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 <u>https://aca.accela.com/SANDIEGO/Login.aspx</u>
- 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 an 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





CREA	ATE/LC	G IN TO AN EXSTING ACCOUNT
Step		Action &
		Screen Reference
1	1.	In https://aca.accela.com/SANDIEGO/Login.aspx
	2.	To create an account, select " <i>New Users: Register for an Account</i> ". If you have an account skip this step and go to step 2.
	\leftarrow	C 🔒 aca.accela.com/SANDIEGO/Login.aspx 🖈 💼
	App	is 🐟 4. ROW Application 🔰 Street Resurfacing a 🔞 City Projects - Mora 💪 Gmail 💡 Maps 🧧 CITY OF SAN DIEG
		SAN DIEGO OpenDSD Development Services Department
	↑	Q Search - + New -
		Announcements Accessibility Support Register for an Account Login
		Home DSD Permits DSD Code Enforcement
		Advanced Search
		User Name or E-mail: Password: Login »
		Remember me on this computer I've forgotten my password New Users: Register for an Account
		Please Login Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.
		New Users
		If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.
		Register Now »
	3.	Check "I have read and accepted the above terms" and click "Continue Registration"
		Q Search + How +
		Home DSD Permits DSD Code Enforcement
		Advanced Search Account Registration
		You will be useded to provide the following information to open an account:
		 Choise a user name and passood Personal and Contact Information License Numbers if you are registering as a licensed professional loptional
		Presse review and accept the terms below to proceed. General Disclaimer
		"We conclude to be added for any conclusion and information and information who

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

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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.
	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: ①
	Contact Information
	Choose how to fill in your contact information
	ADD REV
	Continue Registration »
	Select Contact Type × *Type:
	Contact Information × * Individual/Organization: Preferred Channet: Select
	Home Phone: Mobile Phone: Fax:
	Clty: State: Zip: Continue Clear Discard Changes
	5. When done click " <i>Continue Registration</i> " 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 2 1. Log into your account by entering the user details User Name or E-mail: minerowicz@sandlego.go Password:	
2 2 3 4 1. Log into your account by entering the user details User Name or E-mail: minerowicz@sandiego.go Password:	
2 1. Log into your account by entering the user details User Name or E-mail: minerowicz@sandiego.go Password:	
User Name or E-mail: minerowicz@sandiego.go Password: Login >> Remember me on this computer Ve forgotten my password New Users: Register for an Account Click on "DSD Permits" and select "Create an Application" Home DSD Permits DSD Code Enforcement Create an Application Records 3. Click on "I have read and accepted the above terms " and select "Continue Application"	
 Remember me on this computer Ve forgotten my password New Users: Register for an Account Click on "DSD Permits" and select "Create an Application" Home DSD Permits DSD Code Enforcement Create an Application Search Applications Records Click on "I have read and accepted the above terms " and select "Continue Application" 	
 Click on "DSD Permits" and select "Create an Application" Home DSD Permits DSD Code Enforcement Create an Application Search Applications Records Click on "I have read and accepted the above terms " and select "Continue Application" 	
Home DSD Permits DSD Code Enforcement Create an Application Records 3. Click on "I have read and accepted the above terms " and select "Continue Application	
Create an Application Records 3. Click on "I have read and accepted the above terms " and select "Continue Application"	
Records 3. Click on " <i>I have read and accepted the above terms</i> " and select " <i>Continue Application</i>	
3. Click on "I have read and accepted the above terms " and select "Continue Application	
	,
Home DSD Permits DSD Code Enforcement	
Create an Application Search Applications	
Online Application	
Welcome to the City of San Diego OpenDSD system. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.	
Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.	
General Disclaimer This website is intended for convenience and informational purposes only.	
While we strive to ensure the accuracy, timeliness, and function of this website, the City of San Diego makes no representations or avarianties regarding its content, condition, sustained performance, resistance and immunity to computer viruses or matware, or proprietary infringement.	
Continue Application >	



SUBMITTING/RESUBMITTING DOCUMENTS FOR OTC TRAFFIC CONTROL PERMIT

	Action & Screen Reference				
	4. Click " <i>Traffic & Transportation</i> ", Application"	select "Traffic Control Permit" and press "Continue			
н	Iome DSD Permits DSD Code Enforcement				
Sel	lect a Record Type				
	ectronic Plans and Documents. bte: Not following the requirements will delay the uple Building Construction Building Construction - CIP or Public Project Building Construction - Master Plan Accessory Structure Building Construction - Master Plan MDU Building Construction - Master Plan SDU Building Construction - Master Plan SDU	Dading of documents, project review, and approval. PTS PTS Electronic Submittal Simple No Plan Permits No-Plan - Nonresidential/Multifamily - Electrical No-Plan - Nonresidential/Multifamily - Mechanical No-Plan - Nonresidential/Multifamily - Plumbing			
	Demonstruction - Special Programs Deferred Fire Submittal Deferred Submittal Demonstruction Change Fire Fire Fire Fire Demonstruction Change	 No-Plan - Residential - Combination Mech/Elec/Plum (2) Traffic û Transportation Traffic Control Permit Transportation Permit Grading, Right of Way. Mapping Applications Engineering Construction Change 			
	No-Plan - Nonresidential/Multifamily - Electrical No-Plan - Nonresidential/Multifamily - Plumbing No-Plan - Residential - Combination Mech/Elec/Plum Photo-voltaic Construction Change Photo-voltaic Residential Project	Grading, ROW, Mapping - Associated Submittal Grading, ROW, Mapping - Standalone Right of Way - Minor - Rapid Review Miscellaneous Applications Others			
) Plan - Mechanical/Electrical/Plumbing Standalone) Sign				



Step			s	Action 8 creen Refer	ence		
2	5.	Make sure to follow	the instruction pr	ovided on th	ne screen.		
		Create an Application Search Appl Traffic Control Permit	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 addi The Last Update columns will say Pending	ional information 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 No records found.	Size	Latest Update	Action		_
		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"

PDF is the only allowed file type to	upload.	
DS269_cover page.pdf	100%	
Traffic Control Plans.pdf	100%	
ROW permit.pdf	100%	







Step	Action & Screen Reference	
2	8. Some all your attachments and confirmation they have been saved successfully. Clock on "Continue Application" Image: Clock on "Continue Application" Image: Clock on "Continue Application" Image: Clock on "Continue Application" Image: Clock on "Continue Application" Image: Clock on "Continue Application" Image: Clock on "Continue Application" Image: Clock on "Continue Application" Image: Clock on "Continue Application" Image: Clock on "Continue Application" Image: Clock on "Continue Application" Image: Clock on "Continue Application" Image: Clock on "Continue Application" Image: Clock on The Application Clock on The	
	Name Type Size Latext Update Action DS269_cover page pff Tinfic Control Application (form D5-260) 2,93 MB 07/02/2020 Actions w Tinfic Control Plans,pdf Taffic Control Plans 2,93 MB 07/02/2020 Actions w ROW permit pdf Bigte of Way Permit 2,93 MB 07/02/2020 Actions w	
	 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. 	on a *.

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 add a context of a lost edit limit. 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 field Street No.:	ds below to search for the address where wo Direction: *Street Name: Select*	k will be performed. Street Street Type: Suffix:select-	Search	Clear
				- SC



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Action &	
ereen Reference In from the ROW or the address associated with the age use 1222 as " <i>Street No."</i> and 01 as " <i>Street Name</i> ".	11.
eromet	
erored	12.

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*".

Permit Holder		
To add new contacts, click the Select fro	n Account or Add New button. To edit a contact, click the Edit link.	
Select from Account	dd New	
Inspection Contact		
To add new contacts, click the Select (om Account or Add New button. To edd a contact, cick the Edit link.	
Select from Account	Add New	



Step	Action &
	Screen Reference
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"
	Select- Select- Temporary - Parking Lane Service Temporary - Pedestrian Plaza in Parking Space Temporary - Sidewalk Cafe Temporary - Sidewalk Service Public Improvement Project Building Construction Project Building Construction Project Other Work 14. Enter the "TCP" number of the previous permit (for extensions) or leave it blank for new

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.

Traffic Control Permit Type:	Public Improvement Proj		
CP:			
treet Closure:		Travel Lane Closure:	
urn Lane Closure:		Parking Lane Closure:	
like Lane Closure:		Sidewalk Closure:	
edestrian Barricade:		Detour:	
lagging:		Bus Stops:	
Jumpster:		Trenching:	
arking Meters:		Fiber Optic:	
ther:		Other Description:	
TREET CLASSIFICATION			
xpressway:		Six-Iane Primary Arterial/Major St.:	
our-lane Major Street:		Four-lane Collector:	
hree-lane Collector:		Two-lane Collector:	
ul-De-Sac:		Local Residential:	Ū
lley:		Other:	0
Other Description:			_

Action &



2

Screen Reference

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

	arch Applications	
raffic Control Permit		
1 Intake	2 Review	3 Submitted
ease review all information below.	Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.	
Record Type		

16. You will receive confirmation your application has been successfully submitted. Make sure to save your PMT-xxxxxx. 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.

Home DSD Permits	DSD Code Enforcement		
Create an Application	Search Applications		
Traffic Control Permit			
1 Intake	2 Review	3 Submitted	
Step 3:Submitted			
Your application Please print yo	nn has been successfully submitted. Iur record and retain a copy for your records.		
Thank you for using our online Your Record Number is PN You will need this number to fees have been assessed or p	services. IT-3071830. • check the status of your application or to schedule/check results of inspections. Your pro- permit issuance has been processed.	oject will now be set up and you will be notified once the review has been completed, applicable	
Choose "View Record Details	i" to Schedule Inspections, check status, or make other updates.		

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



CHECKING APPLICATION STATUS

				c	Action &			
	1.	Log inte	o your accoun [;]	t by entering the	e user details			
		User Na	ime or E-mail:	minerowicz@sandiego.g	Password:	•••••		Login »
		Rememb	er me on this comput	er I've forgotten my	password New Users	: Register for an A	ccount	
E	2.	Click o	n " <i>DSD Permit</i>	ts" and your rec	ord will be shown	or select th	ne "Home" ta	b and Click on
		"Mv Re	cords" By clic	king on the "Re	cord Number PN	/ Τ-xxxxxx [,]	" vou can vie	w the applicati
		IVIY INC	corus . By cilc			/11-^^^	you can vie	
	1							
	- 1	Home DSD	Permits DSD Code Enfor	cement				
		Create an App	lication Search Applicatio	ons				
		Create an App	lication Search Applicatic	ons			_	
		Create an App Records	lication Search Applicatic	ons			Select	•
		Create an App Records In the dropdown lis To sort the table be	lication Search Applicatic	Packages" will filter only Project and Pe rm an alebabetical sort on that column.	rmit type records. . For example, click "Application Name" to so	prt records by Application Nat	Select me in ascending order (A-Z), and	Click on "Application Name" again
		Create an App Records In the dropdown lis To sort the table be to sort in descendir	t of filters above, choosing "Exclude low, click the column name to perfo g order (Z-A).	Packages" will filter only Project and Pe rm an alphabetical sort on that column.	rmit type records. . For example, click "Application Name" to sc	rt records by Application Nar	Select me in ascending order (A-Z), and	Click on "Application Name" again
		Create an App Records In the dropdown lis To sort the table be to sort in descendir Show on Ma	t of filters above, choosing "Exclude tow, click the column name to perfo ig order (Z-A).	Packages" will filter only Project and Pe rm an alphabetical sort on that column.	rmit type records. For example, click "Application Name" to sc	ort records by Application Nat	Select me in ascending order (A-Z), and	Click on "Application Name" again
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		Create an App Records In the dropdown lis To sort the table be to sort in descendir Show on Ma Showing 1-2 of 2 Date	t of filters above, choosing "Exclude tow, click the column name to perfo ig order (Z-A).	Packages" will filter only Project and Pe rm an alphabetical sort on that column. Record Type	rmit type records. . For example, click "Application Name" to so Application Name Traffic Control Permit:1222/01st	ort records by Application Nar	Select me in ascending order (A-Z), and Status	Click on "Application Name" again
		Create an App Records In the dropdown lis To sort the table be to sort in descendir Show on Ma Showing 1-2 of 2 Date 07/02/22 05/07/22	t of filters above, choosing "Exclude tow, click the column name to perfo ig order (Z-A). Download results Add to collection Record Number 120 PMT-3071830 120 PMT-3067306	Packages' will filter only Project and Pe rm an alphabetical sort on that column. Record Type Traffic Control Permit Traffic Control Permit	rmit type records. For example, click "Application Name" to so Application Name Traffic Control Permit:1222/01st TCP# NA Traffic Control Permit:1222/01st	ort records by Application Nar Description test record	Select me in ascending order (A-Z), and Status Opened Cancelled	click on "Application Name" again Action
		Create an App Records In the dropdown lis To sort the table be to sort in descendir Show on Ma Showing 1-2 of 2 Date 07/02/20 05/07/20	Ilication Search Applicatic Search Applicatic t of filters above, choosing "Exclude low, click the column name to perfo g order (Z-A). P Download results Add to collection Record Number 20 PMT-3071830 120 PMT-3067306	Packages" will filter only Project and Pe rm an alphabetical sort on that column. Record Type Traffic Control Permit Traffic Control Permit	rmit type records. For example, click "Application Name" to so Application Name Traffic Control Permit:1222/01st TCP# NA Traffic Control Permit:1222/01st TCP# NA	ort records by Application Nat Description	Select me in ascending order (A-Z), and Status Opened Cancelled	Click on "Application Name" again
		Create an App Records In the dropdown lis To sort the table be to sort table be to sort the table be to	lication Search Applicatie t of filters above, choosing "Exclude tow, click the column name to perfo g order (Z-A). P P P Record Number 120 PMT-3021830 120 PMT-3067306	Packages" will filter only Project and Pe irm an alphabetical sort on that column. Record Type Traffic Control Permit Traffic Control Permit	rmit type records. For example, click "Application Name" to so Application Name Traffic Control Permit:1222/01st TCP# NA Traffic Control Permit:1222/01st TCP# NA	ort records by Application Nar Description test record	Select me in ascending order (A-Z), and Status Opened Cancelled	click on "Application Name" again Action
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3. Application status is shown in the "Status" column. Below are status deteils

<u>Opened</u> → 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

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

<u>Pending Invoice payment</u> → Application has been approved and applicant needs to pay the fees associated with the requested permit. To pay fees clicke on "*Pay Fee Due*"



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PAYING FEES FOR TRAFFIC CONTROL PERMIT Step Action & **Screen Reference** 1. To pay fees click on "Pay Fees Due" under "Action" column 4 Date Record Number Record Type Application Name Description Status Actio Traffic Control Permit:1222/01st TCP# NA 07/02/2020 PMT-3071830 Traffic Control Permit Pending Invoice Payment Pay Fe Traffic Control Permit:1222/01st TCP# NA PMT-3067306 05/07/2020 Traffic Control Permit test record Cancelled Confirm the amount and select "Continue Application" 2. **DSD** Permits DSD Code Enforcement Home Create an Application Search Applications Listed below are the fees based upon the information you've entered. The following screen will display your total fees. Fees Fees Qty. Amount Traffic Control-First Blk (P) \$96.01 1 TOTAL FEES: \$96.01 Note: This does not include additional inspection fees which may be assessed later. 3. You will be redirected to make a payment The City of SAN DIEGO Select Payment Method Please choose the method of paymen Pay by Credit or Debit Card Pay by Personal Check Pay by Corporate Check Make a Payment 4. You can also pay fees by clicking on the "Record Number" and selecting "Payment" drop down → Pay Fees DSD Permits DSD Code Enforcement Home Create an Application Search Applications Record PMT-3071837: **Traffic Control Permit** Record Status: Pending Invoice Payment Record Info Payments Outstanding: Invoice Number 77744 Amount \$96.01 Date 07/02/2020 Pay Fees ding fees: \$96.01



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DONLOADING APPROVED PERMIT

Step		Action &	
		Screen Reference	
4	1.	Note upon approval city staff will email invoice to applicant's or submittal process, or send an email from <u>Noreply@sandieg</u> which the invoice is ready.	email address provided during the l <mark>o.gov</mark> stating the PMT-number for
	2.	Once fees are paid applicant must respond by email to city st been made. Approved traffic control permit will be available for	aff (from step 1) confirming payment has or download from the city website.
	3.	To download an approved permit, log in to your account click <i>"Record Number"</i> corresponding to the approved permit for w from city staff	on "DSD Permits" tab and click on the hich fees were paid and email received
		Create an Application Search Applications Records 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 s to sort in descending order (2-A). Show on Map Showing 1-2 of 2 Download results Add to collection Data Record Ture Record Tu	Record PMT-3071837: Traffic Control Permit Record Status: Cancelled Record Info Payments Payments Processing Status
		07/02/2020 PMT-3071830 Control Permit Traffic Control Permit.1222/01st 05/07/2020 PMT-3067306 Traffic Control Permit Traffic Control Permit.1222/01st	Related Records Attachments Inspections
	4.	Click on " <i>Record Info</i> " drop down and select " <i>Attachments</i> ". <u>V</u> <u>SHOW FILES AVAILABLE ON THE SERVER FOR DOWNLO</u> window. Your traffic control permit is saved under "Traffic Con to download the file.	VAIT, THIS STEP WILL TAKE TIME TO OAD. At first you will only see a blank ntrol Permit" Record Type. Click on Name

Create an Applicatio	on Search App	lications			
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To upload attachments: 1. Click Add to star 2. Click Add for ea 3. Click Continue w 4. Click Save after The Last Update column he maximum file size all DP is the only allowed fil Name Traffic Control Application (Form DS- 269) PMT-3071837,pdf	t the process ch file to upload when done entering any additio will say Pending ur owed is 100 MB, te type to upload. Record ID PMT-3071837	nal information til all attachments have been up Record Type Traffic Control Permit	oaded. Entity Type Record	Type Traffic Control Application (Form DS- 269)	Size 2.93 MB



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 <u>Noreply@sandiego.gov</u>. 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"*