

GUIDELINES FOR CAFÉ TABLES AND CHAIRS PERMIT

San Francisco Public Works may find it necessary to request additional information after initial review of the application.



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

sfpublicworks.org
facebook.com/sfpublicworks
twitter.com/sfpublicworks

NEW APPLICATION SUBMITTAL REQUIREMENTS

- Complete the Café Tables and Chairs Permit Application Form. (Please fill out the form completely)
- Submit fully dimensioned computer generated site plan. (See Sample Diagram)
- Submit photos of the existing site conditions fronting your business.
- Submit San Francisco Business Registration Certificate for the requested address.
- Pay non-refundable processing fee: payable to San Francisco Public Works by a check, electronic check, money order or all major credit / debit cards. (See Fee Schedule)
- Copy of valid Certificate of Insurance (COI). The COI is evidence of general commercial liability coverage with language that must comply with Public Works Bureau of Street-Use & Mapping's requirements as identified in the Sample COI. *NOTE: The COI may be submitted when the Site Plan is approved by BSM, but prior to issuance of the permit.*

COMPLETE AND SUBMIT THE APPLICATION EITHER IN PERSON OR THROUGH EMAIL



IN PERSON

San Francisco Public Works, **Permit Center**
Bureau of Street-Use & Mapping, 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**



EMAIL

Electronic copies (PDF) of the application materials may be sent to:
BSMPermitDivision@sfdpw.org

RENEWAL REQUIREMENTS

Applicants can now renew permits online:

- Renewal Website: <http://bsm.sfdpw.org/permittracker/renew.aspx>
- Fee Payment Website: <http://bsm.sfdpw.org/cashiers/Kiosk.aspx>

For renewals in-person or by mail, submit the following:

1. Copy of valid Certificate of Insurance that must comply with Public Works' requirements as identified in the Sample COI.
2. Renewal fee payment by check, electronic check, money order or all major credit /debit cards. (See Fee Schedule)

ADDITIONAL INFORMATION

Article 5.2, Section 176 of the Public Works Code and Public Works Order 183,188 pertain to how San Francisco Public Works administers the Café Tables and Chairs permit in the City and County of San Francisco. It is the applicant's responsibility to renew their permit before the expiration date. The inspector will issue citations if the permit is not renewed and/or not clearly displayed. Permit fees may be updated annually by the City.

INFORMATIONAL LINKS

- Public Works Order 183,188: <http://www.sfpublicworks.org/services/permits/public-works-orders>
- SFPW Code: http://www.amlegal.com/codes/client/san-francisco_ca/
- Permit Webpage: <http://www.sfpublicworks.org/services/permits/cafe-tables-and-chairs>
- SF Environment: <https://sfenvironment.org/recycling-composting-faqs>

SAMPLE DIAGRAM

