



City Of South San Francisco

Temporary Storage Container Policy Fact Sheet

Temporary Storage Containers

Temporary storage containers, often referred to as portable on-demand storage (PODS), is a container designed for temporary storage needs. These containers are transportable and can be easily moved and placed outdoors to accommodate storage requirements. Residents may apply for an encroachment permit to place a container in the public right-of-way. For temporary uses such as moving, a storage container may be placed on private property, like a driveway, without needing an encroachment permit as long as it does not obstruct the public right-of-way (i.e. sidewalks, streets, etc.). However, for longer term placement, check with the City's Planning Division for any applicable restrictions.

Encroachment Permits

Encroachment permits for the placement of containers in the public right-of-way may be approved and issued only when there is insufficient space, or in which other conditions exist, preventing the placement of the temporary container outside of the right-of-way on private property. A temporary container shall not be placed before permit issuance. The timeline for permit issuance may be extended if the application is incomplete or if the Applicant is asked to revise and resubmit plans.

Container Maintenance

Reflectors must be installed at each corner of the container, and the permittee is required to post a copy of the encroachment permit on the container. The permittee must also present a copy of the permit to any City representative or law enforcement officer upon request. It is the permittee's responsibility to ensure that these requirements are met.

The permittee has the responsibility of keeping the container in a safe and presentable condition to meet the City's standards. If the container damages any public infrastructure such as street trees, curb, or street, the permittee is solely responsible for the repair expenses and not the container provider.

Policy for Dumpsters/Disposal Containers

For the placement of waste containers or dumpsters that encroach on the public right-of-way, permittees must contact the South San Francisco Scavenger Company, the sole company/franchise authorized for waste collection in the City of South San Francisco. The Scavenger Company will be responsible for the collection and disposal of waste materials in a timely and efficient manner. Licensed contractors who are building or demolishing structures may furnish their own waste disposal containers but must still comply with all other requirements of the planning, building, and/or encroachment permit(s).

Relevant Documents

- [Encroachment Permit Application](#)
- [Metered Parking Payment Application](#)
- [Example Sketched Site Plans](#)
- [Courtesy Notification Template](#)

Permit Requirements

Applications may be submitted in-person at the Engineering Department counter located at the South San Francisco City Hall Annex or emailed to engdevelopment@ssfca.gov. Applicants will be required to post city-issued 'No Parking' signs 72 hours in advance, per the city's Municipal Code, and notify Police Dispatch (650-877-8900) of the start of posting as well as the associated permit number. Signs may be purchased at the Engineering Department counter. The following must be submitted to obtain a permit for placing a container on the street:

1. A **certificate of insurance** from the container company.
2. A completed **Encroachment Permit Application**. Include a photo of your proposed site placement, to show the existing site conditions, within the permit application submittal.
3. A **sketched site plan or map mark-up** that indicates the proposed location of the container, as well as the applicant's residence, adjacent driveways, container dimensions, and any nearby features such as fire hydrants, accessible curb ramps, bus stops, and colored curb markings. (See Example Sketched Site-Plan)
4. If the container is placed in a metered parking space, the Permittee must **pay for the metered parking** for the duration of the permit. Failure to comply with parking regulations may result in fines or removal at the Permittee's expense.
5. An **encroachment permit fee*** plus a refundable deposit made by check, Visa, or Mastercard, which may be done in-person or online. Please note that payments with a credit card may incur a credit card convenience fee. Checks may be made to the City of South San Francisco.

Deposits may not be refunded until the Public Works Inspector has inspected the site to confirm the container has been removed and signed off the permit as being complete. Deposits will be refunded by check and typically take 2 weeks after the permit has been signed off. The Permittee must contact the engineering division via phone (650-829-6652) or email (engdevelopment@ssfca.gov) at least 72 hours in advance of the container's removal date to request an inspection.

*Fees are based on the Master Fee Schedule and are subject to change

Questions?

For questions regarding the temporary storage container policy, please [email the SSF Engineering Division](#) or call at (650) 829-6652.



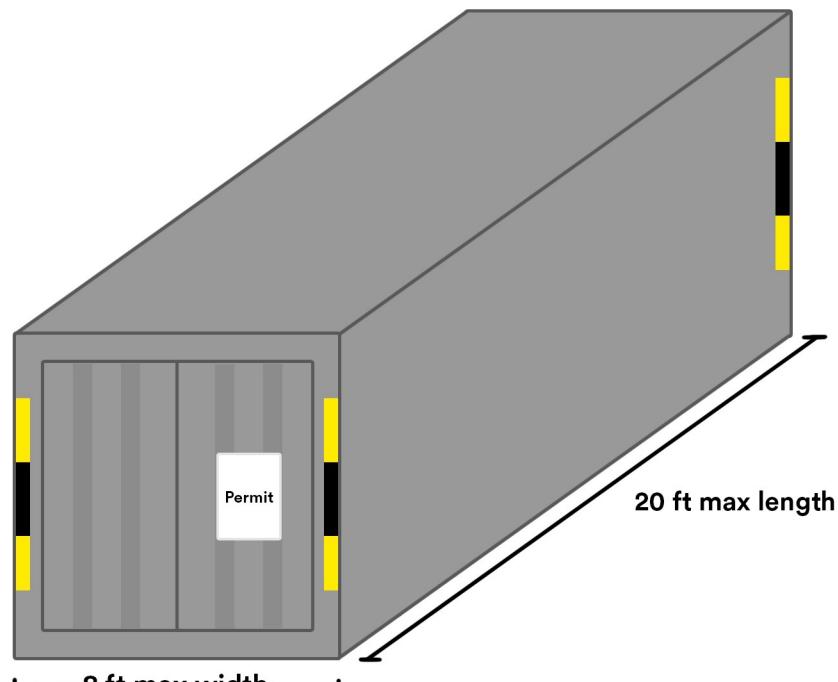
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Placement Guidelines

The temporary storage container shall not be stored on-street if there is sufficient space on private property. Staff may restrict placement where the container adversely affects public peace and safety. Containers placed on the street must be **eight feet or less in width, twenty feet or less in length**, and be placed in the following locations:

- In front of the permittee's residence. If the space in front of permittee's residence is insufficient or causes an obstruction, container may be placed at the next closest, appropriately sized on-street space and courtesy notification from the permittee to the property owner(s) or the tenant(s) nearest to the container is required. (See Courtesy Notification Template)
- In a legal parking space adjacent to the curb
- On residential streets with a marked centerline provided a 10-foot travel lane is maintained
- On residential streets with unmarked parking stalls and without a centerline provided a 12-foot, clear path-of-travel for vehicles is maintained
- In compliance with Chapter Three of the 2019 California Fire Code



Placement Duration

The container may be on the street for a maximum of 7 days after approval, with 1 additional 7-day extension option. Approval for permit renewals is at the discretion of City staff and will depend on whether there are any valid, safety-related complaints filed against the container.

If there is a previous encroachment at the same location, the new permittee must arrange for removal or relocation and cover costs.

If the city conducts any work that requires relocation, the permittee must comply at their own expense. The city may also require removal or relocation if there are negative impacts on surrounding properties or the community.

Where you may NOT place your temporary container

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|-------------|--|--|---|
| DW | Blocking a driveway/driveway approach other than your own | | Utilities within public right-of-way (i.e. storm drain, utility box or vault, fire standpipe, or fire dept connections) |
| | Within 15 feet of a fire hydrant, in either direction | | Areas that may impair pedestrian, cyclist, and/or vehicle visibility |
| | Obstructing a curb ramp or a crosswalk, marked or unmarked | | No Parking Passenger Loading Commercial Loading Limited-Time Parking Handicap Parking |
| STOP BUS | Within a bus stop | | |



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