

Beginning on January 1, 2017, temporary occupancy permits and all other permits that include tow-away signage, aside from excavation permits activated through 311, will not be activated and permittees will not have tow-away rights unless and until time and date stamped photos evidencing that signage was posted in the correct location a minimum of 72-hours prior to the time at which the parking restrictions are to become effective under the permit have been uploaded to the Bureau of Street-Use and Mapping Tow-Away Sign Database.



#### **San Francisco Public Works**

1155 Market Street, 3rd Floor  
San Francisco CA, 94103  
Phone: (415) 554-5810  
Fax: (415) 554-6161

Processing Hours: 7:30 AM-4:00 PM  
Monday through Friday, except official holidays



*Contact 311 for complaints*

## **Tow-Away Sign Activation and Photo Upload Process**



[www.sfpdpublicworks.org](http://www.sfpdpublicworks.org)

# Public Works Tow-Away Sign Activation and Photo Upload Process

EFFECTIVE  
DATE: January 1,  
2017

## PERMITS AFFECTED:

The tow-away sign activation and photo upload process change is applicable to all temporary occupancy permits and all other permits that include tow-away signage.

**Excavation permits activated through 311 will not be impacted.**

## ACTIVATION AND PHOTO UPLOAD PROCESS:

**STEP 1:** Request a street space permit from Public Works.

**STEP 2:** Once permit is approved a link for tow-away signs will be provided via email along with a link to the Bureau of Street-Use and Mapping tow-away sign database.

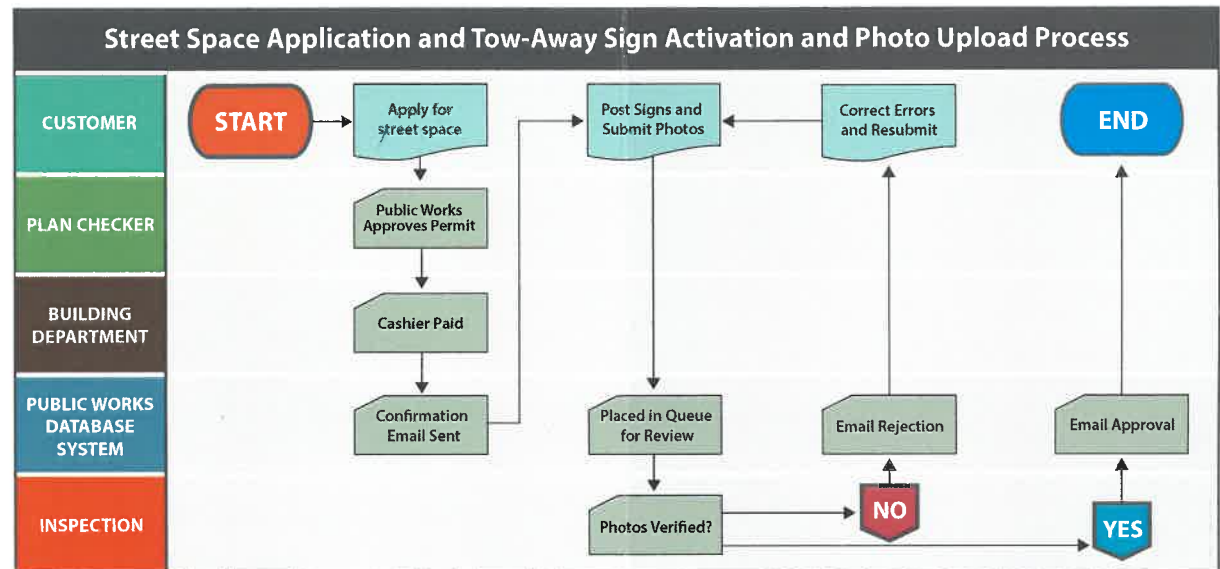
**STEP 3:** Print signs and post them at the permitted location every 20 feet no less than 72 hours in advance of the time the parking restrictions are to become effective.

**STEP 4:** Click on the link provided in the confirmation email and take photos showing the placement of the signs.

**STEP 5:** Click submit and the photos will be submitted to Bureau of Street-Use and Mapping for review.

**STEP 6:** A confirmation email will be sent stating the photos were accepted, the permit is active, and tow-away rights are reserved.

**NOTE:** If photos are inadequate, you will receive a rejection email identifying the deficiencies to be corrected.



## PHOTO REQUIREMENT 1:

A scene-setting photo clearly showing the signs are posted in the permitted location every 20 feet.



## PHOTO REQUIREMENT 2:

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

