

## 2017 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 for 2017**
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)** - Must submit a copy of the 2017 COA or a copy of the COA application submitted to the Office of Treasurer and Tax Collector.
7. **Bond** - Submit a copy of the surety bond submitted to the Office of Treasurer and Tax Collector.
8. **Insurance** - Must include an endorsement certificate naming the City and County of San Francisco, its officers, agents, and employees.
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**.

Effective 09/01/17, the Planning Department Referral Fee will increase to \$145.00. There are no changes to the Referral Fees for SFFD (\$120.00) and Building Inspection (\$158.10) at this time. The Fingerprints Fee (\$101.00) and Board of Appeals Surcharge (\$26.50) also remain the same. Commercial Parking Permit applications submitted on or after September 1, 2017 must include the updated fees listed below:

#### **NEW OR RENEWAL – PARKING GARAGE**

With Fingerprints = **\$1,397.12**

Without Fingerprints = **\$1,296.12**

#### **NEW OR RENEWAL – PARKING LOT**

With Fingerprints = **\$1,239.02**

Without Fingerprints = **\$1,138.02**

Fingerprints are taken for first time applicants and for those who have not been fingerprinted within the last three (3) years. \*\*\*If the Fingerprints Fee is required and you are applying/renewing for multiple locations, the Fingerprints Fee of \$101.00 only needs to be included once.

**Revised 08/30/17 (Effective September 1, 2017)**