TEMPORARY OCCUPANCY PERMITS

Street Space, Additional Street Space and Temporary Occupancy Permits

PUBLIC WORKS CODE : ARTICLE 15, SEC. 724
Difference between the 3 permits.
Who would apply for the permit?
What does the permit entail?
When would you need to apply for the permit?
Where would you apply for the permit?
Why would you need the permit?
How would you apply for the permit?
What else would I need to know?
Street Space Permits (SSP)

Construction projects that would occupy the fronting Public Right of Way with a minimum 4’ path of pedestrian walkway

Additional Street Space Permits (ADS)

Construction projects that would occupy more than the fronting Public Right of Way and exceeds the limit of the Street Space Permit

Temporary Occupancy Permits (TOC)

Generally issued for construction activities lasting less than 2 weeks.
Street Space Process:

1) Apply at Department of Building Inspection (DBI) – DPW Counter - 1660 Mission St, 5th Floor

2) Request Street Space Site Meeting
   Fax: 415-554-6161
   E-Mail: streetspace@sfdpw.org
   Drop-Off: 1155 Market St, 3rd Floor

3) Allow 10 Business Days for inspector to contact and verify

4) Post Placard and Tow-Away Signs with verified permit information (at least 72-Hours in advance). Registration with DPW Tow-desk, at least 72 hours in advance, also required for construction tow-away.

5) For towing, contact SFMTA at 415-553-1200
Who can apply?
Property Owner, Contractor, and/or Authorized Agent

What is the permit for?
To authorize the storage of construction material, equipment and/or commercial vehicle(s) fronting the subject property during building construction activities or sidewalk repairs. Parking for active construction allowed (no private vehicles or company trucks not performing constr.)

Where do we apply for the permit?
Department of Building Inspection (DBI)
1660 Mission Street, 5th Floor
When do we need a Street Space permit?

a) New building or new construction work and activities
b) Major renovation of existing buildings
c) Minor building repair including roofing, painting and scaffolding
d) Landscaping or other work where the public street or sidewalk is occupied
e) Reserving parking in the street for improvements to the fronting property including the placement of storage containers, construction equipment, materials used at the site, and/or commercial vehicle(s)
f) Other work or activities in the Public Right-of-Way

Why do we need to apply?

To coordinate various construction projects and to maintain safety in the Public Right-of-Ways of San Francisco.
Additional Information:

- Permit is not valid until it has been verified by BSM Inspector.
- Allow a minimum of 10 Business Days for verification from the date Site Meeting request is received.
- No Parking Tow-Away signs to be securely posted 72-Hours in advance and are to be replaced if damaged/removed & registered with DPW tow-desk.
- Contact SFMTA Meter Shop (550-2739) for parking meter removal.
- Contact SFMTA to discuss site logistics for projects > 3 stories.
ADDITIONAL STREET SPACE PERMITS
Additional Street Space Process:

1) Apply for Street Space at Department of Building Inspection –
   1660 Mission St, 5th Floor

2) Submit a written request to BSM Permit Manager, along with a 11”x17” dimensional site plan, and permit fees along with a completed Additional Street Space permit application at Bureau of Street-Use and Mapping –
   1155 Market Street, 3rd Floor

3) If applying for more space than allowed under Street Space Permit, application will be referred to MTA/TASC for approval with specified conditions.

4) Fees calculated by these conditions

5) Issued for maximum 6 Months at a time

6) Occupancy exceeding 1 month would be charge ADS fees
   (1 Month = Street Space Fees)
Additional Street Space Process:

7) If applying for occupying beyond subject property frontage:
   • Parking Lane Only: Provide contact information of person approving the use of occupancy.
   • Sidewalk: Provide written permission from fronting property owner.

8) SFMTA Special Traffic Permit (STP) required for occupancy before issuance of ADS permit.

9) STP also required for the following ADS closure scenarios:
   • Occupancy of travel lanes (part or full time)
   • Walkway closures (particularly those that do not span a full block, between two legal controlled crossings).

10) SFMTA may require outreach to affected businesses if color curb zone is to be occupied.

11) SFMTA Accessible Services will review all request to occupy blue zone parking spaces. Temporary or permanent replacement blue zone parking spaces may be required.
Who can apply?

Property Owner, Contractor, and/or Authorized Agent

What is the permit for?

To authorize the storing of construction material, equipment and/or commercial vehicle outside the boundaries of the property during building construction activities or sidewalk repair or exceeding the limit of Street Space Permit (ie. no 4’ path of travel/walkway).

Where do we apply for the permits?

Street Space: Department of Building Inspection
1660 Mission Street, 5th Floor

Additional Street Space: Bureau of Street-Use & Mapping
1155 Market Street, 3rd Floor
When do we need a Additional Street Space?

a) Placing construction equipment or material along the sidewalk or on the roadway that is fronting another property

b) When a minimum four (4)-foot wide pedestrian path of travel adjacent to the subject site cannot be provided

c) Occupying parking lane during towing hours

d) Long term occupancy for more than 3 months of duration of projects

e) Other situations requiring STPs for more than 3 months
   a) Closing bike lane/path
   b) Occupying /relocating bus stop (also requires SFMTA hearing)
   c) Occupying meters outside project frontage
   d) Closing travel lanes during restricted hours per Blue Book

Why do we need to apply?

To coordinate various construction projects and to maintain safety in the Public Right-of-Ways of San Francisco.
Additional Information:

- Permit is not valid until it has been verified by BSM Inspector
- No Parking Tow-Away signs to be securely posted 72-Hours in advance, registered with DPW tow-desk, and are to be replaced if damaged/removed)
Temporary Occupancy Process:

1) Apply for Temporary Occupancy at 1155 Market Street, 3rd Floor

2) Submit proof of General Liability Insurance listing the City and County of San Francisco as additionally insured (minimum $1,000,000 coverage)

3) Must be applied for at least 72 Hours in Advance

4) Call to verify permit 415-554-5824

5) Post Tow-Away Signs with verified permit information (at least 72-Hours in advance)

6) For towing, contact SFMTA at 415-553-1200
Who can apply?
Property Owner, Contractor, and/or Authorized Agent

What is the permit for?
To authorize the temporary placement of construction equipment and/or large structures used in Public Events and Venues.

Where do we apply for the permits?
Bureau of Street-Use & Mapping
1155 Market Street, 3rd Floor
When do we need a Temporary Occupancy?

a) Placement and operation of Cranes
b) Tree trimming trucks, equipment and facilities (i.e. Chippers)
c) Lift equipment (i.e. JLG Boom and Scissor Lift equipment)
d) Monitoring Well Sampling work
e) Working and around any manhole
f) Large Structures used in Public Events and Venues (i.e. Generator, Stages, Canopy)
g) All other temporary facilities, equipment and material not covered from “A - F”

Why do we need to apply?
To coordinate various construction projects and to maintain safety in the Public Right-of-Ways of San Francisco.
Additional Information:

• Permit is not valid until it has been registered and approved 72-Hours in Advance for processing and tow-away registration

• Submit proof of Certificate of Liability Insurance

• No Parking Tow-Away signs to be securely posted 72-Hours in advance and are to be replaced if damaged/removed

• Depending on the scope of work, ISCOTT approval, Special Traffic Permit or a Night Noise Permit may be required in conjunction to issuance of the Temporary Occupancy permit.
SPECIAL TRAFFIC PERMITS

SFMTA
Moving Forward Together

SPECIAL TRAFFIC PERMITS
Regulations for Working in San Francisco Streets

“The Blue Book”


Bluebook provides guidance and regulation for:

• Safe Paths of Travel (ADA, lane widths, traffic control)
• Protection of critical roadways (congestion)
• Protection of transit routes and facilities
• Protection of bicycle routes and facilities
• Congestion control around important areas (Downtown, Moscone, ball parks)
• Protection of business needs (Holiday Moratorium, important streets)
Street Space, Additional Street Space, Temporary Occupancy Permits

Users of Bluebook:

- Utilities
- Builders
- Maintenance Units
- Designers
- Inspectors
- Enforcement
- Anyone working in the SF public right of way

Regulations for Working in San Francisco Streets

City and County of San Francisco

SFMSTA Municipal Transportation Agency

January 2012 8th Edition
What is a Special Traffic Permit?

- Special Traffic Permit (STP) issued for work that does not comply with the rules and regulation established in the Blue Book or the traffic routing specifications in a City contract.

- Needed for closure of sidewalks, roadways, lanes on congested streets, some Muni routes and generally complex or restricted applications.

- Specifies traffic control signs, cones, detour routes, flagger and/or police control
When is Special Traffic Permit Required?


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

SFMTA offers a monthly “Street & Sidewalk Safety” Seminar

for contractors, public, city employees.
Is a STP Permit required for my work?

Can work comply with hours in Table 1 (Appendix C)?

Can work comply with requirements in Maps (Appendix D)?

Can work comply with Holiday Moratorium (2.2.4)?

Can the required number of traffic lanes be maintained (Table 3.2)?

Will a safe path of travel be maintained for pedestrians at all times?

If you have a SSP, can work be done within the permit conditions?

No

STP is Required

Yes

If work is on a Muni Route, do not delay Muni vehicles. Follow the requirements in the Muni Section.

If you need to remove parking, register a tow-away zone at 701-2311 and post signs 72 hours in advance.

No STP is required. Follow all other regulations.

Financial Penalty for violating requirements in a STP

Other permits may be required by DPW.
Street Space, Additional Street Space, Temporary Occupancy Permits

Special Traffic Permit for Muni Impacts

• DO NOT delay operation of buses at any time
• Permits and special training are required if working within 48” of outside edge of Light Rail Vehicle track-way (the Safety Envelope)
• Do not block or impede buses entering and exiting bus zones

Bus Stops

• Bus stop relocation form to Muni Operations at least 10 days in advance
• STP to authorize tow-away to reserve space for relocated bus zone
• Contractor to place and maintain proper temporary relocation signs
Special Traffic Permit for Muni Impacts

Overhead Wires

- Lines carry 600 volts DC
- Vertical Clearance
  - All vertically moving equipment must maintain 10 feet radial distance from overhead lines
  - All other equipment must maintain 6 feet of clearance from lines
- Ensure trolley can reach overhead wires
- Provide 45-foot turning radius for buses
- De-energization may be required – confirm with Muni Operations or Overhead lines
Special Traffic Permit for Muni Impacts

Tracks

• Within 48” of outside edge of Light Rail Vehicle track-way (the Safety Envelope)
  • SFMTA Rail Safety Training certification required
  • Clearance permit from MTA Central Control required
    (need to submit 72 hrs in advance – valid for up to one week)
  • Call Muni Central Control at beginning and end of each work day
Special Traffic Permit for Muni Impacts

Forms (Bus Stop Relocation & Track Clearance)
Special Traffic Permit for Muni Impacts

Other Requirements (Unclog the Streets)

• Clear all lanes on Major MUNI Routes (page 7) weekdays 4pm - 7pm
• Clear all lanes on
  • Major MUNI routes on business block
    AND/OR
  • Within Area of Important Streets weekdays
    7am - 9am & 3pm - 7pm (see Map 1A in Appendix D)
Other Special Traffic Permit Issues

Color Curb Parking Spaces

- STP can authorize occupancy of any color curb spaces
- MTA requires outreach to affected businesses if color curb zone is to be occupied
- SFMTA Accessible Services will review all requests to occupy blue zone parking spaces. Temporary or permanent replacement blue zone parking spaces may be required.

Tow-Away No Stopping or No Parking Anytime

- STP can authorize parking or stopping in travel lane (appropriate traffic control is required)
Street Space, Additional Street Space, Temporary Occupancy Permits

Other Special Traffic Permit Issues

Duration

- STP can be issued up to one calendar month and renewed for 2 additional months (3 months maximum)
- Any duration beyond 3 months requires Additional Street Space permit. STP may still be required based upon certain Additional Street Space requests (see preceding section)
- STP can be issued for 2x per week for duration of project. 3x per week or more will be considered Additional Street Space
Other Permits (eg Encroachment) Required?

Contract Specifications

Caltrans
- Freeway Ramps
- SR 1 (19th Ave/Park Presidio)
- SR 35 (Sloat Blvd/Skyline)
- SR 82 (San Jose Ave)
- US Highway 101(Van Ness/Lombard)

Port of SF
- The Embarcadero
- Jefferson Street
- Illinois Street
- Various 1 block sections of streets west of the Embarcadero

Rec & Park Dept
- Golden Gate Park
- Great Highway
- Plazas and various park streets