



SFMTA

Entertainment Venue Self-Post Training

January 28, 2026

Shayda Rager

Parking/Curb Management

VenueSelfPost@SFMTA.com

Entertainment Venue Self-Post Program Background

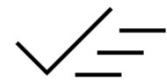
- Provides a new option for entertainment venues
- Created in response to feedback
- First launched as a 6-month pilot
- Designed to allow venues to post and replace signs at a lower rate
- Pilot results showed venues saved between 30% to 50% in permit fees



STEP-BY-STEP PROCESS



Request



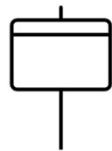
Get zone
& time
approved



Pay



Print
signs



Post
signs



Take
photos



Upload
photos



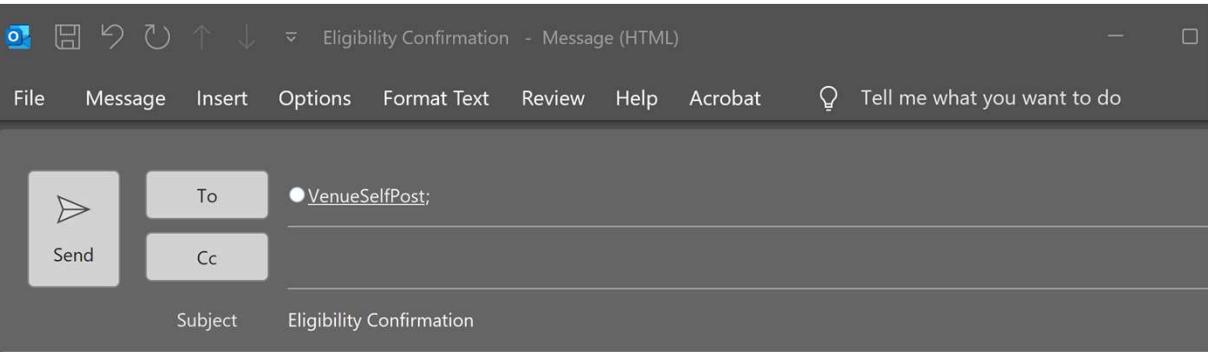
Get
photos
approved



Enforce

Entertainment Venue Self-Post Program Eligibility

- Participants must have previously participated in the 2025 Venue Self-Post Pilot OR hold an active Place of Entertainment permit OR be a theater that hosts live performances



- To confirm eligibility and acquire login credentials send an email to:
VenueSelfPost@Sfmta.com

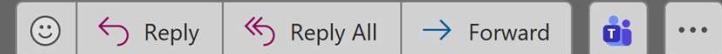
Entertainment Venue Self-Post Program

Step 0: Eligibility

RE: Entertainment Venue Self-Post Program



VenueSelfPost



Thu 1/8/2026 4:00 PM

Hello,

Thank you for providing the required information. After reviewing your submission, we've determined that your venue is **not currently eligible** to participate in the Entertainment Venue Self-Post Program.

If you would like to participate in the [Entertainment Venue Self-Post Program](#), please correct the following deficiencies:

Business has Limited Live Performance permit, not a Place of Entertainment permit.

[You can still apply for temporary signs through standard procedures.](#) If you believe this determination may be in error or if your circumstances change, you may appeal the eligibility decision by replying to this email after obtaining a [Place of Entertainment](#) permit or by providing documentation (e.g., playbill, Place of Entertainment permit receipt) corroborating that you are operating a venue with a Place of Entertainment permit or a theater that hosts live performances. You can also review program requirements and guidelines on our website: www.SFMTA.com/VenueSelfPost.

If you have any questions or need assistance, do not hesitate to reply to this email.

Thanks,

Entertainment Venue Self-Post Program Team
Parking & Curb Management

If you are not eligible, you will receive an email within a week explaining how you can appeal the decision.



SFMTA

Entertainment Venue Self-Post Program

Step 0: Eligibility

Confirmation of Eligibility – Entertainment Venue Self-Post Program

VenueSelfPost



Thu 12/11/2025 2:06 PM

Hello,

Thank you for providing the required information. You are confirmed as an **eligible** participant in the Entertainment Venue Self-Post Program.

You should have received a Welcome email with instructions to create your password for the Venue Self-Post Community Portal. [Self-guided training materials](#), including steps for password creation, and other resources are available on the program website: www.SFMTA.com/VenueSelfPost.

Please review and follow all [program guidelines](#) to maintain eligibility. If you have any questions or need assistance, do not hesitate to reply to this e-mail.

Thanks,

Entertainment Venue Self-Post Program Team

Parking & Curb Management
Streets Division

If you are eligible, you will receive an email within a week confirming eligibility and providing resources

Step 1 – Open “Welcome” e-mail

Welcome to the SFMTA Temporary Signs "Self-Poster" Community!



Temp Signs-Venue Self Posters (VSP) <temporarysign@sfmta.com>
To ● Rager, Shayda

Reply Reply All Forward

Thu 12/12/2024 3:20 PM

EXT

Hello Shayda,

Welcome to the SFMTA Temporary Signs-“Self-Posting” Community!

Please use this Community site (portal) to submit requests for Temporary Signs to self-post at your venue/business.

To get started, set up a password and login: go to https://sf-mta.my.site.com/vsp/login?c=2hHlqy6YZev41WsA9TW8fEEzNiyG_j4uL0LbK7CsziqkMTOTlJ7bCmreIxwJZL2_yVEgXgyIGRwS-Cgyq3Ek137veXZM2A9rwI0C6I58veSkabu3.0BrEv.Zqs1uTQ8ONGIq..JhZS7kieiB5JpDeUnny7jnXmlyRk6BhA4z.4kBXo53lusmoo70yu3BXgAPrJ0pbF

Username: shayda.rager@sfmta.com

Thanks,
SFMTA Temporary Signs program

To gain curb reservation community portal access look for an e-mail, titled:
“Welcome to the SFMTA Temporary Signs “Self-Poster” Community!”

Step 1 – Open “Welcome...” e-mail

Welcome to the SFMTA Temporary Signs "Self-Poster" Community!



Temp Signs-Venue Self Posters (VSP) <temporarysign@sfmta.com>
To ● Rager, Shayda

Reply Reply All Forward ...

Thu 12/12/2024 3:20 PM

EXT

Hello Shayda,

Welcome to the SFMTA Temporary Signs-“Self-Posting” Community!

Please use this Community site (portal) to submit requests for Temporary Signs to self-post at your venue/business.

To get started, set up a password and login: go to https://sf-mta.my.site.com/vsp/login?c=2hHlqy6YZev41WsA9TW8fEEzNiyG_j4uL0LbK7CsziqkMTOTlbJ7bCmreIxwJZL2_yVEgXgyIGRwS-Cgvq3Ek137veXZM2A9rwI0C6I58veSkabu3.0BrEv.Zqs1uTQ8ONGIq..JhZS7kieiB5JpDeUnny7jnXmlyRk6BhA4z.4kBXo53lusmoo70yu3BXgAPrJ0pbF

Username: shayda.rager@sfmta.com



Thanks,
SFMTA Temporary Signs program

Your username will be your e-mail address.

Step 2 – Setup a password

Welcome to the SFMTA Temporary Signs "Self-Poster" Community!



Temp Signs-Venue Self Posters (VSP) <temporarysign@sfmta.com>
To ● Rager, Shayda

Reply Reply All Forward

Thu 12/12/2024 3:20 PM

EXT

Hello Shayda,

Welcome to the SFMTA Temporary Signs-"Self-Posting" Community!

Please use this Community site (portal) to submit requests for Temporary Signs to self-post at your venue/business.



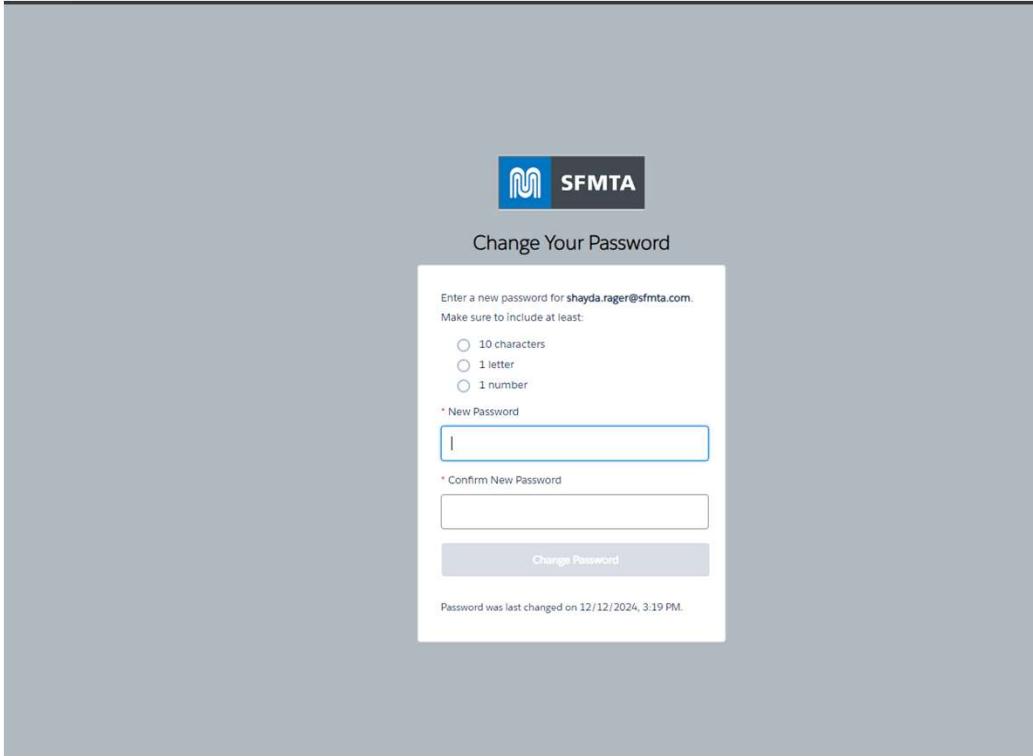
To get started, set up a password and login: go to https://sf-mta.my.site.com/vsp/login?c=2hHlqy6YZev41WsA9TW8fEEzNiyG_j4uL0LbK7CsziqkMTOTlbJ7bCmreIxwJZL2_yVEgXgyIGRwS-Cgvq3Ek137veXZM2A9rwI0C6I58veSkabu3.0BrEv.Zqs1uTQ8ONGIq..JhZS7kieiB5JpDeUnny7jnXmlyRk6BhA4z.4kBXo53lusmoo70yu3BXgAPrJ0pbF

Username: shayda.rager@sfmta.com

Thanks,
SFMTA Temporary Signs program

Click on the link in the e-mail to access the community portal and setup a password.

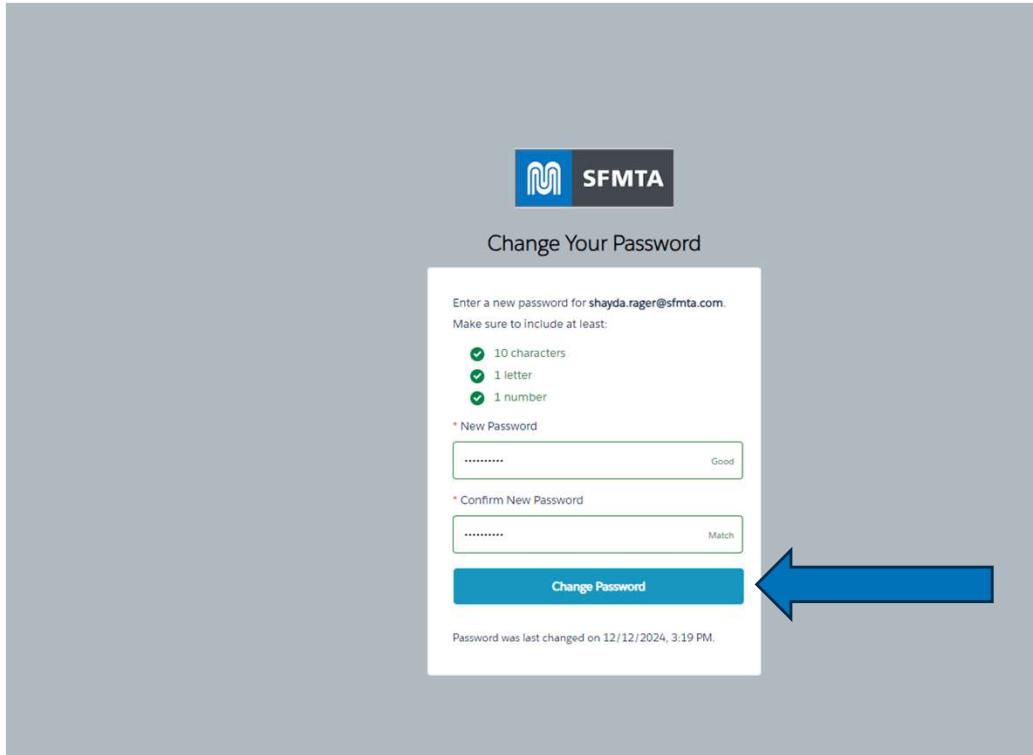
Step 2 – Setup a password



The image shows a screenshot of a web browser displaying the SFMTA Change Your Password page. The page has a light gray background. At the top center is the SFMTA logo, which consists of a blue square with a white stylized 'M' inside, followed by the text 'SFMTA' in a white sans-serif font. Below the logo is the title 'Change Your Password' in a bold, dark gray font. A white rectangular form is centered on the page. At the top of the form, it says 'Enter a new password for [shayda.rager@sfmta.com](#). Make sure to include at least:'. Below this, there are three radio buttons: '10 characters', '1 letter', and '1 number'. Underneath the form, there is a note: 'Password was last changed on 12/12/2024, 3:19 PM.'

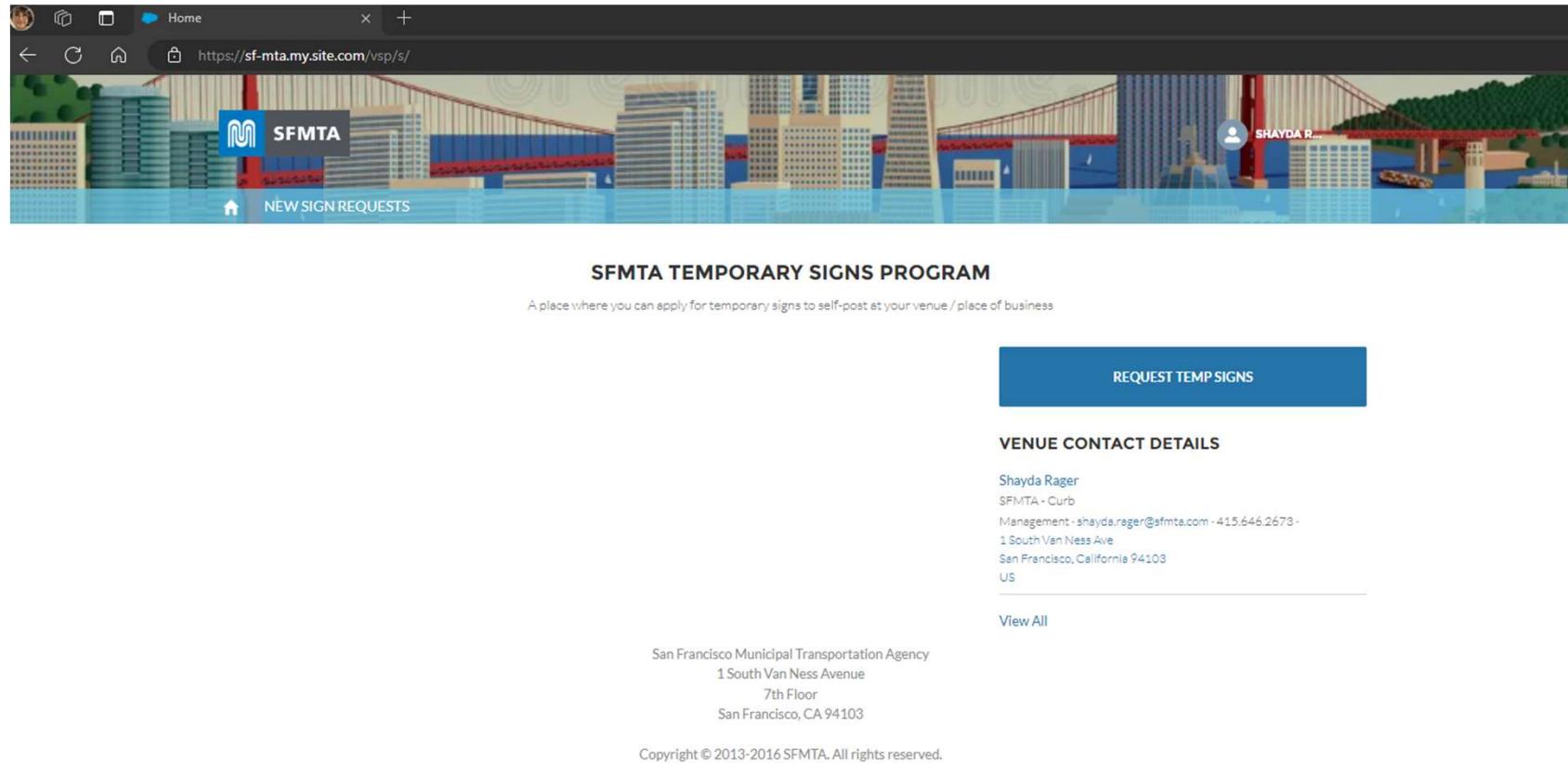
Your password needs to be at least 10 characters, have at least 1 letter, and at least 1 number.

Step 2 – Setup a password



If your password meets the minimum requirements then all three criteria will show a green check mark. Click “Change Password” when you are ready.

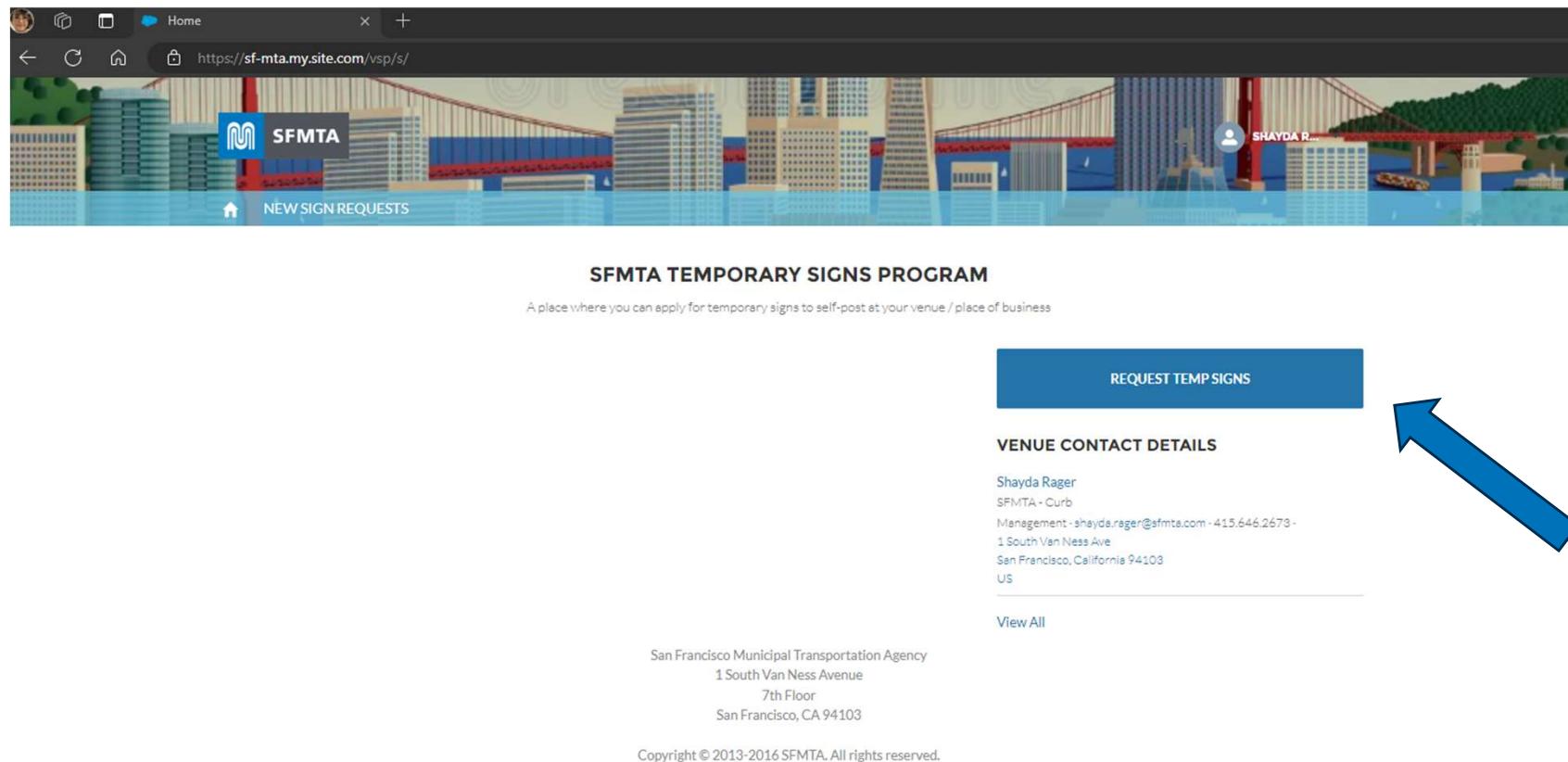
Step 3 – Fill out Temporary Sign request form



The screenshot shows a web browser window with the URL <https://sf-mta.my.site.com/vsp/s/>. The page features a colorful, stylized illustration of a city skyline with a bridge. At the top, there is a navigation bar with icons for Home, Back, Forward, and Stop, along with a search bar. The SFMTA logo is visible on the left, and a user profile for 'SHAYDA R...' is on the right. Below the header, a blue banner with the text 'NEW SIGN REQUESTS' is displayed. The main content area is titled 'SFMFTA TEMPORARY SIGNS PROGRAM' and includes a sub-instruction: 'A place where you can apply for temporary signs to self-post at your venue / place of business'. A large blue button labeled 'REQUEST TEMP SIGNS' is prominent. To the right, a section titled 'VENUE CONTACT DETAILS' shows the contact information for Shayda Rager, including her name, title, email, address, and city. A 'View All' link is also present. At the bottom, there is a section for the San Francisco Municipal Transportation Agency with an address and a copyright notice: 'Copyright © 2013-2016 SFMTA. All rights reserved.'

You now have logged into your account. Please be sure to confirm your contact details found under the “Request Temp Signs” link.

Step 3 – Fill out Temp Sign request form



The screenshot shows a web browser window with the URL <https://sf-mta.my.site.com/vsp/s/>. The page features a colorful illustration of a city skyline with a bridge. At the top, there is a navigation bar with icons for Home, Back, Forward, and Stop, along with a user profile picture and the text 'SHAYDA R...'. Below the navigation bar, there is a blue header bar with the text 'NEW SIGN REQUESTS' and a 'REQUEST TEMP SIGNS' button. The main content area is titled 'SFMTA TEMPORARY SIGNS PROGRAM' and includes a sub-section titled 'VENUE CONTACT DETAILS' with the following information:

Shayda Rager
SFMTA - Curb
Management - shayda.rager@sfmta.com - 415.646.2673 -
1 South Van Ness Ave
San Francisco, California 94103
US

[View All](#)

At the bottom of the page, there is a footer with the text:

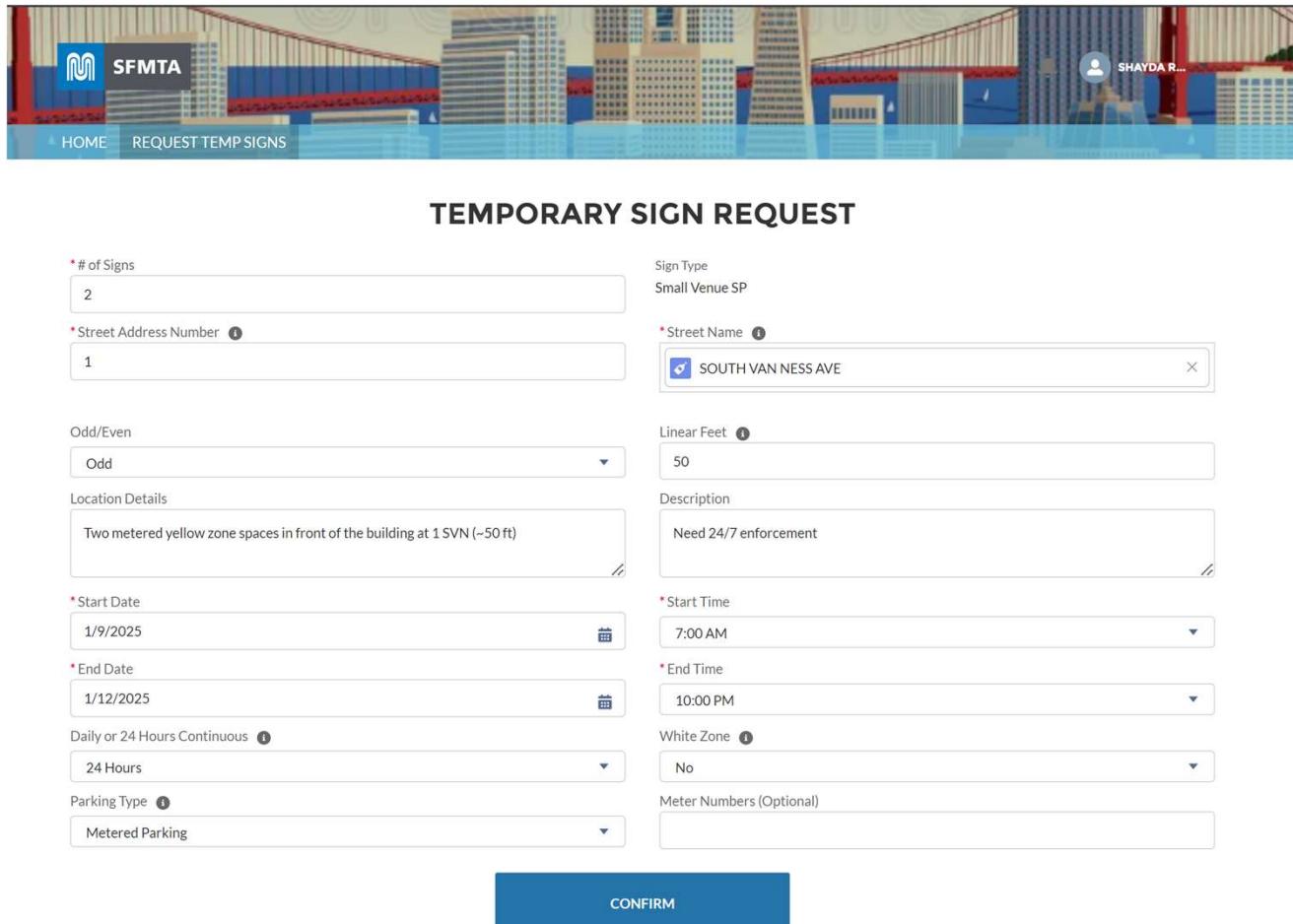
San Francisco Municipal Transportation Agency
1 South Van Ness Avenue
7th Floor
San Francisco, CA 94103

Copyright © 2013-2016 SFMTA. All rights reserved.

A large blue arrow points to the 'REQUEST TEMP SIGNS' button.

To submit a new request for a temp sign click on the “Request Temp Signs” button

Step 3 – Fill out Temp Sign request form



HOME REQUEST TEMP SIGNS

SHAYDA R...

TEMPORARY SIGN REQUEST

* # of Signs
2

Sign Type
Small Venue SP

* Street Address Number
1

* Street Name
SOUTH VAN NESS AVE

Odd/Even
Odd

Linear Feet
50

Description
Need 24/7 enforcement

* Start Date
1/9/2025

* Start Time
7:00 AM

* End Date
1/12/2025

* End Time
10:00 PM

Daily or 24 Hours Continuous
24 Hours

White Zone
No

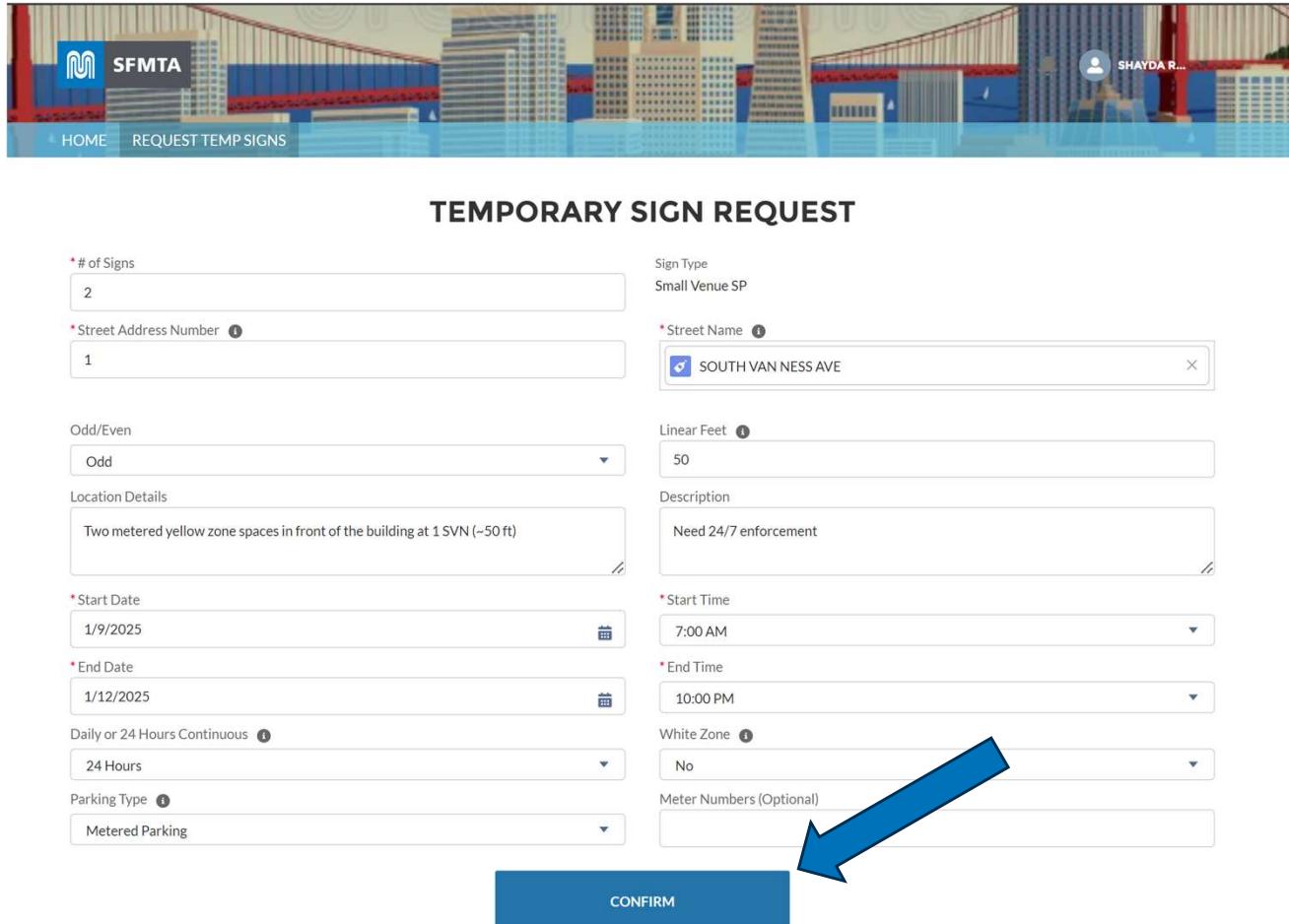
Parking Type
Metered Parking

Meter Numbers (Optional)

CONFIRM

Complete each section of the form making sure to include **one block face** per request

Step 4 – Submit Temp Sign Request Form



HOME REQUEST TEMP SIGNS

SHAYDA R...

TEMPORARY SIGN REQUEST

* # of Signs
2

Sign Type
Small Venue SP

* Street Address Number
1

* Street Name
SOUTH VAN NESS AVE

Odd/Even
Odd

Linear Feet
50

Location Details
Two metered yellow zone spaces in front of the building at 1 SVN (~50 ft)

Description
Need 24/7 enforcement

* Start Date
1/9/2025

* Start Time
7:00 AM

* End Date
1/12/2025

* End Time
10:00 PM

Daily or 24 Hours Continuous
24 Hours

White Zone
No

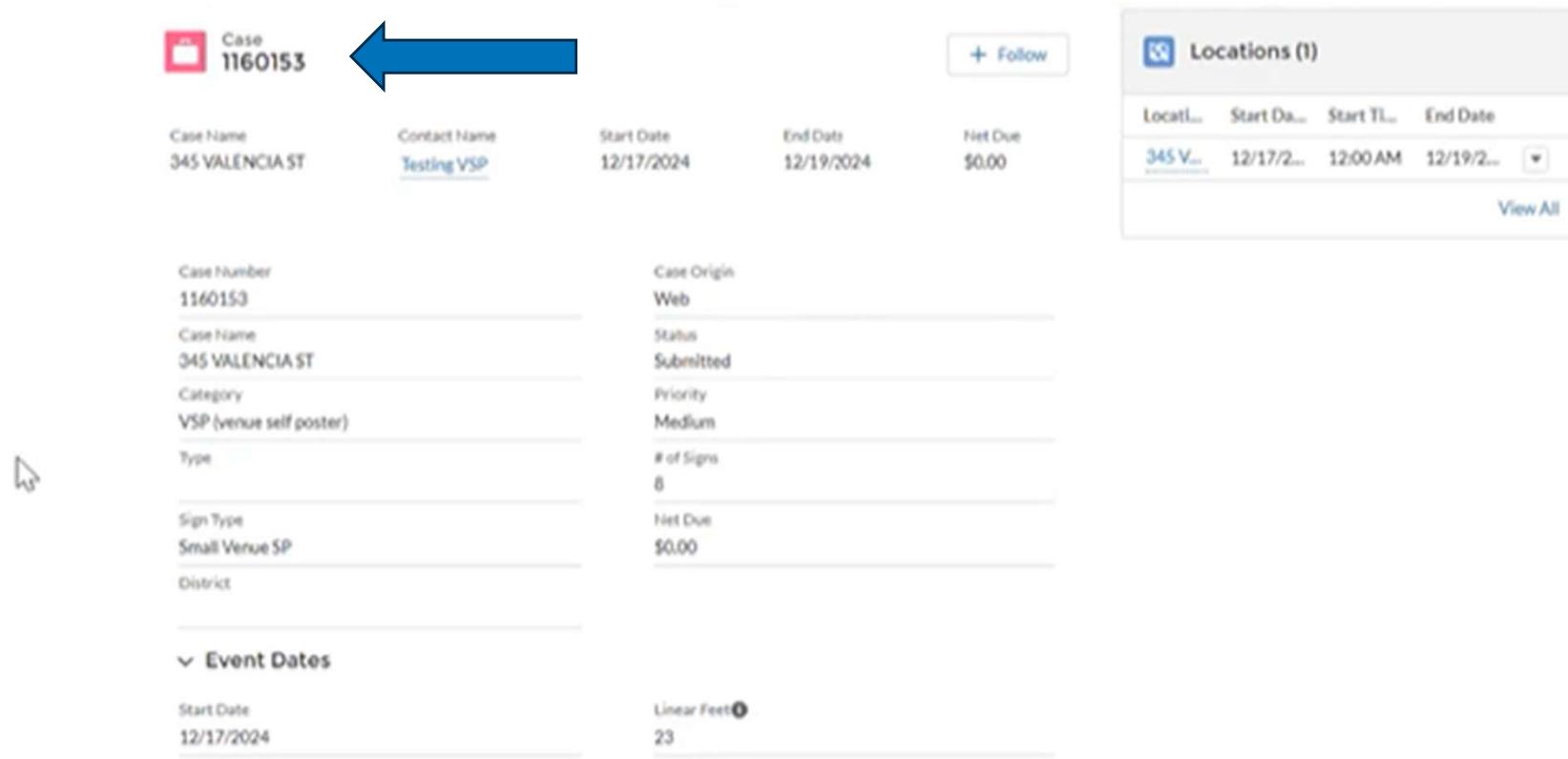
Parking Type
Metered Parking

Meter Numbers (Optional)

CONFIRM

When you are ready to submit hit “Confirm”

Step 5 – Note the Case ID after submittal



The screenshot shows a web-based application for managing sign permits. At the top left, a red square icon contains the text "Case 1160153". A large blue arrow points from this text towards the top center of the page. The main content area displays various details of the sign permit application:

Case Name	Contact Name	Start Date	End Date	Net Due
345 VALENCIA ST	Testing VSP	12/17/2024	12/19/2024	\$0.00

Below this, there are two columns of information:

Case Number	Case Origin
1160153	Web
Case Name	Status
345 VALENCIA ST	Submitted
Category	Priority
VSP (venue self poster)	Medium
Type	# of Signs
	8
Sign Type	Net Due
Small Venue SP	\$0.00
District	

At the bottom left, a section titled "Event Dates" is shown with the following data:

Start Date	Linear Feet
12/17/2024	23

On the right side of the application interface, there is a box titled "Locations (1)" containing a single entry:

Locat...	Start Da...	Start Ti...	End Date
345 V...	12/17/2...	12:00 AM	12/19/2...

At the bottom right of this box is a "View All" link.

Once you hit “Confirm” you will see a summary of your temp sign request information. **You will NOT get a confirmation e-mail.** Please note the Case ID in case you need to reach out to city staff for questions/concerns related to your request.

Please allow 5 business days for staff to review your application before reaching out.

Step 6A – Receive request approved email

(NO REPLY) Venue Self-Posting Request Approved for Case# 1167950 and Temporary Sign Payment Due by 12/19/2024: Action ...

 SFMTA Services <case-admin-sf@sfmta.com>
To ● Rager, Shayda

 You forwarded this message on 12/17/2024 10:25 AM.



Tue 12/17/2024 10:25 AM

Your Venue Self-Posting (VSP) request for Case# **1167950** - has been approved!

Hello Shayda,

The total for your request is \$1.00.

To view and pay this invoice, please follow this link: [Pay by Case](#)

Once payment is received, you will be sent an email with a link to the Sign PDF Template for printing.

Thank you,
Temporary Sign Program

San Francisco Municipal Transportation Agency

Important note: case-admin-sf@sfmta.com is not actively monitored. Please email temporarysign@sfmta.com and include your case case number if you have any questions. We will respond during office hours: Monday-Friday 7am –

If your request is **approved**, you will receive an e-mail with the subject line:

(NO REPLY) Venue Self-Posting Request Approved for Case# XXXXXXXX and Temporary Sign Payment Due by [within 2 days after approval]

Step 6B – Receive request denied email

(NO REPLY) Venue Self-Posting is DENIED for Case# 1180287 | ref!:00Dt00Cmd2.!500eq0JVQbD:ref

SS SFMTA Services <case-admin-sf@sfmta.com>
To ● Rager, Shayda

Reply Reply All Forward



Your Venue Self-Posting (VSP) for Case# **1180287** - has been DENIED
Hello Shayda,

Your VSP request for Case# 1180287 has been denied for the following reason(s):

Please correct the following deficiencies:

Conflict - space has already been reserved for another party

Thank you,
Temporary Sign Program
San Francisco Municipal Transportation Agency

Important note: case-admin-sf@sfmta.com is not actively monitored.
Please email temporarysign@sfmta.com and include your case number
if you have any questions. We will respond during office hours: Monday-Friday 7am – 3:30pm.

If your request is **denied**, you will receive an e-mail with the subject line:

(NO REPLY) Venue Self-Posting is DENIED for Case# XXXXXXXX

Step 6B – Receive request denied email

(NO REPLY) Venue Self-Posting is DENIED for Case# 1180287 | ref!:00Dt00Cmd2.!500eq0JVQbD:ref

SS SFMTA Services <case-admin-sf@sfmta.com>
To ● Rager, Shayda

Reply Reply All Forward



Your Venue Self-Posting (VSP) for Case# **1180287** - has been DENIED
Hello Shayda,

Your VSP request for Case# 1180287 has been denied for the following reason(s):

Please correct the following deficiencies:



Conflict - space has already been reserved for another party

Thank you,
Temporary Sign Program
San Francisco Municipal Transportation Agency

Important note: case-admin-sf@sfmta.com is not actively monitored.
Please email temporarysign@sfmta.com and include your case number
if you have any questions. We will respond during office hours: Monday-Friday 7am – 3:30pm.

The reason for denial will be included in the body of the e-mail.

Step 7 – Pay for your Temp Sign(s)

(NO REPLY) Venue Self-Posting Request Approved for Case# 1167950 and Temporary Sign Payment Due by 12/19/2024: Action ...

 SFMTA Services <case-admin-sf@sfmta.com>
To ● Rager, Shayda

 You forwarded this message on 12/17/2024 10:25 AM.

  Reply  Reply All  Forward  
Tue 12/17/2024 10:25 AM



Your Venue Self-Posting (VSP) request for Case# **1167950** - has been approved!
Hello Shayda,

The total for your request is \$1.00.

To view and pay this invoice, please follow this link: [Pay by Case](#)



Once payment is received, you will be sent an email with a link to the Sign PDF Template for printing.

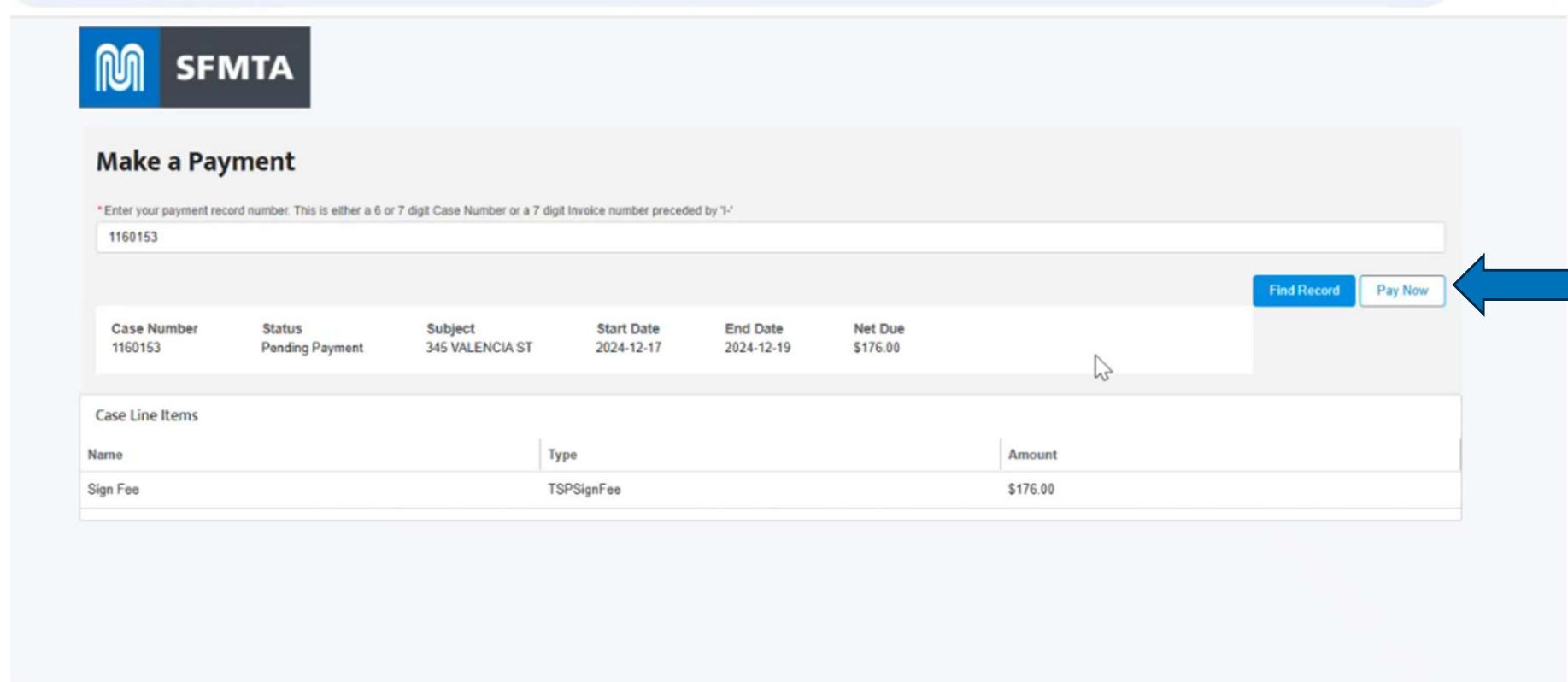
Thank you,
Temporary Sign Program

San Francisco Municipal Transportation Agency

Important note: case-admin-sf@sfmta.com is not actively monitored. Please email temporarysign@sfmta.com and include your case case number if you have any questions. We will respond during office hours: Monday-Friday 7am –

To submit payment for your temp sign request, click on the “Pay by Case” link found in the body of the “Venue Self-Posting Request Approved...” e-mail.

Step 7 – Pay for your Temp Sign(s)



Make a Payment

* Enter your payment record number. This is either a 6 or 7 digit Case Number or a 7 digit Invoice number preceded by 'I-'

1160153

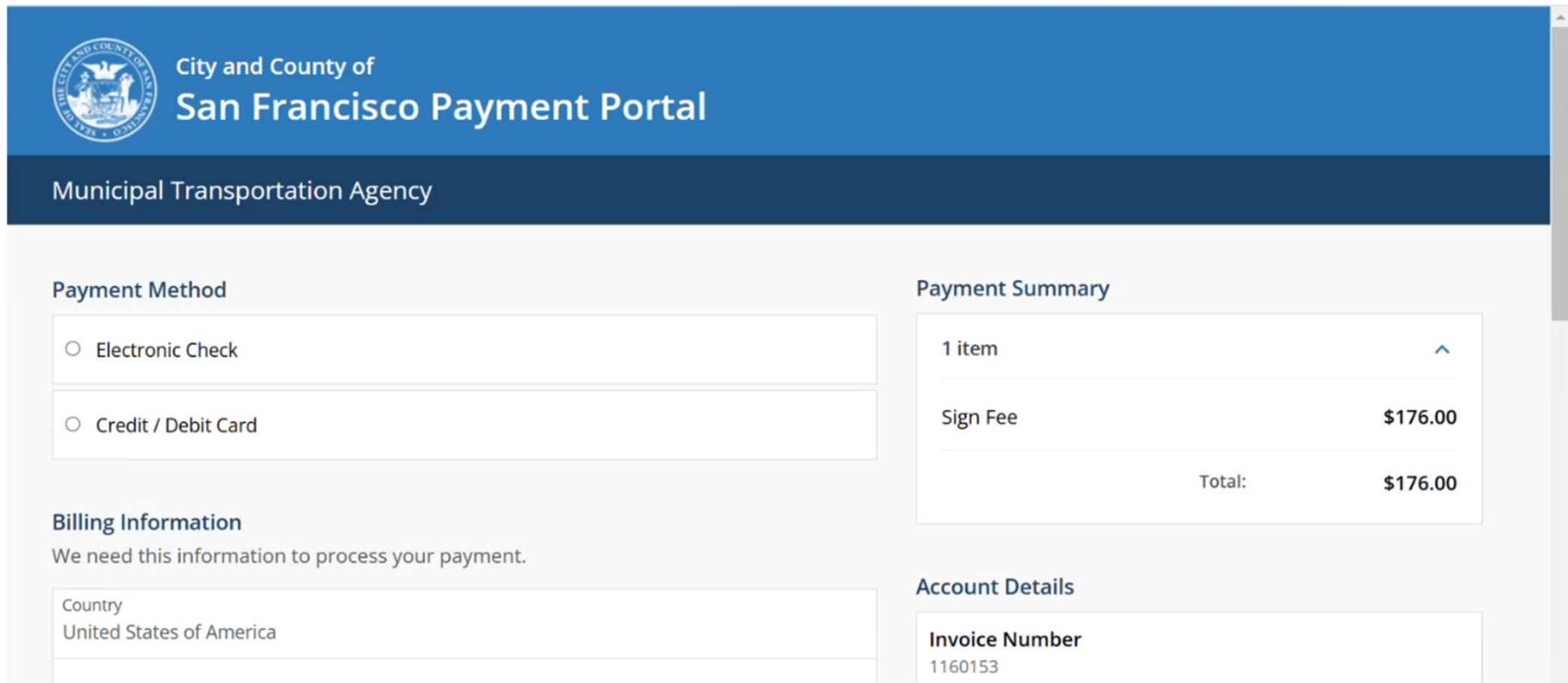
Case Number: 1160153 | Status: Pending Payment | Subject: 345 VALENCIA ST | Start Date: 2024-12-17 | End Date: 2024-12-19 | Net Due: \$176.00

Find Record | Pay Now

Case Line Items		
Name	Type	Amount
Sign Fee	TSPSignFee	\$176.00

Click on the “Pay Now” button to pay for your request and access the San Francisco Payment Portal

Step 7 – Pay for your Temp Sign(s)

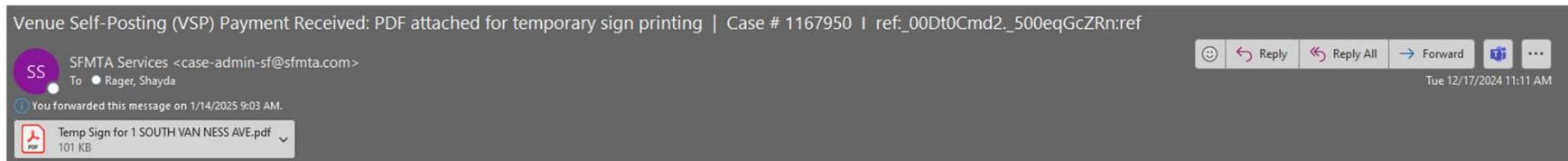


The screenshot shows the San Francisco Payment Portal interface. At the top, the City and County of San Francisco logo is displayed next to the text "City and County of San Francisco Payment Portal". Below this, a dark blue header bar contains the text "Municipal Transportation Agency". The main content area is divided into several sections: "Payment Method" (with radio buttons for "Electronic Check" and "Credit / Debit Card"), "Payment Summary" (showing a summary table with 1 item, Sign Fee \$176.00, and Total \$176.00), "Billing Information" (a note that we need this information to process your payment), "Country" (United States of America), and "Account Details" (Invoice Number 1160153).

Payment Summary	
1 item	▲
Sign Fee	\$176.00
Total:	\$176.00

Submit your payment information. You can pay for your request via electronic check or by card (credit or debit)

Step 8 – Check email for payment received confirmation



Dec 17, 2024

Approved Venue Self-Posting (PDF Signs for Printing)

Hello Shayda Rager,

Payment has been received for VSP Case# 1167950. Thank you.

Please open the attached PDF file to print the Tow Away No Stopping (TANS) signs.

In order to receive tow rights, please follow the instructions outlined in the [SFMTA Tow Away Sign Activation and Photo Upload Process](#)

Customer is responsible for printing the signs and maintaining the sign(s) for duration of the posting.

Customer will print signs and post them at the permitted location every 20 -25 feet (or on every meter), no less than 72 hours in advance of the time parking restrictions are to become effective.

Customer is allowed to place TANS in the spaces requested and approved through approved permit ONLY. The use of the sidewalk or roadway in front of any other property that is not covered through your request is not permitted.

Customer will **UPLOAD** photos showing the placement of the sign(s) for review by SFMTA Temporary Sign staff. [Click here to upload photos to your Case record](#).

Once photos have been reviewed and meet requirements, a **confirmation Tow Activation Approval email** will be sent stating that the permit is active, and the tow-away rights have been reserved. If photos are inadequate, you will receive a rejection email identifying the deficiencies to be corrected.

Thank you,
Temporary Sign Program
San Francisco Municipal Transportation Agency

Once the payment has been received you will receive an email with the subject line:

Venue Self-Posting (VSP) Payment Received: PDF attached for temporary sign printing

Step 9 – Print signs

Venue Self-Posting (VSP) Payment Received: PDF attached for temporary sign printing | Case # 1167950 | ref:_00Dt0Cmd2_500eqGcZRn:ref

SS SFMTA Services <case-admin-s1@sfmta.com>
To ● Rager, Shayda

ⓘ You forwarded this message on 1/14/2025 9:03 AM.

Temp Sign for 1 SOUTH VAN NESS AVE.pdf
101 KB

Tue 12/17/2024 11:11 AM

 SFMTA

Dec 17, 2024

Approved Venue Self-Posting (PDF Signs for Printing)

Hello Shayda Rager,

Payment has been received for VSP Case# 1167950. Thank you.

Please open the attached PDF file to print the Tow Away No Stopping (TANS) signs.

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Once photos have been reviewed and meet requirements, a **confirmation Tow Activation Approval email** will be sent stating that the permit is active, and the tow-away rights have been reserved. If photos are inadequate, you will receive a rejection email identifying the deficiencies to be corrected.

Thank you,
Temporary Sign Program
San Francisco Municipal Transportation Agency



Your custom temporary tow-away no stopping sign will also be attached as PDF in the “Payment Received” email. Click on the attachment to access your temp sign.

Step 9 – Print signs

Venue Self-Posting (VSP) Payment Received: PDF attached for temporary sign printing | Case # 1167950 | ref_00000000000000000000000000000000

SS SFMTA Services <case-admin-sf@sfmta.com>
To Rager, Shayda
You forwarded this message on 1/14/2025 9:03 AM.
Temp Sign for 1 SOUTH VAN NESS AVE.pdf 101 KB

SFMTA

Dec 17, 2024

Approved Venue Self-Posting (PDF Signs for Print)

Hello Shayda Rager,

Payment has been received for VSP Case# 1167950. Thank you.

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Customer will print signs and post them at the permitted location every 20 -25 feet (or on every meter), no less than 72 hours in advance of the event.

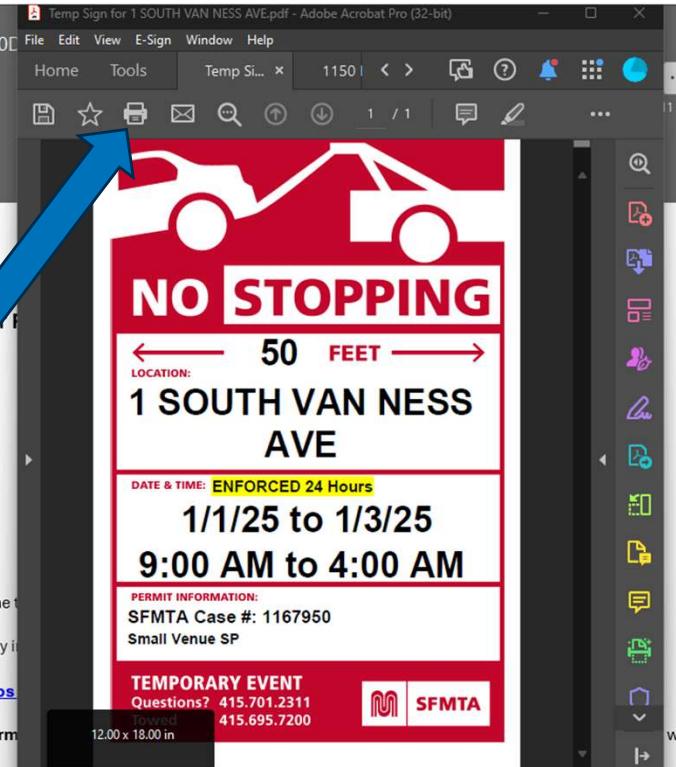
Customer is allowed to place TANS in the spaces requested and approved through approved permit ONLY. The use of the sidewalk or roadway is prohibited.

Customer will **UPLOAD** photos showing the placement of the sign(s) for review by SFMTA Temporary Sign staff. [Click here to upload photos](#)

Once photos have been reviewed and meet requirements, a [confirmation Tow Activation Approval email](#) will be sent stating that the permit has been issued. If the photos do not meet requirements, a rejection email will be sent identifying the deficiencies to be corrected.

Thank you,
Temporary Sign Program
San Francisco Municipal Transportation Agency

Important note: case-admin-sf@sfmta.com is not actively monitored. Please email temporarystsign@sfmta.com and include your case number if you have any questions



Print signs in-house or at the [Permit Center](#) (~\$7/sign; 49 S Van Ness, 94103) in color on 11"x17" paper or sign material in portrait orientation (*not landscape*)

More info about the Permit Center can be found at www.sfmta.com/selfpostpilot

Step 9 – Print signs

Venue Self-Posting (VSP) Payment Received: PDF attached for temporary sign printing | Case # 1167950 | ref: 00000000000000000000000000000000

SS SFMTA Services <case-admin-sf@sfmta.com>
To Rager, Shayda
You forwarded this message on 1/14/2025 9:03 AM.
Temp Sign for 1 SOUTH VAN NESS AVE.pdf 101 KB

SFMTA

Dec 17, 2024

Approved Venue Self-Posting (PDF Signs for Print)

Hello Shayda Rager,

Payment has been received for VSP Case# 1167950. Thank you.

Please open the attached PDF file to print the Tow Away No Stopping (TANS) signs.

In order to receive tow rights, please follow the instructions outlined in the [SFMTA Tow Away Sign Activation and Photo Upload Process](#)

Customer is responsible for printing the signs and maintaining the sign(s) for duration of the posting.

Customer will print signs and post them at the permitted location every 20 -25 feet (or on every meter), no less than 72 hours in advance of the event.

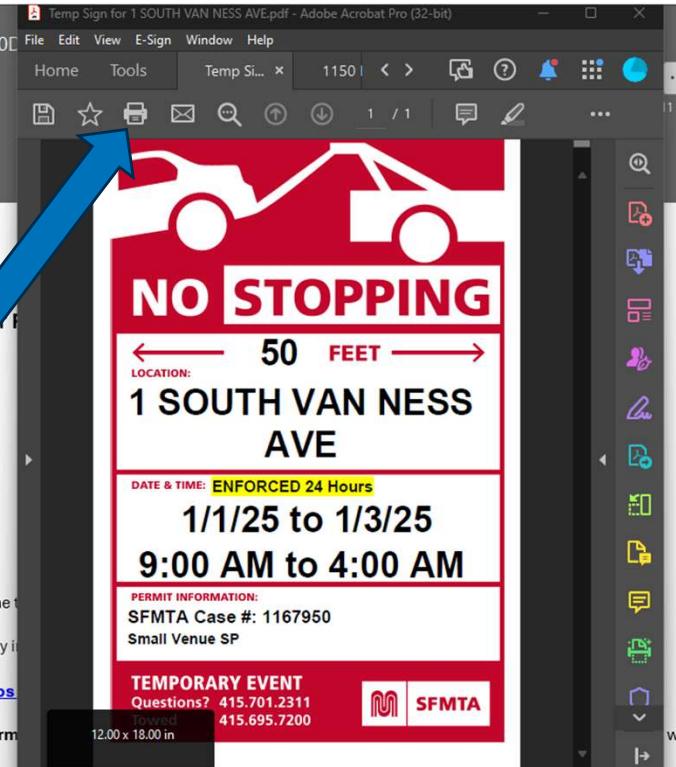
Customer is allowed to place TANS in the spaces requested and approved through approved permit ONLY. The use of the sidewalk or roadway is prohibited.

Customer will **UPLOAD** photos showing the placement of the sign(s) for review by SFMTA Temporary Sign staff. [Click here to upload photos](#)

Once photos have been reviewed and meet requirements, a [confirmation Tow Activation Approval email](#) will be sent stating that the permit has been activated. If the photos do not meet requirements, a rejection email will be sent identifying the deficiencies to be corrected.

Thank you,
Temporary Sign Program
San Francisco Municipal Transportation Agency

Important note: case-admin-sf@sfmta.com is not actively monitored. Please email temporarystsign@sfmta.com and include your case number if you have any questions



Temp Sign for 1 SOUTH VAN NESS AVE.pdf - Adobe Acrobat Pro (32-bit)

File Edit View E-Sign Window Help

Home Tools Temp Si... 1150 1 / 1

NO STOPPING

50 FEET

LOCATION: 1 SOUTH VAN NESS AVE

DATE & TIME: ENFORCED 24 Hours

1/1/25 to 1/3/25

9:00 AM to 4:00 AM

PERMIT INFORMATION:

SFMTA Case #: 1167950

Small Venue SP

TEMPORARY EVENT

Questions? 415.701.2311

415.695.7200

12.00 x 18.00 in

SFMTA

If you anticipate a lot of tear downs, please **print more signs than needed** in-house or at the permit center to avoid inconvenient printing issues or having to return to the Permit Center

Step 10 – Post signs

Venue Self-Posting (VSP) Payment Received: PDF attached for temporary sign printing | Case # 1167950 | ref_00Dt0Cmd2_500eqGcZRn:ref...

SS SFMTA Services <case-admin-sf@sfmta.com>
To Rager, Shayda

You forwarded this message on 1/14/2025 9:03 AM.

Temp Sign for 1 SOUTH VAN NESS AVE.pdf 101 KB

Payment has been received for VSP Case# 1167950. Thank you.

Please open the attached PDF file to print the Tow Away No Stopping (TANS) signs.

In order to receive tow rights, please follow the instructions outlined in the [SFMTA Tow Away Sign Activation and Photo Upload Process](#) ←

Customer is responsible for printing the signs and maintaining the sign(s) for duration of the posting.

Customer will print signs and post them at the permitted location every 20 -25 feet (or on every meter), no less than 72 hours in advance of the time parking restrictions are to become effective.

Customer is allowed to place TANS in the spaces requested and approved through approved permit ONLY. The use of the sidewalk or roadway in front of any other property that is not covered through your request is not permitted.

Click on the link titled, “SFMTA Tow Away Sign Activation and Photo Upload Process” found in the “Payment Received” email for directions on how to post your signs properly.

Step 10 – Post signs

bat: PDF edit, convert, sign tools chrome-extension://efaidnbmnnibpcajpcgkclefindmkaj/https://www.s

Self-pos...ary2025

No stopping (TAW) signs are for documents and events to submit photos after posting signs.

4. Print and Post the Signs (at least 72 hours before your event):

- Print the signs in color on 11"x17" paper or sign material, in portrait orientation (not landscape).
 - If you have experienced sign tear downs in the past, it is highly recommended to print multiple signs to replace due to vandalism or inclement weather.
 - You can also get these printed for ~\$7/sign at the **2nd floor of the Permit Center** (49 South Van Ness, 94103)
- Use the guidelines below to post the signs every 20-25 feet in the permitted area at least three days before the event. You may need materials like stanchions and zip ties.
- You must post before the stated sign is in effect (at least 24 hours before at metered locations and at least 72 hours before at unmetered locations)
- Maintain visible signs throughout your event. **If signs deteriorate or are torn down, you must replace them to preserve tow-away rights.**

How to Post Your Signs:

If there ARE single space meters

- Affix a sign to each parking meter post using string or zip ties
- Do NOT use wire or tape
- Do NOT cover the meter head.



If there ARE NOT single space meters

- Affix signs to portable fixtures (like a stanchions or A-frame sign holders), sign poles, or light poles every 20-25 feet using string or zip ties
- Do NOT use wire or tape
- Do NOT post on a pay station, traffic signal pole, or tree.



Consider posting signs early and be prepared to repost swiftly. Sometimes there will be conflicting TANS signs or curb obstructions. Try working with the contact listed on the conflicting sign, look for an alternate approved location to post your sign, or apply for a new location.

If you need more assistance, contact SelfPostPilot@sfmta.com.

porary sign printing | Case # 1167950 | ref:00Dt0Cmd2_500eqGcZRN:ref...

Immersive Translate Zoom Reply with Scheduling Poll Create PDF Change Settings Select Folders Bluebeam Viva Insights Add-in

porary sign printing | Case # 1167950 | ref:00Dt0Cmd2_500e...

Reply Reply All Forward ...

Tue 12/17/2024 11:11 AM

Scroll down the guidelines until you reach **“4. Print and Post the Signs (at least 72 hours before your event)”** and make sure to post your temporary tow away no stopping signs exactly as directed at the approved location

Step 10 – Post signs

How to Post Your Signs:

If there ARE single space meters

- Affix a sign to each parking meter post using string or zip ties
- Do NOT use wire or tape
- Do NOT cover the meter head
- Do NOT cover placards
- Do NOT block the keyhole access on the back of the meters
- Do NOT block any regulation signage attached to the meter pole



If there are NOT single space meters

- Affix signs to portable fixtures (like a stanchions or A-frame sign holders), sign poles, or light poles every 20-25 feet using string or zip ties
- Do NOT use wire or tape
- Do NOT post on a pay station, traffic signal pole, or tree.



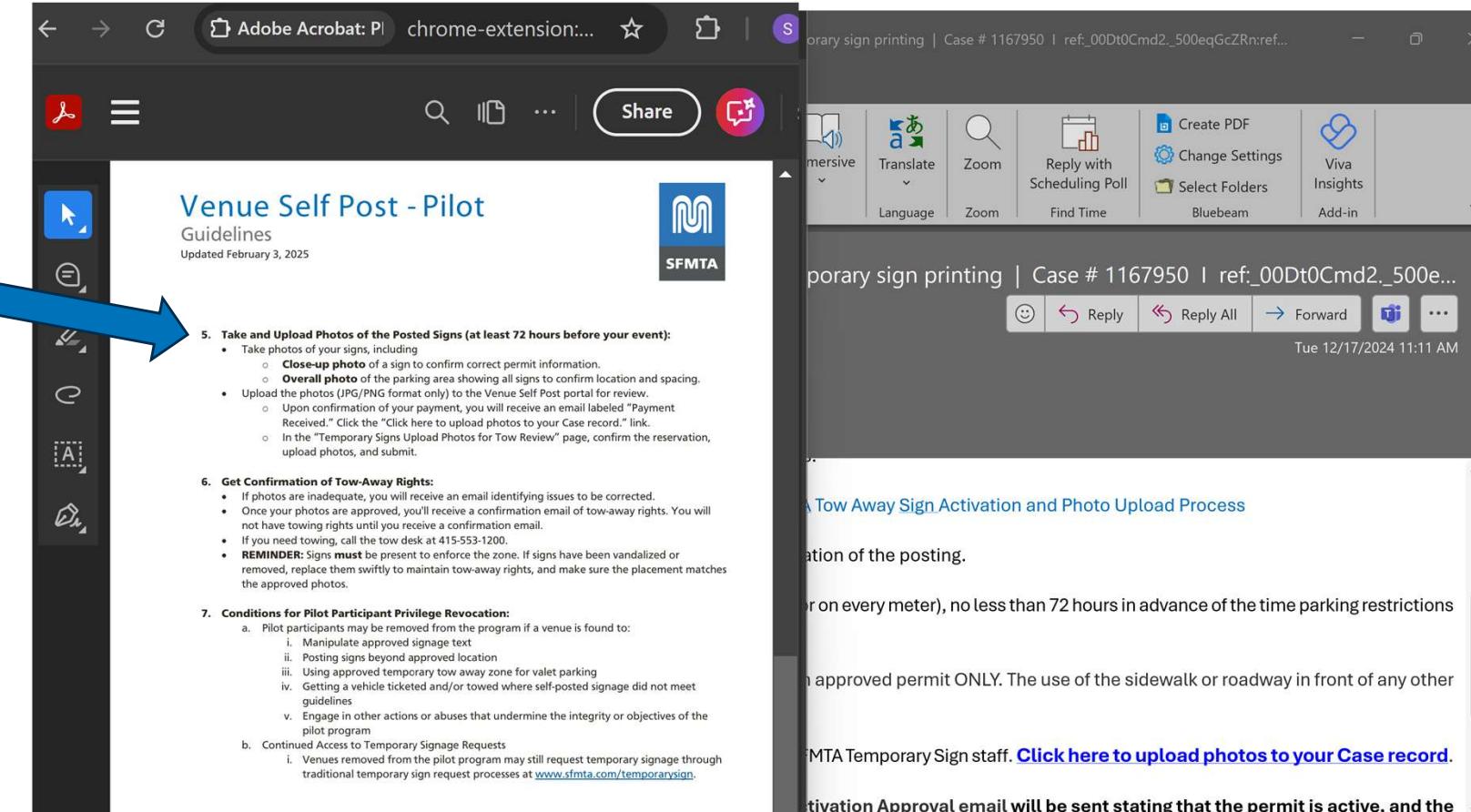
Please note that signs should only be posted on portable fixtures, meters, sign or light poles using string or zip ties. Please do not post signs using wire or tape.

Step 10 – Post signs

Maintaining Event Signage

- Keep all event signs **visible and intact** throughout your event.
- **Replace signs immediately** if they deteriorate, are removed, or are damaged to maintain tow-away enforcement rights.
- If you've had past issues (e.g., **vandalism, damage, tear-downs**), print **multiple backup signs** so replacements are ready on hand.
- **Post signs early** and be prepared to repost quickly if needed.
- If you encounter **conflicting Temporary Signs or curb obstructions**:
 - Contact the number listed on the conflicting sign, **or**
 - Look for an **alternate approved location**, **or**
 - Email **VenueSelfPost@SFMTA.com** for assistance.

Step 11 – Take photos of your posted signs



The image shows a screenshot of a web browser. On the left, a document titled "Venue Self Post - Pilot Guidelines" is displayed, updated on February 3, 2025. The document contains several sections, including "5. Take and Upload Photos of the Posted Signs (at least 72 hours before your event)". A blue arrow points from the text in this section to the right side of the screen. On the right, an email inbox is shown with an incoming message from "Temporary sign printing | Case # 1167950 | ref:_00Dt0Cmd2_500eqGcZRN:ref...". The message subject is "Temporary Sign Activation and Photo Upload Process". The email body contains instructions for taking and uploading photos of posted signs, mentioning "Close-up photo of a sign to confirm correct permit information" and "Overall photo of the parking area showing all signs to confirm location and spacing". It also links to "Click here to upload photos to your Case record". The email is timestamped "Tue 12/17/2024 11:11 AM".

Scroll down the guidelines until you reach **“5. Take and Upload Photos of the Posted Signs (at least 72 hours before your event)”** and make sure to take photos of your temporary tow away no stopping signs exactly as directed

Step 11 – Take photos of your posted signs

Take and Upload Photos of the Posted Signs to Obtain Tow-Away Rights Confirmation (at least 72 hours before your event):

1. Take photos of your signs, including:
 - a. **Close-up photo** of each sign to confirm correct permit information.



- b. **Overall photo** of the parking area showing all signs to confirm location and spacing.



Give yourself ample time to take and upload the photos prior to your event.

Take at least one close-up photo of each sign and one overall photo.

Step 12 – Upload Photos



SFMTA

Dec 17, 2024

Approved Venue Self-Posting (PDF Signs for Printing)

Hello Shayda Rager,

Payment has been received for VSP Case# 1167950. Thank you.

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Customer is allowed to place TANS in the spaces requested and approved through approved permit ONLY. The use of the sidewalk or roadway in front of any other property that is not covered through your request is not permitted.

Customer will **UPLOAD** photos showing the placement of the sign(s) for review by SFMTA Temporary Sign staff. [Click here to upload photos to your Case record](#).

Once photos have been reviewed and meet requirements, a **confirmation Tow Activation Approval email** will be sent stating that the permit is active, and the tow-away rights have been reserved. If photos are inadequate, you will receive a rejection email identifying the deficiencies to be corrected.

Thank you,
Temporary Sign Program
San Francisco Municipal Transportation Agency



Upload the photos of your posting by clicking on the “Click Here to upload photos to your Case record” link found in the “Payment Received” email.

Step 12 – Upload Photos

Temporary Signs - Upload Photos for Tow Review

Venue Self-Posting Details

Case Number: 1167950 | Start Date: 01/01/2025 | End Date: 01/03/2025

Approved Address: 1 SOUTH VAN NESS AVE | Business Name: SFMTA - Curb Man

Contact Name: Shayda Rager | Self-Poster Number:

Upload Photos of Posted Signs

Attach photos of posted signs for tow review.*

Choose File Image (13).jpg

*Each file uploaded must be less than 30MB

Add another image

You must click the Submit button to upload your photos to your Case.

SUBMIT

Open

Downloads

Organize New folder

Yesterday Last week

Image (13).jpg Image (12).jpg Image (11).jpg Temp No Parking Sign Application Instruction

Image (10).jpg Image (9).jpg Image (7).jpg Self-post Guidelines

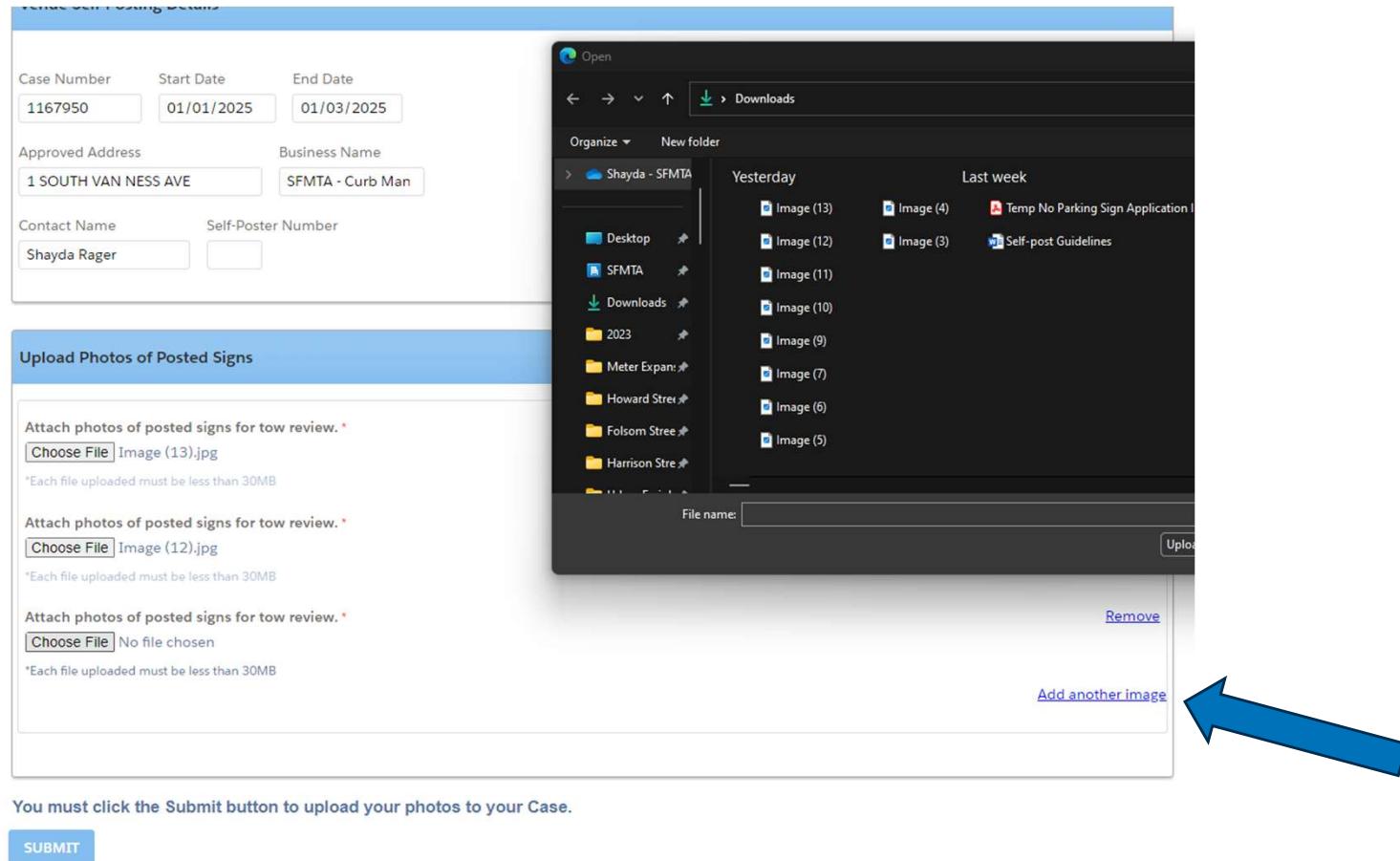
Image (6).jpg Image (5).jpg

File name:

Upload from m

Click on the “Choose File” button to navigate to the folder where you saved your upload photo

Step 12 – Upload Photos



The screenshot shows the SFMTA Curb Management System interface. At the top, there are input fields for Case Number (1167950), Start Date (01/01/2025), and End Date (01/03/2025). Below these are fields for Approved Address (1 SOUTH VAN NESS AVE) and Business Name (SFMTA - Curb Man). Contact Name (Shayda Rager) and Self-Poster Number are also listed. The main section is titled "Upload Photos of Posted Signs" and contains three file upload fields. The first field shows "Image (13).jpg" with a "Choose File" button. The second field shows "Image (12).jpg" with a "Choose File" button. The third field shows "No file chosen" with a "Choose File" button. Each upload field includes a note: "Each file uploaded must be less than 30MB". Below the upload fields, a message says "You must click the Submit button to upload your photos to your Case." A "SUBMIT" button is at the bottom. A file dialog is overlaid on the page, showing the "Downloads" folder with various image files. A blue arrow points to the "Add another image" link at the bottom right of the upload area.

To submit more than one photo click on “Add another image”

Step 12 – Upload Photos

Venue Self-Posting Details

Case Number	Start Date	End Date
1167950	01/01/2025	01/03/2025
Approved Address	Business Name	
1 SOUTH VAN NESS AVE	SFMTA - Curb Man	
Contact Name	Self-Poster Number	
Shayda Rager		

Upload Photos of Posted Signs

Attach photos of posted signs for tow review.*

Image (13).jpg

*Each file uploaded must be less than 30MB

Attach photos of posted signs for tow review.*

Image (12).jpg

*Each file uploaded must be less than 30MB

Attach photos of posted signs for tow review.*

Image (11).jpg

*Each file uploaded must be less than 30MB

[Remove](#)

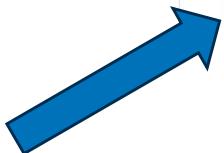
[Remove](#)

[Add another image](#)

You must click the Submit button to upload your photos to your Case.

SUBMIT

Click on the 'Submit' button to upload your photos to your case.



Photos Denied

(NO REPLY) Venue Self-Posting is DENIED for Case# 1180287 | ref!:00Dt00Cmd2.!500eq0JVQbD:ref



SFMTA Services <case-admin-sf@sfmta.com>
To ● Rager, Shayda

Reply All Forward



Your Venue Self-Posting (VSP) for Case# **1180287** - has been DENIED
Hello Shayda,

Your VSP request for Case# 1180287 has been denied for the following reason(s): **The Posting photos are inadequate.**

Please correct the following deficiencies:

Only provided overall photo and not photo of each sign

Thank you,
Temporary Sign Program

San Francisco Municipal Transportation Agency

Important note: case-admin-sf@sfmta.com is not actively monitored.
Please email temporarysign@sfmta.com and include your case number
if you have any questions. We will respond during office hours: Monday-Friday 7am – 3:30pm.

If your request is **denied**, you will receive an e-mail with the subject line:

(NO REPLY) Venue Self-Posting is DENIED for Case# XXXXXXXX

Photos Denied

(NO REPLY) Venue Self-Posting is DENIED for Case# 1180287 | ref!:00Dt00Cmd2.!500eq0JVQbD:ref



SFMTA Services <case-admin-sf@sfmta.com>
To ● Rager, Shayda

Reply All Forward



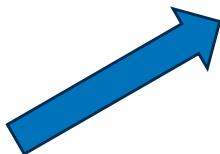
Your Venue Self-Posting (VSP) for Case# **1180287** - has been DENIED
Hello Shayda,

Your VSP request for Case# 1180287 has been denied for the following reason(s): The Posting photos are inadequate.



Please correct the following deficiencies:

Only provided overall photo and not photo of each sign



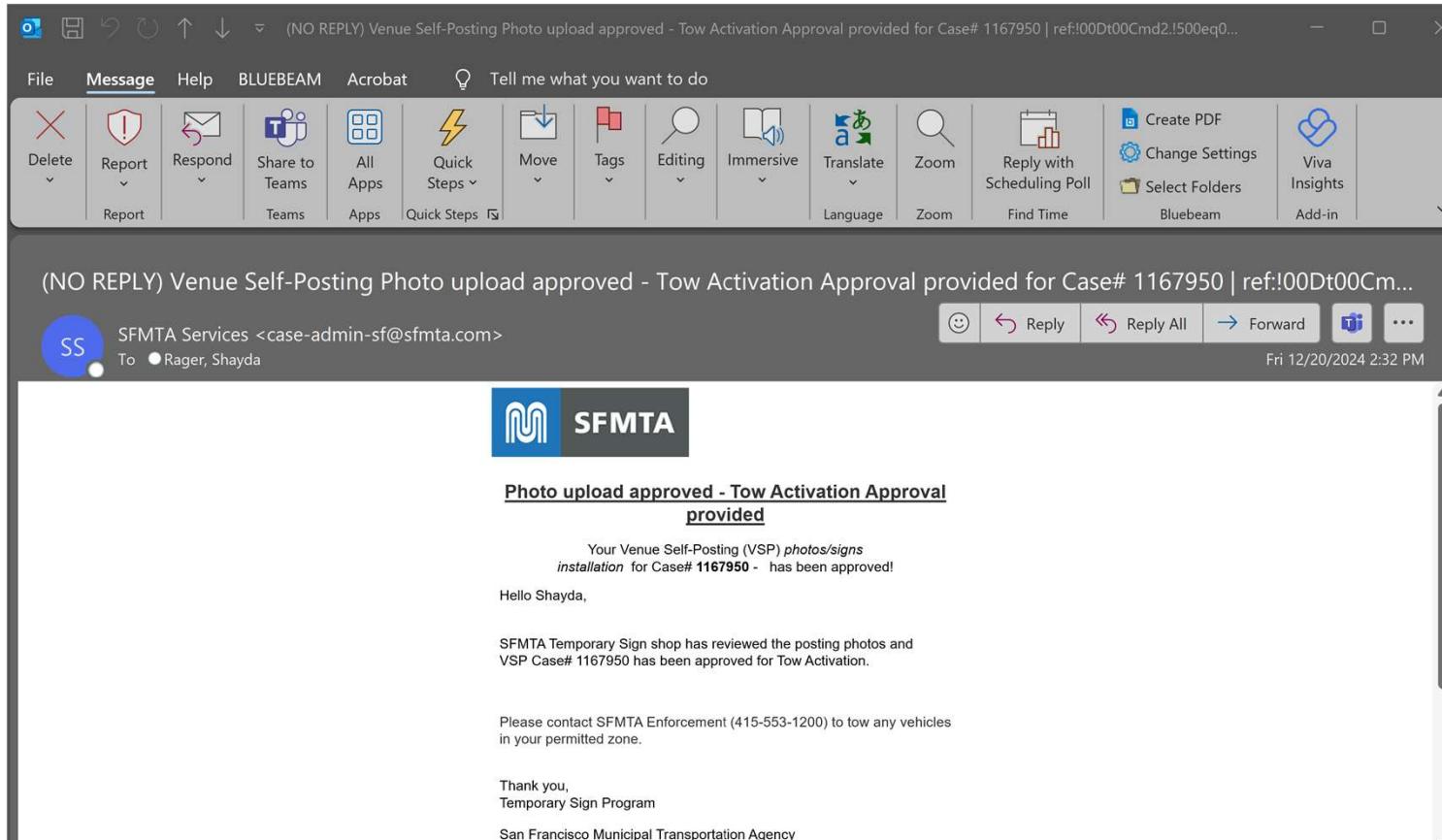
Thank you,
Temporary Sign Program

San Francisco Municipal Transportation Agency

Important note: case-admin-sf@sfmta.com is not actively monitored.
Please email temporarysign@sfmta.com and include your case number
if you have any questions. We will respond during office hours: Monday-Friday 7am – 3:30pm.

Fix the mistake described within the body of the “Venue Self Posting is DENIED” email and upload new photos by clicking on the “Click Here to upload photos to your Case record” link found in the “Payment Received” email.

Photos Approved!



(NO REPLY) Venue Self-Posting Photo upload approved - Tow Activation Approval provided for Case# 1167950 | ref:100Dt00Cmd2.1500eq0...

SS SFMTA Services <case-admin-sf@sfmta.com>
To ● Rager, Shayda

Fri 12/20/2024 2:32 PM

SFMTA

[Photo upload approved - Tow Activation Approval provided](#)

Your Venue Self-Posting (VSP) photos/signs installation for Case# **1167950** - has been approved!

Hello Shayda,

SFMTA Temporary Sign shop has reviewed the posting photos and VSP Case# 1167950 has been approved for Tow Activation.

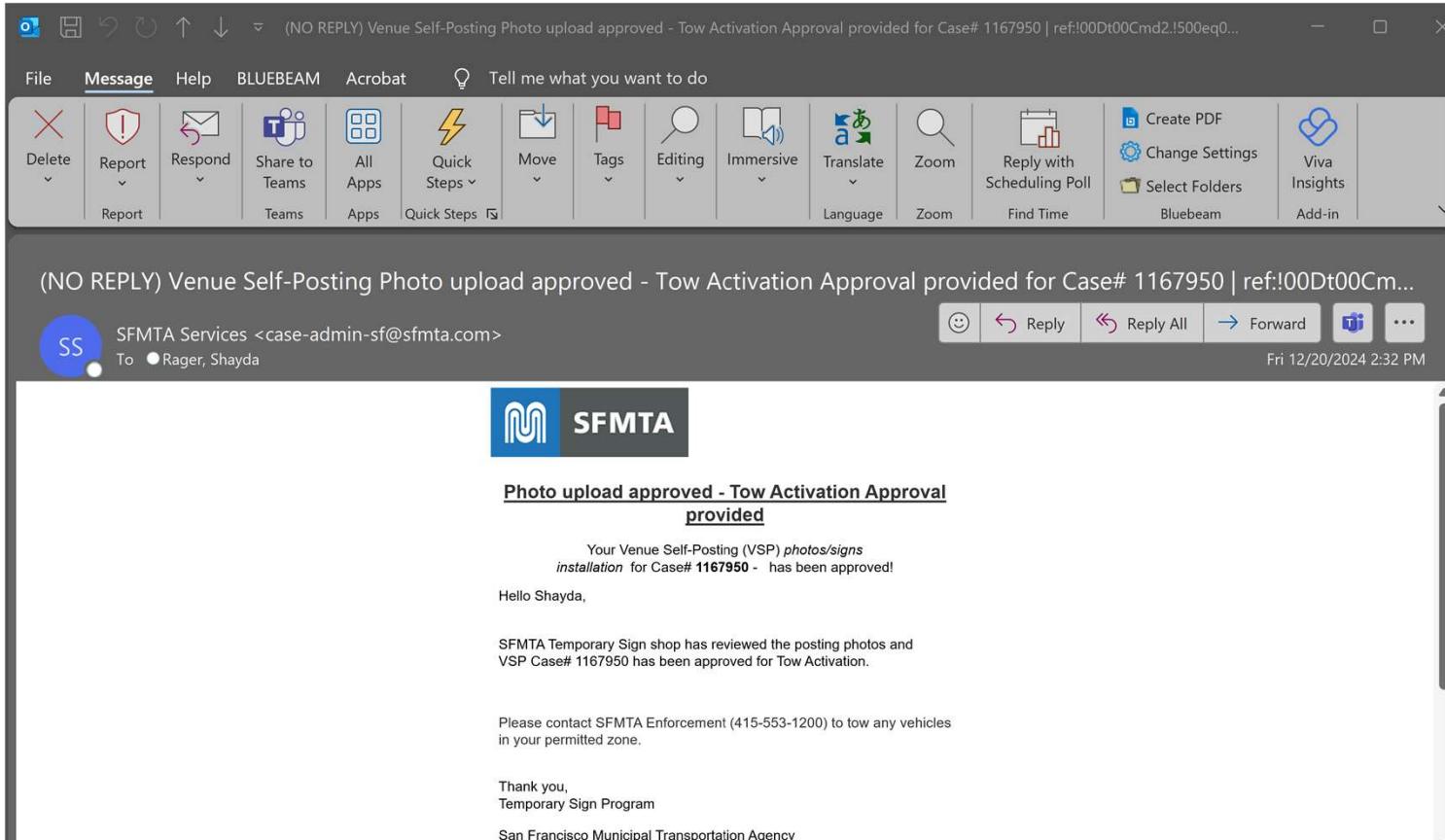
Please contact SFMTA Enforcement (415-553-1200) to tow any vehicles in your permitted zone.

Thank you,
Temporary Sign Program
San Francisco Municipal Transportation Agency

If your request is **approved**, you will receive an e-mail with the subject line:

**(NO REPLY) Venue Self-Posting Photo upload approved – Tow Activation Approval
Provided for Case# XXXXXXXX**

Photos Approved!



The screenshot shows an Outlook message window. The subject line is "(NO REPLY) Venue Self-Posting Photo upload approved - Tow Activation Approval provided for Case# 1167950 | ref:100Dt00Cmd2.!500eq0...". The message is from "SFMTA Services <case-admin-sf@sfmta.com>" to "Rager, Shayda". The message content includes the SFMTA logo and the text: "Photo upload approved - Tow Activation Approval provided". It states, "Your Venue Self-Posting (VSP) photos/signs installation for Case# 1167950 - has been approved!". The message continues with "Hello Shayda, SFMTA Temporary Sign shop has reviewed the posting photos and VSP Case# 1167950 has been approved for Tow Activation. Please contact SFMTA Enforcement (415-553-1200) to tow any vehicles in your permitted zone. Thank you, Temporary Sign Program San Francisco Municipal Transportation Agency". The message is displayed in a Microsoft 365 interface with the "Message" tab selected in the ribbon.

Approved photos are saved and sent to the Tow Desk.

This email enables you to enforce your zone during the time the temporary tow away no stopping sign is in effect!

More info, questions, feedback

webpage: www.SFMTA.com/VenueSelfPost

e-mail: VenueSelfPost@SFMTA.com

Thank you!

Questions?



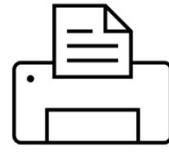
Request



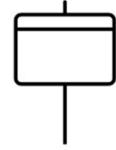
Get zone
& time
approved



Pay



Print
signs



Post
signs



Take
photos



Upload
photos



Get
photos
approved



Enforce