

Curbside Electric Vehicle Charging Permit Program

Process Steps

Version 08.26.2026

1. Operator Permit Application

- Applications submitted to the San Francisco Municipal Transportation Agency (SFMTA)
- SFMTA staff will conduct an Initial Screening for application responsiveness and acceptability – including application completeness, compliance with format requirements, and attestation to comply with the permit terms and conditions.
- Upon successful completion of the Initial Screening, each application will be reviewed and evaluated on a pass/fail basis.

2. Initial Curbside Electric Vehicle Operator Permit Approval

- SFMTA will issue a Curbside Electric Vehicle Charging Operator Permit (Operator) authorizing providers to operate curbside charging infrastructure within the City, and to apply for Curbside Electric Vehicle Charging Site Permits.

3. Curbside Electric Vehicle Site Permit Application

- Curbside Electric Vehicle Charging Site Permit application submitted to the SFMTA by approved Curbside Electric Vehicle Charging Operators. Only one Curbside Electric Vehicle Charging Site Permit application and associated fee is required for all Curbside Electric Vehicle Charging Stalls within a quarter mile radius.
- SFMTA staff will review proposed sites and share comments with Curbside Electric Vehicle Charging Operator for response.
- If the Curbside Electric Vehicle Charging Site plan submitted as part of the Curbside Electric Vehicle Charging Site Permit application has any material changes, such as relocation of charging equipment and utility infrastructure, the Operator shall receive written approval from the SFMTA.

4. Internal City Review and Operator Tasks

- **Internal City Review of Site Permit Application**
 - i. SFMTA staff will present site proposals to all relevant City departments (Fire, Police, Public Works) to ensure there are no safety concerns or conflicting projects
 - ii. The number of proposed Curbside Electric Vehicle Charging Sites and Curbside Electric Vehicle Charging Stalls may be reduced if conflicts arise
 - iii. Comments will be shared with Operator for response, if needed
 - iv. Operator may propose alternative sites, if needed. Proposing alternative sites will require the applicant to update their Curbside Electric Vehicle

Charging Site Permit application and work with SFMTA staff to restart the Internal City Review process. Operator will have the opportunity to propose alternative sites up to two times without paying an additional Curbside Electric Vehicle Charging Site Permit application fee.

5. SFMTA will provide written approval to the Operator following the Internal City Review process.

- **Neighborhood Outreach**

- i. In parallel with the Internal City Review process, Operator may embark on their Neighborhood Outreach Plan, as submitted as part of their Site Permit application and in conformance with Appendix 2: Neighborhood Outreach Plan
- ii. City team will connect with any affected departments (e.g., Rec Park), if applicable
- iii. SFMTA will request and evaluate Operator's outreach documentation.
- iv. If sites receive significant opposition, as determined by the SFMTA, the site may need to be relocated, requiring an updated Curbside Electric Vehicle Charging Site Permit application and Internal City Review for the new site.

- **Utility Verification**

- i. Also, in parallel with the Internal City Review process and Neighborhood Outreach, Operator shall submit to the SFMTA proof of new service application submission and receipt of preliminary positive engineering and design feedback from utility, or provide initial agreement with site owner if new utility service is not required.
- ii. If applicable, provide the agreement with utility for pole-mounted Curbside Electric Vehicle Charging Stations. Poles may be under the jurisdiction of PG&E, PUC and/or the SFMTA, and agreements need to include the poles' jurisdictional owner.

6. Engineering Public Hearing

- **Engineering Public Hearing for Consideration of Curbside Electric Vehicle Charging Stall Designation**

- i. Proposed Curbside Electric Vehicle Charging Stalls must have Internal City approval, utility confirmation, and community support prior to the [Engineering Public Hearing](#), which is the SFMTA's public process to receive comments from interested parties on proposed parking and traffic changes
- ii. SFMTA will work with each Operator to submit required technical material for the Engineering Public Hearing agenda

- iii. Operator must post multilingual flyers in the site neighborhood at least 10 days in advance of the Engineering Public Hearing, per the requirements in Appendix 2: Neighborhood Outreach Plan
 - iv. If Operator is unable to gain support or no contest from key stakeholders (i.e. fronting property, neighborhood groups), the SFMTA may hold the application from advancing to Engineering Public Hearing until support is gained
 - v. If sites receive significant opposition, as determined by the SFMTA, the site may need to be relocated, requiring an updated Site Permit application and the Internal City review for the new site
- **SFMTA posts public hearing notice 10 calendar days before Engineering Public Hearing**
 - i. Posting will detail proposed street change modifications (e.g. location of proposed Curbside Electric Vehicle Charging Stalls), complete with graphics and it will also list ways for the public to participate in the hearing
- **Engineering Public Hearing (virtual)**
 - i. Operator should participate in the hearing to speak in favor of their proposed Curbside Electric Vehicle Charging Stall(s) and to answer questions
 - ii. Operator should encourage stakeholders from community to attend and speak in favor of project
 - iii. The Engineering Public Hearing serves as a formal opportunity for the public to provide feedback (written or virtually) on the proposed Curbside Electric Vehicle Charging Stalls
 - iv. After the Engineering Public Hearing, the SFMTA Director of Transportation or City Traffic Engineer may approve designating the applicable part of the curb as a Curbside Electric Vehicle Charging Stall

7. Site Permits Issued

- Upon approval of the Curbside Electric Vehicle Charging Stall designation by the Director of Transportation or City Traffic Engineer, the SFMTA will issue an initial Curbside Electric Vehicle Site Permit to install Curbside Electric Vehicle Charging Station(s). Operator must still obtain any other applicable permits from City departments.

8. Operator Pursues Other Applicable Permits

- Operator obtains [Department of Building Inspection \(DBI\) Electrical Trade Permits](#)
- [San Francisco Public Works \(PW\) General Excavation Permit](#) (if needed)

- i. For General Excavation Permit, Operator required to post excavation/construction notice at least 3 days prior to construction begins per Public Works Code Section 2.4.50(a)

9. Operator Installs Chargers

- Contractor must apply for and obtain SFMTA [Temporary No Parking Signs](#) for the duration of construction
- Post construction, Operator schedules DBI electrical field inspection to obtain Green Tech certification
- Post construction, Operator schedules PW General Excavation field inspection to obtain screen shot of permit close out within PW permit tracker

10. SFMTA installs Electric Vehicle Charging-Only Parking Signage and Pavement Markings

- Operator must inform the SFMTA of completion of DBI final inspection to allow for coordination with the SFMTA's Paint and Sign Shop for installation of regulatory signage and paint for the Curbside Electric Vehicle Charging Stall

11. SFTMA Final Permit Check - Open for Charging!

- All requisite permits have been obtained, and the final permit sign-off checklist has been successfully completed
- Power is activated
- Curbside Electric Vehicle Charging Stall signage installed and painted
- Curbside Electric Vehicle Charging Station is open for business

