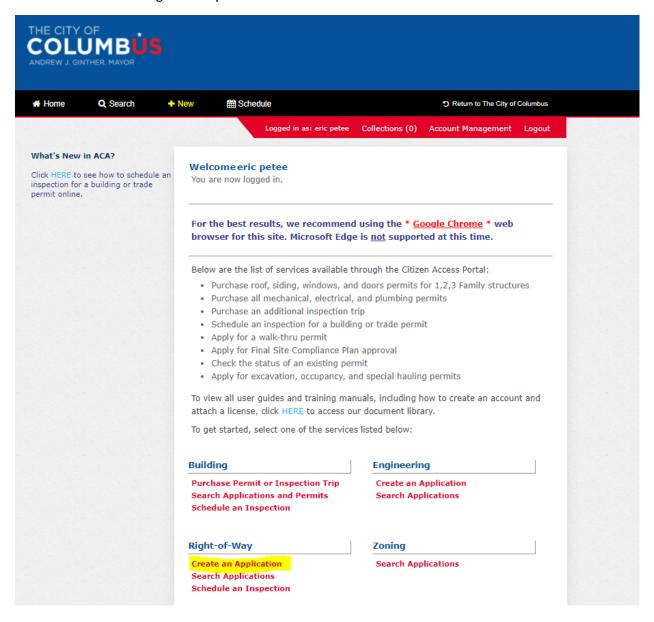
How to Apply for a 903 Occupancy Permit (Dumpster, POD, Crane Lift, etc.)

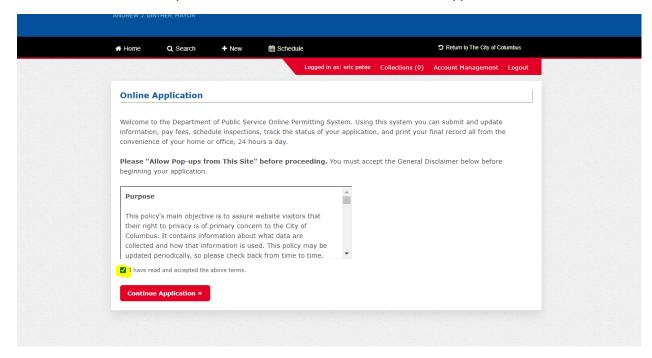
This permit does not allow any excavation!!!

Review time is 3-10 business days

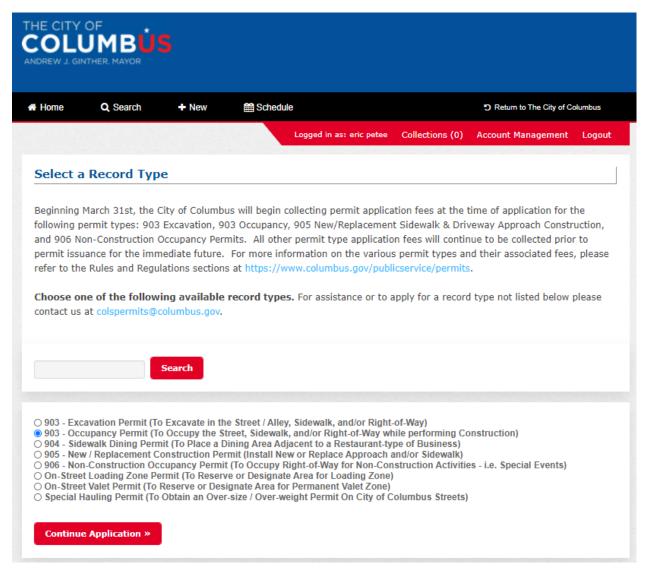
Log into your account and click on Right-of-Way "create an application" or you can hover over the "+ New" tab and select "Right-of-way-Permit."



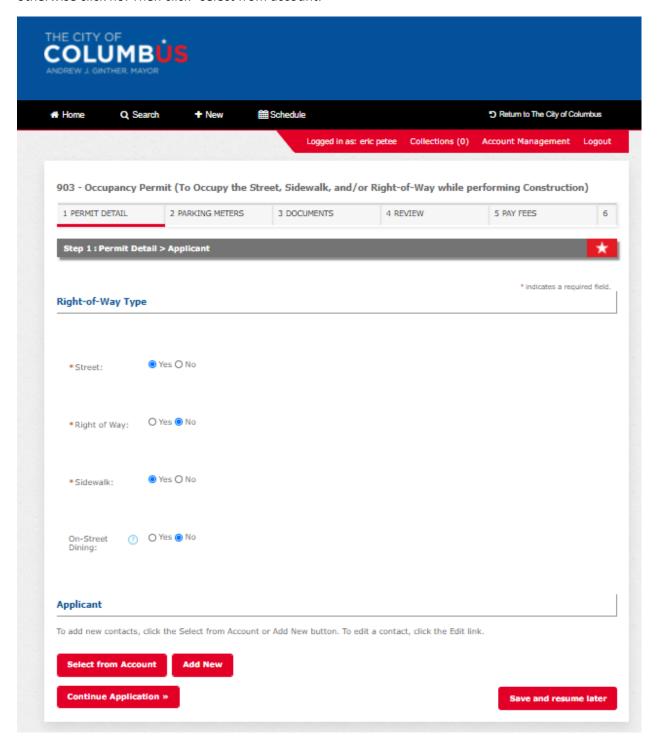
Click "I have read and accepted the above terms." Then click "continue application."



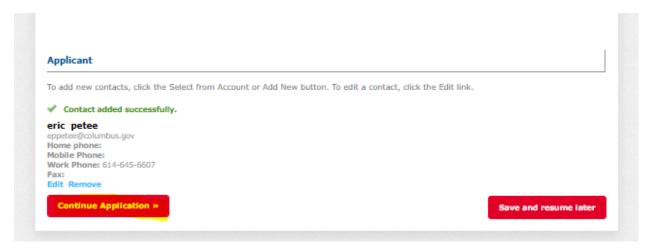
Click "903 Occupancy" Then click "continue application." **Please note starting March 31, 2021 the** application fees for 903 excavation, 903 occupancy, 905 construction & 906 occupancy will be required to be paid up front at the end of the application.



Click yes or no if you will be in the street, sidewalk, right-of-way (area other than sidewalk or street a lot of times in between street and sidewalk.) Only click yes for on-street dining if this is for on-street dining otherwise click no. Then click "select from account."



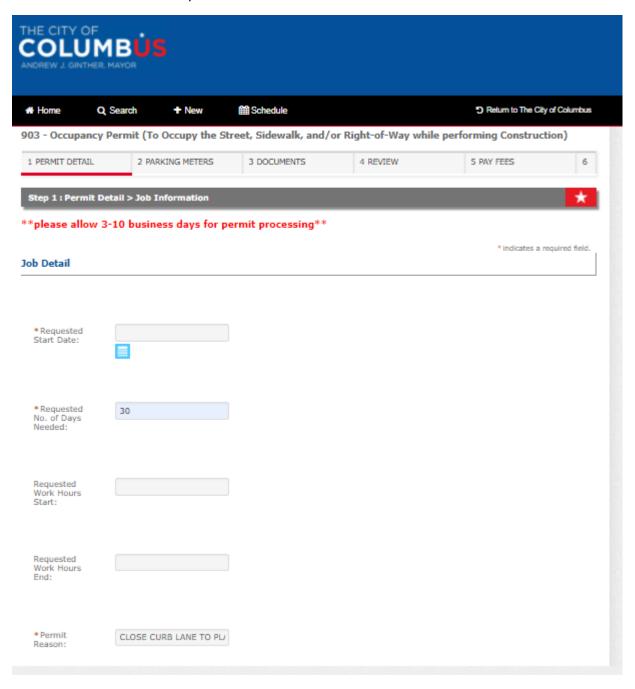
You're account information will show up and then click "continue Application."



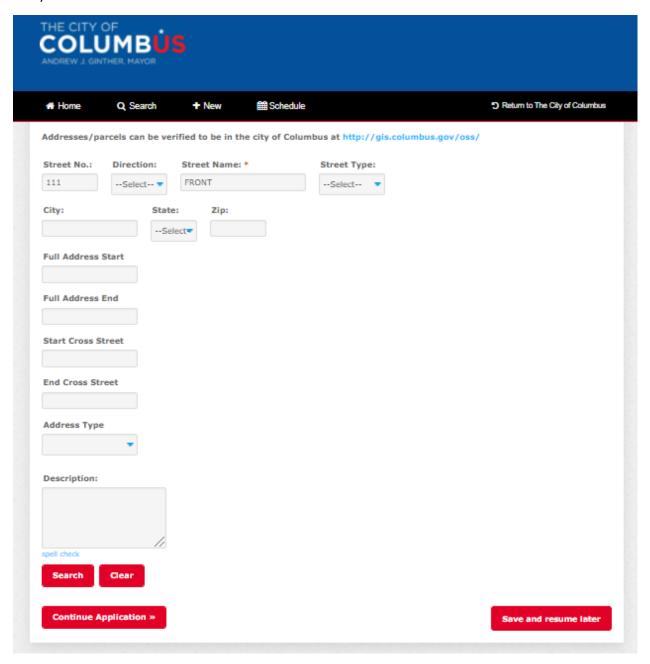
Supply a "start date" and number of days.

Permit Reason must be specific to what you are doing. For instance it cannot just say construction or close curb lane. If it does you will then get an email asking what the permit reason really is. Be very specific in the permit reason section. You could say close urb lane to place dumpster/pod or you could say close curb lane for crane lift.

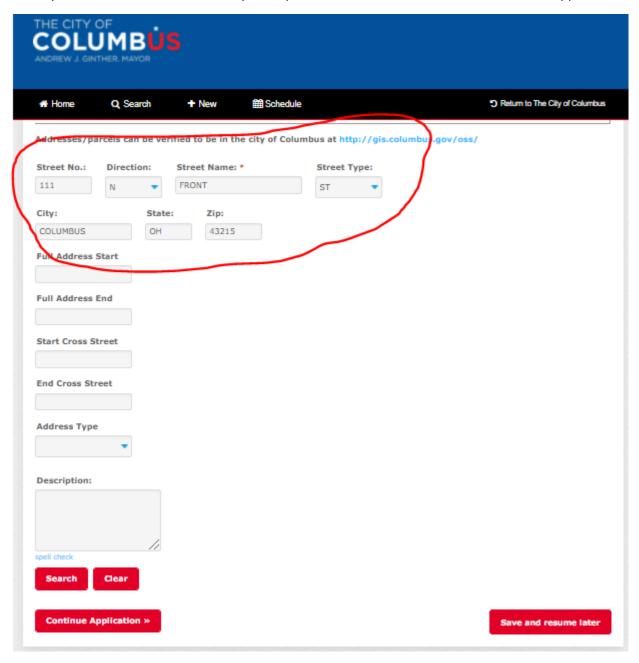
The more information is always better.



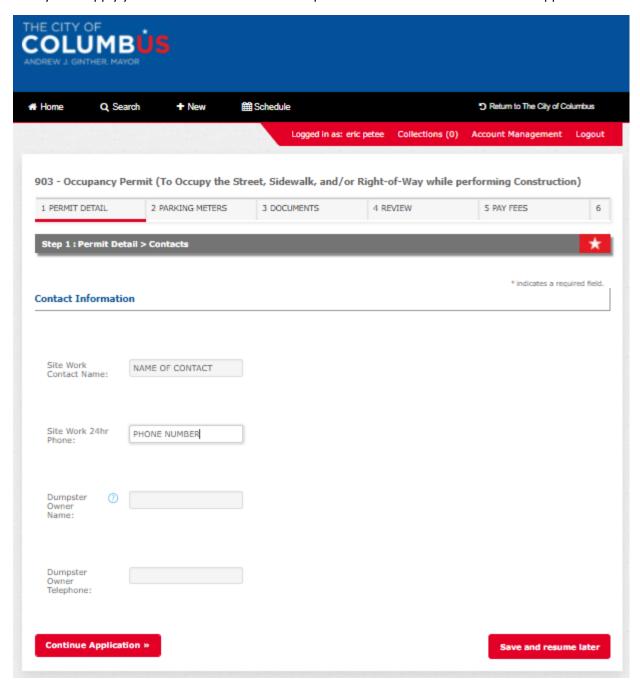
Type in the address number and then street name must be in capital letters. Click search at the bottom and your address will be validated.



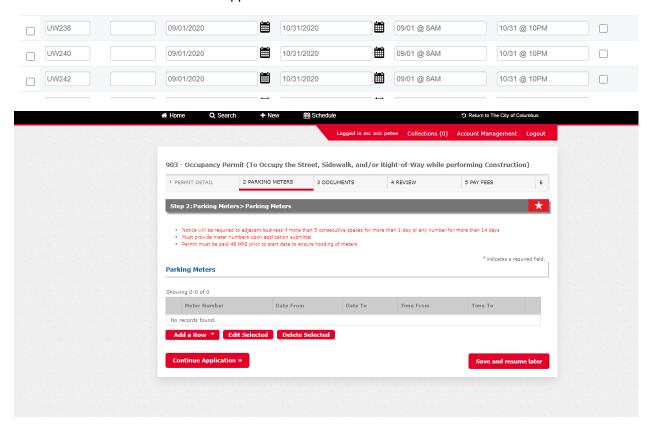
When you click search the fields for city and zip code will be filled in. Now select "continue application."



Next you'll supply your 24 hour contact name and phone number. Then click "continue application."



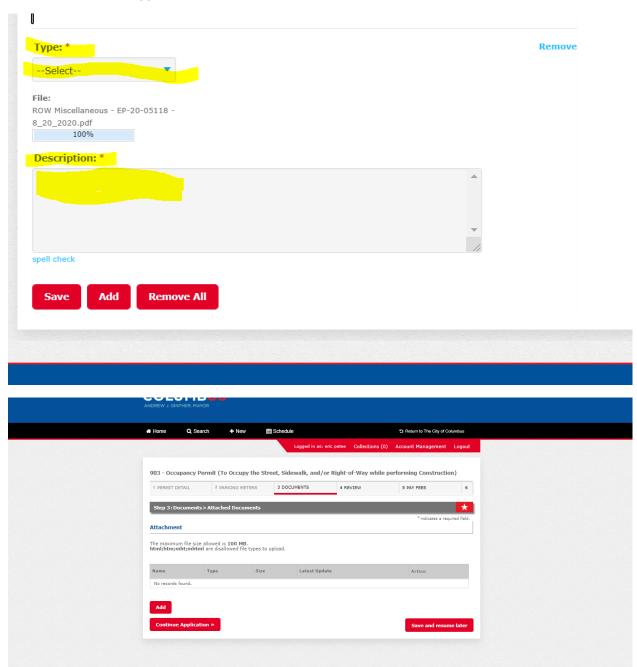
Parking meters and any documents would be added here if applicable. The parking meters will need to be listed out. Then click "continue application."



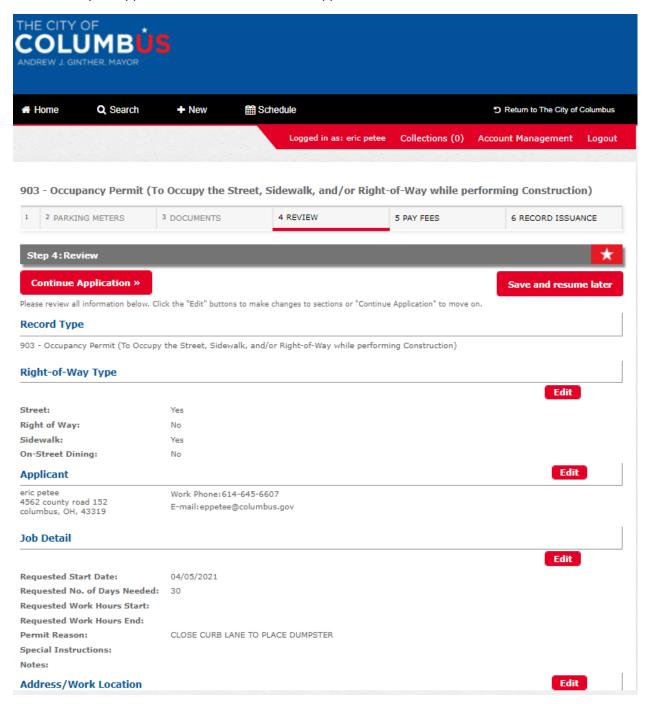
The documents portion is where you will upload the site plan or a maintenance of traffic (MOT) plan if you are closing down the entire street or alley. A MOT plan is not required to request a curb lane closure.

The file size limit maximum is 100 MB. The two fields below are required when you upload the site plan.

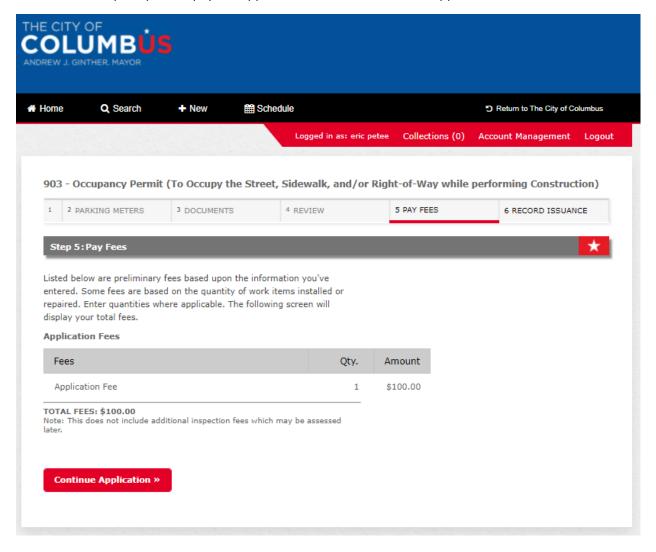
Then click "continue application."



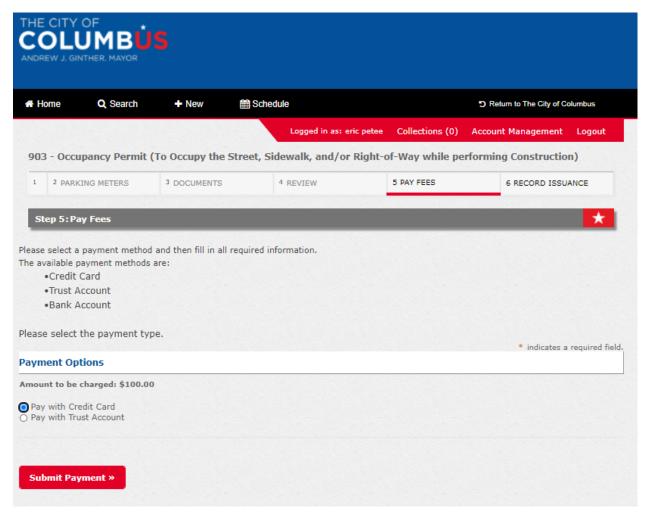
Now review your application. If ok click "continue application."



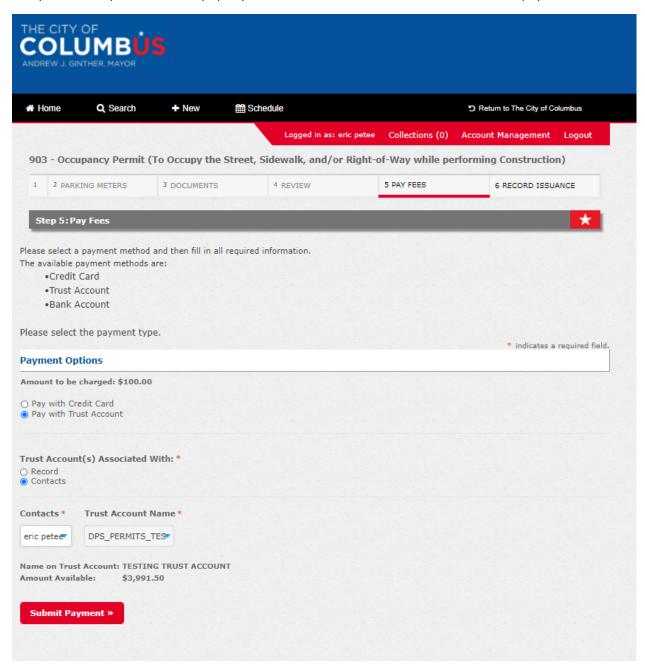
You will now be prompted to pay the application fee. Click "continue application."



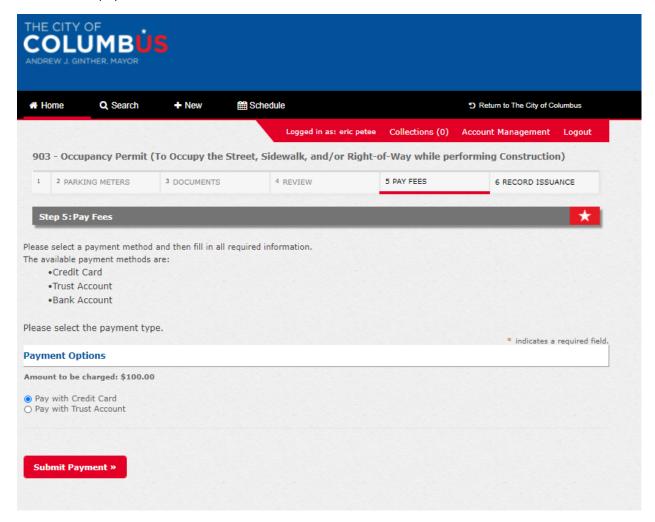
You can either pay by trust account, credit card or electronic check. Please note that if you want to pay by electronic check you must click credit card and then will be given the option to pay by electronic check. Check either trust account or credit card and then click "submit payment." You will be redirected to a 3rd party to pay.



This is for payment by trust account. You'll need to check either record or contacts. I clicked "contacts" and you'll see my trust account pops up with amount in the trust. Then click "submit payment."



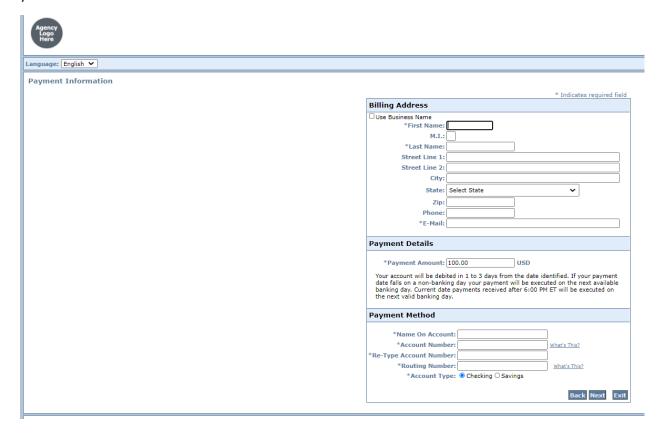
If you would rather pay by credit card or electronic check you would click on "pay with credit card" and then "submit payment."



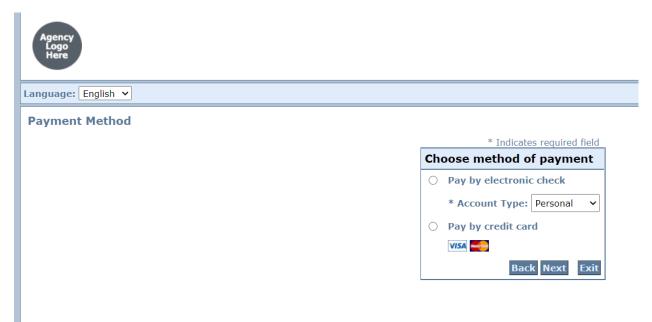
I selected pay by credit card and you can see the option to pay by electronic check or credit card. I will click pay by electronic check and then click "next."



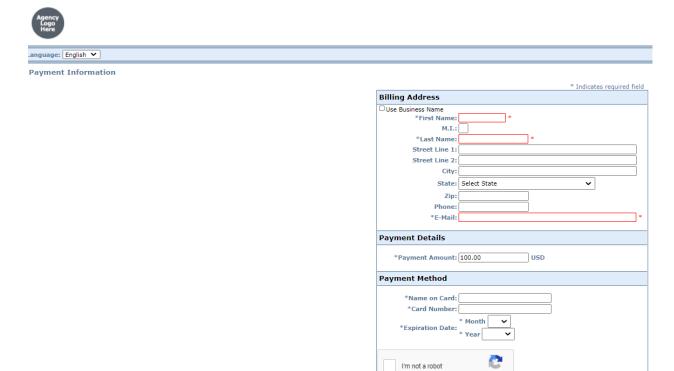
This is for payment by electronic check. Fill out all of the required information with a * next to it. Then you will need to click "next."



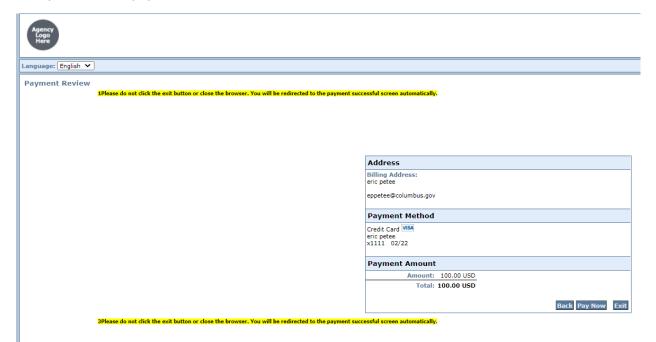
I will pay for the permit by credit card so you would click on "pay with credit card" and then "submit payment."



Fill out all of the required information with a * next to it. Click the "I am not a robot box" at bottom left and then click "next."



Now you will click "pay now."



Back Next Exit

If your payment is successful you will get the following screen where you can "print/view receipt." **Please note this does not mean you have an approved permit.** Staff will review and process he permit. If any additional fees such as pavement cut and inspection fees are required you will pay that once permit has been approved.

