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*Date*

## **INSTRUCTION FOR PERMIT TO DISPLAY MERCHANDISE IN PUBLIC SIDEWALK AREAS**

Complete and submit application (on reverse side) to the Department of Public Works, 1155 Market Street, 3<sup>rd</sup> Floor, San Francisco, CA 94103.

Application must be accompanied by a non-refundable check, money order, or credit card (VISA or Master Card), payable to Department of Public Works.

An annual permit fee for the sidewalk occupancy is required prior to issuance of permit. (See Fee Schedule)

Applicant is required to post a copy of the "**Notice of Intent to Display Merchandise**" (provided by DPW) in a readily and clearly visible place on the frontage of the establishment for a minimum of 10 calendar days. If no objection is received within the posting period, a revocable and annually renewable permit may be issued by DPW.

A Certificate of Insurance for general liability insurance coverage of not less than \$1 million, **endorsing** the City and County of San Francisco as a additional insured with the Bureau's address as the certificate holder.

I \_\_\_\_\_ hereby affirm that:  
(name)

1. I am not prohibited by any lease or rental agreement from locating a display on the sidewalk in front of my place of business and, I agree to abide by the conditions and restrictions of Section 183-5 of the Public Works Code.
2. I will abide by all the regulations, conditions, and design criteria per DPW Order No. 166,458.
3. There shall be no liability on the City or upon any of its officers, agents or employees for any damage by the permittee from any cause arising out of permitted activities. Furthermore, I agree to indemnify, defend and hold harmless the City and County of San Francisco and its officers and employees from any liability arising out of permitted activities.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*