TEMPORARY STREET CLOSURE PERMIT
FOR A ROADWAY SHARED SPACE
ISSUED NOVEMBER 18, 2025
REVISED MAY 14, 2026
PERMIT NO. 1316522

Hayes Street – HVNA
Shared Spaces Street Closure

Andrew Seigner
Hayes Valley Neighborhood Association
San Francisco, CA 94102

Dear Andrew Seigner:

Your application for the temporary street closures of:

Hayes Street between Gough and Octavia streets
Friday, November 28, 2025, through
Saturday, November 28, 2026
4 pm to 10 pm, each Friday
3 pm to 10 pm, each Saturday beginning June 6, 2026

has been ***approved with the following conditions:***

a. **Block should be activated within approved site plan footprint and appropriate permits, including but not limited to seating and tables, music, vendors, and activities.**
b. **Barricades must be staffed at all times.**
c. **No objects shall be placed in the street within 20-feet of an intersection.**
d. **Vehicles requiring access through the closure must be escorted.**
e. **Market (retail vendor) events must be coordinated with neighborhood merchants.**

This permit has been issued to you, the event sponsor and permit holder (permittee) of the event, based on the site plan and other information which was presented to ISCOTT. Any subsequent changes to the plan or event characteristics must be submitted in writing to SFMTA Special Events, who will consult with any impacted City agencies and inform you, by email, if the changes are acceptable or if a new permit hearing is required. ***Deviation from the approved plan, or failure to comply with permit conditions, is grounds for immediate revocation of the permit, even while the event is in progress. Refer to the attached Revocation of Shared Spaces Roadway Closures document for detailed information.***

By acceptance of this permit, you commit to regularly and consistently closing the street on each permitted day for the permitted hours. If a change in hours is required, contact *SFMTA Special Events* who will determine if the change can be approved or if a new permit hearing is required. If you will be unable to activate your permitted closure on any particular day, please notify SFMTA Special Events as far in advance as possible. Failure to regularly and consistently close the street for the permitted periods may result in revocation of your permit.

The following list is a reminder of conditions to which you have agreed in order to receive the permit for your temporary street closure. You, as the permit holder and sponsor of the event, are responsible for making sure these conditions are met.

- ☐ ***READ THIS PERMIT IMMEDIATELY***. If you have any questions, contact SFMTA Special Events at specialevents@sfmta.com
- ☐ ***PERMITS ON SITE***: All permits associated with this street closure must be on site with permittee or their designee during the street closure times.
- ☐ ***INDEMNIFICATION***: By acceptance of this permit, the permittee agrees to indemnify, hold harmless and assume the defense of the City and County of San Francisco from and against any and all claims, demands and actions for damages resulting from work under this permit, regardless of the negligence of City and County of San Francisco.
- ☐ ***INSURANCE***: Insurance must be submitted to SFMTA Special Events ***immediately***. (Insurance is due no later than one month prior to event.) Please see attachment for details.
- ☐ ***SIGNS***: Permittee shall place signage at each entrance to the event that shows path of travel, restrooms, all accessible features, ***International Symbol of No Smoking signage***, drinking fountains/water dispensers (if any) and the name and location of a contact person who is responsible for dealing with any problems which may arise during the street closure.
- ☐ ***HEARING NOTICE REMOVAL***: Permittee is responsible for removal of all posted public hearing notices within 10 days of the hearing at which the closure was approved, and returning a completed declaration form to that effect to SFMTA Special Events.
- ☐ ***BARRICADES***: SFMTA will supply permittee with one set of barricade materials. Upon delivery, barricade materials shall become property of the permittee.

  Permittee is responsible for arranging barricades to meet the specifications supplied by SFMTA and to maintain the placement of barricade materials during hours of the closure.

Permittee shall store barricade materials for the duration of their permit term. No barricade materials may be stored within the public right-of-way, including on sidewalks or in permitted parklets.

Permittee is responsible to maintain barricade materials in good condition and free of graffiti throughout the permit term. If barricade materials are lost or damaged, the permittee shall be responsible to purchase in-kind replacement materials.

☐ ***EMERGENCY ACCESS****:* A minimum 20-foot-wide emergency access lane must be maintained throughout the entire length of the street closure. This lane must be free of structures and obstructions, including sidewalk bulb-outs and traffic islands, parked cars, booths, tables and chairs, etc. The limits of the emergency access lane shall be marked by a line of traffic cones on either side placed approximately every 40-feet (every two parallel parking spaces).

☐ **SIDEWALK ACCESS**: The temporary use or occupancy of a public street shall not unnecessarily obstruct or bar public access onto said street. **Sidewalks shall remain open at all times for normal pedestrian use. This permit does not grant the deployment of any tables and chairs or physical objects of any kind on the sidewalk.** Crosswalks may not be obstructed. This permit confers no rights or control over activities on the sidewalk, and sidewalk use should not be obstructed in any way, including by barricades, ID checks or bag searches or any activities not permissible on sidewalks in normal circumstances.

☐ ***NO PARKING SIGNS:*** SFMTA will install tow-away no parking signs to restrict parking within the permitted event footprint during the days and hours of your closure. ***Applicants will be billed for SFMTA's cost to install signs.***

☐ ***SAN FRANCISCO POLICE DEPARTMENT (SFPD)***: Contact the Northern District Police Station ***at least one month before the event****.* They can be reached at Northern.Events@sfgov.org or 415-614-3400. It is through them that you will discuss any requirements for security personnel during your event. If SFPD personnel are required by the captain of the district police station, **the cost for these services may be charged pursuant to Section 10 B of the San Francisco Administrative Code**.

☐ ***PARKING/TRAFFIC ENFORCEMENT****:* Parking Control Officers (PCOs) may be required during the course of the event. You may also request PCOs be assigned to your event, if sufficient staff are available. Costs for these services would be charged to the event. Please contact James.Sarracino@sfmta.com for information.

- ☐ **RECYCLING, COMPOST AND TRASH MANAGEMENT**: You are responsible for adherence to zero waste regulations. Please refer to SF Enviornment's Zero Waste Resources for Event Producers for details. It is assumed that businesses using "Shared Spaces" activations will rely on their existing waste bins to dispose of waste generated. We also strongly recommend that permittees consider deploying additional temporary 3-bin systems in street closure spaces to assist with maintaining public cleanliness. For more information or assistance with zero waste compliance, contact the Zero Waste Events Team at ResZeroWaste@sfgov.org or 415.355.3700.

- ☐ ***STREET CLEAN-UP***: All streets and sidewalks within the permitted closure area shall be kept clean and free from dirt and debris during hours of the closure. No materials or equipment used in connection with said closure may be stored in the public right-of-way outside the permitted closure hours. Arrange with Public Works or make your own arrangements for street and/or sidewalk cleaning before and after the closure as warranted. If you want to use Public Works, please contact dpw-eventrequest@sfdpw.org. ***If Public Works is sent into the area to do additional cleanup as a result of your closure, you will be liable for the cost of this service***.

- ☐ ***RESTROOMS***: It is understood that attendees at Roadway Shared Space closures with any outdoor seating for food and drink will have access to existing restroom facilities in associated restaurants, bars, cafés and other establishments, and that these include ADA-compliant restroom facilities. If sufficient such restrooms are not available, the number of portable toilets required is at least **two (2)**, at least one of which must be an ADA-complaint wheelchair accessible unit. Each accessible unit shall have a sign which reads: "Priority is to be given to individuals with disabilities in the use of this accessible facility." Closures with no outdoor seating for food and drink are not required to provide restroom facilities.

- ☐ ***SAN FRANCISCO FIRE DEPARTMENT (SFFD)***: Permits may be required if there is to be cooking with propane, butane, charcoal briquettes or open flame; or if there are generators or tents erected.
  Note: Any generators with a tank size over 10 gallons of gasoline (or aggregate total of fuel on site) or over 60 gallons of diesel (or aggregate total of fuel on site) will require a SFFD permit.
  Please contact SFFD at fire.iscott@sfgov.org. ***SFFD requires at least 10 working days to process permit applications***.
  Further information can be found at: sf-fire.org/services/permits.
  Events with an expected attendance of more than 500 may need to provide to SFFD a public safety plan for gatherings and provide crowd managers. Events with street closure permits that have a planned attendance of more than 1,000 will require an operational permit to conduct an outdoor assembly event from SFFD.

☐ ***FOOD TRUCKS***: Food trucks are not permitted to operate within a Roadway Shared Space closure without a San Francisco Public Works Mobile Food Facility permit. Please visit the following link to learn more about the permit: sfpublicworks.org/services/permits/mobile-food-facilities
Applications typically take between 3-12 months to be processed due to plan review and public notification requirements.

☐ **TEMPORARY OCCUPANCY OF THE PUBLIC RIGHT OF WAY**: A Temporary Occupancy permit may be required from Public Works for any built structures, storage pods, carnival rides, stage, tents (larger than 10'x10'), etc., or for any sidewalk impacts. A reminder: all stages must have a ramp with a slope not to exceed 1:12 or an ADA approved portable lift. For more information, visit sfpublicworks.org/services/permits/temporary-occupancy

☐ **ENTERTAINMENT AND AMPLIFIED SOUND**: If you want to provide entertainment or amplified sound in the street closure, apply online for a One Time Outdoor Event Permit from the SF Entertainment Commission at sf.gov/get-entertainment-permit-your-outdoor-event. If you have any questions, e-mail entertainment.commission@sfgov.org

☐ ***SMOKING BAN***: Pursuant to Article 19L of the San Francisco Health Code, smoking is prohibited at all outdoor events permitted by ISCOTT. And pursuant to Article 19N, electronic cigarette usage is prohibited wherever traditional cigarette usage is prohibited. Thus, smoking and vaping – of any substance – are prohibited. As the permittee, you are required to take the following steps to ensure compliance:
1) No Smoking/Vaping signage at entrance and exit.
2) All electronic or print promotional materials, including but not limited to website, electronic materials, print advertisements, radio, television, internet, and newspaper, shall state that this is a smoke free event per SF Health Code, Article 19L
3) If there is amplified sound, an announcement at the start of the event and every two hours thereafter that this is a smoke free event from each stage.

☐ ***ALCOHOL:*** A permit is required from Alcoholic Beverage Control (ABC), and approval by SFPD, if there is any alcohol served or consumed in the permitted area. Please contact ABC at SanFrancisco@abc.ca.gov or 415-356-6500 or SFO.Direct@abc.ca.gov for further information.

Signs shall be posted pursuant to Health Code Sections 265 through 265.3 wherever alcohol is offered for sale. Failure of any business utilizing the permitted street closure space to comply with ABC permitting requirements may result in revocation of this permit.

☐ ***SALE OR DISTRIBUTION OF BOTTLED WATER****:* Pursuant to Chapter 24, Sections 2401 to 2409 of the San Francisco Environment code, ***the sale or distribution of water in any container with a capacity of one liter (33.8 fl. oz.) or less is prohibited*** at events permitted by ISCOTT where the permittee has access to reliable on-site potable water connections adequate to meet the hydration needs of the event attendees. Failure to comply may be fined up to $500 for the first violation; up to $750 for a second violation within a twelve-month period; and up to $1,000 for a third and subsequent violations within a twelve-month period. As permittee, if drinking water is necessary for public health and safety, you are required to find alternative water sources for attendees. For further information on alternative options, please contact environment@sfgov.org.

☐ ***TOBACCO ADVERTISING****:* The placement of tobacco advertising and promotional displays in publicly visible locations is strictly prohibited by San Francisco Police Code Section 674. In addition, the placement of tobacco advertising and promotional displays on property owned or controlled by the City and County of San Francisco is strictly prohibited by San Francisco Administrative Code Section 4.20. Any violation of either of these ordinances during your event could result in the revocation of the street closure permit.

☐ **POSSESSORY INTEREST**: Permittee recognizes and understands that this Agreement may create a possessory interest subject to property taxation with respect to privately-owned or occupied property in the public right of way ("PROW"), and that Permittee may be subject to the payment of property taxes levied on such interest under applicable law. Permittee agrees to pay taxes of any kind, including any possessory interest tax, if any, that may be lawfully assessed on Permittee's interest under this Agreement or use of the PROW pursuant hereto and to pay any other taxes, excises, licenses, permit charges, or assessments based on Permittee's usage of the PROW that may be imposed upon Permittee by applicable law (collectively, a "Possessory Interest Tax"). Permittee shall pay all of such charges when they become due and payable and before delinquency.

☐ **BUSINESS REGISTRATION**: Any permittee operating a Shared Space in which business activities are conducted for all or part of any seven days during one fiscal year must be registered with the SF Office of the Treasurer & Tax Collector within 15 days of commencing business in the City. The permittee is also responsible for ensuring that any vendors or other entities engaging in business activities within their Roadway Shared Spaces who meet the criteria are also registered. For additional information and to register, please see https://sf.gov/information/city-business-registration

☐ ***VENDORS****:* Vendors may only sell twice in a calendar year without a California Seller's Permit. According to California State Law, after selling two (2) times in a twelve (12) month period, vendors must have a California Seller's Permit, regardless of what type of merchandise they are selling. Permittee is responsible for ensuring that all vendors operating within the permitted area comply with this requirement. For information, see cdtfa.ca.gov/taxes-and-fees/faqseller.htm

☐ **GOOD NEIGHBOR POLICY**: Permittees of all Roadway Shared Spaces shall manage the closure in accordance with the following good neighbor policies:

- The safety and cleanliness of the Shared Space and its adjacent area within a 100-foot radius shall be maintained, provided that any Permittee may request, and Public Works shall provide, any necessary assistance with the removal of hazardous waste.
- Proper and adequate storage and disposal of debris and garbage shall be provided.
- Noise and odors, unless otherwise permitted, shall be contained within the immediate area of the Shared Space so as not to be a nuisance or annoyance to neighbors.
- Notices shall be prominently displayed during events that urge patrons to leave the Shared Space premises and neighborhood in a quiet, peaceful, and orderly fashion and to not litter or block driveways in the neighborhood. Such notices shall be removed after each event.
- The Permittee or its employees or volunteers shall walk a 100-foot radius from the Shared Space within 30 minutes after programmed events have concluded and/or at the conclusion of its hours of operation and shall pick up and dispose of any discarded trash left by patrons.

☐ **ADDITIONAL CONDITIONS:**

Per San Francisco Transportation Code, Division I, Section 6.7:

- No object of any nature shall be placed or maintained within 15 feet of any fire hydrant or within five feet of any fire alarm box or police call box.
- No object of any nature shall be placed or maintained within any intersection or pedestrian crosswalk, nor shall any vehicle be permitted to be parked in such areas.
- No object of any nature shall be fastened to or erected over the surface of the street or sidewalk, and no object shall be affixed to any pole or standard upon any street or sidewalk, without prior written consent of the Director of Public Works.
- Painting upon any street or sidewalk surface shall be permitted only if a washable paint is used.

- Adequate illumination of the area shall be maintained at all times such illumination is appropriate.
- Official traffic-control devices and traffic signal controllers shall not be covered or blocked at any time during the period of such use or occupancy.
- All manhole, utility, and valve box covers shall be kept clear of any fixed object.

Per San Francisco Administrative Code, Section 94A.6:

- Unless authorized as a restricted access event, all Shared Spaces shall remain accessible to the public.
- No person shall bring, or cause to be brought, for the purposes of sale or barter, or have for sale, or sell in exchange, or offer for sale or exchange any goods, wares, or merchandise in the Shared Space unless the City has issued any required permit or other authorization.
- Camping prohibited.
- There shall be no stationing or erecting of any structure within a Shared Space without prior permission.
- No skateboarding, bicycle riding, or pets off leash is allowed without prior permission.
- No littering, feeding of wildlife, or defacing of public property is allowed.
- General Advertising, as defined in Article 6 of the Planning Code, is prohibited.

☐ **OTHER***:* See conditions of approval above.

Further information about permit requirements can be found in application materials. There may be other items for which you are responsible that are not covered in this permit. You also are still responsible for any relevant City, State or Federal regulations. If you have any further questions, please contact SFMTA Special Events at specialevents@sfmta.com.

Regards,

Nick Chapman
SFMTA Special Events

cc: Sgt. Angus Chambers, SFPD, Northern District Police Station
Off. Milad Rashidian, SFPD, Northern District Police Station
Leslie Bienenfeld, SFMTA, Muni Operations
Helen Kwan, SFMTA, Muni Operations
Capt. Dennis Sy, SFFD, Bureau of Fire Prevention
Chief Mary Tse, SFFD, Bureau of Fire Prevention
Insp. Brandon Murray, SFFD, Bureau of Fire Prevention