

ONLINE INSTRUCTIONS TO APPLY FOR A TRANSPORTATION PERMIT

Permit requests are entered through ACCELA, our online permitting system accessible from the box link at www.Pittsburgca.gov/permitcenter

Register for an account if this is your first time using the system, include YOUR e-mail and phone number on page 2 of registration. Once completed, log in to begin.

After **LOG IN**, click ENGINEERING, then CREATE APPLICATION.

Accept the disclaimer, then Click CONTINUE APPLICATION.

Click ENGINEERING PERMITS and choose TRANSPORTATION PERMIT.

Click CONTINUE APPLICATION.

STEP 1 – LOCATION INFORMATION

APPLICANT: **Select from Account** if you are applying for your own company.

Look Up by company if applying for another. **Add New** if search provides no results.

CONTACT LIST: **Select from Account** to make yourself the AUTHORIZED AGENT.

Click CONTINUE APPLICATION.

STEP 2 – PROJECT INFORMATION

PROJECT NAME: Wide Load or describe delivery.

GENERAL PROJECT INFORMATION: Fill in the blanks.

GENERAL PROJECT INFORMATION TABLE: Add a row for each axle number (For example, create 5 rows for a five-axle tractor-trailer), and enter numbers for the following:

1. Number of tires
2. Distance between axles (i.e. 8'5")
3. Width of Axles At Tire Sidewall (8, 10, etc.)
4. Maximum Allowable Weight

Click CONTINUE APPLICATION.

STEP 3 - REVIEW

Red marks will note any information you may have missed. If all looks good, Click CONTINUE APPLICATION.

After submitting, you'll receive an e-mail confirmation from No-reply@accela.com, and your application will be reviewed by our office. Please check your spam if you don't see an e-mail.

PAYMENTS

Within two business days a second e-mail will be sent with an invoice for payment.

Simply log back into the permit account, click MY RECORDS, then ► ENGINEERING.

Click on your TT permit number (in green lettering) then click the PAYMENTS tab.

Follow the steps to make a payment by credit or debit card, or e-check.

If there is an issue, or more information is required, you'll receive an e-mail alert.

Our office will note the payment and upload the permit to the ATTACHMENTS located in the PERMIT INFORMATION tab

Please call (925) 252-4930 or email Engfrontdesk@pittsburgca.gov if you have additional questions.