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 https://aca.accela.com/SANDIEGO/Login.aspx
- 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





ep	Action &
	Screen Reference
	1. In https://aca.accela.com/SANDIEGO/Login.aspx
	 To create an account, select "New Users: Register for an Account". If you have an account skip this step and go to step 2.
	\leftrightarrow \rightarrow C \triangleq aca.accela.com/SANDIEGO/Login.aspx \Rightarrow \bigcirc
	👯 Apps 🐟 4. ROW Application Ŋ Street Resurfacing a 👂 City Projects - Mora 🌀 Gmail 💡 Maps 🧧 CITY OF SAN DIEG
	The City of OpenDSD SAN DIEGO Development Services Department
	A Search → + New →
	Announcements Accessibility Support Register for an Account Login
	Advanced Search User Name or E-mail: Password: Login > Bemember me on this computer Ver forgotten my password New Users: Register for an Account Please Login New Users: Register for an Account New Users: Register for an Account Way 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 New Users: 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"
	The city of SAN DIEGO OpenDSD Development Services Department ♠ Q Search + + New +
	Home DSD Permits DSD Code Enforcement Advanced Search
	Account Registration You will be asked to provide the following information to open an account: Choose a user name and password
	Ferronal and Contact Information Florene Numbers if you are registering as a licensed professional (optional) Florene Numbers if you are registering as a licensed professional (optional) Please review and accept the terms below to proceed.
	General Disclaimer

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

OTC Traffic Control Permit Submittal

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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
	Login Information
	Eriter 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: ①
	*Answer:
	Contact Information
	Choose how to fill in your contact information
	Add New
	Continue Registration >
	Select Contact Type × * Type:
	Contact Information × * Individual/Organization: Preferred Channel: Select Select * First: Middle: * E-mail: Select
	Home Phone: Mobile Phone: Fax:
	City: 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 1. Log into your account by entering the user details User Name or E-mail: minerowicz@sandlego.go	
2 User Name or E-mail: minerowicz@sandlego.go Password:	
User Name or E-mail: minerowicz@sandiego.go Password: Image: Content of the series of the seri	
2. Click on "DSD Permits" and select "Create an Application" Home DSD Permits DSD Code Enforcement Create an Application Records	
Home DSD Permits DSD Code Enforcement Create an Application Records	
Create an Application Search Applications Records	
Records	
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	
	Click " <i>Traffic & Trans</i> Application"	portation ", select "Traffic Control Perm	<i>it</i> " and press "Continue
	D Permits DSD Code Enforcement	15	
Select a Reco			
Electronic			
Note: Not f	cations nstruction nstruction - CIP or Public Project nstruction - Master Plan Accessory Structure nstruction - Master Plan MDU	Ill delay the uploading of documents, project review, ar PTS PTS Electronic Submittal Simple No Plan Permits No-Plan - Nonresidential/Mult No-Plan - Nonresidential/Mult	nd approval. Itfamily - Electrical Itfamily - Mechanical
Note: Not f Building Appl Building Co Building Co Building Co Building Co Building Co Building Co	Collowing the requirements w cations nstruction nstruction - CIP or Public Project nstruction - Master Plan ADCU nstruction - Master Plan ADU nstruction - Special Programs nstruction - Special Programs nstruction Change e Submittal	 PTS PTS Electronic Submittal Simple No Plan Permits No-Plan - Nonresidential/Mult No-Plan - Nonresidential/Mult No-Plan - Nonresidential/Mult No-Plan - Residential - Comb Traffic Q Transportation Traffic Control Permit Transportation Permit 	tifamily - Electrical Itifamily - Mechanical Itifamily - Plumbing Ination Mech/Elec/Plum ()
Note: Not f Building Co Building Co Buildi	Collowing the requirements w cations nstruction nstruction - CIP or Public Project nstruction - Master Plan Accessory Structure nstruction - Master Plan MDU nstruction - Special Programs nstruction Change e Submittal	PTS PTS Electronic Submittal Simple No Plan Permits No-Plan - Nonresidential/Mult No-Plan - Nonresidential/Mult No-Plan - Nonresidential/Mult No-Plan - Residential - Comb Traffic 0 Transportation @ Traffic Control Permit Grading, Right of Way, Mapping Engineering Construction Che Grading, ROW, Mapping - As Grading, ROW, Mapping - As Grading, ROW, Mapping - As Grading, ROW, Mapping - As	tifamily - Electrical tifamily - Mechanical tifamily - Plumbing ination Mech/Elec/Plum (2) g Applications ange sociated Submittal (2) andalone



Step			S	Action & creen Refer			
2	5. <u>Make sure to follow the instruction provided on the screen</u> . Home DSD Permits DSD Code Enforcement						
		Create an Application Search Applica Traffic Control Permit 1 Intake	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 addition The Last Update columns will say Pending un					
		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		_
		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 u) MB. pload.	
DS269_cover page.pdf	100%	
Traffic Control Plans.pdf	100%	
ROW permit.pdf	100%	







Step		Action & Screen Reference								
2	8.	Click c	Den "Contin Home DSD Permits Create an Application DSD Permits Create an Application The attachm It may take a Traffic Control Permit 1 Intake Step 1: Intake>Page 1 Prese attach all relevant docu Attachment 1 Cick Add to start I 1 Cick Add for start I 2 Cick Continue Web	ue Applic DSD Code Enforcemen Search Applications nent(s) has/have been few minutes before control (1/4 nentalion.	nt at a successfully u hanges are refle	ploaded. seted.	nfirmati	on they h	nave been saved s	
			The maximum file size allowe PDF is the only allowed file ty	d is 100 MB.	nend nare been apr	anca.			attachments	
			Name	Туре	Size	Latest Update	Action		,	
			DS269_cover page.pdf	Traffic Control Application (Form DS-269)	2.93 MB	07/02/2020	Actions 🔻			
			Traffic Control Plans.pdf ROW permit.pdf	Traffic Control Plan Right of Way Permit	2.93 MB 2.93 MB	07/02/2020 07/02/2020	Actions	-		
	9.	entere	d during a <i>lew</i> " allow:	ccount reg	gistrati	on or " <i>Add</i>	New" a	and enter	Continue Application > unt" which will pull all required fields from the one save	indicated by 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 re	equired field.
Applicant		
To add new contacts, click the Select from Account or Add New button. To edil a contect with the Edit mic. 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 we Direction: *Street Name: Select*	rk will be performed. Street Street Type: Suffix: Select-	Search	Clear
		-brietter -		- SC



St

$\mathbf{\mathcal{D}}$	Services Rev. 08/18/2021
ep	Action &
2	Screen Reference 11. Note project address should be taken from the ROW or the address associated with the project. If you receive an error message use 1222 as " <i>Street No.</i> " and 01 as " <i>Street Name</i> ". Click on " <i>Continue Application</i> "
	Adres Percent enders berouted: These field will auto populate Decident endors provide: Parcent These field will auto populate Decident endors provide: These field will auto populate The populate <
	S33-433-2800 Legal Description: BLK I ST CLSDABLKS 13 THRU 15A Parcel Area: 6551.83 0 Improved Value: Exemption Value:

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 Sele	I from Account or Add New button. To edit a contact, click the Edit link.	
Select from Account	Add New	
Inspection Contact		
To add new contacts, click the Se	ect from Account or Add New button. To edit a contact, click 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"
	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 toffic central permit request by clicking on the previous permit.

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.

RAFFIC CONTROL PMT SPECIFIC			
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:			_
ave and resume later			Continue Applicat

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
	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 you	n has been successfully submitted. ır record and retain a copy for your records.	
Thank you for using our online se Your Record Number is PMT	r-3071830.	
	check the status of your application or to schedule/check results of inspections. Your project will now be set rmit issuance has been processed.	up and you will be notified once the review has been completed, applicable
	to Schedule Inspections, check status, or make other updates.	
View Record Details »		

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



CHECKING APPLICATION STATUS

			q	Action &			
1. Lo	og into y	our account	by entering the				
						_	
	User Name	e or E-mail:	ninerowicz@sandiego.g	• Password:	•••••		Login »
F F	Remember m	ne on this compute	er l've forgotten my	password New Users	Register for an A	ccount	
2. C	lick on "	DSD Permite	s" and your rec	ord will be shown	or select th	oe "Home" tal	h and Click on
			-				
"/	Лу Reco	rds". By click	king on the " <i>Re</i>	cord Number, PN	/IT-xxxxxxxx"	you can view	w the applicati
Ho	me DSD Perm	nits DSD Code Enforce	ement				
Cr	eate an Applicatio	on Search Application	15				
		200					
R	ecords						
						Select	*
			ackages" will filter only Project and Pe				•
To so		ick the column name to perform		rmit type records. For example, click "Application Name" to so	rt records by Application Nam		Click on "Application Name" again
To so to so	rt the table below, cl	ick the column name to perform			rt records by Application Narr		Click on "Application Name" again
To so to so	rt the table below, cl rt in descending orde how on Map	ick the column name to perform			rt records by Application Nam		Click on "Application Name" again
To so to so	rt the table below, cl rt in descending orde how on Map	ick the column name to perform er (Z-A).		For example, click "Application Name" to so Application Name	rt records by Application Nam Description		Click on "Application Name" again
To so to so	rt the table below, cli rt in descending order how on Map wing 1-2 of 2 Dow	ick the column name to perform rr (Z-A). nload results Add to collection	n an alphabetical sort on that column.	For example, click "Application Name" to so		te in ascending order (A-Z), and d	
To so to so	rt the table below, cl tr in descending orde how on Map wing 1-2 of 2 Down Date	ick the column name to perforr r (Z-A). nload results Add to collection Record Number	n an alphabetical sort on that column. Record Type	For example, click "Application Name" to so Application Name Traffic Control Permit:1222/01st		he in ascending order (A-Z), and o	
To so to so	rt the table below, cl tr tin descending orde how on Map wing 1-2 of 2 Dow Date 07/02/2020	ick the column name to perform rr (Z-A). Inload results Add to collection Record Number PMT-3071830	n an alphabetical sort on that column. Record Type Traffic Control Permit	For example, click "Application Name" to so Application Name Traffic Control Permit:1222/01st TCCP# NA Traffic Control Permit:1222/01st	Description	he in ascending order (A-Z), and e Status Opened	
To so to so	rt the table below, cl tr tin descending orde how on Map wing 1-2 of 2 Dow Date 07/02/2020	ick the column name to perform rr (Z-A). Inload results Add to collection Record Number PMT-3071830	n an alphabetical sort on that column. Record Type Traffic Control Permit	For example, click "Application Name" to so Application Name Traffic Control Permit:1222/01st TCCP# NA Traffic Control Permit:1222/01st	Description	he in ascending order (A-Z), and e Status Opened	
To so to so	rt the table below, cl tr th descending order how on Map wing 1-2 of 2 Dow Date 07/02/2020 05/07/2020	ick the column name to perform rr (Z-A). Inload results Add to collection Record Number PMT-3071830 PMT-3067306	n an alphabetical sort on that column. Record Type Traffic Control Permit Traffic Control Permit	For example, click "Application Name" to so Application Name Traffic Control Permit:1222/01st TCCP# NA Traffic Control Permit:1222/01st	Description	he in ascending order (A-Z), and e Status Opened	
To so to so Shor	rt the table below, cl tr th descending orde how on Map wing 1-2 of 2 Dow Date 07/02/2020 05/07/2020	ick the column name to perform rr (Z-A). nload results Add to collection Record Number PMT-3071830 PMT-3067306 s DSD Code Enforces	n an alphabetical sort on that column. Record Type Traffic Control Permit Traffic Control Permit	For example, click "Application Name" to so Application Name Traffic Control Permit:1222/01st TCCP# NA Traffic Control Permit:1222/01st	Description	he in ascending order (A-Z), and e Status Opened	
To so to so Shou Home	rt the table below, cl tt in descending orde how on Map wing 1-2 of 2 Dow Date 07/02/2020 05/07/2020	ick the column name to perform rr (Z-A). nload results Add to collection Record Number PMT-3071830 PMT-3067306 s DSD Code Enforces	n an alphabetical sort on that column. Record Type Traffic Control Permit Traffic Control Permit ment	For example, click "Application Name" to so Application Name Traffic Control Permit:1222/01st TCCP# NA Traffic Control Permit:1222/01st	Description	he in ascending order (A-Z), and e Status Opened	
To so to so Shor Home Dasht	rt the table below, cl th in descending orde how on Map wing 1-2 of 2 Dow Date 07/02/2020 05/07/2020 DSD Permit DOD Permit DOD My Re	ick the column name to perform rr (Z-A). nload results Add to collection Record Number PMT-3071830 PMT-3067306 s DSD Code Enforces	n an alphabetical sort on that column. Record Type Traffic Control Permit Traffic Control Permit ment	For example, click "Application Name" to so Application Name Traffic Control Permit:1222/01st TCCP# NA Traffic Control Permit:1222/01st	Description	he in ascending order (A-Z), and e Status Opened	
To so to so Shor Home Dasht	rt the table below, cl tt in descending orde how on Map wing 1-2 of 2 Dow Date 07/02/2020 05/07/2020	ick the column name to perform rr (Z-A). nload results Add to collection Record Number PMT-3071830 PMT-3067306 s DSD Code Enforces	n an alphabetical sort on that column. Record Type Traffic Control Permit Traffic Control Permit ment	For example, click "Application Name" to so Application Name Traffic Control Permit:1222/01st TCCP# NA Traffic Control Permit:1222/01st	Description	he in ascending order (A-Z), and e Status Opened	
To so to so Shor Dasht	rt the table below, cl th in descending order how on Map Wing 1-2 of 2 Dow Date 07/02/2020 05/07/2020 DSD Permit SD Permits	ick the column name to perform rr (Z-A). nload results Add to collection Record Number PMT-3071830 PMT-3067306 s DSD Code Enforces	n an alphabetical sort on that column. Record Type Traffic Control Permit Traffic Control Permit ment	For example, click "Application Name" to so Application Name Traffic Control Permit:1222/01st TCCP# NA Traffic Control Permit:1222/01st	Description	he in ascending order (A-Z), and e Status Opened	
To so to so Shor Dasht	rt the table below, cl th in descending order how on Map Wing 1-2 of 2 Dow Date 07/02/2020 05/07/2020 DSD Permit SD Permits	ick the column name to perform r (2-A). Inicad results Add to collection Record Number PMT-3071830 PMT-3067306 s DSD Code Enforces cords My Account	n an alphabetical sort on that column. Record Type Traffic Control Permit Traffic Control Permit ment	For example, click "Application Name" to so Application Name Traffic Control Permit:1222/01st TCCP# NA Traffic Control Permit:1222/01st	Description	he in ascending order (A-Z), and e Status Opened	
To so to so Shor Dasht	rt the table below, cl th in descending order how on Map Wing 1-2 of 2 Dow Date 07/02/2020 05/07/2020 DSD Permit Soard My Res SD Permits	ick the column name to perform r (2-A). Inicad results Add to collection Record Number PMT-3071830 PMT-3067306 S DSD Code Enforces cords My Account ad results Add to collection	n an alphabetical sort on that column. Record Type Traffic Control Permit Traffic Control Permit Ment Advanced Search	For example, click "Application Name" to so Application Name Traffic Control Permit:1222/01st TCP# NA Traffic Control Permit:1222/01st TCP# NA	Description test record	te in ascending order (A-Z), and o	Action

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 email address provided during the submittal process, or send an email from <u>Noreply@sandiego.gov</u> stating the PMT-number for which the invoice is ready. 					
	2.	Once fees are paid applicant must respond by email to city staff (from step 1) confirming payment has been made. Approved traffic control permit will be available for download from the city website.					
	3.	To download an approved permit, log in to your account click on "DSD Permits" tab and click on the " <i>Record Number</i> " corresponding to the approved permit for which fees were paid and email received from city staff					
		Home DSD Permits DSD Code Enforcement Create an Application Show on Map DSD Code Enforcement Barch Applications Records Record PMT-3071837: Traffic Control Permits Record Status: Cancelled Record Into * Payments *					
		Showing 1-2 of 2 Download results Add to collection Record Type Application Name Record Status Date Record Number Control Permit Traffic Control Permit:1222/01st Related Records 05/07/2020 PMT-3067306 Traffic Control Permit: TCP# NA Attachments					
	4.	Click on " <i>Record Info</i> " drop down and select " <i>Attachments</i> ". <u>WAIT, THIS STEP WILL TAKE TIME TO</u> <u>SHOW FILES AVAILABLE ON THE SERVER FOR DOWNLOAD</u> . At first you will only see a blank window. Your traffic control permit is saved under "Traffic Control Permit" Record Type. Click on Name to download the file.					

Create an Applicatio	on Search App	lications			
Record PMT-307	71837:				
Traffic	Control	Permit			
Record Status: C	Cancelled				
Record Info 🔻	Payme	ents 🔻			
Click Add to star Click Add for ear Click Continue w Click Continue w Click Save after he Last Update column: "he maximum file size all: OFF is the only allowed fil Name	ch file to upload when done entering any additio s will say Pending ur owed is 100 MB .	nal information til all attachments have been upl Record Type	oaded. Entity Type	Туре	Size
 Click Add for ea Click Continue w Click Save after Click Save after The Last Update column: The maximum file size all The maximum file size all objects the only allowed file 	ch file to upload vhen done entering any additio s will say Pending ur owed is 100 MB . le type to upload.	itil all attachments have been upl		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"*