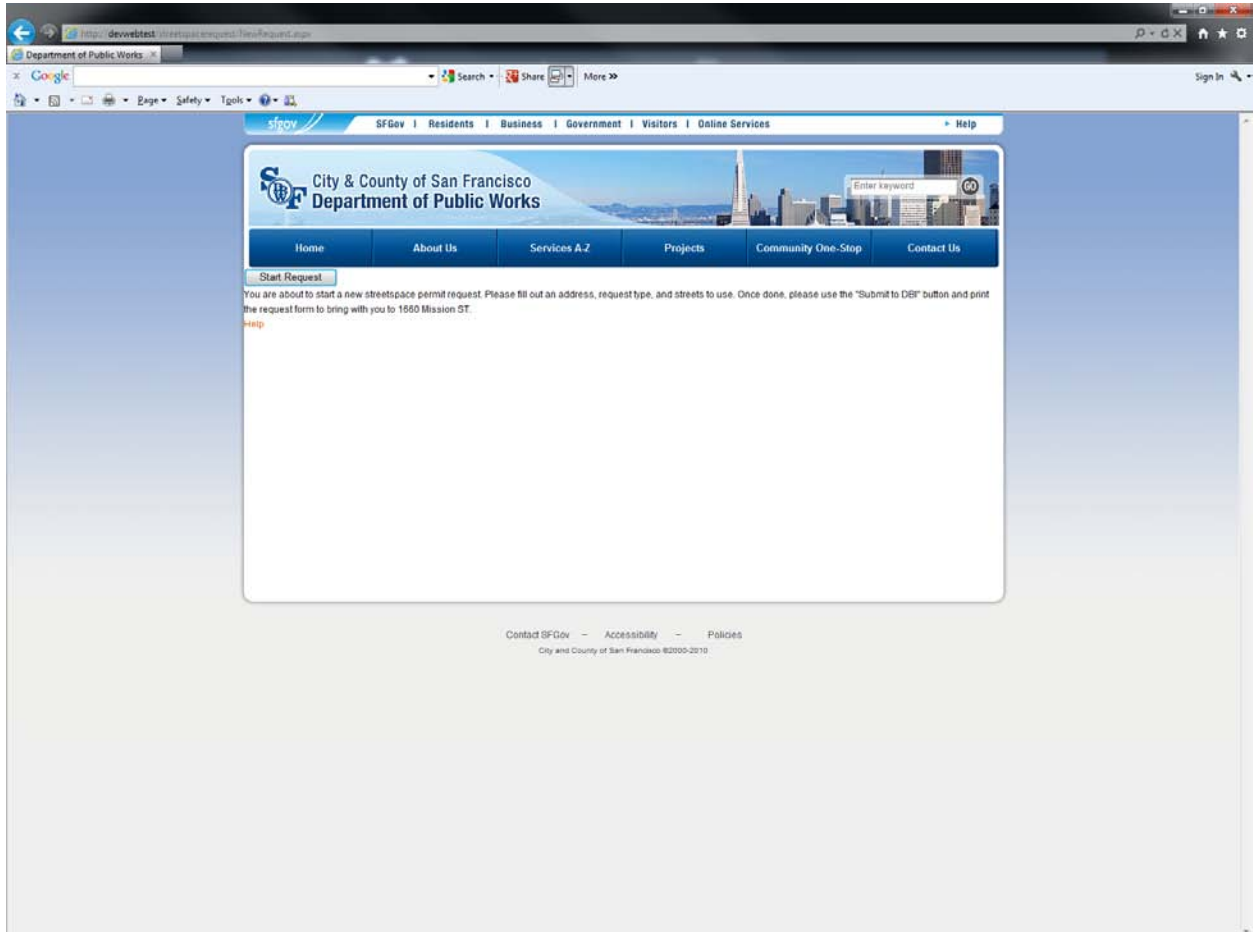


Street Space New Request Page Users Manual

Start a New Request Here by pressing “Start Request”



Enter the location and application information to start your request

1. Choose Request Type
2. Enter an Address and Street name, then press "Get Streets" to get the streets surrounding the address. If you enter a few letters in street name and wait two seconds, a street list matching all streets will display for you to select. Or use "tab" to exit the entry box and let the application find the first matching street for you.
3. Enter the permit duration

The screenshot shows a web browser window with the URL <http://devwebtest/streetspacerequest/NewRequest.aspx>. The browser's address bar shows the URL, and the page title is "Department of Public Works". The browser's search bar contains "Google". The page header includes the SFGov logo and navigation links for Residents, Business, Government, Visitors, and Online Services. The main content area features the City & County of San Francisco Department of Public Works logo and a search bar with the text "Enter keyword" and a "GO" button. Below the logo is a navigation menu with links for Home, About Us, Services A-Z, Projects, Community One-Stop, and Contact Us. The main content area displays a progress indicator with three steps: "Step 1 --> Location", "Step 2 --> Tow Away", and "Step 3 -- DONE Review". The "Step 1 --> Location" section is active and contains the following form fields: "Street Space Request", "Reference" (15-58-167), "request type: {Please Choose}", "Prior Permit (When Renewal):", "Address" (with "Street" sub-label), "Block", "Lot", "ZipCode", and "Permit Duration (in months): 1". A "Get Streets" button is located next to the "Street" input field.

Choose the streets and Linear Footage needed.

1. Select a street segment
2. Enter linear foot amount and optional sidewalk square foot amount
3. Press "Add Street Request" to add the street
4. Repeat step 1 for all frontages needed.
5. When done, press "done" or click the "step 2" link.

Step 1 --> Location Step 2 --> Tow Away Step 3 -- DONE Review

Street Space Request

Reference: 15-58-167

request type: (Please Choose)

Prior Permit (When Renewal):

Address: 1155 Street MARKET ST [Get Streets](#)

Block: 3702 Lot: 054 Zip Code: 94103

Permit Duration (in months): 1

Street: >>Select a Street Segment<<

Data: MARKET ST 07TH ST \ CHARLES J BRENHAM PL - 08TH ST \ GROVE ST \ HYDE ST (1101 - 1199) - 88 Max Lin Ft
STEVENSON ST 07TH ST - END (600 - 699) - 88 Max Lin Ft

[Add Street Request](#) [Done](#)

Red - Meters
Green - Transit Stops

esri

Contact SFGov - Accessibility - Policies
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Enter your contractor and tow away information if available

1. Fill out all fields you can
2. If you want to save these fields for future use, click the checkbox at the bottom to save these as preferences. This will require you enable cookies on your browser. All fields except for start date and end date, and meter days and meter linear feet will be saved.
3. Press “Done” or use the “Step 3” link.

The screenshot shows a web browser window displaying the City & County of San Francisco Department of Public Works website. The page is titled "Step 2 --> Tow Away" and includes a navigation menu with links for Home, About Us, Services A-Z, Projects, Community One-Stop, and Contact Us. The form contains the following fields:

- # Days Meters Used:
- Linear Feet of Meters Used:
- company: office phone: best times to call:
- contactname: cell phone: best times to call:
- geoffine:
- email:
- fax:
- SignID: Total Lin Feet Allowed:
- Click this box to request 24 hour use.
- Start Hour: End Hour:
- Start Day: End Day:
- Start Date: End Date:
- Check here to save these entries for future use (must have cookies enabled)
-

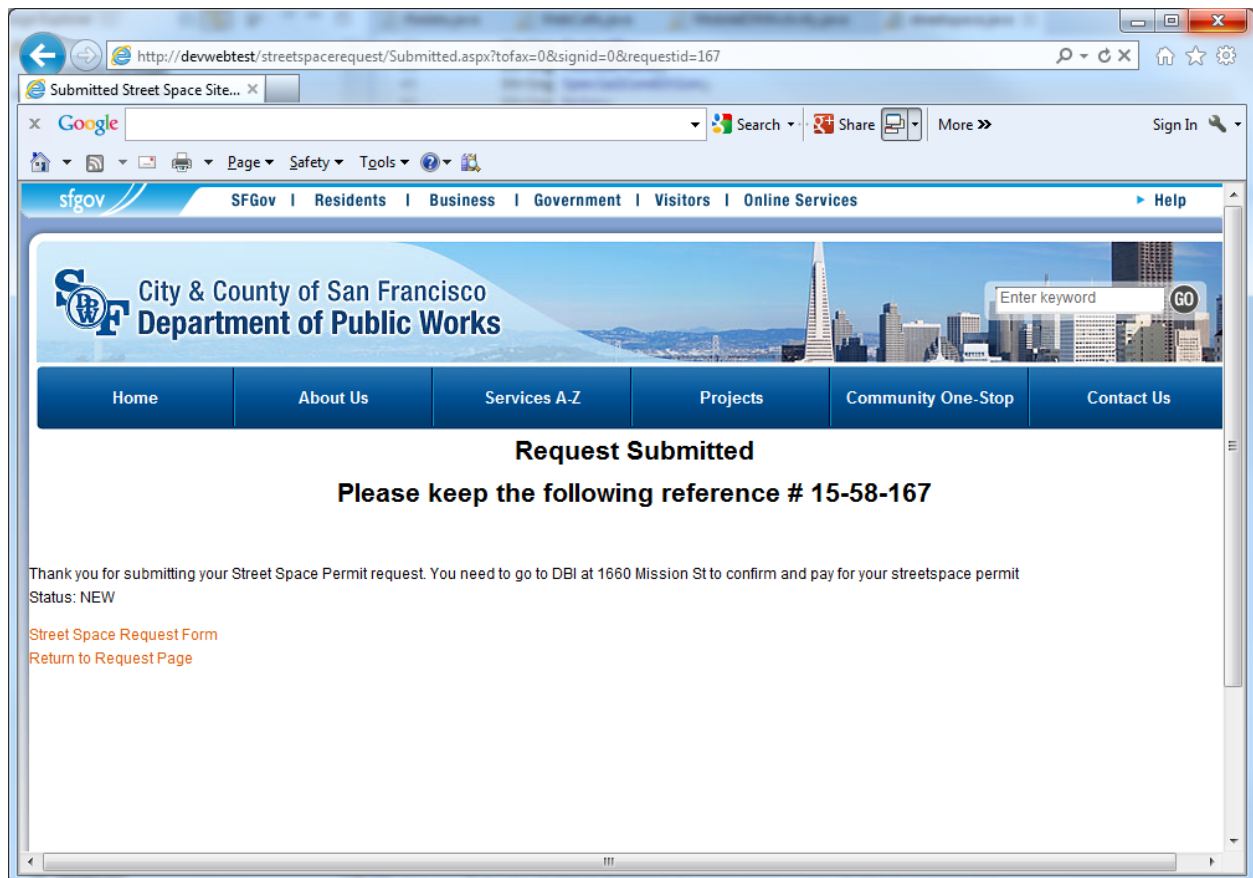
At the bottom of the page, there is a footer with the text: "Contact SFGov - Accessibility - Policies City and County of San Francisco ©2008-2010"

Review your data and Submit

1. Look over the basics of the request and press "Submit to DBI". If anything is wrong, you can use the links (Step 1 – Step 2) to go back to the screens to edit your information.

The screenshot shows a web browser window with the URL <http://devwebtest/streetspacerequest/NewRequest.aspx>. The page is for the Department of Public Works, City & County of San Francisco. The navigation bar includes links for Home, About Us, Services A-Z, Projects, Community One-Stop, and Contact Us. The main content area displays a progress bar with three steps: Step 1 (Location), Step 2 (Tow Away), and Step 3 (Review). Step 3 is marked as 'DONE' in red. Below the progress bar, the request details are shown: Reference: 15-58-167, Address: 1155 MARKET ST, Duration: 1 month(s), and Lin Ft 70. A 'Submit to DBI' button is visible at the bottom left.

Your Request is completed and ready for you to come to DBI at 1660 Mission St to verify your request and pay for your permit. You may print the Street Space Request Form and bring it with you to expedite the process.



Here is your application form

City and County of San Francisco
San Francisco Public Works - Bureau of Street Use and Mapping
1155 Market Street, 3rd Floor - San Francisco, CA 94103
sfpublicworks.org - tel 415-354-5810 - fax 415-354-6161

Application for Street Space & Request for Site Meeting

Pursuant to Ordinance 180-02 approved by the Board of Supervisors on August 29, 2002, Public Works Code, Article 15, Section 724, is amended regarding the use of street space for construction. You may not legally occupy the space under the permit until a Street Occupancy meeting has been conducted and the agreement signed by the applicant. A Street Inspector will verify the "No Parking" sign and Placard are properly posted.

Reference	15-58-167	Receipt	_____
Job Location	1155 MARKET ST	Zip Code	94103
Street	MARKET ST	Lin Ft./70	SW SqFt. 0
Total (in ft.)	70	Permit Duration	1 (in most) Sidewalk Repair 0 (in sq ft)
MTA (in days)	0	MTA (in linear ft)	0
		By DPW	_____
		Date	11/19/00 12:00:00 AM

Building/Street Space Permit Number: _____

Construction Company: _____

Contact Person: _____

Office Phone: _____ Best Times to Call: 10-6

Cell Phone: NONE Best Times to Call: NONE

Fax: _____ Email: _____

Request Type: Prior Permit (for renewals) _____