

COMMERCIAL PARKING PERMIT CHECKLIST

SEC. 1215.2(a) - INVESTIGATION, HEARING AND ISSUANCE OF PERMITS. Complete Application. The Chief of Police may not accept an application for filing until it is complete. An application is not complete until the Chief of Police determines that it includes all information and documentation that Section 1215.1(a) requires. After determining that an application includes all required information and documentation, the Chief of Police shall accept the application for filing.

REQUIRED DOCUMENTS:

1. **Application** - Complete pages 1-6.
2. **Security Plan**
3. **Plans (Drawing or Schematic)** - Total motor vehicle capacity and # of spaces (including any overflow lot/area that can be used).
4. **Business Registration – Renewals:** Submit a copy of the current Business Registration certificate. **New Applications:** If you do not already have a current Business Registration certificate, submit a copy of the Business Registration application.
5. **Business Plan/Documentation** – Provide a copy of the Lease Agreement and/or submit a letter stipulating the tenant's interest in leased or rented location (must be on business letterhead).
6. **Certificate of Authority (COA) – Renewals:** Submit a copy of the current COA. **New Applications:** Submit a copy of the COA application that you submitted to the Office of Treasurer and Tax Collector.
7. **Bond** - Submit a copy of the surety bond that you submitted to the Office of Treasurer and Tax Collector.
8. **Insurance** – The Certificate of Liability Insurance must be on an ACORD form and include an endorsement certificate naming the City and County of San Francisco, its officers, agents, and employees, 850 Bryant Street, Room 505, San Francisco, CA 94103.
9. **List of Employees** - List the names of those involved in the day to day parking operation and provide a copy of their government issued identification.
10. **Sample ID** – Provide a copy of the name tag worn by the employees.
11. **Declaration for Employees** – A notarized declaration signed by the applicant under penalty of perjury certifying that the applicant has verified that in the preceding ten years, none of the employees has been convicted of or plead guilty or no contest to a covered crime.
12. **Check or Money Order** - Payable to **SFPD**.

Please call (415) 553-1115 or email sfpdpermits@sfgov.org for the current fees.

Applicants submitting new applications and/or renewals require background checks, per MPC SEC. 1215.2(b). The Fingerprints Fee will apply annually.