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
• **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://PITTSBURGH.PA.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 cost 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 for 15 days. Annual Banner Permits are good for up to one year and in some cases, are eligible for renewal.
- When to apply:
  - Annual Banner: must have Art Commission approval before application. Applicants should apply for banner permits online through OneStopPitt at least four weeks in advance of the date the banner permit is needed. Applying through OneStopPitt makes it easy to view and print your permit and “No Parking” signs 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).


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 OneStopPitt 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: $600.00
  - 21-30 banners: $1,350.00

- 31-40 banners: $2,275.00
- $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 banners are installed.
- Permittees can request an inspection online through OneStopPitt portal or by calling the inspection line 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-street 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. Each the top and bottom sections 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 minimum 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) 1500D 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 material shall be at least seventy feet (70’) long. The banner shall have reinforced three-eighths inch (3/8”) hole diameter grommets at least ten (10) are required: five (5) top and five (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 maximum window shade dimension 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 though 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
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.
Registration for OneStopPGH * Test Email for object 25881869 - Sent only to whitelisted addresses. *

OneStopPGH.Notifications@pittsburghhpa.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:

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Angela</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td>Martinez</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:domipermits@pittsburghhpa.gov">domipermits@pittsburghhpa.gov</a></td>
</tr>
<tr>
<td>Phone Number:</td>
<td>(412) 555-5555</td>
</tr>
<tr>
<td>Security Question:</td>
<td>What is your favorite food?</td>
</tr>
<tr>
<td>Security Answer:</td>
<td>pizza</td>
</tr>
</tbody>
</table>

City of Pittsburgh - OneStopPGH
Redirect to OneStopPGH
Enter in your password.

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.
Add business –
OPTIONAL N/A for most DOMI Permits
Your registration is now complete!

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.
APPLYING FOR PERMITS
HTTPS://ONESTOPPGH.PITTSBURGHPA.GOV/PGHPROD/PUB/LMS/LOGIN.ASPX

Log in with your user ID or password
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.

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<th>DOMI PLANS</th>
<th>FIRE PERMITS</th>
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<td>Hazmat/Storage License</td>
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<td>Fire Suppression Permit</td>
<td>Curb Cut</td>
<td>Furnishing</td>
<td>Fire/Burglar Alarm Registration</td>
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<td>Fire Alarm System</td>
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<td>Occupancy Only</td>
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<td>Estimate Fees</td>
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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.
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
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.
After searching for an address you will select the proper address. And close the window.
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.
Select the “+” to add the scope of work (SOW).
The SOW window will open – select all options that apply.
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.
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
• 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.
• 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.
• This is where you could add the contractor performing the work to the permit,
• This may be required for your permit application.
Application Wizard
Page 8 & 9 – Agree, Submit and pay application fees (if applicable)
You can view all draft, submitted or expired permits from your dashboard. Select the permit to view the record.
From this screen you can request an extension to your permit, amendment or inspection.

### Details

<table>
<thead>
<tr>
<th>Type</th>
<th>(None)</th>
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</thead>
<tbody>
<tr>
<td>Permit Type</td>
<td>Opening</td>
</tr>
<tr>
<td>Primary Location</td>
<td>1500 LINCOLN AVE, Pittsburgh, PA 15206-</td>
</tr>
<tr>
<td>Specific Location</td>
<td>Opening is in the alley way</td>
</tr>
<tr>
<td>Apply as</td>
<td>DOMI Utility (Test)</td>
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<tr>
<td>Work Description</td>
<td>Connection to new service line</td>
</tr>
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</table>

### Related Information

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor</td>
<td>DOMI Utility (Test)</td>
</tr>
<tr>
<td>Phone</td>
<td>(412) 555-5555, License(s) None</td>
</tr>
</tbody>
</table>

### Holds

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**

- Download DOMI Permit
- Download No Parking Authorization

**AMEND PERMIT**

**REQUEST INSPECTION**
GETTING STARTED: TRAINING VIDEOS

1. [https://pittsburghpa.gov/onestoppgh/phase-one.html](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](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=PLVBVhxl3IqNcU9BvBDTVjF2dT_S7_UhZ&index=2](https://www.youtube.com/watch?v=xBsAWAhZj3w&list=PLVBVhxl3IqNcU9BvBDTVjF2dT_S7_UhZ&index=2)