

# **Work Zone Permits**

## Online Application and Payments



# **Instructions For Work Zone Contractors**



<https://okc.gov/access>



## Online Work Zone Permits

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### Application and Payment Process For Contractors

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## Online Work Zone Permits

### Application and Payment Process For Contractors

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#### **Purpose**

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

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

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

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

City of Oklahoma City Public  
Works Department  
Traffic Management Division  
Phone: 405-297-2531  
Email: [workzones@okc.gov](mailto:workzones@okc.gov)

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



## Online Work Zone Permits

### Application and Payment Process For Contractors

### Using the Citizen Portal for Work Zone Permits

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



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





## Online Work Zone Permits

### Application and Payment Process For Contractors

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

Welcome to the City of Oklahoma City's Citizen Portal [Contractor Registration](#) | [Contractor Login](#)

[Home](#) [Permits](#) [Work Zone Permits](#) [Licenses/Garage Sales](#) [Planning](#) [Fire](#)

[Apply for Work Zone permit](#) | [Search Records](#)

#### Online Application

Welcome to Agency'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**

The web materials provided on this web site 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. Neither the City nor any department, division, employee or officer of the City warrants the accuracy, reliability or timeliness of any information on our web site and shall not be liable for any losses resulting directly or indirectly from such reliance on the accuracy, reliability, or timeliness of such information. Any person or entity who relies on any information obtained from this web site does so at his or her own risk. The City is neither responsible for viruses

I have read and accepted the above terms.

[Continue Application »](#)

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

Welcome to the City of Oklahoma City's Citizen Portal [Contractor Registration](#) | [Contractor Login](#)

[Home](#) [Permits](#) [Work Zone Permits](#) [Licenses/Garage Sales](#) [Planning](#) [Fire](#)

[Apply for Work Zone permit](#) | [Search Records](#)

#### WorkZone

1 Applicant Information 2 Contractor Information 3 Application Information 4 Review 5 Pay Fees 6

**Step 1: Applicant Information > Applicant** \* indicates a required field.

**Applicant**

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

[Add New](#)

[Continue Application »](#)



## Online Work Zone Permits

### Application and Payment Process For Contractors

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

#### Contact Information

\* First:  \* Last:

Name of Business:

Work Phone:  \* Mobile Phone:  Fax:

\* E-mail:

**Continue** Clear [Discard Changes](#)

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

#### WorkZone

1 Applicant Information 2 Contractor Information 3 Application Information 4 Review 5 Pay Fees 6

Step 1 : Applicant Information > Applicant

\* indicates a required field.

#### Applicant

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

✔ Contact added successfully.

**Fred Flinstone  
Bedrock Inc.**  
Work phone:  
Mobile Phone:405-555-5555  
Fax:  
Email:myemail@okc.gov  
[Edit](#) [Remove](#)

**Continue Application »**



# Online Work Zone Permits

## Application and Payment Process For Contractors

Next, enter the Barricading Contractor information by clicking **Add New** and completing the fields.

**WorkZone**

1 Applicant Information   2 Contractor Information   3 Application Information   4 Review   5 Pay Fees   6

**Step 2: Contractor Information > Barricading Contractor** \* indicates a required field.

**Barricading Contractor**

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

**Add New**

Continue Application »

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

**Contact Information** ×

\* First:    \* Last:

\* Name of Business:

\* Work Phone:    \* Mobile Phone:    Fax:

\* E-mail:

**Continue**   Clear   Discard Changes



## Online Work Zone Permits

### Application and Payment Process For Contractors

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

**WorkZone**

1 Applicant Information | 2 Contractor Information | 3 Application Information | 4 Review | 5 Pay Fees | 6

**Step 2 : Contractor Information > Barricading Contractor** \* indicates a required field.

**Barricading Contractor**

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

✔ Contact added successfully.

**Barney Rubble**  
**Rubble Barricading**  
Work phone:405-555-5555  
Mobile Phone:405-555-5555  
Fax:  
Email:myemail@okc.gov  
Edit Profile

**Continue Application »**





## Online Work Zone Permits

### Application and Payment Process For Contractors

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

*Step 3: Application Information > Work Description* \* indicates a required field.

**ASI**

**DESCRIPTION OF WORK**

\* Work Location:

Describe the Work Being Done:

[spell check](#)

\* Type of Work:

Parking Meters:

\* Requested Start Date:

\* Expected Completion Date:

Road Closures Necessary:

Right of Way Work:

Lane Closures Necessary:

Sidewalk Closures Necessary:

Plan/City Project Number:

**Continue Application >**



## Online Work Zone Permits

### Application and Payment Process For Contractors

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

**Step 4 : Review**

[Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Type**

WorkZone

**Applicant** [Edit](#)

Fred Flinstone Mobile Phone:405-555-5555  
E-mail:myemail@okc.gov

**Barricading Contractor** [Edit](#)

Barney Rubble Work Phone:405-555-5555  
Rubble Barricading Mobile Phone:405-555-5555  
E-mail:myemail@okc.gov

**ASI** [Edit](#)

**DESCRIPTION OF WORK**

**Work Location:** Where you are doing the work

**Describe the Work Being Done:** Describe the work you are doing

**Type of Work:** Building Construction

**Parking Meters:** No

**Requested Start Date:** 12/19/2016

**Expected Completion Date:** 12/21/2016

**Road Closures Necessary:** No

**Right of Way Work:** No

**Lane Closures Necessary:** Yes

**Northbound Lane Closures Required:** Yes

**Number of Northbound Lanes:** 1

**Southbound Lane Closures Required:** No

**Eastbound Lane Closures Required:** No

**Westbound Lane Closures Required:** No

**Sidewalk Closures Necessary:** No

**Plan/City Project Number:**

[Continue Application »](#)



## Online Work Zone Permits

### Application and Payment Process For Contractors

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

The screenshot displays the 'City of Oklahoma City's Citizen Portal' with a navigation menu including Home, Permits, Work Zone Permits, Licenses/Garage Sales, Planning, and Fire. A search bar contains the text 'Apply for Work Zone permit | Search Records'. The 'WorkZone' section shows a progress bar with six steps: 1, 2 Contractor Information, 3 Application Information, 4 Review, 5 Pay Fees, and 6 Record Issuance. Step 6 is highlighted in blue. Below the progress bar, the heading 'Step 6 : Record Issuance' is followed by a green confirmation box with a checkmark icon and the text: 'Thank you for your submittal. Your application has been received and is under review. You will be contacted when your permit is approved.' Below this, a message reads: 'Thank you for using our online services. Your Record Number is WZ-2016-00306.' A further instruction states: 'You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.' At the bottom left, a button labeled 'View Record Details »' is circled in red.

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



## Online Work Zone Permits

### Application and Payment Process For Contractors

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

**Search**

Enter information below to search the City's database. Permits can be searched for by entering the Permit Number.

The default date range is the most current 3 years. These dates can be changed to whatever range is needed. Work Zone permit records go back to 2015.

**General Search** General Search ▾

**Number:**  **Type:**

**Start Date:**   **End Date:**



## Online Work Zone Permits

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

Home Permits Work Zone Permits Licenses/Garage Sales Planning Fire

[Apply for Work Zone permit](#) | [Search Records](#)

**Record WZ-2016-00306:**  
**WorkZone**

Record Status: Approved Pending Fees

▼ Permit/License Details

**Applicant:**  
Fred Flinstone  
Mobile Phone:405-555-5555  
myemail@okc.gov

▶ More Details

▶ Fees

▶ Processing Status

▶ Attachments

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

▼ Processing Status

- ✔ ▶ Application Review
- ⌚ Permit Issuance  
Closed



## Online Work Zone Permits

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#### Paying Fees

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

▼ Fees

If this permit has outstanding fees due, please click the "Pay Fees" link listed on the righthand side below.

**Outstanding:**

Date	Invoice Number	Amount	
12/15/2016	3152250	\$25.00	<a href="#">Pay Fees</a>

Total outstanding fees: \$25.00

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

[Home](#) [Permits](#) [Work Zone Permits](#) [Licenses/Garage Sales](#) [Planning](#) [Fire](#)

[Apply for Work Zone permit](#) | [Search Records](#)

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
Workzone Permit Fee	1	\$25.00

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

**\$25.00**

[Continue Application »](#)






## Online Work Zone Permits

### Application and Payment Process For Contractors

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

**Pay Fees:**

Please select a payment method and then fill in all required information.  
The available payment methods are:

\* indicates a required field.

**Payment Information**

Amount to be charged: **\$25.00**

Select credit card type:  
Visa

\* Enter credit card number:

Select card expiration month and year:  
January  2016

\* Enter card security validation number:  
 [What is this?](#)

\* Enter name as it appears on card:

**Billing Information**

Enter card billing address:

\* Address 1:   
Address 2:   
\* City:   
\* State: OKLAHOMA   
\* Zip Code:

If you would like a receipt emailed to you, enter your email address below.  
Email Address:

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



## Online Work Zone Permits

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### Application and Payment Process For Contractors

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