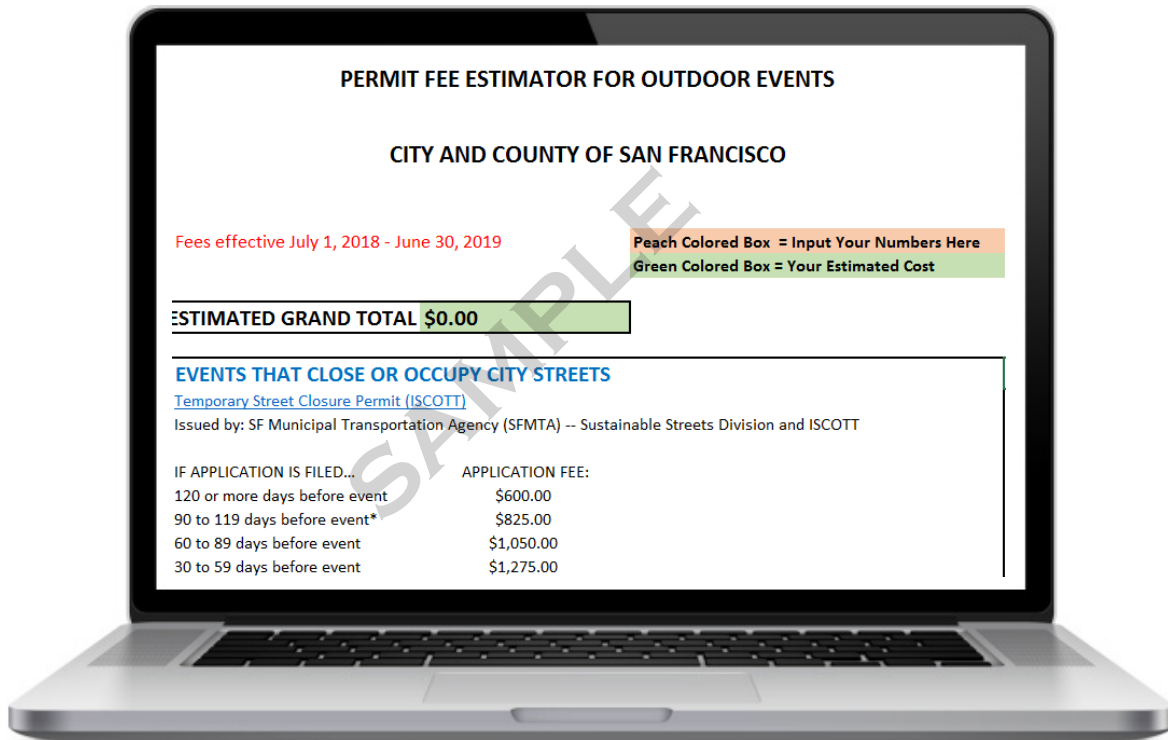


Permit Fee Estimator

To access the Permit Fee Estimator online, [click here](#).



Definitions

Advanced Life Support (ALS) – A medical asset staffed by at least one Paramedic and one EMT (ALS) or two Paramedics, to provide a higher level of triage, medical stabilization, or medical care and transport to a hospital or sobering center.

Athletic Event – Any event in which a group of people collectively engage in a sport or form of physical exercise in water (e.g. SF Bay or Pacific Ocean) or on any street under the jurisdiction of the City, which obstructs or interferes with the normal flow of vehicular traffic. An “athletic event” includes, but is not limited to, swimming, stand-up paddling, jogging, bicycling, race walking, roller skating or running. Each permitting authority has its own definition of an athletic event. For specific rules and regulations, contact the permitting authority with jurisdiction in a specific area.

Automatic External Defibrillator (AED) – An emergency medical device that operates on an internal algorithm, and delivers an electric shock through the chest to the heart. The shock can potentially stop an irregular heart beat and allow a normal rhythm to resume following sudden cardiac arrest. An AED is designed to be operated by members of the general public,

as well as trained medical personnel.

Blue Zones – Parking spaces for people with a valid disabled parking permit. They are effective 24/7 except for street cleaning, tow-away zone restrictions, or when restricted by a special event or construction permit.

Commissary – An approved permanent food facility that holds a valid permit with the Health Department where any of the following occur: food, containers, or supplies are stored; food is prepared or prepackaged for sale or service at other locations; utensils and equipment are cleaned and sanitized; liquid and solid wastes are disposed; or potable water is obtained.

Disaster Plan – A plan describing the ability to care for a minimum of 50 event attendees and staff as casualties. It should consider attendee demographics such as youth/children, people with disabilities, and seniors. The plan must include training of all event medical personnel in the disaster plan, the START disaster triage system, and all appropriate necessary equipment.

Emergency Medical Plan – A detailed description providing (1) an overview of the event and planned activities; and (2) the health, medical,

and safety personnel and contact information; and (3) the procedures, equipment and deployment that will be used during the event. This plan must be created for events with 2,500+ attendees or for any athletic or water-based event. This plan must accompany the Special Event Application for the relevant land authority (SFMTA, Rec & Park, Port, USCG, etc).

Event Sponsor – Any person or organization responsible for organizing an event that proposes temporary use or occupancy of a public street, plaza, park, or any private property that may impact traffic, security, health and safety of the public.

High Hazard Food Facility – Food booth with cooking, food preparation, food assembling, open food plating, and espresso bars.

Interdepartmental Staff Committee on Traffic & Transportation (ISCOTT) – A city staff committee hosted by the SFMTA that meets approximately twice a month to discuss and vote on proposed temporary street closures for special events. These meetings are open to the public. ISCOTT is composed of members from the following agencies: SFMTA, Police, Fire, Public Works, Entertainment Commission, Public Health and the Port of San Francisco.

Land Authority – The permit process is managed by the agency that has jurisdiction over the land. This agency may also be referred to as the “Land Authority.”

Low Hazard Food Facility – Food booth with pre-packaged food (with or without sampling) and bars.

Mobile Food Facility (MFF) – Any vehicle used in conjunction with a commissary or other permanent food facility upon which food is sold or distributed at retail. “MFF” does not include a “Transporter” used to transport packaged food from a food facility or other approved source to the consumer.

Motorization – When a Trolley Coach Bus is re-routed and changed to a Hybrid/Diesel Bus, this is called “motorization.” The Event Sponsor is responsible for covering any transit-related service cost associated with the event.

Neighborhood Block Party – An event with a one block closure in a residential neighborhood. The closure should not block or affect intersections or MUNI routes and should be sponsored by a neighborhood organization or individual who lives on the block to be closed.

Neighborhood Outreach Plan – A plan developed by the Event Sponsor that considers and addresses the event’s potential impact on the surrounding neighborhood and environment. This plan describes how the Event Sponsor will engage local neighbors, businesses, and community organizations and identify ways to limit any potential unwelcome impacts.

Parade – An event, not including an athletic event, in which a group of

persons proceed as a collective body for more than one block on any street in the City and County of San Francisco, whether on foot or in any type of vehicle or on an animal or animals, which event obstructs or interferes with the normal flow of vehicular traffic.

Parking Control Officers (PCOs) – SFMTA Enforcement Division staff that provide parking and traffic enforcement depending on location, time of day, and anticipated attendance. The Event Sponsor is responsible for covering these staffing costs.

Potentially Hazardous Foods – Any food that is natural or synthetic and that requires temperature control because it is in a form capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms, the growth and toxin production of *Clostridium botulinum*, or, in raw shell eggs, the growth of *Salmonella enteritidis*.

Pre-Application Consultation – An initial consultation with a City agency representative to discuss event feasibility, permit requirements, and possible costs. This consultation is strongly recommended to happen prior to submitting permit applications.

TIP: Use the Pre-Application Questionnaire as an optional planning tool to foresee requirements and communicate your plans to City agencies.

Pre-Packaged Food – Any properly labeled processed food, pre-packaged to prevent any direct human contact with the food product upon distribution from the manufacturer, and pre-packaged from an approved source.

Security Plan – A detailed description of the Event Organizer’s plans to ensure the safety and security of the people and physical elements in and around the event.

SFPD Personnel – SFPD Personnel may be required for special events. In some cases, these personnel may be referred to as “10B Officers.” The Event Sponsor is responsible for covering these staffing costs. Check with the Local Police District Station to determine if your event requires additional SFPD Personnel.

Street Fair – A social or community event, not including an athletic event or parade, in which any group of persons convene to celebrate their community or neighborhood on any street in the City and which obstructs or interferes with the normal flow of vehicular traffic.

Temporary Food Facility (TFF) – Any person or organization intending to sell, give away, or sample food to the public from a fixed location for a period of time, not to exceed 25 days in a 90-day period, in conjunction with a community event.

Transit Supervisor – SFMTA Transit Division staff required to work the event when there are Muni re-routes, anticipated Muni service impacts/

delays, and/or anticipated large crowds in the area. The Event Sponsor is responsible for covering this staffing cost.

Transportation Network Company (TNC / Rideshare) – App-based private transportation platform that provides on-demand single occupancy transportation service on a non-fixed route to individual persons for a fee.

Transportation Plan – A detailed description of the Event Sponsor’s plans to address pedestrian safety, traffic congestion, available transit, parking, accessibility and environmental pollution. In addition, a Transportation Plan may include transit components if bus, train and/or trolley lines are impacted by the event, as required by the SFMTA, and a communication plan to attendees and neighbors. Contact the Land Authority to determine if a Transportation Plan will be required.

Trolley Coach Buses – Rubber-tired vehicles powered by electricity from overhead wires. “Trolley” refers to the trolley poles on the roof of the bus that are used to transmit the electricity from the overhead wires. See Motorization in “Definitions.”

Zero Waste and Clean-Up Plan – A detailed description of the Event Sponsor’s plans to handle event-related disposal of trash, recycling and composting recycling -- before, during, and after the event.



LATE APPLICATIONS

If you missed the permit application deadline, refer to the rules regarding late applications.

- » For Events with Temporary Street Closures (except for Street Fairs), refer to [Article 6, Sec. 6.2](#) of the SF Transportation Code.
- » For Street Fairs, refer to [Article 6, Sec. 6.6](#) of the SF Transportation Code.
- » For Public Health Temporary Event Permits, refer to [Article 8, Sec. 452](#) of the SF Health Code.
- » For Entertainment Permits, refer to [Article 15, Sec. 1060.27 - 1060.29.2](#) of the SF Police Code.

APPEALS

Every permit application may be subject to an appeals process. If you have been denied a permit, refer to the following sections of the municipal code to view the rules and steps for seeking an appeal. If your appeal has been denied at the department level, you may be able to appeal that decision to the appropriate governing body, the SF Board of Appeals, or the SF Board of Supervisors. Consult an attorney for legal advice.

- » For Events with Temporary Street Closures (except for Street Fairs), refer to [Article 6, Sec. 6.2](#) of the SF Transportation Code.
- » For Street Fairs, refer to [Article 6, Sec. 6.2](#) of the SF Transportation Code.
- » For Entertainment Permits, refer to [Article 15.1, Sec. 1060.20.2](#) of the SF Police Code.
- » For Events on Port property, refer to [Article 6, Sec. 6.19](#) of the SF Port Code.
- » For Off-Duty Police Service and ABC Liquor Approval, refer to [Chapter 10B](#) of the SF Administrative Code.
- » For Parades, refer to [Article 4, Sec. 371](#) of the SF Police Code.

DISCLAIMER: The permit process begins when you submit a permit application to the appropriate City department. All attachments and supporting documentation, as required, must be submitted along with the original application. The City and County of San Francisco is not required to act upon an incomplete permit application. As a result, incomplete permit applications will neither be approved nor denied, and you will not have the right to appeal. It is therefore extremely important to provide all requested information and related documentation in a timely manner throughout the entirety of the permit application process. If you are unsure whether your application is complete, you should confirm with the relevant City department. Any action by the City in reviewing or processing your permit application does not indicate that your permit application is complete or approved until you have received final approval in writing.