Sec. 2.4.2(a) – It is unlawful for any person to make or to cause or permit to be made any excavation in any public right of way that is under the jurisdiction of San Francisco Public Works without first obtaining from Public Works a permit authorizing such excavation.

SEC. 808. PROTECTION OF TREES AND LANDSCAPE MATERIAL.
(c) Construction Work: Protection of Trees Required.
   (1) It shall be unlawful for any person to engage in any construction work on private or public property without first taking steps to protect Street Trees, Significant Trees, and Landmark Trees from damage, including damage caused by excavation.

San Francisco Public Works
1155 Market Street, 3rd Floor
San Francisco CA, 94103
Phone: (415) 554-5810
Fax: (415) 554-6161

Processing Hours: 7:30 AM - 4 PM
Monday through Friday, except official holidays

Contact 311 for service requests

www.sfpublicworks.org
1. **WHEN IS AN EXCAVATION PERMIT REQUIRED?**

An excavation permit is required when anyone, including a public agency, is excavating in the City’s Public Right of Way that is under the jurisdiction of San Francisco Public Works.

Examples of work include, but are not limited to: Borings, Monitoring Well installation, Sewer lateral repair and/or installation, Sidewalk Repair, Catch Basin installation, Driveway reconstruction, etc.

2. **WHERE DO I OBTAIN AN EXCAVATION PERMIT?**

You can obtain an excavation permit at the main office located at:

San Francisco Public Works, Bureau of Street-Use and Mapping, 1155 Market Street, 3rd Floor

**Note:** Owner-initiated voluntary sidewalk repair permits are issued at our satellite office:

Bureau of Street-Use and Mapping counter, 1660 Mission Street, 5th Floor

3. **WHAT ARE THE APPLICATION REQUIREMENTS?**

- Completed application
- Plans
- $25,000 excavation bond
- Utility approval if connecting into a private utility, such as PG&E, AT&T, etc.
- Shoring plans and structural calculations prepared by a licensed engineer if deeper than 5 feet

4. **ARE THERE OTHER ADDITIONAL PERMITS/ REQUIREMENTS NEEDED?**

A. Before performing any excavation work, contact Underground Service Alert (USA) at 811 before excavating to have utility agencies mark and locate buried utilities.

B. Work shall conform to Cal/OSHA requirements.

C. For night work proposed between the hours of 8:00 PM and 7:00 AM, night noise authorization is required. Please contact the main office for more information at 415-554-5810.

D. For traffic flow modification or bus stop relocation, please refer to SFMTA’s Blue Book for additional requirements. For questions, contact SFMTA at 415-701-4500.

E. For borings/monitoring wells and underground tank removals, please contact Department of Public Health for additional requirements at 415-252-3828.

F. Tow-away signs can be issued in conjunction with excavation work. Tow-away signs must be posted 72 hours in advance and registered to be enforceable. Street space fees will apply.

G. If excavation lasts more than 14 calendar days, notification letters must be mailed at least 30 days, but not more than 60 days, before the start of work to:
  - Property owners on the affected blocks
  - Affected neighborhood and merchant organizations on the Planning Department’s Neighborhood Groups list
  - San Francisco Bicycle Coalition and San Francisco Bicycle Advisory Committee, when excavations occur on designated bicycle routes
  - San Francisco Public Works

H. Please see the Contractor Parking Plan brochure for additional information and requirements if excavation lasts 30 consecutive calendar days or longer.

I. Prior to issuance of a Public Works permit for excavation, construction or street work that will occur within the drip line of a Significant Tree, a Landmark Tree or a tree on any street or other publicly owned property, the applicant shall submit a tree protection plan to the Director for review and approval.

5. **CAN I EXCAVATE IN A NEWLY PAVED STREET?**

Please reference Moratorium Streets brochure for additional information and requirements.

6. **HOW DO I RESTORE THE EXCAVATION?**

Please reference Trench Restoration brochure for additional information and requirements.

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**VIOLATIONS**

Violations of Article 2.4 of the Public Works Code and/or Permit Conditions can result in enforcement and corrective action which may incur fines.

Fines of $1,000 to $10,000 per day per violation shall be assessed for the following common violations:

- Excavation without a permit.
- Excavation without notification and marking of subsurface utilities by Underground Service Alert (USA) should the permittee fail to adhere to Public Works Code Article 2.4, Section 2.4.51.
- Violation of Public Works orders, regulations, and/or permit conditions should permittee fail to adhere to Public Works Code Article 2.4, Section 2.4.3.
- Violations of Article 16 can result in penalties of not less than $500 per incident for damage to a protected tree.