



SFMTA

Municipal
Transportation
Agency

INSPECTOR AND VEHICLE CHARTER REQUEST FORM

CHECK PROJECT TYPE		FILM		CONSTRUCTION
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THE FOLLOWING CONDITIONS MUST BE UNDERSTOOD AND ACCEPTED TO COMPLETE THE PROCESSING OF YOUR REQUEST.

- Requests for **inspector support** are to be made **5 business days** to the start of project.
- Requests for LRV, Motor coach, PCC and Cable car **charters** are to be made **10 business days** to the start of the project.
- Cancellations must be made by **12:00pm (noon)** the day PRIOR of a scheduled work day. Untimely cancellations will be assessed for an entire day's fee.
- Inspectors will be scheduled at a **minimum of 8 hours**. Hours are to include a total of 1 hour travel time.
- Proper permits are to be obtained before projects can begin including street closure permits and SFMTA clearances when working near tracks, overhead power lines and subway stations.
- **NOTE: CLEARANCES are reviewed and approved every TUESDAY of the week.**
- SFMTA bus/rail services remain a priority. Obstruction to service is not allowed unless specified below.
- Any activities performed outside the limits of the activities described below will cause the project to be terminated and will be subjected to a fine.
- Work hours must be performed outside peak service hours.

Construction hours (based on blue book): M-F 9a-3p, Weekends – based on approval

Film: M-F 10-3pm, Weekends – based on approval

PROJECT INFORMATION

PROJECT				COMPANY NAME	
DAY				DATE	
START TIME				END TIME	
INSPECTORS	Y or N			NO. OF INSPECTORS	
CHARTER	Y or N	TYPE OF VEHICLE (CABLE CAR, PCC, LRV)		ALTERATION TO VEHICLE	
LOCATION				MUNI LINES	
# OF PEOPLE ON SITE		CAMERA & EQMNT SET-UP			
ACTIVITIES					

I have read the conditions mentioned above. Failure to comply with this agreement may be subjected to a fine.

CONTACT PERSON'S SIGNATURE		CONTACT NUMBER	
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FOR INTERNAL USE ONLY

RECEIPT DATE		APPROVAL DATE		BY	
ACTIONS TAKEN					
BRIEF SUMMARY					
DATE SENT TO FINANCE			INVOICE NO.		