OCCUPANCY TYPE PERMITS:
The following tow-away sign permits are activated by Public Works:

- Street Space
- Additional Street Space
- Temporary Occupancy
- Mobile Storage Containers

How do I register my occupancy type permit for tow-away rights?

- GO ONLINE:
  https://bsm.sfdpw.org/streetspacerequest/EditRequest.aspx

- PHONE:
  Contact BSM at: 628-271-2000

EXCAVATION TYPE PERMITS:
Tow-away zones for excavation type permits are activated through San Francisco Municipal Transportation Agency (SFMTA). Excavation type permits include:

- General Excavation
- Utility Excavation
- Side Sewer
- Street Improvement
- Sidewalk Repair

How do I register my excavation type permit for tow-away rights?

- GO ONLINE:
  www.sfmta.com/permits/construction-tow-away-zones

- EMAIL:
  Contact SFMTA at:TowZoneRequest@sfmta.com

San Francisco Public Works
Street-Use and Mapping
49 South Van Ness Avenue, Suite 300
San Francisco, CA 94103
Phone: (628) 271-2000

San Francisco Public Works
Permit Center
49 South Van Ness Avenue, Suite 200
Processing Hours:
- 7:30 a.m. - 4:30 p.m.
  Monday, Tuesday, Thursday and Friday
- 9:00 a.m. - 4:30 p.m. Wednesday
- Closed on official holidays

Contact 311 for service requests
Tow-away zones for Public Works activated permits will not be valid until the permittee provides date stamped evidence that signage was posted notifying the public of the tow-away space.

STEP 1: Apply for a Street Space or Temporary Occupancy Permit from Public Works.

STEP 2: Once the permit is approved, a link for tow-away signs will be provided via email.

STEP 3: Print signs and post them at the permitted location every 20 feet, no less than 72 hours in advance of the time parking restrictions are to become effective.

STEP 4: Take photos showing the placement of the signs and click on the link provided in the confirmation email.

STEP 5: Upload the photos to submit them to the Bureau of Street-Use and Mapping for review. (No PDF. JPG/PNG only.)

STEP 6: Once your photos have been reviewed and meet requirements, a confirmation 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.

STEP 7: For towing, call tow desk at 415-553-1200 once your tow-away right is activated.

A sign shall be posted at each end and at an interval of no more than 20 feet within the permitted area.

Helpful tips for sign posting:
- Look 100 feet in both directions for posted signs for any parking restriction.
- A Special Traffic Permit is required to occupy restricted zones such as red curbs or no parking anytime zones.
- All signs shall be 11” x 17” in size and printed in color and meet all the requirements outline in Public Works Order 183160.

Photo Requirement 1:
A scene-setting photo clearly showing the signs are posted in the permitted location every 20 feet for the permitted amount of linear feet. (For example, 4 posted signs are required for a 60 linear feet permit as shown below.)

Photo Requirement 2:
A clear close-up photo of a tow-away sign that enables essential information on the sign to be confirmed.

Important: To avoid delay in the towing right, post the tow-away signs and upload sign photos at least 72 hours prior to permit start date.