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

This information bulletin explains how to obtain a traffic control permit.

I. When is a Permit Required

Public Right-of-Way Permit for Traffic Control is required for all public improvement projects, construction projects, and other work which encroaches into the public right of way including the sidewalk area San Diego Municipal Code (SDMC) §129.0702.

II. Permit Application

Complete a Traffic Control Plan/Permit form DS-269, provide approved ROW permit (where applicable) and submit a traffic control plan. See Components of a Typical Traffic Control Plan on page four of this bulletin. Applications that do not follow the requirements of California Manual on Uniform Traffic Control Devices (CAMUTCD) 2014 REV6 and this bulletin (IB-177) will be canceled. Canceled applications must be resubmitted electronically with required corrections and/or missing documents.

III. 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 required prior to the beginning of work)
B. Name of street where work is being done
C. Cross streets
D. Work hours (standard workdays are Monday through Friday, 8:30 a.m. to 3:30 p.m.; night work is Sunday through Thursday, 9 p.m. to 5 a.m.)
E. Contractor name, address, phone, 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. 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 which is 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:
      A. Street widths (curb to curb)
      B. Lane widths including vehicular lanes, bike lanes, bike buffers and parking lanes
C. Sidewalk width

7. For construction projects, provide the following:
   A. Type of work
   B. The size of the work area (width and length)
   C. Construction signs (type and spacing)
   D. Flashing arrow boards (as required)
   E. Delineator patterns for transition area, buffer space, work area and termination area
   F. Advance warning sign spacing and length of the transition area
   G. Detour plan (if required)

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

9. Additional items may be required depending on the scope of the project. For more information, call Traffic Control at 619-446-5150.

IV. Submittal Instructions

All forms, documents and applications are now submitted electronically. Visit the Development Services Department (DSD) 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.

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 construction traffic control plans. The fees for each project are charged based on the following guidelines:

**Traffic Control Plan Check:**
First block/intersection (less than three weeks) ........................................ $104.01
Each additional block/intersection (per week) ................................. $104.01

* A “block” is the space between street intersections. Blocks over 600 feet count as more than one block.

**Parking Meters:**
Fees are required for parking meters that cannot be used due to the location of the project.

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

**A. Dumpster Permits:** A dumpster permit is required to place a dumpster in the Public Right of Way.

Each location.................................................................................. $104.01

**B. Temporary Storage Container (TSC):** TSC is required to place moving containers in the Public Right of Way.

Per week ......................................................... $104.01

**C. Work without a Permit:** Any work requiring a traffic control plan which is undertaken without an
approved permit or with an expired permit will be charged double the normal fee amount.

D. **Changes to approved plans/permits:** Based on time spent on modification.

Multiples of ...................................................................................................................$104.01

VI. **Payment Information**

DSD offers online payments. See the [user manual](http://www.sandiego.gov) referenced in Section IV for more information. Once the application is processed, detailed instructions on how to make payment is sent from [noreply@sandiego.gov](mailto:noreply@sandiego.gov). For cash or check payments, please contact [DSDCashiers@sandiego.gov](mailto:DSDCashiers@sandiego.gov).

VII. **Agency Notifications**

When applicable, the contractor shall notify all the following agencies five working days prior to starting work: Police Department Dispatch, Fire Department Dispatch, Waste Management - Refuse Collection, San Diego Transit, Communications and Electrical - Traffic Signals and Underground Service Alert. In addition, the contractor shall notify property owners and/or tenants prior to the closure of driveways.

VIII. **Posting No Parking Signs**

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

IX. **Extension To Permit**

The Permit may be extended. This extension, with approval by the City Engineer, is subjected to additional permit fees. Extensions must be submitted five working days in advance of permit expiration. Call Traffic Control at 619-446-5150 for more information.

X. **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 required changes (from the RE) must be provided to modify the issued Traffic Control Permit.
Components of a Typical Traffic Control Plan

Reference Table

- **San Diego Municipal Code** (SDMC)
- **California Manual on Uniform Traffic Control Devices** (CAMUTCD)
- **Traffic Control Plan/Permit** (DS-269)