Traffic Control Permit (TCP) for Public Improvement Plan Permit (LDPIIP)

INSTRUCTIONS:

- 1) Once the plan reviewer for the Public Improvement Plan (LDPIIP) determines that the project is ready to submit a Traffic Control Permit, the following note will be added to the master review checklist for the LDPIIP:
 - Ready to Begin TCP Process: A Traffic Control Permit will be required for this project. Once DPW Traffic recommends the project or pending comments are minor and no longer require design changes, the Traffic Control Permit process can be initiated. An approved improvement plan is no longer required to begin the Traffic Control Permit process.
- 2) The Traffic Control plans **ARE NOT** reviewed during the LDPIIP plan review process. A separate submittal of the Traffic Control plans is necessary. The TCP application submittal (items listed below) can be made via email to ROWPERMITCOUNTER@SDCOUNTY.CA.GOV. It is recommended that the submittal be made at the time of mylar submittal at the latest.
- 3) Once the TCP permit is approved, we will send an email notifying you that you can proceed with making an appointment for LDPIIP issuance. You can also check the status on Access.
- 4) An appointment for permit issuance can be made using the link below:
 - Land Development (sandiegocounty.gov)
 - NOTE: You will need to have all items identified in your processing letter (print package, securities, etc.) at the appointment. If you are missing items your permit will NOT be issued.
- 5) You will receive your issued LDPIIP and TCP permit at your appointment. You may then contact PDCI to schedule a pre-construction conference at 858-694-3165.

EMAIL SUBMITTAL REQUIREMENTS:

Please include the following items as PDF file attachments to the email address: ROWPERMITCOUNTER@SDCOUNTY.CA.GOV.

The subject line should be: "TCP submittal for PDS20XX-LDPIIP-XXXXX"

Each item below must be completed and combined into one PDF file attachment to the email.

- Page 3 of <u>PDS-811 Land Development Application</u>
- Copy of Master Review Checklist for LDPIIP project
- LDPIIP Plans
- Contractor's CSLB License
- Contractor's Certificate of Insurance including Endorsement Page
- Traffic Control Permit Application
- Traffic Control Submittal Checklist.pdf (sandiegocounty.gov)
- Overview Map
- Traffic Control Plans



County of San Diego, PDS, Land Development Division – Permit Application Continued

The Following is only for issuance of the PDS PIIP and should be submitted to the PDS Land Development Counter for submittal of the DPW Traffic Control Permit (TCP)

As a condition of the granting of this permit and in accordance with Section 71.103 of the San Diego County Code of Regulatory Ordinances, I agree to indemnify, hold harmless and defend the County and each of its officers and employees from any liability of responsibility for accident, loss or damage to persons or property arising by reason of the work done by Permit Owner, or Permit Owner's agents, employees or representatives. I declare under penalty of perjury under the laws of the State of California that the statements made herein are true and correct.

Owner/Agent Signature: Date:				
As a condition of the granting of this permit and in accordance with Section 71.102.1 of the San Diego County Code of Regulatory Ordinances, I hereby affirm that I am licensed under provisions of Chapter 9 of Division 3 of the State of California Business and Professions Code, commencing with Sec. 7000, to perform the work stated on this permit, my license is in full force and effect, and I will maintain a valid Certificate of Liability Insurance naming the County of San Diego as certificate holder and an additionally insured party for the duration of this permit.				
Contractor Name:	CA License #:			
Address:	Expiration Date:			
	Phone:			
E-mail:				
Contractor's Signature:	Date:			

PDS-811 (Rev.10/04/2023) PAGE **3** of **3**

Check a Contractor License or Home Improvement Salesperson (HIS) Registration

Look up a contractor license or Home Improvement Salesperson (HIS) registration to verify information, including complaint disclosure. Before hiring a contractor or signing a contract, CSLB recommends you read the Hiring a Contractor page.



 ter the contractor license number to check the status of their ense.
Contractor License #
SEARCH TIPS
A California contractor license number doesn't contain alphabetic characters. Each contractor's plastic pocket license vshow the respective license number. Begin entry of your license number at "i.e. eft p. sition and don't exceed 8 digits in the license number.

Please note: Our database is unchallable Sundays at 8 p.m. through Monday at 6 a.m. due to scheduled maintenance.

Trying to hire a licensed contractor and don't know where to start? Click **here** to create a list of licensed contractors by City or ZIP code.

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County of San Diego

Planning & Development Services (PDS) Land Development/Right-of-Way Counter 5510 Overland Ave., Suite 110, San Diego, CA 92123

Information Sheet For Insurance Requirements For Right-of-Way Permits

Persons, Organizations, or Contractors encroaching in the County-maintained Right-of-Way must provide proof of insurance from a generally recognized domestic insurance carrier for the duration of the permitted encroachment, as follows (please refer to samples):

1) CERTIFICATE OF LIABILITY INSURANCE

- The Certificate must show evidence of Commercial General Liability with a \$1,000,000 per occurrence limit of liability.
- The Certificate must name the County of San Diego as a CERTIFICATE HOLDER and the County of San Diego, its agents, officers, and employees as ADDITIONAL INSURED.
- The Certificate must include the insurance policy number.
- 2) **ADDITIONAL INSURANCE ENDORSEMENT** (CG 20 12 04 13, use latest version if available)
 - The Endorsement must name the County of San Diego, its agents, officers, and employees as ADDITIONAL INSURED for the above-noted Commercial General Liability policy.
 - The Endorsement must include the insurance policy number.

If the Permittee maintains broader coverage and/or higher limits than the minimums shown above, the County requires and shall be entitled to the broader coverage and/or higher limits maintained by the Permittee. As a requirement of this contract, any available insurance proceeds in excess of the specified minimum limits and coverage stated above, shall also be available to the County of San Diego.

Please mail or fax proof of insurance to:

County of San Diego Planning & Development Services (PDS) Land Development/Right-of-Way Counter 5510 Overland Avenue, Suite 110 San Diego, CA 92123 Contact: permit coordinator
Telephone: (858) 694-2055
Fax phone: (858) 279-7020

Email:

ROWPERMITCOUNTER@SDCOUNTY.CA.GOV

Sample of Items 1 & 2



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 01/01/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER NAME:				r Contact Nar		
Name & Address			NAME: 1700dde Contact Name PHONE (A/C, No, Ext): (123)456-7890 (A/C, No): E-MAIL ADDRESS:			
of Insurance Company Producing Certifica	te		E-MAIL ADDRESS:			
			INS	SURER(S) AFFOR	RDING COVERAGE	NAIC#
			INSURER A: Name o	f Insurer A		12345
INSURED			INSURER B: Name o	f Insurer B		12345
Name & Address			INSURER C :			
of Insured Contractor/Organ	zation		INSURER D :			
			INSURER E :			
			INSURER F :			
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:				'		
INDICATED. NOTWITHSTANDING ANY R CERTIFICATE MAY BE ISSUED OR MAY EXCLUSIONS AND CONDITIONS OF SUCH	THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAMES.					
INSR LTR TYPE OF INSURANCE	ADDL SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
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AND EMPLOYERS' LIABILITY Y / N					X PER OTH- STATUTE ER	00.000
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(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					4.0	00,000
DÉSCRIPTION OF OPERATIONS below					E.L. DISEASE - POLICY LIMIT \$ 1,0	00,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) RE: Permit. The County of San Diego, its officers, agents, & employees are included as additionally insured in accordance to General Liability policy provisions.						
CERTIFICATE HOLDER CANCELLATION						
CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BY THE EXPIRATION DATE THEREOF, NOTICE WILL ACCORDANCE WITH THE POLICY PROVISIONS. 5510 Overland Avenue, Suite 110			EREOF, NOTICE WILL BE DE			
San Diego, CA 92123		AUTHORIZED REPRESE	NTATIVE			
San Diego, CA 92123						
© 1988-2015 ACORD CORPORATION. All rights reserved.						

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

POLICY NUMBER: EXMPL12345 COMMERCIAL GENERAL LIABILITY
CG 20 12 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – STATE OR GOVERNMENTAL AGENCY OR SUBDIVISION OR POLITICAL SUBDIVISION – PERMITS OR AUTHORIZATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Governmental Agency Or Subdivision Or Political Subdivision:

County of San Diego, its officers, agents, & employees 5510 Overland Avenue, Suite 110 San Diego, CA 92123

Information required to complete this Schedule, if not shows above, will be shown in the Declarations.

- A. Section II Who Is An Insured is amended to include as an additional insured any state or governmental agency or subdivision or pulitical subdivision shown in the Schedule subject to the following provisions:
 - This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

However:

- The insurance afforded to such additional insured only applies to the extent permitted by law; and
- b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- 2. This insurance does not apply to:
 - a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
 - **b.** "Bodily injury" or "property damage" included within the "products-completed operations hazard".
- B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

- 1. Required by the contract or agreement; or
- 2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations

CG 20 12 04 13

© Insurance Services Office, Inc., 2012

Page 1 of 1



Applications should be submitted to:

County of San Diego
Planning and Development Services (PDS)
Land Development Counter
5510 Overland Avenue, Suite 110
San Diego, CA 92123

(858) 694-2055 Fax (858) 279-7020

Email: rowpermitcounter@sdcounty.ca.gov

TRAFFIC CONTROL PERMIT: FOR TRAFFIC CONTROL WITHIN COUNTY MAINTAINED ROADS DURING CONSTRUCTION



COUNTY OF SAN DIEGO Department of Public Works

www.sdcounty.ca.gov/dpw

IMPORTANT NOTICE

Section 4216/4217 of the Government Code requires a DigAlert Identification Number (ID) be issued before a "Permit to excavate" will be valid.

> For your DigAlert ID Number Call Underground Service Alert TOLL FREE 811 or www.contact811.org Two working days before you dig.

> > For more information, go to: www.digalert.org

FOR GENERAL INFORMATION ONLY
NOT TO SUPERSEDE THE APPROPRIATE ORDINANCE

TRAFFIC CONTROL PERMIT

WHAT IS TRAFFIC CONTROL?

Traffic Control is the provision of a safe work area for workers within the public right-of-way (ROW) while maintaining a safe and efficient flow of traffic for all road users including motorists, bicyclists, and pedestrians.

PERMIT REQUIRED

A Traffic Control Permit must be obtained before—starting construction of repair of curbs, gutters, sidewalks, commercial and residential driveways, roadway surfaces, retaining walls, culverts, street light(s) or other work of any nature in the County right-of-way.



APPLICATION PROCEDURE

When applying for a traffic control permit, the appropriate (RDW) permits (Encroachment, Excavation, and Construction) should be concurrently applied for from the Planning Development Services (PDS) Land Development Counter. A Traffic Control Permit will not be processed until the appropriate ROW permits are approved.

The applicant shall provide the following;

- ◆ Complete Traffic Control application form:
 - Reason for Traffic Control Permit:
 - Exact work location: and
 - Desired dates and time of work.
- Traffic Control Permit application submittal checklist
- 11x17 size Traffic Control Plans or current San Diego Regional Standard Drawings (SDRSD) that include the work being performed, exact location of work, and proposed temporary Traffic Control through the work area.

EXTENSION OF PERMITS

All requests for extensions should be submitted through PDS Land Development Counter at least seven days prior to the end of the original finish date. All permit conditions and requirements are to remain in effect.

NO FEES

There is no fee for a Traffic Control Permit. It takes **approximately six weeks** to process a Traffic Control Permit because it requires review and approval by the County Traffic Engineer.

SPECIAL REQUIREMENTS

- The permit holder must contact The Department of Public Works Private Development Construction Inspection team at (858) 694-3165 at least 24 Hours before start and finish of work.
- Appropriate lights, barriers, warning signs or other measures designed to protect the traveling public must be erected by the permittee per the Approved Traffic Control Permit.
- Permittee is responsible for ensuring a prevailing wage is paid to all traffic control workers engaged on the project in accordance with Section 74.301 of the San Diego County Code of Regulatory Ordinances. A traffic control worker means any person engaged in stopping, slowing or directing traffic through a construction site or other portion of a Highway subject to a disruption in travel; except, the term does not include any public agency employee engaged in traffic control for the public agency. Any failure to pay the required wage may, without limitation, be enforced by the Director of the Office of Labor Standards and Enforcement (OLSE) or any other County official with enforcement authority as a violation of the terms of the permit or approval. Permittee shall be required to furnish any records requested by OLSE in the enforcement of a complaint or audit related to compliance with this ordinance.





COUNTY OF SAN DIEGO DEPARTMENT OF PUBLIC WORKS TRAFFIC ENGINEERING SECTION

APPLICATION FOR TRAFFIC CONTROL PERMIT _____

Type of traffic control: flag, shift, etc.

County of San Diego DPW Traffic Engineering Section Room 470, MS 0334 5510 Overland Ave, Suite 410 San Diego, CA 92123-1239

Agent or Applicant

Telephone/voice mail:(858) 694-3863
Secretary (858) 694-3850
Fax (858) 694-3928
DPWTRAFFICCONTROL.PERMIT@SDCOUNTY.CA.GOV
Submit application to: ROWPERMITCOUNTER@SDCOUNTY.CA.GOV

Incroachment/Excav					
Applicant Informati	ion				
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gent/Applicant					
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TRAFFIC CONTROL PERMIT (TCP) APPLICATION SUBMITTAL CHECKLIST

Application package must include the following requirements at a minimum. Application is subject to rejection if any of the following information is not completed.

Description/type of work being done (Ex. access manhole, replace overhead lines on existing poles, replace water service line, etc.)
Roadway Characteristics:
Names of Road(s)
County Maintained Road(s) (Yes/No)
Work affecting other jurisdictions (Yes/No) If yes, please list.
 Road Classification on Mobility Element Map (Ex. 2.2E Light Collector, 4.1A Major Road, Not on Mobility Element Map, etc.) https://www.sandiegocounty.gov/content/dam/sdc/pds/gpupdate/docs/MobilityNetworkApp endix_2023.pdf
• Speed Limit
https://codelibrary.amlegal.com/codes/san_diego/latest/sandiego_regs/0-0-0-83299 Refer to Title 7, Division 2, Articles 11 and 12 of San Diego County Code of Regulatory Ordinances.
• # of Lanes
Roadway Width
Centerline Striping (Yes/No)
Bike Lanes (Yes/No)
Sidewalk (Yes/No)
Traffic Signal in County Right of Way (Yes/No)
Traffic Signal in other jurisdiction (Yes/No)
• School zone within ½ mile of work zone (Yes/No)
If yes, list school hours and provide school bell schedule.
Bus route or bus stops within work zone (Yes/No)
https://www.sdmts.com/ http://www.gonctd.com/

	Overview map. Show location and limits of work area (length, width), including road name and distance to cross streets. See Example #1.					
	Work site specific traffic control plans (See Example #3), appropriate California Manual on Uniform Traffic Control Devices (CA MUTCD) Part 6 Temporary Traffic Control (https://dot.ca.gov/programs/safety-programs/camutcd), or appropriate San Diego Regional Standard Drawing (SDRSD) from Appendix "A" Traffic Control Plans (http://www.regional-stds.com/home/book/drawings/appendix-a). If submitting an SDRSD, please denote roadway width and work area dimensions on TCP. Include offsets of work area to points of interest (edge of pavement, adjacent lanes, etc.). See Example #2.					
the pro A traff construint not ind pay th Standa violation request ordina	Permittee is responsible for ensuring a prevailing wage is paid to all traffic control workers engaged on the project in accordance with Section 74.301 of the San Diego County Code of Regulatory Ordinances. A traffic control worker means any person engaged in stopping, slowing or directing traffic through a construction site or other portion of a Highway subject to a disruption in travel; except, the term does not include any public agency employee engaged in traffic control for the public agency. Any failure to pay the required wage may, without limitation, be enforced by the Director of the Office of Labor Standards and Enforcement (OLSE) or any other County official with enforcement authority as a violation of the terms of the permit or approval. Permittee shall be required to furnish any records requested by OLSE in the enforcement of a complaint or audit related to compliance with this ordinance. I hereby certify the above information and attachments are true and correct to the best of my knowledge.					
А	Applicant Printed Name Applicant Signature Date					
For Co	unty Use Only:					
□ Cor	ntractor Insurance					
□ Enc	roachment Permit Approval and/or Pavement Cut Policy					





