Port of San Francisco

TEMPORARY SIGN APPLICATION (Maximum 2 days)



On Street Parking Division - parking stalls for Food Trucks

INSTRUCTIONS TO THE APPLICANT: This form should be used to dedicate street parking stalls for Food Trucks.

Important Note: If the Requested Street Location is within 100' from an existing restaurant, you must have written prior approval of the surrounding restaurants before submitting.

Fill out this application completely. For general questions and fees, see reverse or visit www.sfport.com under Street Parking.

Submit this application electronically to: nostopping@sfport.com. Please deliver your check or money order and photos to address on reverse. Applications, payment, and supporting material must be submitted 15 Calendar days before project start date. Late applications may be rejected.

project start date. Late applications may be rejected.					
Section 1: Applicant Information					
Today's date	Lead person				
Business name	Email				
Mailing address	Telephone				
City, State, Zip	Please allow 10 business days to process requests.				
Section 2: Temporary Sign Request Info	ormation - Must be actual location				
Name of Event	BSM Permit #				
Start date	End date				
List days of week	Begin time/End time				
Street address	City				
Closest pier	Cross streets				
Estimated length in feet	Zone type				
Section 3: Parking Meter Information					
Pay station number and stall number - o	or - Single space parking meter number				
Example for multi space: 830-12345 + si	tall 12				
Example for single space: 830-54321					
	<u> </u>				

Attachments:

Endorsed Certificate of Insurance naming the City and County of San Francisco, Bureau of Street Use and Mapping as additional insured with the Bureau's address as the certificate holder **AND**

THE SAN FRANCISCO PORT COMMISSION AND THEIR OFFICERS, DIRECTORS, EMPLOYEE AND AGENTS

Street Closure Required (Department of Parking and Traffic permit - Traffic Engineering (415) 701-4500

Restaurants within 100', written approval to do business during those times and hours

San Francisco Fire Department Permit and Decal

Food/Cooking (Department of Public Health Permit and SF Fire Department Permit)

DMV Registration

San Francisco Business Certificate

FEE SCHEDULE FOR TEMPORARY SIGN SERVICE

Payment for services is due 15 Calendar days prior to first day of event. Fee's subject to change. Please visit www.sfport.com/parking for the most updated schedule

Money order, cashier checks, and company checks should be made payable to:

The Port of San Francisco, Street Parking Division - PMET

Deliver checks to:

ATTN: Collections

The Port of San Francisco Pier 1, The Embarcadero San Francisco CA 94111

(1) Set up fee								
	Code	# of Parking Stalls		Fee				
	Α	<6	\$	289.00				
	В	14	\$	384.00				
	С	23	\$	482.00				
	D	32	\$	579.00				
	E	42	\$	673.00				
	F	53	\$	771.00				
	G	65	\$	866.00				
	Н	77	\$	964.00	+\$16 Per add. 20Ft			

(2) Use fee - Port meters operate 7 days a week								
Exact # of Stalls	Χ	Daily Fees per Stall	=	Daily Use Fees	Χ	# of Days Used	=	Total Use Fees
		\$ 30.00						

Payment Due to Port of San Francisco

Set up fees (1)	٦
Plus Total Use Fees (2)	
Pay this Amount	

The daily use fee applies every day the project is approved, including weekends.

Credit cards are not accepted. We will gladly provide a W-9; however we cannot waive your responsibility to submit your application 15 days prior to start date of your event.

Example: If a project is approved Monday through Friday, use fees shall apply to 5 days during the week. If a project is approved Monday through Sunday, use fees apply 7 days during the week.

To ensure public safety and the movement of traffic, this request is approved under Traffic Code Section 33(b) and the Port Harbor Code.

Authorization to cite and tow any unauthorized vehicle within posted zone per Traffic Code Section 33(c) and the Port Harbor Code.

To tow unauthorized vehicles from a posted zone, call SFMTA Enforcement: 415-553-1200. Identify the applicant's business name