

File No. 250608

Committee Item No. 8

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

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Committee: Budget and Appropriations Committee Date June 25, 2025

Board of Supervisors Meeting Date _____

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Completed by: Brent Jalipa Date June 20, 2025

Completed by: Brent Jalipa Date _____

1 [Public Works, Subdivision Codes - Fee Modification and Waiver]

2

3 **Ordinance amending the Public Works and Subdivision Codes to modify certain permit**
4 **fees, including waiving fees for café tables and chairs and display merchandise**
5 **registrants and certain minor sidewalk encroachments that are appurtenant building**
6 **features, and affirming the Planning Department’s determination under the California**
7 **Environmental Quality Act.**

8 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
9 **Additions to Codes** are in *single-underline italics Times New Roman font*.
10 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.
11 **Board amendment additions** are in double-underlined Arial font.
12 **Board amendment deletions** are in ~~strikethrough Arial font~~.
13 **Asterisks (* * * *)** indicate the omission of unchanged Code
14 subsections or parts of tables.

12

13 Be it ordained by the People of the City and County of San Francisco:

14

15 Section 1. Environmental Findings and Fee Study.

16 (a) The Planning Department has determined that the actions contemplated in this
17 ordinance comply with the California Environmental Quality Act (California Public Resources
18 Code Sections 21000 et seq.). Said determination is on file with the Clerk of the Board of
19 Supervisors in File No. 250608 and is incorporated herein by reference. The Board affirms
20 this determination.

21 (b) Public Works prepared a fee study that analyzed various permit fees and other fee
22 charges. A copy of said study is on file with the Clerk of the Board of Supervisors in File
23 No. 250608.

24

25

1 Section 2. Articles 2.1, 2.4 (Subarticle IV), and 15 of the Public Works Code are
2 hereby amended by revising Sections 2.1.1, 2.4.41, 2.4.42, 724.1, and 724.7, and deleting
3 Section 788, to read as follows:

4 **SEC. 2.1.1. FEES.**

5 Notwithstanding the permit fee provisions listed elsewhere in this Code, the permit fee
6 and assessment schedule for the permit categories and uses specifically listed below shall be:

7 (a) Street Flower Market Permit pursuant to Article 5 (Sections 155 et seq.): \$103.36
8 administrative fee and inspection fee of \$6.75 per square foot of occupancy;

9 (b) Tables and Chairs *PermitRegistration* pursuant to Article 5.2 (Sections 176 et seq.):
10 *administrative fee of \$52 for permit renewal without prior Department enforcement action and \$104*
11 *for new permits or permit renewal resulting from prior Department enforcement action; and inspection*
12 *fee of \$4.80 per square foot of occupancy for renewal permits without prior Departmental enforcement*
13 *action, \$5.67 per square foot of occupancy for new permits, and \$6.77 per square foot of occupancy for*
14 *permit renewal resulting from prior Departmental enforcement action, except that all fee(s) in this*
15 *subsection (b) shall be \$0 for permits commencing on or after April 1, 2026 all fees are waived;*

16 (c) Display Merchandise *PermitRegistration* pursuant to Article 5.32 (Sections ~~183~~176 et
17 seq.): ~~\$112.95~~ administrative fee and inspection fee of \$7.34 per square foot of occupancy, except that
18 *the inspection fee in this subsection (c) shall be \$0 for permits commencing on or after April 1, 2026 all*
19 *fees are waived;*

20 (d) Street Improvement Permit in an accepted or unaccepted right-of-way in order to
21 satisfy requirements under Sections 416, 706, 708, and 724.2: ~~\$1,010,2,033.77~~ permit fee;

22 (1) Street Improvement Permit for Sidewalk Repair that is not the subject of a
23 Departmental Notice to Repair: ~~\$29.67~~35.45 per 100 square feet permit fee;

1 (e) Special Sidewalk Permit pursuant to Section 703.1: ~~\$704.90~~833.13 permit fee;
2 ~~\$250.39~~295.44 for existing special sidewalk or if needed in conjunction with a ~~street improvement~~
3 ~~permit~~Street Improvement Permit;

4 (f) Automobile Runway (Driveway) Permits (also known as Curb Reconfiguration
5 Permits) pursuant to Sections 715 et seq.:

6 (1) Standard Permit: \$120.43 permit fee; and

7 (2) Over-wide Driveway Permit (30+ feet): \$969.30 for new permit fee; \$250.39
8 for existing driveway or if needed in conjunction with a ~~street improvement permit~~Street
9 Improvement Permit;

10 (g) Additional street space permit under Section 724:

11 (1) New Permit: \$704.90; and

12 (2) Permit Renewal/Extension: \$398.73;

13 (h) Minor Sidewalk Encroachment Permits (also known as Minor Encroachment
14 Permits) pursuant to Section 723.2.:

15 (1) Standard Minor Encroachment Permit: ~~\$1,683.45~~1,988.87 permit fee; if
16 existing or if needed in conjunction with a ~~street improvement~~Street Improvement Permit (except
17 shoring) ~~\$239.84~~283.62; and, if applicable pursuant to Section 723.2(n), the annual public right-
18 of-way occupancy assessment fee;

19 (2) Underground Storage Tank Abandonment: \$275.80 permit fee;

20 (3) Underground Vault, which shall be comprised of (A) a permit fee of
21 \$1,745.97 and (B) an annual public right-of-way occupancy assessment fee per square foot of
22 occupied space;

23 (4) Permits for Tier 2 Love Our Neighborhoods Projects pursuant to Section
24 723.1: \$500 permit application fee for a permit applicant that is a community-based
25 organization, nonprofit organization, community benefits district, or merchants' association;

1 (5) Pipe Barrier Permit pursuant to Section 723.1:

2 (A) Standard Permit: \$969.30 permit fee; and

3 (B) Security Bollard Barrier: \$1,943.80 permit fee; *and*

4 (6) Appurtenant Building Features as defined in Section 723.2: no fee;

5 (i) Debris Box Permit pursuant to Section 725:

6 (1) 7-day Permit: \$83.12 permit fee; and

7 (2) Annual Permit: \$551.62 permit fee;

8 (j) Street Encroachment Permit (also known as a Major Encroachment Permit)

9 pursuant to Section 786:

10 (1) ~~\$6,533.75~~7,721.49 permit fee and the annual public right-of-way occupancy
11 assessment fee in Section 786.7; and

12 (2) Permits for Tier 3 Love Our Neighborhoods Projects pursuant to Section
13 723.1: \$1,000 permit application fee for a permit applicant that is a community-based
14 organization, nonprofit organization, community benefits district, or merchants' association;

15 (k) Commemorative Plaque Permit pursuant to Section 789.2: \$1,162.63 permit fee;

16 (l) ~~If any of the abovementioned permits are a pipe barrier permit referenced above under~~
17 Section 2.1.1(h)(5) is associated with a Street Improvement Permit; but that pipe barrier permit
18 does not specifically reference a Street Improvement Permit, the permit fee is the Street
19 Improvement Permit fee plus ~~\$133.20~~257.62 for each pipe barrier permit ~~unless the fee for said~~
20 ~~permit is less, in which case the additional fee is the lower permit fee amount;~~

21 (m) Under permit categories in subsections (d), (e), or (f), if the permit is associated
22 with a Department of Public Works Notice to Repair, the permit fee is ~~\$330.32~~678.32 per
23 permit;

24 (n) Under permit categories in subsections (e) or (h)(1), if the permit is associated with
25 a subdivision map approval, the permit fee is \$133.20 per permit;

1 (o) Sidewalk width change fee, minimum per block or less: \$3,8754,043.46, with \$1,375 of
2 *this fee allocated to the Planning Department for its review;*

3 (p) Nighttime work permit fee: ~~\$171.64~~203.26;

4 (q) Preapplication meeting or staff consultation fee: \$404.76 for the first two hours or
5 portion thereof and \$202.38 for each additional hour or portion thereof;

6 (r) Autonomous Delivery Device Testing fees pursuant to Section 794:

7 (1) Application fee: for one device - \$860; for two devices - \$1,540; and for
8 three devices - \$1,995;

9 (2) Permit extension fee: for one device - \$555; for two devices - \$1,010; and
10 for three devices - \$1,465; and

11 (3) Referrals to Department of Public Health: The Department of Public Health
12 may charge up to \$191 per hour for referrals sent by Public Works pursuant to Section 794;

13 (s) Curbside Parklet Fee. The permit and license fees for the types of Curbside Shared
14 Space Permits issued pursuant to Administrative Code Chapter 94A and Public Works Code
15 Section 793 et seq. are as follows, with one-half of the fees allocated to the San Francisco
16 Municipal Transportation Authority, and one-half of the fees allocated to Public Works. The
17 permit and license fees shall be due and payable as provided in Chapter 94A of the
18 Administrative Code.

19 (1) Public Parklet fees:

20 (A) Permit fee of \$1,000 for the first parking space and \$250 for each
21 additional parking space;

22 (B) Annual license fee of \$100 per parking space; and

23 (2) Movable Commercial Parklet fees:

24 (A) Permit fee of \$2,000 for the first parking space and \$1,000 for each
25 additional parking space;

- 1 (B) Annual license fee of \$1,500 per parking space; *and*
2 (3) Fixed Commercial Parklet fees:
3 (A) Permit fee of \$3,000 for the first parking space and \$1,500 for each
4 additional parking space;
5 (B) Annual license fee of \$2,000 per parking space; and
6 (t) Review of Contractor Parking Plan:
7 (1) Under Section 724 (Temporary Occupancy of Street/Street Space):
8 \$869.58; *and*
9 (2) Under Section 2.4.20 (Excavation): \$712.71.

10
11 **SEC. 2.4.41. ADMINISTRATIVE FEE.**

12 Each applicant shall pay to the Department a fee of ~~\$66~~135.90 for each permit issued
13 for a small excavation project, a fee of ~~\$83~~171.35 for each block contained in a medium
14 excavation project, or a fee of ~~\$440~~226.89 for each block contained in a large excavation
15 project. Said fees shall compensate the Department for the cost incurred to administer the
16 provisions of this Article. If the Director grants a permit extension or amendment pursuant to
17 Sections 2.4.20.2 or 2.4.20.3, the permittee shall pay a fee of ~~\$66~~135.90 for any block for
18 which the permit has been extended or amended to cover the cost of additional permit review
19 and administration. In instances where a contractor parking plan is required, the applicant
20 shall pay a non-refundable fee of \$138.~~00~~ per permit for Departmental review of the plan, and
21 an additional \$55.~~00~~ per permit each time the permittee requests a modification to the permit
22 that will impact on-street parking unless the modified permit results in a reduction of the
23 amount of on-street parking that is impacted.

24
25 **SEC. 2.4.42. INSPECTION FEE.**

1 Each applicant shall pay to the Department a fee of ~~\$1631.91~~ for each permit issued for
2 a small utility excavation project and \$640 for a small general excavation project related to
3 buildings, a fee of \$55 for each calendar day of a medium excavation project, or a fee of \$81
4 for each calendar day of a large excavation project. An applicant shall pay an inspection fee of
5 \$189.08 per hour for inspection of underground tank removal, side sewer, or boring/monitoring wells.

6 Said fee shall compensate the Department for the cost of the inspection and regulatory
7 services provided to such applicant when ~~he or she~~ the applicant becomes a permittee pursuant
8 to this Article. No inspection fees shall be collected from a municipal excavator when: (a) the
9 municipal excavator pays the Department to manage and inspect the construction or (b) the
10 excavation is to construct, replace, or repair Municipal Railway tracks. If the Director grants a
11 permit extension pursuant to Section 2.4.20.2, the permittee shall pay ~~\$1631.91~~ for a small
12 utility excavation project, \$640 for a small general excavation project related to building, or the
13 appropriate fees for a medium or large excavation project for each additional calendar day for
14 which the permit is extended to cover the cost of additional permit inspection. If the Director
15 grants a permit amendment pursuant to Section 2.4.20.3 that results in additional permit
16 inspection, the permittee shall pay the fees specified above for permit extensions. In instances
17 where a contractor parking plan is required, the permittee shall pay a non-refundable fee of
18 ~~\$339.00~~ per permit for Departmental inspection regarding implementation of the plan and per
19 modified permit unless the permit results in a reduction of the amount of on-street parking that
20 is impacted.

21
22 **SEC. 724.1. TEMPORARY OCCUPANCY OF STREET – FEES TO BE PAID.**

23 (a) No permit shall be issued to a private or public entity for the temporary occupancy
24 of the street for building construction operations unless a fee and public right-of-way
25 occupancy assessment are paid. The fee shall be \$26.11, per month, per 20 linear feet, or

1 fraction thereof, occupied as measured parallel with the face of curb. In addition to the fee, the
2 permit applicant shall pay a public right-of-way occupancy assessment of \$173.26, per month,
3 per 20 linear feet, or fraction thereof, occupied as measured parallel with the face of curb. For
4 purposes of calculating fees and assessment costs, the Department shall use one-month
5 increments even though the permittee may occupy for less than a one-month term. In
6 instances where a contractor parking plan is required, the applicant shall pay the following
7 non-refundable fees:

8 (1) an administrative fee of \$135 per permit for Departmental review of the plan,
9 and an additional \$55 each time the permittee requests a modification to the permit that will
10 impact on street parking unless the permit results in a reduction of the amount of on-street
11 parking that is impacted; and

12 (2) an inspection fee of \$446 per permit for Departmental inspection regarding
13 implementation of the plan and per modified permit unless the modified permit results in a
14 reduction of the amount of on-street parking that is impacted.

15 (b) For temporary street space occupancy for any purpose other than a building
16 construction operation, the fee shall be ~~\$95.48~~112.27 per day with no assessment cost. Unless
17 specified otherwise, such occupation is subject to all provisions of Sections 724 et seq.

18 (c) Nonprofit organizations with tax exempt status under the Internal Revenue Code
19 shall be exempt from payment of the fee where the street occupancy is necessary for the
20 development of low- and moderate-income ~~moderate-income~~ housing as defined by the United
21 States Department of Housing and Urban Development.

22 (d) **Refund.** If a permittee elects to relinquish all or a portion of the occupied street
23 space prior to termination of the permit, the permittee may seek a refund of fees and
24 occupancy assessment from the Department. There shall be no fee charged for a refund
25 request. Refunds shall be issued based only on one-month increments.

1 (e) **Fee and Assessment Review.** Beginning with fiscal year 2012-2013, the permit
2 fee and street occupancy assessment set forth in this Section 724.1 may be adjusted each
3 year, without further action by the Board of Supervisors, to reflect changes in the relevant
4 Consumer Price Index, as determined by the Controller. No later than April 15 of each year,
5 the Director shall submit the current fee and occupancy assessment schedule to the
6 Controller, who shall apply the price index adjustment to produce a new fee schedule and
7 occupancy assessment for the following year. No later than May 15 of each year, the
8 Controller shall file a report with the Board of Supervisors reporting the new fee schedule and
9 occupancy assessment and certifying that: (~~a~~) the permit fees produce sufficient revenue to
10 support the costs of providing the services for which the permit fee is assessed, and (~~b~~) the
11 permit fees do not produce revenue which is significantly more than the costs of providing the
12 services for which each permit fee is assessed. Notwithstanding the above, the Board of
13 Supervisors, in its discretion, may modify the street occupancy assessment at any time.

14 (f) **Additional Fees.** In instances where administration of this permit program or
15 inspection of a street space occupancy is or will be unusually costly to the Department, the
16 Director, in the Director's discretion, may require an applicant or permittee to pay any sum in
17 excess of the amounts charged above. This additional sum shall be sufficient to recover
18 actual costs incurred by the Department and shall be charged on a time and materials basis.
19 The Director also may charge for any time and materials costs incurred by other agencies,
20 boards, commissions, or departments of the City in connection with the administration or
21 inspection of the street space occupancy. Whenever additional fees are charged, the Director,
22 upon request of the applicant or permittee, shall provide in writing the basis for the additional
23 fees and an estimate of the additional fees.

1 **SEC. 724.7. TEMPORARY OCCUPANCY OF STREET – ADDITIONAL PERMIT**
2 **REQUIRED.**

3 (a) Any person seeking to close off more than the designated parking lane width, as
4 established in Section 724, and more than $\frac{1}{2}$ one-half of the official sidewalk width along the
5 boundary of the fronting property must apply for an additional temporary street occupancy
6 permit as provided for herein. A revocable permit for additional temporary street occupancy
7 shall not be issued unless an application therefor is made to the Director of Public Works, and
8 a fee and a public right-of-way assessment cost, as set forth in Section 724.8, are paid. The
9 content of applications shall be in accordance with the policies, rules, and regulations of the
10 Director of Public Works. All applications shall be on forms prescribed therefor and shall
11 contain or be accompanied by all information required to assure the presentation of pertinent
12 facts for proper consideration of the case. The application shall include both a reasonable
13 estimate of the duration of construction, and an explanation of why an additional temporary
14 street occupancy permit of the particular dimensions requested is necessary, and shall be
15 accompanied by a nonrefundable additional permit application fee of ~~\$353833.13~~. Requests for
16 extensions of the original term shall be treated as new applications except that the application
17 fee shall be ~~\$200~~471.51.

18 (b) No additional temporary street occupancy permit shall have a term of more than six
19 months nor less than one month from the date of issuance. At the end of the original term or
20 of any subsequent extension, the permittee may apply to the Director of Public Works for an
21 extension not to exceed six months in duration. The Director of Public Works, in ~~his or her~~the
22 Director's discretion, may approve, conditionally approve, or disapprove the request for an
23 extension. Said decision will be appealable to the Board of Appeals.

1 (c) Applicants for additional street space shall make a written request for such permit
2 no sooner than 30 days prior to initiation of the proposed occupation of additional street
3 space.

4 (d) Notwithstanding the time period for occupancy and permit requests specified
5 above, an additional street space permit may be obtained on a daily basis, but in no case
6 shall such occupancy extend beyond a two-week term. The fee for such daily permits shall
7 be \$50 per day with no assessment cost. An applicant shall make a written request for such
8 daily permit no sooner than three days prior to initiation of the proposed occupation of
9 additional street space.

10 (e) Unless otherwise specified, all provisions of Sections 724 et seq. shall be
11 applicable to additional street space occupancy.

12
13 **~~SEC. 788. FEES.~~**

14 ~~(a) Fees, payable to the Department of Public Works, shall be assessed for investigating and~~
15 ~~processing the street vacation request filed under this Code. Said fees shall consist of an initial~~
16 ~~payment of \$2,500, paid at the time of filing an application for street vacation, plus an additional sum~~
17 ~~needed to equal the actual cost to Department of Public Works of checking the maps, plans and reports,~~
18 ~~and conducting an investigation incidental thereto. Nonprofit organizations with tax exempt status~~
19 ~~under the Internal Revenue Code, that have filed applications on or after January 1, 1985, shall be~~
20 ~~exempt from payment of the initial \$2,500 payment where the street vacation is necessary for the~~
21 ~~development of senior citizen housing.~~

22 ~~(b) Payment of fees charged under this Code does not waive the fee requirements of other~~
23 ~~ordinances and rules and regulations pursuant thereto.~~

24 ~~(c) There is hereby created a Street Vacation Fund wherein all funds received under the~~
25 ~~provisions of this Section shall be deposited. All expenditures from the Fund shall be for engineering or~~

1 ~~technical investigations and equipment directly related to the investigation and processing of the street~~
2 ~~vacation request filed under this Code, and all such expenditures are hereby appropriated for said~~
3 ~~purposes.~~

4
5 Section 3. Division I, Article 3, of the Subdivision Code is hereby amended by revising
6 Section 1315, to read as follows:

7 **SEC. 1315. FEES.**

8 (a) Fees, payable to the Department of Public Works, shall be charged for checking
9 and processing the maps, plans and reports, lot line adjustments, certificates of compliance,
10 amended maps, records of survey, certificates of correction, and other actions and
11 procedures set forth in California Government Code ~~s~~Section 66451.2. Said fees shall be due
12 at the time of filing an application. Failure to pay such fees shall result in a return of the
13 application as incomplete to the applicant. The fee schedule is as follows:

- 14 (1) Air Space (four lots or less) is ~~\$8,598.00~~16,969.79 with a fee of ~~\$500.00~~
15 each additional lot;
- 16 (2) Lot Subdivision "Final Map", including Vesting Tentative/Final Subdivision Map,
17 and whether condominium conversion or new construction of five or more units or lots is
18 ~~\$8,437.00~~16,651.90;
- 19 (3) Condominium Conversion of four units or less is ~~\$8,336.00~~16,452.18;
- 20 (4) Parcel Map new construction of four lots or less is ~~\$7,770.00~~15,335.44;
- 21 (5) Lot Merger Re-subdivision is \$6,943.00;
- 22 (6) Amended Map is ~~\$2,704.00~~5,337.92;
- 23 (7) Lot Line Adjustment is ~~\$2,704.00~~5,337.92;
- 24 (8) Lot Merger is ~~\$2,581.00~~;
- 25 (9) Certificate of compliance is ~~\$2,139.00~~4,222.36;

1 (10) Certificate of correction is ~~\$2,139.00~~\$4,222.36;

2 (11) Record of survey is ~~\$507.00~~\$1,010.39;

3 (12) Survey Monument Setting is ~~\$3,100.00~~; ~~and~~

4 (13) Corner Record is \$35.03;

5 (14) Incomplete Application Submittal is \$295.44;

6 (15) Project Application Reinstatement is \$1,027.60;

7 (16) Sidewalk Width Change or Street Vacation, minimum per block or less is
8 \$4,043.46; and

9 (17) Other actions not specified above, shall be based on actual costs that the
10 Department incurs in administering and processing the action or procedure and shall be
11 charged on a time and materials basis. The Department shall provide the applicant with a
12 written estimate of said costs at the time of application, and the applicant shall pay such fees
13 prior to the time that the application is deemed complete. To the extent that the estimated fees
14 do not cover actual costs, any outstanding amount due shall be a condition of the
15 Department's final decision on the action or procedure. To the extent that the estimated fees
16 exceeded the actual costs, the Department shall refund the excess amount to the applicant
17 within a reasonable period after the Department's final decision on the action or procedure.

18 (b) A fee of \$250 shall be charged to defray costs of an appeal under Section 1314 of
19 this Code.

20 (c) Payment of fees charged under this Code does not waive the fee requirements of
21 other ordinances and rules and regulations pursuant thereto.

22 (d) There is hereby created a Subdivision Fund wherein all funds received under the
23 provisions of this Section 1315 shall be deposited. All expenditures from the Fund shall be for
24 engineering or technical investigations and equipment directly related to the checking and
25

1 processing of the maps, plans, reports, and parcel map waivers filed under this Code, and all
2 such expenditures are hereby appropriated for said purposes.

3 (e) **Additional Fees.**

4 (1) In instances where administration or processing of any application, action, or
5 procedure is or will exceed the fee amount established pursuant to subsection (a), the
6 Director, in ~~his or her~~ the Director's discretion, may require an applicant or permittee to pay a
7 sum in excess of the subject fee amounts. This additional sum shall be sufficient to recover
8 actual costs that the Department incurs and shall be charged on a time and materials basis.
9 The Director also may charge for any time and materials costs that other agencies, boards,
10 commissions, or departments of the City, including the City Attorney's Office, incur in
11 connection with the processing or administration of a particular application, action, or
12 procedure. Whenever additional fees are or will be charged, the Director, upon request of the
13 applicant or permittee, shall provide in writing the basis for the additional fees or an estimate
14 of the additional fees to be charged.

15 * * * *

16
17 Section 4. Effective Date. This ordinance shall become effective 30 days after
18 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
19 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
20 of Supervisors overrides the Mayor's veto of the ordinance.

21
22 Section 5. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors
23 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,
24 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal
25 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment

1 additions, and Board amendment deletions in accordance with the “Note” that appears under
2 the official title of the ordinance.

3

4 APPROVED AS TO FORM:
5 DAVID CHIU, City Attorney

6 By: /s/ John D. Malamut
7 JOHN D. MALAMUT
8 Deputy City Attorney

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LEGISLATIVE DIGEST

[Public Works, Subdivision Codes - Fee Modification and Waiver]

Ordinance amending the Public Works and Subdivision Codes to modify certain permit fees, including waiving fees for café tables and chairs and display merchandise registrants and certain minor sidewalk encroachments that are appurtenant building features, and affirming the Planning Department's determination under the California Environmental Quality Act.

Existing Law

The Public Works and Subdivision Codes contain various permit fees and other charges. Most of these fees and charges adjust annually based on the applicable consumer price index after Public Works staff and the Controller's Office conduct a Board of Supervisors-established fee analysis process. If there is a proposal to increase permit fees and other charges in excess of the consumer price index formula, then the Board of Supervisors legislatively considers such increased fees and charges. Pending legislation defines appurtenant building features as a type of minor sidewalk encroachment under Public Works Code Section 723.2.

Amendments to Current Law

This ordinance would amend the Public Works and Subdivision Codes to increase certain Public Works permit fees and other charges. This legislation waives all fees associated with registrants for café tables and chairs and display merchandise. The ordinance also would waive the permit fee for appurtenant building features, a minor sidewalk encroachment. This legislation would adopt environmental findings under the California Environmental Quality Act.

Background Information

The fee increases in this legislation are for permits where the City costs associated with the permits exceed the consumer price index escalation. The fee waivers in this ordinance are associated with the PermitSF streamlining program.

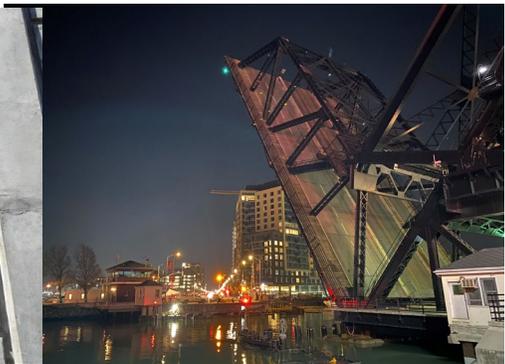
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June 18, 2025

Public Works Fee Proposal (25-0608)

Jennifer Marquez
Finance Manager



FY26 Fee Updates: Purpose and Impact

- Proposed fee updates affect three funds: the Subdivision Fund, the Excavation Fund (both self-appropriating) and the General Fund.
- Proposed fees are based on an independent user fee study
- Most fee increases apply to developers, contractors and utilities—not to homeowners, typically
- Subdivision and excavation fees have not increased beyond CPI adjustments in more than 20 years
- Fee revenues are legally restricted to support the services they fund

Subdivision Fund – FY26 Fee Changes

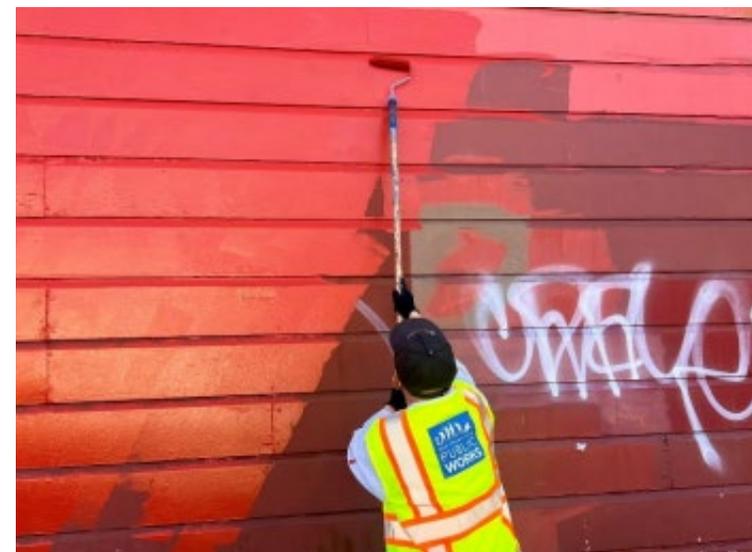
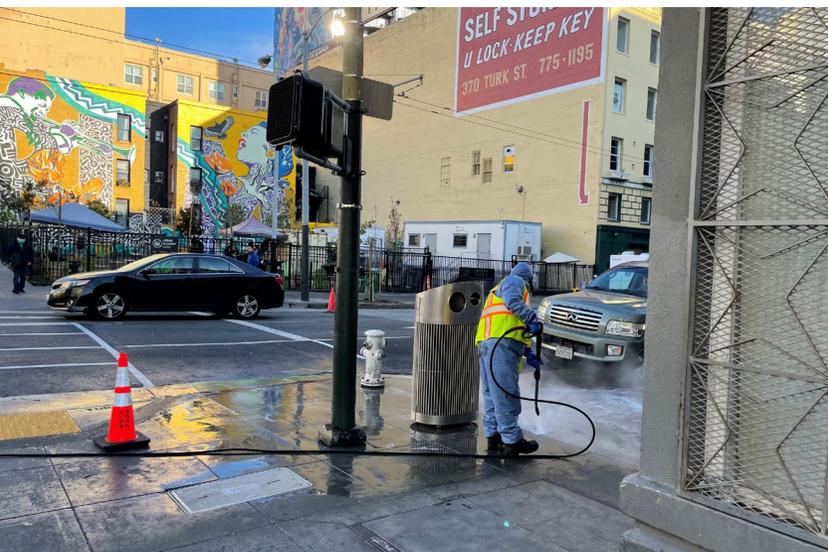
- Covers parcel reviews, certificates, lot adjustments and legislative map actions tied to land development
- **Fees cover:**
 - Final maps and parcel maps for new construction and condo conversions
 - Certificates of Compliance, corrections and corner records
 - Lot-line adjustments and vertical subdivision maps
 - Sidewalk legislation and street vacation processing
- Enables Public Works to review land-use changes, ensure compliance and maintain accurate parcel records
- Fee increases are modest and capped at no more than 15% above CPI
- Subdivision Fund is a Category 8 self-appropriating fund – no General Fund impact

Excavation Fund – FY26 Fee Changes

- Supports review, inspection and administration of excavation permits in the public right of way
- Fees cover:
 - General Excavation permits for private projects (administration, inspection and modification fees)
 - Utility Excavation permits for utility companies or City agencies (based on project size)
 - Nighttime Work permits for construction after hours
- Helps ensure safe and timely restoration of public streets and sidewalks
- Excavation Fund is a Category 8 self-appropriating fund used exclusively for excavation-related services

General Fund – FY26 Fee Changes

- Supports review and permitting for temporary and permanent private use of the public right of way
- Fees cover encroachments, sidewalk improvements, temporary occupancy and construction staging in the public right of way
- Fees fund core Public Works services and are deposited in the General Fund
- The ordinance also includes a fee waiver for the tables and chairs permit and display merchandise permit, helping support small businesses and the goals of PermitSF



Thank you



SAN FRANCISCO

DEPARTMENT OF PUBLIC WORKS

Final Report for:

User Fee Study

June 5, 2024

Prepared by:



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1. EXECUTIVE SUMMARY

NBS performed a User Fee Study (Study) for the San Francisco Department of Public Works (Public Works). The purpose of this report is to present the findings and recommendations of the various fee analyses performed and provide Public Works and the City/County Board of Supervisors with the information needed to update and establish user and regulatory fees for service. Throughout the process, the Study afforded much effort to ensure that not only are the fees and charges reasonable and equitable, but that they also meet industry standards and uphold the statutory requirements of the State of California.

California cities, counties, and special districts may impose user and regulatory fees for services and activities they provide through provisions set forth in the State Constitution, Article XIII C § 1. Under this legal framework, a fee may not exceed the reasonable cost of providing the service or performing the activity. For a fee to qualify as such, it must relate to a service or activity performed at the request of an individual or entity upon which the fee is imposed, or their actions specifically cause the local government agency to perform additional activities. In this instance, the service or underlying action causing the local agency to perform the service is either discretionary and/or is subject to regulation. As a discretionary service or regulatory activity, the user fees and regulatory fees considered in this Study fall outside of the definition and statutory requirement to impose general taxes, special taxes, and fees as a result of property ownership.

The main reason for conducting this Study was twofold: (1) first, to ensure that existing fees do not exceed the costs of providing the service, and (2) second, to provide an opportunity for the Board of Supervisors to re-align fee amounts with localized cost recovery policies.

1.1 Findings

This Study examined user and regulatory fees charged by the Public Works Bureau of Street-Use and Mapping, which includes fees for Permits, Inspection, and Subdivision and Mapping, as well as the Bureau of Urban Forestry. Additionally, the Study included one inspection fee within the Bureau of Street & Environmental Services' Community Preservation and Blight Reduction Act. The Study identified an estimated \$16.9 million per year in eligible costs for recovery from fees, compared to approximately \$9.5 million currently collected from fees. The following table provides a summary of the Study's results:

Table 1. Report Summary

Fee Category	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Cost Recovery Surplus/ Deficit	Existing Cost Recovery Percentage
Bureau of Street-Use and Mapping				
Permits & Inspection divisions	3,885,875	8,827,262	(4,941,387)	44%
Subdivision and Mapping division	3,705,870	6,117,075	(2,411,205)	61%
Bureau of Urban Forestry	1,232,973	1,316,983	(84,010)	94%
Bureau of Street & Environmental Services - Community Preservation and Blight Reduction Act	690,880	699,093	(8,213)	99%
Total	\$ 9,515,598	\$ 16,960,412	\$ (7,444,814)	56%

As shown in Table 1 on the previous page, Public Works is recovering approximately 56% of the costs associated with providing user and regulatory fee-related services. Should the Board adopt fees at 100% of the full cost recovery amounts determined by this Study, an additional \$7.4 million in costs could be recovered.

However, Section 2.2.3 later explains, there may be other local policy considerations that support adopting fees at less than the calculated full cost recovery amount. Since this element of the Study is subjective, NBS provided the maximum potential of fee amounts at 100% full cost recovery for Public Works to consider. Once the Board of Supervisors has reviewed and evaluated the results of the Study, Public Works can set fees at appropriate cost recovery levels according to local policy goals and considerations.

1.2 Fee Study Sensitivity Analysis

As part of the scope of this project, NBS subcontracted with a San Francisco local business enterprise (LBE) consulting firm, Urban Analytics, to perform a review of the benefits of different types of fees for service activities through an analysis of potential market sensitivities to those fees and the interaction of those fees with established Public Works goals and policies. A memorandum provided by Urban Analytics has been provided as an Appendix to this report which documents the results of the sensitivity analysis.

1.3 Report Format

This report documents the analytical methods and data sources used in the Study, presents findings regarding current levels of cost recovery achieved from user and regulatory fees, and provides a comparative survey of fees to neighboring agencies for similar services. The report is organized into the following sections:

- Section 2 - Outlines the general framework, approach, and methodology of the Fee Study.
- Sections 3 through 5 - Discusses the results of the cost of service analysis performed. The analysis includes: (1) fully burdened hourly rate(s); (2) calculation of the costs of providing service; and, (3) the cost recovery performance of each fee category.
- Section 6 - Presents the conclusions of the analysis provided in the preceding sections.
- Appendices to this report - Include additional details of the analysis performed, a comparison of the fees imposed by neighboring agencies for similar services and the Urban Analytics fee study sensitivity analysis.

2. INTRODUCTION AND FUNDAMENTALS

2.1 Scope of Study

The following is a summary of the fees evaluated during the Study:

- Bureau of Street-Use and Mapping
 - Permits & Inspection divisions
 - Subdivisions and Mapping division
- Bureau of Urban Forestry
- Bureau of Street & Environmental Services
 - Community Preservation and Blight Reduction Act

The fees examined in this report specifically exclude development impact fees, utility rates, and any special tax assessments which fall under a different set of statutory and procedural requirements from the body of user and regulatory fees analyzed in this Study. The Study also excludes facility and equipment rental rates, as well as most fines and penalties imposed by Public Works for violations of its requirements or codes.¹

2.2 Methods of Analysis

Three phases of analysis were completed for Public Works:



2.2.1 COST OF SERVICE ANALYSIS

This cost of service analysis is a quantitative effort that compiles the full cost of providing governmental services and activities. There are two primary types of costs considered: direct and indirect costs. Direct costs are those that specifically relate to an activity or service, including the real-time provision of the service. Indirect costs are those that support the provision of services in general but cannot be directly or easily assigned to a singular activity or service.

Direct Costs:

- **Direct personnel costs** – Salary, wages and benefits expenses for personnel specifically involved in the provision of services and activities to the public.
- **Direct non-personnel costs** – Discrete expenses attributable to a specific service or activity performed, such as contractor costs, third-party charges, and materials used in the service or activity.

¹ According to the California Constitution Article XIII C § 1 (e) (4) and (5), the Public Works is not limited to the costs of service when charging for entrance to or use of government property, or when imposing fines and penalties.

Indirect Costs:

- **Indirect personnel costs** – Personnel expenses supporting the provision of services and activities. This can include line supervision and departmental management, administrative support within a department, and staff involved in technical support activities related to the direct services provided to the public.
- **Indirect non-personnel costs** – Expenses other than labor involved in the provision of services. In most cases, these costs are allocated across all services provided by a department, rather than directly assigned to individual fee/rate categories.
- **Overhead costs** – These are expenses, both labor and non-labor, related to department wide support services. The amount of overhead costs included in this Study were sourced from the Indirect Cost Plan prepared by Public Works. Countywide overhead costs as typically sourced from a Countywide Cost Allocation Plan were omitted from this analysis as directed by Public Works.

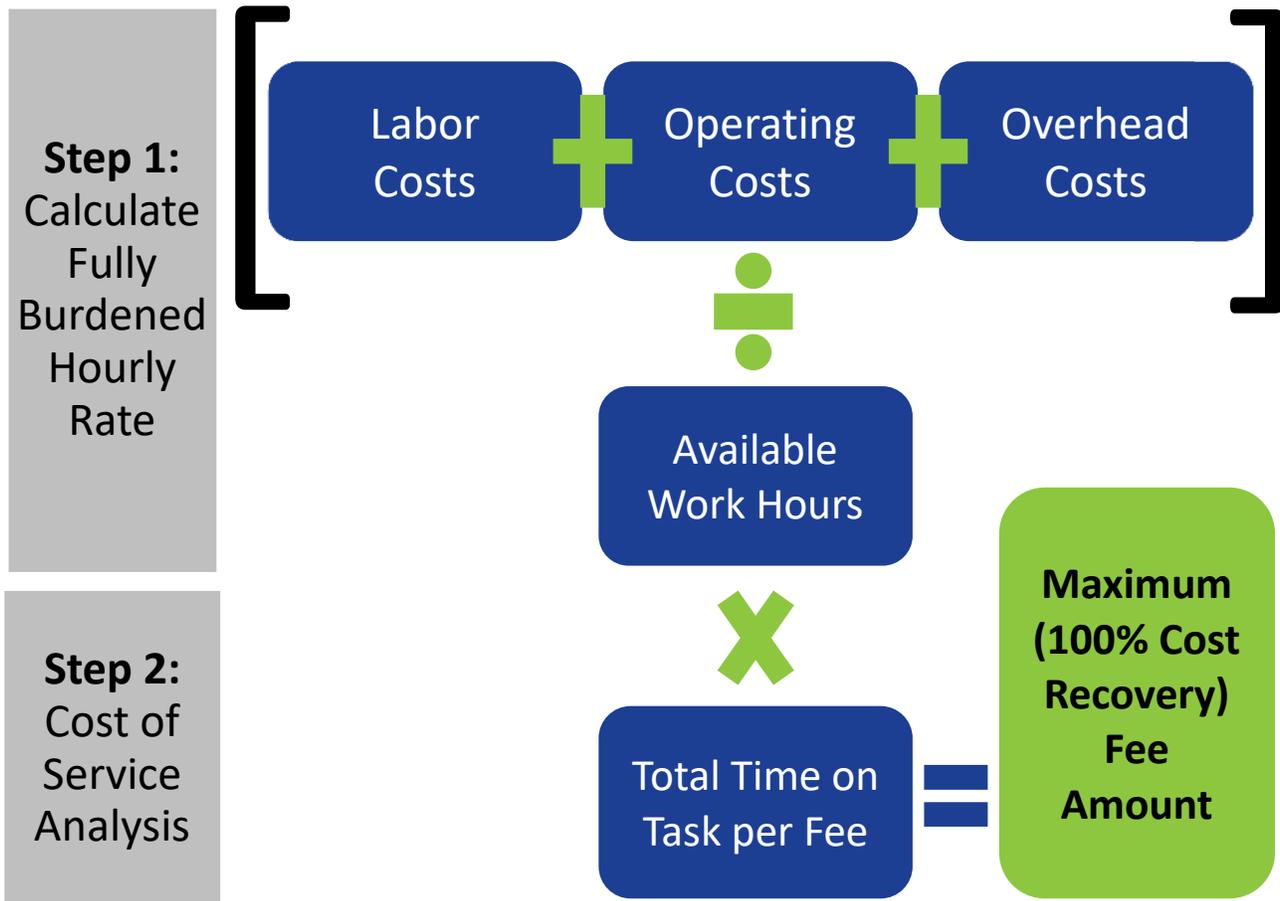
All cost components in this Study use annual (or annualized) figures, representing a twelve-month cycle of expenses incurred in the provision of all services and activities.

Nearly all the fees reviewed in this Study require specific actions on the part of Public Works staff to provide the service or conduct the activity. Since labor is the primary underlying factor in these activities, the Study expresses the full cost of service as a fully burdened cost per labor hour. NBS calculated a composite, fully burdened, hourly rate for each Bureau or division included in the Study. This rate serves as the basis for further quantifying the average full cost of providing individual services and activities. Determining the fully burdened labor rate requires two data sets: (1) the full costs of service, and (2) the number of staff hours available to perform those services. NBS derived the hours available based on the complete list of all employees.

The total number of paid labor hours for each employee was derived from the City & County of San Francisco's Memoranda of Understandings & Labor Agreements. These available hours represent the amount of productive time available to provide both fee-recoverable and non-fee recoverable services and activities. Available labor hours divided into the annual full costs of service equal the composite, fully burdened, labor rate. Some agencies may also use the resulting rates for purposes other than setting fees, such as calculating the full cost of general services or structuring a cost recovery agreement with another agency or third party.

NBS also assisted Public Works in estimating the staff time for the services and activities listed in the published fee schedule. Since Public Works does not systematically track the service time of activities at the individual fee-level, NBS relied on interviews and questionnaires to develop the necessary data sets of estimated labor time. In many cases, Public Works provided estimates of the average amount of time (in minutes and hours) it took to complete a typical service or activity considered on a per-occurrence basis.

It should be noted that the development of these time estimates was not a one-step process but required careful review by both NBS and managers to assess the reasonableness of such estimates. Based on the results of this review, Public Works reconsidered its time estimates until all parties were comfortable that the fee models reasonably reflected the average service level provided. Finally, the fully burdened labor rate(s) calculated in earlier steps were applied at the individual fee level time estimates, yielding an average total cost of providing each fee for service or activity. The graphic below provides a visual representation of the steps discussed in this section.



2.2.2 FEE ESTABLISHMENT

The fee establishment process includes a range of considerations, including the following:

- Addition to and deletion of fees** – The Study provided the Department with the opportunity to propose additions and deletions to their current fee schedules, as well as re-name, re-organize, and clarify which fees were to be imposed. Many of these fee revisions allowed for better adherence to current practices, as well as the improvement in the calculation, application, and collection of the fees owed by an individual. Some additions to the fee schedule were simply the identification of existing services or activities performed by Public Works staff for which no fee is currently charged.

- **Revision to the structure of fees** – In most cases, the focus was to re-align the fee amount to match the costs of service and leave the current structure of fees unchanged. However, in several cases, fee categories and fee names had to be simplified or re-structured to increase the likelihood of full cost recovery or to enhance the fairness of how the fee is applied to the various types of fee payers.
- **Documentation of the tools used to calculate special cost recovery** –Public Works’ fee schedule should include the list of fully burdened rates developed by the Study. Documenting these rates in the fee schedule provides an opportunity for the Board of Supervisors to approve rates for cost recovery under a “time and materials” approach. It also provides clear publication of those rates so that all fee payers can readily reference the basis of any fee amounts. The fee schedule should provide language that supports special forms of cost recovery for activities and services not included in the adopted master fee schedule. In these rare instances, published rates are used to estimate a flat fee or bill on an hourly basis, which is at the department director’s discretion.

2.2.3 COST RECOVERY EVALUATION

The NBS fee model compares the existing fee for each service or activity to the average total cost of service quantified through this analysis. Here are the possible outcomes of the fee analysis:

- Cost recovery rate of 0% - This signifies that there is currently no current recovery of costs from fee revenues (or insufficient information available for evaluation).
- Cost recovery rate of 100% - This means that the fee currently recovers the full cost of service.
- Cost recovery rate between 0% and 100% - This indicates partial recovery of the full cost of service through fees.
- Cost recovery rate greater than 100% - This means that the fee exceeds the full cost of service. User fees and regulatory fees should not exceed the full cost of service.

In all cases, the cost recovery rate achieved by a fee should not be greater than 100%. In most cases, imposing a fee above this threshold could change the definition of the charge from a cost of service based fee to a tax which has other procedural requirements, such as ballot protest or voter approval.

NBS provided the framework for setting “recommended” or “target” level of cost recovery for each fee, established at either 100% or any amount less than the calculated full cost of service. Targets and recommendations reflect discretion on the part of the agency based on a variety of factors, such as existing Public Works policies and agency-wide or departmental revenue objectives, economic goals, community values, market conditions, level of demand, and others.

A general method of selecting an appropriate cost recovery target is to consider the public and private benefits of the service or activity in question, such as:

- To what degree does the public at large benefit from the service?
- To what degree does the individual or entity requesting, requiring, or causing the service benefit?

When a service or activity benefits the public at large, there is generally little to no recommended fee amount (i.e., 0% cost recovery), reinforcing the fact that a service which truly benefits the public is best funded by general resources of Public Works, such as revenues from the General Fund (e.g., taxes). Conversely, when a service or activity wholly benefits an individual or entity, the cost recovery is generally closer to or equal to 100% of cost recovery from fees collected from the individual or entity.

In some cases, a strict public-versus-private benefit judgment may not be sufficient to finalize a cost recovery target. Any of the following factors and considerations may influence or supplement the public-versus-private benefit perception of a service or activity:

- If optimizing revenue potential is an overriding goal, is it feasible to recover the full cost of service?
- Will increasing fees result in non-compliance or public safety problems?
- Are there desired behaviors or modifications to behaviors of the service population helped or hindered through the degree of pricing for the activities?
- Does current demand for services support a fee increase without adverse impact to the community served or current revenue levels? In other words, would fee increases have the unintended consequence of driving away the population served?
- Is there a good policy basis for differentiating between the type of user (e.g., residents vs. non-residents, residential vs. commercial, non-profit entities, and business entities)?
- Are there broader Public Works objectives that merit a less than full cost recovery target from fees, such as economic development goals and local social values?

NBS provided the cost of service calculation based on 100% full cost recovery and the framework for Public Works' use to adjust the amount of cost recovery in accordance with its broader goals as they pertain to code compliance, cost recovery, economic development, and social values.

2.2.4 COMPARATIVE FEE SURVEY

Appendix B presents the results of the Comparative Fee Survey for Public Works. Policy makers often request a comparison of their jurisdictional fees to those of surrounding or similar communities. The purpose of a comparison is to provide a sense of the local market pricing for services, and to use that information to gauge the impact of recommendations for fee adjustments.

In this effort, NBS worked with Public Works to choose five comparative agencies – cities of Berkeley, Los Angeles, Oakland, Sacramento and Seattle. It is important to keep the following in mind when interpreting the general approach to, and use of, comparative survey data:

- Comparative surveys do not provide information about cost recovery policies or procedures inherent in each comparison agency.
- A “market-based” decision to price services below the full cost of service calculation is the same as deciding to subsidize that service.
- Comparative agencies may or may not base their fee amounts on the estimated and reasonable cost of providing services. NBS did not perform the same level of analysis of the comparative agencies' fees.
- The results of comparative fee surveys are often non-conclusive for many fee categories. Comparison agencies typically use varied terminology for the provision of similar services.

NBS made every reasonable attempt to source each comparison agency's fee schedule from their respective websites and compile a comparison of fee categories and amounts for the most readily comparable fee items that match the Public Works' existing fee structure.

2.2.5 DATA SOURCES

The following data sources were used to support the cost of service analysis and fee establishment phases of this Study:

- Public Works' Adopted Budget for Fiscal Year 2023-2024 with a COLA adjustment to bring labor costs in line with FY 25.
- A complete list of all Public Works personnel, salary/wage rates, regular hours, paid benefits, and paid leave amounts provided by the Finance Department
- Prevailing fee schedules
- Annual workload data provided by each fee program evaluated in the Study

Public Works' adopted budget serves as an important source of information that affects the cost of service results. NBS did not audit or validate Public Works' financial documents and budget practices, nor was the cost information adjusted to reflect different levels of service or any specific, targeted performance benchmarks. This Study accepts Public Works' budget as a legislatively adopted directive describing the most appropriate and reasonable level of Public Works spending. NBS consultants accept the Board of Supervisors' deliberative process and Public Works' budget plan and further assert that through this legislative process, Public Works has yielded a reasonable and valid expenditure plan to use in setting cost-based fees.

3. BUREAU OF STREET-USE AND MAPPING (BSM)

The Bureau of Street-Use and Mapping (BSM) ensures that residents and visitors in San Francisco experience a safe, accessible, and aesthetically pleasing public right of way. The staff is organized into five divisions: Permits, Mapping, Inspection, Special Projects, and Administration. This Study focused on the Permits, Inspection and Mapping divisions of BSM.

- The Permits & Inspection divisions ensure that City sidewalks and streets are safe and accessible by permitting and inspecting the use of the public right-of-way, including the installation and inspection of sidewalks.
- The Subdivision and Mapping division processes and reviews all subdivision projects that occur in San Francisco, including all condominium conversions. Additionally, the division provides surveying services for all city agencies and maintains the official map of the City and County of San Francisco.

3.1 Cost of Service Analysis

NBS developed composite, fully burdened, hourly rates for the Bureau of Street-Use and Mapping as shown in table 2 below:

Table 2. Fully Burdened Hourly Rate

Cost Element	BSM Public Information/ Phone and Counter Duty	BSM Non-fee Related Services	BSM Permits & Inspection Direct Fees for Service	BSM Subdivision and Mapping Direct Fees for Service	Total
Labor	\$ -	\$ 2,139,966	\$ 6,984,679	\$ 2,518,503	\$ 11,643,147
Recurring Non-Labor	-	5,658	18,466	6,659	30,783
CCSF Overhead	-	1,279,974	4,177,735	1,506,388	6,964,098
Allocated Common Activities	1,912,998	1,731,322	5,650,897	2,037,574	11,332,791
Department Total	\$ 1,912,998	\$ 5,156,920	\$ 16,831,778	\$ 6,069,123	\$ 29,970,818
Fully Burdened Hourly Rate			\$ 229	\$ 238	
	<i>Reference: Direct Hours Only</i>		73,537	25,529	

As shown, the total cost of BSM is approximately \$30 million per year. However, the results of the cost of service analysis identified \$16.8 million in eligible costs for recovery from fee for service activities provided by the Permits & Inspection divisions, and \$6.1 million in eligible costs for recovery from fee for service activities provided by the Subdivision and Mapping division. All subsequent cost of service calculations at the individual fee level for these divisions assume a fully burdened hourly rate of **\$229** for the Permits & Inspection divisions, and **\$238** for the Subdivision and Mapping division.

Based on interviews with staff, the analysis segregated the total cost of services into four primary services categories: (1) Public Information/Phone and Counter Duty; (2) Non-fee Related Services; (3) Permits & Inspection Direct Fees for Service; and, (4) Subdivision and Mapping Direct Fee for Service. In order to clarify the underlying costs and assumptions used to calculate the fully burdened hourly rate, here is a summary of the descriptions for each cost category:

- **BSM Public Information/Phone and Counter Duty** – Activities associated with responding to phone calls and general information requests that support the development review process. Typically, some portion of costs for the provision of general public information and assistance do not apply toward recovery from fees and are considered a basic function of governmental services to the public. The portion of costs indirectly attributable to fee for service activity has been included in Permitting & Inspection and Subdivision & Mapping Direct Fees for Service columns, while the remaining costs should not be considered in the calculation of fees for services.
- **BSM Non-fee Related Services** – Costs associated with Staff’s time spent on non-fee related services. These activities have alternate funding sources, therefore should not be considered in the calculation of fees for services.
- **BSM Permits & Inspection Direct Fees for Service** – This category includes Staff time spent providing routine permitting and inspection fee for service activities, therefore, 100% of these costs are recoverable from fees for service.
- **BSM Subdivision and Mapping Direct Fees for Service** – This category includes Staff time spent providing routine subdivision and mapping fee for service activities, therefore, 100% of these costs are recoverable from fees for service.

The fully burdened hourly rate involves significant analytical and policy-related decisions regarding the inclusion of categorized activity costs. The decision to either include or exclude certain costs toward recovery in fees for service stems from the basic fee setting parameters set forth by industry standard fee calculation methods and the California State Constitution. State statutes require that any new fee that is levied or any existing fee that is increased should not exceed the estimated amount required to provide the service for which the charge is levied.

3.2 Fee Establishment

The following is a summary of the overall changes to the Permits & Inspection fee schedule:

- Deletion of fees that are no longer used or needed:
 - Debris Box
 - Sign Printing
 - News Racks
- Reorganization of fee categories or clarification of fee names to create a more user-friendly fee structure:
 - Banners – split fee into processing vs inspection.
 - Contractor Parking Plan – excavation fee split into separate administrative, inspection and modification fees.
 - Mobile Food Facilities – split new application with one (1) location into separate filing, notification and inspection fees. Added in “Each additional location” and “Modification of location, or hours of operations” fee categories for clarification on how the fees are intended to be charged.
- Addition of new fee categories, notated as “New” in the Current Fee column of Appendix A.1.
 - Major Encroachment – added at risk and City Attorney fee sub-categories.
 - Minor Sidewalk Encroachment – added a public hearing fee.

- Publishing Inspection fees for: nighttime work, overwide driveway, pipe barriers, security bollards, sidewalk repair, and special sidewalk.
- Street Improvement – split minimum submittal fee into a simple vs complex category.
- Street Space – added occupancy assessment fee
- Transient Shelters – added a fee for exiting location when no public notice is required

The following is a summary of the overall changes to the Subdivision and Mapping fee schedule:

- Deletion of fees that are no longer used or needed, such as flood letter request.
- Reorganization of fee categories or clarification of fee names to create a more user-friendly fee structure, such as displaying the additional fee for sidewalk legislation, and street vacation.
- No new fees were added at this time.

3.3 Cost Recovery Evaluation

Appendix A.1 and A.2 presents the results of the detailed cost recovery analysis of fees for the Bureau of Street-Use and Mapping. In the Appendix, the “Cost of Service per Activity” column establishes the maximum adoptable fee amount for the corresponding service identified in the “Fee Name” list.

Currently, approximately 51% of the total cost of providing BSM services is being recovered from fees. As Table 3 shows, approximately \$7.6 million is collected per year in revenue at the current fee amounts. At full cost recovery and the same demand level for these services, approximately \$14.9 million could be recovered.

Table 3. Cost Recovery Outcomes

Fee Category	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Cost Recovery Surplus/ Deficit	Existing Cost Recovery Percentage
Bureau of Street-Use and Mapping				
Permits & Inspection divisions	3,885,875	8,827,262	(4,941,387)	44%
Subdivision and Mapping division	3,705,870	6,117,075	(2,411,205)	61%
Total	\$ 7,591,745	\$ 14,944,337	\$ (7,352,592)	51%

NBS provided a full cost of service evaluation and the framework for considering fees, while it is up to Public Works and the Board to determine the appropriate cost recovery levels at or below full cost amounts.

In addition to the “Annual Estimated Revenues at Current Fee” amount shown above, the Permits & Inspection divisions also collect approximately \$7.1 million in revenue from occupancy assessment/street space rentals. NBS did not evaluate these fees based on the stipulations of California Constitution Article XIII C § 1 (e) (4) which may consider these occupancy assessment fees as part of the “entrance to or use of government property” exemption from the definition of a charge as a tax, therefore they would not be limited to the cost of providing services.

4. BUREAU OF URBAN FORESTRY (BUF)

The Bureau of Urban Forestry (BUF) enhances the City’s green infrastructure by preserving and growing the trees and plants that make up San Francisco’s urban forest. The Bureau also repairs tree-related sidewalk damage and provides emergency tree response.

4.1 Cost of Service Analysis

NBS developed a composite, fully burdened, hourly rate for the Bureau of Urban Forestry as shown in table 4 below:

Table 4. Fully Burdened Hourly Rate

Cost Element	BUF Non-fee Related Services	BUF Direct Permitting & Inspection Fees for Service	Total
Labor	\$ 448,145	\$ 541,485	\$ 989,629
Recurring Non-Labor	36,571	44,189	80,760
CCSF Overhead	196,119	236,966	433,085
Allocated Common Activities	227,544	274,936	502,480
Bureau Total	\$ 908,378	\$ 1,097,576	\$ 2,005,954
Fully Burdened Hourly Rate	n/a	\$ 205	
	<i>Reference: Direct Hours Only</i>	5,358	

As shown, the total cost of BUF is approximately \$2 million per year. However, the results of the cost of service analysis identified \$1 million in eligible costs for recovery from fee for service activities. All subsequent cost of service calculations at the individual fee level for these divisions assume a fully burdened hourly rate of **\$205**.

Based on interviews with staff, the analysis segregated the total cost of services into two primary services categories: (1) Non-fee Related Services; and (2) Direct Permitting & Inspection Fees for Service. In order to clarify the underlying costs and assumptions used to calculate the fully burdened hourly rate, here is a summary of the descriptions for each cost category:

- **BUF Non-fee Related Services** – Costs associated with Staff’s time spent on non-fee related services. These activities have alternate funding sources, therefore should not be considered in the calculation of fees for services.
- **BUF Direct Permitting & Inspection Fees for Service** – This category includes Staff time spent providing routine permitting and inspection fee for service activities, therefore, 100% of these costs are recoverable from fees for service.

The fully burdened hourly rate involves significant analytical and policy-related decisions regarding the inclusion of categorized activity costs. The decision to either include or exclude certain costs toward recovery in fees for service stems from the basic fee setting parameters set forth by industry standard fee

calculation methods and the California State Constitution. State statutes require that any new fee that is levied or any existing fee that is increased should not exceed the estimated amount required to provide the service for which the charge is levied.

4.2 Fee Establishment

The following is a summary of the overall changes to the Permitting & Inspection fee schedule:

- No fees were deleted at this time
- Reorganization of fee categories or clarification of fee names to create a more user-friendly fee structure:
 - Sidewalk Landscaping – recategorized the list of per application based on property count fees into a “non-construction related” category. To account for the difference in the level of service required for “construction related” activities, a new set of fee categories was added based on lineal feet of frontage.
 - In-lieu Tree Fee – to provide the fee payor with a better understanding of what is included, the fee was broken up into the time staff spends processing the request and then adding in the pass through cost of the tree itself and the cost of watering.
- Addition of new fee categories, notated as “New” in the Current Fee column of Appendix A.3.²
 - Construction related sidewalk landscaping
 - New planting (standalone, no tree removal permit)
 - Re-inspection fee / additional site visit

4.3 Cost Recovery Evaluation

Appendix A.3 presents the results of the detailed cost recovery analysis of fees for the Bureau of Urban Forestry. In the Appendix, the “Cost of Service per Activity” column establishes the maximum adoptable fee amount for the corresponding service identified in the “Fee Name” list.

Currently, approximately 94% of the total cost of providing services is being recovered from fees. As Table 5 shows, approximately \$1.2 million is collected per year in revenue at the current fee amounts. At full cost recovery and the same demand level for these services, approximately \$1.3 million could be recovered.

Table 5. Cost Recovery Outcomes

Fee Category	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Cost Recovery Surplus/ Deficit	Existing Cost Recovery Percentage
Bureau of Urban Forestry	1,232,973	1,316,983	(84,010)	94%

NBS provided a full cost of service evaluation and the framework for considering fees, while it is up to Public Works and the Board to determine the appropriate cost recovery levels at or below full cost amounts.

² Refer to Section 2.2, *Methods of Analysis*, for additional discussion on the Study’s approach to adding, deleting, and revising fee categories.

5. BUREAU OF STREET & ENVIRONMENTAL SERVICES (SES)

The Bureau of Street & Environmental Services’ (SES) Community Preservation and Blight Reduction Act aims to reduce the number of blighted properties in San Francisco neighborhoods. A blighted property is one that is under significant deterioration or disrepair. It is a dilapidated building or an abandoned lot that is inadequately maintained and an eyesore in the neighborhood. The ordinance specifically focuses on conditions of blight visible from the street or sidewalk. These properties can attract illegal activities, cause general neighborhood instability, are a public nuisance, and can endanger the health and safety of its residents and neighbors. Enforcement of anti-blight provisions is vital to ensuring the quality of life in San Francisco and the City can take action to rehabilitate these properties.

5.1 Cost of Service Analysis

Upon notification of a blighted property, Public Works will send an inspector to assess the property to determine if enforcement of the Blight Ordinance is warranted. If violations are found, an action notice will be issued to abate the blighted property and an inspection fee will be assessed. If owners fail to correct the blighted issue, additional notice of violations will be assessed. Due to the punitive nature of most of the charges in the Blight Ordinance, the focus of this Study was the cost of service of the initial inspection fee only.

Based on interviews with the Public Works staff responsible for performing the inspection, the time it takes to complete the initial inspection is approximately 2.5 hours. To determine the total cost of providing this service, the average fully burdened cost per hour of an inspector performing these services was calculated using the base hourly rate of a SES Inspector, multiplied by the bureau and department overhead, as well as the fringe benefits and paid time off overhead rates calculated by Public Works staff in the FY 2022-23 indirect cost plan. For purposes of this analysis, all subsequent fees for service assume a fully burdened hourly rate of **\$130**.

5.2 Cost Recovery Evaluation

Appendix A.4 presents the results of the cost recovery analysis of inspection fee assessed as part of the Bureau of Street & Environmental Services’ Community Preservation and Blight Reduction Act. In the Appendix, the “Cost of Service per Activity” column establishes the maximum adoptable fee amount for the corresponding service identified in the “Fee Name” list.

Currently, approximately 99% of the total cost of providing services is being recovered from fees. As Table 6 shows, approximately \$691,000 is collected per year in revenue at the current fee amounts. At full cost recovery and the same demand level for these services, approximately \$700,000 could be recovered.

Table 6. Cost Recovery Outcomes

Fee Category	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Cost Recovery Surplus/ Deficit	Existing Cost Recovery Percentage
Bureau of Street & Environmental Services - Community Preservation and Blight Reduction Act	690,880	699,093	(8,213)	99%

NBS provided a full cost of service evaluation and the framework for considering fees, while it is up to Public Works and the Board to determine the appropriate cost recovery levels at or below full cost amounts.

6. CONCLUSION

Based on the outcomes of the Cost of Service Analysis, Fee Establishment, and Cost Recovery Evaluation presented in this Study, the proposed Master Fee Schedule has been prepared by Public Works for implementation and included in the accompanying Staff Report.

As discussed throughout this report, the intent of the proposed fee schedule is to improve Public Works' recovery of costs incurred to provide individual services, as well as adjust fees where the fees charged exceed the average costs incurred. Predicting the amount to which any adopted fee increases will affect revenue is difficult to quantify. For the near-term, Public Works should not count on increased revenues to meet any specific expenditure plan. Experience with the revised fee amounts should be gained first before revenue projections are revised. However, unless there is some significant, long-term change in activity levels, proposed fee amendments should enhance cost recovery performance over time, providing the ability to stretch other resources further for the benefit of the public at-large.

The Master Fee Schedule should become a living document, but handled with care:

- A fundamental purpose of the fee schedule is to provide clarity and transparency to the public and to staff regarding fees imposed by Public Works. Once adopted by the Board of Supervisors, the fee schedule is the final word on the amount and method in which fees should be charged and supersedes all previous fee schedules. If it is discovered that the master document is missing certain fees, those fees will eventually need to be added to the master fee schedule and should not exist outside the consolidated, master framework.
- Public Works should consider adjusting these user fees and regulatory fees on an annual basis to keep pace with cost inflation. For all fees and charges, for example, an annual Consumer Price Index adjustment could be applied to the new fee schedule. Conducting a comprehensive user fee study is not an annual requirement, and only becomes worthwhile over time as shifts in organization, local practices, legislative values, or legal requirements result in significant change.

As a final note, it is worth mentioning the path that fees, in general, have taken in the State of California. In recent years, there has been more public demand for the precise and equitable accounting of the basis for governmental fees and a greater say in when and how they are charged. It is likely that in the future, user and regulatory fees will require an even greater level of analysis and supporting data to meet the public's growing expectations. An agency's ability to meet these new pressures will depend on the level of technology they invest in their current systems. Continuous improvement and refinement of time tracking abilities will greatly enhance Public Works' ability to set fees for service and identify unfunded activities in years to come.

Disclaimer: In preparing this report and the opinions and recommendations included herein, NBS has relied on a number of principal assumptions and considerations with regard to financial matters, conditions and events that may occur in the future. This information and assumptions, including the Public Works's budgets, time estimate data, and workload information from Public Works staff, were provided by sources we believe to be reliable; however, NBS has not independently verified such information and assumptions. While we believe NBS' use of such information and assumptions is reasonable for the purpose of this report, some assumptions will invariably not materialize as stated herein and may vary significantly due to unanticipated events and circumstances. Therefore, the actual results can be expected to vary from those projected to the extent that actual future conditions differ from those assumed by us or provided to us by others.

APPENDIX A.1

Cost of Service Analysis – Bureau of Street-Use and Mapping – Permits & Inspection Divisions

Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit of Charge	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
				Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues	
										2023-24 PW Permit Fee Schedule	Current Fee
I	STREET-USE		[4,5]								
1	Additional Street Space										
	New Application	each		9.00	\$ 229	\$ 2,060	\$ 594	29%	5	\$ 2,970	\$ 10,300
	Renewal	each		4.00	\$ 229	\$ 916	\$ 336	37%	63	\$ 21,168	\$ 57,680
	per SF/month - assessment (<80' bulk & height)	per SF/month					\$ 6.50				
	per SF/month - assessment (over 80' bulk & height)	per SF/month					\$ 17				
2	Banners		[2]								
	Processing	per 20 banners		2.30	\$ 229	\$ 526	\$ 121	23%	652	\$ 78,892	\$ 343,242
	Inspection	per 20 banners		0.50	\$ 229	\$ 114	\$ 208	182%	671	\$ 139,568	\$ 76,792
3	Board of Appeals Surcharge	each					\$ 10				
4	Café Tables & Chair (annual)										
	New	each		13.00	\$ 229	\$ 2,976	\$ 165	6%	186	\$ 30,690	\$ 553,454
	plus each additional SF	each SF		0.03	\$ 229	\$ 7	\$ 9.25	135%	13,198	\$ 122,082	\$ 90,626
	Renewal	each		2.40	\$ 229	\$ 549	\$ 82	15%	465	\$ 38,130	\$ 255,440
	plus each additional SF	each SF		0.01	\$ 229	\$ 2	\$ 8.00	350%	54,267	\$ 434,136	\$ 124,211
	Requiring Departmental Action	each		6.90	\$ 229	\$ 1,579	\$ 165	10%	-	\$ -	\$ -
	plus each additional SF	each SF		0.05	\$ 229	\$ 11	\$ 10.50	92%	-	\$ -	\$ -

Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit of Charge	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
				Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues	
										2023-24 PW Permit Fee Schedule	Current Fee
5	Commemorative Plaque	each	[3]	19.60	\$ 229	\$ 4,486	\$ 1,833	41%	1	\$ 1,833	\$ 4,486
6	Contractor Parking Plan										
	Street Space	each		4.00	\$ 229	\$ 916	\$ 765	84%	1	\$ 765	\$ 916
	Excavation	each									
	Administrative Fee	each		1.25	\$ 229	\$ 286	\$ 168	59%	70	\$ 11,760	\$ 20,028
	Inspection	each		1.00	\$ 229	\$ 229	\$ 390	170%	71	\$ 27,690	\$ 16,251
	Modification	each		1.25	\$ 229	\$ 286	\$ 69	24%	-	\$ -	\$ -
7	Consultation / Pre-Application										
	First 2 hours	flat		2.50	\$ 229	\$ 572	\$ 533	93%	4	\$ 2,132	\$ 2,289
	each additional hour	hourly		1.00	\$ 229	\$ 229	\$ 266	116%	-	\$ -	\$ -
8	Display Merchandise										
	Annual	each		4.95	\$ 229	\$ 1,133	\$ 178	16%	286	\$ 50,908	\$ 324,038
	plus each additional SF	each SF		0.08	\$ 229	\$ 18	\$ 11.75	64%	9,412	\$ 110,591	\$ 172,344

Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit of Charge	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
				Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues	
										2023-24 PW Permit Fee Schedule	Current Fee
9	Excavation										
	Administrative Fee										
	Small project - to 100 SF	per permit		1.80	\$ 229	\$ 412	\$ 111	27%	1,382	\$ 153,402	\$ 569,385
	Medium project - 100 to 1,000 SF	per block		1.50	\$ 229	\$ 343	\$ 140	41%	360	\$ 50,400	\$ 123,600
	Large project - 1,000+ SF	per block		2.50	\$ 229	\$ 572	\$ 186	33%	227	\$ 42,222	\$ 129,895
	General Inspection Fee										
	Small project - to 100 SF	per permit		2.00	\$ 229	\$ 458	\$ 600	131%	1,383	\$ 829,800	\$ 633,107
	Medium project - 100 to 1,000 SF	per day		0.14	\$ 229	\$ 32	\$ 92	287%	359	\$ 33,028	\$ 11,504
	Large project - 1,000+ SF	per day		0.09	\$ 229	\$ 21	\$ 136	660%	227	\$ 30,872	\$ 4,676
	Tank removal, standard side sewer, boring/monitoring wells)	per hour	[6]	1.00	\$ 229	\$ 229	\$ 150	66%	364	\$ 54,600	\$ 83,316
	Utility Inspection Fee										
	Small project - to 100 SF	per permit		2.00	\$ 229	\$ 458	\$ 26	6%	-	\$ -	\$ -
	Medium project - 100 to 1,000 SF	per day		0.14	\$ 229	\$ 32	\$ 92	287%	-	\$ -	\$ -
	Large project - 1,000+ SF	per day		0.16	\$ 229	\$ 37	\$ 136	371%	-	\$ -	\$ -
10	Flower Markets	each		5.50	\$ 229	\$ 1,259	\$ 1,213	96%	4	\$ 4,852	\$ 5,036
11	Free Sample Merchandise	per day	[9]	1.55	\$ 229	\$ 355	\$ 100	28%	52	\$ 5,200	\$ 18,448
12	Inspection of Conformity	each		3.00	\$ 229	\$ 687	\$ 300	44%	216	\$ 64,800	\$ 148,320

Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit of Charge	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
				Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues	
										2023-24 PW Permit Fee Schedule	Current Fee
13	Major Encroachment		[3]								
	New Application	each		43.00	\$ 229	\$ 9,842	\$ 5,748	58%	10	\$ 57,480	\$ 98,422
	At Risk	each		4.00	\$ 229	\$ 916	NEW	%		\$ -	\$ -
	City Attorney	actual cost					NEW				
	Annual Assessment Fee (min \$100)	per SF/year					\$ 5.25				
14	Minor Sidewalk Encroachment		[3]								
	New Application	each		22.00	\$ 229	\$ 5,036	\$ 1,481	29%	629	\$ 931,549	\$ 3,167,368
	Public Hearing Required (additional fee)	each		6.00	\$ 229	\$ 1,373	NEW	%		\$ -	\$ -
	Annual Assessment Fee (min \$100)	per SF/year					\$ 5.25				
	Existing Conditions or Submittal with SI Permit (except shoring MSE permits)	each		2.00	\$ 229	\$ 458	\$ 211	46%	-	\$ -	\$ -
15	Mobile Food Facilities		[6,7]								
	One (1) Location	each								\$ -	\$ -
	Filing Fee	each		6.00	\$ 229	\$ 1,373	\$ 228	17%	135	\$ 30,780	\$ 185,400
	Notification Fee	each		2.00	\$ 229	\$ 458	\$ 277	61%	38	\$ 10,526	\$ 17,396
	Inspection Fee	each		1.00	\$ 229	\$ 229	\$ 528	231%	13	\$ 6,864	\$ 2,976
	Each additional location										
	Notification Fee	each		2.00	\$ 229	\$ 458	\$ 277	61%	40	\$ 11,080	\$ 18,311
	Inspection Fee - first additional location	each		1.00	\$ 229	\$ 229	\$ 264	115%	44	\$ 11,616	\$ 10,071
	Inspection Fee - each additional location	each		1.00	\$ 229	\$ 229	\$ 264	115%	-	\$ -	\$ -
	Modification of location, or hours of operation										
	Filing Fee	each		4.00	\$ 229	\$ 916	\$ 117	13%	-	\$ -	\$ -
	Notification Fee	each		2.00	\$ 229	\$ 458	\$ 277	61%	-	\$ -	\$ -
	Inspection Fee	each		1.00	\$ 229	\$ 229	\$ 264	115%	-	\$ -	\$ -
	Renewal (no violations within previous year)	each		1.00	\$ 229	\$ 229	\$ 183	80%	-	\$ -	\$ -
	Per Decal (if applicable)	each		0.50	\$ 229	\$ 114	\$ 50	44%	82	\$ 4,100	\$ 9,384

Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit of Charge	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
				Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues	
										2023-24 PW Permit Fee Schedule	Current Fee
16	Nighttime Work (new application)										
	Permit	each		4.70	\$ 229	\$ 1,076	\$ 151	14%	687	\$ 103,737	\$ 739,060
	Inspection	per night		4.00	\$ 229	\$ 916	NEW	%	-	\$ -	\$ -
17	Overwide Driveway (30+ feet)		[3]								
	New Application	each		6.25	\$ 229	\$ 1,431	\$ 1,158	81%	-	\$ -	\$ -
	Existing Condition	each		2.00	\$ 229	\$ 458	\$ 211	46%	14	\$ 2,954	\$ 6,409
	Annual Assessment Fee	per SF/year					\$ 5.25				
	Inspection	each		2.00	\$ 229	\$ 458	\$ 371	81%	-	\$ -	\$ -
18	Shared Spaces/Parklet		[11]								
	Tier 1: Public Parklet										
	First parking space	each		13.00	\$ 229	\$ 2,976	\$ 1,090	37%	-	\$ -	\$ -
	Each additional parking space	each		3.00	\$ 229	\$ 687	\$ 272	40%	-	\$ -	\$ -
	Annual license per parking space	each		1.00	\$ 229	\$ 229	\$ 109	48%	-	\$ -	\$ -
	Tier 2: Movable Commercial Parklet										
	First parking space	each		13.00	\$ 229	\$ 2,976	\$ 2,180	73%	-	\$ -	\$ -
	Each additional parking space	each		3.00	\$ 229	\$ 687	\$ 1,090	159%	-	\$ -	\$ -
	Annual license per parking space	each		1.00	\$ 229	\$ 229	\$ 1,635	714%	-	\$ -	\$ -
	Tier 3: Fixed Commercial Parklet										
	First parking space	each		15.00	\$ 229	\$ 3,433	\$ 3,270	95%	-	\$ -	\$ -
	Each additional parking space	each		3.00	\$ 229	\$ 687	\$ 1,635	238%	-	\$ -	\$ -
	Annual license per parking space	each		1.00	\$ 229	\$ 229	\$ 2,180	952%	-	\$ -	\$ -
19	Pipe Barriers		[3]								
	New Application	each		4.25	\$ 229	\$ 973	\$ 1,040	107%	30	\$ 31,192	\$ 29,183
	Inspection Fee	per 25 ft		2.00	\$ 229	\$ 458	\$ 489	107%	-	\$ -	\$ -
	Existing Conditions	each		2.00	\$ 229	\$ 458	\$ 211	46%	6	\$ 1,266	\$ 2,747

Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit of Charge	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
				Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues	
										2023-24 PW Permit Fee Schedule	Current Fee
20	Security Bollards (new application)		[3]								
	Application Fee	each		8.00	\$ 229	\$ 1,831	\$ 3,067	167%	-	\$ -	\$ -
	Inspection Fee	per 25 ft		4.00	\$ 229	\$ 916	NEW	%	-	\$ -	\$ -
21	Sidewalk Repair	per 100 SF		1.00	\$ 229	\$ 229	\$ 25	11%	617	\$ 15,425	\$ 141,225
	Inspection Fee	each		3.00	\$ 229	\$ 687	NEW	%	-	\$ -	\$ -
22	Special Sidewalk		[3]								
	New Application	each		4.00	\$ 229	\$ 916	\$ 594	65%	34	\$ 20,196	\$ 31,129
	Non-Std Cross Slopes, Existing Conditions/Submittal with SI Permit	each		2.00	\$ 229	\$ 458	\$ 211	46%	-	\$ -	\$ -
	Inspection Fee (Special Coating)	each		6.00	\$ 229	\$ 1,373	NEW	%	-	\$ -	\$ -
23	Storage Container (registered companies only)										
	Annual	each		2.10	\$ 229	\$ 481	\$ 841	175%	-	\$ -	\$ -
	Deposit	each	[10]				\$30,000 refundable bond				
	Individual Location										
	1st Day	each		1.00	\$ 229	\$ 229	\$ 84	37%	14	\$ 1,176	\$ 3,204
	2nd & 3rd Day	each		1.00	\$ 229	\$ 229	\$ 169	74%	-	\$ -	\$ -
	Over 3 days	each		1.00	\$ 229	\$ 229	\$ 169	74%	-	\$ -	\$ -
	plus per container / day	per container / day		0.50	\$ 229	\$ 114	\$ 84	73%	-	\$ -	\$ -

Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit of Charge	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
				Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues	
										2023-24 PW Permit Fee Schedule	Current Fee
24	Street Improvement										
	Minimum Submittal Fee (w/Building Permit App) - Simple	each		11.00	\$ 229	\$ 2,518	\$ 1,660	66%	122	\$ 202,520	\$ 307,169
	Minimum Submittal Fee (w/Building Permit App) - Complex	each		39.00	\$ 229	\$ 8,927	NEW	%	-	\$ -	\$ -
	Minimum Notice to Repair	each		5.00	\$ 229	\$ 1,144	\$ 554	48%	-	\$ -	\$ -
	Curb Cut Only Annual Assessment Fee (min \$100)	per SF/year					\$ 5.25				
25	Street Space										
	Permit	each		2.00	\$ 229	\$ 458	\$ 168	37%	34	\$ 5,712	\$ 15,564
	Occupancy Assessment	per month/per 20 LF					NEW				
26	Street Vending										
	Application	each		6.00	\$ 229	\$ 1,373	\$ 454	33%	-	\$ -	\$ -
	Renewal	each		1.00	\$ 229	\$ 229	\$ 106	46%	-	\$ -	\$ -
27	Temporary Occupancy	per day / per block face		1.55	\$ 229	\$ 355	\$ 84	24%	92	\$ 7,728	\$ 32,640
28	Transit Shelters (registered companies only)										
	New Location	each		12.30	\$ 229	\$ 2,815	\$ 470	17%	26	\$ 12,220	\$ 73,199
	Existing location (if no public notice required)	each		3.00	\$ 229	\$ 687	NEW	%	-	\$ -	\$ -
29	Vault (Transformer) Encroachment		[3]								
	New Application	each		14.00	\$ 229	\$ 3,204	\$ 1,536	48%	49	\$ 75,264	\$ 157,018
	Annual Assessment Fee	per SF/year					\$ 19.75				

Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit of Charge	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
				Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee 2023-24 PW Permit Fee Schedule	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues	
										Current Fee	Full Cost Recovery Fee
30	SFMTA Parking Meter Occupancy Fees	per 25 LF / day					\$ 18				
31	For services requested of City staff which have no fee listed in this fee schedule. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.	hourly		1.00	\$ 229	\$ 229	\$ -	%	-	\$ -	\$ -
TOTAL										3,885,875	8,827,262

NOTES

- [1] Sourced from: 2022-23 Public Works Permit Fee Schedule, effective 7-1-22.
- [2] Prorate if less than 20 banners.
- [3] Permit may require notarization and recordation. Fees for such requirements are not included.
- [4] All permits are subject to Board of Appeal Surcharge (\$9) except for Commemorative Plaque, Flower Markets, Inspection of Conformity and Major Encroachments.
- [5] Additional fees may apply for any additional time and materials, for processing permits as set forth in the Public Works Code, Section 2.1.3. Any expired or inactivated permits shall be subject to an additional renewal fee. Additional permits and fees may be required by other agencies.
- [6] Boring, Monitoring Well, Side Sewer, Tank Removal, General Excavation and Mobile Food Facilities fees vary due to duration and size of the project. Please contact the main office for a plan checker at (415) 554-5810 for assistance.
- [7] May require referral to Department of Public Health. The Department of Public Health may charge up to \$191 per hour for referrals sent by Public Works.
- [8] Separate fees shall be paid to the Department of Health and the Fire Marshal for the annual approvals required by each department for a valid permit. Fees for Department of Public Health are set forth in the Business and Taxation Code.
- [9] \$500 refundable bond applies
- [10] \$30,000 refundable bond applies
- [11] Published fees are split between SFMTA and SFDPW

APPENDIX A.2

Cost of Service Analysis – Bureau of Street-Use and Mapping – Subdivision and Mapping Division

Fee No.	Fee Name	Fee Unit of Charge	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
				Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues	
										2023-24 Subdivision & Mapping Fee Schedule	Current Fee
II	SUBDIVISION AND MAPPING										
1	Application Processing	each		6.00	\$ 238	\$ 1,426	\$ 1,000	70%	-	\$ -	\$ -
2	Parcel Map		[3]								
	Condominium Conversions of 4 Units or Less	each		57.00	\$ 238	\$ 13,551	\$ 12,429	92%	147	\$ 1,827,063	\$ 1,991,993
	New Construction Condominiums & Subdivisions of 4 Units or Less	each		57.00	\$ 238	\$ 13,551	\$ 11,518	85%	58	\$ 668,044	\$ 785,956
	plus per lot	per lot		0.25	\$ 238	\$ 59	\$ 50	84%	-	\$ -	\$ -
3	Final Map		[3]								
	Condominium Conversions of 5 or 6 Units	each		94.00	\$ 238	\$ 22,347	\$ 12,592	56%	-	\$ -	\$ -
	plus per lot	per lot		0.25	\$ 238	\$ 59	\$ 50	84%	-	\$ -	\$ -
	plus per lot (air space subdivision)	per lot		2.00	\$ 238	\$ 475	\$ 806	170%	-	\$ -	\$ -
	New Construction Condominiums & Subdivisions of 5 Units or More	each		94.00	\$ 238	\$ 22,347	\$ 12,592	56%	6	\$ 75,552	\$ 134,083
	plus per lot	per lot		0.25	\$ 238	\$ 59	\$ 50	84%	-	\$ -	\$ -
	plus per lot (air space subdivision)	per lot		2.00	\$ 238	\$ 475	\$ 806	170%	-	\$ -	\$ -

Fee No.	Fee Name	Fee Unit of Charge	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
				Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee 2023-24 Subdivision & Mapping Fee Schedule	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues	
										Current Fee	Full Cost Recovery Fee
4	Vertical Subdivision Map		[3,4]								
	Parcel Map (4 Lots or Less)	each		59.00	\$ 238	\$ 14,026	\$ 12,852	92%	14	\$ 179,928	\$ 196,370
	Final Map (5 Lots or More)	each		96.00	\$ 238	\$ 22,823	\$ 12,852	56%	-	\$ -	\$ -
	Each Additional Lot (air space subdivision)	each		2.00	\$ 238	\$ 475	\$ 806	170%	-	\$ -	\$ -
5	Vesting Tentative Map	each	[3,4]	98.00	\$ 238	\$ 23,298	\$ 13,592	58%	3	\$ 40,776	\$ 69,894
6	Amended Map	each		35.00	\$ 238	\$ 8,321	\$ 4,357	52%	-	\$ -	\$ -
7	Lot Line Adjustment	each		57.00	\$ 238	\$ 13,551	\$ 4,357	32%	17	\$ 74,069	\$ 230,367
8	Certificate of Compliance	each		35.00	\$ 238	\$ 8,321	\$ 3,446	41%	12	\$ 41,352	\$ 99,849
9	Certificate of Correction	each		35.00	\$ 238	\$ 8,321	\$ 3,446	41%	-	\$ -	\$ -
10	Sidewalk Legislation, Street Vacation	per block		43.00	\$ 238	\$ 10,223	\$ 3,293	32%	106	\$ 349,058	\$ 1,083,602
	Additional Fee (fronting/re-circulation)	per lot		8.00	\$ 238	\$ 1,902	\$ 1,750	92%	4	\$ 7,000	\$ 7,608

Fee No.	Fee Name	Fee Unit of Charge	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
				Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee 2023-24 Subdivision & Mapping Fee Schedule	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues	
										Current Fee	Full Cost Recovery Fee
11	Record of Survey	each		58.00	\$ 238	\$ 13,789	\$ 816	6%	81	\$ 66,096	\$ 1,116,885
12	Corner Record	each	[2]	3.00	\$ 238	\$ 713	\$ 25	4%	48	\$ 1,200	\$ 34,234
13	Department of Building Inspection (DBI) Review Fee	each	[6]				\$ 538				
14	Pre-application Meeting or Staff Consultation (first 2 hours)	flat		2.50	\$ 238	\$ 594	\$ 533	90%	-	\$ -	\$ -
	each additional hour	hourly		1.00	\$ 238	\$ 238	\$ 266	112%	-	\$ -	\$ -
15	Project Reinstatement (Untermination)	each		4.00	\$ 238	\$ 951	\$ 1,000	105%	8	\$ 8,000	\$ 7,608
16	Incomplete Submittal	each		2.50	\$ 238	\$ 594	\$ 500	84%	17	\$ 8,500	\$ 10,104
17	Appeal of Tentative Map Decision Fee	each	[5]	4.00	\$ 238	\$ 951	\$ 381	40%	2	\$ 762	\$ 1,902
18	Monument Reference	each		18.00	\$ 238	\$ 4,279	\$ 4,070	95%	81	\$ 329,670	\$ 346,620
19	For services requested of City staff which have no fee listed in this fee schedule. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.	hourly		1.00	\$ 238	\$ 238	\$ -	%	-	\$ -	\$ -
TOTAL										3,705,870	6,117,075

				Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
Fee No.	Fee Name	Fee Unit of Charge	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee 2023-24 Subdivision & Mapping Fee Schedule	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues	
										Current Fee	Full Cost Recovery Fee

NOTES

- [1] Sourced from: 2022-23 Public Works Subdivision and Mapping Fee Schedule, effective 7-1-22.
- [2] Maximum fee amount is set by State.
- [3] Submit two (2) separate checks, payable to San Francisco Public Works or SFPW. One check is a non-refundable application processing fee of \$1,000; and the second check is for the remaining map review fee. Please date checks no more than 15 days from the day of application submittal.
- [4] Minimum fee. Additional fees may be assessed on time and material basis.
- [5] Legislated fee
- [6] Passthrough fee for DBI review

APPENDIX A.3

Cost of Service Analysis – Bureau of Urban Forestry

Cost of Service Estimate for Fee Related Services and Activities - - Urban Forestry

Fee No.	Fee Name	Fee Unit of Charge	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
				Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee 2023-24 PW Permit Fee Schedule	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues	
										Current Fee	Full Cost Recovery Fee
III	URBAN FORESTRY										
1	Sidewalk Landscaping										
	Non-Construction Related										
	One (1) Property	per app		2.50	\$ 205	\$ 512	\$ 340	66%	123	\$ 41,820	\$ 62,995
	2-4 Properties	per app		3.50	\$ 205	\$ 717	\$ 292	41%	4	\$ 1,168	\$ 2,868
	5+ Properties	per app		4.50	\$ 205	\$ 922	\$ 253	27%	97	\$ 24,541	\$ 89,423
	Construction Related										
	Single Property / Small Parcel / Residential - Retroactive (no changes required)	per app		2.00	\$ 205	\$ 410	NEW	%	-	\$ -	\$ -
	Up to 25 lf of frontage	flat		2.50	\$ 205	\$ 512	NEW	%	-	\$ -	\$ -
	26-75 lf of frontage	flat		3.00	\$ 205	\$ 615	NEW	%	-	\$ -	\$ -
	76-200 lf of frontage	flat		3.25	\$ 205	\$ 666	NEW	%	-	\$ -	\$ -
	201+ lf of frontage	flat		3.50	\$ 205	\$ 717	NEW	%	-	\$ -	\$ -
2	In-Lieu Tree Fee										
	DPW Labor	per tree		1.50	\$ 205	\$ 307					
	36 inch box tree	actual cost	[1]			\$ 538					
	Water -3 years, 1350 gallons per week	actual cost	[1]			\$ 1,600					
	Subtotal					\$ 2,446	\$ 2,431	99%	360	\$ 875,160	\$ 880,419
	DPW Labor	per tree		1.50	\$ 205	\$ 307					
	48 inch box tree	actual cost	[1]			\$ 1,658					
	Water -3 years, 1350 gallons per week	actual cost	[1]			\$ 1,600					
	Subtotal					\$ 3,566	\$ 2,431	68%	-	\$ -	\$ -
	DPW Labor	per tree		1.50	\$ 205	\$ 307					
	60 inch box tree	actual cost	[1]			\$ 3,317					
	Water -3 years, 1350 gallons per week	actual cost	[1]			\$ 1,600					
	Subtotal					\$ 5,224	\$ 2,431	47%	-	\$ -	\$ -

Fee No.	Fee Name	Fee Unit of Charge	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
				Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee 2023-24 PW Permit Fee Schedule	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues	
										Current Fee	Full Cost Recovery Fee
3	Tree Removal Permit Application (includes New Planting)										
	Non-Construction Related										
	1 - 3 Trees	flat		3.00	\$ 205	\$ 615	\$ 458	75%	31	\$ 14,198	\$ 19,052
	4-9 Trees	flat		4.00	\$ 205	\$ 819	\$ 1,228	150%	19	\$ 23,332	\$ 15,570
	10+ Trees	flat		5.00	\$ 205	\$ 1,024	\$ 1,845	180%	10	\$ 18,450	\$ 10,243
	Construction Related										
	1 - 3 Trees	flat		4.00	\$ 205	\$ 819	\$ 923	113%	237	\$ 218,751	\$ 194,210
	4-9 Trees	flat		5.00	\$ 205	\$ 1,024	\$ 1,228	120%	-	\$ -	\$ -
	10+ Trees	flat		6.00	\$ 205	\$ 1,229	\$ 1,845	150%	-	\$ -	\$ -
4	Tree Protection Plan										
	1-3 Trees	per app		2.00	\$ 205	\$ 410	\$ 151	37%	103	\$ 15,553	\$ 42,202
	4+ Trees	per app		3.00	\$ 205	\$ 615	\$ 151	25%		\$ -	\$ -
5	New Planting (standalone, no tree removal permit)										
	Non-Construction Related	each		1.50	\$ 205	\$ 307	NEW	%	-	\$ -	\$ -
	Construction Related										
	Up to 50 lf of frontage	each		2.50	\$ 205	\$ 512	NEW	%	-	\$ -	\$ -
	51-125 lf of frontage	each		3.50	\$ 205	\$ 717	NEW	%	-	\$ -	\$ -
	126-250 lf of frontage	each		5.00	\$ 205	\$ 1,024	NEW	%	-	\$ -	\$ -
	251+ lf of frontage	each		6.50	\$ 205	\$ 1,332	NEW	%	-	\$ -	\$ -
6	Reinspection Fee / Additional Site Visit	per inspection		2.00	\$ 205	\$ 410	NEW	%	-	\$ -	\$ -
7	Billboard Permit	each	[2]				\$ 300				
8	For services requested of City staff which have no fee listed in this fee schedule. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.	hourly		1.00	\$ 205	\$ 205	\$ -	%	-	\$ -	\$ -
TOTAL										1,232,973	1,316,983

NOTES

- [1] Actual costs are passed through to applicant. NBS did not evaluate.
- [2] Fee set by San Francisco Public Works code 805.1. NBS did not evaluate.

APPENDIX A.4

Cost of Service Analysis –

Bureau of Street & Environmental Services – Community Preservation and Blight Reduction Act

Cost of Service Estimate for Fee Related Services and Activities - Blight

Fee No.	Fee Name	Fee Unit of Charge	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
				Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues	
										Current Fee	Full Cost Recovery Fee
IV	BLIGHT										
1	Blight Violations		[1]								
	Inspection Fee	per inspection		2.50	\$ 130	\$ 324	\$ 320	99%	2,159	\$ 690,880	\$ 699,093
	Failure to Correct Notice of Violation										
	15 days - 90 days following notice	per day					\$ 100				
	91 days - 120 days following notice	per day					\$100 - \$500				
	121 days or more following notice	per day					\$500 - \$1,000				
2	For services requested of City staff which have no fee listed in this fee schedule. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.	hourly		1.00	\$ 130	\$ 130	NEW	%	-	\$ -	\$ -
TOTAL										690,880	699,093

NOTES
 [1] Includes: Overgrown weeds and grass, Landscaping, Trash, litter and debris, Outside storage of household items, Property blight, Disrepair and exterior property conditions, Graffiti, Abandoned or junk vehicles, Vehicles parked on lawn or unpaved area, Home auto repair

APPENDIX B.1

Comparative Fee Survey – Bureau of Street-Use and Mapping – Permits & Inspection Divisions

City of San Francisco				Comparison Agencies				
Fee No.	Fee Description	Fee Unit / Type	Current Fee / Deposit	Berkeley	LA	Oakland	Sacramento	Seattle
1	STREET-USE							
1	Additional Street Space							
	New Application	each	\$ 594	see street space	see street space	see street space	see street space	see street space
	Renewal	each	\$ 336					
	per SF/month - assessment (<80' bulk & height)	per SF/month	\$ 6.50	see street space	see street space	see street space	see street space	see street space
	per SF/month - assessment (over 80' bulk & height)	per SF/month	\$ 17					
2	Banners							
	Processing	per 20 banners	\$ 121	\$582 (from Planning fee schedule)	Actual Cost	no comparison available	New: \$600 Renew/Ext: \$300	Event Pole Banner Issuance: \$300
	Inspection	per 20 banners	\$ 208					
3	Board of Appeals Surcharge	each	\$ 10	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
4	Café Tables & Chair (annual)							
	New	each	\$ 165	no comparison available	\$1,854 + sewerage facility charge	see street space	Staff issued: \$190 City Council approval: \$390	see street space
	plus each additional SF	each SF	\$ 9.25					
	Renewal	each	\$ 82					
	plus each additional SF	each SF	\$ 8.00					
	Requiring Departmental Action	each	\$ 165					
	plus each additional SF	each SF	\$ 11	Actual Cost				
5	Commemorative Plaque	each	\$ 1,833	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
6	Contractor Parking Plan							
	Street Space	each	\$ 765	see street space	see street space	see street space	see street space	see street space
	Excavation	each		Base Fee: \$34 No Parking Sign: \$15 Daily: \$15.80 Weekly: \$79	no comparison available	Short-term (14 days): Metered area: \$34.50/meter/day Un-metered area: \$17/25 ft/day Signs: \$3/sign	no comparison available	no comparison available
	Administrative Fee	each	\$ 168					
	Inspection	each	\$ 390					
	Modification	each	\$ 69					
						Long-term (15-180 days): Metered: \$1,037/meter/30 days Un-metered: \$519/25 ft/30 days		

City of San Francisco				Comparison Agencies				
Fee No.	Fee Description	Fee Unit / Type	Current Fee / Deposit	Berkeley	LA	Oakland	Sacramento	Seattle
7	Consultation / Pre-Application							
	First 2 hours	hourly (2 hr. min)	\$ 533	<i>no comparison available</i>	\$149/hr	\$174 - \$199.16 per hour	\$120/hr	\$269/hr
	each additional hour	hourly	\$ 266					
8	Display Merchandise							
	Annual	each	\$ 178	see street space	No investigation: \$556 Investigation: \$1,854 Board Report Required: Actual Cost (\$7,000 min deposit)	see street space	see street space	see street space
	plus each additional SF	each SF	\$ 11.75					
9	Excavation							
	Administrative Fee			Filing Fee: \$22 Base Permit: \$127 Plan Check: \$190 Insp: \$153	U Permit: \$191 E Permit: \$438	Permit (2 hrs insp time): \$454.65 Add'l insp: \$211.05/hr	Min fee \$74 / actual cost	<i>no comparison available</i>
	Small project - to 100 SF	per permit	\$ 111		U Permit: Act Cost E Permit: Act Cost			
	Medium project - 100 to 1,000 SF	per block	\$ 140		U Permit: \$114 E Permit: \$114			
	Large project - 1,000+ SF	per block	\$ 186		U Permit: \$2.20/sq.ft. E Permit: \$2.20/sq.ft.	City-performed repairs: Act Cost + 2% surcharge Admin fee: \$1,953		
	General Inspection Fee				U Permit: Act Cost E Permit: Act Cost			
	Small project - to 100 SF	per permit	\$ 600		see above	Permit Review <300 ft: \$454.65 300+ ft: \$1,257.90 ea 300 ft		
	Medium project - 100 to 1,000 SF	per day	\$ 92					
	Large project - 1,000+ SF	per day	\$ 136					
	Tank removal, standard side sewer, boring/monitoring wells)	per hour	\$ 150					
	Utility Inspection Fee					Permit: No Fee Inspection: \$180.83/hr (normal hours, \$316.05/hr outside normal hours)		
	Small project - to 100 SF	per permit	\$ 26					
	Medium project - 100 to 1,000 SF	per day	\$ 92					
	Large project - 1,000+ SF	per day	\$ 136					
10	Flower Markets							
		each	\$ 1,213	<i>no comparison available</i>	No investigation: \$556 Investigation: \$1,854 Board Report Required: Actual Cost (\$7,000 min deposit)	see street space	see street space	\$ 181

City of San Francisco				Comparison Agencies				
Fee No.	Fee Description	Fee Unit / Type	Current Fee / Deposit	Berkeley	LA	Oakland	Sacramento	Seattle
11	Free Sample Merchandise	each	\$ 100	see street space	No investigation: \$556 Investigation: \$1,854 Board Report Required: Actual Cost (\$7,000 min deposit)	see street space	see street space	no comparison available
12	Inspection of Conformity	each	\$ 300	\$190/hr	\$149/hr	\$174/hr	\$120/hr	\$269/hr
13	Major Encroachment							
	New Application	each	\$ 5,748	\$ 454	No investigation: \$556 Investigation: \$1,854 Board Report Required: Actual Cost (\$7,000 min deposit)	see street space	Non-billable accounts: \$300 min Billable accounts: monthly invoicing Temp Street Use: \$0-\$75	see street space and occupancy use fee
	At Risk	each	NEW	Approval Fee: \$1,774				
	City Attorney	each	NEW					
	Annual Assessment Fee (min \$100)	per SF/year	\$ 5.25					
14	Minor Sidewalk Encroachment							
	New Application	each	\$ 1,481	\$ 454	No investigation: \$556 Investigation: \$1,854 Board Report Required: Actual Cost (\$7,000 min deposit)	see street space	Non-billable accounts: \$300 min Billable accounts: monthly invoicing Temp Street Use: \$0-\$75	see street space and occupancy use fee
	Public Hearing Required (additional fee)	each	NEW	Approval Fee: \$1,228				
	Annual Assessment Fee (min \$100)	per SF/year	\$ 5.25					
	Existing Conditions or Submittal with SI Permit (except shoring MSE permits)	each	\$ 211					
15	Mobile Food Facilities							
	One (1) Location			no comparison available	no comparison available	\$100/yr or pro-rata Downtown Park Sites: \$40/hr/date/site Other Park Sites: \$30/hr/date/site	no comparison available	Annual Food-vehicle zone vending (paid parking): \$478 (each 4-hr period x each day per week) Annual Food-vehicle zone vending (unpaid parking): \$104 (each 4-hr period x each day per week)
	Filing Fee	each	\$ 228					
	Notification Fee	each	\$ 277					
	Inspection Fee	each	\$ 528					
	Each additional location							
	Notification Fee	each	\$ 277					
	Inspection Fee - first additional location	each	\$ 264					
	Inspection Fee - each additional location	each	\$ 264					
	Modification of location, or hours of operation							
	Filing Fee	each	\$ 117					
	Notification Fee	each	\$ 277					
	Inspection Fee	each	\$ 264					
	Renewal (no violations within previous year)	each	\$ 183					
	Per Decal (if applicable)	each	\$ 50					
16	Nighttime Work (new application)							
	Permit	each	\$ 151	\$190/hr	Weekday: \$95/hr Weekend/Holiday: \$380/hr (4 hr min)	\$316.05/hr	\$120/hr	\$538/hr
	Inspection	per night	NEW					

City of San Francisco				Comparison Agencies				
Fee No.	Fee Description	Fee Unit / Type	Current Fee / Deposit	Berkeley	LA	Oakland	Sacramento	Seattle
17	Overwide Driveway (30+ feet)							
	New Application	each	\$ 1,158	Filing Fee: \$22 Base Permit: \$127 Plan Check: \$190	\$273 + \$0.85 per sq. ft.	Permit: \$433 Over 200 ft: \$0.93/sq. ft.	Variance: Residential/< 2 lots: \$120 Commercial/>2 lots: \$320 deposit Appeal: Actual Cost Permit & Inspection: <23 ft: \$250 24-35 ft: \$325 36-45 ft: \$400 Asphaltic Concrete: \$175	no comparison available
	Existing Condition	each	\$ 211					
	Annual Assessment Fee	per SF/year	\$ 5.25	see street space	see street space	see street space	see street space	see street space
	Inspection	each	\$ 371	Insp: \$28 per 100 sq. ft.	no comparison available	no comparison available	see street space	see street space
18	Shared Spaces/Parklet							
	Tier 1: Public Parklet							
	First parking space	each	\$ 1,090					
	Each additional parking space	each	\$ 272					
	Annual license per parking space	each	\$ 109					
	Tier 2: Movable Commercial Parklet							
	First parking space	each	\$ 2,180	no comparison available	no comparison available	no comparison available	Staff issued: \$190	no comparison available
	Each additional parking space	each	\$ 1,090				City Council approval: \$390	
Annual license per parking space	each	\$ 1,635						
Tier 3: Fixed Commercial Parklet								
First parking space	each	\$ 3,270						
Each additional parking space	each	\$ 1,635						
Annual license per parking space	each	\$ 2,180						
19	Pipe Barriers							
	New Application	each	\$ 1,040	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Inspection Fee	per 25 ft	\$ 489					
	Existing Conditions	each	\$ 211					
20	Security Bollards (new application)							
	Application Fee	each	\$ 3,067	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Inspection Fee	per 25 ft	NEW					

City of San Francisco				Comparison Agencies				
Fee No.	Fee Description	Fee Unit / Type	Current Fee / Deposit	Berkeley	LA	Oakland	Sacramento	Seattle
21	Sidewalk Repair	per 100 SF	\$ 25	Filing Fee: \$22 Base Permit: \$127 Insp: \$28/100 sf	\$273 + \$0.85 per sq. ft. No Fee if due to City tree	Voluntary: Repair: Act cost Admin Fee: \$454.65 Interest on unpaid balance: 10%/5% low income Mandatory: Repair: Act cost Admin Fee: \$454.65 Surcharge: 2% No Fee if due to City tree	Admin Fee: \$40 Repair: Act Cost Root Inspection: \$100	<i>no comparison available</i>
	Inspection Fee	each	NEW					
22	Special Sidewalk							
	New Application	each	\$ 594	<i>no comparison available</i>	see sidewalk	see sidewalk	see street space	<i>no comparison available</i>
	Non-Std Cross Slopes, Existing Conditions/Submittal with SI Permit	each	\$ 211					
	Inspection Fee (Special Coating)	each	NEW					
23	Storage Container (registered companies only)							
	Annual	each	\$ 841	see street space	see street space	see street space	see street space	see street space
	Deposit	each	\$30,000 refundable bond					
	Individual Location							
	1st Day	each	\$ 84					
	2nd & 3rd Day	each	\$ 169					
	Over 3 days	each	\$ 169					
	plus per container / day	per container / day	\$ 84					

City of San Francisco				Comparison Agencies					
Fee No.	Fee Description	Fee Unit / Type	Current Fee / Deposit	Berkeley	LA	Oakland	Sacramento	Seattle	
24	Street Improvement			\$190/hr	Class "A" Permit - \$273 Insp: Curb: \$3.7/lf Paving/Gutter/Sidewalk/Driveway: \$0.85/sf	\$1-\$5k: \$1,000 \$5,001-\$10k: \$3,046 \$10,001-\$50k: \$3,046 + \$73/add'l \$1,000 val	Min fee \$74 / actual cost	no comparison available	
	Minimum Submittal Fee (w/Building Permit App) - Simple	each	\$ 1,660			Resurfacing: \$3.30/sf Area Drain/Tree well: \$15.95 each Pipe: \$5.50 each Density Test: \$300 ea Relative Compaction: \$115 ea Concrete Cylinder Test: \$100 ea			\$50,001-\$100k: \$5,966 + \$52/add'l \$1,000 val \$100,001-\$500k: \$8,566 + \$47/add'l \$1,000 val \$500,001-\$2.5 mil: \$27,366 + \$45/add'l \$1,000 val
	Minimum Submittal Fee (w/Building Permit App) - Complex	each	NEW			Class "B" Permit: Actual Cost			\$2.5 mil+: \$117,366 + \$21/add'l \$1,000 val
	Minimum Notice to Repair	each	\$ 554						
	Curb Cut Only Annual Assessment Fee (min \$100)	per SF/year	\$ 5.25	see street space	see street space	see street space	see street space	see street space	
25	Street Space			Filing Fee: \$22 Base Permit Fee: \$127 Temp ROW Inspection: \$190 Monthly Fee: \$221	No investigation: \$556 Investigation: \$1,854 Board Report Required: Actual Cost (\$7,000 min deposit)	City Engineer Action: New encroach: \$1,781 Existing: \$3,176 Private Bike Rack: \$74 New Bike Share: \$1,781 Encroach R3 Occup: \$1,781 Amend/Recession: \$1,084 City Council Action: \$4,980	Encroachment - non-billable account: \$300 min deposit Encroachment - billable account: monthly invoicing Encroachment - temp use: \$0-\$75 Revocable - no Council action: \$300 Revocable - Council action - \$600	ROW - Simple: \$194 ROW - Complex: \$698 General Long Term Issuance: \$395 General Renewal: \$300 Major Permits: \$8,262	
	Permit	each	\$ 168			Obstruction - Short (14 day max): Metered: \$34.50/day Un-Metered: \$17/25 ft/day Obstruction - Long (15-180 day max): Metered: \$1,037/meter/30 days Un-Metered: \$519/25 ft/30 days			
	Occupancy Assessment	per month/per 20 LF	NEW			\$7.50/LF/Month			no comparison available

City of San Francisco				Comparison Agencies				
Fee No.	Fee Description	Fee Unit / Type	Current Fee / Deposit	Berkeley	LA	Oakland	Sacramento	Seattle
26	Street Vending							
	Application	each	\$ 454	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	Year-Round Street/Sidewalk Activities: \$200
	Renewal	each	\$ 106					
27	Temporary Occupancy	per day / per block face	\$ 84	see street space				
28	Transit Shelters (registered companies only)							
	New Location	each	\$ 470	<i>no comparison available</i>				
	Existing location (if no public notice required)	each	NEW					
29	Vault (Transformer) Encroachment							
	New Application	each	\$ 1,536	see street space				
	Annual Assessment Fee	per SF/year	\$ 19.75	see street space				
30	SFMTA Parking Meter Occupancy Fees	per 25 LF / day	\$ 18	<i>no comparison available</i>				
31	For services requested of City staff which have no fee listed in this fee schedule. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.	hourly	\$ -	\$ 190	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>

APPENDIX B.2

Comparative Fee Survey – Bureau of Street-Use and Mapping – Subdivision and Mapping Division

City of San Francisco				Comparison Agencies				
Fee No.	Fee Description	Fee Unit / Type	Current Fee / Deposit	Berkeley	LA	Oakland	Sacramento	Seattle
II	SUBDIVISION AND MAPPING							
1	Application Processing	each	\$ 1,000	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
2	Parcel Map							
	Condominium Conversions of 4 Units or Less	each	\$ 12,429	<i>no comparison available</i>	Prelim Parcel: Map: \$8,240 Revision/Mod: \$824 Exemption: \$1,262 Tent Sub: < 20: \$8,240 >= 20: Act Cost Revision/Mod: \$1,854	Condominium Conversion: \$3,624 Tentative Map: \$6,532	Tentative map (parcel, master parcel, sub): \$1,000 deposit Extension: \$950	<i>no comparison available</i>
	New Construction Condominiums & Subdivisions of 4 Units or Less	each	\$ 11,518					
	plus per lot	per lot	\$ 50					
3	Final Map							
	Condominium Conversions of 5 or 6 Units	each	\$ 12,592	<i>no comparison available</i>	Final Parcel: \$8,240 Resubmit: \$824 Reversion to acreage: \$1,854 Waiver: \$1,262	Final map: \$4,033.50 first 2.5 hours, \$417.90 each additional 2 hrs	Final Parcel: \$3,200 deposit Final Sub: \$3,800 dep + \$25/lot Master Parcel check: \$3,800 deposit	<i>no comparison available</i>
	plus per lot	per lot	\$ 50					
	plus per lot (air space subdivision)	per lot	\$ 806					
	New Construction Condominiums & Subdivisions of 5 Units or More	each	\$ 12,592					
	plus per lot	per lot	\$ 50					
	plus per lot (air space subdivision)	per lot	\$ 806					

City of San Francisco				Comparison Agencies				
Fee No.	Fee Description	Fee Unit / Type	Current Fee / Deposit	Berkeley	LA	Oakland	Sacramento	Seattle
4	Vertical Subdivision Map							
	Parcel Map (4 Lots or Less)	each	\$ 12,852	<i>no comparison available</i>	Airspace: Actual Cost	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	Final Map (5 Lots or More)	each	\$ 12,852					
	Each Additional Lot (air space subdivision)	each	\$ 806					
5	Vesting Tentative Map	each	\$ 13,592	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	\$950 dep	<i>no comparison available</i>
6	Amended Map	each	\$ 4,357	<i>no comparison available</i>	Parcel: \$824 Sub: \$1,854	\$1,709/map	\$600 dep	<i>no comparison available</i>
7	Lot Line Adjustment	each	\$ 4,357	\$1,743 plus \$588 deposit	no comp	\$ 320	2-4 parcels: \$2,600 > 2 acres: \$2,600 dep	\$ 1,970
8	Certificate of Compliance	each	\$ 3,446	<i>no comparison available</i>	\$ 1,262	First 6 hours: \$1,311 Each add'l: \$226.80/hr	Lot splits: \$1,800 Lot mergers: \$2,300 Admin fee waiver: \$1,000 dep	<i>no comparison available</i>
9	Certificate of Correction	each	\$ 3,446	<i>no comparison available</i>	<i>no comparison available</i>	\$ 1,157	\$600 dep	<i>no comparison available</i>
10	Sidewalk Legislation, Street Vacation	per block	\$ 3,293	<i>no comparison available</i>	Actual Cost	City Council: \$4,980 City Engineer: \$2,564 Shared Access Eng Review: \$1,804	\$ 2,500	\$ 6,500
	Additional Fee (fronting/re-circulation)	per lot	\$ 1,750					
11	Record of Survey	each	\$ 816	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
12	Corner Record	each	\$ 25	<i>no comparison available</i>	<i>no comparison available</i>	Pre-const: \$2,228.10 Post-const: \$522.90	<i>no comparison available</i>	<i>no comparison available</i>
13	Department of Building Inspection (DBI) Review Fee	each	\$ 538	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>

City of San Francisco				Comparison Agencies				
Fee No.	Fee Description	Fee Unit / Type	Current Fee / Deposit	Berkeley	LA	Oakland	Sacramento	Seattle
14	Pre-application Meeting or Staff Consultation (first 2 hours)	hourly	\$ 533	no comparison available	\$149/hr	\$174 - \$199.16 per hour	\$120/hr	\$269/hr
	each additional hour	hourly	\$ 266					
15	Project Reinstatement (Untermination)	each	\$ 1,000	no comparison available	no comparison available	no comparison available	\$ 500	no comparison available
16	Incomplete Submittal	each	\$ 500	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
17	Appeal of Tentative Map Decision Fee	each	\$ 381	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
18	Monument Reference	each	\$ 4,070	no comparison available	no comparison available	\$ 6,757	no comparison available	no comparison available
19	For services requested of City staff which have no fee listed in this fee schedule. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.	hourly	\$ -	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available

APPENDIX B.3

Comparative Fee Survey – Bureau of Urban Forestry

City of San Francisco				Comparison Agencies				
Fee No.	Fee Description	Fee Unit / Type	Current Fee / Deposit	Berkeley	LA	Oakland	Sacramento	Seattle
III	URBAN FORESTRY							
1	Sidewalk Landscaping							
	Non-Construction Related							
	One (1) Property	per app	\$ 340		no cost			
	2-4 Properties	per app	\$ 292					
	5+ Properties	per app	\$ 253					
	Construction Related							
	Single Property / Small Parcel / Residential - Retroactive (no changes required)	per app	NEW	no comparison available		no comparison available	no comparison available	no comparison available
	Up to 25 lf of frontage	flat	NEW		no comparison available			
	26-75 lf of frontage	flat	NEW					
	76-200 lf of frontage	flat	NEW					
	201+ lf of frontage	flat	NEW					
2	In-Lieu Tree Fee	per tree	\$ 2,431	no comparison available	Development Tree Planting: \$2,612 per tree Public Works Tree Planting: \$1,945 per tree (reduced by \$267 per tree for residential property with 4 or fewer dwelling units)	\$619/tree	Trees other than palm trees - \$325 per inch DSH Palm Trees - \$100 per linear foot	no comparison available

City of San Francisco				Comparison Agencies				
Fee No.	Fee Description	Fee Unit / Type	Current Fee / Deposit	Berkeley	LA	Oakland	Sacramento	Seattle
3	Tree Removal Permit Application							
	Non-Construction Related							
	1 - 3 Trees	flat	\$ 458	<i>no comparison available</i>	Broadhead/Palm: \$343 <10: 2% surcharge Oak Trees: \$1,084	Non-development: 1-10: \$503.53 11+: \$503.53 + \$10/tree	\$50 application fee	Performing <ul style="list-style-type: none"> • a street tree removal, • a street tree planting, • major pruning of street tree branches or roots greater than 2" diameter, or • major pruning comprising more than 15% of foliagebearing area: no cost
	4-9 Trees	flat	\$ 1,228					Work is on an arterial street and will take more than 2 hours per day: \$599 + Street Use fees + \$98 review fee
	10+ Trees	flat	\$ 1,845					Work is on a non-arterial street and will take more than 8 hours per day: \$599 + Street use fees
	Construction Related							Work is in Hub Area or High Impact Area downtown: \$98 Review fee
	1 - 3 Trees	flat	\$ 923					Development: 1-10: \$503.53 11-100: \$503.53 + \$10/tree 100+: \$503.53 + \$125.83/hr
	4-9 Trees	flat	\$ 1,228					
	10+ Trees	flat	\$ 1,845					

City of San Francisco				Comparison Agencies				
Fee No.	Fee Description	Fee Unit / Type	Current Fee / Deposit	Berkeley	LA	Oakland	Sacramento	Seattle
4	Tree Protection Plan							
	1-3 Trees	per app	\$ 151	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	4+ Trees	per app	\$ 151	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
5	New Planting (standalone, no tree removal permit)							
	Non-Construction Related		NEW	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	Construction Related							
	Up to 50 lf of frontage	each	NEW	Tree planting in public-right of-way: City plants a tree or residents can plant their own tree All trees considered City property Pruning to be done by City Staff Resident will water for at least 3 years (approx 20 gal per week for 7 mo)	15 gallon: \$427 24" box size: \$434	Concrete cutting: Actual Cost 15 gallon: \$490.26 24" box size: \$814.39	Corner lot: \$200 per tree Interior lot: \$100 per tree	no cost
	51-125 lf of frontage	each	NEW					
	126-250 lf of frontage	each	NEW					
	251+ lf of frontage	each	NEW					
6	Reinspection Fee / Additional Site Visit	per inspection	NEW	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
7	Billboard Permit	each	\$ 300	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
8	For services requested of City staff which have no fee listed in this fee schedule. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.	hourly	\$ -	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>

APPENDIX C

Fee Study Sensitivity Analysis

Memorandum

To: Bruce Robertson, Deputy Director for Financial Management and Administration, San Francisco
Department of Public Works
From: David Mealy
RE: San Francisco Department of Public Works Fee Study Sensitivity Analysis
Date: May 23, 2023
CC: Nicole Kissam, NBS; Lauren Guido, NBS

Introduction

As part of the scope of the Fee Study for the San Francisco Department of Public Works (the Department), NBS and Urban Analytics were asked to facilitate the Department's review of the benefits of different types of fees for service activities through an analysis of potential market sensitivities to those fees and the interaction of those fees with established Department goals and policies. This memorandum sets out the results of our sensitivity analysis.

Summary

Permit fees are a cost recovery mechanism for public agencies, compensating for the time and materials needed to ensure projects meet public safety and regulatory requirements. Fee reductions, deferrals, waivers and rebates are employed in San Francisco and elsewhere to further particular public policies, provide needs-based assistance on a case-by-case basis, offset past inequities for defined populations and as an emergency response tool. Revenue forgone from fee reduction, waivers and rebates can be treated as non-recoverable, be capped to limit budget impact, be offset by outside funding, be provided in return for other impact mitigation, or simply be treated as a cost necessary to achieve larger public policy goals; however, the forgone revenue cannot be recaptured from increased fees on other fee-payers.

San Francisco has implemented a number of innovative policies to reduce permitting costs in response to the economic hardships caused by the COVID-19 pandemic, including permit streamlining, notification waivers and business license, permit and tax waivers. Some of these and other policies have been extended post-pandemic to ameliorate the impact fees may have on particular public policy goals intended to rebuild San Francisco’s economic resilience and increase housing supply.

Background

The initial scope for this task was developed in conjunction with Department staff in late 2019, a time when soaring costs for both housing and commercial space were raising concerns about the affordability of the City for residents and small businesses. The focus of this portion of the fee study at the time was on potential impacts related to the retention of both businesses and affordable housing in the City.

In the intervening three years, the shelter-in-place requirements brought on by the COVID pandemic upended the local economy by virtually eliminating most local activity related to office, retail, restaurant, tourism, hospitality, the arts and sports for much of that period. The pandemic also brought to the fore social equity issues around exposure to COVID for essential service workers, often people of color living in close quarters because of the lack of housing affordability. Beyond the pandemic, racial justice and systemic racism became a major and ongoing public concern with the deaths of numerous Black Americans at the hands of law enforcement as well as with racist attacks here and elsewhere on Asian Americans and Pacific Islanders.

The City established the Office of Racial Equity (ORE) as a division of the Human Rights Commission in 2019 and required all departments within the City to prepare a Racial Equity Action Plan in two phases. The first phase, completed in January 2021, focused on the internal dynamics and operations of City departments and the second phase focusses on how they deliver services and community programs. The ORE is charged with implementing, among other things, a Racial Equity Policy Analysis Tool for Legislation at the Board of Supervisors to illuminate the impact of policy on communities of color as well as a Budget Equity Tool to assess how the City budget decisions and priorities benefit and/or burden communities, specifically communities of color.

The challenges of retaining small businesses and residents that were top-of-mind in 2019 remain a major concern today. These issues have been exacerbated by the pandemic-caused economic shutdown and subsequent layoffs in technology, restaurant, hospitality and other industry sectors, leading in part to a 7.5% decline in San Francisco’s population¹ – conditions that are a near inverse of

the overheated economy three years ago. The following analysis will focus on particular tools – cost-recovery adjustments, waivers, deferrals and rebates – related to permit fees that have been employed by San Francisco and other cities.

Analysis

User fees and regulatory fees in California must be adopted by the elected governing body during a public hearing² and may not exceed the full cost of providing services for which the fee is charged³. In other words, the cost recovery rate achieved by a fee may not be greater than 100%. Local governments will typically select cost recovery targets that meet local priorities. Targets can be applied to fee programs such as recreation services, or to individual fees such as a building permit for a water heater.

A general means of selecting an appropriate cost recovery target is to consider the public and private benefits of the service or activity in question:

- To what degree does the public at large benefit from the service?
- To what degree does the individual or entity requesting, requiring, or causing the service benefit?

When a service or activity completely benefits the public at large, significantly lowered fee amounts as relates to costs of providing services typically apply. A low or 0% cost recovery policy for a service or fee program reflects a policy directive to subsidize a service, utilizing general funds from taxes or other sources than fees to finance the services provided. Conversely, when a service or activity completely benefits an individual or entity, there is generally closer or equal to 100% of cost recovery from fees collected from the individual or entity.

Each governing body establishes fee amounts in accordance with local community goals including code compliance, financial constraints, economic development, social values, and equity considerations. Once fees are established, waivers, deferrals, reductions and rebates are all additional tools and incentives that can be applied in response to particular circumstances such as economic need, racial and social equity or disaster response.

Targeted Fee Mitigation

While the Covid pandemic is generally considered to be behind us, and the public health shut-down orders have ended, the City's economy is still reeling from the pandemic for several reasons: most businesses had to close for some time during the pandemic and many never re-opened; some re-

opened but owe back rent and City fees that were deferred; many businesses are open but don't have clientele, staff, cash flow, tourist spending, etc. that they had before the pandemic began.

According to a recent report by the San Francisco Controller's Office⁴, businesses located in the downtown core were decimated by the pandemic and some have not rebounded,⁵ with office vacancies above 25%. A significant number of office workers have been laid off, not fully returned to downtown offices or are working hybrid schedules while many employers have given up or sublet their San Francisco office leases or shut down altogether. Although the public-health crisis is largely over, many San Francisco businesses of all types, especially downtown and in industrial areas, small and homegrown, and those in low-income communities, are still struggling and likely will be for the foreseeable future.

To identify where businesses most in need of economic support are located, the San Francisco County Transportation Authority developed a map identifying "communities of concern" by several demographic measures at a census block group level that is useful for this purpose⁶. In addition, the San Francisco Controller's Office released *The Status of the Re-Opening of the San Francisco Economy* in November 2022⁷ that shows new business licenses by type pre- and post-Covid. A 2015 collaboration between U.C. Berkeley's Urban Displacement Project and the Mayor's Office of Housing and Community Development produced a map of gentrification and displacement risk by census tract⁸. The San Francisco Office of Cannabis' Equity Applicant program uses a map to qualify applicants by residency in particular census tracts with 17% or more of households at or below the federal poverty level⁹. There are a number of broad strategies in furtherance of racial and social equity goals in Oakland and Alameda County described in reports from PolicyLink¹⁰ and the Dellums Institute¹¹.

The San Francisco Department of Public Health tracking of Covid by neighborhood¹² shows the highest rates of infection, hospitalizations and death were and continue to be in low-income communities of concern. The data also shows significant overlap between negative economic impacts from the pandemic with low-income communities of concern that also experienced the City's highest rates of Covid infection and death. As the City evaluates ways to mitigate the Department's fee impacts a focus should be maintained on historically underserved, low-income, disproportionately BIPOC (Black, Indigenous and People of Color) neighborhoods as defined by SFCTA, SFDPH, and others.

In addition to geographic targeting of fee mitigation, it is also important to look at the variety and types of businesses that interface with the Department, pay permit fees, and may also be impacted

by the post-Covid struggle to regain a foothold in the City. Many retailers, food and hospitality, and sales/service providers downtown, in neighborhood commercial districts, and especially in communities of concern, still do not have sufficient clientele, staff or cash flow to be stable or thrive.

Restaurants (primarily) were thrown a lifeline during the pandemic by being allowed to open “Shared Spaces” or “parklets” on City streets and sidewalks. The Department administers this program which has evolved over time in terms of locations, construction and material requirements, permit costs, etc. The initial permit fees were waived during the pandemic and legislation was recently introduced to eliminate permit fees for “curbside” Shared Spaces entirely¹³. Other recently passed legislation extends the grace period for an additional 120 days for permit applicants to operate under pandemic Shared Spaces permits and convert the shared spaces use into a post-pandemic permit.

Many businesses quickly opened shared spaces with materials on hand, only to find after opening that they didn’t meet the evolving criteria (for example, spaces on the street near intersections had to remove the upper “ceilings” so fire trucks could navigate around corners safely)¹⁴. The cost of building the spaces, then altering them, was too expensive for some businesses, and many were removed or abandoned. But these spaces effectively saved the life of San Francisco neighborhoods by enabling residents to gather safely outdoors, eat together with family and friends, and bring activity back to the streets. While not without controversy, the Shared Spaces program (also the JAM program – Just Add Music – that allows live music in Shared Spaces) was a success story that came out of the pandemic and helped keep neighborhood commercial districts alive. Whether the recently-introduced legislation passes, fee mitigation could be prioritized in low-income communities of concern that had a harder time building and maintaining Shared Spaces due to long-standing poor street conditions and exacerbated economic challenges. The same prioritization could be applied to fee mitigation for stand-alone outdoor tables and chairs.

Food trucks were key to feeding residents safely during the pandemic, either individually or collectively in outdoor food hubs. While they also come with some controversy (some feel they compete unfairly with near-by brick-and-mortar restaurants), food trucks can add economic and social life to City streets, in parks, and in the downtown core. Fee mitigations could be applied to permit applications for food trucks located in communities of concern, in neighborhood parks, and downtown to help bring vitality to areas that are struggling or that need more “eyes on the streets”.

Street vendors also fall within the Department’s permitting purview. The City has stepped up permit requirements and enforcement recently due to complaints about an increase in unpermitted and unmanaged street vendors around the City. These actions have been noted by the City’s Office of

Racial Equity as problematic because street vendors may be targeted unfairly due to ethnicity, immigrant status and/or locations. The Office issued an analysis¹⁵ that discourages permit requirements/enforcement and instead recommends designing enforcement based on the needs of the vendors.

Businesses in industrial areas zoned as PDR (Production, Distribution and Repair) - are experiencing a lack of basic City services (street and sidewalk construction, repair and maintenance, parking enforcement, timely SF311 report responses, pedestrian infrastructure upkeep, safety oversight, etc.) that are prioritized in commercial and residential areas in part because of pandemic-related budget and staff shortages. This leads to economic hardship for PDR businesses as well as potential danger to workers and clients.

PDR areas often are located in communities of concern that have been historically underserved long before the pandemic. For example, in the Bayview, many streets are deemed “unaccepted” as public rights-of-way by the City and therefore are not maintained by City agencies including the Department. As a result, public infrastructure and roadway conditions do not meet City standards nor serve employers and workers in these areas. These conditions themselves may have occurred due to under-investment, red-lining and other longstanding policies that were (and continue to be) the product of social inequality and racism¹⁶. Businesses on these and other streets in industrial areas rely on the Department for basic upkeep of public rights-of-way but often do not receive the services that their commercial and residential counterparts receive, even though they are subject to the same permit fees and taxes. Many of these PDR businesses are food-service related (for example non-profits like Meals on Wheels and the SF Produce Market, family-owned firms like BiRite and Legacy Businesses like Wilcox Foods) while others are large anchor businesses like Amazon and Prologis; many have workers that arrive at night and by public transportation and most have delivery and distribution requirements that rely on public infrastructure.

While the Department issues permits for General Excavation and Major Encroachments for new building construction, the November 2022 SF Controller’s Economic Report highlighted a weakening housing market and decline in residential permit activity. Housing-related fee mitigation opportunities could help reverse this trend. The Board of Supervisors recently passed legislation to allow 4 and 6-unit dwellings in RH (residential housing) zones throughout the City. The legislation is intended to increase housing availability and affordability for City residents. However, the City’s Office of Racial Equity reviewed the legislation¹⁷ and noted concerns that low-income communities of color may be inadvertently negatively impacted by this legislation because the cost would be so high

that only the most expensive units could be built, perpetuating exclusionary zoning and worsening the City's racial wealth gap.

Other Forms of Fee Mitigation

Annually in May, the Department and DBI waive 18 of the 23 permit fees normally charged for awning replacement and pedestrian lighting as part of a Small Business Month support program. These waivers apply to small businesses (100 or fewer employees) submitting over-the-counter permit applications for these storefront improvements during May; the applicant submits a simple one-line affidavit attesting to their employee count¹⁸. The City has also implemented the "First Year Free" program to waive certain first-year permit, license and business registration fees from November 2021 through June 2023¹⁹.

In 2020, the City implemented voter-approved Proposition H, the Save Our Small Businesses Initiative, imposing a number of amendments to the Planning Code and the Business and Tax Regulations Code²⁰. These include a coordinated, simplified and expedited 30-day review process among City departments for storefront commercial uses principally permitted in Neighborhood Commercial Districts and Neighborhood Commercial Transit (NCT) Districts, elimination of neighborhood notifications for most storefront land use changes in Neighborhood Commercial Districts, and other changes intended to provide small businesses with added flexibility in adapting their operations to current conditions. To the extent that they reduce the number of fee-based permits required for covered projects, these changes could have the effect of reducing fees²¹. The Initiative implemented a waiver for fees charged by any City department for additional reviews that result from errors in that department's interpretation of code requirements or their determination of required approvals²².

The City has instituted a number of programs offering financial assistance to small businesses affected by the pandemic. Among these is a program funding business license and registration fee deferrals for restaurants, subsequently turned into one-year fee waivers, and two-year business license and registration fee waivers for entertainment venues; both types of businesses also received waivers of their payroll taxes for 2020²³. These fee waivers are limited to businesses with qualifying permit types and gross receipts under certain amounts.

San Francisco also offers a cannabis equity program similar to those in Los Angeles, Oakland and elsewhere that includes priority permit processing and application and cannabis business permit fee waivers²⁴.

On March 23, 2023, Mayor Breed announced a new legislative proposal of over 100 changes in the Planning Code to facilitate easier permitting for small businesses, encourage economic recovery and growth, and fill commercial vacancies. This comes after passing Prop H in 2020 (Save Our Small Business Initiative) and the Small Business Recovery Act (expanded provisions in Prop H to NCTs and other commercial areas, added use flexibility, deleted the definition for a few uses so they fall under General Retail, etc.). According to the Mayor’s office, “...since the City began implementing Proposition H in January 2021, over 3,500 businesses have benefited from the program, which allows more commercial projects to be processed within a shorter timeframe as over-the-counter permit applications are processed immediately upon submission”. In addition, Prop H and the Small Business Recovery Act enabled the Office of Small Businesses to add two new Small Business Permit Specialist positions in March 2022 that have supported over 870 business owners with researching permit requirements, serving as a main point of contact for permits being routed through multiple agencies, and resolving permitting questions. A new Permit Center²⁵ opened in July 2021 and offers 23 distinct service areas through the Planning Department, Department of Building Inspection, Department of Public Health and Department of Public Works, among others. The Mayor’s office says, “By centralizing services in one place, customers can move between permitting departments efficiently, resulting in a better experience and improved government function. Since the start of this year, the Permit Center has served an average of 191 customers per day and provides on average 531 services daily”.

As of April 2023, the Mayor’s new legislative proposal had not been introduced at the Board of Supervisors so the additional code changes are not yet available for review. In her announcement²⁶ the Mayor gives some information as to how her proposal will be applied to permit changes to expand small business reforms tailored to neighborhood commercial areas – they include:

- Reduce the number of barriers small businesses experience when trying to open a new storefront or expand into a new space;
- Provide small business entrepreneurs greater flexibility to adapt to the changing times caused not only by the pandemic, but also due to shifts in consumer behavior as seen globally;
- Allow more businesses to open without going through the months-long Conditional Use Authorization process by principally permitting more uses throughout the City, and reducing the ability for appeals to cause even longer delays;
- Allow more business use types to open on the ground floor to provide more options in filling vacant commercial ground floor spaces;

-
- Address challenges for venues that provide entertainment and/or alcohol, as well as for businesses that offer outdoor patios for patrons

These all appear to be changes to Planning/Building permit processes but there may be changes to the Department permitting included as well. It should also be noted that these changes are focused on easing permitting for small businesses, while the Department permit fee mitigations we are discussing may apply to other sorts of businesses as well as small businesses.

As noted previously, San Francisco recently implemented business license and registration fee waivers as well as payroll tax waivers for entertainment venues and restaurants in response to the widespread economic damage done to those business sectors by the pandemic. These waivers represent foregone general fund revenue in an amount that was somewhat predictable based on the number of permits for establishments that fall within the revenue limits, and were authorized by the Board of Supervisors as a citywide response to a citywide issue. The City also allows annual fee waivers for certain storefront improvements by small businesses, at a minimal cost to the City.

Conclusions

Fee waivers and reductions through permit consolidation has been a prominent strategy with respect to small businesses as the City emerges from the pandemic. This strategy can be extended to meet racial and social equity goals as well by, among other means, geographic targeting of fee waivers and permit streamlining.

While the actual delineation of neighborhoods and communities would be determined in close collaboration with individuals, organizations and representatives in those communities, several tools are available to facilitate such targeting.

Examples of equity programs that could incorporate fee waivers include:

- Legacy and Anchor Business Retention:
 - Legislation passed in 2021 established a Neighborhood Anchor Business Registry which is managed, in addition to the Legacy Business Program, by the Office of Small Business for businesses located at or near their original location for over 15 years. Assistance offered to Anchor Businesses must be consistent with the City's racial equity and language access goals. Permit fee waivers or rebates could be offered to Anchor Businesses located in communities of concern.

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- Anti-Displacement:
 - Aging-in-place programs: fee waivers for improvements required to enable elderly residents to remain in their homes or with their families; the target communities could be geographic areas identified as experiencing displacement having large elderly populations.
 - Retention of long-time residents: waivers of permit fees for long-time residents buying homes in their neighborhoods, targeting communities experiencing high levels of displacement with residential longevity established through public records, neighborhood organizations or other means.
 - Anti-Racism:
 - First-time homebuyers from previously redlined areas, areas that experienced displacement through urban renewal and redevelopment, segregated public housing developments or other areas in which homeownership was closed off for communities of color could be provided with fee waivers for home renovations for a period of time after a home purchase; eligibility criteria would be developed in conjunction with the communities affected.

Waivers and reductions have been demonstrated as reasonable to effective, especially in communities of concern. Fee deferrals are not recommended because many businesses still owe what they deferred during the pandemic and may never be able to pay, let alone future deferred fees. Fee rebates are not very helpful because they require paying the full fees at the outset, and many businesses (some new and some existing but struggling) still can't afford them.

Gross receipts may not be an appropriate measure for fee mitigations post-pandemic because most businesses took a big hit during Covid and many have not fully come back, so their gross receipts may not be an accurate measure for the foreseeable future. On the other hand, fee mitigation could be directed to businesses that stayed afloat but whose gross receipts dropped by a significant percentage between 2019 – 2023 (50% for example).

As discussed previously, businesses that are deemed small (less than 100 employees), Legacy Businesses and Anchor Businesses could be prioritized for Department fee waivers or reductions, especially in communities of concern, or where new business licenses are still lagging post-pandemic according to the SF Controller's Office.

Recognizing that Department fees are only part of the permit and regulatory fees that apply to most commercial and residential projects, fee waivers implemented solely by the Department in the

absence of similar waivers of other departmental fees would be less effective than a coordinated fee waiver program across all departments. Coordinated fee reductions through permit consolidation, streamlining and expediting, such as those implemented through Proposition H, would serve a similar end. The “First Year Free” small business fee waivers program may serve as a model for the application of fee waivers in other circumstances, including meeting City goals for racial and social equity.

Permit fee waivers that are part of broader multi-departmental programs to achieve economic, racial and social equity goals will require Citywide administration to establish eligibility criteria and provide consistent and funded program administration across departments. There are a number of programs in San Francisco – pandemic-related business assistance and public health outreach, cannabis equity, affordable housing, homeless assistance – that are interdepartmental in nature and may provide useful models.

¹ The San Francisco Standard [It’s Official: A Quarter Million People Fled the Bay Area Since Covid](#), March 31, 2023

² California Government Code 66016

³ California Constitution Article XIII C, Section 1

⁴ San Francisco Controller's Office [Status of the San Francisco Economy](#), January 2023

⁵ Yahoo.com [Houston, Dallas Lead the Country in Office Attendance and Empty Office Space](#), April 16, 2023

⁶ San Francisco County Transportation Authority [Equity Priority Communities map](#)

⁷ San Francisco Controller's Office [Status of the Re-Opening of the San Francisco Economy](#), November 2022

⁸ Urban Displacement Project, U.C. Berkeley [Mapping Displacement, Gentrification and Exclusion in the San Francisco Bay Area](#), 2015

⁹ San Francisco Office of Cannabis [Equity Applicant Eligibility Criteria](#)

¹⁰ PolicyLink and the City of Oakland, [A Roadmap Towards Equity: Housing Solutions for Oakland, California](#), 2015

¹¹ The Dellums Institute for Social Justice, [Saving Homes Today: Immediate Anti-Displacement Solutions for the Alameda County Housing Bond](#), April 2016

¹² San Francisco Department of Public Health [Covid-19 Case Maps](#)

¹³ San Francisco Board of Supervisors [Shared Spaces legislation](#)

¹⁴ Impacts on small businesses developed through conversations with Dee Dee Workman, Workman Associates San Francisco, May 2023; Ms. Workman is a policy advisor to San Francisco's small business community.

¹⁵ [ORE Racial Equity Impacts - Street Vendor Regulation](#)

¹⁶ [Unaccepted Streets in Bayview Hunters Point](#)

¹⁷ [ORE Racial Equity Impacts - Density Exceptions in Residential Districts](#)

¹⁸ [Small Business Month Fee Waivers Affidavit](#)

¹⁹ San Francisco Office of the Treasurer and Tax Collector [First Year Free](#)

²⁰ [Proposition H Implementation Press Release](#), November 19, 2020

²¹ Conversation with Dee Dee Workman, Ibid.

²² San Francisco Municipal Code, Article 1, [Section 32\(f\)](#), added by Proposition H, effective 12/18/2020

²³ [News Release: Mayor London Breed's Legislation Providing Fee Waivers and Deferrals for Small Businesses Passes at Board of Supervisors](#), Jan 5 2021

²⁴ San Francisco Police Code [Section 1604](#)

²⁵ [SF.GOV: San Francisco Permit Center](#)

²⁶ San Francisco Office of the Mayor [Small Business Permitting Improvements and Permit Center](#), March 23, 2023

BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689
Tel. No. (415) 554-5184
Fax No. (415) 554-5163
TDD/TTY No. (415) 554-5227

MEMORANDUM

Date: June 3, 2025
To: Planning Department / Commission
From: Brent Jalipa, Clerk of the Budget and Appropriations Committee
Subject: Board of Supervisors Legislation Referral - File No. 250608
Public Works, Subdivision Codes - Fee Modification and Waiver

- California Environmental Quality Act (CEQA) Determination
(*California Public Resources Code, Sections 21000 et seq.*)
- Ordinance / Resolution
 Ballot Measure
- Not defined as a project under CEQA Guidelines Sections 15378 and 15060(c)(2) because it would not result in a direct or indirect physical change in the environment.
6/4/2025 *Joy Navarrete*
- Amendment to the Planning Code, including the following Findings:
(*Planning Code, Section 302(b): 90 days for Planning Commission review*)
 General Plan Planning Code, Section 101.1 Planning Code, Section 302
- Amendment to the Administrative Code, involving Land Use/Planning
(*Board Rule 3.23: 30 days for possible Planning Department review*)
- General Plan Referral for Non-Planning Code Amendments
(*Charter, Section 4.105, and Administrative Code, Section 2A.53*)
(Required for legislation concerning the acquisition, vacation, sale, or change in use of City property; subdivision of land; construction, improvement, extension, widening, narrowing, removal, or relocation of public ways, transportation routes, ground, open space, buildings, or structures; plans for public housing and publicly-assisted private housing; redevelopment plans; development agreements; the annual capital expenditure plan and six-year capital improvement program; and any capital improvement project or long-term financing proposal such as general obligation or revenue bonds.)
- Historic Preservation Commission
- Landmark (*Planning Code, Section 1004.3*)
 Cultural Districts (*Charter, Section 4.135 & Board Rule 3.23*)
 Mills Act Contract (*Government Code, Section 50280*)
 Designation for Significant/Contributory Buildings (*Planning Code, Article 11*)

Please send the Planning Department/Commission recommendation/determination to Brent Jalipa at Brent.Jalipa@sfgov.org.

BOARD of SUPERVISORS



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Tel. No. (415) 554-5184
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TDD/TTY No. (415) 554-5227

NOTICE OF PUBLIC HEARING
BUDGET AND APPROPRIATIONS COMMITTEE
BOARD OF SUPERVISORS OF THE CITY AND COUNTY OF SAN FRANCISCO

NOTICE IS HEREBY GIVEN THAT the Board of Supervisors of the City and County of San Francisco's Budget and Appropriations Committee will hold a public hearing to consider the following proposal and said public hearing will be held as follows, at which time all interested parties may attend and be heard:

Date: June 18, 2025

Time: 10:00 a.m.

Location: Legislative Chamber, Room 250, located at City Hall
1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

Subject: **File No. 250608.** Ordinance amending the Public Works and Subdivision Codes to modify certain permit fees, including waiving fees for café tables and chairs and display merchandise registrants and certain minor sidewalk encroachments that are appurtenant building features, and affirming the Planning Department's determination under the California Environmental Quality Act.

If this legislation passes, fees for street improvement permits in an accepted or unaccepted right-of-way in order to satisfy requirements under Public Works Code, Sections 416, 706, 708, and 724.2, will increase from \$1,010 to \$2,033.77; street improvement permit fees for sidewalk repair that is not the subject of a Departmental Notice to Repair will increase from \$29.67 to \$35.45 per 100 square feet; special sidewalk permit fees will increase from \$704.90 to \$833.13, and from \$250.39 to \$295.44 for an existing special sidewalk or if needed in conjunction with a Street Improvement Permit; standard minor encroachment permits will increase from \$1,683.45 to \$1,988.87, and from \$239.84 to \$283.62 if existing or if needed in conjunction with a Street Improvement Permit (except shoring); street encroachment permit (also known as a major encroachment permit) fees will increase from \$6,533.75 to \$7,721.49; if a pipe barrier permit is associated with a Street Improvement Permit, but that pipe barrier permit does not specifically reference a Street Improvement Permit, the additional fee for each pipe barrier permit will increase from \$133.20 to \$257.62 for each pipe barrier permit; street improvement permits, special sidewalk permits, and automobile runaway (driveway) permits associated with a Department of Public Works Notice to Repair, the permit fee will increase from \$330.32 to \$678.32 per permit; sidewalk width change fees, minimum per block or less, will increase from \$3,875 to \$4,043.46; and nighttime work permits will increase from \$171.64 to \$203.26.

Administrative fees for each permit issued for a small excavation project and any block for which the permit has been extended or amended will increase from \$66 to \$135.90,

DATED/POSTED: June 6, 2025
PUBLISHED: June 8, and June 15, 2025

NOTICE OF PUBLIC HEARING

File No. 250608 (10-Day Fee Ad)

Hearing Date: June 18, 2025

Page 2

each block contained in a medium excavation project will increase from \$83 to \$171.35, and each block contained in a large excavation project will increase from \$110 to \$226.89.

Fees for each permit issued to a small utility excavation project and any permit extension will increase from \$16 to \$31.91 and a \$640 fee will be established for a small general excavation project related to buildings. An inspection fee of \$189.08 per hour will be established for inspection of underground tank removal, side sewer, or boring/monitoring wells.

Fees for temporary street space occupancy for any purpose other than a building construction operation will increase from \$95.48 to \$112.27 per day.

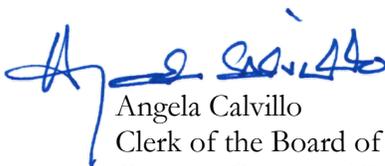
The nonrefundable additional permit application fee for temporary street occupancy will increase from \$353 to \$833.13, and applications to request extension of original terms of temporary street occupancy permits will increase from \$200 to \$471.51

Fees payable to Public Works for air space for four lots or less will increase from \$8,598 to \$16,969.79; Lot Subdivision "Final Map", including Vesting Tentative/Final Subdivision Map, and whether condominium conversion or new construction of five or more units or lots from \$8,437 to \$16,651.90; Condominium Conversion of four units or less from \$8,336 to \$16,452.18; Parcel Map new construction of four lots or less from \$7,770 to \$15,335.44; Amended Map from \$2,704 to \$5,337.92; Lot Line Adjustment from \$2,704 to \$5,337.92; certificate of compliance from \$2,139 to \$4,222.36; certificate of correction from \$2,139 to \$4,222.36; record of survey from \$507 to \$1,010.39; and fees will be established for corner record at \$35.03, incomplete application submittal at \$295.44, Project Application Reinstatement at \$1,027.60, and sidewalk width change or street vacation, minimum per block or less at \$4,043.46.

In accordance with Administrative Code, Section 67.7-1, persons who are unable to attend the hearing on this matter may submit written comments prior to the time the hearing begins. These comments will be made as part of the official public record in this matter and shall be brought to the attention of the Board of Supervisors. Written comments should be addressed to Angela Calvillo, Clerk of the Board, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA, 94102 or sent via email (board.of.supervisors@sfgov.org). Information relating to this matter is available in the Office of the Clerk of the Board or the Board of Supervisors' Legislative Research Center (<https://sfbos.org/legislative-research-center-lrc>). Agenda information relating to this matter will be available for public review on Friday, June 13, 2025.

For any questions about this hearing, please contact the Assistant Clerk for the Budget and Appropriations Committee:

Brent Jalipa (Brent.Jalipa@sfgov.org ~ (415) 554-7712)



Angela Calvillo
Clerk of the Board of Supervisors
City and County of San Francisco

bjj:vy:ams

DATED/POSTED: June 6, 2025

PUBLISHED: June 8 and June 15, 2025

CALIFORNIA NEWSPAPER SERVICE BUREAU

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BRENT JALIPA
CCSF BD OF SUPERVISORS (OFFICIAL NOTICES)
1 DR CARLTON B GOODLETT PL #244
SAN FRANCISCO, CA 94102

EXM# 3935424

COPY OF NOTICE

Notice Type: GPN GOVT PUBLIC NOTICE

Ad Description
BJJ Fee Ad File No. 250608

To the right is a copy of the notice you sent to us for publication in the SAN FRANCISCO EXAMINER. Thank you for using our newspaper. Please read this notice carefully and call us with ny corrections. The Proof of Publication will be filed with the County Clerk, if required, and mailed to you after the last date below. Publication date(s) for this notice is (are):

06/08/2025 , 06/15/2025

The charge(s) for this order is as follows. An invoice will be sent after the last date of publication. If you prepaid this order in full, you will not receive an invoice.

Publication	\$2822.40
Set aside for CCSF Outreach Fund	\$313.60
Clearinghouse Service Charge	\$470.40
Total	\$3606.40

NOTICE OF PUBLIC HEARING BUDGET AND APPROPRIATIONS COMMITTEE BOARD OF SUPERVISORS OF THE CITY AND COUNTY OF SAN FRANCISCO
WEDNESDAY, JUNE 18, 2025 - 10:00 AM
LEGISLATIVE CHAMBER, ROOM 250, CITY HALL, 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO, CA 94102

NOTICE IS HEREBY GIVEN THAT the Board of Supervisors of the City and County of San Francisco's Budget and Appropriations Committee will hold a public hearing to consider the following proposal and said public hearing will be held as follows at which time all interested parties may attend and be heard: **File No. 250608**. Ordinance amending the Public Works and Subdivision Codes to modify certain permit fees, including waiving fees for café tables and chairs, and display merchandise registrants and certain minor sidewalk encroachments that are appurtenant building features, and affirming the Planning Department's determination under the California Environmental Quality Act. If this legislation passes, fees for street improvement permits in an accepted or unaccepted right-of-way in order to satisfy requirements under Public Works Code, Sections 416, 706, 708, and 724.2, will increase from \$1,010 to \$2,033.77; street improvement permit fees for sidewalk repair that is not the subject of a Departmental Notice to Repair will increase from \$29.67 to \$35.45 per 100 square feet; special sidewalk permit fees will increase from \$704.90 to \$833.13, and from \$250.39 to \$295.44 for an existing special sidewalk or if needed in conjunction with a Street Improvement Permit; standard minor encroachment permits will increase from \$1,683.45 to \$1,988.87, and from \$239.84 to \$283.62 if existing or if needed in conjunction with a Street Improvement Permit (except shoring); street encroachment permit (also known as a major encroachment permit) fees will increase from \$6,533.75 to \$7,721.49; if a pipe barrier permit is associated with a Street Improvement Permit, but that pipe barrier permit does not specifically reference a Street Improvement Permit, the additional fee for each pipe barrier permit will

increase from \$133.20 to \$257.62 for each pipe barrier permit; street improvement permits, special sidewalk permits, and automobile runways (driveway) permits associated with a Department of Public Works Notice to Repair, the permit fee will increase from \$330.32 to \$678.32 per permit; sidewalk width change fees, minimum per block or less, will increase from \$3,875 to \$4,043.46; and nighttime work permits will increase from \$171.64 to \$203.26. Administrative fees for a small permit issued for a small excavation project and any block for which the permit has been extended or amended will increase from \$66 to \$135.90, each block contained in a medium excavation project will increase from \$83 to \$171.35, and each block contained in a large excavation project will increase from \$110 to \$226.89. Fees for each permit issued to a small utility excavation project and any permit extension will increase from \$16 to \$31.91 and a \$640 fee will be established for a small general excavation project related to buildings. An inspection fee of \$189.08 per hour will be established for inspection of underground tank removal, side sewer, or boring/monitoring wells. Fees for temporary street space occupancy for any purpose other than a building construction operation will increase from \$95.48 to \$112.27 per day. The nonrefundable additional permit application fee for temporary street occupancy will increase from \$353 to \$833.13, and applications to request extension of original terms of temporary street occupancy permits will increase from \$200 to \$471.51. Fees payable to Public Works for air space for four lots or less will increase from \$8,598 to \$16,969.79; Lot Subdivision "Final Map", including Vesting Tentative/Final Subdivision Map, and whether condominium conversion or new construction of five or more units or lots from \$8,437 to \$16,651.90; Condominium Conversion of four units or less from \$8,336 to \$16,452.18; Parcel Map new construction of four lots or less from \$7,770 to \$15,335.44; Amended Map from \$2,704 to \$5,337.92; Lot Line Adjustment from \$2,704 to \$5,337.92; certificate of compliance from \$2,139 to \$4,222.36;



certificate of correction from \$2,139 to \$4,222.36; record of survey from \$507 to \$1,010.39; and fees will be established for corner record at \$35.03, incomplete application submittal at \$295.44, Project Application Reinstatement at \$1,027.60, and sidewalk width change or street vacation, minimum per block or less at \$4,043.46. In accordance with Administrative Code, Section 67.7-1, persons who are unable to attend the hearing on this matter may submit written comments prior to the time the hearing begins. These comments will be made as part of the official public record in this matter and shall be brought to the attention of the Board of Supervisors. Written comments should be addressed to Angela Calvillo, Clerk of the Board, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA, 94102 or sent via email (board.of.supervisors@sfgov.org). Information relating to this matter is available in the Office of the Clerk of the Board or the Board of Supervisors' Legislative Research Center (<https://sfbos.org/legislative-research-center-irc>). Agenda information relating to this matter will be available for public review on Friday, June 13, 2025. For any questions about this hearing, please contact the Assistant Clerk for the Budget and Appropriations Committee: Brent Jalipa (Brent.Jalipa@sfgov.org ~ (415) 554-7712) Angela Calvillo - Clerk of the Board of Supervisors, City and County of San Francisco

EXM-3935424#



To: Angela Calvillo, Clerk of the Board of Supervisors
From: Sophia Kittler, Mayor's Budget Director
Date: May 30, 2025
Re: Mayor's FY 2025-26 and FY 2026-27 Budget Submission

RECEIVED AK
BOARD OF SUPERVISORS
SAN FRANCISCO
2025 MAY 30 PM04:18

Madam Clerk,

In accordance with City and County of San Francisco Charter, Article IX, Section 9.100, the Mayor's Office hereby submits the Mayor's proposed budget by May 30th, corresponding legislation, and related materials for Fiscal Year (FY) 2025-26 and FY 2026-27.

In addition to the Mayor's Proposed FY 2025-26 and FY 2026-27 Budget Book, the following items are included in the Mayor's submission:

- Proposed *Interim* Budget and Annual Appropriation Ordinance (AAO)
- Proposed *Interim* Annual Salary Ordinance (ASO)
- Proposed Budget and Annual Appropriation Ordinance (AAO)
- Proposed Annual Salary Ordinance (ASO)
- Administrative Provisions for both, but separate documents of the AAO and ASO, in tracked changes, and on pleading paper
- Proposed Budget for the Office of Community Investment and Infrastructure
- A Transfer of Function letter detailing the transfer of positions from one City department to another
- An Interim Exception letter to the ASO
- PUC Capital Amendment and Debt Authorization
- Prop J Certification Letters
- A letter addressing funding levels for consumer price index increases for nonprofit corporations or public entities for the coming two fiscal years
- 40 pieces of trailing legislation
- Memo to the Board President requesting for 30-day rule waivers on ordinances

Please note the following:

- Technical adjustments to the June 1 budget are being prepared, but are not submitted with this set of materials.

Sincerely,

A handwritten signature in green ink, appearing to read "SK", with a horizontal line extending to the right.

Sophia Kittler
Mayor's Budget Director

cc: Members of the Board of Supervisors
Budget & Legislative Analyst's Office
Controller

No	DEPT	Item	Description	Type of Legislation	File #
1	ADM	Code Amendment	Amending the Administrative Code to modify the fees for the use of City Hall	Ordinance	250591
2	ADM	Code Amendment	Amending the Administrative Code to transfer responsibilities for oversight of the collection of sexual orientation and gender identity data from the City Administrator to the Human Rights Commission and removing obsolete reporting requirements	Ordinance	250593
3	ADM	Code Amendment	Amending the Administrative Code to clarify the status of the Treasure Island Development Authority ("TIDA") as a City department	Ordinance	250594
4	ADM	Continuing Prop J	Convention Facilities Management	Resolution	250615
5	ADM	Continuing Prop J	Security Services for RED Buildings	Resolution	250615
6	ADM	Continuing Prop J	Custodial Services for RED Buildings	Resolution	250615
7	ADM	Continuing Prop J	Security Guard Service at Central Shops	Resolution	250615
8	BOS	Continuing Prop J	Budget and Legislative Analyst Services	Resolution	250615
9	CON	Access Line Tax	Resolution concurring with the Controller's establishment of the Consumer Price Index for 2025, and adjusting the Access Line Tax by the same rate.	Resolution	250612
10	CON	Code Amendment	Amending the Administrative Code to eliminate the Budget Savings Incentive Fund	Ordinance	250595
11	CON	Neighborhood Beautification and Graffiti Clean-up Fund Tax	Adopting the Neighborhood Beautification and Graffiti Clean-up Fund Tax designation ceiling for tax year 2025	Ordinance	250596
12	DBI	DBI Fee Changes	Amending the Building, Subdivision, and Administrative Codes to adjust fees charged by the Department of Building Inspection and to establish Subfunds within the Building Inspection Fund; and affirming the Planning Department's determination under the California Environmental Quality Act	Ordinance	250592
13	DEC	Early Care and Education	Modifying the baseline funding requirements for early care and	Ordinance	250597

		Commercial Rents Tax Baseline	education programs in Fiscal Years (FYs) 2025-2026 and 2026-2027, to enable the City to use the interest earned from the Early Care and Education Commercial Rents Tax for those baseline programs		cont'd 250597
14	DPH	State Recurring Grants FY25-36	Authorizing the acceptance and expenditure of Recurring State grant funds by the San Francisco Department of Public Health for Fiscal Year (FY) 2025-2026	Resolution	250618
15	DPH	CCE Expansion Grant	Grant Agreement - California Department of Social Services - Community Care Expansion Program - Anticipated Revenue to the City \$9,895,834	Resolution	250619
16	DPH	Code Amendment	Various Codes - Environmental Health Permit, Fee, and Penalties Revisions	Ordinance	250606
17	DPH	HHIP Grant	Delegation of 9.118 Authority - Accept and Expend Grant - San Francisco Health Authority, a local governmental entity doing business as the San Francisco Health Plan ("Health Plan" or "SFHP") - Housing and Homelessness Incentive Program ("HHIP") Expanding San Francisco Department of Public Health Recuperative Care Community Supports - \$2,489,698.63	Resolution	250620
18	DPH	IPP Grant	Delegation of 9.118 Authority - Accept and Expend Grant - San Francisco Health Authority, a local governmental entity doing business as the San Francisco Health Plan ("Health Plan" or "SFHP") - Incentive Payment Program ("IPP") San Francisco Department of Public Health Epic Enhancement Implementation Project - \$6,000,000	Resolution	250621
19	DPH	Patient Revenues	Amending the Health Code to set patient rates for services provided by the Department of Public Health (DPH), for Fiscal Years 2025-2026 and 2026-2027; and authorizing DPH to waive or reduce fees to meet the needs of low-income patients through its	Resolution Ordinance	250607

			provision of charity care and other discounted payment programs		cont'd 250607
20	DPH	Continuing Prop J	Healthcare Security at Primary Care Clinics	Resolution	250615
21	DPW	DPW Fee Changes	Public Works, Subdivision Codes - Fee Modification and Waiver	Ordinance	250608
22	DPW	Continuing Prop J	Yard Operations and Street Tree Nursery	Resolution	250615
23	HOM	Continuing Prop J	Security Services	Resolution	250615
24	HOM	Continuing Prop J	Homelessness and Supportive Housing security services	Resolution	250615
25	HOM	Homelessness and Supportive Housing Fund	Approving the FYs 2025-2026 and 2026-2027 Expenditure Plan for the Department of Homelessness and Supportive Housing Fund	Resolution	250613
26	HOM	Our City, Our Home Homelessness Gross Receipts Tax	Funding Reallocation - Our City, Our Home Homelessness Gross Receipts Tax - Services to Address Homelessness - \$88,495,000 Plus Future Revenue Through FY 2027-28	Ordinance	250609
27	LIB	Friends of the Library A&E	Annual Accept & Expend legislation for the SFPL's Friends of the Library Fund	Resolution	250614
28	MOHCD	Continuing Prop J	Treeline Security Inc services for City-owned properties in predevelopment for affordable housing sites	Resolution	250615
29	OCII	OCII Budget Resolution	Office of Community Investment and Infrastructure, operating as Successor Agency to the San Francisco Redevelopment Agency, Fiscal Year 2025-26 Budget	Resolution	250611
30	OCII	OCII Interim Budget Resolution	Office of Community Investment and Infrastructure, operating as Successor Agency to the San Francisco Redevelopment Agency, Fiscal Year 2025-26 Interim Budget	Resolution	250610
31	PDR	Crankstart Foundation Grant A&E	Accept and Expend Grant - Retroactive - Immigration Defense Unit - Crankstart Foundation - Amendment to the Annual Salary Ordinance for FYs 2024-25 and 2025-26 - \$3,400,000	Ordinance	250598
32	POL	Code Amendment	Registration Fees and Fingerprint ID Fund	Ordinance	250599
33	PUC	Fixed Budget Amendment	Continues waiving certain small business first-year permit, license, and business registration fees	Ordinance	250602

34	REC	Bobo Estate A&E	Accept and Expend Bequest - Estate of William Benjamin Bobo - Benches, Park Furnishings and Park Improvements Across San Francisco - \$3,600,000	Resolution	250616
35	REC	Code Amendment	Amending the Park Code to authorize the Recreation and Park Department to charge fees for reserving tennis/pickleball courts at locations other than the Golden Gate Park Tennis Center; and affirming the Planning Department's determination under the California Environmental Quality Act	Ordinance	250603
36	REC	Authorizing Paid Parking in Golden Gate Park	Authorizing the Municipal Transportation Agency (SFMTA) to set parking rates in Golden Gate Park in accordance with Park Code provisions that authorize SFMTA rate-setting on park property; and affirming the Planning Department's determination under the California Environmental Quality Act	Resolution	250617
37	REC	Code Amendment	PUC Cost Recovery Fee	Ordinance	250604
38	REC	Code Amendment	Scholarship Recovery Fee	Ordinance	250605
39	REG	Continuing Prop J	Assembly and mailing of vote-by-mail ballot packets	Resolution	250615
40	SHF	Continuing Prop J	Jail Food Service	Resolution	250615



To: Rafael Mandelman, President of the Board of Supervisors
From: Sophia Kittler, Mayor's Budget Director
Date: May 30, 2025
Re: 30-Day Waiver Requests

RECEIVED **Ak**
BOARD OF SUPERVISORS
SAN FRANCISCO
2025 MAY 30 PM04:19

President Mandelman,

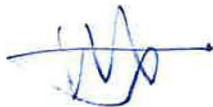
The Mayor's Office Respectfully requests 30-day hold waivers for the following pieces of trailing legislation:

- City Administrator's Office:
 - Administrative Code - City Hall Short Term License Fees
 - Administrative Code - Transferring Data Collection Oversight Duties from the City Administrator to the Human Rights Commission
 - Administrative Code - Treasure Island Development Authority
- Controller's Office:
 - Resolution Adjusting the Access Line Tax with the Consumer Price Index of 2025
 - Administrative Code - Eliminating Budget Savings Incentive Fund
 - Neighborhood Beautification and Graffiti Clean-up Fund Tax Designation Ceiling
- Department of Building Inspection:
 - Building, Subdivision, and Administrative Codes - Fee Adjustment and Building Inspection Fund Subfunds
- Department of Early Childhood:
 - Business and Tax Regulations Code - Early Care and Education Commercial Rents Tax Baseline - FY 2025-2026 and 2026-2027
- Department of Public Health:
 - Accept and Expend Grants - Recurring State Grant Funds - Department of Public Health - FY2025-2026
 - Grant Agreement - California Department of Social Services - Community Care Expansion Program - Anticipated Revenue to the City \$9,895,834
 - Various Codes - Environmental Health Permit, Fee, and Penalties Revisions
 - Delegation of 9.118 Authority - Accept and Expend Grant - San Francisco Health Authority, a local governmental entity doing business as the San Francisco Health Plan ("Health Plan" or "SFHP") - Housing and Homelessness Incentive Program ("HHIP") Expanding San Francisco Department of Public Health Recuperative Care Community Supports - \$2,489,698.63
 - Delegation of 9.118 Authority - Accept and Expend Grant - San Francisco Health Authority, a local governmental entity doing business as the San Francisco Health Plan ("Health Plan" or "SFHP") - Incentive Payment Program ("IPP") San Francisco Department of Public Health Epic Enhancement Implementation Project - \$6,000,000
 - Health Code - Patient Rates for Fiscal Years 2025-2026 and 2026-2027
- Department of Public Works:
 - Public Works, Subdivision Codes - Fee Modification and Waiver
- Department of Homelessness and Supportive Housing:
 - Homelessness and Supportive Housing Fund - FYs 2025-2026 and 2026-2027 Expenditure Plan

- Funding Reallocation - Our City, Our Home Homelessness Gross Receipts Tax - Services to Address Homelessness - \$88,495,000 Plus Future Revenue Through FY 2027-28
- Public Library:
 - Accept and Expend Grant - Friends of San Francisco Public Library - Annual Grant Award - Up to \$1,072,600 of In-Kind Gifts, Services, and Cash Monies - FY2025-2026
- Office of Community Investment and Infrastructure:
 - Office of Community Investment and Infrastructure, operating as Successor Agency to the San Francisco Redevelopment Agency, Fiscal Year 2025-26 Budget
 - Office of Community Investment and Infrastructure, operating as Successor Agency to the San Francisco Redevelopment Agency, Fiscal Year 2025-26 Interim Budget
- Office of the Public Defender:
 - Accept and Expend Grant - Retroactive - Immigration Defense Unit - Crankstart Foundation - Amendment to the Annual Salary Ordinance for FYs 2024-25 and 2025-26 - \$3,400,000
- Police Department:
 - Administrative Code - Vehicle Registration Fees and Police Fingerprint Identification Fund
- Public Utilities Commission:
 - De-appropriation – San Francisco Public Utilities Commission Capital Projects Budget - \$86,916 - FY2025-2026
 - De-appropriation – San Francisco Public Utilities Commission - \$12,990,064 - FY2025-2026
 - San Francisco Public Utilities Commission Water Revenue Bond and Other Forms of Indebtedness Issuance - Not to Exceed \$1,054,138,857
- Recreation and Parks Department:
 - Accept and Expend Bequest - Estate of William Benjamin Bobo - Benches, Park Furnishings and Park Improvements Across San Francisco - \$3,600,000
 - Park Code - Court Reservations
 - Authorizing Paid Parking in Golden Gate Park
 - Park Code - Cost Recovery for Use of Golf Courses, Outdoor Event Facilities, Picnic Areas, and Athletic Fields
 - Park Code - Recreation Program Fees

Should you have any questions, please email Adam Thongsavat at adam.thongsavat@sfgov.org.

Sincerely,



Sophia Kittler
Mayor's Budget Director

President, District 8
BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689
Tel. No. 554-6968
Fax No. 554-5163
TDD/TTY No. 544-5227

RAFAEL MANDELMAN

PRESIDENTIAL ACTION

Date:

To: Angela Calvillo, Clerk of the Board of Supervisors

Madam Clerk,

Pursuant to Board Rules, I am hereby:

Waiving 30-Day Rule (Board Rule No. 3.23)

File No.

(Primary Sponsor)

Title.

Transferring (Board Rule No 3.3)

File No.

(Primary Sponsor)

Title.

From:

Committee

To:

Committee

Assigning Temporary Committee Appointment (Board Rule No. 3.1)

Supervisor:

Replacing Supervisor:

For:

Meeting

(Date)

(Committee)

Start Time:

End Time:

Temporary Assignment:

Partial

Full Meeting

Rafael Mandelman, President
Board of Supervisors

BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689
Tel. No. (415) 554-5184
Fax No. (415) 554-5163
TDD/TTY No. (415) 554-5227

MEMORANDUM

Date: June 3, 2025
To: Planning Department / Commission
From: Brent Jalipa, Clerk of the Budget and Appropriations Committee
Subject: Board of Supervisors Legislation Referral - File No. 250608
Public Works, Subdivision Codes - Fee Modification and Waiver

- California Environmental Quality Act (CEQA) Determination
(*California Public Resources Code, Sections 21000 et seq.*)
 - Ordinance / Resolution
 - Ballot Measure

- Amendment to the Planning Code, including the following Findings:
(*Planning Code, Section 302(b): 90 days for Planning Commission review*)
 - General Plan Planning Code, Section 101.1 Planning Code, Section 302

- Amendment to the Administrative Code, involving Land Use/Planning
(*Board Rule 3.23: 30 days for possible Planning Department review*)

- General Plan Referral for Non-Planning Code Amendments
(*Charter, Section 4.105, and Administrative Code, Section 2A.53*)
(Required for legislation concerning the acquisition, vacation, sale, or change in use of City property; subdivision of land; construction, improvement, extension, widening, narrowing, removal, or relocation of public ways, transportation routes, ground, open space, buildings, or structures; plans for public housing and publicly-assisted private housing; redevelopment plans; development agreements; the annual capital expenditure plan and six-year capital improvement program; and any capital improvement project or long-term financing proposal such as general obligation or revenue bonds.)

- Historic Preservation Commission
 - Landmark (*Planning Code, Section 1004.3*)
 - Cultural Districts (*Charter, Section 4.135 & Board Rule 3.23*)
 - Mills Act Contract (*Government Code, Section 50280*)
 - Designation for Significant/Contributory Buildings (*Planning Code, Article 11*)

Please send the Planning Department/Commission recommendation/determination to Brent Jalipa at Brent.Jalipa@sfgov.org.

OFFICE OF THE MAYOR
SAN FRANCISCO



DANIEL LURIE
MAYOR

To: Angela Calvillo, Clerk of the Board of Supervisors
From: Sophia Kittler, Mayor's Budget Director
Date: May 30, 2025
Re: Public Works, Subdivision Codes - Fee Modification and Waiver

RECEIVED AK
BOARD OF SUPERVISORS
SAN FRANCISCO
2025 MAY 30 PM04:27

Ordinance amending the Public Works and Subdivision Codes to modify certain permit fees, including waiving fees for café tables and chairs and display merchandise registrants and certain minor sidewalk encroachments that are appurtenant building features, and affirming the Planning Department's determination under the California Environmental Quality Act.

Should you have any questions, please email Adam Thongsavat at adam.thongsavat@sfgov.org.