Street Closure Online Permit Application

Version 1.0

OVERVIEW

The Street Closure Online Application (SCOA) system provides a means of submitting and managing permits electronically. While the requirements for a permit application are the same as for a paper-based permit, including accompanying materials, the process can be completed entirely online. The system allows users to sign up a company for online permitting, create user accounts, create and submit permits, view the status of your permits, and print approved permits.
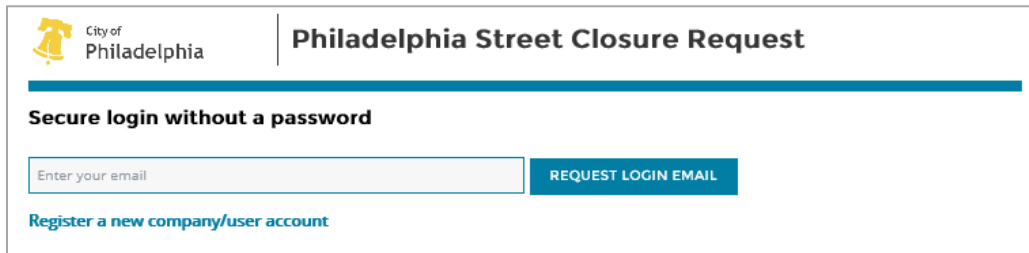
1   REGISTERING A NEW COMPANY FOR ONLINE ACCESS

Before submitting a street closure permit online a company must established or an existing company must be granted rights to use the online system. This is accomplished through registering a new company and user account.

1.1 SIGN UP AND LOGIN

When users access the Street Closure Online Application launch page they are presented with a simple interface providing the two options. Users who have not been granted access to the system previously must Register a new company/user account. If unsure about the status of your company or login, this form should be completed.

Where a company already exists and does not have online application privileges, these will be granted. If the company has privileges, but the user is new or does not have privileges the user will be added and granted login rights.

Required fields are denoted on the form. The form must completed before saving.

Once the form has been completed and saved, the company registration request will be reviewed by the Right-of-Way office. This process will completed within 5 business days. The requestor will be notified by e-mail regarding the outcome of their request.

1.2 LOGGING INTO THE STREET CLOSURE SYSTEM

Once login rights have been granted, an email will be send to the user with a link for accessing the site. User will once again go to the Street Closure Online Application launch page to gain access to the system. The user will enter the e-mail associated with their account to request a login e-mail.

A login e-mail containing a login link corresponding to a system token will be delivered to the users e-mail account. Clicking on the link will provide immediate access to the system. The system token will expire after three days of non use. A new token can be requested by repeating these steps at any time.
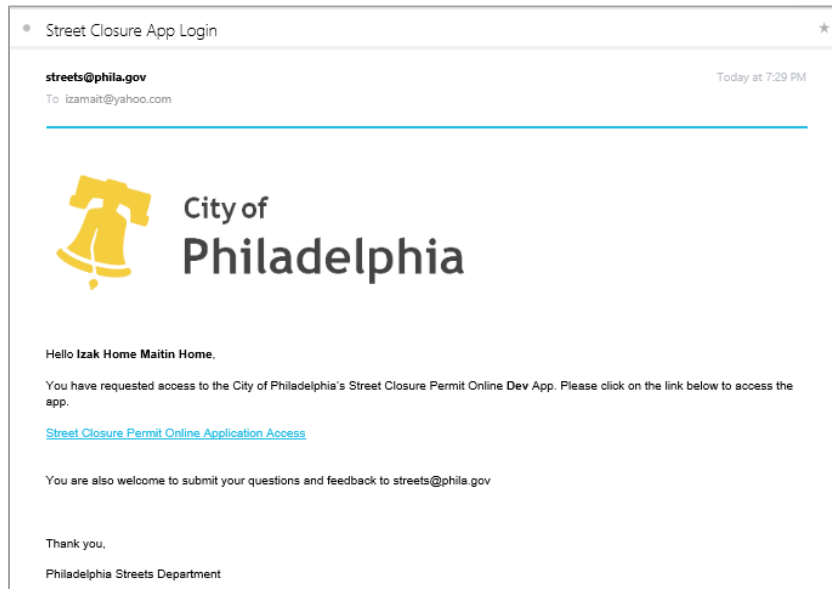
The login e-mail can be resent to any e-mail account for access to the system.

1.3   ACCESS TO MULTIPLE COMPANIES

Users may be involved with submission of permits for multiple companies. The same registration process should be repeated for each company the user needs to access. Access to multiple companies is supported through the Street Closure Online Application interface.

2   PERMIT STATUS

2.1   STATUS SCREEN

Users accessing the Street Closure Online Application system will immediately access the status screen for their company if they are associated with only one company. Users associated with multiple companies will be prompted to select a company to access from a drop-down list.
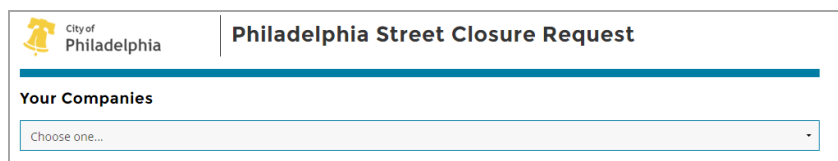
The home page and status screen provide a means of accessing all permits associated with a company. An inventory of permits is provided on the status tab.

Other tabs provide access to permits and allow specific actions to be performed. Permits can be searched using the filter tool at the top of the permit list.

2.2 PERMIT ACTIONS

Users can access permits through specific actions.
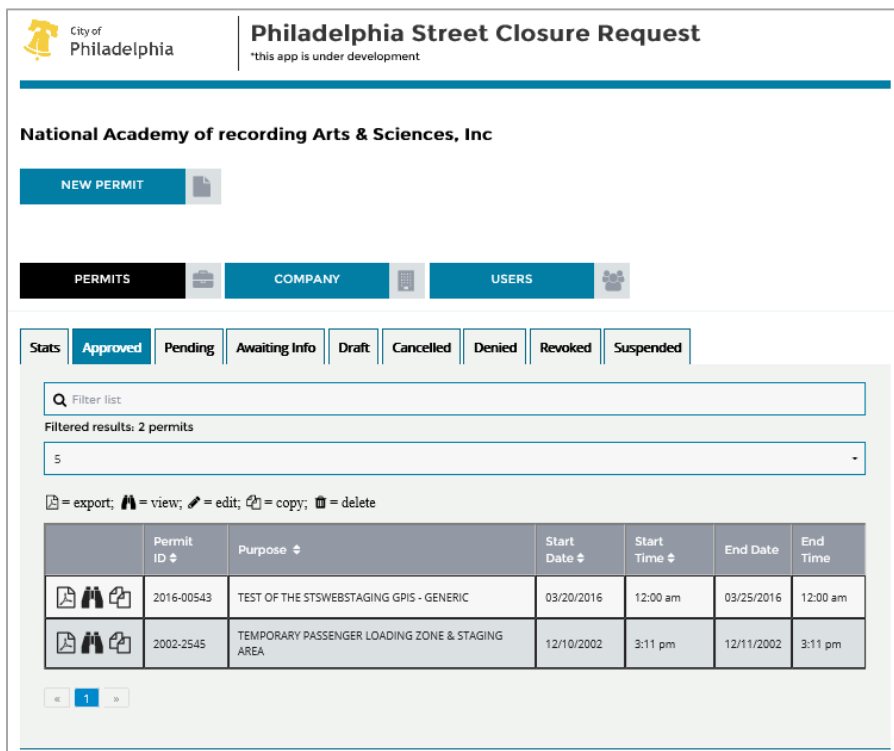
Permit Status	Export	View	Edit	Copy	Delete
Approved	X	X		X	
Pending		X		X	X
Awaiting Info			X	X	X
Draft		X		X	
Cancelled		X		X	
Denied, Revoked, Suspended		X			

3 MANAGING YOUR COMPANY

3.1 UPDATING A COMPANY

Users can edit the company information. An email will be sent to the approver for making changes to the database

3.2 ADDING A USER/CONTACT

Actions	First Name	Last Name	Email	Phone	Street	City	State	Zip	Login
✏ 👤✕	Christopher	Battles	Christopher.Battles@phila.gov	2158909999	ABC Street	philadelphia	PA	19116	true
✏ 👤✕	Fred	Miami Test	Frederick.Miami@phila.gov	2222222222	1401 JFK	Phila	PA	19102	true
✏ 👤✕	Izak	Maitin	izak.maitin@phila.gov	2156865030	1401 JFK Blvd	Philadelphia	PA	19102	true
✏ 👤✕	Izak	Maitin	Francisco.Galarza@phila.gov	2159253435	248 monroe Steet	Philadelphia	PA	19147	true
✏ 👤✕	Izak Home	Maitin Home	izamait@yahoo.com	2222222222	2xx Monroe Street	Philadelphia	PA	19147	true
✏ 👤✕	Kelly	Starkes	kelly.starkes@phila.gov	2222222222	11111 j st	Philadelphia	PA	19147	true
✏ 👤✕	shane	varughese	sheena.varughese@phila.gov	2156867777	Abc street	phila	pa	19116	true

ADD USER 👤+

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User Information

First name

Last name

Phone number

Email address

Address

City   State   Zip

☐ Can the user log into this app?

SAVE 💾   **CANCEL** ✖

3.3 UPDATING A USER/CONTACT

✏ Allows user to edit the accounts of other users within their respective company

A contact can add another contact and give login access.

Required fields are denoted on the form. The form must complete before saving.

3.4 DELETING A USER/CONTACT

👤✕ Allows user to delete entire accounts of other users within their respective company

Deleting an account will make the account inactive.

Note: Use this operation with caution. It is not advisable to remove a contact that is associated with an existing permit with status 'Pending' or 'Awaiting information'.

4   SUBMITTING A PERMIT

4.1   CREATING A NEW PERMIT

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NEW PERMIT

4.2   ADDING INFORMATION, SAVING, SUBMITTING A PERMIT

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HOME

Street Closure Request Form

New Request

* = required

Contact Person: *

Choose...   ADD USER

Start Date: *	Start Time: *	End Date: *	End Time: *
mm/dd/yyyy	hh:mm xm	mm/dd/yyyy	hh:mm xm
on or after 3/23/2016		must be on or after the start date	must be > the start date and time

Purpose: *

0/500

Permit Type: *

Choose...

Comments:

0/500

Project Type(s) *

☐ Building Construction   ☐ Manhole Construction   ☐ Promotional Event   ☐ Sidewalk

☐ Building Demolition   ☐ Manhole Inspection   ☐ Pull Thru Cable   Construction/Restoration

4.2.1 ADDING CONTACT

A Contact person is selected, when no contact is found, a new contact should be created by selecting

the Add User button. ADD USER

4.2.2 DATES, PURPOSE AND COMMENTS

Dates are entered. Times are entered to reflect the start time and end time for anticipated work hours through the duration of the permit. Purpose and comments are entered to convey work the intent and details associated with the permit.

4.2.3 SELECT PERMITTYPE

Permit Type: ✔

Temporary No Parking ▾

Choose...
Banner Installation
Crane Placement
Equipment Placement
Helicopter Lift
Municipal Contract Work
Temporary Loading Zone
Temporary No Parking
Temporary Passenger Loading Zone
Utility Work Excavation
Utility Work Non-Excavation
Weekday Block Party

4.2.4 ADDING PROJECT TYPES

Project Type(s) ✔

☐ Building Construction	☐ Manhole Construction	☐ Promotional Event	☐ Sidewalk Construction/Restoration
☐ Building Demolition	☐ Manhole Inspection	☐ Pull Thru Cable	☐ Splice Cable
☐ Building Restoration	☐ Moving	☐ Repair Existing Conduit	☑ Street Restoration
☐ Equipment Delivery/Removal	☐ Other Event	☑ Repair Steam Main	☐ Test Boring/Monitoring Wells
☐ Façade Restoration	☐ PGW Project	☐ SEPTA Project	☐ Water/Sewer Project
☐ Install New Conduit	☐ Plumbers Project		

4.2.5 ADDING ENROACHMENT TYPE(S)

Encroachment types are only visible to the required permit types.

Encroachment Type(s) *

☐ Banner   ☐ Dumpster Placement   ☐ Promotional Display   ☐ Trailer

☐ Boom or Lift   ☐ Helicopter Payload   ☐ Scaffolding   ☐ Truck

☐ Bus   ☐ Moving Van   ☐ Shelter Platform

☐ Construction Fence   ☐ Other   ☐ Storage Container

☐ Crane Placement   ☐ Portable Power Equipment   ☐ Tractor Trailer

4.2.6   ADDING Location(s)

Location(s) ✔

Occupancy Type: *

| Choose... ▼ |

Location Type: *

| Choose... ▼ |

💾 🗑

Users will designate the occupancy and location types related to their project .Three location types can be selected

Address: Street address can be entered

Intersection: On Street and a cross street can be selected

Street Segment: On Street, From Street and To Street is selected

4.2.7   ADDING REFERENCE(S)

Reference(s)

Reference Type	Reference	options
Choose...	*	* 💾 🗑
Bid Number		
CHS Application Number		
CHS Street Opening Permit Number		
Health Dept Permit Number		
L&I Permit Number		
Non-CHS Street Opening Permit Number		
PA One Call Number		
Plumbing Permit		
Project Name		
Street Opening Permit Number		

Users can add references to the permit if they have a reference number associated with any selection in the drop down list.

4.2.8   ADDING DOCUMENT(S)

Document Name	Document Type	Description	options
02560CAF-6426-4977-8F ✔	Choose...	*	💾✖
	Approved Police Application		
	Art Commission Approval Letter		
	Banner Design Document		
	Building Permit		
	Curb/Footway Permit		
	Demolition Permit		
	Detour/Flight Plan		
	Engineering Letter		
	Foundation Permit		
	Items on Right-of-Way		
	L&I Food Truck Permit		
	L&I Scaffolding Erection Permit		
	Letters of Explantion		
	Maintenance and Protection of Traffic Plan		
	Opening Permit (GIPS/L&I/PWD)		
	Other		
	Police Approval Letter		
	Site Approval Letter		
	Street Opening Permit		
	Tower Crane Swing Radius Plan		
	Traffic Plan		

Users can attach additional documentation pertaining to their projects .Any Document type can be selected. They can save a document with any name they choose to save. They can add more than one document to a permit as necessary.

4.2.9 Submit, Save, Cancel

User can enter required information will save draft if not ready to submit the application. The application will be saved as 'Draft'.

User can submit the application if they have filled all required information. Submitted Application will move to 'Pending' status.

User can cancel the request if they decide so. Permit status is now changed to 'Cancelled'

4.3 AWAITING INFORMATION

Permits in Awaiting Information status have the same behavior as permits in Draft status.

Permits are changed to this status by the permit writers when they find out that permit is lacking some information. An email will be sent to Contact email associated with the permit with the additional information and permit number. Contact can add documents or make other changes to the permit and submit the application again, which is now moved to 'Pending' Status.

4.4 CANCELLING A PERMIT

A Pending Permit can be cancelled at any time prior to approval. This action is accomplished through the Status Screen by selecting the trash can icon. While viewing a pending permit, it can be canceled be selecting the Cancel Permit button at the bottom of the screen. The system will prompt the user to

confirm permit cancellation before a final action. Pending permits that are cancelled will appear under the Cancelled status tab.

4.5   Printing a Permit

When the permit is approved, an email will be sent to the contact email associated with the permit.

This permit can be viewed as PDF document and can be printed.