

User Guide for OTC Traffic Control Permit Submittal

DEVELOPMENT SERVICES

Rules

All NEW submittals and EXTENSIONS for over the counter (OTC) traffic control permits need to be submitted electronically 5 business days prior to job start date (2-day processing + 3-day for no parks). Night work, signal on flash or bus stop closure/relocation required an additional 5 business days.

Website and Login

1. Visit <https://aca.accela.com/SANDIEGO/Login.aspx>
2. Create/register for a new User Account or log in to an existing account

File Organization

Each document should be uploaded as a separate record type otherwise previously uploaded file will be overwritten (see step 2.7, page 7)

Saving Work

At any time when you see the “Save and resume later” button you can click on it and save your work. When you login to your account and click on the PMT-number for your request you will pick up from where the last time this button was used.

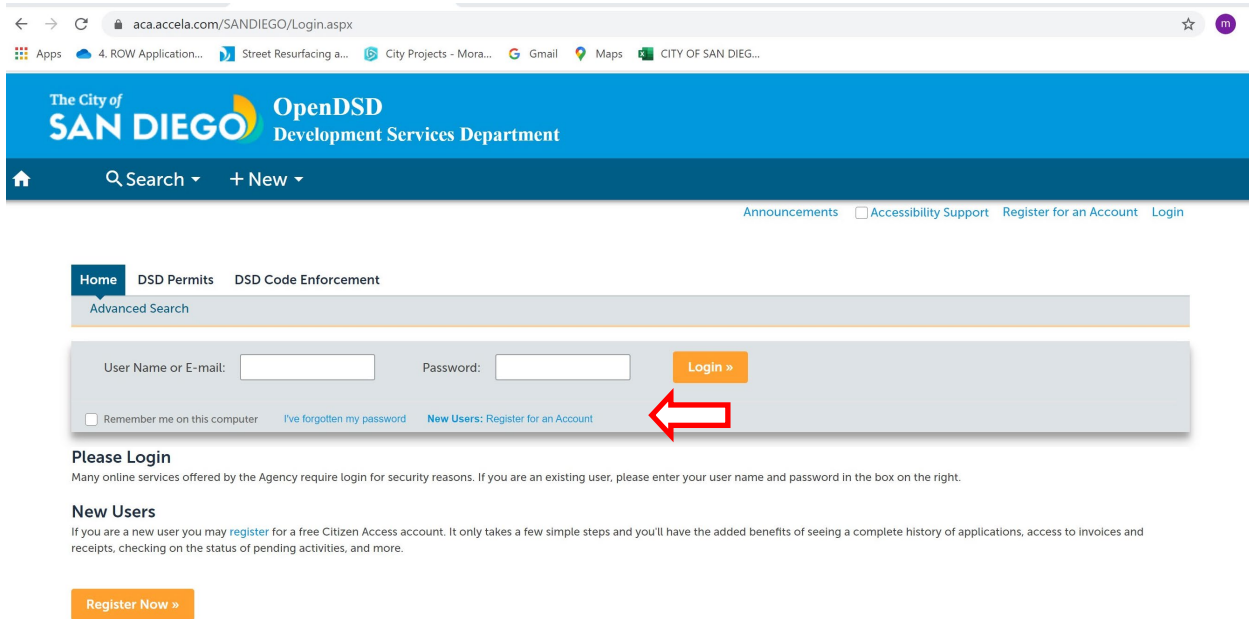


Save and resume later

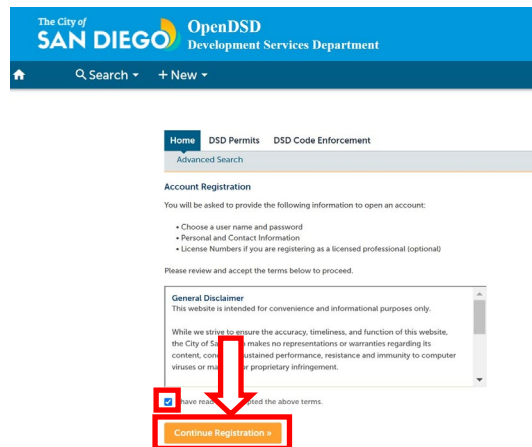
CREATE/LOG IN TO AN EXSTING ACCOUNT

Step	Action & Screen Reference
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1. In <https://aca.accela.com/SANDIEGO/Login.aspx>
2. To create an account, select “*New Users: Register for an Account*”. If you have an account skip this step and go to step 2.



3. Check “*I have read and accepted the above terms*” and click “*Continue Registration*”



4. Fill out all the “Login information” and add new “*Contact Information*”. This information will be used when you apply for permits

Step Action & Screen Reference

1

Home DSD Permits DSD Code Enforcement
Advanced Search

Account Registration Step 2:
Enter/Confirm Your Account Information * indicates a required field.

Login Information

Enter your User Name and Password. You must also enter a unique email address.

* User Name:

* E-mail Address:

* Password:

* Type Password Again:

* Enter Security Question:

* Answer:

Contact Information

Choose how to fill in your contact information:

Add New ←

Continue Registration > ←

Select Contact Type

* Type:

Continue Discard Changes

Contact Information

* Individual/Organization: Preferred Channel: Country:

* First: Middle: * Last:

* E-mail:

Home Phone: Mobile Phone: Work Phone: Fax:

Address Line 1:

Address Line 2:

City: State: Zip:

Continue Clear Discard Changes

5. When done click "Continue Registration" and you should receive a message



Your account has been created successfully. You can login immediately using your User Name and Password

SUBMITTING/RESUBMITTING DOCUMENTS FOR OTC TRAFFIC CONTROL PERMIT

Step	Action & Screen Reference
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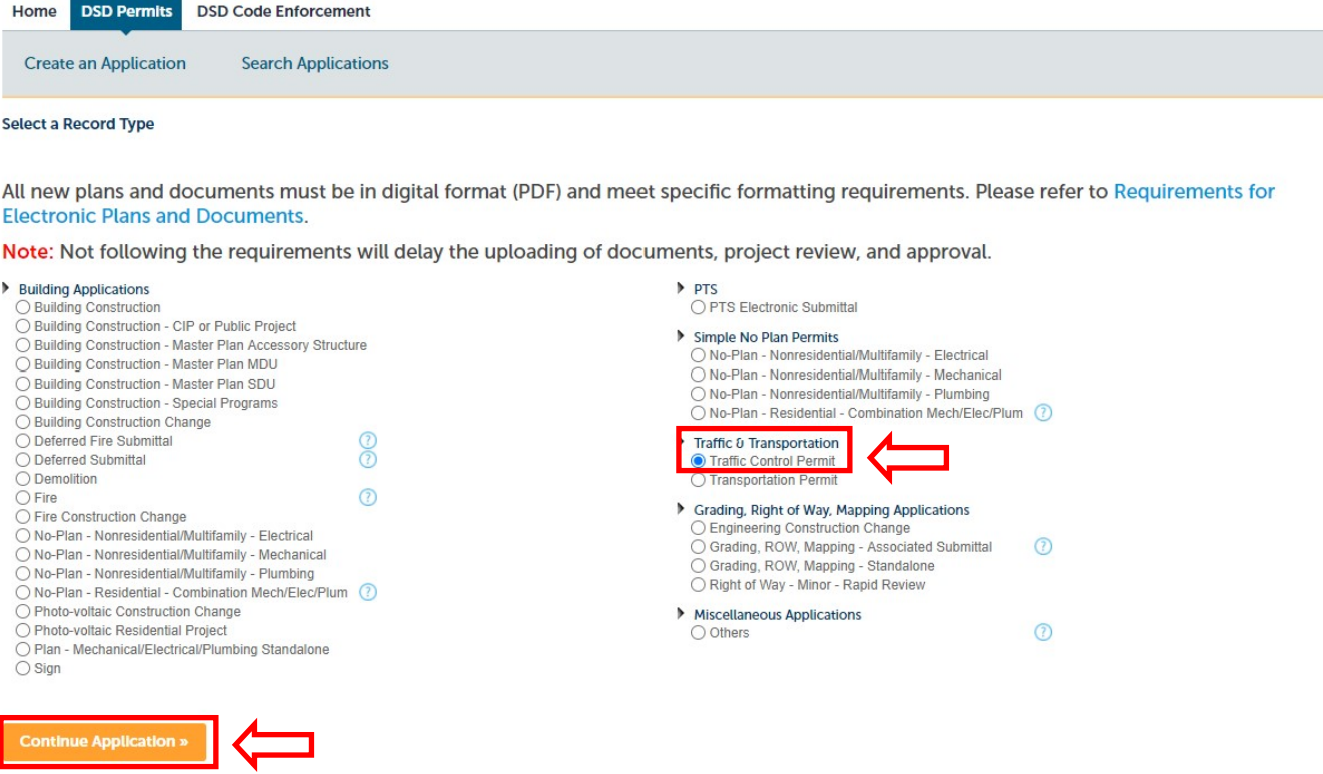
2

1. Log into your account by entering the user details

2. Click on “DSD Permits” and select “Create an Application”

3. Click on “I have read and accepted the above terms “ and select “Continue Application”

SUBMITTING/RESUBMITTING DOCUMENTS FOR OTC TRAFFIC CONTROL PERMIT

Step	Action & Screen Reference
2	<p>4. Click “<i>Traffic & Transportation</i>”, select “<i>Traffic Control Permit</i>” and press “Continue Application”</p>  <p>The screenshot shows a web application interface for selecting a record type. At the top, there are navigation links: Home, DSD Permits (active), and DSD Code Enforcement. Below this are buttons for 'Create an Application' and 'Search Applications'. The main heading is 'Select a Record Type'. A note states: 'All new plans and documents must be in digital format (PDF) and meet specific formatting requirements. Please refer to Requirements for Electronic Plans and Documents.' Another note says: 'Note: Not following the requirements will delay the uploading of documents, project review, and approval.' There are two columns of radio button options. The left column is under 'Building Applications' and includes options like 'Building Construction', 'Deferred Fire Submittal', 'Demolition', 'Fire', 'Fire Construction Change', 'No-Plan - Nonresidential/Multifamily - Electrical', 'No-Plan - Nonresidential/Multifamily - Mechanical', 'No-Plan - Nonresidential/Multifamily - Plumbing', 'No-Plan - Residential - Combination Mech/Elec/Plum', 'Photo-voltaic Construction Change', 'Photo-voltaic Residential Project', 'Plan - Mechanical/Electrical/Plumbing Standalone', and 'Sign'. The right column includes 'PTS', 'Simple No Plan Permits' (with sub-options for Electrical, Mechanical, Plumbing, and Residential - Combination Mech/Elec/Plum), 'Traffic & Transportation' (with sub-options for 'Traffic Control Permit' and 'Transportation Permit'), 'Grading, Right of Way, Mapping Applications' (with sub-options for Engineering Construction Change, Grading, ROW, Mapping - Associated Submittal, Grading, ROW, Mapping - Standalone, and Right of Way - Minor - Rapid Review), and 'Miscellaneous Applications' (with sub-option 'Others'). The 'Traffic & Transportation' category and its 'Traffic Control Permit' sub-option are highlighted with a red box. A red arrow points to this option from the right. At the bottom left, there is a button labeled 'Continue Application »' which is also highlighted with a red box, and a red arrow points to it from the right.</p>

Step Action & Screen Reference

2

5. Make sure to follow the instruction provided on the screen.

Home **DSD Permits** DSD Code Enforcement

Create an Application Search Applications

Traffic Control Permit

1 Intake 2 Review 3 Submitted

Step 1: Intake > Page 1/4

Please attach all relevant documentation. * Indicates a required field.

Attachment

To upload attachments:

1. Click Add to start the process
2. Click Add for each file to upload
3. Click Continue when done
4. Click Save after entering any additional information

The Last Update columns will say Pending until all attachments have been uploaded.

The maximum file size allowed is 100 MB.
PDF is the only allowed file type to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add ←

Save and resume later Continue Application »

6. To upload a document(s) click on “Add”. Add all the files you need to upload and click “Continue”

File Upload

The maximum file size allowed is 100 MB.
PDF is the only allowed file type to upload.

DS269_cover page.pdf	100%
Traffic Control Plans.pdf	100%
ROW permit.pdf	100%

Continue **Add** Remove All Cancel

Step	Action & Screen Reference
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2

- All uploaded files will show up on the screen. Now you will need to specify what each file represents. **Do NOT use the same "TYPE" for two different documents as one document will be overwritten.** Make sure to fill out the "Description" field and click "Save".

*Type:

--Select--

- Select--
- Letter of Coordination
- Multiple Location List
- Other
- Photo
- Right of Way Permit
- Temp Outdoor Business Application
- Traffic Control Application (Form DS-269)
- Traffic Control Plan

The maximum file size allowed is 100 MB. PDF is the only allowed file type to upload.

Name	Type	Size	Latest Update	Action
No records found.				

*Type: Traffic Control Application (Form DS-269) Remove

File: DS269_cover page.pdf 100%

*Description: traffic control cover page

*Type: Right of Way Permit Remove

File: ROW permit.pdf 100%

*Description: approved ROW

*Type: Traffic Control Plan Remove

File: Traffic Control Plans.pdf 100%

*Description: Traffic Control Plans

Save
Add
Remove All

File "Type" for each File # must be different otherwise it gets overwritten



Step Action & Screen Reference

2

- 8. You will see all your attachments and confirmation they have been saved successfully. Click on *“Continue Application”*

Home **DSD Permits** DSD Code Enforcement

Create an Application Search Applications

The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Traffic Control Permit

1 Intake 2 Review 3 Submitted

Step 1: Intake > Page 1/4
Please attach all relevant documentation.

* Indicates a required field.

Attachment

To upload attachments:
1. Click Add to start the process
2. Click Add for each file to upload
3. Click Continue when done
4. Click Save after entering any additional information
The Last Update columns will say Pending until all attachments have been uploaded.
The maximum file size allowed is 100 MB.
PDF is the only allowed file type to upload.

Name	Type	Size	Latest Update	Action
DS269...cover page.pdf	Traffic Control Application (Form DS-269)	2.93 MB	07/02/2020	Actions ▾
Traffic Control Plans.pdf	Traffic Control Plan	2.93 MB	07/02/2020	Actions ▾
RCW permit.pdf	Right of Way Permit	2.93 MB	07/02/2020	Actions ▾

Add

Save and resume later

Continue Application »

- 9. Enter “Applicant” information either from *“Select from Account”* which will pull the information entered during account registration or *“Add New”* and enter all required fields indicated by a *. *“Add New”* allows user to enter different contact information from the one saved in the account.

Step 1: Intake > Page 2/4
As the applicant, please provide your contact details and the location where the work will be performed.

* Indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New

User preference, however, if the submittal is done by another individual using company login use “Add New”

- 10. Enter project “Address” by filling out the *“Street No.”* and *“Street Name”* fields and then click on *“Search”*. The application will automatically populate remaining fields.

Address

Please use the fields below to search for the address where work will be performed.

Street No.: Direction: *Street Name: Street Suffix: Street Type:

--Select-- --Select-- --Select-- --Select-- --Select--

Search Clear

Step Action & Screen Reference

2

- 11. Note project address should be taken from the ROW or the address associated with the project. If you receive an error message use **1222** as “Street No.” and **01** as “Street Name”. Click on “Continue Application”

- 12. Next enter “Permit Holder” and “Inspection Contact”. Permit holder is the owner of the permit while “Inspection Contact” is the person in charge of the job at the work site. Note applicant can be the “Permit Holder” and “Inspection Contact”. Click on “Continue Application”.

Step	Action & Screen Reference
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2

13. Next fill out “Application Information” which applies to your traffic control permit request. Specify what type of work is being performed by selecting one of the seven options below. For dumpster permit select “Other Work”

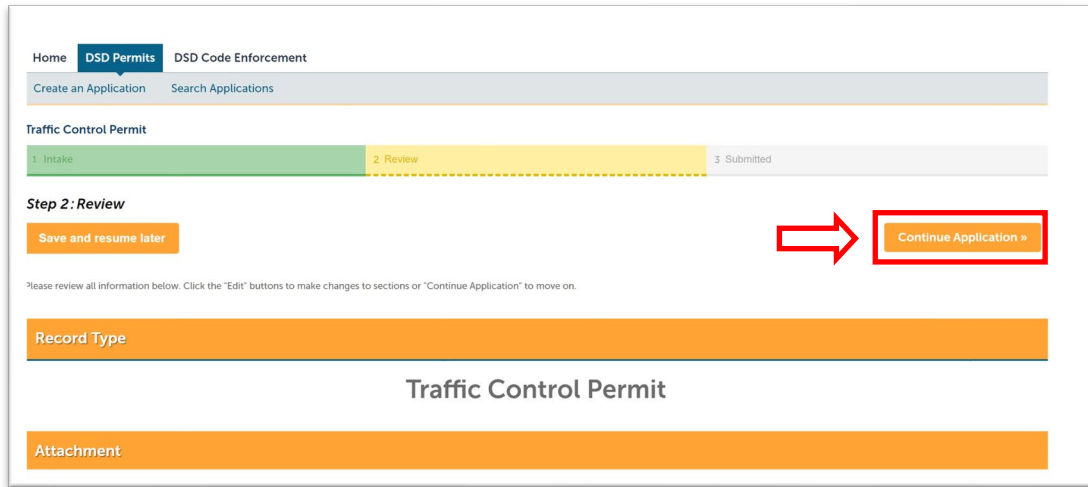
14. Enter the “TCP” number of the previous permit (for extensions) or leave it blank for new requests. Check off all fields that apply to your traffic control permit request by clicking on the check box located next to the entry. Incorrectly filled out application can be rejected.

Step	Action &
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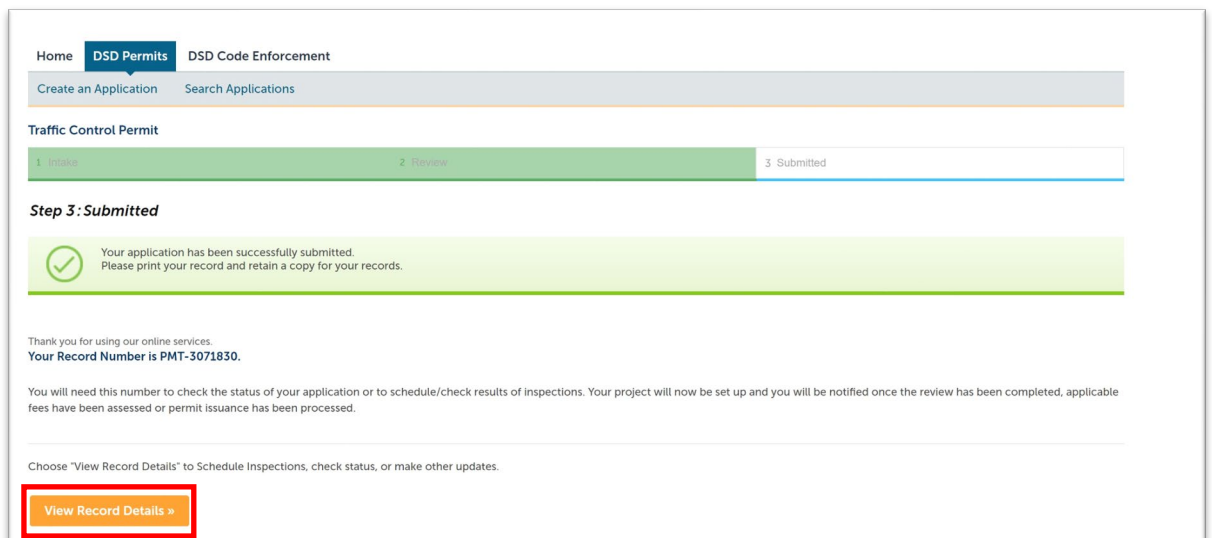
Screen Reference

2

15. Review your application request and if all information is correct click on “Continue Application”



16. You will receive confirmation your application has been successfully submitted. Make sure to save your PMT-xxxxxxx. This number corresponds to the submitted request and will be used to pay the invoice, if the permit is approved. Note any new request, resubmittals or extensions will be assigned a different PMT-number. If a rejected application is resubmitted it will be assigned a new PMT-number.



17. To go to your application, click on “View Record Details”.

CHECKING APPLICATION STATUS

Step

Action & Screen Reference

3

1. Log into your account by entering the user details

User Name or E-mail: Password: Login »

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

2. Click on “DSD Permits” and your record will be shown or select the “Home” tab and Click on “My Records”. By clicking on the “Record Number, PMT-xxxxxxx” you can view the application

Home DSD Permits DSD Code Enforcement

Create an Application Search Applications

Records --Select--

In the dropdown list of filters above, choosing "Exclude Packages" will filter only Project and Permit type records.

To sort the table below, click the column name to perform an alphabetical sort on that column. For example, click "Application Name" to sort records by Application Name in ascending order (A-Z), and click on "Application Name" again to sort in descending order (Z-A).

Show on Map

Date	Record Number	Record Type	Application Name	Description	Status	Action
07/02/2020	PMT-3071830	Traffic Control Permit	Traffic Control Permit:1222/01st TCP# NA		Opened	
05/07/2020	PMT-3067306	Traffic Control Permit	Traffic Control Permit:1222/01st TCP# NA	test record	Cancelled	

Home DSD Permits DSD Code Enforcement

Dashboard My Records My Account Advanced Search

▼ DSD Permits

Date	Record Number	Record Type	Application Name	Description	Status	Action
07/02/2020	PMT-3071830	Traffic Control Permit	Traffic Control Permit:1222/01st TCP# NA		Opened	
05/07/2020	PMT-3067306	Traffic Control Permit	Traffic Control Permit:1222/01st TCP# NA	test record	Cancelled	

3. Application status is shown in the “Status” column. Below are status details

Opened → Application is in the the queue and will be worked on by city staff based on the order in which it was recived. Application has not been reviewed yet

Cancelled → Application has been reviewed by city staff and rejected. An email specifying the reason for the application rejection has been sent from Noreply@sandiego.gov. Check your mailbox ans spam folder.

Pending Invoice payment → Application has been approved and applicant needs to pay the fees associated with the requested permit. To pay fees clicke on “Pay Fee Due”

PAYING FEES FOR TRAFFIC CONTROL PERMIT

Step	Action & Screen Reference
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4

1. To pay fees click on “Pay Fees Due” under “Action” column

Date	Record Number	Record Type	Application Name	Description	Status	Action
<input type="checkbox"/>	07/02/2020	PMT-3071830	Traffic Control Permit	Traffic Control Permit:1222/01st TCP# NA	Pending Invoice Payment	Pay Fees Due
<input type="checkbox"/>	05/07/2020	PMT-3067306	Traffic Control Permit	Traffic Control Permit:1222/01st TCP# NA test record	Cancelled	

2. Confirm the amount and select “Continue Application”

3. You will be redirected to make a payment

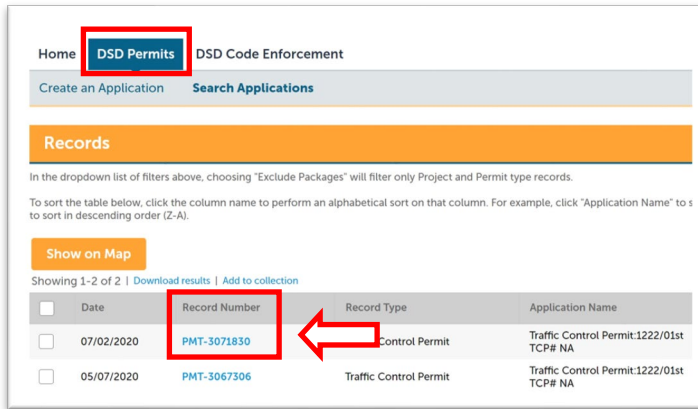
4. You can also pay fees by clicking on the “Record Number” and selecting “Payment” drop down → Pay Fees

DONLOADING APPROVED PERMIT

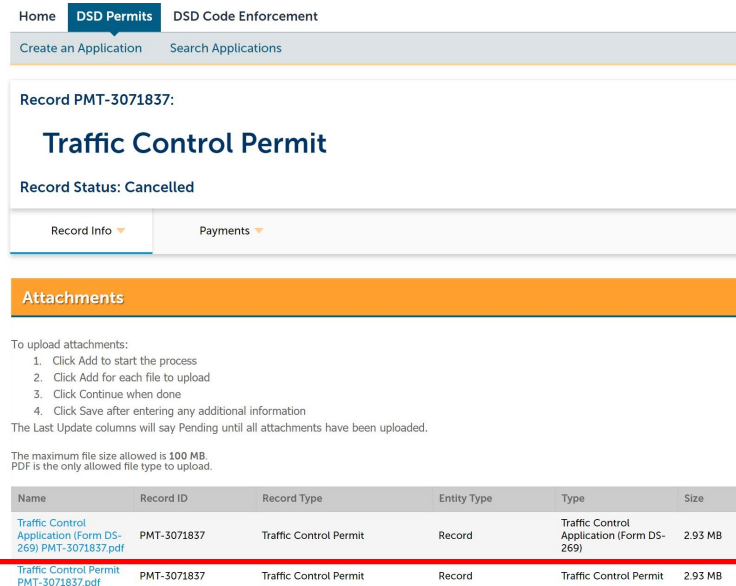
Step Action & Screen Reference

4

1. Note upon approval city staff will email invoice to applicant's email address provided during the submittal process, or send an email from Noreply@sandiego.gov stating the PMT-number for which the invoice is ready.
2. Once fees are paid applicant must respond by email to city staff (from step 1) confirming payment has been made. Approved traffic control permit will be available for download from the city website.
3. To download an approved permit, log in to your account click on "DSD Permits" tab and click on the "Record Number" corresponding to the approved permit for which fees were paid and email received from city staff



4. Click on "Record Info" drop down and select "Attachments". **WAIT, THIS STEP WILL TAKE TIME TO SHOW FILES AVAILABLE ON THE SERVER FOR DOWNLOAD.** At first you will only see a blank window. Your traffic control permit is saved under "Traffic Control Permit" Record Type. Click on Name to download the file.



What does it mean when my PTS-XXXXXXX status is...?

Opened

Application is in the the queue and will be worked on by city staff based on the order in which it was recived. Application has not been reviewed yet

Cancelled

Application has been reviewed by city staff and rejected. An email specifying the reason for the application rejection has been sent from Noreply@sandiego.gov. Check your mailbox.

Pending Invoice Payment

Application has been approved and applicant needs to pay the fees associated with the requested permit. To pay fees clicke on "*Pay Fee Due*"
