City and County of San Francisco

Edwin M. Lee, Mayor
Mohammed Nuru, Director

San Francisco Department of Public Works
Office of the Director
1 Dr. Carlton B. Goodlett Place, City Hall, Room 348
San Francisco, CA 94102
(415) 554-6920 ■ www.sfdpw.org

Permit Processing Guidelines for Notice to Repair (NTR) and Authorized-Use

All permits satisfying the conditions of a NTR may be issued over the counter from 8:00AM to 4:00PM. Please allow ample time for processing. In order to expedite service, please fill out the reverse side of this guideline if agent of the owner. Accepted forms of payment include check, credit cards or exact cash. **Fees are subject to change.**

PLEASE BRING THE COPY OF NTR RECEIVED BY MAIL. **DO NOT** bring the Notice posted on the **property**.

WHERE TO GO:

MAIN OFFICE – SIDEWALK, CURB REPLACEMENT, INCLUDING DRIVEWAY, AND/OR EXISTING ENCROACHMENTS:

875 Stevenson Street, Room 460, cross street 10th Street
Phone: *(415) 554-5810*
Hours: *Mon – Fri (8:00am to 5:00pm) excluding legal holidays; processing stops at 4:00pm*

GENERAL INFORMATION:

Sidewalk Only:

a) Sidewalk Repair Permit: $17.30/100 square feet
b) Street Space permit (for construction parking/staging): $115.42/20 linear feet (one parking space)/month.
c) Board of Appeals surcharge: $6.00
d) Department of Parking of Traffic Parking Meter fee (applicable where meters are present): $5.00/day/25 linear feet; contact Municipal Transportation Agency (MTA), Division of Sustainable Streets (415) 701-4500 for information.
e) Any changes in approved sidewalk repair permit shall be subject to a $50.00 fee. If expired, the permit is null and void.

Sidewalk + curb replacement, including driveway and/or existing encroachments:

a) A property owner must hire a California State Licensed Contractor (A or C-8) with a $25,000 City Street Excavation Bond before applying for a Street Improvement (SI) Permit. This bond is required for the excavation of the roadway that results from replacement of an existing damaged curb. Please note that without a licensed bonded contractor, a permit cannot be processed or issued.

b) Street Improvement Permit: $616.99. This **base fee** includes processing, street space occupancy for contractors, minimum two (2) hours inspection (additional fees may apply) and a Board of Appeals surcharge. Any changes in approved Street Improvement permit shall be subject to additional fees. If expired, the permit is null and void.

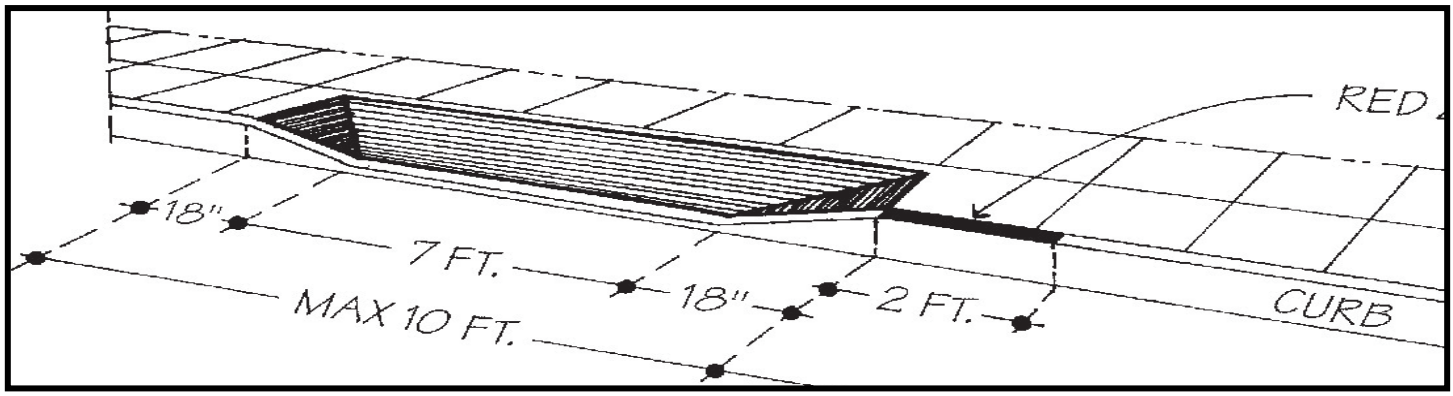
c) For **repair of sidewalks above or adjacent to existing sub-sidewalk basements**, or other encroachments, a Street Improvement and Minor Sidewalk Encroachment (MSE) Permit shall be required. A Street Improvement permit base fee of $616.99, a Minor Sidewalk Encroachment processing fee of $144.06 (existing encroachments ONLY), a $6.00 Board of Appeal surcharge, plus an annual assessment fee of $3.31/square foot of encroachment shall be required. If the existing sub-sidewalk basement requires any structural work or upgrades, a building permit must be applied for prior to applying for the Street Improvement and Minor Sidewalk Encroachment Permits.

d) For existing encroachments that do not require reconstruction or modification, a Minor Sidewalk Encroachment permit is required. The processing fee is $144.06 with a $6.00 Board of Appeals surcharge. In addition, an annual assessment fee of $3.31/square foot per year may be required.

e) For any other permits that may be required by BSM inspector or to answer any questions about the **PERMIT PROCESS**, please call our office at (415) 554-5810 and ask to speak to an available plan checker. Please have your NTR number and/or property address available.

f) For any questions about the **INSPECTION PROCESS** *(e.g. 30-day extensions, existing defects, colored dots etc.)*, please call the above number and ask for an available inspector, or you may call or email the District Inspector whose name, phone number and email address appears at the bottom of your NTR.

NOTE: Street Improvement permit is the SHADED area plus the curb and the Sidewalk Repair permit is the squares (flags) ONLY.



Disclaimer for Owner-Builder work in the right-of-way: Under Assembly Bill 2335 amends California Health and Safety Code, Section 19825, the City wishes to inform you that in incidences where a permit is acquired by you or an agent of owner who is not a **license contractor**, the property owner will be responsible for the work and assumes potential liabilities. For details, please see http://www.cslb.ca.gov/GeneralInformation/Newsroom/IndustryBulletins/IndustryBulletins2008/IndustryBulletin20081009.asp