



## **Instructions for Temporary Traffic Control Permit Application**

Any application for a Temporary Traffic Control Permit must contain the following information as a minimum:

1. Make sure the permit application is completely filled out
2. ROW number
3. Date of request
4. Applicant and Contractor's name and address
5. Who the Contractor is doing the work for and their phone number
6. All spaces for phone numbers must be filled out
7. The "ROAD CLOSURE", "LANE CLOSURE" (with number of lanes), and/or "OTHER" line must be checked
8. The street where the work is being done plus from and to streets (no addresses or distances alone)
9. A description of the work to be done
10. Special Event time box must have time if the application is for a special event
11. Emergency contact name and 24 hour contact phone number
12. If the application is for a County project, the County Project signature box must be signed by the Project Manager for lane closures and MOTs. It must be signed by the Section Manager and County Engineer for road closures.
13. The applicant must sign page one and two
14. The applicant must include the FDOT Index number that corresponds with the work to be performed or a sketch of the proposed traffic control measures showing the appropriate locations for all devices if application is for a road closure.