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

- Street Space
- Additional Street Space
- Temporary Occupancy

EXCAVATION TYPE PERMITS:
Tow-away zones for excavation type permits are activated through SFMTA. Excavation type permits include:

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

For more information on activating excavation related tow-away zones, see SFMTA's website at:
www.sfmta.com/permits/construction-tow-away-zones

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
ACTIVATION AND PHOTO UPLOAD PROCESS:

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 permit is approved a link for tow-away signs will be provided via email along with a link to the Bureau of Street-Use and Mapping tow-away sign database.

**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. For an additional fee, Public Works can print signs.

**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.

**STEP 6:** 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.

**PHOTO REQUIREMENT 1:**

A scene-setting photo clearly showing the signs are posted in the permitted location every 20 feet.

**PHOTO REQUIREMENT 2:**

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