Work Zone Permits

Online Application and Payments



Instructions For Work Zone Contractors



https://okc.gov/access



Application and Payment Process For Contractors

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Page 2 Revised: 4/4/2018



Application and Payment Process For Contractors

Purpose

The purpose of this document is to provide instructions and assistance to work zone contractors that purchase work zone permits from The City of Oklahoma City's Public Works Department Traffic Management Division. This can all be done online without interaction with City staff by phone – including making payments online!

By default, the web portal provides read-only access to all City permit data. We encourage you to use this system to apply for new work zone permits because you will see them go into the system and as soon as they are approved, you will receive an email telling you the payment is due. Once you make payment online, the permit is immediately emailed to you!

This functionality is available **NOW**! Go to https://okc.gov/access for access.

We hope you find this document useful and helpful in working with the City regarding your permits. If you have additional questions about this document or the using the system, please contact:

City of Oklahoma City Public Works Department Traffic Management Division

Phone: 405-297-2531

Email: workzones@okc.gov

NOTE: The features in this document DO NOT require you to be logged in to see the links shown. You can ignore the registration and log in information on this website.

Page 3 Revised: 4/4/2018



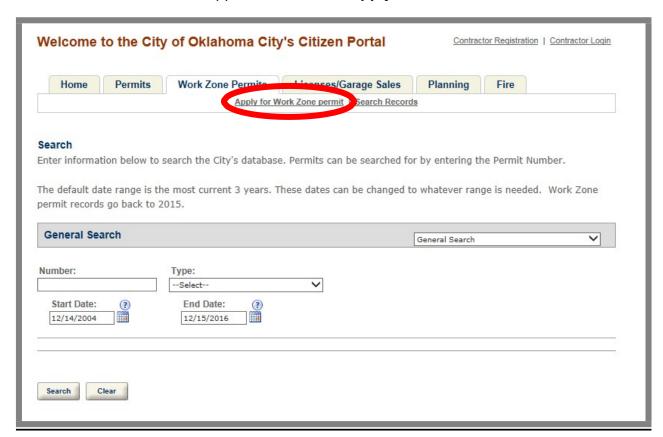
Application and Payment Process For Contractors

Using the Citizen Portal for Work Zone Permits

Open your browser and go to https://okc.gov/access Click on the Work Zone Permits tab.



To start a new Work Zone Application, click on Apply for Work Zone Permit.

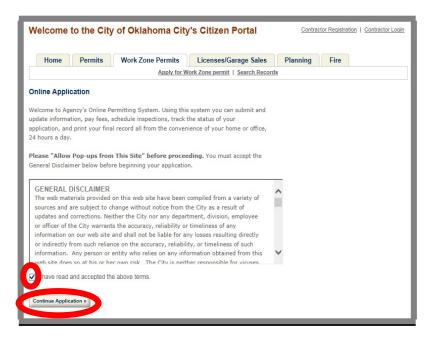


Page 4 Revised: 4/4/2018



Application and Payment Process For Contractors

Read and accept the terms explained in the General Disclaimer and click **Continue Application**.



As the applicant, you will want to add your information to the application so you will click **Add New**.

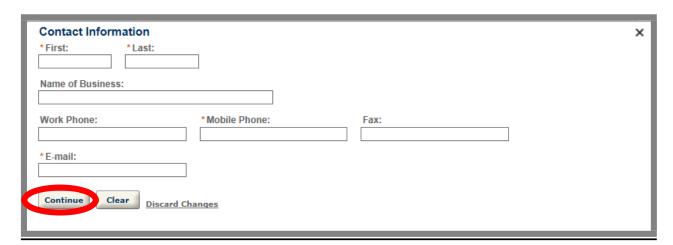


Page 5 Revised: 4/4/2018

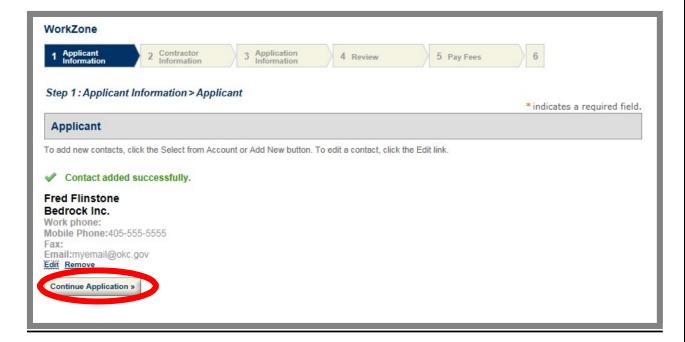


Application and Payment Process For Contractors

Complete the information in the form. All fields with red * are required fields. Please be sure you enter the correct email address as this is the email address that will receive correspondence regarding this application and where the permit will be emailed once approved and paid for. When finished, click Continue.



You will see the information you entered and you can edit it if necessary. Once it is correct, click **Continue Application**.

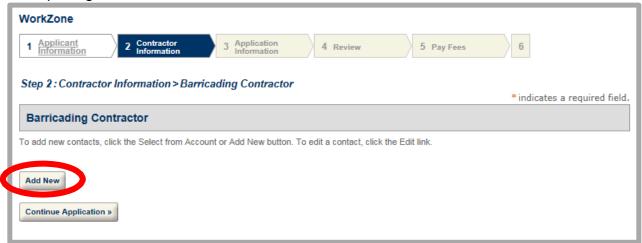


Page 6 Revised: 4/4/2018

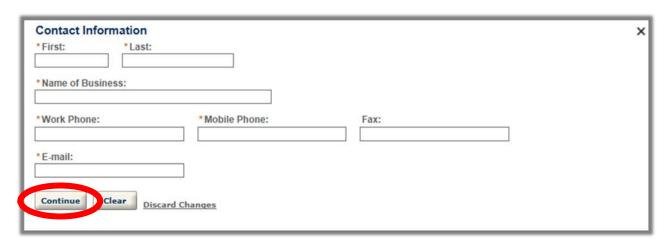


Application and Payment Process For Contractors

Next, enter the Barricading Contractor information by clicking <u>Add New</u> and completing the fields.



Again, the fields with red * are required fields. When you are done, click **Continue**.

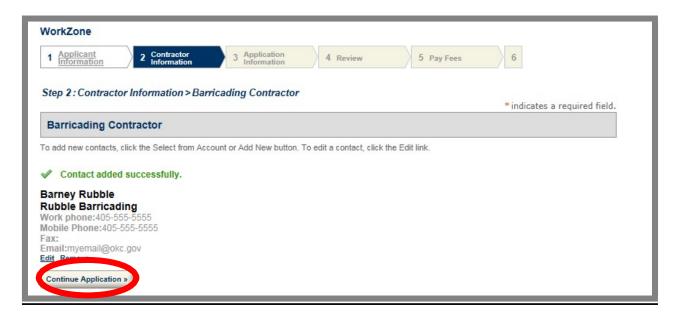


Page 7 Revised: 4/4/2018



Application and Payment Process For Contractors

You will see the information you entered and you can edit it if necessary. Once it is correct, click **Continue Application**.

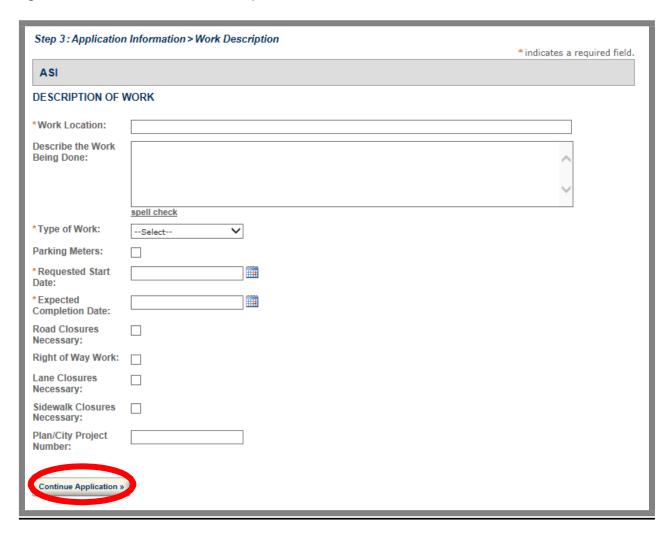


Page 8 Revised: 4/4/2018



Application and Payment Process For Contractors

Next you will fill out the details of the Work Zone and click **Continue Application. Once a**gain, the fields with red * are required fields.



Page 9 Revised: 4/4/2018



Application and Payment Process For Contractors

You will see a Review screen next. You may click **Edit** to edit information in any section or click Continue Application to submit your application for review by City staff. When finished, click **Continue Application**.

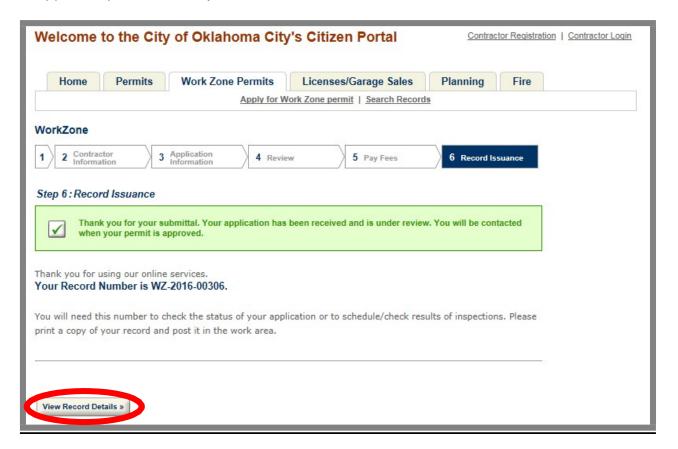


Page 10 Revised: 4/4/2018



Application and Payment Process For Contractors

When your application is accepted into the system, you will be see the following screen telling you the application has been accepted and give you application number. You can click on the **View Record Details** button to see the unapproved permit in the system.



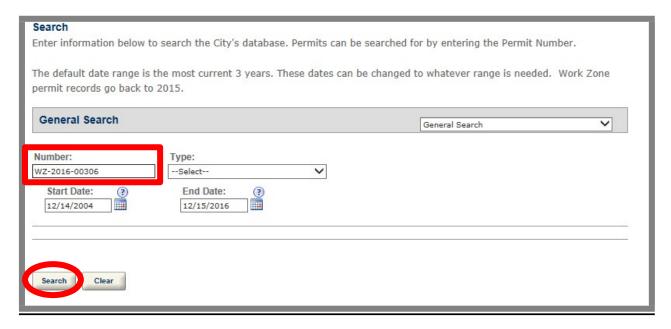
After staff has approved your application, you will receive an email telling you to go online to pay for your permit so it can be issued to you.

Page 11 Revised: 4/4/2018



Application and Payment Process For Contractors

To search for your permit, click on the **Work Zone Permits** tab and in the Search section near the bottom, enter the previously provided Work Zone number (format: WZ-2016-12345) in the **Number** field and click **Search** button.

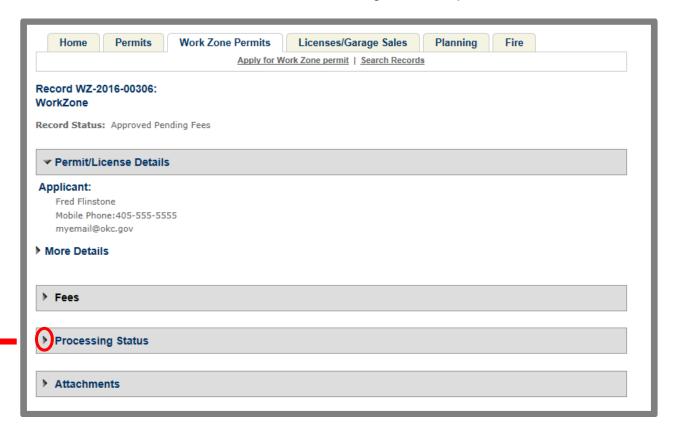


Page 12 Revised: 4/4/2018

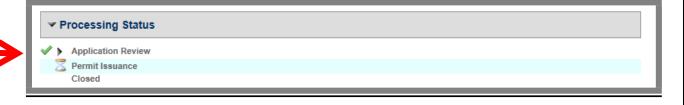


Application and Payment Process For Contractors

The record details will be shown. To see the details on any section that is collapsed, click on the right-facing arrow in the section and it will point down and show the details of that section. Click that arrow again to collapse it back.



For example to see where the permit is in the processing status, click on that arrow and it will show you the steps that have completed and which are waiting.



Page 13 Revised: 4/4/2018



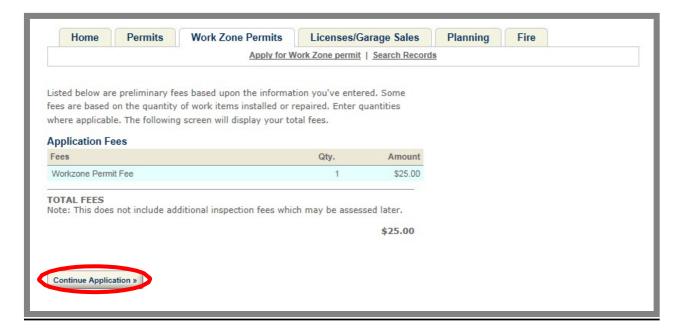
Application and Payment Process For Contractors

Paying Fees

After you search on a permit and the details are shown, use the arrow to expand the Fees section to see if any fees are due. If there are fees due on this permit, you will see a **Pay Fees** link. Click that link and follow the instructions provided to pay the fees on that permit.



You will see the details of the fee(s) that are due. Click **Continue Application** to continue and you will be directed to the City's Credit Card payment screen.

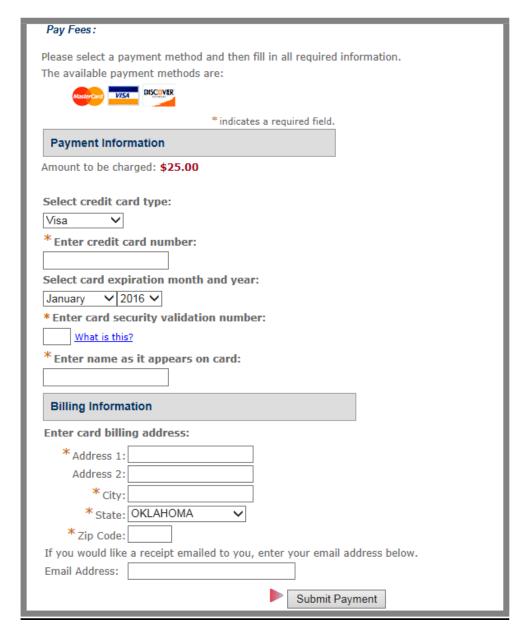


Page 14 Revised: 4/4/2018



Application and Payment Process For Contractors

You can **securely** pay for your permit by filling out all of the information on this page and be sure to include your <u>correct email address</u> and we will send you a separate email with payment receipt information.



After payment, you will also receive an email with your approved permit attached and instructions on where and how to post the approved permit. If a window remains open after you printed your permit, you can safely close it.

Page 15 Revised: 4/4/2018



Application and Payment Process For Contractors

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Page 16 Revised: 4/4/2018