutters, parking strips, sidewalks, catchbasins, manholes, sewers, culverts, storm drains, sanitary sewers, AWSS pipelines and other utilities, street lights, fire hydrants, property lines. For a more complete list of information required on the plans refer to the Sample Street Improvement Plan and Street Improvement Permit Checklist.