

How to Obtain a Traffic Control Permit for a Storage Container

INFORMATION BULLETIN

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This information bulletin explains how to obtain a Traffic Control Permit for a storage container.

I. When Is a Permit Required?

A Traffic Control Permit for a temporary storage container (TSC) is required for containers that encroach into the public right of way, including the sidewalk area [San Diego Municipal Code \(SDMC\) §129.0702 PDF](#).

II. Permit Application

Complete a Traffic Control Plan/Permit Form [DS-269 PDF](#) and submit a Traffic Control Plan. Reference the [components of a typical Temporary Storage Container Plan](#).

III. Traffic Control Plans

Traffic control plans shall conform to the [2014 California Manual on Uniform Traffic Control Devices](#) (CA MUTCD) and Standard Specifications for Public Works construction, including Regional Supplemental Amendments and [City of San Diego Supplemental Amendments](#). Information needed before permit issuance is listed below:

- Work start/end dates (at least three working days' notice required before placing storage container).
- Name of the street where the storage container is to be placed.
- Nearest cross street names.
- Owner's name, address, phone number and email address.
- A plan view drawing clearly identifying where the storage container is to be placed, which includes the following:
 - The street segment/intersection containing the location of the placement of the storage container.
 - Dimension to the nearest driveway on either side of the storage container.
 - A north arrow.
 - Location of parking meter(s). Note: Identify each metered parking space with the associated parking meter number stenciled on the pole or meter head.
 - The location, dimensions and identification of all special curb zones, such as red, yellow, white, green and blue. Also, show and add dimensions to any bus stop zones and driveway openings.
 - Existing dimensions for the following:
 - Street widths.
 - Parking lane width.
 - Storage container width, length and height.

Depending on the storage container's location, additional items may be required. For more information, contact Traffic Control via [virtual appointment](#) or email at DSDTrafficSafety@sanidiego.gov.

IV. 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 PDF](#) is also available.

V. Permit Fees

The Public Right-of-Way Permit for Traffic Control fee is charged to recover City costs for office and field review of traffic control plans and placement of storage containers. The fees for each placement are charged based on the following guidelines:

- Traffic Control Plan Check
Traffic Control Temporary Storage Container TSC..... \$72.80
Traffic Control Processing Fee..... (Flat Fee) \$72.80
- Parking Meters: Fees are required for parking meters that cannot be used due to the TSC location.
Meter deactivated (per meter, per day)..... \$6.00

VI. 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 PDF](#) referenced in Section IV. Once the application is processed, detailed instructions on how to make the payment are sent from noreply@sanidiego.gov.

Onsite Payments:

- 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."
- 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](#).

VII. Posting No Parking Signs

The permit holder shall post Tow-Away/No Parking signs 72 hours before placing the storage container and deactivating parking meters (where applicable).

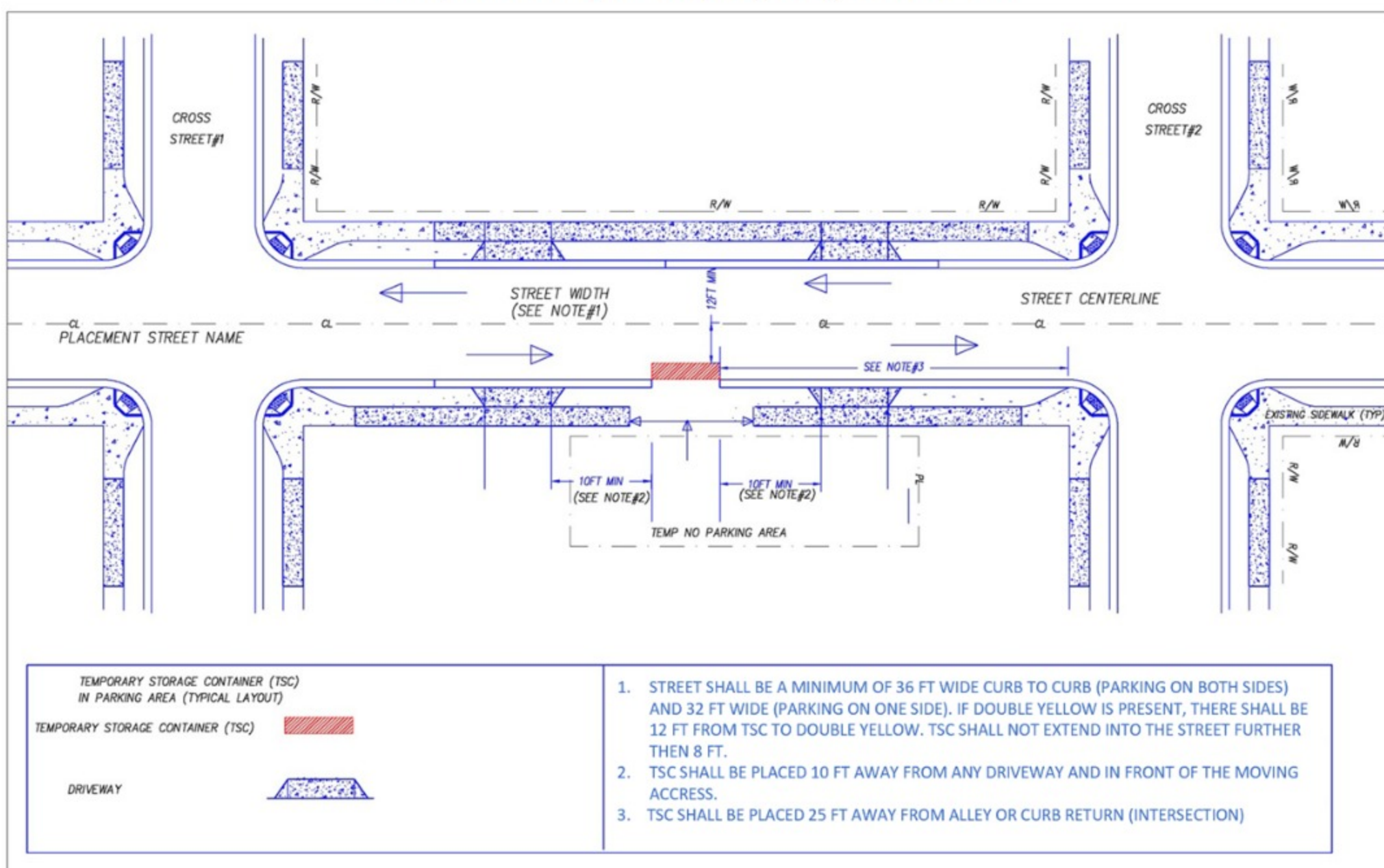
VIII. Permit Duration

The duration of the permit is a maximum of seven days. However, under certain circumstances, a permit may be extended. With approval by the City Engineer, this extension will be subject to additional permit fees. Extensions must be submitted a minimum of five working days before permit expiration. For more information, contact Traffic Control via [virtual appointment](#) or email at DSDTrafficSafety@sanidiego.gov.

IX. Inspections

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

Components of a Typical Temporary Storage Container Plan



References

- [San Diego Municipal Code \(SDMC\)](#)
- [California Manual on Uniform Traffic Control Devices \(CA MUTCD\)](#)
- [Traffic Control Plan Permit PDF](#) (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 IIB-718 PDF](#)