



Special Event Street Closures

Permit Conditions/Requirements

This is not a permit; these are conditions which *may* apply to any permit issued and are provided to assist in planning your event. There may be additional conditions required as part of your permit.

For most additional permits or processes required for your event, staff from relevant departments will connect with you as part of the ISCOTT street closure permit review/hearing process. However, if your application is submitted close to the event date, you may need to pursue these permits/processes independently, in parallel with the street closure permit.

Special event street closure permits are issued to the sponsor of the event *based on the site plan and other information which was presented to ISCOTT. Any subsequent changes to the plan or event characteristics must be submitted in writing to [SFMTA Special Events](#), who will consult with any impacted City agencies and inform you, by email, if the changes are acceptable or if a new permit hearing is required. **Deviation from the approved plan, or failure to comply with permit conditions, is grounds for immediate revocation of the permit, even while the event is in progress.***

- INDEMNIFICATION:** By acceptance of this permit, the permittee agrees to indemnify, hold harmless and assume the defense of the City and County of San Francisco from and against any and all claims, demands and actions for damages resulting from work under this permit, regardless of the negligence of City and County of San Francisco.
- INSURANCE:** When required, insurance must be submitted at least 30 days prior to the (first) event date. A separate information sheet on specifics of the required insurance is available.
- SIGNS:** Signs should be provided at each entrance to the event that shows path of travel, restrooms, all accessible features, International Symbol of No Smoking signage, drinking fountains/water dispensers (if any) and the name and location of a contact person who is responsible for dealing with any problems which may arise during the street closure.
- BARRICADES:** Event sponsors are responsible for arranging for barricades through a private vendor and/or San Francisco Public Works; SFMTA does *not* supply barricades for street closures. The barricades must be official traffic control devices and have flashing lights if used to close a street during non-daylight hours. Barricades typically must be staffed at all times. A separate information sheet on barricades is available.



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- ❑ **SIDEWALK ACCESS:** The temporary use of a public street for a special event cannot unnecessarily obstruct or bar public access onto said street. Sidewalks shall remain open at all times for normal pedestrian use, and no gating of the sidewalk or bag or ID checks is permitted. Sidewalks must function as normal, and accessibility must be maintained.
- ❑ **EMERGENCY ACCESS:** A minimum 14-foot-wide emergency access lane must be maintained throughout the entire length of the street closure. This lane must be free of structures and obstructions. In some instances, a wider lane will be required. In rare cases, this requirement may be waived. This emergency lane should be indicated on the site plan submitted with your application. If a wider one will be required, we will notify you as soon as possible and work with you to revise your site plan.
- ❑ **NO PARKING SIGNS:** If you would like, or your event setup will require, that parking be restricted by the posting of “tow-away no parking” signs, either within the area of the closure or nearby (e.g., for staging of equipment), this will require a separate request to the [SFMTA Temporary Signage](#) shop **at least two weeks** before the start of the tow-away times. Any required temporary blue zone spaces or taxi stand spaces (see below), or additional parking spaces required for event equipment, also should be included in this request. For events that apply well enough in advance, the details can be discussed at the hearing where the application is evaluated, and the request submitted after the permit for the special event street closure is issued. There is a cost associated with this service.
- ❑ **BLUE ZONES:** For most closures, the event sponsor is responsible for the establishment of temporary blue zone(s) for the duration of the event – one per block closed or for each blue zone obstructed, whichever is greater. 72 hours advance signing is required. We will determine the final required number and the necessary placement. There is a charge for posting for the temporary blue zones, and the request should be included with the overall request for temporary no parking signs.
- ❑ **TAXI STANDS:** Consider whether a taxi stand would be desirable for your event. If so, additional “no parking” posting will be required to create the taxi stand. For some larger events, SFMTA may require it. The SFMTA Taxis and Accessible Services Division will work you on the specifics. There is a charge for posting for the taxi stand, and the request should be included with the overall request for temporary no parking signs.
- ❑ **MUNI FEES:** Event sponsors will be responsible for paying fees and costs connected with impacts of closure on Muni services. For events that apply well in advance, we will give you an estimate of the costs.



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- ❑ **SAN FRANCISCO POLICE DEPARTMENT (SFPD):** For most events, and particularly larger events and events with alcohol, you will be required to contact the special events officer at the [district police station](#) for the location of the event **at least one month** before the event, if possible. It is through that officer that you will discuss any requirements for security personnel during your event. If SFPD personnel are required by the captain of the district police station, the cost for these services would be charged pursuant to Section 10 B of the San Francisco Administrative Code.
- ❑ **PARKING/TRAFFIC ENFORCEMENT:** Parking Control Officers (PCOs) may be required for the event to manage traffic and transit impacts, particularly if the event closes intersections or streets with significant traffic or creates traffic concerns in the surrounding area. You may also request PCO services. Events will be billed for the services of PCOs requested or required to manage traffic impacts.
- ❑ **EMERGENCY MEDICAL SERVICES PLAN:** If your event has more than 2500 attendees, or more than 100 swimmers, you will be required to have an emergency medical plan. The Department of Emergency Management's (DEM) Emergency Medical Services Agency (EMSA) will work with you on the details. As part of this plan, you may be required to hire EMTs, ambulances, and/or other medical response assets. If your event is likely to require a plan, you should apply **at least 60 days in advance**, preferably longer. Medical plans should be finalized and approved 30 days before the event. Also, the supply of medical assets is limited; if your event coincides with other large events in the City, it may not be possible to secure the required units. If the necessary medical assets are not available, and a medical plan cannot be approved, your street closure permit will not be valid. Applying for your special event street closure early may prevent disappointment. See <https://sf.gov/step-by-step/create-event-medical-plan> for more information.
- ❑ **SAN FRANCISCO FIRE DEPARTMENT (SFFD):** Permits may be required if the event includes: cooking with propane, butane, charcoal briquettes or open flame; generators; and/or tents erected. If the total fuel capacity of all generators for the event is less than 10 gallons of gasoline or 60 gallons of diesel, a permit likely will not be required. Fire permits require only 10 working days to process. The need for any such permits will be determined by Fire and is specified in the hearing at which your event is evaluated. Further information can be found at: <http://sf-fire.org/permits>. Events with an expected attendance of more than 500 may need to provide to SFFD a public safety plan for gatherings and provide crowd managers. Events with street closure permits that have a planned attendance of more than 1,000 will require an operational permit to conduct an outdoor assembly event from SFFD.



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- ❑ **DEPARTMENT OF PUBLIC HEALTH:** A temporary event permit may be required for food/beverage service or sales. You may email ehtempevents@sfdph.org if you have specific questions, or these can be addressed during the hearing at which your event is evaluated. These food permits generally take only two weeks at most to issue and are typically pursued after the special event street closure permit is issued. Further information can be found at:

<https://www.sfdph.org/dph/EH/Food/Permits/permitSpecEvents.asp>.

- ❑ **FOOD TRUCKS:** For event sponsors using food trucks, you will be required to submit supporting documentation to Public Health (DPH) and Fire (SFFD) for each food truck to verify it has the necessary permits from each agency to operate in San Francisco.

Food trucks at regularly recurring closures will be required to have a [Mobile Food Facility \(MFF\) permit](#) from Public Works to operate in the public right-of-way. MFF permits can take up to 6 months to complete.

- ❑ **TEMPORARY OCCUPANCY OF THE PUBLIC RIGHT OF WAY:** A Temporary Occupancy permit may be required from Public Works for any stage or tents (larger than 10'x10'), or for any sidewalk impacts. A reminder: all stages must have a ramp with a slope not to exceed 1:12 or an ADA approved portable lift. For more information, visit <https://sfpublicworks.org/services/permits/temporary-occupancy>
- ❑ **ENTERTAINMENT AND SOUND:** If you want to provide entertainment or amplified sound as part of the event, you will need to apply for a permit from the SF Entertainment Commission at <https://sf.gov/jam> after receiving your special event street closure permit.
- ❑ **RECYCLING, COMPOST AND TRASH MANAGEMENT:** You are responsible for adherence to zero waste regulations. Please refer to [SF Environment's Zero Waste Resources for Event Producers](#) for details. For some events, and all larger events, you will be asked to submit a letter from an SF Environment-registered Event Greener or a copy of an invoice confirming composting, recycling and trash services to [SFMTA Temporary Street Closures](#) by one month prior to the event. For more information or assistance with zero waste compliance, contact the Zero Waste Events Team at alexa.kielty@sfgov.org or 415.355.3700.



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- ❑ **STREET CLEAN-UP:** All streets and sidewalks within the area for which such permission is granted shall be kept clean and free from dirt and debris at all times during the period of such temporary use or occupancy, and all materials and equipment used in connection with said temporary use and occupancy shall be removed from the area within 24 hours of the termination of the period of such use or occupancy. Arrange with Public Works or make your own arrangements for cleanup after the event. If you want to use Public Works, please contact Alison Mickels at alison.mickels@sfdpw.org. You are responsible for cleanup. ***If Public Works is sent into the area after the event to do additional cleanup, you may be liable for the cost of this service.*** Street and sidewalk cleaning may also be requested for prior to your event; there is a charge for these services.
- ❑ **RESTROOMS:** Portable toilets may be required, at least one of which will be required to be wheelchair accessible. Each cluster of bathrooms must have at least one wheelchair accessible bathroom. Most smaller events will not require more than two (2) toilets, if any. When toilets are freely available to any event attendee/participant in adjacent facilities (e.g., inside the school for a school closure of the adjacent street), it is often possible for these to serve in lieu of any portable toilets.
- ❑ **SALE OR DISTRIBUTION OF BOTTLED WATER:** Pursuant to the San Francisco Environment code, the sale or distribution of water in any container with a capacity of one liter (33.8 fl. oz.) or less is prohibited at events permitted by ISCOTT where the event sponsor has access to reliable on-site potable water connections adequate to meet the hydration needs of the event participants or attendees. If water is deemed necessary at your event for public wellbeing, the event sponsor will be required to find alternative water sources for participants. For information on alternative options, please contact environment@sfgov.org.
- ❑ **SMOKING BAN:** Pursuant to the San Francisco Health Code, all outdoor events permitted by ISCOTT will prohibit smoking. The prohibition on smoking applies to all substances and to vaping as well. Event sponsors are required to take the following three steps to ensure compliance with the regulations:
 - 1) No Smoking/Vaping signage at each entrance and exit.
 - 2) Announcement at the start and every two hours thereafter that this is a no smoking event from each stage if there is amplified sound.
 - 3) All electronic or print promotional materials, including but not limited to website, electronic materials, print advertisements, radio, television, internet, and newspaper, shall state that this is a smoke-free event.



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- TOBACCO ADVERTISING:** The placement of tobacco advertising and promotional displays in publicly visible locations is strictly prohibited by San Francisco Police Code Section 674. In addition, the placement of tobacco advertising and promotional displays on property owned or controlled by the City and County of San Francisco is strictly prohibited by San Francisco Administrative Code Section 4.20. Any violation of either of these ordinances during your event could result in the revocation of the street closure permit.
- ALCOHOL:** A permit is required from [Alcoholic Beverage Control](#) (ABC), and approval by SFPD, if there is any alcohol at the event. Please contact ABC at SanFrancisco@abc.ca.gov or 415-356-6500 or SFO.Direct@abc.ca.gov for further information.
Signs shall be posted pursuant to [Health Code Sections 265 through 265.3](#) wherever alcohol is offered for sale.
- RECREATION & PARKS:** A permit from the Recreation & Parks Department may be required for street closures adjacent to or impacting a San Francisco city park. Please contact Recreation and Parks Permitting Section at 415-831-5500 for further information.
- PORT OF SF:** Closures on streets that fall within [Port of SF jurisdiction](#) require an additional permit from that agency. Please see <https://sfport.com/special-events-port>
- NATIONAL PARK SERVICE:** A permit from the National Park Service (NPS) is required for the use of the southern half of Jefferson Street and/or Aquatic Park. Please contact Noémi Margaret Robinson at noemi_robinson@nps.gov for further information.
- MONITORED BICYCLE PARKING:** Monitored bicycle parking may be required for events with 2000 or more participants. Be sure that the location of the bicycle parking is on the site maps and on event advertising. You may charge a nominal fee for this service.
- BIKE SHARE:** Any restrictions on Bay Wheels bike rental stations are strongly discouraged. If the event footprint requires deactivation or relocation of a Bay Wheels station, you must notify SFMTA and Bay Wheels at least three weeks prior to the event. There may be a cost for station deactivation, de-installation, or adjustment.
- CAR SHARE:** The event sponsor is responsible for identifying any car share / vehicle share spaces within their event footprint and notifying the SFMTA and the relevant specific Vehicle Share Organization for the space(s) no less than 10 business days prior to coordinate.



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- ❑ **VENDORS:** Vendors may only sell twice in a calendar year without a California Seller's Permit. According to California State Law, after selling two (2) times in a twelve (12) month period, vendors must have a California Seller's Permit, regardless of what type of merchandise they are selling. Special event street closure permit holders are responsible for ensuring that all vendors operating within the permitted area comply with this requirement. For information, see <https://www.cdtfa.ca.gov/taxes-and-fees/fagseller.htm>
- ❑ **PREVAILING WAGE REQUIREMENTS:** There is a Prevailing Wage Rate Requirement for workers which may apply to any ISCOTT-permitted event which is not free and open to the public and that meets certain other requirements. For information and current rates, see the [Office of Labor Standard Enforcement's website](#) or call the Office of Labor Standard Enforcement at 415-554-6235.
- ❑ **ADDITIONAL CONDITIONS:**
 - No object of any nature shall be placed or maintained within 15 feet of any fire hydrant or within five feet of any fire alarm box or police call box.
 - No object of any nature shall be placed or maintained within any intersection or pedestrian crosswalk, nor shall any vehicle be permitted to be parked in such areas.
 - No object of any nature shall be fastened to or erected over the surface of the street or sidewalk, and no object shall be affixed to any pole or standard upon any street or sidewalk, without prior written consent of the Director of Public Works.
 - Painting upon any street or sidewalk surface shall be permitted only if a washable paint is used.
 - Adequate illumination of the area shall be maintained at all times such illumination is appropriate.
 - Official traffic-control devices and traffic signal controllers shall not be covered or blocked at any time during the period of such use or occupancy.
 - All manhole, utility, and valve box covers shall be kept clear of any fixed object.

There may be other items for which you are responsible that are not covered in this permit, including State and Federal accessibility regulations. If you have any further questions, please contact SFMTA Special Events at specialevents@sfmta.com