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New User Guidance

BARRICADE COMPANY COMPILES REQUIRED DOCUMENTS AND EMAILS ET-Barricading@tempe.gov FOR PRELIMINARY REVIEW CITY REVIEWS DOCUMENTS AND CREATES LICENSED PROFESSIONAL ACCOUNT WITHIN CITIZEN ACCESS PORTAL

REVIEW TIME: 5 BUSINESS DAYS

BARRICADE COMPANY REGISTERS FOR AN ACCOUNT ON THE CITIZEN ACCESS PORTAL

3

BARRICADE COMPANY CREATES A NEW BAR APPLICATION, UPLOADS ALL REQUIRED DOCUMENTS, SUBMITS APPLICATION

Process Overview

2

CITY REVIEWS BAR APPLICATION, RETURNS FOR CORRECTIONS <u>OR</u> CONTINUES APPLICATION FOR PERMIT FEE INVOICE

5

REVIEW TIME: 5 BUSINESS DAYS

BARRICADE COMPANY PAYS BAR PERMIT FEE INVOICE

CITY RECEIVES PAYMENT AND ISSUES BAR PERMIT

ANNUAL PERMIT VALID UNTIL END OF CALENDAR YEAR BARRICADE COMPANY MAINTAINS UP TO DATE DOCUMENTATION WITHIN THE BAR PERMIT THROUGHOUT THE YEAR (ATSSA CERTS, COI)

Annual Barricading Permit (BAR) New User Guidance



- ATSSA Certification for supervisors, designers, foremen, and operations managers
- Certificate of Insurance
- Letter to provide a 30 day advance written notice of COI cancellation
- Barricade company contact information
- Annual permit fee (\$245.91 for FY 24-25)

New User Guidance

- Certificate holder:
- City of Tempe Attn: Engineering Division PO Box 5002 Tempe, AZ 85280
- Commercial General Liability combined single limit shall be at least \$2,000,000 per occurrence with a \$4,000,000 aggregate.
- Automobile Liability combined single limit shall be at least \$1,000,000 per occurrence.
- Workers' Compensation coverage for the contractor's employees shall meet the Arizona Statutory requirements.
- See example certificate of liability insurance



New User Guidance

- The Contractor shall provide the City notice with a letter stating that they will give no less than (30) days advance written notice of cancellation, termination or material change to the limits of the policy, with the allowance of a ten (10) day notice for non-payment of premium.
- See the "Contractor Provided Insurance Cancellation Letter Requirements" form for more information.

BAR Requirements: Insurance



City of Tempe Engineering & Transportation Department Transportation Division 200 E. Fifth Street Tempe AZ, 85281

CONTRACTOR PROVIDED COI CANCELLATION LETTER

Risk management has established guidelines for a letter from contractors to the City of Tempe guaranteeing timely notice of insurance cancellation needed for working in the right-of-way.

This letter obligates the contractor to notify the City of Tempe of any changes to the required insurance coverage and not just cancellation. Any changes deemed unacceptable by the City of Tempe may cause any and all Engineering permits to be suspended or revoked until the insurance is deemed to be in compliance with City of Tempe Engineering requirements.

The letter may state that it is for permits, but may not reference job site or permit numbers. The letter shall reference the General Liability and Auto Liability policy numbers. Please include Umbrella or Excess policy numbers if such policies were used to reach the required coverage limits. The letter will be signed by the business owner or company officer of high standing, and not by an administrative assistant or secretary. It also must be on the company letterhead.

Here is the language that will be considered acceptable

(Company name) will provide the City of Tempe with a 30 day advance written notice, in writing, if any of their insurance policies (insert appropriate policy numbers here) have been cancelled, terminated, non-renewed or materially changed and do not meet the requirements of the permit, and a 10 day notice for cancellation due to non-payment of premium. Notice will be sent by certified letter via the U.S Postal Service to: City of Tempe Attn: City of Tempe Attn: 200 E. Fifth Street Tempe At 2521

Should you have any questions regarding the online application process please contact our office @ 480-858-2351 or via-email at et-barricading@tempe.gov.

New User Guidance



REFER TO PAGE 2 FOR FULL FLOW CHART

Step 1: Navigate to the portal:

https://epermits.tempe.gov/CitizenAccess

Step 2: Register for an account.



Opera 29

New User Guidance

Step 3: Review and accept terms, select "Continue Registration".

Tempe	Online Perm	nits and Research
# Home Q Search + New	v 🏥 Schedule	C Return to City of Tempe Arizona
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Application Instructions



Step 4: Complete form information and add contact information, select "Continue Registration".

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nter Security Question: *	
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New User Guidance

Step 5: Receive registration confirmation and log-in to portal.

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Application Instructions **Step 6:** Select "New" and "Transportation". Tempe **Online Permits and Research** A Home Q Search + New m Schedule "> Return to City of Tempe Arizona Announcements Logged in as: Tom Traffic Collections (0) Te Cart (0) Account Management Logour Private Development Hello, Tom Traffic Saved in Cart (0) View Car My Collection (0) View Collections There are no items in your shopping cart You do not have any collections right now. right now. View All Records Work in progress (? Record ID Module Record Name **Creation Date** Action No records found

New User Guidance

Step 7: Review and accept terms, select "Continue Application".

Tempe Online Permits and Research



Transportation

Online Application

Welcome to City of Tempe's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office. 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

While the City of Tempe ('City') attempts to keep its Web information accurate and timely, the City neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infinigement of proprietary rights. Web materials and information (collective)⁴ Materials have been compiled from a variety of sources and are subject to change without notice from the City as a result of updates and corrections.

I have read and accepted the above terms.







Step 8: Under "Transportation", select "Traffic Eng Barricade Certification" and "Continue Application".

Tempe	Online Permits and Research					
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Transportation Oversize Overweight Permit Traffic Control Construction Traffic Control Construction Exte Traffic Control Special Event Traffic Eng Barricade Certificatio	nsion					
Continue Application »						

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New User Guidance

Step 9: Select "Look Up" within "Licensed Professional to connect to your account.

Tempe	Online Permits and Research

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Application Instructions



Step 10: After the Licensed Professional info is added, add contact info for designers, field supervisors, operations managers, and dispatchers.

Online Permits and Research

Tempe

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Online Permits and Research

New User Guidance

Tempe

Step 11: Enter insurance and ATSSA certification expiration dates.

Home Q Search + New m Schedule ") Return to City of Tempe Arizona Announcements Logged in as: Tom Traffic Collections (0) 📜 Cart (0) Account Management Logout Transportation Traffic Eng Barricade Certification 1 Step 1 2 Step 2 3 Review 4 Record Issuance Step 2:Step 2>Documents * indicates a required field. **Custom Fields** GENERAL INFORMATION **USE EXPIRATION DATE** OF ATSSA SUPERVISOR ATSSA Certifica CERTIFICATION Insurance Certification Expir Attachment The maximum file size allowed is 256 MB. The following file types are not allowed to upload; html: htm: mhtml: exe: bat: dll: isp: is; cs: msi; exe: config: This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval. Insurance Certificate, ATSSA Certification, Registrar of Contractors, Cancellation Lette Size No records found. Add **Continue Application »** Save and resume later

Application Instructions Step 12: Select "Add" to upload all required documents: ATSSA Certifications Cancellation Letter • Certificate of Insurance Tempe **Online Permits and Research** # Home Q Search + New # Schedul "> Return to City of Tempe Arizona Announcements Logged in as Tom Troffic Collections (0) Cart (0) Account Management Logou Traffic Eng Barricade Certification File Upload 1 Step 1 2 Step 2 3 Review 4 Record Issuance The maximum file size allowed is 256 MB. The following file types are not allowed to upload: html: htm: mht; mhtml: .exe: .bat: .dll: .isp: .is; Step 2:Step 2>Documents .cs; .msi; .exe; .config;. * indicates a required fiel Custom Fields GENERAL INFORMATION ATSSA Certification 11/08/2027 Expires Certification Expires: Attachment The maximum file size allowed is 256 MB The industrialm life size allowed is 250 Mb. The following file types are not allowed to upload: html: htm: mhtml: exe: .bat: .dll: .isp:.is; .cs; .msi; .exe: .config:.

Save and resume later

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit

Latest Update

additional documents prior to approval.

Continue Application »

No records found

Insurance Certificate, ATSSA Certification, Registrar of Contractors, Cancellation Letter

×

Cancel

Add

New User Guidance

Step 13: For each document, use the dropdown menu to identify the document type. After all documents are added and identified, click "Save", then "Continue Application".

Attachment

The maximum file size allowed is 256 MB.

The following file types are not allowed to upload: html; htm; mhr; mhtml; exe; bat; dll; jsp; js; cs; mst; exe; config;. This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Insurance Certificate, ATSSA Certification, Registrar of Contractors, Cancellation Letter

Name	Туре	Size	Latest Update		Action
No records fou	ind.				
Document Typ	e:*				Remove
-Select -Select XTSSA Certificati Dancellation Lett Insurance Certifi	on er cate				
Description:		_		*	
				-	
Save	Add Remo	ve All			

Application Instructions

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Continue Application

Step 14: Review all entered information and click "Continue Application".

# Home	Q Search	+ New	Sched	ule	D Return to	City of Tempe Arizona
		Announcerr	nents Logged I	in as Tom Traffic Collec	tions (0) 📜 Cart (0) Acco	unt Management Logout
Transportation						
Traffic Eng Barri	icade Certificatio	an a				
1 Step 1		step z		- Towymene	 Record testarios 	
Continue A	w pplication » emailer below Cicl	t the "Idit" buttors t	o maile changes to	o sections or "Continue Application	Save and recume later	
Record Type						
Traffic Eng Barricade	e Certification					
Licensed Pro	ofessional				Edi	3
Name COMPANY NAM Address line 1 Address line 2 City, State, Zip C United States	E		Phone Numb Barricade Co Email Addres	er mpany – License Number s		
Designers					Edi	
Name COMPANY NAM Address line 1 Address line 2 City, State, Zip C United States	E		Phone Numb Email Addres	er s		
Field Superv	risors				Edi	3
Name COMPANY NAM Address Line 1 Address Line 2 City, State, Zip C United States	E		Phone Numb Email Addres	er s		
Operations (or Traffic Co	ntrol Manag	er		Edi	
Name COMPANY NAM Address Line 1 Address Line 2 City, State, Zip C United States	E		Phone Numb Email Addres	er s		
Dispatch					Edi	3
Name COMPANY NAM Address Line 1 Address Line 2 City, State, Zip C United States	iE lode		Phone Numb Email Addres	er s		
Custom Fiel	ds					
GENERAL INFORM ATSISA Cartification Expires:	02/24/2024				Edit	
Insurance Certification Expires:	12/31/2024					
Attachment					Edi	
The maximum file si The following file ty This application type additional document Insurance Certificati	in allowed is 256 MB pes are not allowed to requires you to sub- ts prior to approval. a. ATSSA Certification	o upload html, htm, mit the following typ n. Registrar of Contr	mhi, mhimi, eau ses of documents ractors, Cancellati	: bet, dll; jap; js; cs; mai; exe; c; Subject to the collected informatic on Letter	onlig. m. you may be required to submit	
Name	Туре	Stre	Latest Update	Action		
ATSSA	ATSSA Certification	32.16 KB	11/22/2023	Actions +		
Concellation	Cancellation Letter	32.16 KB	11/22/2023	Actions +		
со	Insurance Certificate	32.16 KB	11/22/2023	Actions +		

Online Permits and Research

New User Guidance

Step 15: Receive BAR application receipt, may click BAR number link to check status



Online Permits and Research

		Announcements	Logged in as: 1	iom Traffic	Collections (0)	📜 Cart (0)	Account Management	Logou
Fransportation								
1 Select item to pay	2 Payment information	3 Receipt/Record						
Step 3:Receipt/ Click on the link belo	Record issuar	application, check st	atus, or see oti	ner updates.				
Receipt								
Your application Please print yo	on(s) has been su our record(s) and	ccessfully submitted retain a copy for you	r records.					
Your application Please print yo	on(s) has been su our record(s) and	ccessfully submitted retain a copy for you	r records.					

Application Instructions Tempe **Online Permits and Research** + New # Home Q Search # Schedule "> Return to City of Tempe Arizona Announcements Logged in as: Tom Troffic Collections (0) T Cart (0) Account Management Logou Transportation Record BAR23022: Add to cart Add to collection Traffic Eng Barricade Certification **Record Status** Pending Record Info V Payments **v** Custom Component Work Location

Record Details		
Licensed Professional:		
Name Email Address COMPANY NAME Address Line 1 Address Line 2 City, State, Zip Code United States Phone Number Barricade Company License Number		
More Details		

New User Guidance

Step 16: Following City review, you will receive an invoice link by email. Click the link within the email or log in to the portal to complete payment.

Tempe

Online Permits and Research

	Anno	ouncements Logged in as: Tom Traffic	Collections (0)	📜 Cart (0) 🛛 Ad	ccount Management	Log	
Transportation							
Record BAR23022: Traffic Eng Barricade Certification Record Status: Pending			Add to cart Add to collection				
	Payments	Custom Component					
Record Info							
Record Info							
Record Info Fees Outstanding:							
Record Info Fees Outstanding: Date	Invoice Number	Amount			E		

Application Instructions



Step 17: Select "Check Out" and enter payment information.

Tempe	Online Per	Online Permits and Research				
希 Home Q Sea	rch + New ≅ Schedule		C Return to City of Tempe Arizona			
	Announcements Logged in as: Tom Traffic	Collections (0) 📜	Cart (0) Account Man	igement Logout		
Listed below are preliminary or repaired. Enter quantities Application Fees Fees	fees based upon the information you've entered. Some fees are to where applicable. The following screen will display your total fee	based on the quantity of w s. Q tv	ork items installed			
Annual Traffic Barricade C	ertification	1	\$237.37			
TOTAL FEES: \$237.37 Note: This does not include a	dditional inspection fees which may be assessed later.					

New User Guidance

Step 18: Following City confirmation of payment, the BAR permit will be issued. The BAR permit can accessed in the portal under "Search", "My Records".

Tempe **Online Permits and Research** A Home Q Search + New Schedule Schedule Ceturn to City of Tempe Arizona Announcements Logged in as: Tom Traffic Collections (0) Cart (0) Account Management Logout Transportation and Residential Parking Showing 1 of 1 Download results | Add to collection | Add to cart Application Date **Record Number** Description Status Action Name Traffic Eng Barricade 11/22/2023 Active Certification

Application Instructions



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Application Instructions





Reminder: Insurance certificates and ATSSA certifications must remain up-to-date within the BAR throughout the year. If certifications expire without updated documentation, the account will be locked and users will not be able to submit TCPs.

To avoid a lapse in access, updated documentation must be uploaded to the portal under the <u>existing BAR record</u> prior to expiration.



New User Guidance

Contact Information

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