CITY OF PHILADELPHIA
DEPARTMENT OF STREETS
BUREAU OF SURVEYS AND DESIGN
BRIDGE SECTION

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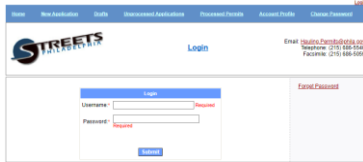Facsimile: (215) 686-5059

THE CITY OF PHILADELPHIA'S SPECIAL HAULING PERMIT ROUTE BUILDER QUICK REFERENCE GUIDE

Contents

Hauling Permit Route Builder Quick Reference Guide

PHILADELPHIA STREETS DEPARTMENT SPECIAL HAULING PERMIT APPLICATION SERVICE: https://stsweb.phila.gov/HaulingPermit

Logging In	
	1. Using a browser, navigate to **PHILADELPHIA STREETS DEPARTMENT SPECIAL HAULING PERMIT APPLICATION SERVICE:** https://stsweb.phila.gov/HaulingPermit 2. Click the **Login** link at the top right of page. 3. Enter Username and Password credentials. 4. Click the **Submit** button to authenticate and begin a Hauling Permit Application. 5. Use the **Forgot Password** link to re-send the password to the email address on file.
Hauling Permit Home Page	
	1. Click the **New Application** link to begin a Special Hauling Permit Application. *Other useful homepage links:* 2. Use the **Home** link to return to this homepage from anywhere in the application. 3. The **Drafts** link can be used to view applications that were saved in a draft state and have not been submitted. 4. The **Unprocessed Applications** link can be used to view applications that have been submitted but have not yet been processed by Philadelphia Streets. 5. Permits that have been processed can be viewed using the **Processed Permits** link. 6. Account settings can be viewed and updated with the **Account Profile** link. 7. Use the **Change Password** link to change a password. 8. Use the **Logout** link to log out of the application.
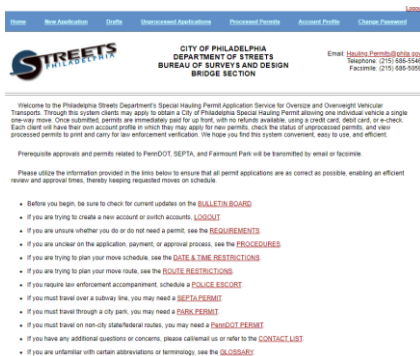
New Application Form
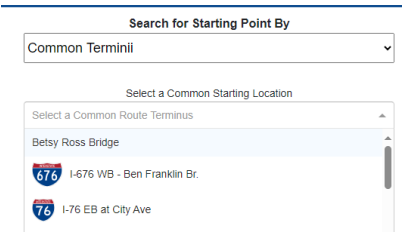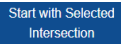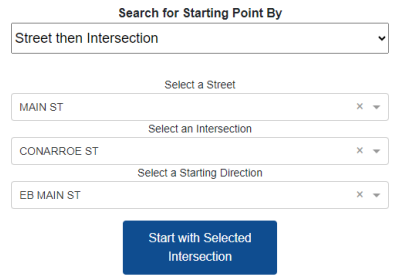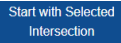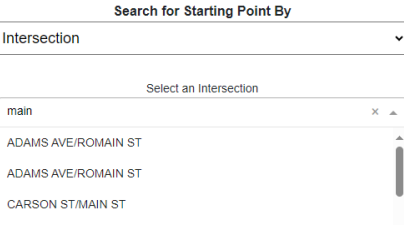
1. Required fields are denoted by an asterisk (*****) and must be populated.
2. Complete the **Applicant Detail**, **Routing Detail**, and **Vehicle Detail** sections of the New Application Form.
3. The **ROUTE TO BE TRAVERSED** and **NOTES** sections can not be edited and will be populated after the route has been defined.
4. Once the **Vehicle Details** section has been populated, clicking the `Calculate` button will calculate the **TOTAL COMBINED WEIGHT** of the vehicle.
5. Clicking the `Save` button will save what has been entered into the form so far, as a Draft Application.
6. Click the `Route Validator` button once all the required information has been entered into the form to check for validation errors and to continue to the routing application.
7. Any validation errors identified by the **Route Validator** must be resolved before the user can continue to the Route Validator.
8. The interative Routing Application is where the **Route** through the city is defined in a step by step process.
9. A **Route** is the entire path of travel through the city of Philadelphia.

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Selecting Route Origin: The route's origin can be defined by a variety of methods:

Search by Common Starting Points	
Search for Starting Point By Common Terminii **Select a Common Starting Location** Select a Common Route Terminus Betsy Ross Bridge **676** I-676 WB - Ben Franklin Br. **76** I-76 EB at City Ave	1. Select **Common Terminii** from the **Search for Starting Point By** dropdown. 2. Select the starting point from the **Select a Common Starting Location** dropdown. 3. The starting point identified on the map view with a 📍 (Point Location) symbol. 4. Select the direction of travel from the **Select a Starting Direction** dropdown. 5. Click the (Start with Selected Intersection) button to set the starting point. 6. Click the **Yes** (Yes) button to confirm on the **Start Route?** popup. 7. Click the **No** (No) button to cancel.
Search by Street then Intersection	
Search for Starting Point By Street then Intersection **Select a Street** MAIN ST **Select an Intersection** CONARROE ST **Select a Starting Direction** EB MAIN ST Start with Selected Intersection	1. Select **Street then Intersection** from the **Search for Starting Point By** dropdown. 2. Enter 3 or more characters from the name of the starting point to see a list of street names with those characters to choose from. 3. Select the intersecting street from the **Select an Intersection** dropdown. 4. Starting point will be identified on the map view with a 📍 (Point Location) symbol. 5. Select the direction of travel from the **Select a Starting Direction** dropdown. 6. Click the (Start with Selected Intersection) button to set the starting point. 7. Click the **Yes** (Yes) button to confirm choice on the **Start Route?** popup. 8. Click the **No** (No) button to cancel.
Search by Intersection	
Search for Starting Point By Intersection **Select an Intersection** main ADAMS AVE/ROMAIN ST ADAMS AVE/ROMAIN ST CARSON ST/MAIN ST	1. Select **Intersection** from the Search for **Starting Point By** dropdown. 2. Enter 3 or more characters from the name of the starting point to see a list of intersecting street names with those characters to choose from. 3. Starting point will be identified on the map view with a 📍 (Point Location) symbol.

	4. Select the direction of travel from the **Select a Starting Direction** dropdown.
	5. Click the **Start with Selected Intersection** (Start with Selected Intersection) button to set the starting point.
	6. Click the **Yes** (Yes) button to confirm choice on the **Start Route?** popup.
	7. Click the **No** (No) button to cancel.
Select Starting Intersection From Map	
	1. Select **Select Intersection From Map** from **Search for Starting Point By** dropdown.
	2. On the map view, zoom into the area of the starting point of the route until you can see the small red dots at all the street intersection.
	3. Click the dot that most closely represents the starting point of the route.
	4. Starting point will be identified on the map view with a (Point Location) symbol.
	5. Select the direction of travel from the **Select a Starting Direction** dropdown.
	6. Click the **Start with Selected Intersection** (Start with Selected Intersection) button to set the starting point.
	7. Click the **Yes** (Yes) button to confirm choice on the **Start Route?** popup.
	8. Click the **No** (No) button to cancel.

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Adding Streets: Build your route by adding one street at a time by:

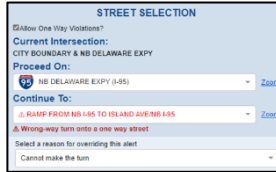| Adding streets to route leg from a list	
STREET SELECTION ☐ Allow One Way Violations? **Current Intersection:** N 11TH ST & FILBERT ST **Proceed On:** NB N 11TH ST Zoom **Continue To:** Continue to... EB CUTHBERT ST WB ARCH ST	1. Click the **Continue to ...** dropdown to see a list of all the cross streets on the route leg listed in order of distance from the current location. 2. Hovering over a cross street in the list will update the route displayed on the map view to show the route if that point were to be selected. 3. Select the next street to add to the route leg. 4. Click the ⊕ Add Street (Add Street) button to add street segment to the route leg. 5. Continue adding street segments until the destination of the route leg is reached. 6. Click the Save (Save) button to save the route leg. 7. Click the Cancel (Cancel) button to undo the changes.
Adding streets to the route from selecting intersections on the map	
	1. The current location will be marked on the map with a 📍 (Point Location) symbol. 2. Map view will display a series of green dots 🟢 at the cross steets from starting point. 3. Click green dot to select street segment selection from the map view. 4. Click the ⊕ Add Street (Add Street) button to add the street segment to the route leg. 5. Continue adding street segments until the destination is reached. 6. Click the Save (Save) button to save the route leg. 7. Click the Cancel (Cancel) button to undo the changes.
Route Warning Messages	
Current Intersection: S BROAD ST & DELAWARE EXPY RAMP A **Proceed On:** [611] NB S BROAD ST Zoom **Continue To:** NB BROAD ST FRONTAGE RD Zoom ⚠ Due to vehicle gross weight (>100k), SEPTA permit required ⊕ Add Street	1. Some street segments within the city can have weight and height restrictions. 2. Some street segments require special permits before they can be traversed. 3. If a street segment which violates one or more of these conditions is selected, **Route Builder** provides warning messages below the selected street, in RED text. 4. When street is added to the route, warning messages are presented in a popup. 5. To add the street to the route leg anyway, click the Yes (Yes) button. 6. Click the No (No) button to return to the edit view.

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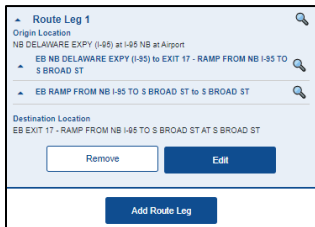|	
Route Warning Message Details	
![Route leg warning screenshot]	1. If the route leg contains streets with warnings, a ⚠ (Warning) icon will be displayed to the right of those streets in the street route leg list. 2. To see the details of the warning, click the ⚠ (Warning) icon. 3. The warning message will appear in RED below the street segment with the issue.
Allowing One Way Violations	
![Street selection screenshot]	1. Check the **Allow One Way Violations?** checkbox to allow the route choices to include traveling the wrong way on one way streets. 2. One way violations will be displayed in the **Continue To:** list in RED text. 3. If a street segment with a one way violation is added to the route, a reason must be provided.
Adding a Leg to the Route	
![Route Leg 1 screenshot]	A **Route Leg** has a distinct beginning and end. **Most routes will only have one leg.** If the route must leave the City limits to avoid a restriction, the user can create separate legs for each portion of the route within the city limits. 4. To add additional legs to the route, save the route by clicking the **Save** (Save) button. 5. Click the **Add Route Leg** (Add Route Leg) button to add an additional Leg to the route. 6. Select the starting point for the next leg of the route. 7. Repeat the process of adding street segments to the next leg of the route. 8. Each route leg can be edited separately by clicking the **Edit** (Edit) button. 9. Each route leg can be removed separately by clicking the **Remove** (Remove) button.

Saving and Editing the route: a route can be edited and saved before it is finalized

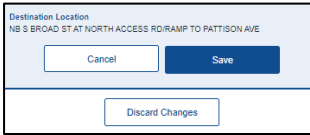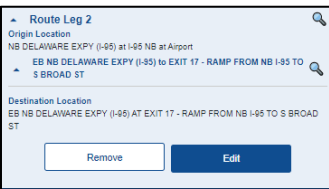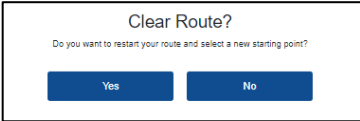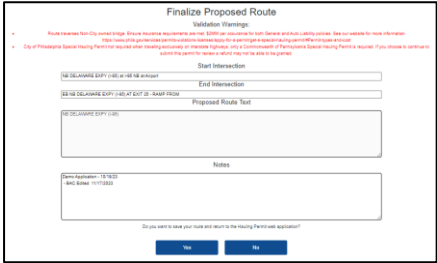|	
Saving the Route Leg	
![Destination location screenshot]	1. At any time, clicking the **Save** (Save) button will create a save point for the route leg being edited. The saved route leg can be reopened for editing.
Editing a Saved Route Leg	
![Destination location screenshot]	1. To continue to edit a route leg that has been saved, click the **Edit** (Edit) button for the route leg to be edited.
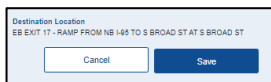
Discarding changes to Saved Route Leg	
	1. To discard the changes to the route leg since it's last save point, click the [Discard Changes] (Discard Changes) button. 2. In the **Discard Route Changes?** popup, click the [Yes] (Yes) button to restore the route to the last save point.
Removing a Street from a Route Leg	
	A list of the streets that have been selected will be presented in the Street Selection panel while editing a route. 1. To Remove a street from the route leg, click the ⊗ (x) symbol next to the street to be removed. 2. Confirming the **Remove Segments(s) From Route?** popup by clicking the [Yes] (Yes) button will remove the selected street and all subsequent streets from the route leg. 3. Continue building the route from the last street segment before the removal.
Removing a Leg from the Route	
	1. If the route is composed of multiple legs, an entire leg can be removed from the route by clicking the [Remove] (Remove) button below the leg of the route to be removed. 2. Confirming the **Remove Route Leg From Route?** popup by clicking the [Yes] (Yes) button will remove the selected leg and all street segments associated with that leg, from the route.
Clearing the Route	
	1. To discard the entire route and restart defining the route from the beginning, click the [Clear Route] (Clear Route) button. 2. In the **Clear Route?** Popup, clicking the [Yes] (Yes) button will allow a new starting point for the route to be selected.

Finalizing the route: Complete the route and return to the Application Details form
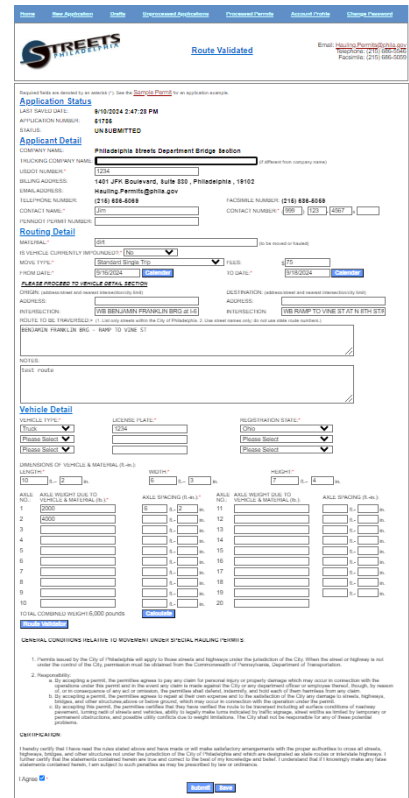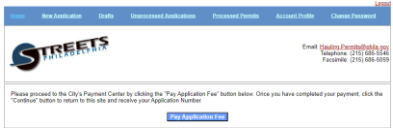
Completing the Route	
	1. Once the destination of the route has been reached, click the [Complete Route] (Complete Route button to review and finalize the route. 2. The **Finalize Proposed Route** screen will be presented, which includes the **Start Intersection**, **End Intersection**, as well as the **Proposed Route Text** that will appear on the final application. 3. A list of route **Validation Warnings** and informational messages associated with the proposed route may also be displayed. 4. Any additional comments about the route will be displayed in the **Notes section**. 5. Click the [Yes] (Yes) button to finalize the route and return the user to the Application Details Form.

Submitting the application: The final step is to submit the application with the route to be traversed added
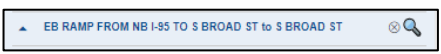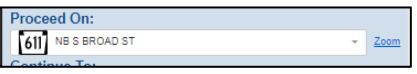
Application Submission	
	1. Completing the route will return the user to the Application Details Form. 2. The Status of the Application will be **UNSUBMITTED.** 3. The **ROUTE TO BE TRAVERSED** box will be populated with the route specified in the routing application. 4. Any notes added when completing the route will be presented in the **NOTES** box. 5. Clicking the [Submit] button will submit the application for review by Philadelphia Streets.

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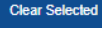| Paying Application Fee	
	1. Clicking the **Pay Application Fee** button will take the user to the Payment Center where any outstanding fees can be paid.

Map Tools: Helpful Tools While Using the Map View

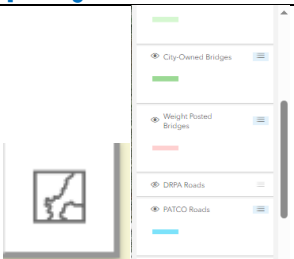| Back to Application Detail	
← Back to Application Details	1. At any time, clicking **Back to Application Details** link will return the user to the Application Details Form.
Zoom to a street on the route	
EB RAMP FROM NB I-95 TO S BROAD ST to S BROAD ST ⊗ 🔍	2. At any time, clicking the 🔍 (Magnifying Glass) icon next to a street on the route wil zoom the map view to that location.
Zoom to current edit point on route	
Proceed On: [611] NB S BROAD ST ▾ Zoom	1. While building the route, clicking the **Zoom** (Zoom) link wil zoom the map to the point where the route leg is currently being edited.
Zooming In and Out in the Map	
	1. The map view can be zoomed in and out by using the map zoom in and out ─ + buttons located in the top right corner of the Map View.
Zoom to an Address or specific place on the Map	
⌃ Find address or place 🔍	1. The map view can be zoomed to a specific location by using the **Find address or place** tool in the bottom right corner of the Map View.
Selecting a Basemaps	
	1. The default basemap for the routing application is the **Streets** basemap. 2. To view the grid of available basemaps, click the ⊞ (basemap) button in the bottom left-hand corner of the Map View. 3. Clicking on a basemap in the grid will update the basemap used in the map view. 4. Click the ⊞ (basemap) button again to close the grid of available basemaps. 5. Clicking the ⊘ (Clear Basemap) button will reset to the default basemap **Streets**.

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Highlighting State Routes and Ramps on the Map View	
	1. To highlight individual State Routes on the Map View, click the `SR` (State Route) button in the top left-hand corner of the Map View. 2. Check one or more boxes in the **Select State Routes to Highlight** popup window. 3. The **Filter** box can be used to filter the list of routes. 4. Ramps can be included in the list by checking the **Show Ramps?** Checkbox. 5. To activate the selection, click the `Save` (Save) button. 6. To Clear the selection, click the `Clear Selected` (Clear Selected) button. 7. To close the popup without making any changes, click the `Cancel` (Cancel) button.
Map Layer Panel	
	☑ To view the available map layers and color-coded legend, click the (Map Layers) button in the top left corner of the Map View to open the **Map Layer** Panel. ☑ Click the (Map Layers) button again to close **Map Layer** Panel.