As part of the process for implementing pre-printed tow-away/no parking signs, an applicant will be required to input the amount of right-of-way they will need to occupy during construction activities for a specific permit.

1. Under the Application tab, enter the time(s) of operation during construction with proposed start and end times and day(s) of the week. Proceed as normal.

2. Under the Street Information tab, enter the street segment where street space is needed. Then, you may enter the street space needed by linear feet. Enter in the amount of extra signs. The “Street Space Days” field is automatically calculated based on the start and end date entered in the Application tab. The “Required Signs” field is automatically calculated based on linear footage requested. If there are meters, click the box. Proceed as normal.

*Please be advised that per Article 2.4.52 of the Public Works Code, no excavator may occupy more than 1200 linear feet of the public right-of-way.

3. Once the plan checker has conducted their review of the application, they will invoice and approve. You will receive an email with an invoice and a link to print tow-away signs.

The tow-away application allows you to create/modify the tow-away sign information, within the start and end date of the permit, before printing. There will be three options of printing the tow-away signs.

1. You may print the full sign on blank 11” x 17” stock.
2. You may print the sign on a pre-printed tow-away template of 11” x 17” stock.
3. You may request BSM to print the sign at $4/sign.
PRE-PRINTED TOW-AWAY SIGN PROCEDURE

An example screenshot of the tow-away application:

1. Double check contact email and update as necessary.
2. If no changes/modifications to schedule are necessary, you can proceed to print signs with the links displayed next to “ALL” phase.
3. If entering a schedule within the permit duration, please start by entering a Schedule Name.
4. Enter the Start and End Hour, Start and End Day, Start and End Date.
5. Information in the blue fields reflect what’s entered in #4. If however, there need to be more fine tuning of information, it may be modified. For example, you have entered:
   a. Start and End Hour: 7AM and 5PM
   b. Start and End Day: Monday and Friday
   c. Start and End Date: 10/27/2014 and 10/31/2014
   However, work will only be Monday, Wednesday, Friday. You may modify Listed Days to be “Mon, Wed, Fri” to reflect your schedule.
6. Enter the correct 24/7 contact phone number.
7. Select the street segment(s) for this schedule. Please note that NO signs are generated for street intersections.
8. Click Submit.
9. You may now print the sign

To update schedule, simple enter the Schedule Name and indicate the new information in steps 4-6 above and click Update Schedule.