

## **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. Occupancies over 3 months that occur more than two (2) times per week will be referred for Additional Street Space.

#### **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.

#### 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 Sections
1. Closing a street or an alley	3.2 and 4
2. Closing a sidewalk (no path of travel)	5
3. Inability to provide the required number of lanes	3.2
4. Shifting or closing lanes on streets in Table 1, (Appendix C)	2
5. Work through Holiday Moratorium	2.2.4
6. Exceeding Contract Specifications	—
7. Exceeding Street Space Agreement	1.1.3
8. Working within one block of an existing construction area	3.5
9. Moving a bus zone outside the limits of the project.	6.2.3 and 7
10. Closing or detouring bike routes (including paths, marked lanes, and signed routes).	9

#### 1.2.2 Display of Special Traffic Permit

Permittees must maintain the permit at the site and must make all permits available for inspection upon request by an employee of the Police Department or SFMTA, or a resident engineer or inspector.

#### 1.2.3 Special Traffic Permit required for Emergency Work

If work extends into the next business day and is non-compliant with regulations set forth in this manual, the Contractor has four (4) hours to apply for an STP to continue work (see Emergency Procedure, Section 12).

#### 1.2.4 Applying for Special Traffic Permits (STP)

Use the Special Traffic Permit application form found in Appendix H; or download the application from [www.sfmta.com/bluebook](http://www.sfmta.com/bluebook). Send the completed application and drawings via e-mail to the traffic permits inbox at [trafficpermits@sfmta.com](mailto:trafficpermits@sfmta.com). Note that if your project is a city capital project (for example an SFPW paving or SFPUC water or sewer contract), completed applications and drawings must be sent to your assigned traffic engineer and copied to the resident engineer or inspector (do not use the traffic permits inbox). 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 a copy of the permit and the fee amount will be debited in an electronic account maintained by SFMTA. (See Section 1.2.10).

### 1.2.5 Use of 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: [www.sfmta.com/striping](http://www.sfmta.com/striping)

### 1.2.6 Fees for Special Traffic Permits (STP)

- NEW PERMITS: \$388 processing fee + \$78 / day
- RENEWALS: \$194 processing fee + \$78 / day  
(for identical permits less than 90 days old)

**NOTE:** The renewal processing fee discount 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:  
[sfmta.com/permits/special-traffic-permits-stp](http://sfmta.com/permits/special-traffic-permits-stp)

### 1.2.7 Special Traffic Permit (STP) Processing Time

Special traffic permits are prepared and reviewed by SFMTA Traffic Engineering staff. Permits provide details specific to each site and activity, and typically list traffic plan details, signage, traffic control devices and special conditions, while maintaining compliance with local, state and federal standards, such as the Manual on Uniform Traffic Control Devices (MUTCD). These permits require adequate time to prepare, review and to ensure there are no conflicts between the work and Muni, events and other work in the vicinity. The following minimum application deadlines are required to design and create each permit.

Renewal permits require a minimum of two (2) working days. New permits may require five (5) working days. More complicated requests may take longer. Very complex permit applications, such as Tower Crane Erections, Concrete Mat Pours and Complex road closures require a minimum of 8 weeks processing time. SFMTA reserves the right to request additional processing time as needed. Note that in order to meet these processing times, applications must be complete and contain all necessary drawings and dimensions.

A “Working day” is defined as a full day between 8 a.m. and 5 p.m. during which the SFMTA is open for business (generally Monday through Friday, not including city holidays). For the purpose of counting any particular day as a “full working day” a permit application or renewal must be in the traffic permits email inbox by 10am.

#### 1.2.8 Renewals and Maximum time an STP is valid

- A. STPs are issued for no more than 31 calendar days (or one month), after which contractors are required to renew.

An exception will be made for SFPW issued Additional Street Space (ADS) permit sites for static building site space, in which the permit authorizes just the additional space required to contain a basic site footprint. In these instances, permits may be issued for period of up to 6 months. All other permits, such as those for active construction activities, shall not exceed one calendar month and must be renewed monthly.

- B. To renew an STP, e-mail the most recent permit to SFMTA ([trafficpermits@sfmta.com](mailto:trafficpermits@sfmta.com)) with new date(s) and time(s) requested written on a copy of the most recent permit. For faster processing, please do not obscure the old dates, times or permit numbers.

#### 1.2.9 Maximum area that can be covered in an STP

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

#### 1.2.10 Payments for Special Traffic Permits (STP) and Draw-Down Accounts

All contractors who are issued STPs will be provided an STP account that tracks their STP fees and fee payments. Each company may have only one account. Multiple sites under the same company must use a single account. Contractors should provide SFMTA with the name, email address, and phone number of the contractor's employee, who will oversee the account and ensure STP fees are paid, usually the finance officer or accountant. Contractors with an account debit or with STP activity in the past month will receive an email after the end of the month containing detailed STP fee and payment information, along with copies of any STPs issued that month.

Contractors who apply for permits are required to maintain a positive balance in their STP account. SFMTA will use these funds to pay for permits issued. SFMTA may, at their discretion, stop issuing STPs to all construction sites under the same contractor with unpaid STP fees. All permits have a cost listed on the bottom, so each permit serves as a receipt.

To pay for STPs or to pre-fund an STP account, deposit a check, made out to "SFMTA", with "Special Traffic Permit Draw- Down" printed on it and mail to:

SFMTA  
1 South Van Ness, 7<sup>th</sup> Floor,  
San Francisco, CA, 94103  
Attn: STP Account

#### 1.2.11 Special Traffic Permit - Prior Payments Required

- a. No permit shall be issued or renewed until the applicant has paid all permit fees that are due to the SFMTA.
- b. No permit shall be issued to any applicant who is responsible for payment of one or more delinquent citations issued for violation of any provision of this manual, until all fines and fees associated with citations are paid in full, or the violation is dismissed and/or adjudicated.

#### 1.2.12 Indemnification

Permit applications for Special Traffic Permits, and permits for the Temporary and Exclusive Use of Parking Meters, shall require the applicant to acknowledge that the Permittee, by acceptance of the permit, agrees to indemnify and hold the City and County of San Francisco, its departments, commissions, boards, officers, employees and agents ("Indemnitees") harmless from and against any and all claims, demands, actions or causes of action which may be made against the Indemnitees for the recovery of damages for the injury to or death of any person or persons or for the damage to any property resulting directly or indirectly from the activity authorized by the permit regardless of the negligence of the Indemnitees.

#### 1.2.13 Revocation of Special Traffic Permit

The SFMTA may revoke the permit of any Permittee found to be in violation of an STP or this manual, present a public safety issue or for other reasons deemed necessary by the SFMTA. Upon notice of revocation, the Permittee must return the site to conditions that meet the standards of all sections in this manual and / or conditions authorized by any other valid permit.

### 1.3 Other Permits

In addition to the above permits, the Contractor is required to contact the following agencies and secure required permits for work on certain City Streets. Agency 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:

<b>State Route</b>	<b>Local Designation, Limits</b>
U.S. 101	Richardson Avenue, Lombard Street, Van Ness Avenue, So. Van Ness Avenue, Mission Street
S.R. 1	19 <sup>th</sup> 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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Contractors must obtain a Caltrans encroachment permit when working in Caltrans right of way, or when traffic control is posted in and/or affects Caltrans right of way. This includes but is not limited to lane closures and signs posted in Caltrans roadways for work zones outside of Caltrans right of way. The rules and regulations in this publication still apply to work on San Francisco public right of way and a San Francisco Special Traffic Permit may be required to work in these roadways when impacting traffic, transit and bike lanes, and pedestrian walkways as documented throughout this publication.

Caltrans Encroachment Permit General Provision #12 (revised 12/2022):

**PERMITS, APPROVALS, AND CONCURRENCES FROM OTHER AGENCIES AND/OR ENTITIES:** *This encroachment permit is invalidated if the Permittee has not obtained all permits, approvals, and concurrences necessary and required by law, including but not limited to those from the California Public Utilities Commission (“CPUC”), California Occupational Safety and Health Administration (“Cal-OSHA”), local and state and federal environmental agencies, the California Coastal Commission, and any other public agency and/or entity having jurisdiction. Permittee is responsible for providing notice of the encroachment to, and obtaining concurrence from, any person or entity (whether public or private) affected by the scope of work described in the encroachment permit, regardless of whether such notice or concurrence is required by law; the Department is not responsible to provide such notice or obtain such concurrence. Permittee warrants all such permits, approvals, and concurrences have been obtained before beginning work under this encroachment permit. The Department may, at the Department’s discretion, require the Permittee to demonstrate that Permittee has obtained all such permits, approvals, and concurrences, and Permittee shall demonstrate this at the time and in the manner specified by the Department.*

### 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 north and east waterfront

### 1.3.3 Recreation and Park Department

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

- All Streets inside Golden Gate Park and McLaren Park

- Great Highway
- Other Streets

#### 1.3.4 SFMTA Rail Clearance Permit

If Contractor is working within 72 inches of the outside edge of SFMTA track, including cable car and light rail tracks (the “Safety Envelope”), Contractor must obtain a clearance permit from SFMTA Transit Management Center before performing any work. If workers will be within the Safety Envelope, the Contractor must 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](mailto:roadwayworkerprotection@sfmta.com). Please use the link below to start the application process:

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