How to Register your Commercial Corridor for the 2011 Small Business Week Sidewalk Sale

1. Fill out the following Department of Public Works (DPW) form, and

2. Include a map of the blocks you plan to use in your commercial corridor. Be sure to include both sides of the street. (Please see the sample map attached below.)

3. **Completed forms** should be faxed back to Jane Gong at 415-558-7844 **no later than April 1, 2011.**

4. Download the “Instructions for Participating Businesses” Word Document, enter your Merchant Organization’s contact information, and distribute it to all participating merchants in your commercial corridor. Please distribute these to your merchants as early as possible so that they will have plenty of time to prepare.
APPLICATION FOR A REVOCABLE TEMPORARY OCCUPANCY PERMIT

Location of Event: Small Business Week 05/21/2011

Name of Event: Small Business Week 05/21/2011

Occupancy Information:
Starting: 05/21/2011 Time: __________
Removal: 05/21/2011 Time: __________
Street(s): ______________________ Linear feet: ______
______________________ Linear feet: ______
______________________ Linear feet: ______

List all elements of occupancy (structural, equipment, materials, storage boxes etc.):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

SKETCH OF LOCATION
Indicate location with an (X) in above sketch.
Label street names and cross streets.

Applicant Information
Name of Company: ____________________________
Contact Person: ____________________________
Address: __________________________________
Phone: ____________________________
City, State, Zip: ____________________________
Fax: ____________________________

Please Check All That Apply:

☐ Endorsed Certificate of Insurance naming the City and County of San Francisco as additional insured with the Bureau's address as the certificate holder.

☐ Street Closure Required (Department of Parking and Traffic permit – Traffic Engineering (415) 701-4500)

☐ Food/Cooking (Department of Public Health permit and SF Fire Department permit)

☐ Performing Arts (SFPD sound permit for amplification)

☐ Other: Small Business Week Sidewalk Sale

THE PERMITTEE HEREBY AGREES TO COMPLY WITH ALL REQUIREMENTS NOTED ON THE REVERSE SIDE OF THIS APPLICATION

Signature of Applicant ____________________________ Date ____________________________