

Section 1: PERMITS REQUIRED TO WORK ON CITY STREETS

The following is a list of different types of permits issued by San Francisco Public Works (SFPW), the San Francisco Municipal Transportation Agency (SFMTA), and other agencies.

Permits must be kept on the job site at all times and be shown to City employees and police officers upon request. Citations may be issued under the Transportation Code for failure to produce a valid permit.

1.1 Permits Issued by SFPW

1.1.1 Excavation Permit

An excavation permit is required for any excavation work within the public right-of-way.

1.1.2 Temporary Occupancy Permit

A temporary occupancy permit is required for work that involves the use of the sidewalk or a portion of the street pavement, up to one full day, to perform building maintenance work (e.g., using a crane occupying a parking space or pruning trees).

1.1.3 Street Space Permit

A street space permit is required for work that involves the use of the sidewalk or a portion of the street pavement outside of the building property line or project limits, for building and project construction, respectively. A Special Traffic Permit is required for work outside of the limits defined in a Street Space Permit (see Section 1.2).

1.1.4 Additional Street Space

Additional Street Space (ADS) for buildings allows the contractor to extend the boundaries of a Street Space Agreement. ADS is used for long term occupancies (over 1 month).

1.1.5 Night Noise Permit

Any work done between the hours of 8 p.m. and 7 a.m. in the roadway or sidewalk area requires a night noise permit as specified in Section 2908 of the Police Code.

1.2 Permit Issued by SFMTA (Special Traffic Permit)

A Special Traffic Permit (STP) is required for any work that does not comply with the

regulations in this manual or the Traffic Routing Specifications in a City Contract. A Contractor must apply for an STP a minimum of two business days before undertaking said work. The SFMTA is authorized to review permit requests and issue permits at its discretion. SFMTA may refuse to issue, extend or may revoke an STP depending on the traffic conditions. This section lists the most commonly asked questions regarding STPs. A quick guide to determine whether an STP is needed is provided in Appendix B.

1.2.1 Situations Requiring Special Traffic Permits

Whenever the Contractor cannot follow all of the requirements and regulations in this manual, an STP is required. The most common examples are:

Table 1: Situations Requiring Special Traffic Permits

Situation	Applicable Section
1. Closing a street or an alley	Section 3.2, Section 4
2. Closing a sidewalk (no path of travel)	Section 5
3. Inability to provide the required number of lanes	Section 3.2
4. Inability to work within working hours in Table 1	Section 2
5. Work through Holiday Moratorium	Section 2.2.4
6. Exceeding Contract Specifications	–
7. Exceeding Street Space Agreement	Section 1.1.3
8. Working within one block of an existing construction area	Section 3.5
9. Moving a bus zone outside the limits of the project.	Section 6.2.3, Section 7
10. Closing or detouring a bike route (includes paths, marked lanes, and signed routes).	Section 9

1.2.2 What is the penalty for not having a Special Traffic Permit, when is it required?

A Contractor will not be fined if the Contractor is performing work and is complying with all the requirements and regulations in this manual. However, penalties may be assessed for violation of the terms of the Special Traffic Permit (STP) and/or the regulations described in this manual (to include working without an STP when one is required by this manual or the transportation code). A \$1,000 penalty or six months in jail or both may be applied for the fourth and subsequent violations in a 12 month period. See San Francisco Transportation Code Sections 7.2.71, 7.3.3, 302 and 903.

1.2.3 If an “emergency” arises, is a Special Traffic Permit required?

No, unless the work extends into the next business day, at which time the Contractor has four (4) hours to apply for an STP to continue work (see Emergency Procedure, Section 12).

1.2.4 How do I apply for an STP?

Use the Special Traffic Permit application form found in Appendix H; or download the application from www.sfmta.com/bluebook. Complete the form and email it to trafficpermits@sfmta.com. Use SFMTA striping drawings to clearly show the planned work. The Contractor will be notified by email if the permit request is approved or denied. If approved, the Contractor will be emailed an unofficial copy of the permit indicating that the official copy is ready to be paid for and picked up at SFMTA. Payment may also be made by setting up a draw-down account with SFMTA (see Section 1.2.9).

1.2.5 How much does it cost to obtain an STP?

- NEW PERMITS:
\$362 processing fee + \$73 / day
- RENEWALS (permits less than 90 days old):
\$181 processing fee + \$73 / day

NOTE: \$181 processing fee applies only if the renewal request is done correctly, on time, and with the same hours, location, and lane requirements. **All fees are subject to change. Please check the link below for current fees:**
<https://www.sfmta.com/services/streets-sidewalks/construction-regulations>.

1.2.6 How long does it take to process an STP?

It takes a minimum of two (2) working days for any STP request to be processed. Complicated requests may take longer. "Two working days" is defined as two business days between 8 a.m. and 5 p.m. during which the SFMTA is open for business (generally Monday through Friday, not including city holidays).

1.2.7 How long is an STP valid?

STPs are issued for no more than 30 calendar days, after which contractors are required to renew. To renew an STP, fax the most recent permit to SFMTA with the new date(s) and new time(s) requested. For faster processing, please do not "white-out" the old dates, times or permit numbers.

1.2.8 What is the maximum area that can be covered in an STP?

No permit shall be issued for any area greater than two (2) adjacent city blocks. Larger areas will require two (2) or more permits.

1.2.9 How do I set up a draw-down account?

Contractors who apply for permits on a regular basis are encouraged to open a draw-down account with SFMTA. SFMTA will use this account to pay for every permit issued. This will eliminate trips to the SFMTA office just to pick up permits. The finished permits will be faxed to the Contractor. All permits have a cost listed on the bottom, so the permit serves as a receipt.

Each company gets only one account. Multiple sites under the same company have to use a single account. It's up to the Contractor's finance officer/accountant to maintain balances at each of the Contractor's sites. SFMTA will provide balance sheets via a return e-mail upon request. To open an account:

- Deposit a check, made out to "SFMTA", with "Special Traffic Permit Draw-Down" printed on it.
- Furnish SFMTA with the name of the financial officer/accountant.
- Provide officer's fax number, phone number, and e-mail address.

1.2.10 Why should I use the SFMTA striping drawings?

The use of striping drawings (showing details and dimensions of lane line markings in the streets) is strongly recommended for processing permits and for planning work. For sites in blocks with complicated geometry (such as turn lanes, islands, bulb-outs, lane transitions, etc.) striping drawings are necessary to prepare a clear and concise application. Striping drawings are generally available from the following link: <https://www.sfmta.com/reports/striping-drawings>.

1.3 Other Permits

In addition to the above permits, the Contractor is required to contact the following agencies for work on certain City Streets. Contact information can be found in Appendix G.

1.3.1 California Department of Transportation (Caltrans)

Caltrans has jurisdiction over the state route system in San Francisco, including:

State Route	Local Designation, Limits
U.S. 101	Richardson Avenue, Lombard Street, Van Ness Avenue, So. Van Ness Avenue, Mission Street
S.R. 1	19 th Avenue, Crossover Drive, Park Presidio Blvd, Junipero Serra
S.R. 35	Skyline Boulevard, Sloat Boulevard
S.R. 82	San Jose Avenue

Freeways	All intersections involving freeway off-ramps and on-ramps
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1.3.2 Port of San Francisco

The Port of San Francisco (<https://sfport.com/>) has jurisdiction over the following streets:

- The Embarcadero
- Jefferson Street
- Illinois Street
- Other City streets, typically one block away from The Embarcadero

1.3.3 Recreation and Park Department

The Recreation and Park Department (<https://sfrecpark.org/>) have jurisdiction over the following streets:

- All Streets inside Golden Gate Park or McLaren Park
- Great Highway
- Other Streets

1.3.4 SFMTA Rail Clearance Permit

Contractor must obtain a clearance permit from SFMTA Transit Management Center before performing any work. If you are working within 72 inches of the outside edge of SFMTA track, including cable car and light rail tracks (the "Safety Envelope"). If workers will be within the Safety Envelope, the Contractor shall comply with and train its workers per the SFMTA Roadway Worker Protection program in addition to obtaining a clearance permit. Contact the SFMTA System Safety at roadwayworkerprotection@sfmta.com. Please use the link below to start the application process:

<http://www.sfmta.com/permits/muni-construction-support-and-clearance-permit>