

# Annual Barricading Permit (BAR) Renewals

## *User Guidance*



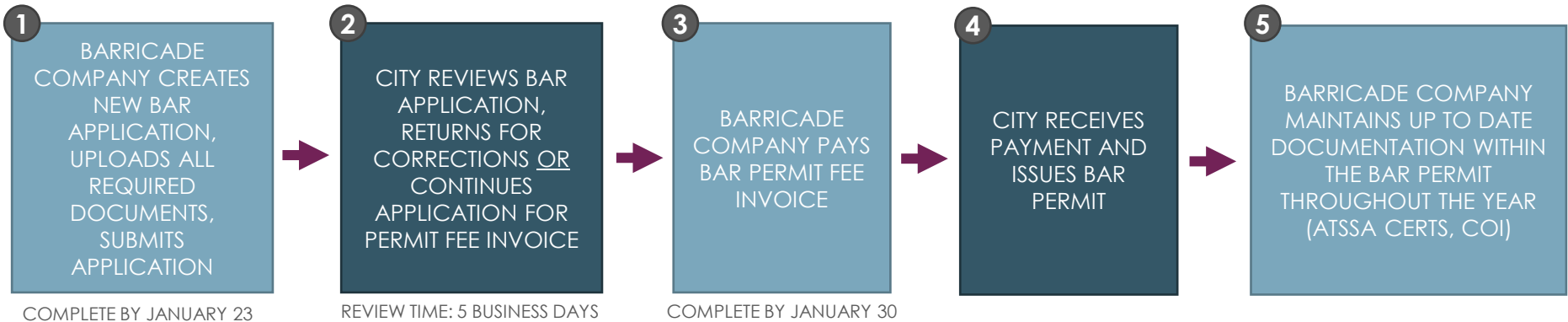
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# Annual Barricading Permit (BAR) Renewals Process Overview



- Annual barricading permits (BAR) are renewed in January of each year
- BAR permits are valid through the end of the calendar year (plus January grace period for renewals)
- BAR renewals that are not completely processed by January 31 will result in locked account/hold on submitting TCPs.



- If renewals are not complete by January 31, refer to guidance materials for locked accounts.


# Annual Barricading Permit (BAR) Renewal Requirements



- 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)

# Annual Barricading Permit (BAR) Renewal Requirements: Insurance



- 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 

**ACORD** **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)  
Current Date

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>		<b>CONTACT</b>	
Insurance Agent/Broker Name Address City, State, Zip		PHONE: [redacted] FAX: [redacted] EMAIL: [redacted] ADDRESS: [redacted]	
<b>INSURED</b>		<b>INSURERS/AFFORDING COVERAGE</b>	
Contractor's Name Address City, State, Zip		NAIC #	
INSURER A:		INSURER B:	
INSURER C:		INSURER D:	
INSURER E:		INSURER F:	

**COVERAGES** CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OR INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

RELT	TYPE OF INSURANCE	MODEL YEAR	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
GEN'L	<b>COMMERCIAL GENERAL LIABILITY</b>					<b>EACH OCCURRENCE</b> = \$2,000,000 DAMAGE TO RENTED EQUIPMENT: \$0 (each occurrence) MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$4,000,000 PRODUCTS - CONSUMP AGG \$
	<input type="checkbox"/> CLAIM-MADE <input type="checkbox"/> OCCUR	Y	Policy Number	Date	Date	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> ENDORSEMENT <input type="checkbox"/> LOC					
AUT	<b>AUTOMOBILE LIABILITY</b>					<b>COMBINED SINGLE LIMIT</b> = \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) \$ \$ \$ EACH OCCURRENCE \$ AGGREGATE \$
	<input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	Y	Policy Number	Date	Date	
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> COC <input type="checkbox"/> RETENTIONS					
WKS	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>					WKS STATUTORY LIMITS DISEASE - SA EMPLOYEE \$ E.I. DISEASE - SA EMPLOYEE \$ E.I. DISEASE - POLICY LIMIT \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH) (For worker only)	N/A	Policy Number	Date	Date	state req.
	DESCRIPTION OF OPERATIONS below					

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

This policy contains an endorsement naming the City of Tempe, its officers, agents, employees and volunteers as Additional Insured with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations.

Option 1: 30 day notice of cancellation/ 10 day non-payment.  
Option 2: Separate Endorsement for 30 day notice of cancellation.  
Option 3: Separate letter on contractor's letterhead. See Cancellation Letter Policy.

Remove any job or project references

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
City of Tempe 31 East 5th Street Tempe, AZ 85281	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
<b>AUTHORIZED REPRESENTATIVE</b>	<b>AGENT / Broker Signature</b>

# Annual Barricading Permit (BAR) Renewal Requirements: Insurance



- 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.



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

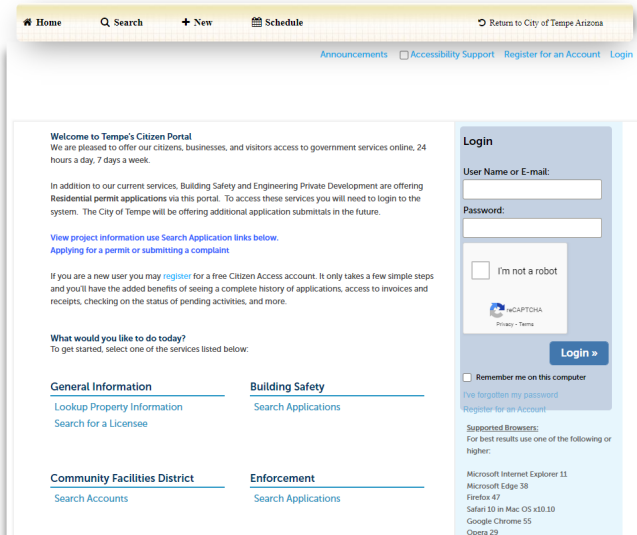
Should you have any questions regarding the online application process please contact our office @ 480-858-2351 or via-email at [et-barricading@tempe.gov](mailto:et-barricading@tempe.gov).

# Annual Barricading Permit (BAR) Renewal Application Instructions

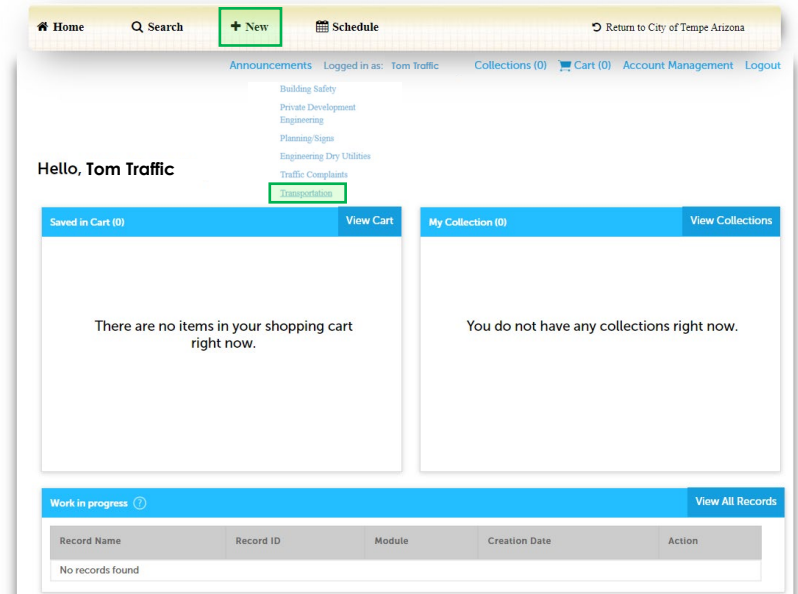


**Step 1:** Navigate to the portal:  
<https://epermits.tempe.gov/CitizenAccess>

**Step 2:** Log-in to existing account.



**Step 3:** Select “New” and “Transportation”.



# Annual Barricading Permit (BAR) Renewal Application Instructions



**Step 4:** Review and accept terms, select “Continue Application”.

**Step 5:** Under “Transportation”, select “Traffic Eng Barricade Certification” and “Continue Application”.



## Online Permits and Research

Home Search New Schedule Return to City of Tempe Arizona

Announcements Logged in as: Tom Traffic Collections (0) Cart (0) Account Management Logout

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-infringement of proprietary rights. Web materials and information (collectively "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.

[Continue Application »](#)



## Online Permits and Research

Home Search New Schedule Return to City of Tempe Arizona

Announcements Logged in as: Tom Traffic Collections (0) Cart (0) Account Management Logout

Transportation

### Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Search

- Transportation
  - Oversize Overweight Permit
  - Traffic Control Construction
  - Traffic Control Construction Extension
  - Traffic Control Special Event
  - Traffic Eng Barricade Certification

[Continue Application »](#)

# Annual Barricading Permit (BAR) Renewal Application Instructions



**Step 6:** Select “Look Up” within “Licensed Professional to connect to your account.

**Step 7:** After the Licensed Professional info is added, add contact info for designers, field supervisors, operations managers, and dispatchers.



## Online Permits and Research

Home Search New 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 1: Step 1 > Contact Information

\* Indicates a required field.

#### Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

**Look Up**

Designers

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New Look Up

**NOTE:** LICENSED PROFESSIONAL INFO WILL NOT APPEAR IF YOU HAVE NOT EMAILED ALL REQUIRED DOCUMENTS TO ET-BARRICADING@TEMPE.GOV FOR PRELIMINARY REVIEW



## Online Permits and Research

Home Search New 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 1: Step 1 > Contact Information

\* Indicates a required field.

#### Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

✔ Licensed professional added successfully.

**Tom Traffic**  
**COMPANY NAME**  
Company Type: Barricade Company  
License Number: 22,22,22  
Address: Tempe 85281  
Edit Remove

#### Designers

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account **Add New** Look Up

#### Field Supervisors

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account **Add New** Look Up

#### Operations or Traffic Control Manager

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account **Add New** Look Up

#### Dispatch

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account **Add New** Look Up

Continue Application Save and resume later



# Annual Barricading Permit (BAR) Renewal Application Instructions



**Step 8:** Enter insurance and ATSSA certification expiration dates.

**Step 9:** Select "Add" to upload all required documents:

- ATSSA Certifications
- Cancellation Letter
- Certificate of Insurance



## Online Permits and Research



## Online Permits and Research

# Annual Barricading Permit (BAR) Renewal Application Instructions

**Step 10:** 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; mh; mhtml; .exe; .bat; .dll; .jsp; .js; .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 Letter

Name	Type	Size	Latest Update	Action
No records found.				

Document Type: \* [Remove](#)

--Select--

- Select--
- ATSSA Certification
- Cancellation Letter
- Insurance Certificate
- .

Description:

[Save](#) [Add](#) [Remove All](#)

[Continue Application >](#) [Save and resume later](#)

**Step 11:** Review all entered information and click “Continue Application”.

**City of Tempe** Online Permits and Research

Home Search New Schedule Return to City of Tempe Actions

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 Instance

Step 3: Review

[Continue Application >](#) [Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to re-open.

Record Type

Traffic Eng Barricade Certification

Licensed Professional [Edit](#)

Name COMPANY NAME Phone Number  
Address Line 1 Barricade Company - License Number  
Address Line 2 Email Address  
City, State, Zip Code  
United States

Designers [Edit](#)

Name COMPANY NAME Phone Number  
Address Line 1 Email Address  
Address Line 2  
City, State, Zip Code  
United States

Field Supervisors [Edit](#)

Name COMPANY NAME Phone Number  
Address Line 1 Email Address  
Address Line 2  
City, State, Zip Code  
United States

Operations or Traffic Control Manager [Edit](#)

Name COMPANY NAME Phone Number  
Address Line 1 Email Address  
Address Line 2  
City, State, Zip Code  
United States

Dispatch [Edit](#)

Name COMPANY NAME Phone Number  
Address Line 1 Email Address  
Address Line 2  
City, State, Zip Code  
United States

Custom Fields [Edit](#)

GENERAL INFORMATION

ATSSA Certification 02/24/2024 Expires:

Insurance Certificate 12/31/2024 Expires:

Attachment [Edit](#)

The maximum file size allowed is 256 MB.  
The following file types are not allowed to upload: html; htm; mhtml; .exe; .bat; .dll; .jsp; .js; .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 Letter

Name	Type	Size	Latest Update	Action
ATSSA	ATSSA Certification	32.36 KB	11/22/2023	<a href="#">Actions &gt;</a>
Cancellation	Cancellation Letter	32.36 KB	11/22/2023	<a href="#">Actions &gt;</a>
COI	Insurance Certificate	32.36 KB	11/22/2023	<a href="#">Actions &gt;</a>

[Continue Application >](#) [Save and resume later](#)

# Annual Barricading Permit (BAR) Renewal Application Instructions

**Step 12:** Receive BAR application receipt, may click BAR number link to check status



## Online Permits and Research

Home Search New Schedule Return to City of Tempe Arizona  
Announcements Logged in as: Tom Traffic Collections (0) Cart (0) Account Management Logout

Transportation

- 1 Select item to pay
- 2 Payment information
- 3 Receipt/Record issuance

### Step 3: Receipt/Record issuance

Click on the link below to review your application, check status, or see other updates.

#### Receipt

Your application(s) has been successfully submitted.  
Please print your record(s) and retain a copy for your records.

#### No Address

[BAR23022](#)



## Online Permits and Research

Home Search New Schedule Return to City of Tempe Arizona

Announcements Logged in as: Tom Traffic Collections (0) Cart (0) Account Management Logout

Transportation

Record BAR23022:  
Traffic Eng Barricade Certification  
Record Status: **Pending**

[Add to cart](#)  
[Add to collection](#)

Record Info Payments 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](#)

# Annual Barricading Permit (BAR) Renewal Application Instructions

**Step 13:** 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.



## Online Permits and Research

Record BAR23022:  
Traffic Eng Barricade Certification  
Record Status: Pending

Record Info | **Payments** | Custom Component

**Fees**  
**Outstanding:**

Date	Invoice Number	Amount
11/22/2023	649946	\$237.37

Total outstanding fees: \$237.37



**Step 14:** Select "Check Out" and enter payment information.



## Online Permits and Research

Home | Search | New | Schedule | Return to City of Tempe Arizona

Announcements | Logged in as: Tom Traffic | Collections (0) | Cart (0) | Account Management | Logout

Transportation

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

**Application Fees**

Fees	Qty.	Amount
Annual Traffic Barricade Certification	1	\$237.37

TOTAL FEES: \$237.37  
Note: This does not include additional inspection fees which may be assessed later.

**Check Out »** | Continue Shopping »

# Annual Barricading Permit (BAR) Renewal Application Instructions



**Step 15:** Following City confirmation of payment, the BAR permit will be issued. The BAR permit can be accessed in the portal under “Search”, “My Records”.



## Online Permits and Research



## Online Permits and Research

The screenshot shows the 'Search' page of the online permits and research portal. The search results are filtered under 'Transportation and Residential Parking'. A table displays one record: a Traffic Eng Barricade Certification with record number BAR23022, dated 11/22/2023, and status Active. The record number and date are highlighted with a green box. A blue arrow points from this record to the detailed view on the right.

Date	Record Number	Record Type	Description	Application Name	Status	Action
11/22/2023	BAR23022	Traffic Eng Barricade Certification			Active	

The screenshot shows the detailed view for Record BAR23022: Traffic Eng Barricade Certification. The record status is Active. There are tabs for Record Info, Payments, and Custom Component. The Record Info tab is selected. There are links for 'Add to cart' and 'Add to collection'.

Record BAR23022:  
Traffic Eng Barricade Certification  
Record Status: Active

Record Info | Payments | Custom Component

Add to cart  
Add to collection

# Annual Barricading Permit (BAR) Renewal 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 existing BAR record prior to expiration.

# Annual Barricading Permit (BAR) Renewals



## Contact Information

### **Veronica Carreon**

Annual Barricade Permits

[et-barricading@tempe.gov](mailto:et-barricading@tempe.gov)

### **Michelle Beckley**

Barricading Supervisor

[michelle\\_beckley@tempe.gov](mailto:michelle_beckley@tempe.gov)