ANNUAL CONSTRUCTION CHECKLIST

APPLICANT INFORMATION

Company Name: ..................................................................................................................

Applicant/Contractor Name: ..............................................................................................

Authorized Agent Name: ...................................................................................................

Address: ................................................................................................................................

City: ___________________ State: ___________ Zip: ___________

Phone: ___________________ E-Mail: .....................................................................................

STEP 1: STREET SPACE PERMITS

Where a Street Space Permit is required, a site meeting must be conducted between the Contractor and a San Francisco Public Works inspector to review the project site and the project work scope. To request a site meeting:

- Submit a request for Street Space Permit from Department of Building Inspection (DBI) located at 1660 Mission Street. Street space is charged at a minimum of every 20 linear feet per month.
- Complete a “Request for Street Space Site Meeting” form
- Submit the completed Site Meeting form to Public Works via fax at 415-554-6161 or e-mail at streetspace@sfdpw.org
- A Public Works inspector will contact you within 10 business days to schedule a field meeting

STEP 2: CONDUCTING A SITE MEETING

A site meeting with a Public Works Inspector will include a review and discussion of the following:

- A four (4) foot minimum continuous pedestrian path of travel throughout the job site
- Proper equipment and vehicle storage
- Sidewalk and roadway are clear of sand, dirt, litter, graffiti and equipment.
- Provide clear access to all Police and Fire Department equipment including call boxes, fire alarms, hydrants, mains and valve covers.
- Allow space for MTA traffic signs, signals, signal controls and pull boxes when reviewing and ensuring an adequate path of travel.
- Maintain unobstructed, clear visibility to all traffic and regulatory signs/signals
- All MTA bus zones and “No Parking” signs to remain in effect
- A four (4) foot minimum clearance is required from the outer rail of railroad tracks
- Properly place tow-away signs at a minimum of 20 foot intervals and one at each end of the job site
- Complete Street Space Agreement form
STEP 3: PROJECT SITE REQUIREMENTS AND ENFORCEMENT

The following requirements are to be in effect at all times. Failure to follow any of the requirements may result in fines and penalties.

- **PERMIT**
  - PWC 724.7 (e): No Additional Street Space permit (ADS)
  - PWC 724 (a): No Street Space permit (SSP)
  - PWC 724 (a)(3): Excavating without permit(s) – Sand, dirt, construction material not contained
  - PWC 724.5: Exceed use, duration of area
  - PWC 2.4.2: Excavating without permit(s)
  - PWC 2.4.3: Excavating without Special Traffic permit (STP)
  - PWC 2.4.20.2: Invalid expired permit

- **NON-COMPLIANCE**
  - PWC 723: Obstruction of street prohibited
  - PWC 724 (a)(1): Occupying > ½ official sidewalk width and parking lane
  - PWC 724 (a)(2): No 4 ft. path of travel
  - PWC 724.3 (a): No placard/not maintained
  - PWC 724.3 (b): No construction signs/ not 20'/ not at end/not maintained
  - PWC 2.4.50: Excavating without proper Public Notice
  - PWC 2.4.3: No pre-construction meeting for major work
  - PWC 2.4.3: Improper site protection
  - PWC 2.4.53.a: No plates over excavation

- **HOUSEKEEPING**
  - PWC 724 (a)(3): Gutter obstruction
  - PWC 724.3 (c): Violation of good neighbor policy
  - PWC 724.4 (a): Refuse/ construction debris
  - PWC 2.4.3: Improper site protection – inadequate path of travel/ barricades
  - PWC 2.4.52: Improper housekeeping
    - Failure to remove excavated material from site daily
    - Improper storage of sand, gravel, or asphalt materials
    - Failure to sweep site at end of day
    - Excess construction material stored on site
  - PWC 726.6 (a): Housekeeping – Container missing/ damaged reflective striping
  - PWC 726.6 (c): Housekeeping - Container dirty/ defaced/ graffiti

- **TREE PROTECTION**
  - PWC 802 (g): Injure or injury to harm or damage a tree including, but not limited to
    - Cutting, carving, painting, transplanting, or knocking over
    - Attachments of rope, wire, nail, advertising poster, or other contrivance
    - Intentionally or negligently allowing any gaseous, liquid, or solid substance that is harmful to a tree to come into contact with a tree
    - Setting fire or intentionally or negligently permitting any fire to burn when such fire or the heat there from will injure any part of any tree
    - Pruning which in and of itself will kill or case a tree to decline
    - Or severing of all or part of a tree
  - PWC 808 (c): Failure to protect trees during construction

_I agree to be in compliant with all Public Works codes at all times and acknowledge that failure to follow the requirements may result in fines and penalties._

---

Signature of Applicant  
Date