



Applying for Right-of-Way (ROW) Permits through OneStopPGH

Department of Mobility & Infrastructure (DOMI)

May 2020

Online At:
<https://onestoppgh.pittsburghpa.gov/pghprod/pub/lms/Login.aspx>



PHASE 1	PHASE 2	PHASE 3	PHASE 4	OTHER
PLI Licenses	Beta Phase: PLI PERMITS	Beta Phase: Planning Applications	Coming Soon: DOM, Fire, Code Enf	Services Not Included



OneStopPGH

OVERVIEW

- **Slide 4:** What can I do through OneStopPGH?
- **Slide 5:** Where can I find more information about when to apply, permit fees, application requirements etc?
- **Slide 6:** Insurance and tax requirements for barricade, opening, and pole permits.
- **Slide 7:** Registering with OneStopPGH (new users)
- **Slide 16:** Applying for DOMI Permits

WHAT CAN I DO THROUGH ONE STOP PGH?

- Apply online
- Pay fees
- Print Permit
- Print “No Parking” Authorization
- Schedule inspection view reports
- Search for active and issued permits

PLEASE SEE OUR PERMIT WEBSITE BEFORE APPLYING

[HTTPS://PITTSBURGHPA.GOV/DOMI/ROW-INFO](https://pittsburghpa.gov/domi/row-info)



Banner Permit Information Sheet Department of Mobility and Infrastructure April 23, 2020

At a Glance

- A person or company must apply for a Banner Permit to place banners on poles in the public right-of-way.
- The applicant is responsible for the costs of installing and removing the banners in a manner approved by DOMI. The installation and removal of banners is subject to the department's inspection.
- Annual banners require review and approval from the City's Art Commission to ensure that the banner design is suitable.
- Limited duration or special event Banner Permits are good 15 days. Annual Banner Permits are good for up to one year and in some cases, are eligible for annual renewal.
- **When to apply:**
Annual Banners: must have Art Commission approval before application. Applicants should apply for banner permits online through [OneStopPGH](https://onestoppggh.com) at least four weeks in advance of the date the banner permit is needed. Applying through [OneStopPGH](https://onestoppggh.com) makes it easy to view and print your permit and "No Parking" sign at home and request an inspection or extension to the permit dates. Please see the Application/Review/Inspection section for additional information on inspections.

Required Documents

- A copy of the applicant's insurance certificate (*required*);
- A picture of the banner design (*required*);
- Letter from Art Commission with notice of approval (*required for annual banners*).

See the department's *Document Guide* at <https://pittsburghpa.gov/domi/rules-regulations> for more details.

Information Needed for Application

- Applicant name and contact information;
- Contractor name and contact information (if the applicant is not doing the work). *Note:* all contractors are required to be registered with the City through [OneStopPGH](https://onestoppggh.com) and must maintain insurance when required for the permit;
- Banner description, location, number of poles and how the banner will be mounted.
- Start and end dates for banner installation;
- Occupancy start and end dates for when the banners will be in place.

Fees

- Application Fee: \$25.00
- Permit Fee:
 - 1-5 banners: \$150.00
 - 6-10 banners: \$375.00
 - 11-20 banners: \$900.00
 - 21-30 banners: \$1,552.50

- 31-40 banners: \$2,227.20

- \$10 per banner per 15 days, for community based events only.
- Extension Fee: \$100.00

Application/Review/Inspection Process

- The applicant can select preferred installation and occupancy dates for the banners.
- The applicant should allow up to four (4) weeks for DOMI to review the permit application and make a determination of whether to approve or deny it.
- The permittee must schedule a Compliance Inspection after the banner installed.
- Permittees can request an inspection online through [OneStopPGH](https://onestoppggh.com) portal or by calling the inspection listed on the permit. The Compliance Inspection is required to ensure that all terms & conditions of the permit are met and that work is done in conformity with approved plans. Deficiencies will result in a warning, citation or revocation of permit.

Expiration and Extension

- The Banner Permit is valid only during the dates designated by DOMI on the permit unless the applicant applies for and receives an extension.
- Banners and mounting hardware must be removed at the end of the permit term unless otherwise approved by DOMI. Failure to do so may result in a code violation and citation.
- The applicant may request a one-time extension to the valid permit expiration date. The length of the permit extension will be 14 days.
- When applying for an extension, the applicant must include a justification for the extension.
- In cases where there is either a substantial change in permit activity or work dates, additional fees for extended work scope and/or work dates may be assessed.

Size Requirements and Construction Methods

The over-the-sidewalk banner that attaches to a single pole shall have a maximum size of six feet (6') by four feet (4') wide and a minimum of sixteen feet from the bottom arm. Both the top and bottom section must have a hemmed sleeve with a loop diameter of two and one-quarter inches (2 ¼") to slip over the arms that they are to be installed onto. The banner must have reinforced three-eighths inch (3/8") hole diameter grommets placed in the center of the sleeve, thirty-six inches (36") apart, center to center. The material must be a heavy-duty cloth, or, a vinyl material of thirteen-ounce (13 oz.) minimum weight. The banner must have at least two (2) wind slits cut in a semi-circle, at least four inches (4") wide and spaced not more than four feet (4') apart.

The over-the-street banners, strung between two poles, shall be a maximum twenty-four feet (24') long by three feet (3') wide. The banner material shall be a minimum thirteen-ounce (13 oz.) vinyl weight material. The banner must have a hem between all edges and the rope, made of a vinyl weight material. The banner material shall be a minimum thirteen-ounce (13 oz.) vinyl weight material. The banner must have a hem between all edges and the rope, made of a minimum one-quarter inch (¼") polypropylene material, must be stitched into the hem. The rope furnished shall be at least seven feet (7') long. The banner shall have reinforced three-eighths inch (3/8") hole diameter grommets and at least ten (10) are required: five (5) top and (5) bottom. The end grommets shall be placed one and one-half inches (1 ½") from the outer edge. Two additional shall be placed in the center, top and bottom, and the remainder spaced equally apart. Wind slits are required in the banner. They are to be semi-circle shaped and are to be at least four inches (4") wide. There must be at least two (2) wind slits for every two and one-half feet (2 ½') of length. For two (2) sided banners a laminated window shade darkener can be added between the banners for better visibility.

INSURANCE AND TAX REQUIREMENTS

- All contractors applying for an opening, pole or barricade permit are required to register with the City of Pittsburgh as a General Contractor in order to verify insurance and tax compliance. You can apply for the General Contract License online through OneStopPGH visit PLI's website for more information:
- <https://pittsburghpa.gov/pli/general-contractor-license>

REGISTERING WITH ONESTOPPGH (NEW USERS)

If you already have a OneStopPGH account skip to slide 16

Go to OneStopPGH

Select “register”

<https://onestoppgh.pittsburghpa.gov/pghprod/pub/lms/Login.aspx>



Welcome to OneStopPGH

Email Address:

[Forgot Email Address?](#)

Password:

[Forgot password?](#)

[Sign In](#)

Register

If you have not yet created an account, click here to register.

Learn more

Click here to learn more about the OneStopPGH initiative, and what's coming next!

Search OneStopPGH

Click here to search OneStopPGH for Building Permits, Planning Applications, and Business Licenses.



OneStopPGH

Welcome to OneStopPGH

All fields with asterisks must be filled out in order to proceed. Once the information on this screen has been provided, the system will send a confirmation email with a link to this website, where you can confirm your registration.

YOUR INFORMATION

* First Name:

* Last Name:

Organization Name:

* Phone Number: () -

* Email Address:

* Confirm Email:

A valid
be use

MAILING ADDRESS

* Address Type:

* Street Address:

Address Line 2:

* City / Town:

* State / Province:

* Country:

* Zip / Postal Code:

FOR CURRENT LICENSE HOLDERS

Enter your one-time customer PIN, if known

PIN:

SECURITY QUESTION AND PASSWORD

The security question is used in case you forget your password. You will need to know the answer to regain access to the system.

* Security Question:

* Security Answer:

* Password:

* Confirm Password:

Password must:

- be at least 8 characters
- contain at least two (2) letters (one upper case and one lower case)

Customers who were issued a DOMI permit prior to registering through OneStopPGH should contact: DOMIpermits@pittsburghpa.gov to request their customer pin prior to completing their registration.

If you are provided a customer pin enter the pin number here.

See instructional video for how to register through OneStopPGH using your customer pin: <https://pittsburghpa.gov/onestoppgh/phase-one.html>

You must confirm the account through email.



PITTSBURGH
P E N N S Y L V A N I A

[Contact Us](#)

[HOME](#) [SEARCH](#) [SIGN IN](#)

OneStopPGH

Welcome to OneStopPGH

Your registration submission has been received.

Your user account's email address will be: domipermits@pittsburghpa.gov

Your registration is not complete.

We will send an email to the email address displayed above.

Follow the instructions in the email to complete your registration in the system.

Screen ID: 976159

Follow the link to go back to OneStopPGH

Registration for OneStopPGH * Test Email for object 25881869 - Sent only to whitelisted addresses. *



OneStopPGH.Notifications@pittsburg hpa.gov



Wed 5/13/2020 1:34 PM
DOMI Permits; DOMI Permits ▾

This Test Email is from a system in the Test phase.

Dear Angela,
Thank you for *registering*. To activate your account and complete your registration, please [click here](#).

Your Registration Information:

First Name:	Angela
Last Name:	Martinez
Email Address:	domipermits@pittsburghpa.gov
Phone Number:	(412) 555-5555
Security Question:	What is your favorite food?
Security Answer:	pizza



Redirect to OneStopPGH

Enter in your password.



OneStopPGH

Activate your account

Email Address: timmy2245smith@gmail.com

* Password: Please re-enter the password you registered online with.

FOR CURRENT LICENSE HOLDERS

If you currently hold a Business or Trade license, you can link this account to your existing license by entering the one-time PIN you received.

PIN:

Activate

**IF YOU MISSED THE CUSTOMER PIN AT THE TIME OF REGISTRATION
YOU HAVE A SECOND CHANCE TO ENTER IT HERE.**

Add Contractor:

OPTIONAL – users can link to contractors already registered in OneStopPGH.



PITTSBURGH
P E N N S Y L V A N I A

Welcome Angela Martinez [Contact Us](#)

[HOME](#) [SEARCH](#) [PAY](#) [MY PAYMENTS](#) [PROFILE](#) [SIGN OUT](#)

OneStopPGH

DOMI Utility Co (Test)

MY CONTRACTOR(S)



To associate your account with an existing contractor, please input the PIN.

Contractor PIN: [➔ Associate to Existing Contractor](#)

To create a new contractor and associate it to your account, please click the button below.

[+ Register a New Contractor](#)

Below is the contractor information we have on record for you. Click the icon to update the information.

 DOMI Utility (Test)
Phone: (412) 555-5555, License(s): None 

[Save](#)

[➔ Skip / Next](#)

Screen ID: 1338750

Add business – OPTIONAL N/A for most DOMI Permits



PITTSBURGH
P E N N S Y L V A N I A

Welcome **Angela Martinez** [Contact Us](#)

[HOME](#) [SEARCH](#) [PAY](#) [MY PAYMENTS](#) [PROFILE](#) [SIGN OUT](#)

OneStopPGH

DOMI Utility Co (Test)

MY BUSINESSES

Below is the business information we have on record for you. Click the icon to update the information.

Business

To associate your account with an existing business, please input the PIN.

Business PIN: [Associate with Existing Business](#)

[Save](#)

[→ Skip / Next](#)

Screen ID: 1338560

Your registration is now complete!



PITTSBURGH
P E N N S Y L V A N I A

Welcome Angela Martinez [Contact Us](#)

[HOME](#) [SEARCH](#) [PAY](#) [MY PAYMENTS](#) [PROFILE](#) [SIGN OUT](#)

OneStopPGH

Home



You have successfully activated your account.

Welcome to OneStopPGH! Select from the Licenses, Permits or Planning Applications buttons below to start a new application. Select the My Activities, My Inspections, My Projects, My Businesses, and My Contractors tabs to see more information on existing applications and/or profiles.

In accordance with the directives of the City of Pittsburgh State of Emergency announcement on March 13, 2020, and the directives of the Center for Disease Control (CDC), the OneStopPGH customer counter will be closed to the public until further notice to help lessen the spread of COVID-19.

-Customers can still apply for permit, license, and planning applications online through the OneStopPGH customer portal [[link to portal](#)] or by postal mail.

Applications will not be taken at the OneStopPGH counter until further notice.

-Customers can still request inspections through the OneStopPGH portal

-All overtime inspection requests are suspended and will not be performed until further notice.

-PLI cannot change the license expiration dates of licenses, but any accrued late fees will be forgiven until April 30, 2020.

-All PLI service level agreements (SLAs) are suspended to accommodate changes in staffing until further notice. It may take longer than usual for applications to be processed, and plans to be reviewed.

[For more information regarding the Department of Permits, Licenses, and Inspections \(PLI\), please visit PLI's website.](#)

[For more information regarding City Planning's Zoning and Development Review Division, please visit Zoning's website.](#)

Appeals

Licenses

Permits

Planning Applications

My Activities

My Inspections

My Businesses

My Contractors

[Show more...](#)

APPLYING FOR PERMITS

[HTTPS://ONESTOPPGH.PITTSBURGHPA.GO
V/PGHPROD/PUB/LMS/LOGIN.ASPX](https://onestoppgh.pittsburghpa.gov/pghprod/pub/lms/login.aspx)

Log in with your user ID or password



Welcome to OneStopPGH

Email Address: [Forgot Email Address?](#)
Password: [Forgot password?](#)

Register

If you have not yet created an account, click here to register.

Learn more

Click here to learn more about the OneStopPGH initiative, and what's coming next!

Search OneStopPGH

Click here to search OneStopPGH for Building Permits, Planning Applications, and Business Licenses.

Dashboard



PITTSBURGH
PENNSYLVANIA

Welcome Angela Martinez [Contact Us](#)

[HOME](#) [SEARCH](#) [PAY](#) [MY PAYMENTS](#) [PROFILE](#) [SIGN OUT](#)

OneStopPGH

Home

Welcome to OneStopPGH! Select from the Licenses, Permits or Planning Applications buttons below to start a new application. Select the My Activities, My Inspections, My Projects, My Businesses, and My Contractors tabs to see more information on existing applications and/or profiles.

In accordance with the directives of the City of Pittsburgh State of Emergency announcement on March 13, 2020, and the directives of the Center for Disease Control (CDC), the OneStopPGH customer counter will be closed to the public until further notice to help lessen the spread of COVID-19.

-Customers can still apply for permit, license, and planning applications online through the OneStopPGH customer portal [\[link to portal\]](#) or by postal mail. Applications will not be taken at the OneStopPGH counter until further notice.

-Customers can still request inspections through the OneStopPGH portal

-All overtime inspection requests are suspended and will not be performed until further notice.

-PLI cannot change the license expiration dates of licenses, but any accrued late fees will be forgiven until April 30, 2020.

-All PLI service level agreements (SLAs) are suspended to accommodate changes in staffing until further notice. It may take longer than usual for applications to be processed, and plans to be reviewed.

[For more information regarding the Department of Permits, Licenses, and Inspections \(PLI\), please visit PLI's website.](#)

[For more information regarding City Planning's Zoning and Development Review Division, please visit Zoning's website.](#)

[Appeals](#)

[Licenses](#)

[Permits](#)

[Planning Applications](#)

[My Activities](#)

[My Inspections](#)

[My Businesses](#)

[My Contractors](#)

[Show more...](#)

Menu

PLI PERMITS



Building Permit



Demolition Permit



Electrical Permit



Fire Alarm System



Fire Suppression Permit



Land Operations



Mechanical Permit



Occupancy Only



Occupant Load Placard



Sign Permit



Building Code Appeal



Estimate Fees

DOMI PERMITS



Opening Permit



Curb Cut



Construction Staging



Pole



Sidewalk Repair



Moving



Banner

DOMI PLANS



Encroachment



Furnishing



ROW



Street Vacation

FIRE PERMITS



Hazmat/Storage License



Fire/Burglar Alarm Registration



Special Events



Hazmat



Fireworks and Explosives



Construction



Hazmat and Special Occupancy



Hotwork Program



Hotwork Program



Special Occupancy

Application Wizard

Page 1

OneStopPGH

 **Opening Permit** DOMI-OP-2020-00701 (Draft)

APPLICATION INSTRUCTIONS

- Please review the Permit Information Sheet, Document Guide and Inspection Guide prior to submitting
- Application fees are due when you submit the application. Permit fees are assessed when the permit is and selecting "save" at the end of the application.
- You may apply for openings at multiple sites as long as the work will utilize the same permit dates and
- If you are not the homeowner applying for the permit OR the contractor doing the work, you will be required to submit a
- Materials permit application.
- You may email domipermits@pittsburghpa.gov if you have any questions.
- For more information on permits please visit our website.

APPLICATION


*Select the type of permit you are applying for.

Apply As:

Enter a description of the work that will be done.

Check this box if you are the homeowner applying for this permit:

SECONDARY CONTACTS (OPTIONAL)

 **Contact**

Name

Phone Number

Email Address

Next

Please read application instructions!

All fields marked with an * are required.

You can save your application and return to the permit at any time.

OPTIONAL: Use "apply as" only if your account is connected to a contractor.

Application Wizard

Page 1 continued

OneStopPGH



Opening Permit DOMI-OP-2020-00701 (Draft)

APPLICATION INSTRUCTIONS

- Please review the Permit Information Sheet, Document Guide and Inspection Guide prior to submitting the permit application. <https://pittsburghpa.gov/domi/right-of-way>
- Application fees are due when you submit the application. Permit fees are assessed when the permit is issued You can save your application by completing all required fields and selecting "save" at the end of the application.
- You may apply for openings at multiple sites as long as the work will utilize the same permit dates and traffic control plans.
- If you are not the homeowner applying for the permit OR the contractor doing the work, you will be required to add a contractor to the Barricade, Machinery, Crane and Materials permit application.
- You may email domipermits@pittsburghpa.gov if you have any questions.
- For more information on permits please visit our website.

APPLICATION

*Select the type of permit you are applying for. Opening

1

Apply As:

DOMI Utility (Test)

Enter a description of the work that will be done.

Connection to new service line

2

Check this box if you are the homeowner applying for this permit:

SECONDARY CONTACTS (OPTIONAL)

+ Contact

3

Name

Phone Number

Email Address

Next

1. Enter description of work – this description will print on the permit and can be edited by staff.

2. Check only if you are the homeowner applying for the permit.

3. **Optional** Secondary contact

Application Wizard

Page 2 - Location

Enter in an address or parcel ID where the work will occur. The address search is linked to the county GIS and is required to submit the application.

If you get an error on the address please search for another nearby address or parcel ID and note the discrepancy in the “specific location” box.



PITTSBURGH
PENNSYLVANIA

Welcome Angela Martinez [Contact Us](#)

[HOME](#) [SEARCH](#) [PAY](#) [MY PAYMENTS](#) [PROFILE](#) [SIGN OUT](#)

OneStopPGH

Opening Permit DOMI-OP-2020-00701 (D

LOCATIONS

Location Type: Addressed Non-Addressed

- If the work is not associated with an address please select the non-addressed location type.
- Use the “specific location” filed to note the exact location where the work will occur. For instance, “back of house”, “staging from alley” etc.

* Address:

Parcel ID

Address

Total Area:

Specific Location:

[Back](#)

[Next](#)

LMS Online (1) - Add Addresses - Google Chrome

posselmsex.pittsburghpa.gov/pghuatest/pub/lms/selectobjects.aspx?FromObjectId=2...

Add Addresses

Addressed Locations

Please search by address or parcel number in order to select the property associated with this application.

For an address search it is best to enter address number and street name only.

For a parcel search you will need to enter the entire parcel number.

[If you are uncertain of the property address or parcel, you can search Allegheny County's Real Estate website.](#)

Address or Parcel ID:

[Search](#)

Application Wizard

Page 2 - Location

After searching for an address you will select the proper address. And close the window.

The screenshot displays the OneStopPGH application interface. The main page shows the 'Opening Permit' section for 'DOMI-OP-2020-00701 (Draft)'. The 'Locations' section is currently set to 'Addressed'. A search for '414 grant st' has been performed, and the results are shown in a table. The 'Parcel ID' column in this table is circled in red. An 'Add Addresses' window is overlaid on the right side of the screen, showing the same search results and a 'Select' button.

OneStopPGH

Opening Permit DOMI-OP-2020-00701 (Draft)

LOCATIONS

Location Type: Addressed Non-Addressed

- If the work is not associated with an address please select the non-addressed location type.
- Use the "specific location" filed to note the exact location where work will occur. For instance, "back of house", "staging from alley" etc.

* Address:

Parcel ID	Address	Net Acres
0002-J-00002-0000-00	414 GRANT ST, Pittsburgh, 15219-	

Specific Location:

Back **Next**

Add Addresses

Parcel ID	Address
0002-J-00002-0000-00	414 GRANT ST, Pittsburgh, 15219-

Select **Clear All** **Check All** **Refine Search**

Application Wizard

Page 2 con't- Location

1. The address appears.
This is the location that
prints on permit.

2. Use specific location if
needed to describe the
location of work in the
ROW.

PITTSBURGH
PENNSYLVANIA

HOME SEARCH

OneStopPGH

Opening Permit DOMI-OP-2020-00702 (Draft)

LOCATIONS

Location Type: Addressed Non-Addressed

- If the work is not associated with an address please select the non-addressed location type.
- Use the "specific location" filed to note the exact location where work will occur. For instance, "back of house", "staging from alley" etc.

* Address:

Parcel ID	Address	Net Acres
 0006-G-00065-0000-00	1540 RUTLEDGE ST, Pittsburgh, 15211-	0.0569 <input type="button" value="X"/>
Total Area:		0.0569

Specific Location:

Application Wizard

Page 3 – Scope of work

This section is not applicable for all permits.

Select the “+” to add the scope of work (SOW).

The SOW window will open – select all options that apply


OneStopPGH



Opening Permit DOMI-OP-2020-00702 (Draft)

* SCOPE OF WORK

• Use the checkbox to select all work that applies to work performed as a part of the permit. Selecting “numerous openings” should be selected if you plan on opening multiple sites on this application; you must still select the type of opening (road or sidewalk) that applies. If you are opening the road and sidewalk at one location, please select “roadway” and “sidewalk”

 **Add Scope of Work**

Description

Back

Next

LMS Online (1) - Scope of Work Search - Google Chrome

posselmsextpittsburghpa.gov/pghuatetest/pub/lms/selectobjects.aspx?F...

Scope of Work Search

Description

- Numerous Openings
- Roadway
- Roadway - Trench
- Sidewalk
- Sidewalk - Trench

Select **Clear All** **Check All** **Refine Search**

Screen ID: 1561777

Application Wizard

Page 4 – Permit Details

This section will be different depending on permit type.

- Read the instructions. Important info about permit dates and fees are provided when applicable.
- Use the drop down to select work dates.
- If the optional is available on your permit, you can use the “+” button to add additional lines to the table.

OneStopPGH

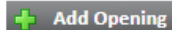
Opening Permit DOMI-OP-2020-00702 (Draft)

- All opening permits are issued in 14 day increments plus an additional 30 days for restoration.
- Use the “Work Dates” field to identify the anticipated start and end date of excavation and fill. Work dates are used as the basis of permit fees and “no parking” authorization.
- An additional 30 days will automatically be added to your permit to allow for restoration. You so not need to include the 30 days for restoration in your work dates.
- Use the “add opening” field to enter information on a single opening.
- If you are applying for multiple openings across multiple work sites, you must select the applicable addresses or ID associated with the permit. Addresses/ID’s must match the submitted plans.

DATES

* Work Dates: From To

* OPENING



Id	Address	Roadway Pavement	Length (feet)	Width (feet)	Sidewalk Material	Length (feet)	Width (feet)	
<input type="text"/>	(None) 	(None) 	<input type="text"/>	<input type="text"/>	(None) 	<input type="text"/>	<input type="text"/>	
Street Tree	(None)							
PA One C	1540 RUTLEDGE ST, Pittsburgh, PA 15211-							

Application Wizard

Page 4 cont– Permit Details

This section will be different depending on permit type.

- The ID column is an optional field. If you have multiple openings, poles or curb cuts on your permit you can use the ID to reference your plan.
- Add PA OneCall Number if available
- Note if a street tree is impacted by work

OneStopPGH



Opening Permit DOMI-OP-2020-00702 (Draft)

- All opening permits are issued in 14 day increments plus an additional 30 days for restoration.
- Use the "Work Dates" field to identify the anticipated start and end date of excavation and fill. Work dates are used as the basis of permit fees and "no parking" authorization.
- An additional 30 days will automatically be added to your permit to allow for restoration. You do not need to include the 30 days for restoration in your work dates.
- Use the "add opening" field to enter information on a single opening.
- If you are applying for multiple openings across multiple work sites, you must select the applicable addresses or ID associated with the permit. Addresses/ID's must match the submitted plans.

DATES

* Work Dates: From To

* OPENING

[+ Add Opening](#)

Id	Address	Roadway Pavement	Length (feet)	Width (feet)	Sidewalk Material	Length (feet)	Width (feet)
<input type="text"/>	1540 RUTLEDGE ST, Pittsburgh, <input type="text"/>	Concrete <input type="text"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	Brick <input type="text"/>	<input type="text" value="5"/>	<input type="text" value="4"/> <input type="text"/>

Street Tree within Area of Work:

PA One Call Number:

[Back](#) [Next](#)

Application Wizard

Page 5 - Traffic Obstruction

- The traffic obstruction description is used to authorize sidewalk or road closures. Please be as descriptive as possible.
- You can add another contact here if there is a better point of contact for traffic/MPT questions.



PITTSBURGH
PENNSYLVANIA

Welcome Angela Martinez [Contact Us](#)

[HOME](#) [SEARCH](#) [PAY](#) [MY PAYMENTS](#) [PROFILE](#) [SIGN OUT](#)

OneStopPGH



Opening Permit DOMI-OP-2020-00702 (Draft)

TRAFFIC OBSTRUCTION

- Use the "Traffic Obstruction Description" field to describe the anticipated street and sidewalk closures necessary to perform work in the ROW. If applicable, you may reference the associated Construction Management Plan (CMP) or Maintenance and Protection of Traffic (MPT) plan.
- You can also provide a separate contact person that can be reached for questions about the traffic control plan if this person is different from the applicant or the contractor listed on the permit.

* Traffic Obstruction Description:

Will close parkinglane

CONSTRUCTION SITE SUPERVISOR

[+ Contact](#)

Name Phone Number Email Address

[Back](#)

[Next](#)

Screen ID: 1636151

Application Wizard

Page 6 – Document Tab

- Look to see if documents are required. If so, use the document uploader to attach documents.
- You can also add optional documents such as an MPT.
- If “numerous openings” was selected, you can upload a document here under DOMI other plans.



Opening Permit DOMI-OP-2020-00702 (Draft)

Please upload all documents associated with permit application. Please note that any documents listed as required will need to be submitted in order your application to be accepted. Any documents identified as optional may be applicable but are not required in order to submit the application.

DOCUMENTS TO ATTACH

Uploaded	Attachment Type	Description	Sample Form	
	DOMI Requested Document	Requested by DOMI during the review.	None	Optional
	Utility Survey (or Proof of Utility Coordination)	Survey of all known utilities and letters from affected utilities stating that there is no object	None	Optional
	DOMI Bond	A copy of the contractual agreement guaranteeing the integrity and life of work for a period. See fee schedule for bond amount and period.	Open	Optional
	DOMI Other Plans	Specific to plan type - required or optional at time of application.	Open	Optional
	MPT (Maintenance and Protection of Traffic Plan)	A plan of how to mitigate negative effects on nearby automotive and/or pedestrian traffic.	None	Optional



UPLOADED DOCUMENTS

+ Upload Files

<input type="checkbox"/>	File Name	Document Type	Comments

Application Wizard

Page 7 – Add Contractor

- This is where you could add the contractor performing the work to the permit,
- This may be required for your permit application.



PITTSBURGH
P E N N S Y L V A N I A

Welcome Angela Martinez [Contact Us](#)

[HOME](#) [SEARCH](#) [PAY](#) [MY PAYMENTS](#) [PROFILE](#) [SIGN OUT](#)

OneStopPGH



Opening Permit DOMI-OP-2020-00702 (Draft)

CONTRACTORS

- Use the "add contractor" field to identify the contractor performing. Please note that contractors must be registered with the City of Pittsburgh.
- You must mark the contractor as "prime" to submit the application.

[+ Add Contractors](#)

Prime Type

[Back](#)

[Next](#)

Screen ID: 1555442

Application Wizard

Page 8 & 9 – Agree, Submit and pay application fees (if applicable)



PITTSBURGH
P E N N S Y L V A N I A

Welcome Angela Martinez [Contact Us](#)

[HOME](#) [SEARCH](#) [PAY](#) [MY PAYMENTS](#) [PROFILE](#) [SIGN OUT](#)

OneStopPGH



Opening Permit DOMI-OP-2020-00702 (Draft)



I AM THE OWNER OF THE PROPERTY, OR AN AUTHORIZED AGENT OF THE OWNER, FOR WHICH THIS APPLICATION IS FILED IF AN AGENT, I CERTIFY THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO COMPLETE THIS APPLICATION ON THEIR BEHALF. I CERTIFY THAT THE INFORMATION PROVIDED AS PART OF THIS APPLICATION IS CORRECT.

[Back](#)

[Next](#)

Screen ID: 1625083

OneStopPGH



Review Opening Application

SUBMIT APPLICATION

Your permit application is ready to be submitted. Please click the "Pay Fees & Submit Application" button to submit your application. You may also click the "Save" button to return to this application at a later time.

[Back](#)

[Submit Application](#)

[Save](#)

Screen ID: 1556750

View your Application

You can view all draft, submitted or expired permits from your dashboard.
Select the permit to view the record.

OneStopPGH

Home

Welcome to OneStopPGH! Select from the Licenses, Permits or Planning Applications buttons below to start a new application. Select the My Activities, My Inspections, My Projects, My Businesses, and My Contractors tabs to see more information on existing applications and/or profiles.

In accordance with the directives of the City of Pittsburgh State of Emergency announcement on March 13, 2020, and the directives of the Center for Disease Control (CDC), the OneStopPGH customer counter will be closed to the public until further notice to help lessen the spread of COVID-19.

-Customers can still apply for permit, license, and planning applications online through the OneStopPGH customer portal [\[link to portal\]](#) or by postal mail. Applications will not be taken at the OneStopPGH counter until further notice.

-Customers can still request inspections through the OneStopPGH portal

-All overtime inspection requests are suspended and will not be performed until further notice.

-PLI cannot change the license expiration dates of licenses, but any accrued late fees will be forgiven until April 30, 2020.

-All PLI service level agreements (SLAs) are suspended to accommodate changes in staffing until further notice. It may take longer than usual for applications to be processed, and plans to be reviewed.

For more information regarding the Department of Permits, Licenses, and Inspections (PLI), please visit [PLI's website](#).

For more information regarding City Planning's Zoning and Development Review Division, please visit [Zoning's website](#).

Appeals

Licenses

Permits

Planning Applications



My Activities

My Inspections

My Businesses

My Contractors

[Show more...](#)

Type	File Number	Location	Description	Status	Created Date
 Opening	DOMI-OP-2020-00701	1500 LINCOLN AVE, Pittsburgh, PA 15206-		Submitted	May 14, 2020
 Opening	DOMI-OP-2020-00702	1540 RUTLEDGE ST, Pittsburgh, PA 15211-		Submitted	May 14, 2020

Permit Record

From this screen you can request an extension to your permit, amendment or inspection

- Details
- Permit Type Details
- Inspections

DETAILS

Type: (None)
Permit Type: Opening
Primary Location: 1500 LINCOLN AVE, Pittsburgh, PA 15206-
Specific Location: Opening is in the alley way
Apply as: DOMI Utility (Test)
Work Description: Connection to new service line


LOCATION

Parcel ID	Address	Net Acres
0173-E-00273-0000-00	1500 LINCOLN AVE, Pittsburgh, 15206-	0.0282
	Total Area:	0.0282

CONTRACTORS

Contractor

RELATED INFORMATION

Type	Description
 Contractor	DOMI Utility (Test) Phone: (412) 555-5555, License(s): None

HOLDS

Required Before	Type	Status
No Holds		

PERMIT ACTIVITIES

This is where you can make requests on your permit. The eligible request types will appear depending on what your permit status is. The requests can include:

FEES

You have no outstanding fees.

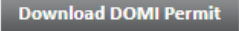
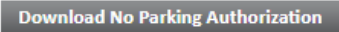
EXTEND PERMIT



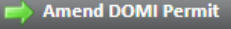
WITHDRAW PERMIT

You cannot withdraw this permit at this time.

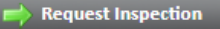
DOWNLOAD PERMIT

- 
- 

AMEND PERMIT



REQUEST INSPECTION



GETTING STARTED: TRAINING VIDEOS

1. <https://pittsburghpa.gov/onestoppgh/phase-one.html>
 - a. Video 1: How to Navigate One Stop Shop
 - b. Video 2: How to Create an Account for OneStopPGH
 - c. Video 4: How to Check your Application Status

2. <https://pittsburghpa.gov/onestoppgh/phase-two.html>
 - a. Video 2: How to Apply for a Permit
 - b. Video 3: Revisions Requested
 - c. Video 5: How to Request and Review Inspections

https://www.youtube.com/watch?v=xBsAWAhZj3w&list=PLVBVhxl3lqNcU9BvBDTVjF2dT_S7_UhZ&index=2