



Port Shared Spaces Guidelines

General

- Comply with all requirements of license agreements with Port and obtain and comply with all permit requirements.
- Follow all Shelter in Place and City health guidance and protocols, including for physical distancing, in all aspects of operations.
- Comply with local, state and federal accessibility requirements
- Display a copy of the permit outside during business hours.
- Abide by any regulations; applicants may be requested to adjust site plans as necessary to meet such codes (reviewers may include BCDC, ABC, Fire, Department of Public Health, among others).
- Payment for use of the shared space premises is required – typically percentage rent as defined under the lease.

Layout

- Maintain public access.
 - Minimum 6' clearance on sidewalks except for Embarcadero Promenade and other high traffic sidewalks that require 16 feet of public pathway. Confirm with the Port.
 - Circulation routes must not block curb ramps, doors, driveways, fire infrastructure/escapes
 - Cannot use curb/street if it is a traffic lane, bus stop, or red/blue curb.
- Create ground marking or other visible measures to define dining areas vs. public access, customer queuing, and social distancing
- No furniture, food trays, carts, etc. shall be outside of the approved area.
- Outdoor dining must provide minimum of one accessible table available for wheelchair users and provide an accessible route to the table and restrooms.
- No advertising allowed on furniture, diverters or any other portion of the shared spaces or leased premises.
- Sidewalk must be kept clean of all trash, debris, and food waste.
- When the business is closed, movable furnishings shall be stored indoors or out of the public right of way
- The COVID restaurant capacity (combined interior and exterior) may not exceed pre-COVID capacity.
- Post-opening reporting
 - Operators must provide site photos of expanded service areas or updates to service areas within the first week of installation.
- The Port will inform the BCDC of any complaints received regarding locations within BCDC jurisdiction.
- The Port reserves the right to pursue all other remedies and enforcement available for violations



Heaters, Tents, and Canopies

- Heaters
 - Liquid Propane Gas (LPG) heaters are not permitted under any overhead protection (i.e.; canopies, roofs, tents, awnings, etc.), made of any material, per the SF Fire Code.
 - A SFFD Temporary LPG Operational permit for the use of outdoor LPG heaters is required. The permit may only be approved by the Port Fire Marshal if heaters can be used away from combustibles and the LPG tanks can be stored securely outdoors or removed from the premises nightly. LPG tanks may not be stored, or brought, indoors at any time. Other fire safety restrictions may apply.
 - Electric heaters may be permitted under coverings that have the appropriate fire ratings and if the heaters are installed as per manufacturers' instructions; ensure that the electrical cords for the heaters are covered with an accessible cable ramp and are not a tripping hazard.
- Tents and Canopies
 - Tents, umbrellas, and canopies are allowed and shall follow City guidance: <https://www.sfdph.org/dph/files/ig/Guidance-Shared-Outdoor-Spaces.pdf>
 - Businesses shall apply for a SFFD permit for all tents exceeding 400 sq/ft. prior to installation. A Port (and other regulatory agencies as required) approved site plan showing the tent/canopy's location and size shall be submitted with your application. LP-Gas heaters are not permitted in tents or canopies. Contact the Port Fire Marshal's office at 415-274-0258 for more information on how to apply for a tent/canopy permit.
 - No permanent structures are allowed as part of the Shared Spaces program. For permanent structures, the Port encroachment permit process is required.
- Wind break panels
 - Movable counters and partitions are allowed but must be under 5'-9" tall (reference: Port Building Code 106A.2).
 - For partitions over 5'-9", a separate permit is required.
 - Follow City guidance for panels and airflow: <https://www.sfdph.org/dph/files/ig/Guidance-Shared-Outdoor-Spaces.pdf>

Waterfront Locations

- Limit placing tables directly adjacent to water
- If tables are adjacent to water, discourage single-use items (ie: disposable utensils, cups, etc.)
 - If single-use items are used provide a debris/litter solution.
- Use of bayside public access areas will be authorized only where landside alternatives (parking areas and lanes, sidewalks, etc.) are not viable options.

Required Submittals

- Site plan (can be a mark-up of a satellite image) including the following:
 - Location and footprint/boundary of proposed shared spaces premises
 - Square footage of proposed shared spaces premises
 - Specify location of tables, chairs, umbrellas, etc.
 - Note total number of tables and chairs



- Note size of tables to be used
 - Locate garbage cans, diverters, stanchions, planters, wind break panels, tents, canopies, heaters, and retail fixtures, among others, on the site plan.
 - Show location and width of public walkway
 - Indicate all public access areas affected
- For tents and canopies, site plan shall show:
 - Dimensions and location
 - Details on the anchoring of the tents/canopies
 - size of anchoring straps,
 - description and size of ballasts
 - location of ballasts.
 - Egress paths to a public way
 - Location of fire extinguishers
 - Maximum occupant load signage (including no smoking signs)

Insurance

- All liability insurance policies shall name as additional insureds by written endorsement the **"CITY AND COUNTY OF SAN FRANCISCO AND THE SAN FRANCISCO PORT COMMISSION AND THEIR OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS"** and coverage shall be primary and non-contributory.
- Commercial General Liability
 - Coverage of One Million Dollars (\$1,000,000) each occurrence; Two Million Dollars (\$2,000,000) general aggregate
 - Coverage must include Damage with limits not less than Two Hundred Fifty Thousand Dollars (\$250,000)
 - Liquor Liability if serving alcoholic beverages
 - Additional Insured Endorsement
 - Form CG 20 2 04 13 or equivalent
 - Policy # must be included on the form.
 - Waiver of Transfer of Rights of Recovery Against Others to Port
 - Form CG 24 04 10 93 or equivalent
 - Policy # must be included on the form.
- Auto Liability
 - Coverage of One Million Dollars (\$1,000,000)
 - Additional Insured Endorsement
 - Form CA 20 48 10 13 or equivalent
 - Policy # must be included on the form.
 - Waiver of Transfer of Rights of Recovery Against Others to Port
 - Form CA 0-4 44 10 13 or equivalent
 - Policy # must be included on the form.
- Workers Compensation
 - Coverage of One Million Dollars (\$1,000,000)



- Waiver of Transfer of Rights of Recovery Against Others to Port
 - Form WC 00 03 13 04 84 or equivalent
 - Policy # must be included on the form.

Use of Neighboring Property

- If using neighbor's property, submit proof of their acceptance.