



APPLICATION FOR A REVOCABLE TEMPORARY OCCUPANCY PERMIT
(Minimum 3 business days for approval and activation. No exceptions will be allowed.)

Location of Event (Address): _____

Name of Event: _____

Occupancy Information:

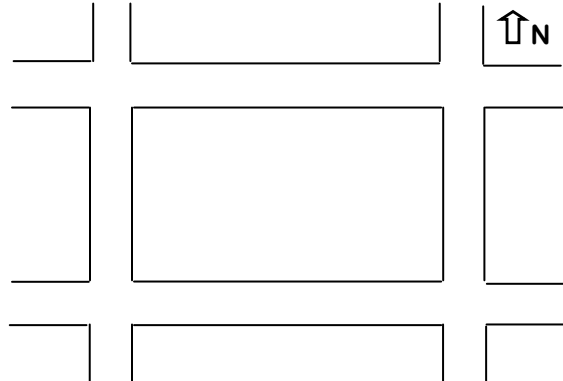
Starting: ____ / ____ / ____ Time: _____

Removal: ____ / ____ / ____ Time: _____

Street(s): _____ Linear feet: _____

_____ Linear feet: _____

_____ Linear feet: _____



SKETCH OF LOCATION

Indicate location with an (X) in above sketch.
Label street names and cross streets.

Applicant Information

Name of Company: _____

Address: _____

City, State, Zip: _____

Contact Person: _____

Phone: _____

Fax/E-Mail: _____

☐ SF Business Certificate _____

☐ Driver's License _____

☐ Contractor's License _____

**List all elements of occupancy
(structural, equipment, materials,
storage boxes etc.):**

Please Check All That Apply:

- ☐ Endorsed Certificate of Insurance naming the *City and County of San Francisco* as additional insured with the Bureau's address as the certificate holder.
- ☐ Street Closure Required (*Department of Parking and Traffic* permit – Traffic Engineering (415) 701-4500)
- ☐ Food/Cooking (*Department of Public Health* permit and *SF Fire Department* permit)
- ☐ Performing Arts (*SFPD* sound permit for amplification)
- ☐ Night Noise
- ☐ Mobile Food - Single Day Event
- ☐ Other _____

THE PERMITTEE HEREBY AGREES TO COMPLY WITH ALL REQUIREMENTS NOTED ON THE
REVERSE SIDE OF THIS APPLICATION

Signature of Applicant _____ Date _____

INSTRUCTIONS FOR OBTAINING A REVOCABLE TEMPORARY OCCUPANCY PERMIT

- **COMPLETE** the application on reverse side.
- **MINIMUM OF 3 BUSINESS DAYS** in advance for approval and activation and tow-away registration. Late applications will not be accepted. (To activate : 415-554-5824)
- Submit a detailed space layout plan showing path of travel; ***4-foot minimum in residential and 6-foot minimum in commercial area.***
- Submit a non-refundable fee **PER DAY PER BLOCK FACE**, event and location. The fee may vary at the discretion of DPW. **(SEE FEE SCHEDULE)** Make checks payable to the Department of Public Works. We also accept cash and credit card payments, VISA or MC only.
- Submit a Certificate of Insurance for general liability coverage of not less than \$1 million, **endorsing** the *City and County of San Francisco* as additional insured with the Bureau's address as the certificate holder. (<http://www.sfdpw.org/Modules/ShowDocument.aspx?documentid=62>)
- For any ISCOTT approved (special event) street closure permits, a copy will be needed at the time of issuance **(See MTA <http://www.sfmta.com>)**.
- For Special Traffic Permits, please provide additional time for SFMTA approval **(See MTA <http://www.sfmta.com>)**.
- All submitted plans, applications, and attachments shall comply with all rules, regulations and guidelines set forth by *DPW Order No. 165,716*
- If occupying the right-of-way at night, a Night Noise permit is required in conjunction with other DPW permits. (See Night Noise requirements)
- Single Day Event Mobile Food (More details at : <http://www.sfdpw.org/index.aspx?page=1376>)

Submit all of the above with this application to:

Department of Public Works - Bureau of Street-Use and Mapping
1155 Market Street, 3rd Floor – San Francisco, CA 94103
Main : (415) 554-5810 – Fax : (415) 554-6161
Processing Hours : 7:30a-4p

**** (TOW-AWAY AND NO STOPPING SIGNS CAN ONLY BE PURCHASED FROM THE
DEPARTMENT OF PUBLIC WORKS - BUREAU OF STREET-USE AND MAPPING)**

1. Tow-Away Signs are installed by the permittee:

- Place signs in such a manner that the maximum spacing between signs is no more than 20 feet.
- Signs may be attached to parking meter posts or place signs flat on wood or aluminum or other approved material, and attach them directly on solid barrier fences, and/or
- Mount the signs securely to existing poles, posts, type II barricades as per Cal Trans specifications, or on construction fences.

2. The permittee shall post signs 72 hours in advance of the occupancy authorized in the permit and remove such signs upon termination of the permit. A permittee must maintain signs during the entire term of occupancy and during the hours specified in the permit. If any information required on a sign must be modified, the permittee shall install new signs rather than change the information on the existing sign. If signs are removed, modified, or altered in any way, it shall be the permittee's responsibility to install new signs containing the required information.