

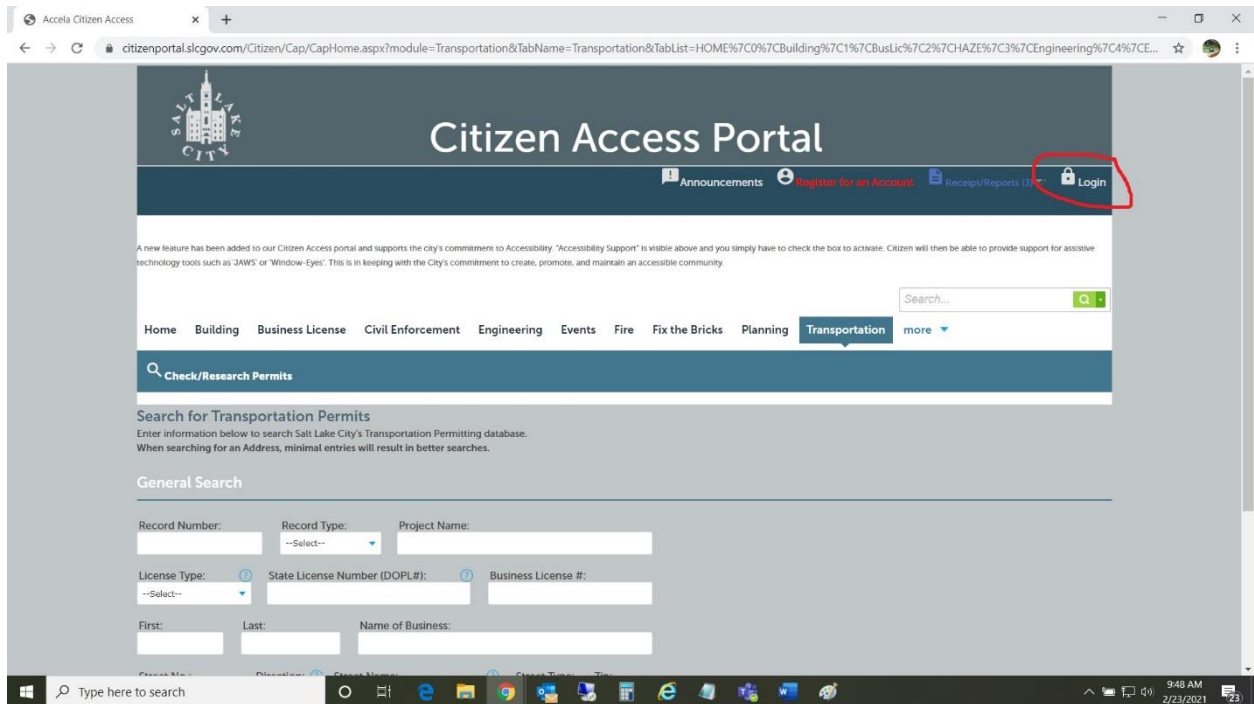
Traffic Control Permit application process.

Before we begin please be aware that the Citizen access portal uses pop-ups. If you have a pop-up blocker active, please disable it.

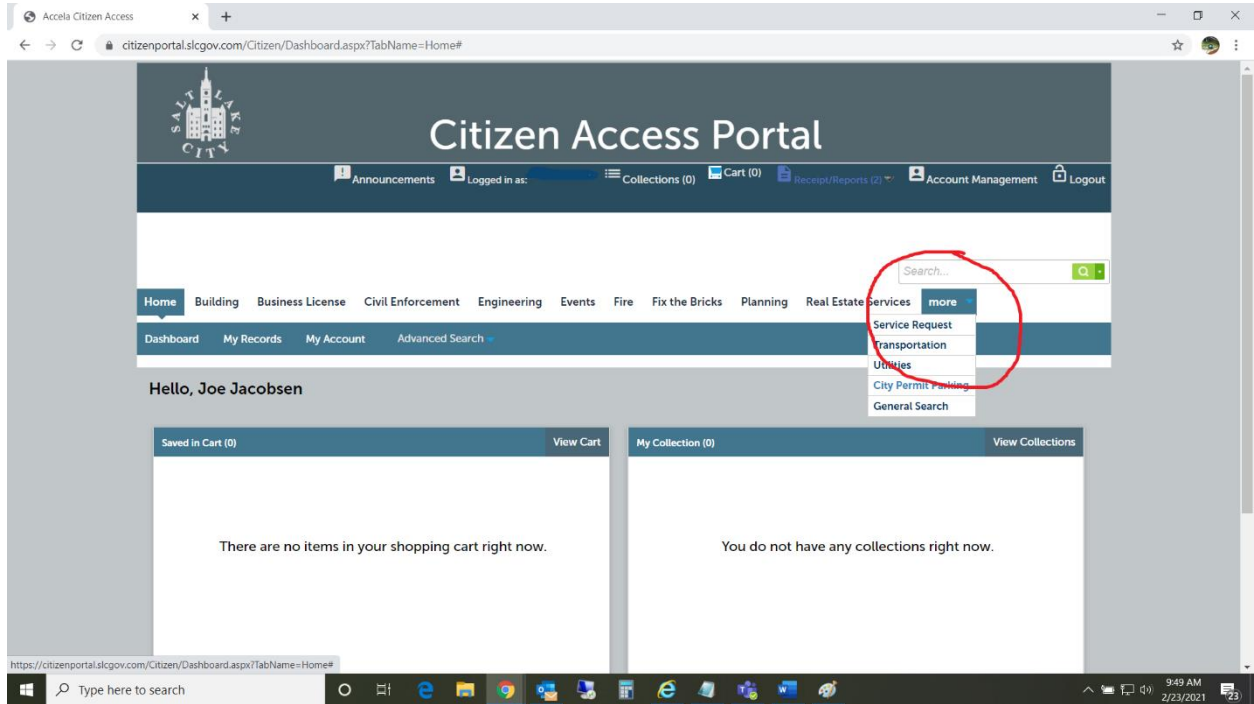
1. Follow this link.

[Apply for a Transportation Permit.](#) (Traffic control and Non Resident parking permit)

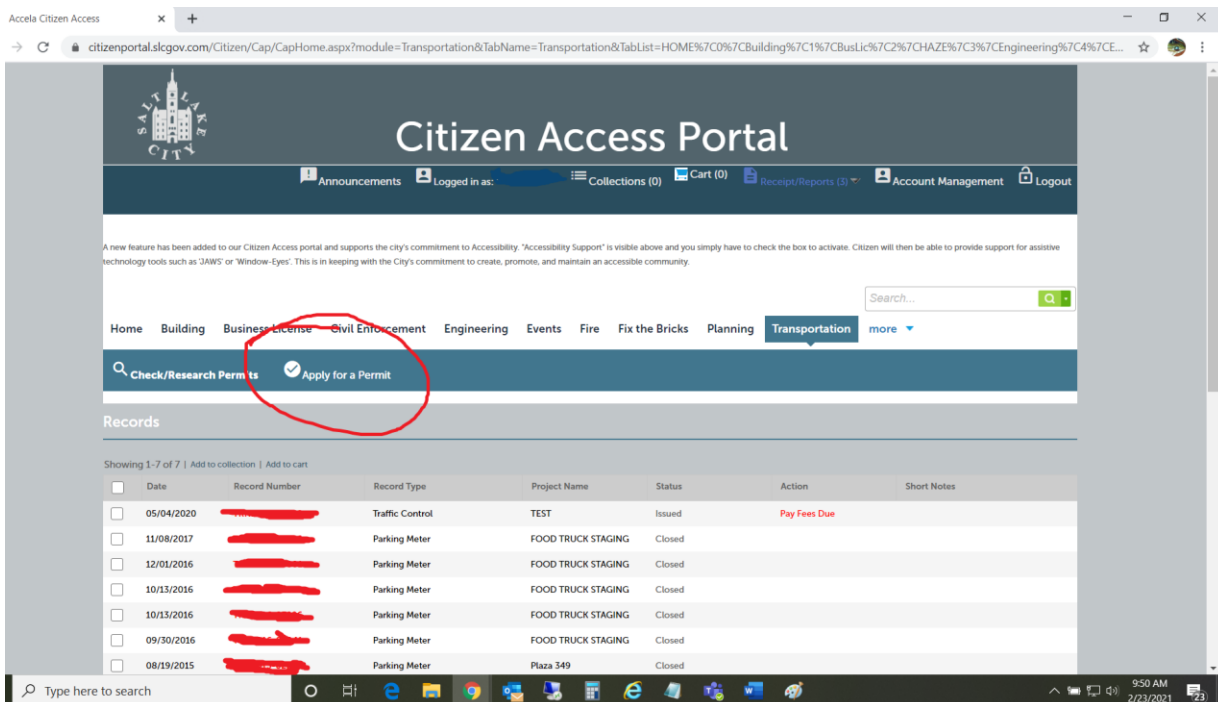
2. Log in. The log in link can be found in the top right portion of the page. If you do not have an account, click the “Register for account” link.



Once you have logged in, you are pushed back and must choose the “More” link, followed by “Transportation”.



1. Click “Apply for a permit”.



Check the box that reads “I have read and accepted the above terms” . You really should read it.

Then click “Continue application”.

Choose either “Parking meter” (this is for all Restricted parking. Meters, 1 hour, 2 hour, and any Residential parking areas), Or Traffic Control. Click “Continue application”.

This will take you to the “Step 1” Address.

This address should be the Physical address of the parcel you will be working at. Usually the Street address, but sometimes it isn’t.

Add the “House Number” For this example I’ll use my office. 349 S 200 E

So, the house number is 349. The Direction is S, and the Street name is 200 E

You are given the options of “Search” and clear. The search function works most of the time, but not always. Just click “Continue application”.

The screenshot shows a web browser window with the URL citizenportals.lscgov.com/Citizen/Cap/CapEdit.aspx?Module=Transportation&stepNumber=2&pageNumber=1&isFeeEstimator=&TabName=Transportation. The page title is "Traffic Control" and it shows a progress bar with 7 steps. The current step is "Step 1: Step 1 > Location". The form is titled "Address" and contains the following fields: "House Number" (with a red asterisk indicating it is required), "Direction" (a dropdown menu), "Street Name" (with a red asterisk indicating it is required), and "City". Below these fields are "Search" and "Clear" buttons. At the bottom of the form, the "Continue Application" button is circled in red. There is also a "Save and resume later" button on the right. The footer of the page reads "Copyright 2019 Salt Lake City Corporation".

This takes you to “Step 2” Contacts.

Click “Select from account”

Choose the contact from the list.

Both phone number are required. I would prefer to see the number of the person who would be on site so if there are any questions, I can talk with them directly and not have to call multiple people to get an issue resolved.

Click “Continue Application”

Step 3 “Application detail”

This should be the first of the Pop-ups.

It will ask what type of closure, Street, Sidewalk or Haul Route.

Then it will ask “From Number” add in what address the closure will begin.

Then “On Street Name” This is the name of the street, if it is a Number (i.e. 200 E) then put 200 E.

Then it asks for “To Number”. This is at what point the closure ends. If the From or to are a street name, those can be entered as well.

It will ask if it will be a full closure.

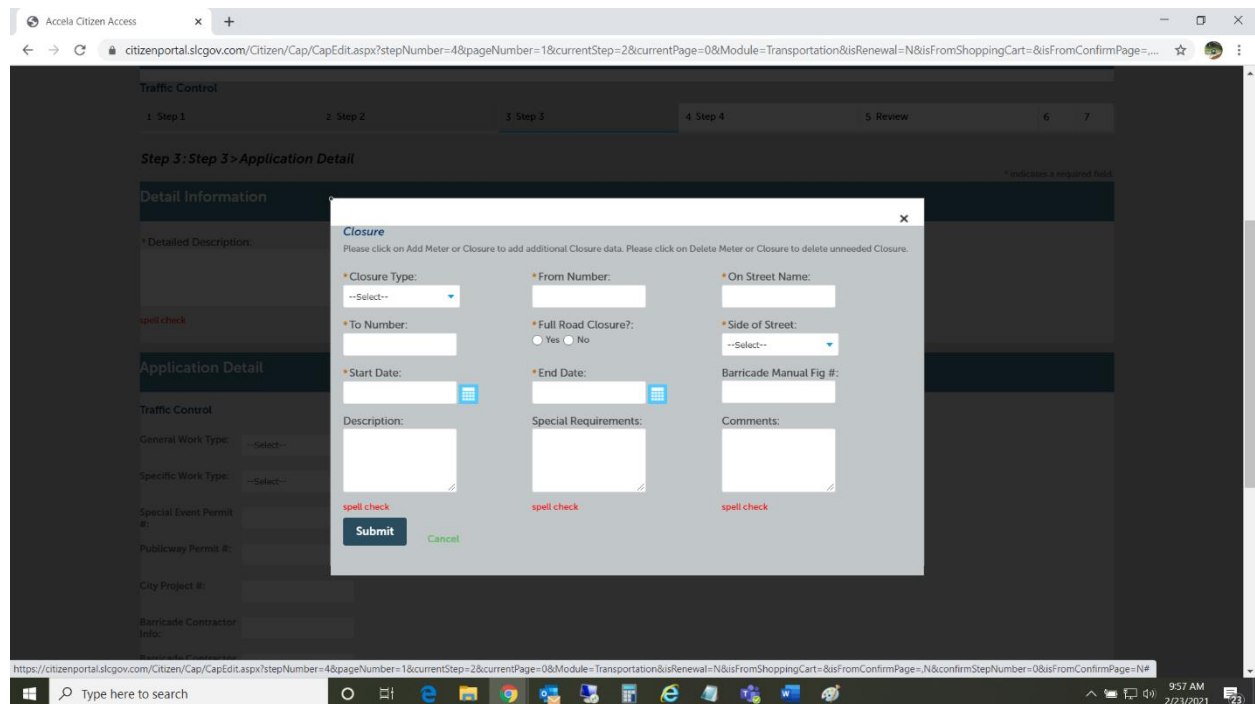
It will ask for a start and end date, as well as what side of the street the work will be taking place on.

It will also ask for a “Barricade Manual fig#” Is it asking what the typical application number is that you will be setting up. If you aren’t sure, you can follow this link to see the standard Typical applications used. [2009 MUTCD Part 6](#).

If you will be using a Site-Specific Traffic control plan, one must be uploaded in a later portion.

It is going to ask for “Description”, “Special Requirements” and “Comments”

For the description, be detailed. If you have missed anything, I can usually figure out what you are trying to do with a good detailed description. The special requirements section will be filled out by SLC Transportation staff.



Click **Submit** to move to the next section of the “Application Detail”

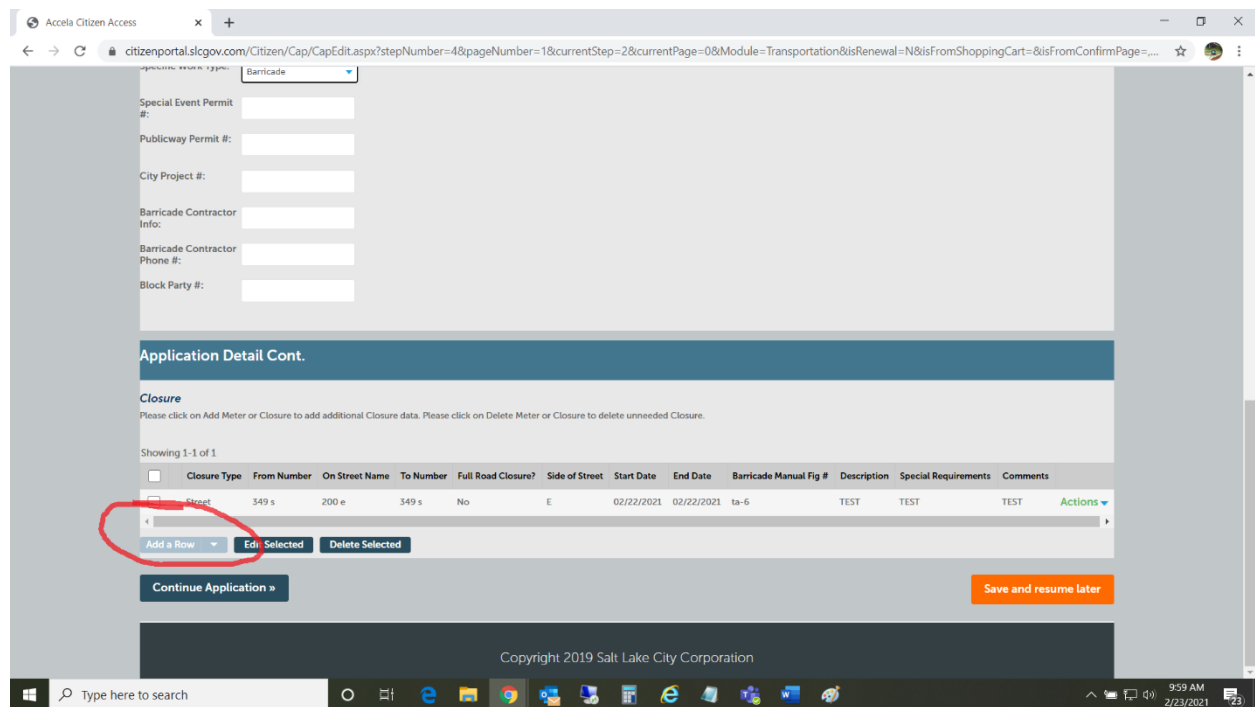
It will ask for General Work Type.

Specific Work Type.

The other sections will only apply if you have a Special Event Permit number, a City Project Number or a Block Party Permit Number. If you are applying for a Traffic control permit for a City Project you must add the City Project Number or you will be charged a Traffic control permit fee.

The Barricade contractor and Barricade Contractor Phone number is only used if you are hiring a Barricade contractor.

If you need to add another Closure, click “Add a Row” For instance, if you need a Shoulder closure and a Sidewalk closure. The button for “Add a Row” looks like it isn’t useable, but it does work.



Once you have all the information for your closure(s) click “**Continue Application**”

Step 4 “Attachments”

If you are applying for a large-scale project, please upload plans. Engineering will require them anyway.

If you are using a Site-Specific traffic control set-up, please upload the Traffic control plan.

For maps, please make sure the street names are listed, and if North Is not up, have a legend that shows what direction north is.

Once Documents are uploaded (Or if none are necessary) please click “Continue Application” Step 5 “Review”

Look over the information and make sure it is all complete and correct.

Click “Continue application”

Step 6 “Pay Fees”

A fee will not be issued to the permit until after I process it. At this point the permit will have a \$0.00 fee. Click “Check out”.

Step 1 Select item to pay.

Again, click “Check out”.

Step 2 “Payment information”

This will be left blank until the permit is issued. At that point you will get an email notifying you that your permit has been approved and issued. A link will be sent to you that takes you to the Main Citizen access portal page. Go to Transportation. In the Record Number box, type in your Traffic control number, then click search. A box will be next to the “Record Info” that says “Payments”, Click it, and then “Pay or view fees”. A red link will be on this page that says, “Pay Fees”.

Make sure the permit is your permit before paying. Then click “Continue Application”.

Add in the payment information and Click “Submit Payment”.