



SFMTA

# Special Traffic Permit Application

Minimum 2 working days for processing

Minimum 2 months notice for complex permits (Tower Crane, Foundation Pour, etc)



Transportation Engineering  
Sustainable Streets  
City and County of San Francisco

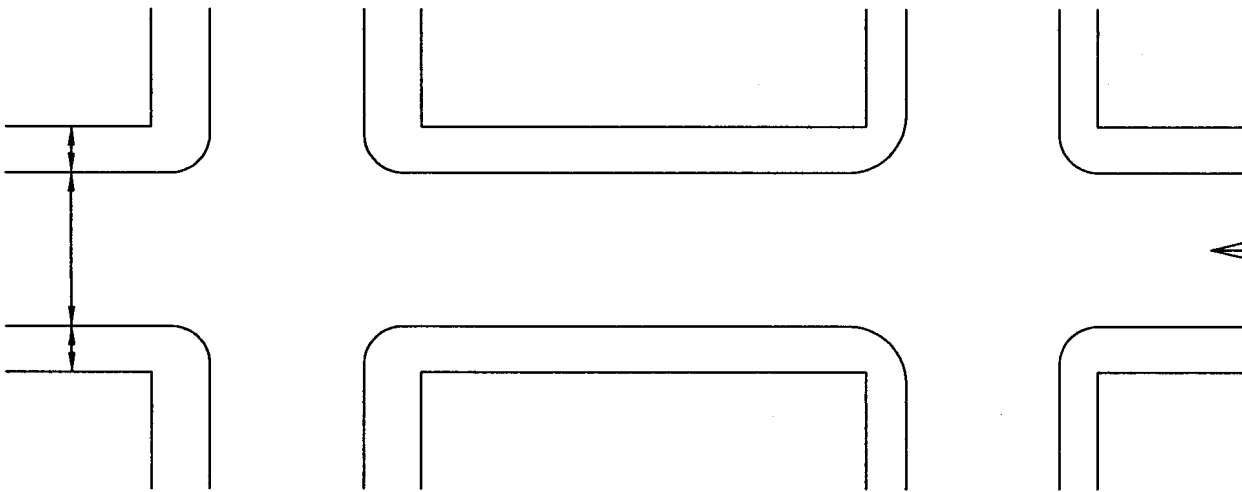
Email to: [trafficpermits@sfmta.com](mailto:trafficpermits@sfmta.com)

Please print. All items **MUST** be completed

**RENEWALS:** edit and send us your old permit

Fee subject to change

- Your SFPW Permit Number: \_\_\_\_\_  
Type of permit:  Street Space  Excavation  Temporary Occupancy  City Contract  Other (indicate)
- Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_  
Name of Company: \_\_\_\_\_ Phone (site): \_\_\_\_\_
- Describe type of work to be performed: \_\_\_\_\_
- Location of work and nearest cross streets: \_\_\_\_\_
- Work date(s): \_\_\_\_\_  Everyday  Mon-Fri  Other Work hours: \_\_\_\_\_ to \_\_\_\_\_
- Sketch of work area. **We recommend using SFMTA Striping Plans as a base.** Striping Plans for streets with painted lane lines are generally available from SFMTA at One South Van Ness Ave. 7<sup>th</sup> Floor. Retrieval of drawings may take several days. If SFMTA does not have a striping plan for your location, use the space below to draw a sketch. Sketches (hand drawn or on striping plans) **MUST** include the following (incomplete submittals may be rejected):
  - Drawing** (8½ x11 or 11x17) of the full width of all streets adjacent to the site. Include the entire block in which your work is located for every street that is adjacent to your site. Add attachments as required.
  - Street Names**, Direction of **One Way Streets** and **North Arrow**
  - Roadway Striping** (the lane lines and any pavement arrows for turn lanes) on each street.
  - Work Area** (area you plan to use); Number & Width of **Open Lanes**; and **Sidewalk / Walkways** (if open / closed).
  - Dimensions** of street widths (curb to curb), sidewalk widths, lane widths, distances to the next major street in each direction, the proposed work area, existing street space features (temporary walkways or other semi permanent construction site features), and outdoor dining facilities/parklets occupying the parking lanes.



7. Indicate existing parking restrictions adjacent to work area, using the symbols below.
- |                   |                                  |                     |
|-------------------|----------------------------------|---------------------|
| North side: _____ | Symbols: NP = No Parking (hours) | PP = Permit Parking |
| South side: _____ | NS = No Stopping (hours)         | KC = Keep Clear     |
| East side: _____  | TA = Tow Away (hours)            | BS = Bus Stop       |
| West side: _____  | TL = Time Limit (hours)          |                     |

To register contractors' Construction Zones "Tow-Away No Stopping" visit [www.sfmta.com/constructiontow](http://www.sfmta.com/constructiontow) and complete the online form at least 72 hours in advance of the desired effective date and time.