



### Permits

T. 628.271.2000 | 49 South Van Ness Ave. 3rd Floor, San Francisco, CA 94103

## APPLICATION FOR MINOR SIDEWALK ENCROACHMENT PERMIT

PUBLIC WORKS PERMIT#

For Official Use Only

### SITE INFORMATION

Site Address: \_\_\_\_\_ Building Permit #: \_\_\_\_\_  
Cross Street: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

### PROJECT DESCRIPTION

List each encroachment and purpose:

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### APPLICANT INFORMATION

**NOTE:** If you are *not* applying as the property owner, you MUST complete the Certificate of Authorized Agent section at the end of this form in order for Public Works to begin reviewing your application.

Owner       Agent of Owner

Applicant/Authorized Agent Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### REQUIRED APPLICANT INFORMATION

**Individual Applicant:** Driver's License or State ID Number \_\_\_\_\_

**Business Applicant:** San Francisco Business Account Number \_\_\_\_\_

**OR** State License Number \_\_\_\_\_  Architect  Engineer  Contractor

### PROPERTY OWNER INFORMATION (Leave blank if applicant is property owner)

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**NOTE:** Invoice for annual encroachment assessment fees per Public Works Code, Article 2.1, Section 723, if applicable, shall be sent to the address listed above.

SITE ADDRESS: \_\_\_\_\_

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**To the best of my knowledge, the foregoing is true and I/we agree to comply with all conditions and requirements noted on this application.**

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Print Name

Signature of Owner(s) of Record or  
Authorized Agent of Owner(s) of Record

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Date

## MINOR SIDEWALK ENCROACHMENT PERMIT INFORMATION

The Director of Public Works may grant permission, revocable at his/her will, to an owner of property abutting any court, alley or street to install and maintain minor encroachments such as ramped driveway, retaining walls, steps or stairways and other minor structures in the sidewalk fronting such property where such encroachments are desirable or convenient in conjunction with the owner's use and enjoyment of his property or required for the safety, convenience and comfort of the public using the sidewalk.

Such encroachments shall not occupy **more than 10 percent of the area of the sidewalk fronting the property nor more than 25 percent of the width of the sidewalk**, unless the Director of Public Works determines that such restrictions are not applicable due to the nature of the encroachment. The Director may require further restrictions or modifications and he/she may stipulate such conditions as he/she deems necessary. No advertisement shall be permitted on the encroachments.

## PERMIT REQUIREMENTS

Once the Minor Sidewalk Encroachment Permit is issued, the permittee is required to notarize and record the permit at the Recorder's Office located at Room 190, City Hall. There will be fees required for notary and recording and they are collected not by Public Works.

In accordance to Public Works Code Section 723.2, the encroachment may be subject to annual assessment. Initial assessment is due at permit issuance. Subsequent assessment will be billed to the current property owner annually.

For warped driveway ramps and all other severe sidewalk warping designs, a minimum of three (3) profiles and three (3) cross-sections drawings are required at locations described as followed. Cross-sections should note and indicate existing and proposed grades.

F-F at Curb Line

A-A at Right Edge of Driveway or entry area

E-E at Beginning of Warped Driveway Ramp or outer edge of level landing

B-B at Left Edge of Driveway or entry area

D-D at Property Line

C-C at Center of Driveway or entry area

Planter boxes or guard rails are required at a **minimum height of 2'6"** at all warped driveways.

Note all elevations of grade breaks and percent slope between grade breaks. Indicate by dashed lines and notes any guard-rails, planter boxes, retaining walls, steps, ramps or walks in front of or behind cross-section.

For level landing, accessible entrance upgrade or entrances to public place compliance to Accessible Business Entrance program, plans shall be prepared in accordance to Public Works Order No.200,405.

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## SUBMITTAL CHECKLIST

Applicant to provide the following documentation along with a completed application:

- Application Fee (see Fee Schedule). Invoice for application fee will be emailed to permit applicant after filing. Additional fees such as annual assessment may be required at permit issuance.
- Authorized agent form (if applicant is not property owner)
- A fully dimensioned plan indicating property lines and all encroachments. Note that additional plan(s) or civil plan(s) may be required for encroachments related to sidewalk warping for driveways, level landings or compliance with the Accessible Business Entrance (ABE) Program.
- Notification package (for new encroachment). This package may be required as instructed by the plan checker. The package includes a 150-foot radius map, a list of all current property owners within the 150-foot radius, and a completed affidavit for public notification, [Affidavit for Radius Maps.pdf](#). Public Works will provide the notification letters once the proposed encroachment(s) has been tentatively approved and the permit applicant will be responsible for the mailing.

**NOTE:** For those encroachments that result from filling **MAPPING ACTIONS** (condominium map, parcel map, etc.) and that have been part of the existing structure (s) for an extended period of time; i.e., since building/structure was constructed, San Francisco Public Works may waive the requirement for 150-foot radius Property Owner Notification. All other requirements note on this application shall apply.

- Photographs of the neighborhood encroachment pattern on either side of the subject property.



### EMAIL

Electronic copies (PDF) of the application materials may be sent to: [BSMPermitDivision@sfdpw.org](mailto:BSMPermitDivision@sfdpw.org)



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**CERTIFICATION OF AUTHORIZED AGENT**

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[Project Address]

[Block]

[Lot]

[Zip Code]

Public Works Permit Number (s) \_\_\_\_\_

Building Permit Application (BPA) Number \_\_\_\_\_

I/We, \_\_\_\_\_, hereby certify for the purpose of  
[Name of Property Owner(s) – Print]

completing and submitting an application for street/sidewalk-use permit(s) with San Francisco Public Works and for the completion of any form related to the San Francisco Public Works Code and/or to any City and County Ordinances and regulations, or State Codes, I/we are authorizing

\_\_\_\_\_ to sign all documents

[Name of Agent(s) – Print]

connected with this application(s) or permit(s).

I/We also acknowledge that certain permits for encroachments within the public right of way incur annual assessment fees and will be recorded against property title for life of encroachment.

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[Authorized Agent Signature]

[Phone Number]

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[CA Contractor, Driver's or SF Business License number]

[Date]

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[Property Owner Signature]

[Phone Number]

[Date]