

How to Obtain a Public Right of Way Permit for Traffic Control

INFORMATION BULLETIN

177

January 2025

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When Is a Permit Required?

A Public [Right-of-Way Permit](#) for traffic control is required for all public improvement projects, construction projects and other work that encroaches into the public right of way, including the sidewalk area, per [San Diego Municipal Code \(SDMC\) §129.0702](#) .

Permit Application

Complete a [Traffic Control Plan/Permit Form DS-269](#) , provide an approved Right-of-Way Permit (where applicable) and submit a [traffic control plan](#). See Components of a typical Traffic Control Plan at the end of this information bulletin.

Applications that do not follow the requirements of the [California Manual on Uniform Traffic Control Devices \(CA MUTCD\) 2014, Revision 8](#) and this information bulletin will be canceled. Canceled applications must be resubmitted electronically with required corrections and/or missing documents.

Traffic Control Plans

Traffic control plans shall conform to the [2014 CAMUTCD](#) and Standard Specifications for Public Works Construction, including Regional Supplemental Amendments and [City of San Diego Supplemental Amendments](#). Information needed prior to permit issuance is listed below:

- A. Work start/end dates (A minimum of five working days' notice is required before the beginning of work.)
- B. Name of the street where work is taking place.
- C. Cross streets.
- D. Work hours:

1. Standard workdays are Monday through Friday, 8:30 a.m. to 3:30 p.m.

2. Night work is Sunday through Thursday, 9 p.m. to 5 a.m.
- E. Contractor name, address, phone number and email.
- F. Posted speed limits.
- G. A plan view drawing of the project, which includes the following:

1. The street segment/intersection containing the location of the project work area.

2. The dimension to the nearest cross streets on either side of the work area if the project is located in a mid-block street segment (use break lines if necessary.)

3. A north arrow stenciled on the pole or meter head.

4. Location of parking. Note: If metered parking provides the meter number, which is stenciled on the pole or meter head.

5. The location and dimensions for special curb zones, such as red, yellow, white, green and blue. Also, show and dimension any Bus Stop zones and driveway openings. Indicate what the Driveway is serving (single-family, apartment, commercial, etc.)

6. Existing dimensions for the following:

• Street widths (curb to curb).

• Lane widths, including vehicular lanes, bike lanes, bike buffers and parking lanes.

• Sidewalk width.

7. For construction projects, provide the following:

• Type of work.

• The size of the work area (width and length.)

• Construction signs (type and spacing.)

• Flashing arrow boards (as required.)

• Delineator patterns for transition area, buffer space, work area and termination area.

• Advance warning sign spacing and length of the transition area.

• Detour plan (if required.)

8. Handling of pedestrians (including disabled) and bicycle routes/paths.

9. Additional items may be required depending on the project's scope. For more information, contact Traffic Control via [virtual appointment](#) or email at DSDTrafficSafety@sandiego.gov.

Submittal Instructions

All forms, documents and applications are now submitted electronically. Visit the Development Services Department [Traffic Control Permit](#) web page to create an account and begin the submittal process. A detailed [User Guide](#)  is available under "Apply for a Permit" Step 1.

Permit Fees

The Public [Right-of-Way Permit](#) for Traffic Control fee is charged to recover City costs for office and field review of construction traffic control plans. The fees for each project are charged based on the following guidelines:

Traffic Control Plan Check (Over-the-Counter Review)

Traffic Control Initial (Up to 3 weeks)	\$109.20/block
Traffic Control Extension (Per week)	\$72.80/block
Traffic Control Processing Fee (Flat fee)	\$72.80

Parking Meters

Fees are required for parking meters that cannot be used due to the project's location.

Meter head and post removed	\$137.00
Additional charge, per meter per day	\$6.00
Meter covered (per day)	\$6.00

Dumpster Permits

A dumpster permit is required to place a dumpster in the public right of way.

Traffic Control, Dumpster Fee (Up to 4 weeks)	\$146.60
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Temporary Storage Container (TSC)

TSC is required to place moving containers in the public right of way.

Traffic Control Temporary Storage Container TSC (Up to 1 week)	\$72.80
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Work Without a Permit

Any work in the public right of way (ROW) requires a traffic control permit. Work without an approved or expired traffic control permit will result in a stop of work, notice of violation (NOV) and subject to Building and Land Use Enforcement fines.

Requested Modifications to an Approved Traffic Control Permit

Processing Fee + new sheet fee (if applicable).

Traffic Control Processing Fee	\$72.80
Traffic Control Initial	\$109.20

How to Estimate Traffic Control Fees

- **Traffic Control Initial Fee**

An initial Traffic Control Permit request will be charged a **Traffic Control Initial fee** *for each block*. The initial traffic control permit will **be valid for up to three (3) weeks**, but the scope of work may dictate a shorter initial duration.
- **Traffic Control Permit Extension Fee**

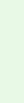
An Extension of a traffic control permit will be charged a **Traffic Control Permit Extension fee** *for each block*. The extension of the traffic control permit is billed weekly for each block and can be requested for up to six (6) weeks.
- **Processing Fee**

A flat rate (one-time) **Processing Fee** will be applied to all traffic control permit requests, including Traffic Control Initial, Traffic Control Extension and Modification of a previously approved traffic control permit.

Payment Information

-  **Available Payment Methods**

• **Online Payments:**

Customers are encouraged to make [online payments](#) by e-check or credit card. Bank and processing fees apply. There are no minimum or maximum credit card transaction amounts when making payments online. For more information, see the [user manual](#)  referenced in Section IV. Once the application is processed, detailed instructions on how to make the payment are sent from noreply@sandiego.gov.

• **Onsite Payments:**

1. Customers can drop check payments into the payment drop-off safe located on the first-floor lobby of the downtown Development Services Center [during business hours](#). All payments must be made out to "City Treasurer."

2. Customers can also [request a Payments appointment](#) to make credit card or check payments in person at the Development Services Center. With in-person payments, the minimum credit card transaction amount is \$10, and the maximum is \$99,999.99. Payments with an "SAP Invoice Number" are not accepted here. Instead, these invoices can be paid with the City Treasurer; [Learn more](#).

Agency Notifications

When applicable, the contractor shall notify all the following agencies five working days before starting work:

- Police Department Dispatch.
- Fire Department Dispatch.
- Waste Management - Refuse Collection.
- San Diego Transit.
- Communications and Electrical - Traffic Signals.
- Underground Service Alert.

In addition, the contractor shall notify property owners and/or tenants before the closure of driveways.

Posting No Parking Signs

The contractor shall post Tow-Away/No Parking signs 72 hours before commencing work and cover parking meters (where applicable).

Extension to Permit

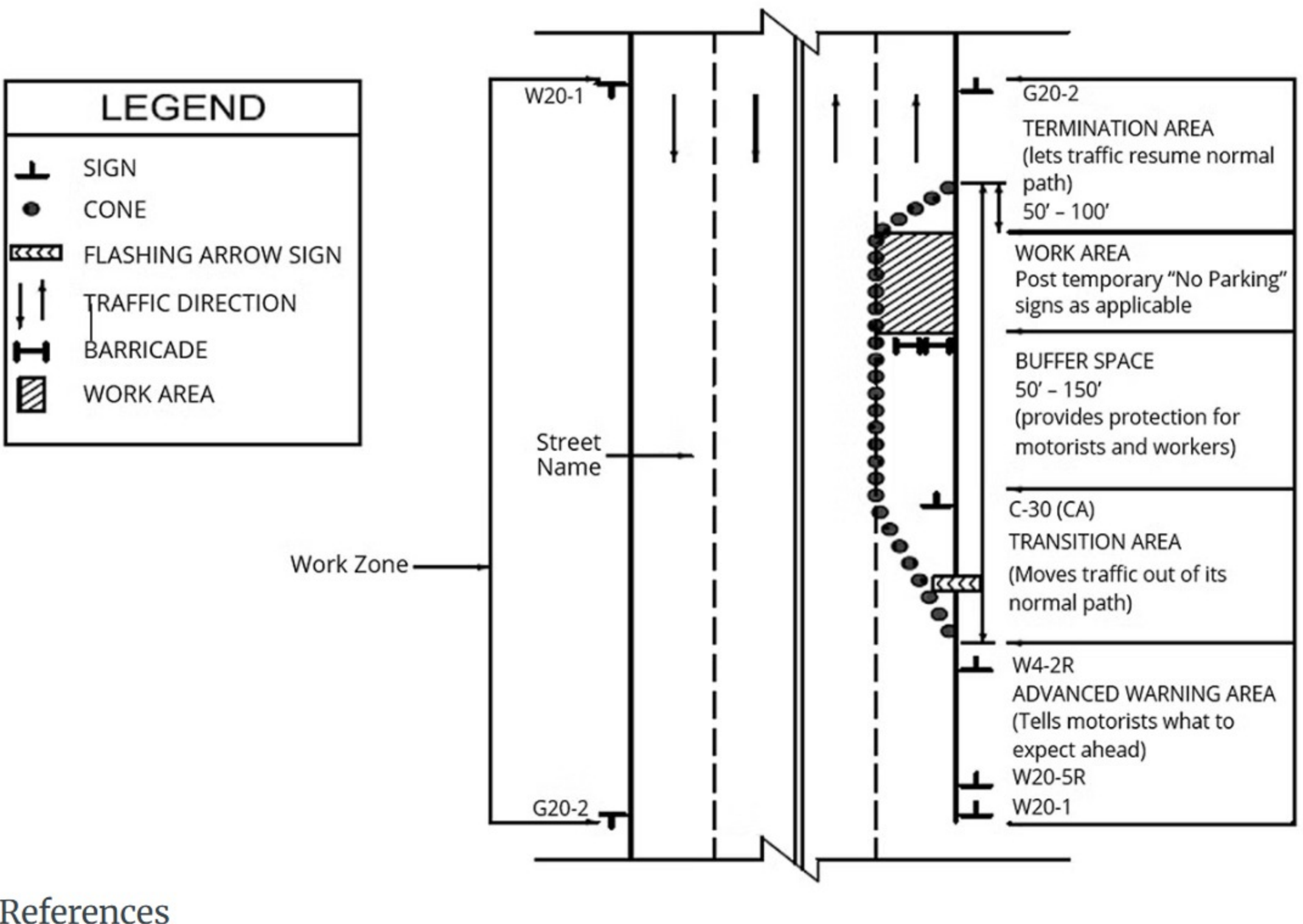
The permit may be extended with approval by the City Engineer and is subjected to additional permit fees. Extensions must be submitted five working days in advance of permit expiration.

Inspections

All worksites are subject to inspection by City personnel without prior notification. The City Resident Engineer (RE) reserves the right to observe the traffic control plan in operation and to make any changes as field conditions warrant. Any changes shall supersede the previously approved plans.

When the RE requires changes to the issued Traffic Control Permit, a written email stating the required changes (from the RE) must be provided to modify the issued Traffic Control Permit.

Components of a Typical Traffic Control Plan



References

- [San Diego Municipal Code \(SDMC\)](#)
- [California Manual on Uniform Traffic Control Devices \(CA MUTCD\)](#)
- [Traffic Control Plan Permit](#)  (DS-269)

Previous Versions of this Information Bulletin

This section contains previous versions of this Information Bulletin by the last day they were effective.

- [2024-12-31 | IB-177](#) 
- [2024-06-30 | IB-177](#) 