



# Guidelines for Special Events

The Port of San Francisco Waterfront is a popular location for a wide variety of Special Events. The Port welcomes Special Events, which helps to activate and enliven public use and enjoyment of the waterfront. To ensure that Special Events are responsibly managed and executed, the Port has prepared these Guidelines which explain the Port's procedures to obtain use licenses, regulatory approvals and required permits for conducting Special Events on Port property.

Special Events are defined as any events occurring on Port property that are not currently allowed under existing Port licenses or leases, which include, but are not limited to:

- City sponsored Events on Port property/jurisdiction
- Bicycle, foot races and other athletic events
- Private or Public Events on Port property paid for by a sponsor
- Private Events on Port property/jurisdiction

Special Events are subject to the requirements summarized and described in further detail in the following pages. Port staff is committed to assisting applicants through these procedures in an effort to increase enjoyment along the waterfront through Special Events.

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# Section I

## Step by Step

### Important Timelines

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**120 CALENDAR DAYS:** Special event applications must be submitted to the Port of San Francisco at least 120 calendar days prior to the event start date/occupancy to ensure adequate processing time.

**45 DAY ADVANCE NOTICE:** Events located within 100 feet of the shoreline of the Bay are under the San Francisco Bay Conservation and Development Commission (BCDC) jurisdiction and will require at least a 45 day advance notice for processing for the required BCDC permit.

**15 DAY ADVANCE NOTICE:** Applications to reserve street parking for special events must be submitted at least 15 calendar days prior to the start date of enforcement for the requested zone.

### Step by Step

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- Step 1** **Event sponsors must complete an application for a License to Use Port Property.** Complete a *Special Event Application for a License to Use Port Property* (Attachment II-A) for submittal to Port's Real Estate or Maritime Division. See Section II.2 for specific information required.
- Step 2** **Event sponsor must contact Port's Real Estate or Maritime Division to initiate the Special Event process.** Upon completing the required application forms noted above, contact Port's Real Estate or Maritime Division to meet with a contact person and initiate the Special Event process. See II.2 and III.2 for specific information on how to initiate the Special Event process.
- Step 3** **Event sponsors must complete a *Mandatory Checklist for Special Event Building Permit Applications* and obtain a *Special Event Certificate of Approval*.** See Sections III and IV for specific information on what types of events require a building permit, the requirements for a *Special Event Certificate of Approval* and the *Mandatory Checklist for Special Event Building Permit Applications* (Attachment III-B).
- Step 4** **For Special Events requiring a Port encroachment permit; event sponsors must complete and submit an application for a Port encroachment permit.** See Section IV for information on the encroachment permit process.
- Step 5** **A Temporary No-Stopping Permit is required for any street parking that will be reserved in association with a special event.** Applications must be submitted at least 15 calendar days prior to the start date of enforcement for the requested no-parking zone.

- Step 6** Once all necessary approvals have been obtained and all required permits are issued and have been picked up by the event sponsor, work approved for the Special Event may begin. Building and encroachment permits are required to be posted at the construction site.
- Step 7** Event sponsor must schedule all required inspections and obtain final approvals prior to proceeding with the event.

### Contact Numbers & Information

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Contact	Phone
Port Real Estate & Development Division	(415) 274-0508
Port Maritime Division	(415) 274-0527
Port Planning & Environment Division	(415) 274-0472
Building/Encroachment Permit Desk Hours: 8:30 AM - 11:00 AM, M-F	(415) 274-0554
Building Inspection Request Line	(415) 274-0561
Street Parking Division	(415) 274-0260

Applications and general information for Port Building and Encroachment permits are available at *Permit Services* under the *Business* heading at Port's website: [www.sfport.com](http://www.sfport.com).

## Section II

# Real Estate and Maritime Review

### General

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***A License to Use Property issued by the Real Estate & Development or Maritime Division is required for all Special Events held on Port property.*** The License document allows use of the property and sets forth the business terms and condition between the Port and Licensee regarding the use of the property. To initiate any discussions for obtaining a license, event sponsors must complete a *Port of San Francisco Special Event Application for a License to Use Port Property*, providing full information regarding the proposed event **at least 120 days prior to the event start date.**

### II.1 License to Use Property

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It is mandatory for Special Event sponsors to obtain a License to Use Property (“License”) from the Port’s Real Estate & Development (if they are non-maritime in nature) or Maritime Division (if they are maritime in nature) prior to holding an event on Port property. A License is required for all Special Events regardless of size or impact to Port property and the neighboring community. **The Port division handling the Special Event will assign a point of contact person for the event sponsor: the assigned point of contact will coordinate with the Port’s Planning and Environment and Engineering Divisions regarding any additional permits and/or regulatory requirements.**

### II.2 How to Initiate a Special Event Application for License Process

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To initiate the License process, event sponsors must provide a clear and complete description of the proposed Special Event by filling out a *Port of San Francisco Special Event Application for a License to Use Port Property*, which is included as Attachment II-A. In addition to complying with a wide variety of environmental and regulatory requirements, the Port and event sponsors must be sensitive to, and manage events to minimize, effects on adjacent neighborhoods and districts. Therefore, this process will be greatly facilitated from the outset through the event sponsor ensuring that a clear and complete description of the event, including on-site and off-site requirements preceding and following the event is provided.

Special event sponsors are also required to complete forms regarding financial and business information, and must provide evidence of insurance coverage, payment of a use fee and a security deposit. These required coverage amounts and fees will vary according to the type, size and duration of the event. Depending on size and location of the event, a non-refundable deposit of up to \$10,000 may be required to reserve the location. **Complete information and site plans for the Special Event must be submitted to the Port of San Francisco at least 120 calendar days prior to the event start date/occupancy.** All applicable fees must be paid in full at least 30 calendar days prior to the event start date/occupancy.

Event sponsors will be required to provide adequate insurance for proposed events. In general, insurance requirements are those listed below, but may be modified depending

on the nature of the event. The following entities must be named as additional insured: City and County of San Francisco, the San Francisco Port Commission, and their Officers, Directors, Employees, and Agents. Endorsement for Additional Insured and Waiver of Subrogation are required.

- Workers Compensation insurance with limits not less than \$1 million
- Comprehensive or Commercial General Liability insurance with limits not less than \$1 to 5 million (depending on nature of event, additional requirements may include liquor liability, Participants' insurance, independent contractors, etc.)
- Automobile Liability insurance with limits not less than \$1 million.

### **II.3 Environmental Impact Review**

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Licenses may not be finalized or signed until a review of the environmental impacts of the Special Event has been completed in compliance with the California Environmental Quality Act (CEQA). The Port's Planning & Development Division completes this CEQA review.

### **II.4 Regulatory Permits and City Agency Reviews**

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Applicants are responsible for securing all regulatory reviews, approvals or permits that may be required, and coordination with other City or government agencies as specified by the Port.

**BCDC:** Special events that occur on The Embarcadero or piers will likely require a permit or approval from the San Francisco Bay Conservation and Development Commission (BCDC). Events that are located within 100 feet of the Bay shoreline are located within BCDC's jurisdiction and **will require at least a 45 day advance notice for processing for the required permit.** Port staff will assist event sponsors in identifying if a BCDC permit is necessary and advise on the process for obtaining a permit. However, if BCDC requires that a Special Event meet specified conditions, **it is the sole responsibility of the Special Event sponsor to comply with those conditions.** If an event will use the walkway around AT&T Park, sponsors are required to maintain a continuous pedestrian pathway around the park for the duration of the event. Sponsors must also verify that an 18-ft wide pedestrian pathway will be maintained on the South Beach Harbor promenade and the walkway along China Basin adjacent to AT&T Park to Third Street per BCDC permit (10-97, AT&T Park) for the duration of the event.

Most events require either a Port building permit, as discussed in detail in Section III or a Port encroachment permit, as discussed in detail in Section IV and some events may require both.

If an event occurs within, or directly impacts public streets, sidewalks or transportation facilities (e.g. sidewalk or street closures, impacts on Muni facilities), or involves large gatherings or live entertainment, it is likely that reviews and coordination with other City agencies will also be required. The Port will inform the event sponsor if other City agencies need to be consulted. However, event sponsors are responsible for arranging a meeting of the identified agencies, along with the Port Real Estate or Maritime contact

person, to discuss any conditions of approval required to obtain approval for the Special Event. The contacts for those City agencies that may be involved are:

<b>Department</b>	<b>Contact</b>	<b>Phone</b>
San Francisco Police Dept. (SFPD)	Northern Station	(415) 614-3405
	Central Station	(415) 315-2446
	Southern Station	(415) 575-6031
	Bayview Station	(415) 671-2300
	Sgt. Frank Hagan (walks/runs)	(415) 553-1929
San Francisco Municipal Transportation Agency (SFMTA)	Nick Chapman (ISCOTT)	(415) 646-2566
Port Fire Marshal (SFFD)	Captain Michele Li	(415) 274-0565
	Inspector Marcella McCormack	(415) 274-0677
Department of Emergency Management (SFDEM)	Kayleigh Hillcoat (Medical Plan)	(628) 224-1704
Department of Public Health (DPH)	Kyle Chan	(415) 252-3837
	Kristine Der	(415) 252-3871
San Francisco Entertainment Commission	Dylan Rice	(682) 652-6033

Depending on size, location and type of event, additional permits, licenses or approvals **may** be required from agencies such as, (but not limited to), the following:

- Alcoholic Beverage Control License from the California Alcoholic Beverage Commission  
(23300 Business and Professions Code)
- Approval from Port of SF Fire Marshal
- Department of Public Health Food Permit
- Medical Plan from Department of Emergency Management
- ISCOTT (coordinating committee of City transportation functions) Permit for street closure
- Entertainment Related Permits from the SF Entertainment Commission
- Security Plan approved by SF Police Department; may include 10B requirements
- Traffic Plan approved by Port and SF Police
- Department of Animal Care and Control
- Any other permit or item deemed necessary by the Port of San Francisco

## II.5 Other

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The Port's subject to regulatory review by other agencies in addition to the Port, such as those that involve the use or storage of hazardous materials, or other such activities.

If a Special Event sponsor plans to install signage advertising or identifying the event either on site or along a public right of way, they must **provide an 8" x 11" minimum sized image of the proposed special event signage for review and description of the signage including proposed way-finding signage for approval.**

## II.6 Citizen Advisory Committees

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The Port maintains ongoing contact and communications with representatives of neighborhoods and districts adjacent to Port lands through several established Port advisory groups, with the objective of ensuring that all Port activities are sensitive to community concerns and needs. The information exchange between Port staff, Special Event sponsors and the community prior to an event are valuable and facilitate smoothly-run events. Depending on the type of Special Event, Port staff may recommend that an event be reviewed with specified Port advisory committee(s), generally no less than 30 calendar days prior to event start date. The Port has adopted the "Good Neighbor" standards listed below, which all event sponsors and their associates will be required to comply with. Port staff will work with the event sponsor to schedule advisory group presentations, and provide advice to the sponsor on information needed for such meetings.

***Good Neighbor Standards.*** The Port Commission has adopted the following "Good Neighbor" standards for activities, including Special Events that occur on the waterfront. Sponsors of events in this area will be required to meet these standards, as applicable:

*"Apply the following "Good Neighbor" standards to bars, restaurants which sell alcohol, large fast food restaurants, and assembly and entertainment uses (including Special Events), unless the Port Commission makes a specific finding that a particular condition is unnecessary or infeasible:*

- a. Any indoor and/or outdoor activity located within 300 feet of a residential unit shall, during the period from 10:00 pm to 6:00 am, insure that sound levels emanating from such activities do not exceed the acceptable noise levels established by the San Francisco Noise Ordinance. Police Code, Article 29.
- b. The tenant (or sponsor) shall post interior signs and request that patrons leaving the premises after 10:00 pm leave the establishment and the neighborhood in a quiet, peaceful and orderly fashion and not litter or block driveways in the neighborhood. The tenant shall alert the San Francisco Police Department if exiting patrons are causing a disturbance.
- c. All garbage receptacles shall be enclosed and no garbage shall be put on the sidewalk for collection, except as permitted by Article 5.1 of the Public Works Code.
- d. The tenant (or sponsor) shall keep sidewalks fronting the premises clean of debris and litter and shall walk a 100 foot radius from the

premises sometime between thirty minutes after closing and 8:00 am the following morning to pick up and dispose of any discarded trash left by area patrons.

- e. The tenant (or sponsor) shall designate a neighborhood liaison contact person whose name and phone number shall be made available to the Port and to neighborhood associations in the area.



# Section III

## Port Building Permits

### General

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A building permit is required for a Special Event that takes place within a building or on property that is not a public way and is leased or rented to a private party that will, in the Chief Harbor Engineer's determination:

1. Cause a temporary change in an existing occupancy, use or character of use
2. Include the construction, installation or alteration of any buildings, structures, membrane structures, or structures regulated by this code
3. Include the construction, installation or alteration of any materials having an effect on an existing means of egress regulated by this code
4. Include the construction, installation or alteration of any materials having an effect on any existing barrier-free accessibility provisions regulated by this code
5. Include the installation features such as: tents, booths, stalls, video screens, fences, signage, barricades, stages, temporary generators, etc.

It is the responsibility of the event organizer to obtain a Special Event building permit from Port's Engineering Department prior to the first calendar start date.

### III.1 Building Permit Application

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Building permit applications are available at the Port Permit Desk located at Pier 1 and at [www.sfport.com](http://www.sfport.com) under the header *Business – Permit Services - Applications*. Minimum submittal guidelines are available on the last page of the building permit application.

### III.2 Special Event Certificate of Approval

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The Special Event sponsor/producer may apply for a Port building permit only after a Special Event Certificate of Approval has been signed by Port Planning & Development, Real Estate/Maritime, Accounting, Environmental, Port Fire Marshal, and, for events using public funds, MOD. The Port Real Estate or Maritime contact person will assist with obtaining the signatures required on the certificate.

**NOTE:** A building permit application cannot be processed without a signed Special Event Certificate of Approval.

### III.3 Mandatory Checklist for Building Permit Applications

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All Special Event building permit applications must be processed using a Mandatory Checklist for Building Permit Applications, which is included as Attachment III-B. The Mandatory Checklist provides the information necessary to allow a rapid review of the proposed plans for minimum code compliance. Missing or inadequate information on the checklist may cause a delay in the review process. This Mandatory Checklist must be completed, signed and submitted with a Special Event Certificate of Approval (See

Section III.2), 4 sets of plans and a building permit application to the Permit Desk at Pier 1. Permit Desk hours are 8:30AM to 11:30AM, Monday through Friday.

### **III.4 Inspections**

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Inspections must be scheduled by the applicant or his/her agent. To schedule an inspection, call the Inspection Call Line (415) 274-0561. The building permit number and a minimum one day notice is required. Depending on staff availability, Off-Hours Inspections may be available for 4:30PM to 9:00PM Monday–Friday and 8:00AM to 3:00PM Saturday–Sunday. Fees must be pre-paid.

Off-Hours Inspection Fees = 1.5 x Standard Inspection Fee (4 hour minimum).

**Port Building Code 2016 Section 106A.1.8.1: Additional Requirements for Special Events.** For temporary bleachers, temporary stages, or temporary structures made of scaffolding or other materials, a Civil/Structural Engineer licensed to practice in the State of California shall be on site to perform a visual observation of the structural system to ensure that the work was performed in general conformance with the approved construction documents.

At the conclusion of the work prior to the final inspection, the Civil/Structural Engineer shall submit to the Chief Harbor Engineer a written statement that a site visit has been made and that, to the best of the Engineer’s knowledge, the structural system was built in general conformance with the approved construction documents, and that deficiencies, if any, have been resolved.

## Section IV

# Port Encroachment Permits

### General

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An encroachment permit is required for any construction or any physical obstruction that is within the Port's jurisdiction and generally is not within a leased area.

### IV.1 Encroachment Permit Reviews

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Engineering's Encroachment Group reviews Special Event applications to ensure conformance with the following standards:

- San Francisco Municipal Code including the current edition of Department of Public Works
- Standards Plans & Specifications
- San Francisco Excavation Code
- San Francisco Maher Ordinance
- Port Street Pole Banner Guidelines
- San Francisco Municipal Transportation Agency (SFMTA) Blue Book requirements
- Local and State regulations for Clearances for Utility Lines

### IV.2 Encroachment Permit Applications

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Encroachment permit applications containing minimum submittal guidelines and a Real Estate Encroachment Checklist are available at the carousel located in the Port Permit Desk lobby at Pier 1, The Embarcadero and they are posted, together with contact information at [www.sfport.com](http://www.sfport.com) under the header *Business – Permit Services – Applications*.

# Section V

## Port Temporary No-Stopping Permits

### General

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A Temporary No-Stopping Permit is required for any street parking that will be reserved in association with a special event. Applications must be submitted at least 15 calendar days prior to the start date of enforcement for the requested no-parking zone.

### V.1 Temporary No-Stopping Permit Application

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To apply for Temporary No-Stopping Signage for a Special Event, contact the City of San Francisco's 311 Customer Service Center. This is the **only way** to initiate the application. 311 will require the following information:

- Street address of the requested location
- Number of parking stall to reserve
- Total duration of time needed to reserve the space



When applying for a Temporary No-Stopping Permit, the street address must be provided for non-metered locations.

For metered parking locations, the eight-digit parking meter number is required for every space to be reserved. (See photo on how to find the parking meter number.)

A list of Parking Meters and maps to their corresponding locations can be found at: <http://sfport.com/parking#To Dedicate Parking Stalls>. Please use the street parking maps and master meter list to complete your application to ensure your request is located on Port Property.

### V.2 ISCOTT Permit Applications

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Streets which have been closed through an ISCOTT permit are still required to apply for Temporary No-Stopping Signage. However, the ISCOTT closure will be the controlling permit for street parking in such cases.

**NOTE:** Applications that do not meet the above requirements will be automatically denied.