

User Guide for a Temporary Outdoor Business Operation Permit

DEVELOPMENT SERVICES



Development
Services

The Temporary Outdoor Business Operation Permit supports the recovery of local retail outlets and restaurants devastated by economic impacts from COVID-19 by helping businesses with limited footprints operate in outdoor settings adjacent to their businesses and get closer to the sunshine. The goal is to help businesses with space constraints expand operations outdoors so they can cost-effectively implement safety, health and distancing protocols.

The permit will temporarily allow for the expansion of outdoor dining and retail on to the public right-of-way (sidewalks), pedestrian plazas and parking spaces.

Issuance of the temporary permit will be subject to guidelines or mandates for public gatherings and social distancing in accordance with the County of San Diego public health orders and guidelines from the California Department of Public Health and Centers for Disease Control and Prevention. As with all guidance that relates to COVID-19 response, permit requirements will be regularly evaluated or updated to respond to any changes to ensure the public health and safety.

Eligible Businesses

The following businesses with an active business tax certificate and all other applicable license or permits may apply:

- Eating and drinking establishments
- Retail and wholesale businesses

Application Guidelines

All NEW submittals and EXTENSIONS for a Temporary Outdoor Business Operation Permit must be submitted electronically with the Development Services Department.

Application requirements include:

- A valid business license to operate in the City of San Diego and \$1 million general liability policy
- Comply with the Americans with Disabilities Act and the accessibility guidelines of title 24 of the California Code of Regulations
- Submit an application online for a Temporary Outdoor Business Operation area including a site plan indicating the proposed boundary in the public right-of-way
- Submit a signed Encroachment Maintenance Removal Agreement (EMRA)

Website and Login at OpenDSD

1. Visit <https://aca.accela.com/SANDIEGO/Login.aspx>
2. Create/register for a new User Account or log in to an existing account

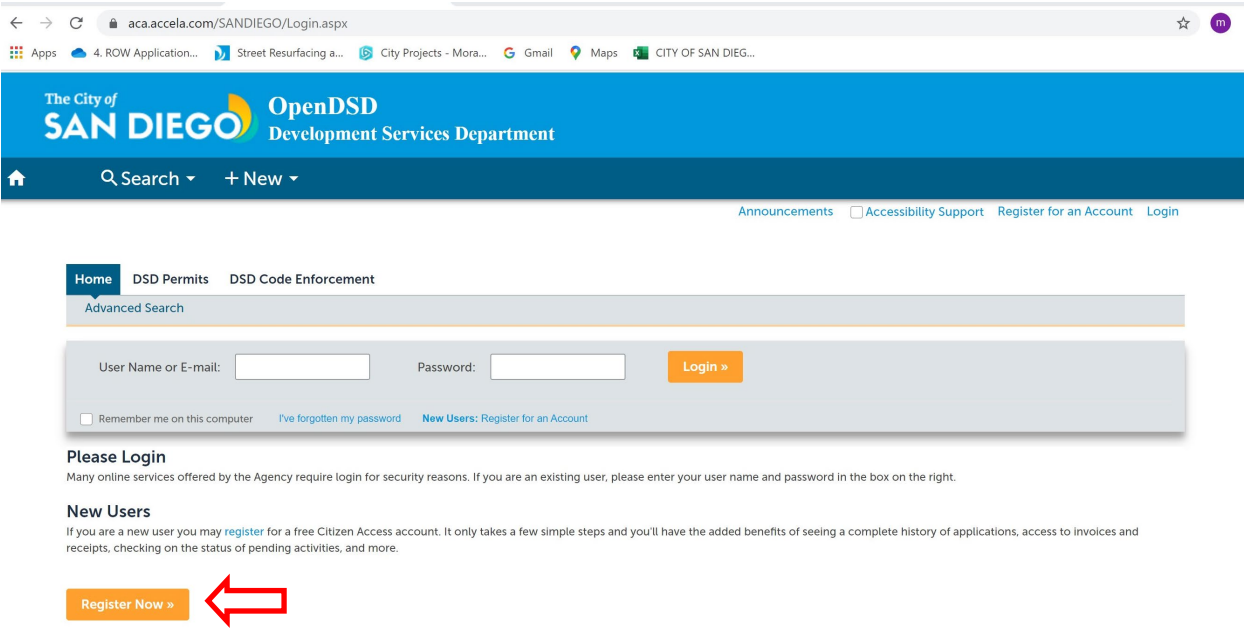
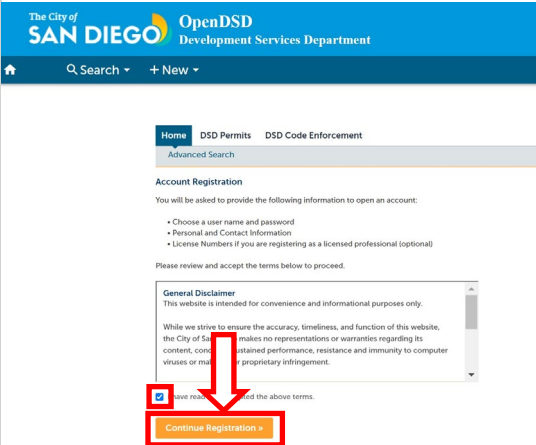
File Organization

Each documentshould be uploaded as a separate record type otherwise previously uploaded file will be overwritten (see step 2.7, page 7)

Hints & Tips

Be organized. Create a folder for your Project. Name all the files based on what the document type is going to be. Label all the files and provide the description.

Create A New OpenDSD Account


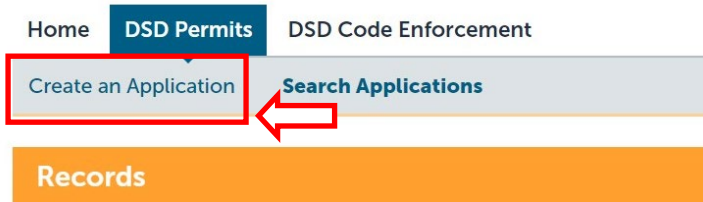
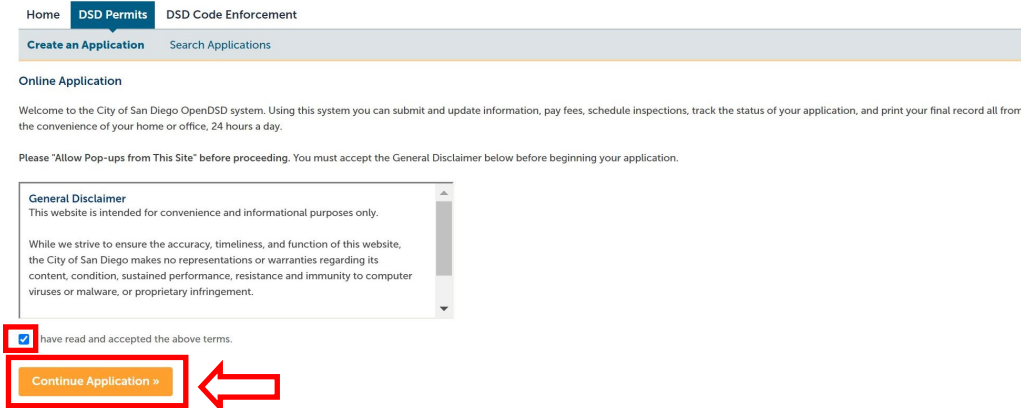
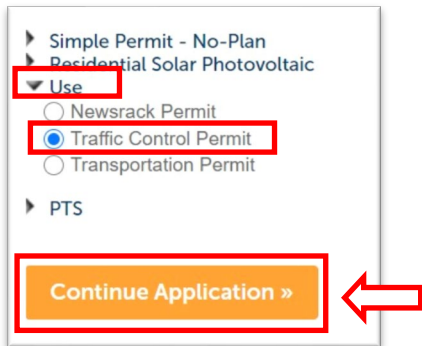
Step	Action & Screen Reference
1	<p>1. In https://aca.accela.com/SANDIEGO/Login.aspx</p> <p>2. To create an account, select “<i>New Users: Register for an Account</i>”. If you have an account skip this step and go to step 2.</p>  <p>3. Check “<i>I have read and accepted the above terms</i>” and click “<i>Continue Registration</i>”</p>  <p>4. Fill out all the “Login information” and add new “<i>Contact Information</i>”. This information will be used when you apply for permits</p>

Step	Action & Screen Reference
1	<div> <div> Home DSD Permits DSD Code Enforcement </div> <div> Advanced Search </div> </div> <p>Account Registration Step 2: Enter/Confirm Your Account Information</p> <p>* indicates a required field.</p> <div>Login Information</div> <p>Enter your User Name and Password. You must also enter a unique email address.</p> <p>* User Name: <input type="text"/></p> <p>* E-mail Address: <input type="text"/></p> <p>* Password: <input type="password"/></p> <p>* Type Password Again: <input type="password"/></p> <p>* Enter Security Question: <input type="text"/></p> <p>* Answer: <input type="text"/></p> <div>Contact Information</div> <p>Choose how to fill in your contact information:</p> <p>Add New</p> <p>Continue Registration »</p> <div> <div>Select Contact Type</div> <div> <p>* Type: <input type="text"/></p> <p>Continue Discard Changes</p> </div> </div> <div> <div>Contact Information</div> <div> <p>* Individual/Organization: <input type="text"/></p> <p>Preferred Channel: <input type="text"/></p> <p>Country: <input type="text"/></p> <p>* First: <input type="text"/> Middle: <input type="text"/> Last: <input type="text"/></p> <p>* E-mail: <input type="text"/></p> <p>Home Phone: <input type="text"/> Mobile Phone: <input type="text"/> Work Phone: <input type="text"/> Fax: <input type="text"/></p> <p>Address Line 1: <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/></p> <p>Continue Clear Discard Changes</p> </div> </div>



Your account has been created successfully. You can login immediately using your User Name and Password

Create an Application and Submit Documents

Step	Action & Screen Reference
2	<p>1. Log into your account by entering the user details</p>  <p>2. Click on “DSD Permits” and select “Create an Application”</p>  <p>3. Click on “I have read and accepted the above terms “ and select “Continue Application”</p>  <p>4. Click on “Use “, select “Traffic Control Permit” and press “Continue Application”</p> 

Step

**Action &
Screen Reference**

2

5. Make sure to follow the instruction provided on the screen.

Home **DSD Permits** DSD Code Enforcement

Create an Application Search Applications

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 additional information

The Last Update columns will say Pending until all attachments have been uploaded.

The maximum file size allowed is 100 MB.
PDF is the only allowed file type to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add ←

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”

File Upload ✕

The maximum file size allowed is 400 MB.
PDF is the only allowed file type to upload.

Temp Outdoor Business Application.pdf	100%
Traffic Control Plan.pdf	100%

Continue **Add** Remove All Cancel

Step

Action &
Screen Reference

2

7. All uploaded files will show up on the screen. Now you will need to specify what each file represents. Do NOT use the same "TYPE" for two different documents as one document will be overwritten. Make sure to fill out the "Description" field and click "Save".

* Type:

- Select--
- Letter of Coordination
- Multiple Location List
- Other
- Photo
- Right of Way Permit
- Temp Outdoor Business Application
- Traffic Control Application (Form DS-269)
- Traffic Control Plan
- Traffic Control Plan Redlines

The maximum file size allowed is 400 MB.
PDF is the only allowed file type to upload.

✓ Attachment removed successfully.

Name	Type	Size	Latest Update	Action
No records found.				

* Type: Temp Outdoor Business Application

File: Temp Outdoor Business Application.pdf

100%

* Description: Temp Outdoor Business Application

* Type: Traffic Control Plan

File: Traffic Control Plan.pdf

100%

* Description: Temp Outdoor Business Plan Set Up

Save Add Remove All

File "Type" for each File # must be different otherwise it gets overwritten

File 1

File 2

Step	Action & Screen Reference
2	<div><div>8. You will see all your attachments and confirmation they have been saved successfully. Click on “Continue Application”</div><div><div><div><div><div>Home</div><div>DSD Permits</div><div>DSD Code Enforcement</div></div><div><div>Create an Application</div><div>Search Applications</div></div></div></div><div><div><div><div></div></div><div>The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.</div></div></div><div><div>Traffic Control Permit</div><div><div>1 Intake</div><div>2 Review</div><div>3 Submitted</div></div></div><div><div>Step 1: Intake > Page 1/4</div><div>Please attach all relevant documentation.</div><div>* indicates a required field.</div></div><div><div>Attachment</div><div><div>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 additional information The Last Update columns will say Pending until all attachments have been uploaded. The maximum file size allowed is 400 MB. PDF is the only allowed file type to upload.</div><div><div><div><div>Name</div><div>Type</div><div>Size</div><div>Latest Update</div><div>Action</div></div><div><div>Temp Outdoor Business Application.pdf</div><div>Temp Outdoor Business Application</div><div>168.17 KB</div><div>07/10/2020</div><div>Actions ▾</div></div><div><div>Traffic Control Plan.pdf</div><div>Traffic Control Plan</div><div>1.28 MB</div><div>07/10/2020</div><div>Actions ▾</div></div></div></div><div><div>Add</div><div>Save and resume later</div><div>Continue Application ></div></div><div><div>Uploaded attachments</div></div></div></div><div><div>9. Enter “Applicant” information either from “Select from Account” which will pull the information entered during account registration or “Add New” and enter all required fields indicated by a *. “Add New” allows user to enter different contact information from the one saved in the account.</div><div><div>Step 1: Intake > Page 2/4</div><div>As the applicant, please provide your contact details and the location where the work will be performed.</div><div>* indicates a required field.</div></div><div><div><div>Applicant</div><div><div>To add new contacts, click the Select from Account or Add New button. To add a contact, click the Edit link.</div><div><div>Select from Account</div><div>Add New</div></div></div></div><div><div>User preference, however, if the submittal is done by another individual using company login use “Add New”</div></div></div><div><div>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.</div><div><div><div>Address</div><div>Please use the fields below to search for the address where work will be performed.</div><div><div><div>Street No.:</div><div>Direction: --Select--</div><div>Street Name:</div><div>Street Suffix: --Select--</div><div>Street Type: --Select--</div></div><div><div>Search</div><div>Clear</div></div></div></div></div></div></div></div></div>

Step

Action &
Screen Reference

2

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 “Street No.” and **01** as “Street Name”. Click on “Continue Application”

Address

Please use the fields below to search for the address where work will be performed.

Street No.: 1222 Direction: --Select-- * Street Name: 01st Street Suffix: --Select-- Street Type: Av

Unit Type: --Select-- Unit No.:

City: San Diego State: CA * Zip:

Longitude: -117.163345 Latitude: 32.718317

Search Clear

User entered fields

These field will auto populate based on address

Parcel

Based on the address provided, the following Parcel number has been determined.

* Parcel Number: 533-433-2800

Legal Description: BLK 1 ST CLSD&BLKS 13 THRU 15&

Parcel Area: 6551.83 Land Value: 0

Improved Value: 0 Exemption Value: 0

Search Clear

12. Next enter “Permit Holder” and “Inspection Contact”. Permit holder is the owner of the permit while “Inspection Contact” is the person in charge 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 Select 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 Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New

Step	Action & Screen Reference																																																								
2	<p>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 three options below. For dumpster permit select "Other Work"</p> <div data-bbox="319 438 813 625"> <p>--Select--</p> <p>Temporary - Pedestrian Plaza in Parking Space</p> <p>Temporary - Sidewalk Cafe</p> <p>Public Improvement Project</p> <p>Building Construction Project</p> <p>Other Work</p> </div> <p>14. Check off all fields that apply to your traffic control permit request by clicking on the check box located next to the entry.</p> <div data-bbox="305 764 1521 1585"> <p>Application Information</p> <p>TRAFFIC CONTROL PMT SPECIFIC</p> <p>*Traffic Control Permit Type: Temporary - Sidewalk C</p> <p>TCP: </p> <p>ACTIVITY TYPE</p> <table> <tr> <td>Street Closure:</td> <td><input type="checkbox"/></td> <td>Travel Lane Closure:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Turn Lane Closure:</td> <td><input type="checkbox"/></td> <td>Parking Lane Closure:</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Bike Lane Closure:</td> <td><input type="checkbox"/></td> <td>Sidewalk Closure:</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Pedestrian Barricade:</td> <td><input type="checkbox"/></td> <td>Detour:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Flagging:</td> <td><input type="checkbox"/></td> <td>Bus Stops:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Dumpster:</td> <td><input type="checkbox"/></td> <td>Trenching:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Parking Meters:</td> <td><input type="checkbox"/></td> <td>Fiber Optic:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other:</td> <td><input type="checkbox"/></td> <td>Other Description:</td> <td></td> </tr> </table> <p>STREET CLASSIFICATION</p> <table> <tr> <td>Expressway:</td> <td><input type="checkbox"/></td> <td>Six-lane Primary Arterial/Major St.:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Four-lane Major Street:</td> <td><input type="checkbox"/></td> <td>Four-lane Collector:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Three-lane Collector:</td> <td><input type="checkbox"/></td> <td>Two-lane Collector:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Cul-De-Sac:</td> <td><input type="checkbox"/></td> <td>Local Residential:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Alley:</td> <td><input type="checkbox"/></td> <td>Other:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other Description:</td> <td></td> <td></td> <td></td> </tr> </table> <p>Save and resume later</p> <p>Continue Application »</p> </div>	Street Closure:	<input type="checkbox"/>	Travel Lane Closure:	<input type="checkbox"/>	Turn Lane Closure:	<input type="checkbox"/>	Parking Lane Closure:	<input checked="" type="checkbox"/>	Bike Lane Closure:	<input type="checkbox"/>	Sidewalk Closure:	<input checked="" type="checkbox"/>	Pedestrian Barricade:	<input type="checkbox"/>	Detour:	<input type="checkbox"/>	Flagging:	<input type="checkbox"/>	Bus Stops:	<input type="checkbox"/>	Dumpster:	<input type="checkbox"/>	Trenching:	<input type="checkbox"/>	Parking Meters:	<input type="checkbox"/>	Fiber Optic:	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other Description:		Expressway:	<input type="checkbox"/>	Six-lane Primary Arterial/Major St.:	<input type="checkbox"/>	Four-lane Major Street:	<input type="checkbox"/>	Four-lane Collector:	<input type="checkbox"/>	Three-lane Collector:	<input type="checkbox"/>	Two-lane Collector:	<input type="checkbox"/>	Cul-De-Sac:	<input type="checkbox"/>	Local Residential:	<input type="checkbox"/>	Alley:	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other Description:			
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Other Description:																																																									

Step

Action &
Screen Reference

2

15. Review your application request and if all information is correct click on “Continue Application”

Home DSD Permits DSD Code Enforcement

Create an Application Search Applications

Traffic Control Permit

1 Intake 2 Review 3 Submitted

Step 2: Review

Save and resume later

Continue Application >

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Traffic Control Permit

Attachment

16. You will receive confirmation your application has been successfully submitted. Make sure to save your PMT-xxxxxxx. 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 has been successfully submitted. Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is PMT-3071830.


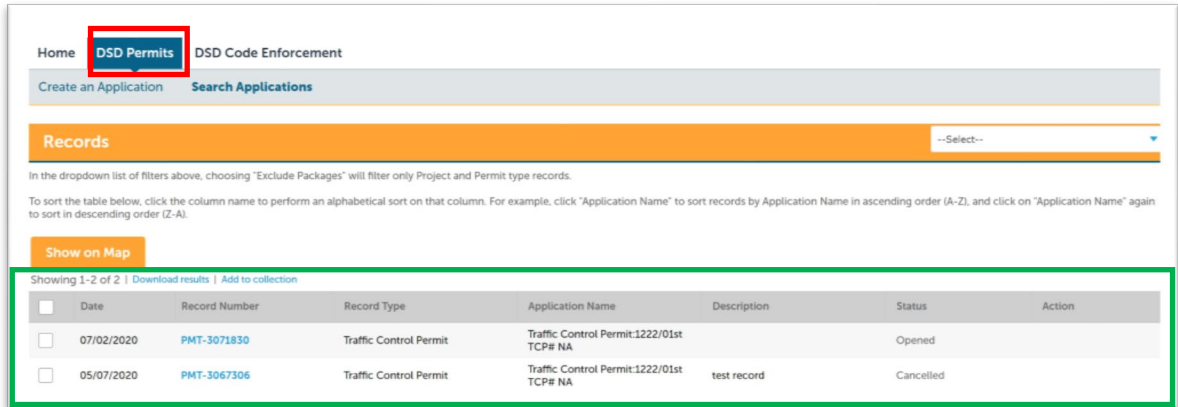
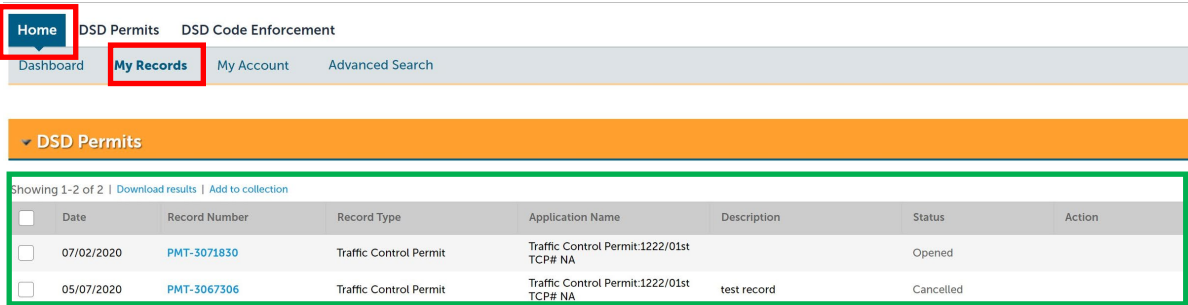
You will need this number to check the status of your application or to schedule/check results of inspections. Your project will now be set up and you will be notified once the review has been completed, applicable fees have been assessed or permit issuance has been processed.

Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

View Record Details >

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

Check Application Status

Step	Action & Screen Reference
3	<p>1. Log into your account by entering the user details</p>  <p>2. Click on “DSD Permits” and your record will be shown or select the “Home” tab and Click on “My Records”. By clicking on the “Record Number, PMT-xxxxxxx” you can view the application</p>  

Approved Permit

Step	Action & Screen Reference
4	<ol style="list-style-type: none"><li data-bbox="245 415 1485 485">1. Note upon permit approval, city staff will send an email to the applicant stating the Permit has been approved.<li data-bbox="245 506 1247 533">2. Please maintain a copy of the permit for your record on premises of the business.

Frequently Asked Questions (FAQs)

Do I need an account to submit projects?

Yes, login to your [OpenDSD](#) account to apply for a permit,.

Who do I contact if I need help?

TemporaryOutdoorPermit@sandiego.gov

What does it mean when my PTS-0XXXXXX status is...?

Opened

Project has been created and is awaiting document upload

Updates Required

Submittal is not Deemed Complete and either additional documents are needed or revisions to submitted documents are required, refer to email sent and upload new requested items.

Deemed Complete

Documents meet minimum submittal requirements and are ready for Discipline Reviews

In Review

Plans have been routed for review assignment, track progress in [OpenDSD](#)

Ready for Final Version

All disciplines have signed off, upload plans with all corrections incorporated for comparison.

Final Version Submitted

You have uploaded final version for comparison and stamping by staff

Ready for Issuance

Plans have been stamped and required items identified in the Project Tracking System (PTS) Submittal Requirements Report for permit issuance.

Approved

Your permit has been issued in PTS.

I Uploaded the Wrong Document, Who Do I Contact?

You will be able to delete your document and upload a new document: If your project is still in **"Open"** status on OpenDSD.

You will not able to upload any documents: Once your project is in **"Submitted or In-Review"** status. You will need to contact your system manager on the project who emailed you the confirmation Project Tracking System Number to have them "Cancel" their review and re-open the cycle, so you can upload your new version. In doing this, you might delay your project review.

When I try to upload I keep getting an error message. Why does this keep happening?

There are two solutions for you if this keeps persisting:

1. You can contact TemporaryOutdoorPermit@sandiego.gov if this is for a new application submission
2. If you have been assigned a Project Tracking System Number and are in direct contact with a system manager or development project manager, you can reach out to them via email and discuss the issue you are having.

How do I retrieve a forgotten username or password?

Use the 'Forgot Password' link on the OpenDSD Home Page

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