City and County of San Francisco

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www.sfgov.org/dpw

Department of Public Works
Bureau of Street-Use and Mapping
875 Stevenson Street, Room 460
San Francisco, CA 94103

Mobile Food Facility Submittal Self-Checklist

New applicants:

- ☐ Fill out a complete Department of Public Works Mobile Food Facility application
- ☐ Two (2) photographs of the permit applicant(s) (i.e. passport size)
- ☐ Site plan showing where the pushcart on the sidewalk and food truck in the parking strip with distance dimensions. See **Sample Drawing**. Drawing do not have to be Auto Cad or to scale, but must be with a ruler and legible.
- ☐ Submit a complete 300-foot radius notification package with radius map, mailing list with labels and postage.
- ☐ A sample menu or itemized list

Existing SFPD permits:

- ☐ Must submit a copy of your active SFPD permit
- ☐ Fill out a complete Department of Public Works Mobile Food Facility application
- ☐ Two (2) photographs of the permit applicant(s) (i.e. passport size)
- ☐ Site plan showing where the pushcart on the sidewalk and food truck in the parking strip with distance dimensions. See **Sample Drawing**. Drawing do not have to be Auto Cad or to scale, but must be with a ruler and legible.
- ☐ A sample menu or itemized list
- ☐ If application is approvable, must bring in a copy of DPH Certificate of Sanitation, SFFD Approval/Inspection Decal, Current SF Business Certificate and a description of mobile catering vehicle.

Single Day Use (Issued as Temporary Occupancy Permit)

- ☐ Can fill out a Temporary Occupancy permit application at the counter or download it from www.sfdpw.org/permits

- ☐ Must bring in a Certificate of General Liability Insurance with the City and County of San Francisco as an additional insured with a minimum of $1,000,000.00.

- ☐ A **minimum of 72 hrs** in advance for processing.

- ☐ If multiple locations, must bring in a list of locations, times and dates where the facilities are

- ☐ Must bring in a copy of DPH Certificate of Sanitation, SFFD Approval/Inspection Decal and Current SF Business Certificate for DPW permit issuance