

PORT CODE PROCEDURE

NO.PCP-025

DATE : July, 6 2022

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 Lands**

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 Port Lands subject to the jurisdiction of the Port of San Francisco.

REFERENCES : Adaptation of PCP-024, for temporary shoring systems within public rights-of-way. Also see, Port Commission Resolution No. 07-55 (stating that the Port shall apply the Public Works Code to Port rights-of-way). Also see 'Attachment A' for PCP-025, modeled on 'Attachment A' for PCP-024.

Use of San Francisco Public Works Code Section 723(k)(2)(A) (Minor Sidewalk Encroachments) as general reference regarding temporary shoring systems.

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 Lands.

POLICY

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

PROCEDURE

1. Submit a Port Building Permit Application (<https://sfport.com/applications>), plans, calculations, and permit fee (refer to Port [Public Works Fee Schedule](#)). The fees and minimum technical requirements are modeled after San Francisco Public Works for minor sidewalk encroachments, including the following:
 - a. Stamped California Registered (Civil) engineer's drawings, and engineering calculations (including any subsequent revisions) demonstrating that 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 that tiebacks will not conflict with existing or planned utilities.
 - c. Pre-construction video inspection of adjacent sewer main (if applicable) 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) in the amount of \$25,000 for Excavation, or \$2,500 for other conditions; Final inspection sign off is required to release

the 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 is covered under the Construction General Permit.

Internal Review

2. If applicable, Port will route the permit application to other internal Port divisions to ensure proposed temporary shoring systems will not conflict with existing utilities or create other problems.

Pre-Construction Meeting and Inspections

3. Once a permit is issued, schedule a Pre-Construction Meeting with the Port. Meeting and inspections are required during construction to ensure temporary shoring systems are built per the permit (contact building-inspector@sfport.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 (if present) were not damaged by tiebacks
 - c. Submit as-built Drawings to the Port showing locations of any tiebacks vacated within Port Lands.
6. Upon satisfactory completion 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 as adopted by the Port of San Francisco, your construction bond must remain in full effect for three years following site restoration.

Additional Requirements are on a case-by-case basis - **Shoring for Excavation Within Port Lands—Removal and Other Requirements**

Attachment: Exhibit 'A' for PCP-025

Rod K. Iwashita
Chief Harbor Engineer
Port of San Francisco

Date