

## Section 4: PARKING REMOVAL

### 4.1 Legal Use of Temporary Tow-Away Zones

Parking must not be prohibited where there is no construction activity. Construction tow-away zones must be used for construction activities only, such as loading, unloading, storage of materials, special equipment occupancy, etc. These zones do **NOT** allow for parking of vehicles not actively involved in construction, including private vehicles and any company vehicles not engaged in the work. Such vehicles are subject to citation.

Workers' parking is not allowed within a construction tow-away zone during the effective hours of the tow zone. Infractions related to the regulations listed in this section are grounds for revocation of tow-away zones.

Tow-Away signs must be posted and registered with the SFMTA Tow-Desk or SF Public Works online at least 72 hours prior to the enforcement date. Signs marking temporary tow-away zones that are not registered at least 72 hours in advance are considered inactive and the marked tow-away zone will not be enforced or towed.

Construction tow-away zones can be registered for the duration of the permit associated with them. If additional time is needed to complete construction, the Contractor may request a time extension from the agency that issued the permit and follow the tow zone registration procedure shown in section 4.2 below. Approval of a time extension must be obtained and new signs must be posted and registered at least 72 hours prior to the expiration of the previous registered valid period of the tow zone for the tow zone to be continuously enforceable.

### 4.2 Registering Tow-Away Signs

The Contractor must post and register “Tow-Away No Stopping” signs to have authority to clear the parking lane for construction work. Registration via specific city departments varies according to the work performed and type of base permits issued.

The following table provides a summary of the most common permits requiring Tow-Away registration:

Type of Permit / Activity	Registration Via	Sections
Additional Street Space (SFPW)	SF Public Works	4.2.1
Excavation Permits (SFPW)	SFMTA	4.2.2
Mobile Storage Containers	SF Public Works	4.2.1
Moving Van Parking	SFMTA Temp Sign Shop -	-

	Call 311	
Special Traffic Permits (SFMTA)	SFMTA	4.2.2
Street Space (Building Permits) SFPW	SF Public Works	4.2.1
Temporary Occupancy (SFPW)	SF Public Works	4.2.1

#### 4.2.1 Registering Tow-Away Authorized by Public Works

Activating Tow-Away signs via the SF Public Works (SFPW) process requires posting signs and providing photographic proof that the signs were posted in the field at least 72 hours in advance. SFPW provides a link to download fully designed signs with the pertinent data filled in for you. A description of the SFPW process is posted here:

[Tow-Away Sign Activation and Photo Upload.pdf \(sfpublicworks.org\)](https://sfpublicworks.org/sites/default/files/Tow-Away%20Sign%20Activation%20and%20Photo%20Upload.pdf)  
<https://sfpublicworks.org/sites/default/files/Tow-Away%20Sign%20Activation%20and%20Photo%20Upload.pdf>

#### 4.2.2 Registering Tow-Away Authorized by SFMTA (the Tow-Desk)

Activating Tow-Away signs via the SFMTA process requires creating an account account through which you register your tow zone. Signs are created by using a standard template and filling in the data yourself. Signs must be posted in the field at least 72 hours in advance. The Contractor must follow the procedure found here:  
<https://www.sfmta.com/permits/construction-tow-away-zones>

### 4.3 “Tow-Away No Stopping” Sign Requirements

Tow-Away signs must be printed 11"x17" size, in color (red, black and white), and properly displayed and maintained. Tow-Away signs must be printed, not hand-written.

#### 4.3.1 “Tow-Away No Stopping” Sign Requirements for SFPW Signs

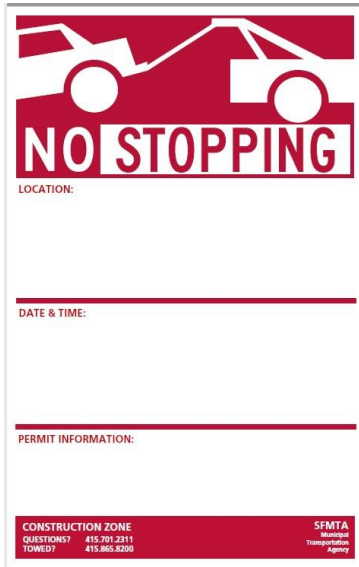
Tow-away signs issued by SFPW for construction zones must meet the requirements described in SFPW Order No. 183160. For tow-away signs authorized by SFPW, the Contractor can download a pdf file of the tow-away signs for posting.

SFPW Order No. 183160 can be found here:  
<https://sfpublicworks.org/sites/default/files/4505-K2%20DPW%20Order%28183160%29.pdf>

Information on SFPW Tow-Away signage can be found here:  
<https://sfgov.org/mod/sites/default/files/FileCenter/Documents/2174-ShowDocument.pdf>

#### 4.3.2 "Tow-Away No Stopping" Sign Requirements for SFMTA Signs

The Contractor is responsible for creating their own tow-away signs when tow-away signs are authorized by SFMTA. Tow-away signs authorized by SFMTA for traffic control purposes must comply with the following:



- A. Size: 11"x17"
- B. Colors: Red and White for the base design, and black print for site specific data
- C. Signs must be printed, not hand-written
- D. All Tow-Away signs must have the following information:
  1. Times and Dates of active Tow-Away Zone
  2. Street, Cross Street & Side of Street (Addresses if available)
  3. Traffic Permit (STP) or SFPW Excavation Permit Number
  4. Name of Contractor
  5. Contact Phone Number

#### 4.4 Posting Procedures for SFMTA Signs

Tow-away signs for construction zones must be posted in accordance with the following criteria:

- A. Signs must be posted only within the limits of construction.
- B. Signs must be posted every 20 linear feet of occupied space with at least **one sign at each end** of the occupied space.
- C. Place signs on wood or aluminum backing or approved equal.
- D. Mount the signs securely to existing poles, posts, on Type I, II or III barricades per Caltrans specifications, or on construction fences.
- E. The Contractor must maintain the signs on a continuous basis and shall replace damaged or missing signs daily.

- F. The Contractor must remove the signs and mounting materials immediately after construction has been completed.
- G. Signs must be posted at least 72 hours prior to the enforcement date in order to give the public sufficient notice.

See SFPW guidance for posting of SFPW approved tow signs.