



TRAFFIC FAQ

Purpose: The City of Fresno is transitioning traffic control plan submittal and review to Accela, our online portal. Effective **2/02/2026** plans submitted to DPWTRAFFICCONTROL@fresno.gov will be rejected and re-directed to Accela. The information below will serve as a guide for common questions and concerns.

Q. How do I know if a traffic control plan is required for my project?

A. Any work that takes place on a classified street (aka non-residential street) that will impact vehicle, bicycle, or pedestrian traffic will require an approved traffic control plan from the City. Work that takes place on a residential street generally only requires an approved traffic control plan if the road is being closed or if a flagging operation is being used. Regardless of whether an approved plan is required, contractors shall adhere to the CA MUTCD, City of Fresno Public Works Standards and Specifications, and City of Fresno Traffic Control Policies & Procedures when working in the public right-of-way.

Q. How do I submit a traffic control plan (TCP) for review?

A. TCP's are to be submitted via Accela (ACA) using the instructions found in our [How to Submit Traffic Control Plans](#) in Accela document. Plans submitted to DPWTRAFFICCONTROL@fresno.gov will not be accepted. Emergency traffic control can be sent to DPWTRAFFICCONTROL@fresno.gov, see "emergencies" question below.

Q. How do I check the status of my submission? How will updates be received?

A. All updates will be available in Accela under the Record Info tab. Progress can be checked anytime, and in addition to this, automated emails will be sent to the provided email address

whenever there has been a change in status to your Record. See our How to Check a Status doc for detailed info.

Q. How do I pay fees? What if I have a Drawdown Account?

A. All fees are paid with the corresponding submission through Accela. Instructions can be found on the City website. City staff will perform a cursory review to assess and invoice fees. Plans cannot be approved until payment has been made. **Drawdown Accounts will no longer be used.** Current account holders will receive communication from the City with detailed instructions on this.

Q. What is the turnaround time for TCP approval? How soon can I submit a TCP?

A. All TCP's shall be approved by 2:00 PM two (2) business days prior to the start of work. Plans can be submitted a maximum of 45 days prior to the start date on the plan, but not less than 5 business days from the proposed start date.

Q. My TCP will require traffic signals to be set to flashing red. How do I submit a flash request?

A. Any time traffic control will impact signal operation, a flash request must be submitted. Upload a completed [Flash Request Form](#) to Accela with the corresponding TCP. All requests shall be submitted no less than 3 business days in advance. Changes or questions regarding a flash request can be emailed directly to the plan reviewer or to DPWTRAFFICCONTROL@fresno.gov

Q. My TCP will impact a FAX bus stop or route. What is the notification process?

A. At the time of TCP submission, you will also submit a copy of the TCP to our FAX team via email (for a list of names, please email DPWTRAFFICCONTROL@fresno.gov). Once you have obtained their concurrence, you will upload this to Accela in the corresponding TCP record. Directions will also be provided in Accela.

Q. My TCP will impact parking meters. How do I restrict parking in metered stalls?

A. Metered stalls are to be reserved for bagging using the [online reservation tool from our Parking Division](#). Meter reservations require a 2-day minimum notice. Once your request is submitted, it is reviewed by Parking staff, and then it is made available for payment. You will upload the paid

receipt to the corresponding Record in Accela. This receipt is required before your TCP can be approved.

Q. How do I cancel a submission or a flash request?

A. Please send cancellation requests to DPWTRAFFICCONTROL@fresno.gov and include the DPWTCP Record ID in the email subject line. Flash Request cancellations for scheduled flashes must also continue to follow the established process shown on the Flash Request form - see excerpt below.

Intersection Flash Request
City of Fresno - Public Works

FOR ALL CANCELLATIONS CALL TSSL AT (559) 621-1312 NO LATER THAN 3:00 PM THE BUSINESS DAY PRIOR TO THE SCHEDULED FLASH REQUEST AND LEAVE A VOICE MESSAGE.

Phone: (559) 621-8800
Email: DPWTRAFFICCONTROL@FRESNO.GOV

Q. How will I receive my approved TCP?

A. Once your plan has been approved, City staff will upload the approved copy in the Attachments under the Record Info tab. You will receive an email when this occurs.

Record DPWPE25-0049:
Street Work Permits
Record Status: PWI - Active

Record Info ▾	Payments ▾
Record Details	Liability Waiver Agreement
Processing Status	Processing Status
Related Records	Related Records
Attachments	Attachments
Inspections	Inspections
Valuation Calculator	Valuation Calculator

Q. Is a permit required in order to submit a TCP?

A. Yes, a street work permit must be in place before a TCP can be submitted. Once the permit has been paid and processed (see image below for reference), your TCP can be submitted for review.

Processing Status	
✔	Permit Compliance Review
✔	Insurance Approval RISK
✔	Approved Plan Set Required
✔	Bond
✔	External Concurrence
✔	Fee Assessment
✔	Payment of Invoice
🕒	Assign Quadrant

Q. Can I submit my own TCP?

A. Anyone can submit a TCP, however all traffic control plans shall be prepared and set up by a C-31 licensed contractor or licensed professional engineer.

Q. Can I work under another contractor's traffic control?

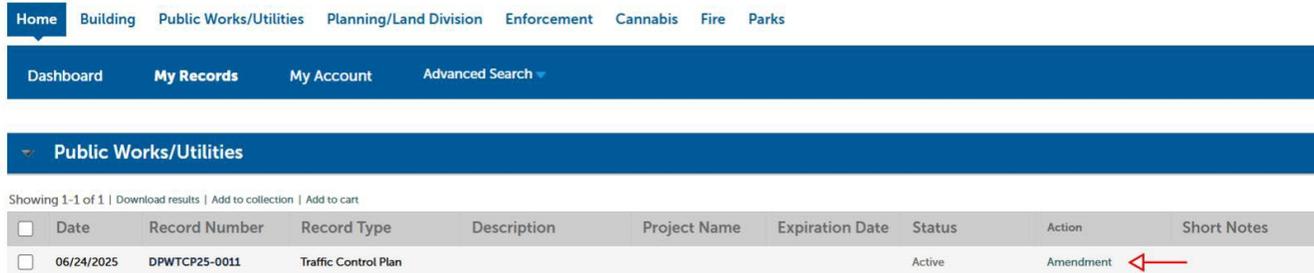
A. In many cases this can be accommodated if there is an agreement between the contractors and there is written concurrence from all involved parties. The City of Fresno may deny or revoke any such arrangements based on field conditions, the FMC (Fresno Municipal Code), City of Fresno Public Works Standard Specifications, or any other conditions in the interest of the travelling public. Any and all contractors working in the public right-of-way shall have a valid street work permit on file.

Q. What if I have traffic control for an emergency?

A. Emergencies are deemed as circumstances where there is an immediate threat or hazard to public safety. Emergency notifications can be sent to DPWTRAFFICCONTROL@fresno.gov where City staff will follow up via email.

Q. What if I need to revisit a project site or need more time to complete my work?

A. To submit an “extension” or a “resubmittal”, begin by navigating to the original TCP Record. Click on the “Amendment” option shown below. This will generate a new record that is automatically related to the original one, meaning you can readily view any extensions or resubmittals for a given TCP.



Q. Can I use my own TCP template?

A. The City of Fresno has provided a template that has provisions for all the needed information and formatting, and includes our TCP General Notes. All TCP shall be submitted on the [City of Fresno Template](#).

Q. What if traffic control is set up without an approved TCP or permit in place?

A. Working without an approved TCP or a valid street work permit are violations of the Fresno Municipal Code. Such violations are subject to fines.

546	Violation for working within City right-of-way without a street work permit Each occurrence	1,000.00
546	Violation for failure to obtain approval of traffic control plan (per day) First violation	Written Warning
	Each violation thereafter	1,000.00
546	Violation of requirements of approved traffic control plan (per day) First violation	Written Warning
	Each violation thereafter **	500.00
546	Violation for working without approved traffic control plan on-site (per day) First violation	Written Warning
	Each violation thereafter	100.00

Q. Does the City of Fresno provide traffic control?

A. The City of Fresno does not prepare, set up, or otherwise furnish any traffic control for any purposes outside of City business.

IMPORTANT LINKS AND RELEVANT DOCUMENTS

- [Traffic Operations info on City of Fresno website](#)
- [Traffic Control Policies and Procedures](#)
- [How to Submit a TCP](#)
- [How to Check Record Status](#)
- [Road Closure Policy](#) – This policy references the Road Closure Addendum, which governs long-term closures
- [TCP Template](#)
- [Flash Request Form](#)
- [City of Fresno Speed Ordinance](#) – Official reference for speed limits around the City
- [GIS Library](#) – Visit this link and scroll down for our GIS hub, which includes various City maps with useful information like City limits, current road closures and impacts, bus routes, and others.
- [How to Open an Accela \(ACA\) Account and Submit a Street Work Permit](#)