



Permits

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

ANNUAL CONSTRUCTION CHECKLIST

PUBLIC WORKS PERMIT#

For Official Use Only

APPLICANT INFORMATION

Company Name: _____ Applicant/Contractor Name: _____
Authorized Agent Name: _____ Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ E-Mail: _____

STEP 1: STREET SPACE PERMITS

Where a Street Space Permit is required, a site meeting must be conducted between the Contractor and a San Francisco Public Works inspector to review the project site and the project work scope. To request a Site Meeting:

- Submit a request for Street Space Permit from Department of Building Inspection (DBI) located at 1660 Mission Street. Street space is charged at a minimum of every 20 linear feet per month.
- Complete a "Request for Street Space Site Meeting" form.
- Submit the completed Site Meeting form to Public Works via e-mail at streetspace@sfdpw.org
- A Public Works inspector will contact you within 10 business days to schedule a field meeting.

STEP 2: CONDUCTING A SITE MEETING

A site meeting with a Public Works Inspector will include a review and discussion of the following:

- A four (4) foot minimum continuous pedestrian path of travel throughout the job site
- Proper equipment and vehicle storage
- Sidewalk and roadway are clear of sand, dirt, litter, graffiti and equipment
- Provide clear access to all Police and Fire Department equipment including call boxes, fire alarms, hydrants, mains and valve covers
- Allow space for MTA traffic signs, signals, signal controls and pull boxes when reviewing and ensuring an adequate path of travel
- Maintain unobstructed, clear visibility to all traffic and regulatory signs/signals
- All MTA bus zones and "No Parking" signs to remain in effect
- A four (4) foot minimum clearance is required from the outer rail of railroad tracks
- Properly place tow-away signs at a minimum of 20-foot intervals and one at each end of the job site
- Complete Street Space Agreement form

SITE ADDRESS: _____

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STEP 3: PROJECT SITE REQUIREMENTS AND ENFORCEMENT

The following requirements are to be in effect at all times. Failure to follow any of the requirements may result in fines and penalties.

PERMIT

- **PWC 724.7 (e):** No Additional Street Space permit (ADS)
- **PWC 724 (a):** No Street Space permit (SSP)
- **PWC 724 (a)(3):** Excavating without permit(s) - Sand, dirt, construction material not contained
- **PWC 724.5:** Exceed use, duration of area
- **PWC 2.4.2:** Excavating without permit(s)
- **PWC 2.4.3:** Excavating without Special Traffic permit (STP)
- **PWC 2.4.20.2:** Invalid expired permit

NON-COMPLIANCE

- **PWC 723:** Obstruction of street prohibited
- **PWC 724 (a)(1):** Occupying > ½ official sidewalk width and parking lane
- **PWC 724 (a)(2):** No 4 ft. path of travel
- **PWC 724.3 (a):** No placard/not maintained
- **PWC 724.3 (b):** No construction signs/ not 20' / not at end/ not maintained
- **PWC 2.4.50:** Excavating without proper Public Notice
- **PWC 2.4.3:** No pre-construction meeting for major work
- **PWC 2.4.3:** Improper site protection
- **PWC 2.4.53.a:** No plates over excavation

HOUSEKEEPING

- **PWC 724 (a)(3):** Gutter obstruction
- **PWC 724.3 (c):** Violation of good neighbor policy
- **PWC 724.4 (a):** Refuse/ construction debris
- **PWC 2.4.3:** Improper site protection – inadequate path of travel/ barricades
- **PWC 2.4.52:** Improper housekeeping
 - ▶ Failure to remove excavated material from site daily
 - ▶ Improper storage of sand, gravel, or asphalt materials
 - ▶ Failure to sweep site at end of day
 - ▶ Excess construction material stored on site
- **PWC 726.6 (a):** Housekeeping - Container missing/ damaged reflective striping
- **PWC 726.6 (c):** Housekeeping - Container dirty/ defaced/ graffiti

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TREE PROTECTION

- PWC 802 (g): Injure or injury to harm or damage a tree including, but not limited to
- ▶ Cutting, carving, painting, transplanting, or knocking over
 - ▶ Attachments of rope, wire, nail, advertising poster, or other contrivance
 - ▶ Intentionally or negligently allowing any gaseous, liquid, or solid substance that is harmful to a tree to come into contact with a tree
 - ▶ Setting fire or intentionally or negligently permitting any fire to burn when such fire or the heat there from will injure any part of any tree
 - ▶ Pruning which in and of itself will kill or case a tree to decline
 - ▶ Or severing of all or part of a tree
- PWC 808 (c): Failure to protect trees during construction

I agree to be in compliant with all Public Works codes at all times and acknowledge that failure to follow the requirements may result in fines and penalties.

Print Name

Signature of Applicant

Date