

INFORMATION  
BULLETIN

718

October 2021

# How to Obtain a Public Right-of-Way Permit for a Storage Container

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 storage container is required for containers that encroach into the public right-of-way, including the sidewalk area ([San Diego Municipal Code §129.0702](#)).

## II. Permit Application

Complete a Public Right-of-Way Permit for Traffic Control Form [DS-269](#) and submit a traffic control plan. This form is available on the [Development Services Department](#) webpage. See "Components of a Typical Storage Container Plan" below.

## III. Traffic Control Plans

Traffic control plans shall conform to the 2014 California Manual on Uniform Traffic Control Devices (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:

- A. Work start/end dates (a minimum of three [3] working day's notice required before placing storage container)
- B. Name of street where storage container is to be placed
- C. Nearest Cross street names
- D. Owner's Name/Address/Phone Number/Email Address
- E. A plan view drawing clearly identifying where the storage container is to be placed, which includes the following:
  1. The street segment/intersection containing the location of the placement of the storage container.
  2. Dimension to the nearest driveway on either side of the storage container.
  3. A north arrow.
  4. Location of parking meter(s). Note: Identify each metered parking space with the associated parking meter number stenciled on the pole or meter head.
  5. 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.
  6. Existing dimensions for the following:
    - a. Street widths.
    - b. Parking lane width.
    - c. Storage container width, length and height.

Additional items may be required depending on the location of the storage container. For more information, call the Traffic Control Information line at 619-446-5150.

Visit our web site: [sandiego.gov/dsd](http://sandiego.gov/dsd).

Upon request, this information is available in alternative formats for persons with disabilities.

DS-5718 (10-21)

**IV. SUBMITTAL INSTRUCTIONS**

All forms, documents and applications are now submitted electronically. Visit the Development Services Department website at [sandiego.gov/DSD](http://sandiego.gov/DSD) to create an account and begin the submittal process. A detailed User Guide 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:

- A. **Traffic Control Plan Check**  
Maximum 7 Days ..... \$98.03
- B. **Parking Meters:** Fees are required for parking meters that cannot be used due to the location of the storage container.  
Meter deactivated (per meter, per day) .....\$6
- C. **Work without a Permit:** Any work requiring a traffic control plan undertaken without an approved permit or with an expired permit will be charged double the normal fee amount.

**VI. PAYMENT INFORMATION**

For your convenience, DSD offers [online payments](#). Payment drop-off in a touchless drop safe can also be made in the first-floor lobby of the Development Services Center, located at 1222 First Avenue in Downtown San Diego. This safe is checked daily, and payments are processed the following business day. All payments must be in the exact amount, drawn on US banks, and made to "City Treasurer." Please include in the memo of the check the invoice # or Project # or attach the invoice to the check. Cash payments are only accepted by appointment; email [DSDCashiers@sandiego.gov](mailto:DSDCashiers@sandiego.gov) to schedule an appointment.

**VII. POSTING NO PARKING**

The permit holder shall post Tow-Away/No Parking signs seventy-two (72) hours in advance of placing the storage container and shall deactivate parking meters (where applicable).

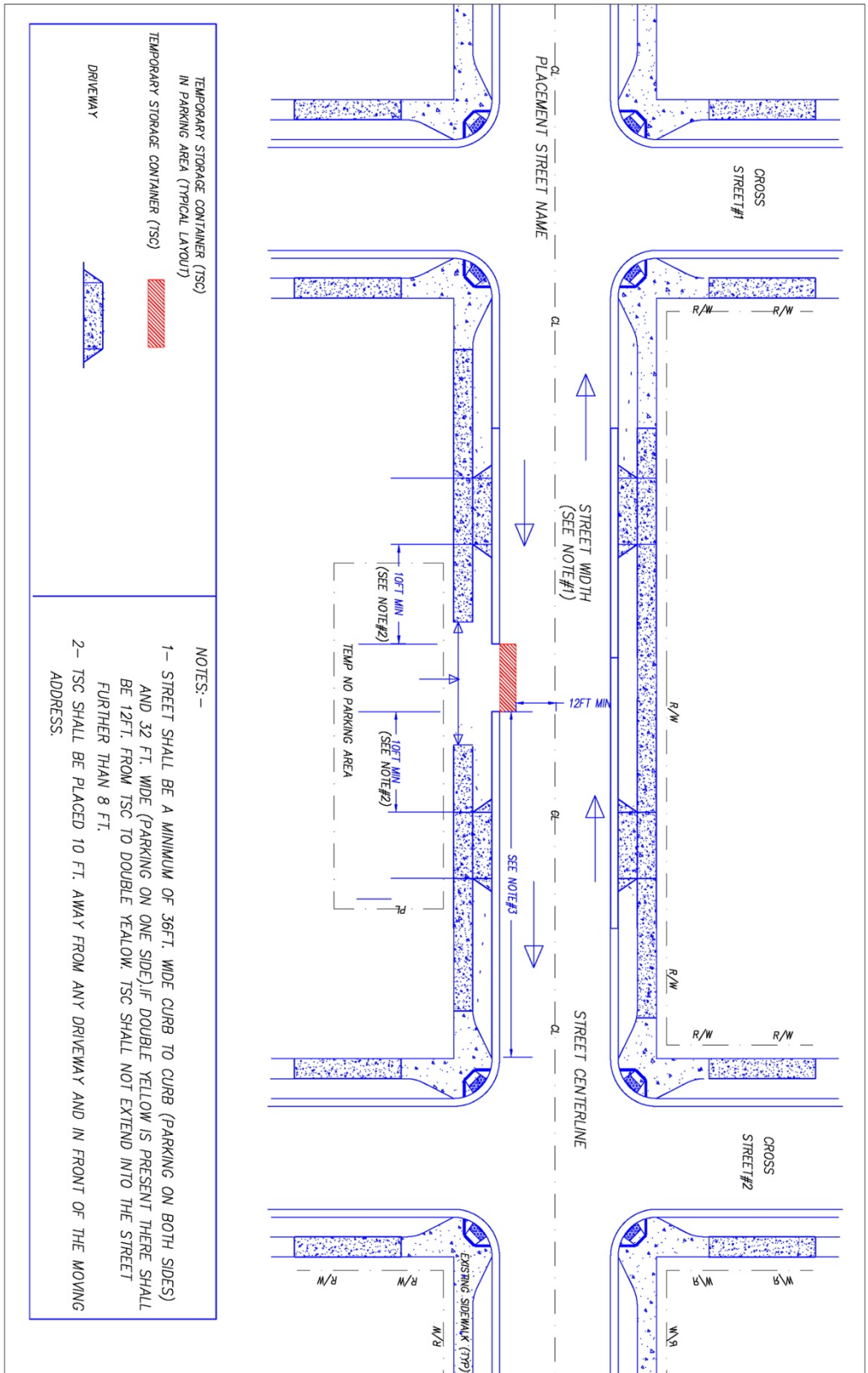
**VIII. PERMIT DURATION**

The duration of the permit is a maximum of seven (7) days. However, under certain circumstances, a permit may be extended. This extension, with approval by the City Engineer, will be subject to additional permit fees. Extensions must be submitted a minimum of two (2) working days in advance of permit expiration. For more information, call the Traffic Control Information line at 619-446-5150.

**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 Storage Container Plan



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#### Documents referenced in this Information Bulletin

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

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