

PORT CODE PROCEDURE

NO. PCP-024

DATE : April 19, 2021

SUBJECT : Temporary Shoring Systems to Support Vertical Construction

TITLE : **Policies and Processes Related to Permitting of Temporary Shoring Systems (Soldier Piles and Tiebacks) Installed Within Port-Managed Rights-of-Ways**

PURPOSE : The purpose of this Port Code Procedure (PCP) is to describe policies and procedures for permitting, installing, removing, and partially vacating temporary shoring systems within public rights-of-way subject to the jurisdiction of the Port of San Francisco.

REFERENCES : Port Commission Resolution No. 07-55 (states that the Port shall apply the Public Works Code to Port rights-of-way)

San Francisco Public Works Code Section 723(k)(2)(A) (Minor Sidewalk Encroachments)

DISCUSSION :

This document outlines policies and procedures established by the Port to govern the permitting, installation, removal and/or abandonment of temporary shoring systems used to facilitate excavations adjacent to or within Port rights-of-way.

POLICY

Project sponsors are required to obtain an encroachment permit from the Port for any temporary shoring system installed within Port rights-of-way. While permit fees apply, the Port does not charge an annual assessment for tiebacks that have been vacated under the public right-of-way after construction is complete and the permit is closed out.

PROCEDURE

1. Submit a Minor Sidewalk Encroachment Permit Application (<https://sfport.com/applications>), plans, calculations, and permit fee (refer to [Public Works Fee Schedule](#)). The minimum technical requirements are modeled after San Francisco Public Works, minor sidewalk encroachments, including the following:
 - a. Stamped California Registered (Civil) engineer's drawings, and engineering calculations (including any subsequent revisions) demonstrating proposed temporary shoring systems comply with any applicable codes and regulations including the Port Building Code (<https://sfport.com/codes-guidelines-regulations>).
 - b. Documentation demonstrating tiebacks will not conflict with existing utilities.
 - c. Pre-construction video inspection of adjacent sewer main and photos of work area. See Exhibit A for video submittal requirements.
 - d. Mandatory other submittals: Endorsed Certificate of Liability Insurance; Performance Deposit (Bond or Cashier's Check payable to Port of SF) \$25,000 for Excavation, or \$2,500 for other; Inspection signs off required to release deposit; Worker's Compensation (Refer to Labor Code section in General Conditions); Erosion and Sediment Control Plan (ESCP) if project disturbs more than 5,000 square feet of uncovered ground surface(cumulatively); A Stormwater Pollution Prevention Plan (SWPPP) may be

submitted in place of an ESCP if the project exceeds more than an acre and covered under the Construction General Permit.

External Review

2. If applicable, Port will route the permit application to external agencies to ensure proposed temporary shoring systems will not conflict with existing utilities.

Pre-Construction Meeting and Inspections

3. Once permit is issued, schedule a Pre-Construction Meeting with Port. Meeting and inspections are REQUIRED during construction to ensure temporary shoring systems are built per the permit (contact epermitins@sport.com to schedule all items).
4. Provide documentation that a California Registered (Civil) Engineer has inspected and accepted all temporary shoring and falsework /platform construction prior to being used for active construction.

Post-Construction Requirements

5. Post Construction Submittals are required before the Port will close out the permit:
 - a. Post-Construction Inspections are required to demonstrate that tiebacks have been de-tensioned and removed as required.
 - b. Submit post-construction video documentation demonstrating fronting sewer mains were not damaged by tiebacks
 - c. Submit as-built Drawings to the Port showing locations of any tiebacks vacated within Port-managed rights-of-way
6. Upon satisfactory completion of all of the above post-construction required submittals, the Port will close out your permit. Note per Section 2.4.46 of the San Francisco Public Works Code, your construction bond must remain in full effect for three years following site restoration.

Additional Requirements on a case-by-case basis - Shoring for Excavation Within the Port-Managed Streets and Sidewalk Areas – Removal and Other Requirements

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Port of San Francisco

Date