GDOT
Georgia Department of Transportation

External

GPAS – Utility Permits for External Applicants

Manual

GPAS – Utility Permits – External

Table of Contents

About this Manual

The Georgia Permit Application System (GPAS) manages the submission, review, and approval of the various permit types, such as access permits, signal permits, speed zone permits, and utility permits. This manual discusses how external applicants can use GPAS to manage utility permit requests.

This manual introduces the following GPAS topics:

- ✔ Background information on utility permits
- ✔ Access GPAS
- ✔ Sign up and sign in to GPAS
- ✔ The GPAS interface
- ✔ User roles
- ✔ Search and filter permits
- ✔ Permit application process overview
- ✔ Utility permit categories and requirements
- ✔ Utilities permit applications submittal
- ✔ Track permit application status
- ✔ Collaboration with GDOT
- ✔ Access approved utility permits
- ✔ Access help

How to Use this Manual

This manual has 13 chapters. Each chapter focuses on a key topic, each of which is broken down into easy-to-follow concepts and workflows.

Throughout the manual, you will see callouts that contain notes, pro tips, and important information to help you use GPAS efficiently and boost productivity. Look out for these callouts to quickly become a super user!

These callouts contain supplementary notes that will help you choose the appropriate settings and provide background info.	These callouts contain tech tips, productivity tips, and other useful nuggets of information that will make you more efficient.	These callouts contain information that will prevent errors from occurring and help you troubleshoot issues.
Note	**Pro Tip**	**Important**

The Georgia Department of Transportation (GDOT) requires a permit for Utility Work in right-of-way (new installations, maintenance of existing utilities, and utility relocations; mainly for municipalities and utility companies). Such a permit is necessary when working within the right-of-way of an Interstate, U.S. State route, Georgia state route, state-maintained roadway, or railroad.

!

A permit must be obtained prior to the start of any work.

Important

Permit Categories

There are nine permit categories for which a utility permit can be submitted. The permit categories and what each one includes are listed in the following table.

Permit Category	Cases
Electrical	Distribution, Transmission, and Lighting System
Gas	Natural Gas, Oil, Petroleum, Gaseous Materials, and Steam
Non-Potable Water	Reclaimed Water, Irrigation, Slurry, and Chilled/Hot Water
Potable Water	Distribution and Transmission
River Gauges	
Sanitary Sewer	Gravity, Force Main, and Combination Storm/Sanitary
Telecommunication	Telephone, Internet, Cable TV, Security System, Broadband
Vegetation	Mowing, Pruning, Tree Removal, and Chemical
Wireless	Antenna

A utility company may have one or more categories for which they can submit permits for.

Note

Permit Types

Four types of utility permits can be submitted. The table below lists the type of permit and its use.

Permit Type	Use
Emergency	As its name indicates, this type of permit is used for a utility emergency. **!** A regular (non-emergency) permit must be submitted within 5 business days of submitting the emergency permit. **Important**
Project ID	This type of permit is used when a utility permit is required for an existing ongoing project.
Railroad	This type of permit is used when a utility service crosses a railroad track.
Regular Encroachment	This is the most typical utility permit. Use this type of permit when the others do not apply.

Introduction

This chapter has four main topics:

- Access the GPAS Utilities application
- First-time sign-in for migrated GUPS (Georgia Utility Permitting System) users
- New users sign up
- Sign in for existing users

Access GPAS – Utility Permits

1. Open **Google Chrome**.

> **Google Chrome** is the preferred web browser for this application. Others might work as well.
>
> **Note**

2. Access GPAS from https://gpas.dot.ga.gov/ or the GDOT website, navigate to **Doing Business With GDOT**.

3. Select **Services**.

4. Select **Permits**.
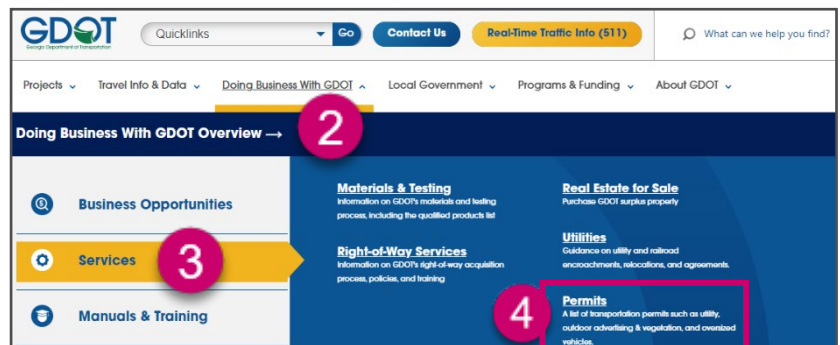
5. Select **GPAS**.
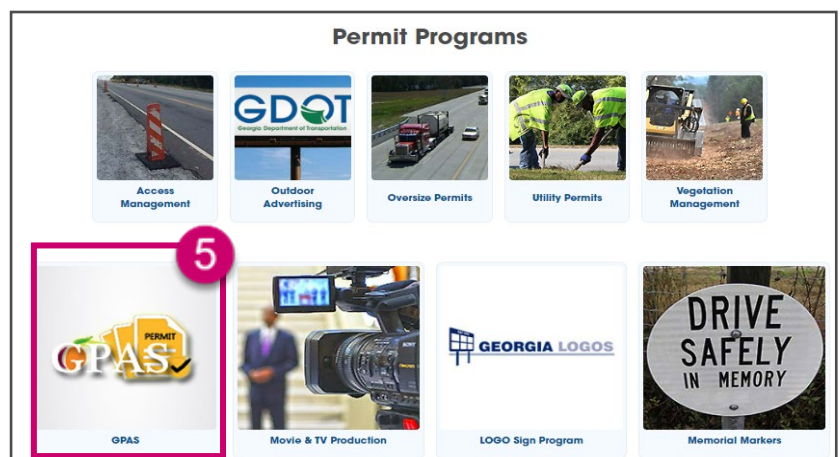
6. Select **UTILITY PERMITS**.
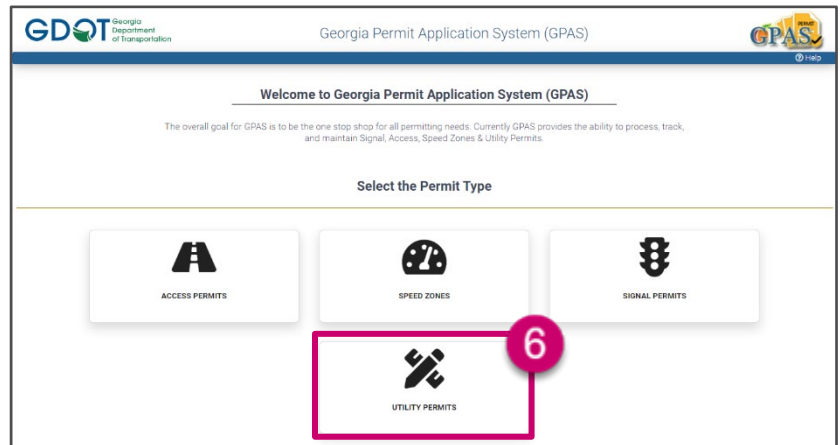
7. The GPAS login page appears.

> **!**
>
> If this is your first time accessing GPAS, you must first Sign Up to create an account and set up your profile. Details are on page 16.
>
> **Important**
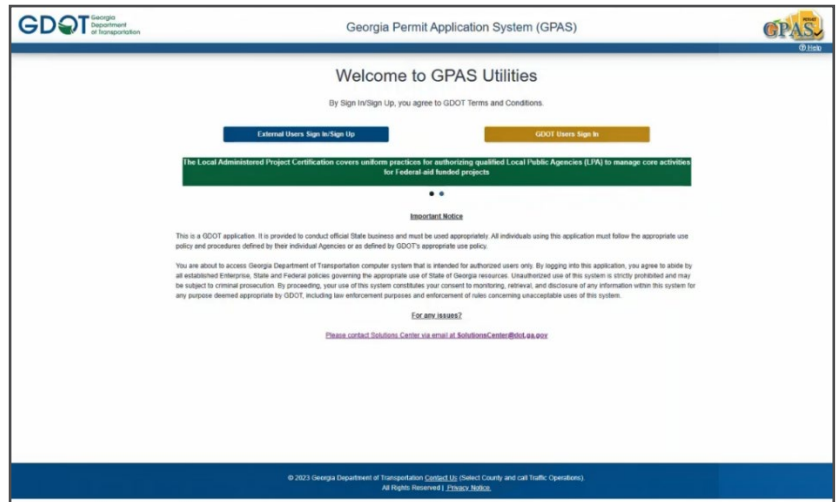
> **!**
>
> If you are a current user of the previous version of this application, **Georgia Utilities Permitting System (GUPS)**, most likely your account has been migrated to this new application. Please follow the instructions in the Migrated GUPS Users – First-Time Sign-In section on the next page.
>
> **Important**

Migrated GUPS Users – First-Time Sign-In

> **Note**
>
> GDOT made an effort to migrate the information for member groups from the prior system (GUPS) to the new one (GPAS – Utility Permits). This section is for those users.
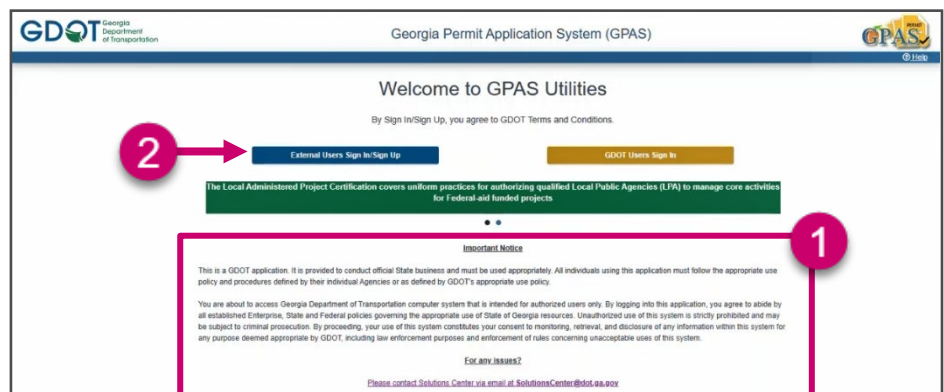
> **Important**
>
> The steps outlined in this section must be completed the first time you sign into the new application. The next time you want to access the application, you will follow the steps outlined in the Sign In section on page 32.
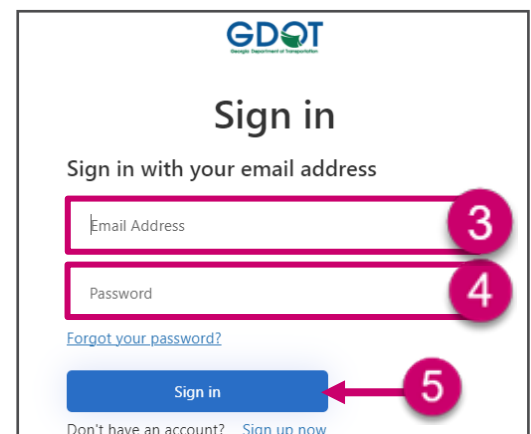
First Time Sign-In

1. Read the **Important Notice**.

2. Select **External Users Sign In/Sign Up**.

3. Enter your **Email Address** (same one listed in your current GUPS user profile).

4. Enter the default password as: **Gdot2023!**

5. Select **Sign in**.

6. If your account was successfully migrated, you will see the Expired Password message.

> **!**
>
> This will happen only on your first login attempt after your account was migrated.
>
> **Important**

7. If necessary, reenter the default password as: **Gdot2023!**

8. Enter a new password.

9. Reenter your new password.

> **!**
>
> The password must be between 8 and 64 characters.
> The password must have at least 3 of the following:
> - a lowercase letter
> - an uppercase letter
> - a digit (number)
> - a symbol
>
> **Important**

10. Select **Continue**.

11. If necessary, expand the arrow to select the country code.

12. Enter your **Phone Number**.

13. Select **Send Code**.

> Notice that you can use the **Call Me** option as well.
>
> **Note**

14. Enter the verification code you received on your phone.

15. Select **Verify Code**.

16. You are logged into the application, and you can start a submittal.

The Point of Contact (**POC**)'s first-time landing page displays the (a) **Utility Entity Name** as well as the **MANAGE USERS** button. It also has the (b) **Requests For UC Rep Review** table.

The Utility Entity Representative (**Rep**)'s first-time landing page looks like the image below:

Sign Up

> ⚠️
>
> Organizations/Entities that wish to file for a utility permit must register with GPAS – Utility Permits as a POC or as a Rep. The POC/Rep's request process must be completed and approved before the submittal of the initial permit request.
>
> **Important**

New Users Sign Up

1. Read the **Important Notice**.

2. Select **External Users Sign In/Sign Up**.

3. Select **Sign up now**.

Important

!

Fields with an asterisk (*) are required.

4. Enter your **Email Address**.

5. Select **Send verification code**.

< Cancel

GDOT

User Details

Email Address   ④   *

Send verification code   ⑤

---

6. Check your email and note your code.

From: Microsoft on behalf of GDOTLabB2C <msonlineservicesteam@microsoftonline.com>
To: JDoe@AZUtilities.com
Date: Thursday, December 7, 2023, 11:04 AM -05:00
Subject: GDOTLabB2C account email verification code

Verify your email address

Thanks for verifying your JDoe@AZUtilities.com account!

Your code is: 123456   ⑥

Sincerely,
GDOTLabB2C

This message was sent from an unmonitored email address. Please do not reply to this message.

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7. Go back to GPAS and enter the **Verification Code**.

8. Select **Verify code**.

Pro Tip

🎓

If after a minute or two you haven't received the verification code, you can select **Send new code**. This process is relatively fast, it depends on the speed of your email provider.

Verification code has been sent to your inbox. Please copy it to the input box below.

JDoe@AZUtilities.com   *

⑦   *

⑧   Verify code   Send new code

9. Enter the remaining **User Details**:
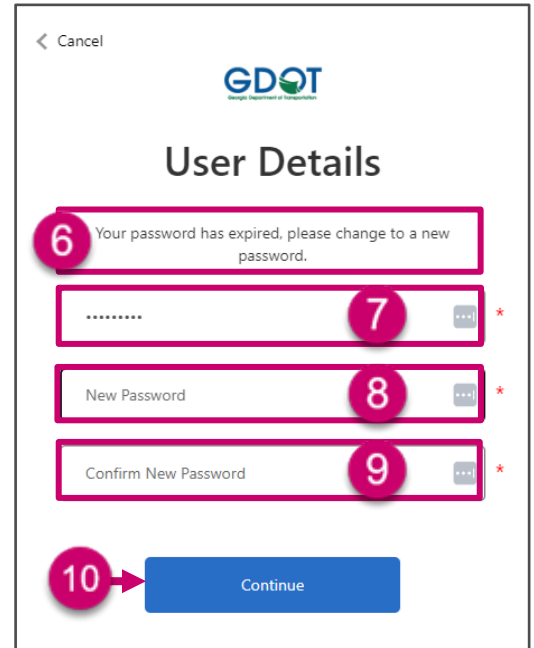
    a. Enter your **New Password**.

> ⚠️
>
> The password must be between 8 and 64 characters.
>
> The password must have at least 3 of the following:
> - a lowercase letter
> - an uppercase letter
> - a digit (number)
> - a symbol
>
> **Important**
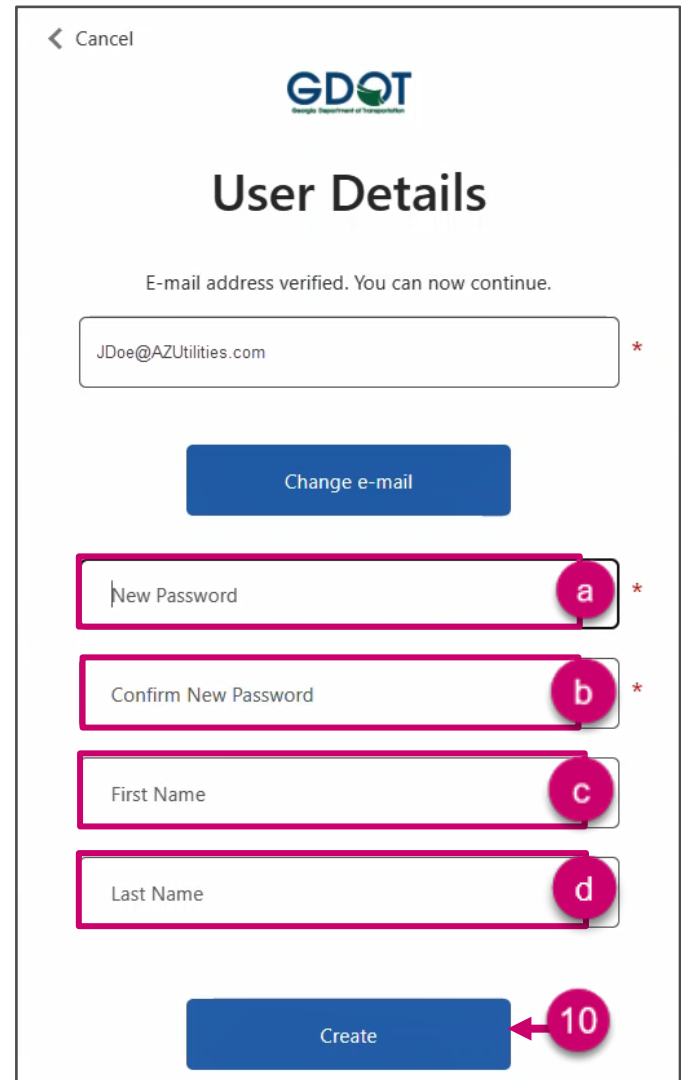
    b. Enter your password again in the **Confirm New Password** field.

    c. Enter your **First Name**.

    d. Enter your **Last Name**.

10. Select **Create**.

> 📋
>
> Notice that you can use the **Change e-mail** button if needed.
>
> **Note**

11. If necessary, expand the arrow to select the country code.

12. Enter your **Phone Number**.

13. Select **Send Code**.

> Notice that you can use the **Call Me** option as well.
>
> **Note**

14. Enter the verification code you received on your phone.

15. Select **Verify Code**.

16. As a new user, you are presented with two options. You may:

- **Register New Entity as a Member**. Use this option to register and create a profile for a new Organization/Entity to file utility permits and become a utility member with GDOT. Only one Point of Contact (POC) is allowed per entity.
Please complete the steps listed on page 21.

- **Register as a Utility Entity Representative**. A Utility Entity Representative may represent more than one entity. Where entity is a company or local government.
Please complete the steps listed on page 27.

Register New Entity as a Member

1. Select **Register New Entity as a Member**.

2. The **New Utility Entity Account Registration Forms** page opens.

3. Proceed to fill out the form.

> ! **Important**
> Notice that all fields with an * are required.

Utility Entity Profile

1. The User Role is **Utility Entity Owner**.

2. Select the **Entity Type** from the drop-down list. The options are:

   - Authority
   - City
   - Company
   - County
   - Federal Agency
   - Individual
   - Local Government
   - Municipal Corporation
   - State Agency

3. Enter the **Federal Tax ID**. This information is not necessary for Individuals.

4. Enter the **Entity Name**.

Entity Name *　　　　　4

5. Enter the **PSC Certification #** (optional).
This information is not necessary for Individuals.

PSC Certificate #　　　　　5

6. Enter the **SOS Entity Control #** (optional).
This information is not necessary for Individuals.

SOS Entry Control #　　　　　6

Entity's Point of Contact

1. Ensure your **First Name** is correct.

First Name *
Jane　　　　　1

> If you need to correct your name, please go to the Edit Azure Profile section in this manual.
>
> **Note**

2. Ensure your **Last Name** is correct.

Last Name *
Doe　　　　　2

3. Enter your **Title**.

Title *　　　　　3

4. Ensure your **Email** is correct.

Email *
JDoe@AZUtilities.com　　　　　4

5. Enter your **Alternate Email**.

Alternate Email *　　　　　5

6. Enter the **Phone** number.

Phone *　　　　　6

7. Select the **Phone Type** from the drop-down list.

- Fax
- Mobile
- Office

> If necessary, select the **+ Add Phone** button to add another entry.
>
> **Note**

Entity's Emergency Contact

> You can enter the information for an emergency contact or select the checkbox for **Same as POC** (Point of Contact). The Entity's Emergency Contact must be available 24/7. GDOT may contact this person at any time.
>
> **Note**

1. Enter the **First Name**.

2. Enter the **Last Name**.

3. Enter the **Phone** number.

4. Select the **Phone Type** from the drop-down list.

- Fax
- Mobile
- Office

Manage Entity Addresses

1. Select the **+ ADD NEW ADDRESS** button.

The **Add New Address** dialog opens.

2. Select the **Address Type** from the drop-down list. The options are:

   - Billing
   - Business
   - Home
   - Mailing
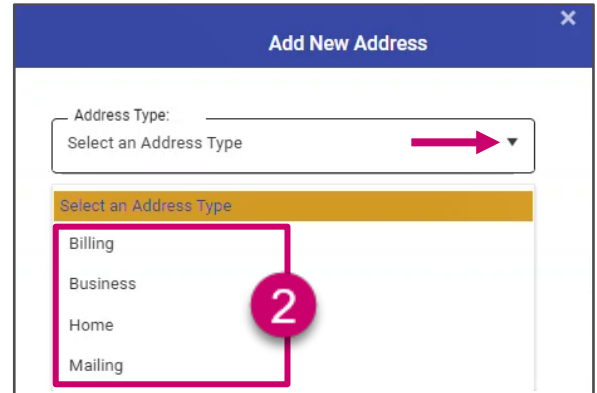
> **!**
>
> You must enter at least one address. Enter the mailing address for the entity to ensure you receive the appropriate documentation.
>
> **Important**

3. Enter the **Address**.

4. Enter the **Zip Code**.

5. Once you enter the zip code, the city and state information auto-populates. Confirm that the **City** and **State** are correct.

6. Select **+ SAVE**.

7. If necessary, repeat steps 1 through 6 to add another address.

Permit Categories

1. Select the **Permit Categories** radio buttons for those that are applicable to your company.

   - Electrical (Distribution, Transmission, Lighting System)
   - Gas (Natural Gas, Oil, Petroleum, Gaseous Materials, Steam)
   - Non-Potable Water (Reclaimed Water, Irrigation, Slurry, Chilled/Hot Water)
   - Potable Water (Distribution, Transmission)
   - River Gauges
   - Sanitary Sewer (Gravity, Force Main, and Combination Storm/Sanitary)
   - Telecommunication (Telephone, Internet, Cable TV, Security System, Broadband)
   - Vegetation (Mowing, Pruning, Tree Removal, Chemical)
   - Wireless (Antenna)

2. You may select **SAVE** and continue the New Entity as a Member registration later. Or select **SUBMIT**.

3. Read the Acknowledgement that appears in the box.
4. Select the checkbox.
5. Select **SUBMIT**.

6. Select **OK** to acknowledge that your registration has been submitted successfully.

Request Submitted successfully!

6 → **OK**

7. Please review the message that appears listing the next steps.

GDOT Georgia Department of Transportation | Georgia Permit Application System (GPAS) | GPAS

🏠 Home   🔍 Search   Welcome, Jane   👤 My Profile ▾   ➡ Logout   ❔ Help

Your GPAS Utility Entity registration request has been submitted and is under review. Please wait for approval confirmation and access the GPAS Utility application upon approval.

7

!

Your GPAS Utility Entity registration must be confirmed before accessing the GPAS Utility application. Please check your email often as you look for the approval notification.

Important

Register as a Utility Entity Representative

As stated previously, the "Utility Entity Representative" can submit Permits on behalf of the "Entity Member". The "Utility Entity Representative" can represent more than one "Entity Member" and the "Home" screen will show all permits that are in progress for the Entity.

Considerations:

- After the Utility Entity Representative has successfully signed up for a GPAS Utility system account (see New Users Sign Up section), the Entity Rep can register with the company he/she will be submitting permits on behalf of. However, they will need to wait for the POC of that Utility Entity Member to approve their request before submitting any permit requests.
- Once the POC Entity Member approves the request from the Entity Rep, the Entity Rep can submit all utility permit types on behalf of the Utility Entity Member.

> Please refer to the Utility Permit Categories & Requirements for a complete list of requirements. Then, proceed to the Submit a Utility Permit Application chapter to learn how to submit a particular permit request.
>
> **Note**

This section covers all the steps to register as a Utility Entity Representative.

1. If you are not already signed into GPAS, go to New Users Sign Up for an account or follow the steps to Sign In.
2. Select **Register as a Utility Entity Representative**.

3. The **New Utility Entity Account Registration Forms** page opens.
4. Proceed to fill out the **REP Registration/Profile form**.

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of Transportation

!
Notice that all fields with an * are required.
Important

Entity Rep's Info

1. The User Role is **Utility Entity Representative***.

   User Role:*
   Utility Entity Representative
   1

2. Enter the **Rep Company Name***.

   Rep Company Name *
   2

3. Verify or update your **First Name***.

   First Name *
   Mary Jane
   3

4. Verify or update your **Last Name***.

   Last Name *
   Doe
   4

5. Enter your **Title***.

   Title *
   5

6. Verify or update your **Email***.

   Email *
   MaryJDoe@TelecommunicationsNow.com
   6

7. Enter your **Phone***.

   Phone *
   7

8. Select the **Phone Type** from the drop-down list.

- Fax
- Mobile
- Office

Phone Type	⊕ Add Phone
Select Phone Type ▼	

Select Phone Type

Fax

Mobile

Office

Note

If necessary, select the **+ Add Phone** button to add another entry.

Manage Entity Addresses

1. Select the **+ ADD NEW ADDRESS** button.

+ ADD NEW ADDRESS

The **Add New Address** dialog opens.

2. Select the **Address Type** from the drop-down list. The options are:

- Billing
- Business
- Home
- Mailing

Add New Address

Address Type:

Select an Address Type ▼

Select an Address Type

Billing

Business

Home

Mailing

Important

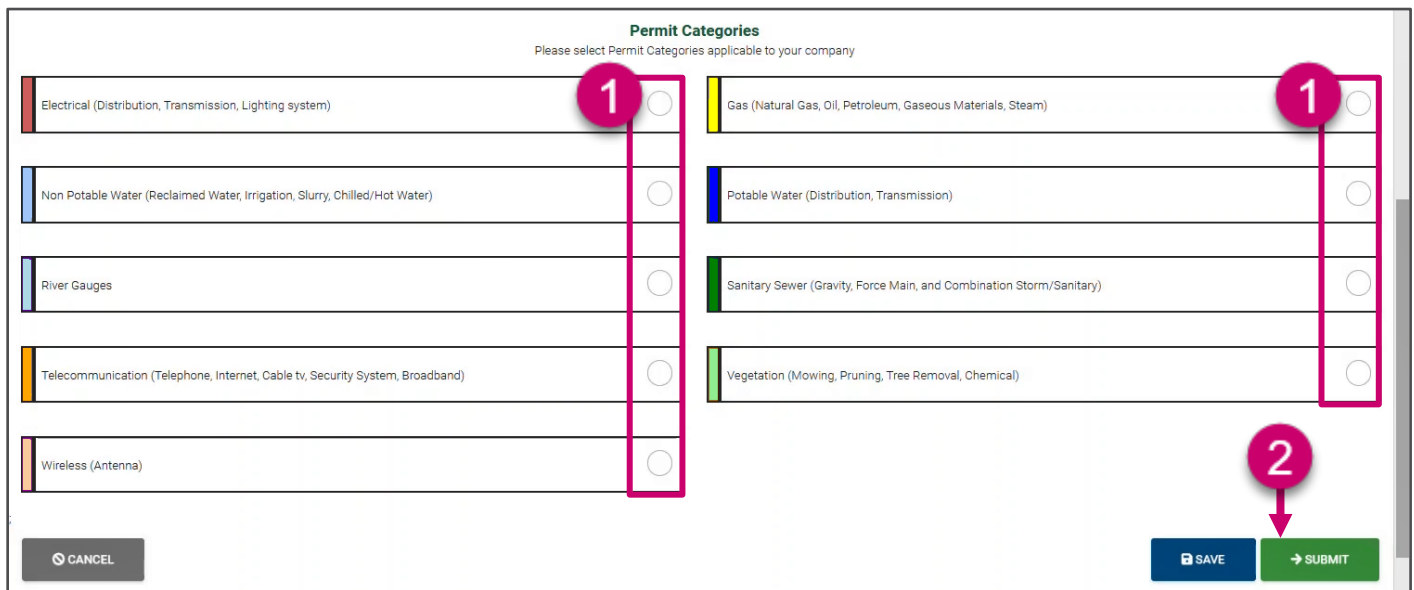You must enter at least one address. Enter the mailing address for the entity to ensure you receive the appropriate documentation.

3. Enter the **Address**.

4. Enter the **Zip Code**.

5. Once you enter the zip code, the city and state information auto-populates. Confirm that the **City** and **State** are correct.

6. Select **+ SAVE**.

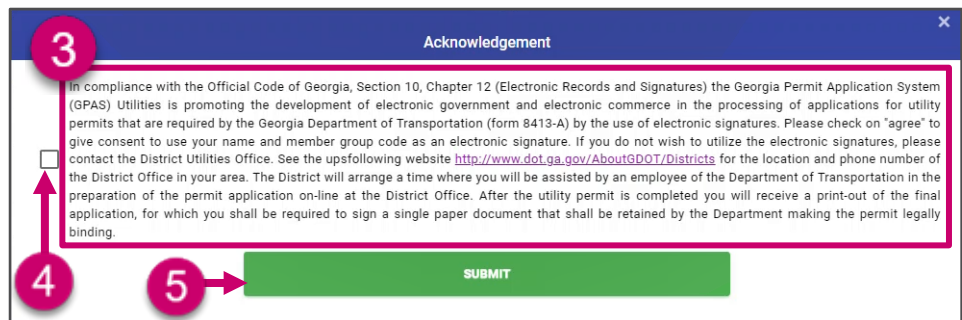7. If necessary, repeat steps 1 through 6 to add another address.

Utility Entity Selection For Registration

1. Select the **+ ADD NEW UTILITY ENTITY** button.

The **Add New Utility** dialog opens.

2. You may enter or expand the **Entity** drop-down list. Select the name of the Utility Entity you would like to represent.

3. Choose the **SELECT** button.

4. Select **SUBMIT**.

5. Select **OK** to acknowledge that your registration has been submitted successfully.

Request Submitted successfully!

OK

6. Please review the message that appears listing the next steps.

Georgia Permit Application System (GPAS)

Welcome, Mary Jane   My Profile   Logout   Help

Your GPAS Utility Entity Rep Registration request has been submitted and is under review with Entity POC. Please wait for the approval before approval and access the GPAS Utility application upon approval.

!

Your GPAS Utility Entity Rep registration must be approved by the Entity POC before you can access the GPAS Utility application. Please check your email often as you look for the approval notification.

Important

Sign In

Existing Users Sign In

1. Read the **Important Notice**.

2. Select **External Users Sign In/Sign Up**.

3. Enter your **Email Address**.

4. Enter your **Password**.

5. Select **Sign in**.

6. Select **Send Code**.

7. Enter the verification code.

8. Select **Verify Code**.

9. You are logged into the application, and you can start a submittal.

Existing Users Sign In – Forgot Password

1. Select **Forgot your password?**

2. Enter the **Email Address** you used to create your account.

3. Select **Send verification code**.

4. Copy and paste the verification code from your email.

5. Select **Verify code**.

6. Select **Continue**.

7. Enter your **New Password**.

8. Enter your password again to **Confirm New Password**.

9. Select **Continue**.

Elements of the User Interface

The first time you log into **GPAS - Utility Permits,** your lists will be blank since you have not submitted any permits yet. An example of a Utility Entity Point of Contact Utility Permits page is shown below, which contains:

A. Top bar menu
B. Utility Entity Name and the MANAGE USERS button (visible only to the Utility Entity Point of Contact)
C. The APPLY NEW PERMIT button
D. Permits' tables
E. Requests for UC Rep Review table (visible only to the Utility Entity Point of Contact)

More details are provided in the next pages.

Top Bar Menu

From the top left of the page, you can access two of the main sections, which are:

a. Home
b. Search

From the top right of the page, you can access three of the main sections, which are:

c. My Profile
d. Logout
e. Help
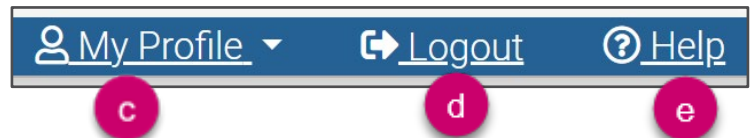
Utility Entity Name and the MANAGE USERS Button

This section is visible only to the Utility Entity Point of Contact. It shows the name of the Utility Entity and the **MANAGE USER** button. Please see Manage Users for complete details.

Utility Entity Name: AZ Utilities   **MANAGE USERS**
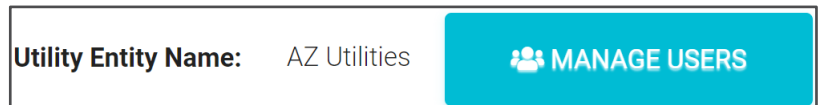
The APPLY NEW PERMIT Button

The **+ APPLY NEW PERMIT** button is available to all users. It allows users to submit a GPAS Utility permit.

+ APPLY NEW PERMIT

Permits Tables

The **Draft/Send for Correction Permits** table appears at the top of the page. For permits that appear on this table, you can:

a. Select the **Permit ID/Reference ID** to edit and submit a permit in **Draft** Status or a permit that was **Sent for Correction**.
b. Select the **DELETE** button to remove the **Draft** application from the list.

Utility Permits

Utility Entity Name: AZ Utilities   **MANAGE USERS**

Draft / Send for Correction Permits   **+ APPLY NEW PERMIT**

Permit ID/Reference ID	Project ID	Permit Category	County	Status	Updated By	Updated Date	
U-121-001916-7		Electrical	Fulton	Send for Correction		01/22/2024 08:59 AM	
U-121-001925-7-RR		Gas	Fulton	Draft	Jane Doe	01/09/2024 02:35 PM	DELETE

5   items per page   1 - 2 of 2 items

The **Submitted Permits** table appears towards the bottom of the page. For permits that appear on this table, you can:

a. Select the arrow on the left side of the Reference ID/Permit ID to **review the workflow history of the permit.**
b. Select the **Reference ID/Permit ID** link to see the details of the permit.
c. See the current permit status of all your submitted permits.

> **Note**
>
> You can only make changes to permit applications in draft status or those that have been sent for correction. If a permit you submitted was sent for correction, it will appear on the **Draft/Send for Correction Permits** table.

Submitted Permits

Permit ID/Referenc...	Project ID	Permit Category	Utility Entity Name	County	Status	Submitted By	Submitted Date
U-121-001964-7		River Gauges	AZ Utilities	Fulton	Pending	Mary Jane Doe	01/25/2024 01:44 PM
U-121-001918-7		Electrical	AZ Utilities	Fulton	Issued	Jane Doe	01/17/2024 09:06 AM
U-067-001932-7		Vegetation	AZ Utilities	Cobb	Approved	Jane Doe	01/18/2024 11:51 AM
U-031-001929-5	T001036	Non Potable Water	AZ Utilities	Bulloch	Approved	Jane Doe	01/17/2024 03:43 PM
U-135-001924-1-RR		Gas	AZ Utilities	Gwinnett	Rejected	Jane Doe	01/09/2024 03:37 PM

1 2 ▶ ▶| 5 ▼ items per page   1 - 5 of 7 items

Requests for UC Rep Review Table

This table is visible only to the Utility Entity Point of Contact and shows all the requests for Utility Company Representatives and their status.

Requests For UC Rep Review

Request Number	Rep Name	Status	Submitted By	Submitted Date	Comments	
R-102	Mary Jane Doe	Approved	Mary Jane Doe	01/16/2024 09:03 AM	Approved rep	

1   5 ▼ items per page   1 - 1 of 1 items

You can filter the lists of permits by selecting the **Filter** (▼) icon next to any of the columns. You can also sort by selecting the column headings in ascending or descending order.

Permit ID/Reference ID	Project ID	Permit Category	County	Status	Submitted By	Submitted Date

You can move from one page of permits records to the next by selecting the page number or the arrows next to it at the bottom of each section.

|◀ ◀ **1** 2 ▶ ▶| **5** ▼   items per page   1 - 5 of 7 items

You can change the number of items per page by selecting the down arrow in any of the sections and choosing the number of items per page you want to see.
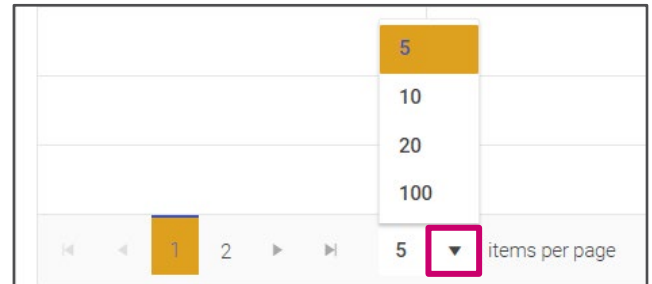
My Profile

The **My Profile** menu allows you to edit your profile and reset your password. Once you have registered as a Utility Entity Member or a Utility Entity Representative you will also be able to see the option to edit the entity profile.
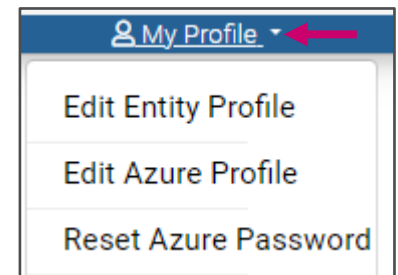
Edit Entity Profile

> ⚠
> The **Edit Entity Profile** menu option allows you to edit the Entity Profile for which you are a Member. What you can see and edit will be different for the Point of Contact and for the Utility Representative.
>
> **Important**

Access the **Edit Entity Profile** to:

- Update the entity's point of contact information (or the Entity Rep's Info in the case of the Utility Representative).
- Update the entity's emergency contact information (only for the POC).
- Edit, delete, or add a new entity address.
- Update the permit categories your entity can apply for (only for the POC).
- Add or delete a Utility Entity Selection for Registration (only for the Utility Representative)

To Edit the Entity Profile:

1. Expand the **My Profile** menu.
2. Select **Edit Entity Profile**.
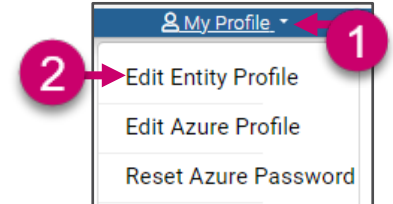
3. Add your changes to any of the sections.
4. Select **SUBMIT**.

For Utility Representatives the options are:

5. Read the Acknowledgement that appears in the box.

6. Select the checkbox.

7. Select **SUBMIT.**

8. Select **OK** to acknowledge that your entity updates have been submitted successfully.

9. If you applied for new permit categories, you would need to wait for an email approval notification before you can proceed to submit permits for the new permit categories you submitted.

Edit Azure Profile

1. Expand the **My Profile** menu.

2. Select **Edit Azure Profile**.

3. Make any necessary changes.

4. Select **Continue**.

5. Wait for the program to respond.

6. Once the changes are incorporated you will be returned to the GPAS – Utility Permits Home page.
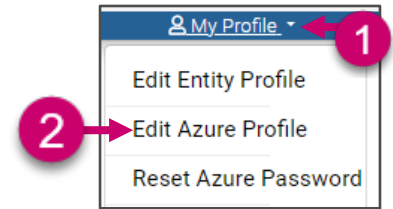
Reset Azure Password

1. Expand the **My Profile** menu.

2. Select **Reset Azure Password**.

3. Enter the **Email Address** you used to create your account.

4. Select **Send verification code**.
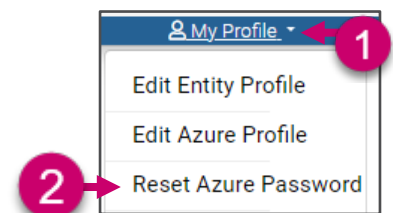
5. Copy and paste the verification code from your email.

6. Select **Verify code**.

< Cancel

GDOT
Georgia Department of Transportation

User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

JDoe@AZUtilities.com   *

Verification Code   **5**   *

6 → Verify code   Send new code

Continue

7. Select **Continue**.

< Cancel

GDOT
Georgia Department of Transportation

User Details

E-mail address verified. You can now continue.

JDoe@AZUtilities.com   *

Change e-mail

7 → Continue

8. Enter your **New Password.**

9. Enter your password again to **Confirm New Password.**

10. Select **Continue.**

User Roles

There are two external user roles defined within GPAS - Utility Permits, such roles are:

- **Utility Entity Point of Contact**. Only one person may act as the point of contact of an Organization/Entity. This person accepts or rejects applications for any Utility Entity Representative for their Organization/Entity.

- **Utility Entity Representative**. A Utility Entity Representative may represent more than one Organization/Entity at a time. Before a Utility Entity Representative can submit any permit on behalf of a particular Organization/Entity, they must be approved by the Utility Entity Point of Contact of the Organization/Entity they would like to submit a permit.

Manage Users

A Utility Entity Point of Contact (Entity POC) can edit & add new users and accept or deny Utility Entity Representatives' requests.

> **!**
>
> All new users must first sign up (register) before the POC can add them to the Utility Entity either as the newly designated POC or as a representative.
>
> **Important**

Add New User

1. From the upper left of the GPAS – Utility Permits Home page, select MANAGE USERS.

   1 → 👥 MANAGE USERS

2. Select the **+ ADD NEW USER** button.

   2 → + ADD NEW USER
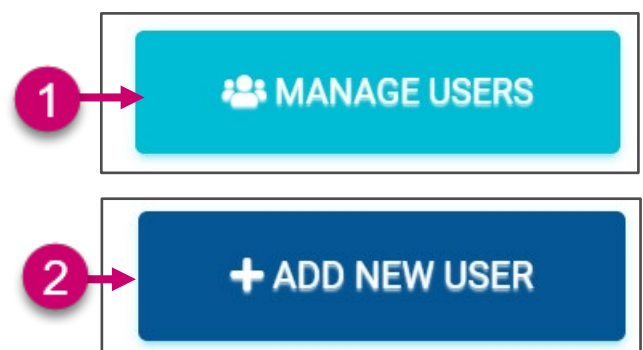
3. Enter the new user's Information.

   a. Enter the new user's **Email***.

> **!**
>
> The user email account should be already registered with GPAS – Utility Permits.
>
> **Important**

   b. Verify that the information auto-populates and is correct for following fields:

   - **First Name***
   - **Last Name***
   - **Phone Number**

   c. **Select a Role** from the drop-down list.

   d. Check the box for **Is Active.**

   e. Select the **+SAVE** button.

The new user is added to the list.

Edit User

1. From the upper left of the GPAS – Utility Permits Home page, select **MANAGE USERS**.

2. Select the **Edit** button.

3. Review the information for the new user. Most of the data is read only.

   a. **Email***

   b. **First Name***

   c. **Last Name***

   d. **Phone Number***

   e. If no role is assigned, **Select a Role** from the drop-down list.

f. Check the box for **Is Active.**

g. Select the **+SAVE** button.
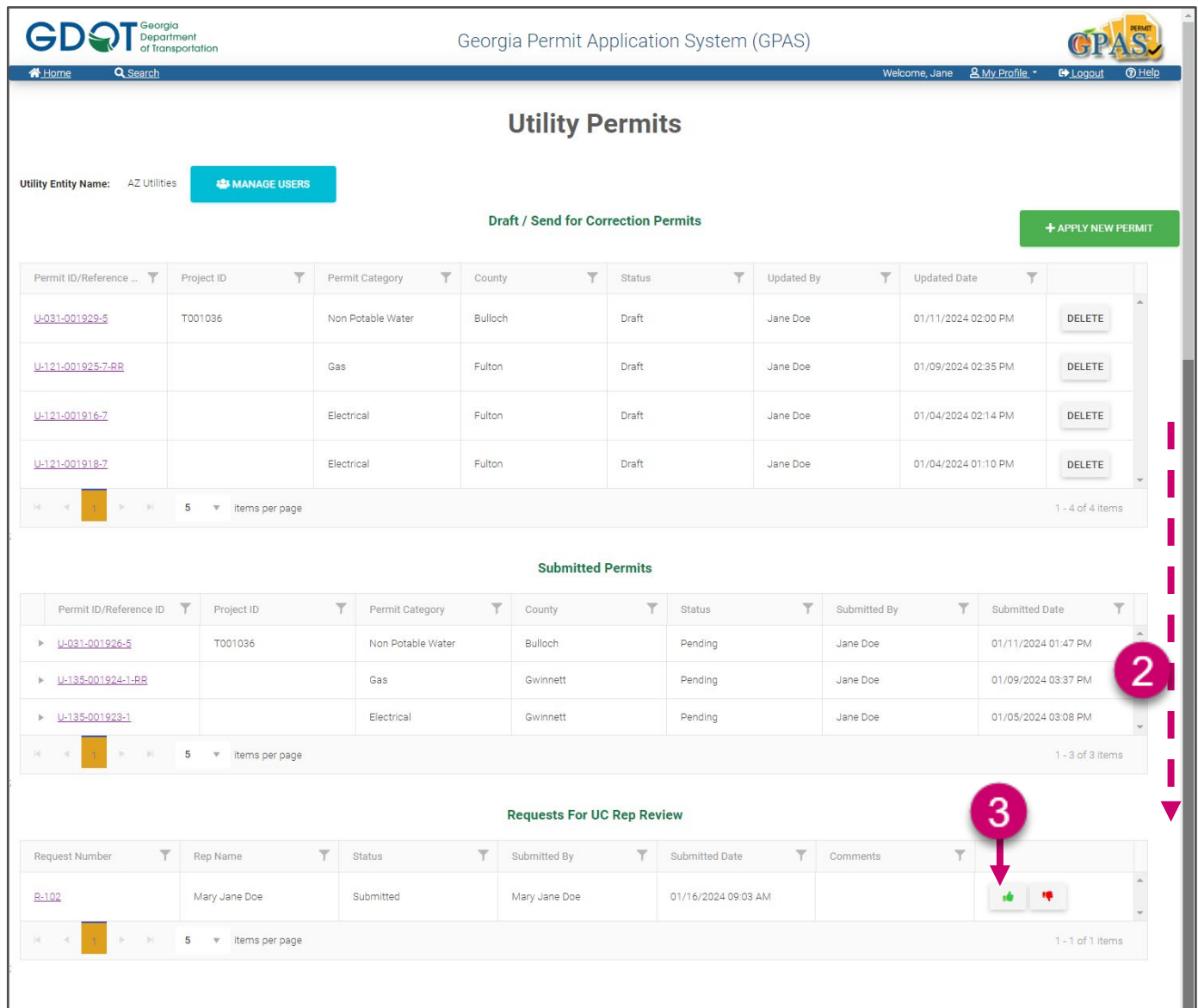
The information is updated in the list.

![GDOT - Georgia Department of Transportation]

Utility Entity Representative Approval

This section shows the steps an Entity Point of Contact (POC) will follow to approve the request from a new Utility Entity Representative.

1. Sign Into GPAS – Utility Permits.

2. On the GPAS – Utility Permits Home page, scroll down to the **Requests for UC Rep Review** section.

3. Select the **Approve** button for the rep for which its **Status** is listed as **Submitted**.

4. Enter your **Comments**.

5. Select **SUBMIT**.

6. The Status changes to **Approved**.

7. The Utility Rep will receive an Email notification that their request was approved.

8. The Utility Rep can login and submit requests on behalf of all Entity Members for which they have been approved for.

Search and Filter Permits

The search page allows you to search and filter all permit records, except for those in Draft status.

Search for Utility Permits

You can perform a grid search or a map search. Review each section to learn more details.

Grid Search

1. Select **Search**.
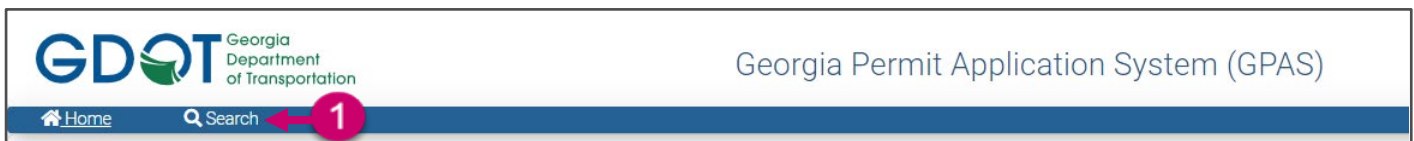
2. Enter information for at least one filter.

   - Permit Id
   - County
   - PI#
   - Permit Category
   - Entity Name
   - Permit Status
   - Recurring Bond? Y/N
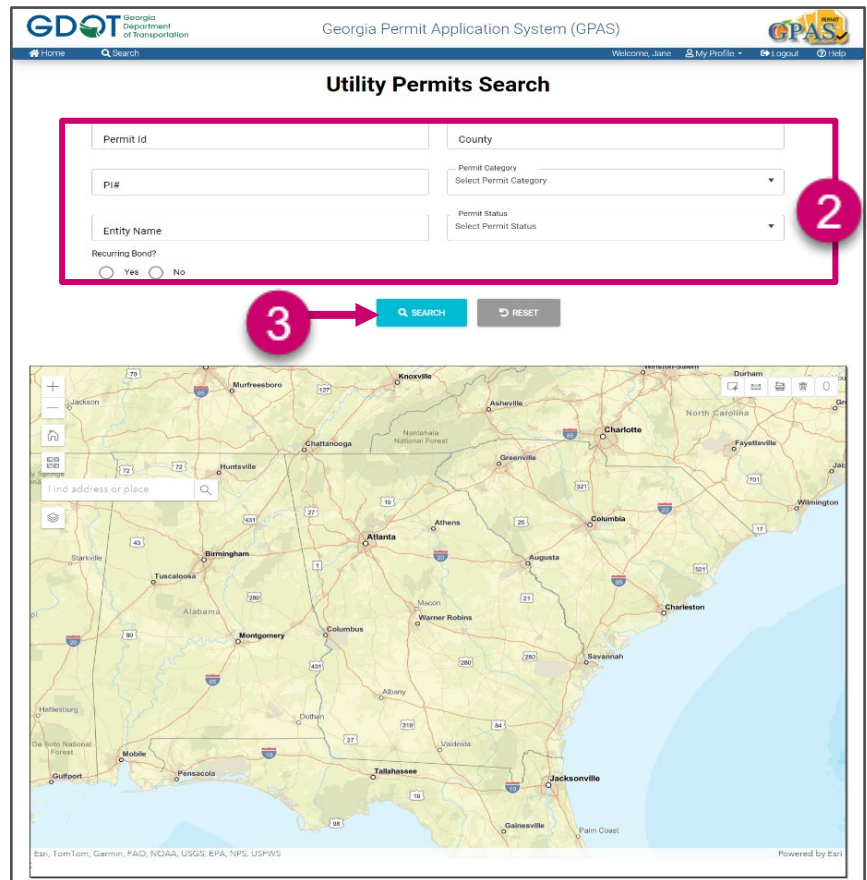
   Enter more than one filter to narrow down your search.

   Pro Tip

3. Select **SEARCH**.

4. The system validates and displays available records on the results grid below the map, along with the details.

5. In this example, the system shows 18 records for the Fulton County.

You can enter a word in the **Search** field at the top left of the filtered records table to narrow down further the information listed on such table.

Pro Tip

You may (A) see the permit details or (B) see the permit location on the map.

A. See the Permit Details

a. Select the desired (A) **Permit ID** link to access the permit details.

Permit Id		Status	Status/DUM Approval Date	PI#	Permit Category	County	Entity Name	Route#	Recurring Bond	Begin Mile Point	End Mile Point	Issued Date	Completed Date
U-121-001968-7-E		Pending	01/26/2024		Sanitary Sewer	Fulton	AZ Utilities	00142623		0.13	0.25		
U-121-001983-7-E		Complete	01/29/2024		Sanitary Sewer	Fulton	CHATTOOGA COUNTY WATER DISTRICT			0.01	1.12	01/29/2024	01/29/2024
U-121-001916-7		Send for Correction	01/17/2024		Electrical	Fulton	AZ Utilities	00000800		62.86	62.32		
U-121-001942-7		Pending	01/22/2024	0010047	Potable Water	Fulton	Bhuvanes Inc			0.04	58.76		
U-121-002056-7		Approved	02/21/2024		Wireless	Fulton	CITY OF EAST POINT	00614007		0.04	81.7		
U-121-001954-7		Pending	01/23/2024		Non Potable Water	Fulton	Bhuvanes Inc			0.18	0.08		
U-121-001964-7		Complete	02/02/2024		River Gauges	Fulton	AZ Utilities					02/05/2024	02/05/2024
U-121-002147-7-RR		Pending	06/12/2024		Electrical	Fulton	AZ Utilities			1	1.5		
U-121-001918-7		Issued	01/22/2024		Electrical	Fulton	AZ Utilities		No	68.6	68.53	01/22/2024	
U-121-002115-7		Pending	05/28/2024		Vegetation	Fulton	QA_EntityTest1	00000800	No	58.45	58.46		
U-121-002116-7		Pending	05/31/2024		Potable Water	Fulton	Bhuvanes Inc		No	2.42	0.04		
U-121-002103-7		Pending	04/29/2024		Vegetation	Fulton	AZ Utilities	00501517		0.31	0.16		
U-121-001853-7		Pending	11/30/2023		Vegetation	Fulton	Bhuvanes New Corp Inc.						
U-121-001861-7		Rejected	12/04/2023		River Gauges	Fulton	QA_EntityTest1	00000600		5.93	0.02		
U-121-002050-7		Pending	02/14/2024	0010047	Electrical	Fulton	COBB EMC	00390917		0.26	0.21		
U-121-002108-7-RR		Pending	05/01/2024		Electrical	Fulton	AZ Utilities			1	1.5		
U-121-002136-7		Pending	06/03/2024		Sanitary Sewer	Fulton	GEORGIA DEPARTMENT OF TRANSPORTAT...			57.93	0.16		
U-121-002075-7		Pending	04/02/2024		Electrical	Fulton	Bhuvanes State Agency	00075903		0.07	0.15		

1 – 18 of 18 items

The view of the permit is read-only.

    b. Review the information as necessary.

        i. All the permit details are at the top of the page.

        ii. All the documents related to that permit are located at the bottom of the page.

> If you select the **File Name** of the attachment, the system will download the selected file to your computer.
>
> **Note**
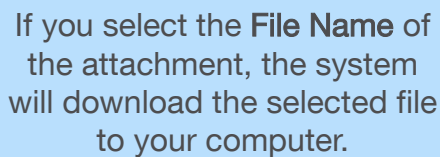
    c. Select **CANCEL** to go to the **GPAS – Utility Permits Home** page or **close** the browser tab to return to the search page.

Review Utility Permit Application

B. See the Permit Location on the Map

a. Select the **map** (📍) icon next to the permit ID to zoom to that area of the map.

Permit Id		Status	Status/DUM Approval Date	PI#	Permit Category	County	Entity Name	Route#	Recurring Bond	Begin Mile Point	End Mile Point	Issued Date	Completed Date
U-121-001968-7-E	📍	Pending	01/26/2024		Sanitary Sewer	Fulton	AZ Utilities	00142623		0.13	0.25		
U-121-001983-7-E	📍	Complete	01/29/2024		Sanitary Sewer	Fulton	CHATTOOGA COUNTY WATER DISTRICT			0.01	1.12	01/29/2024	01/29/2024
U-121-001916-7	📍	Send for Correction	01/17/2024		Electrical	Fulton	AZ Utilities	00000800		62.86	62.32		
U-121-001942-7	📍	Pending	01/22/2024	0010047	Potable Water	Fulton	Bhuvanes Inc			0.04	58.76		
U-121-002056-7	📍	Approved	02/21/2024		Wireless	Fulton	CITY OF EAST POINT	00614007		0.04	81.7		
U-121-001954-7	📍	Pending	01/23/2024		Non Potable Water	Fulton	Bhuvanes Inc			0.18	0.08		
U-121-001964-7	📍	Complete	02/02/2024		River Gauges	Fulton	AZ Utilities					02/05/2024	02/05/2024
U-121-002147-7-RR	📍	Pending	06/12/2024		Electrical	Fulton	AZ Utilities			1	1.5		
U-121-001918-7	📍	Issued	01/22/2024		Electrical	Fulton	AZ Utilities		No	68.6	68.53	01/22/2024	
U-121-002115-7	📍	Pending	05/28/2024		Vegetation	Fulton	QA_EntityTest1	00000800	No	58.45	58.46		
U-121-002116-7	📍	Pending	05/31/2024		Potable Water	Fulton	Bhuvanes Inc		No	2.42	0.04		
U-121-002103-7	📍	Pending	04/29/2024		Vegetation	Fulton	AZ Utilities	00501517		0.31	0.16		
U-121-001853-7	📍	Pending	11/30/2023		Vegetation	Fulton	Bhuvanes New Corp Inc.						
U-121-001861-7	📍	Rejected	12/04/2023		River Gauges	Fulton	QA_EntityTest1	00000600		5.93	0.02		
U-121-002050-7	📍	Pending	02/14/2024	0010047	Electrical	Fulton	COBB EMC	00390917		0.26	0.21		
U-121-002108-7-RR	📍	Pending	05/01/2024		Electrical	Fulton	AZ Utilities			1	1.5		
U-121-002136-7	📍	Pending	06/03/2024		Sanitary Sewer	Fulton	GEORGIA DEPARTMENT OF TRANSPORTAT...			57.93	0.16		
U-121-002075-7	📍	Pending	04/02/2024		Electrical	Fulton	Bhuvanes State Agency	00075903		0.07	0.15		

1 - 18 of 18 items

b. Once the map zooms into the permit, select the permit line (light blue line) to see a quick summary of the permit.
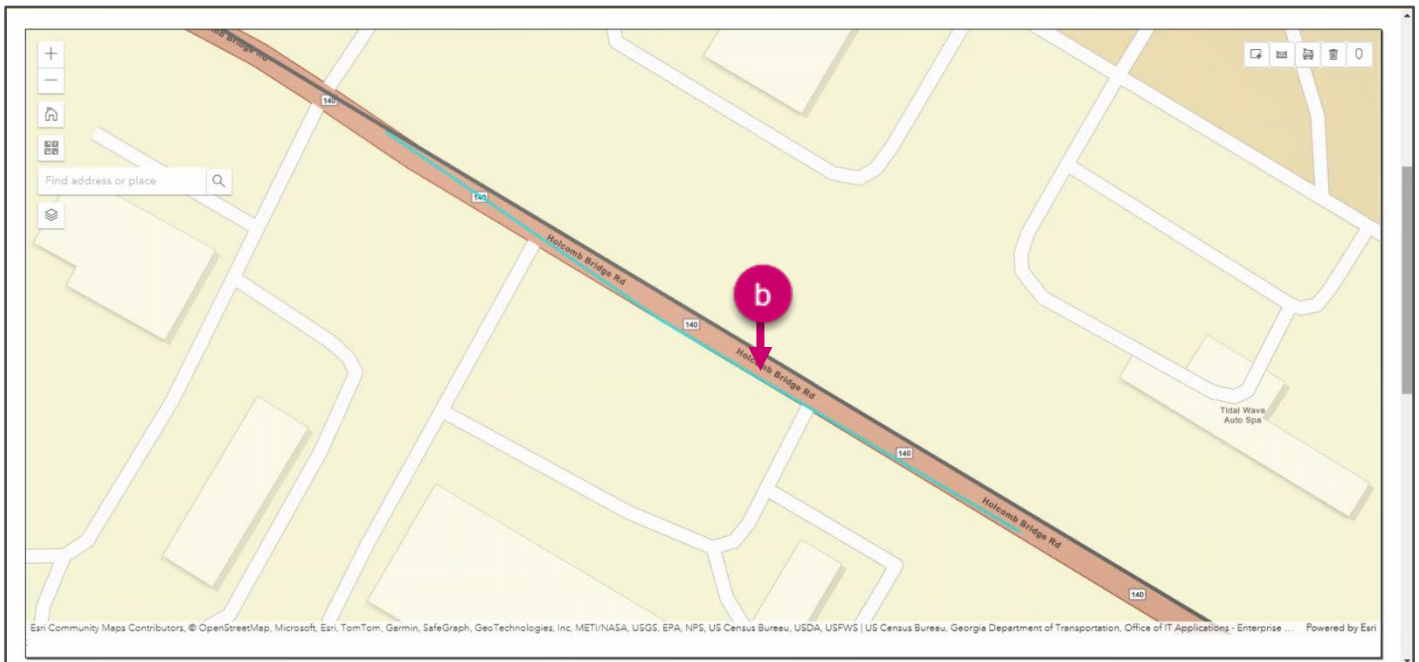
The Permit Information summary dialog is displayed.
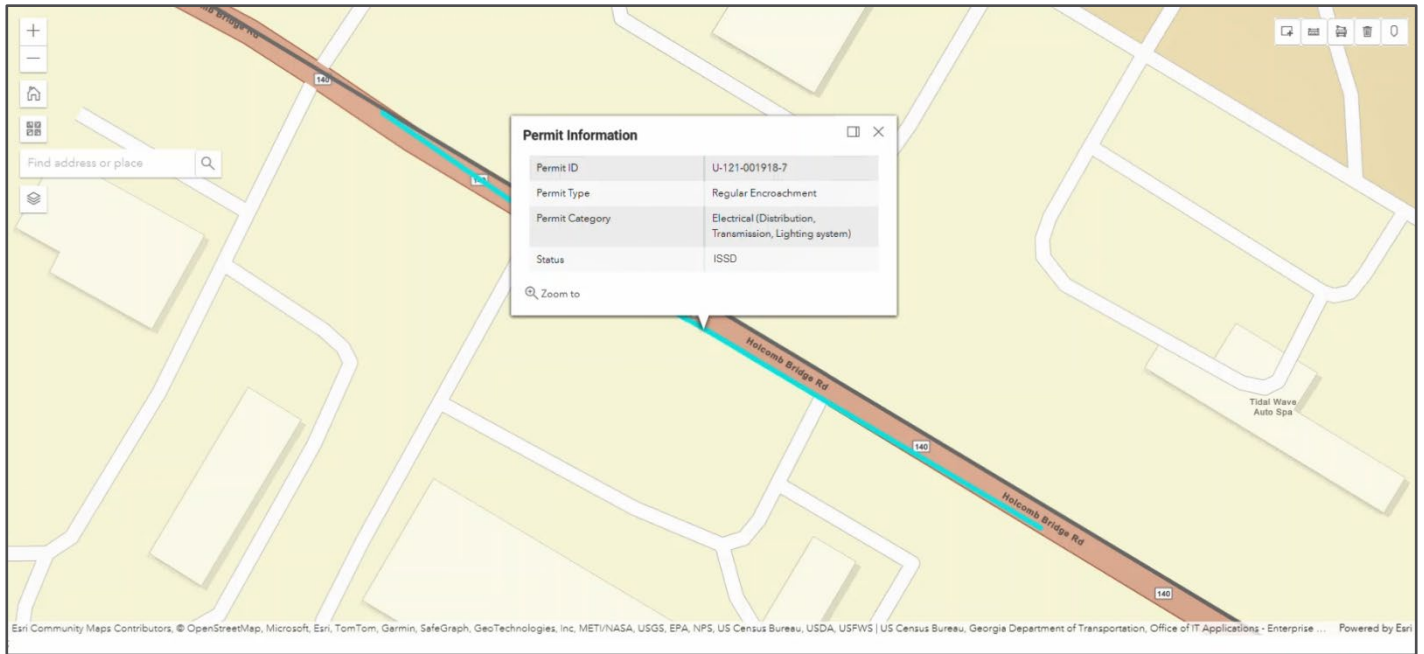
Map Search

There are several tools in the map area that can aid in your permit search. The tools are:

Left Side

+	Zoom In		Zooms in the view of the map.
−	Zoom Out		Zooms out the view of the map.
⌂	Default Map View		Resets the map to display all the districts in the State of Georgia.
▦	Switch Basemaps		Changes the display of the basemap.
Find address or place 🔍	Find Address or Place		Input field to find an address or place.
◈	Show Hide Data Layers		Shows or hides data layers on the map.

Right Side

⊡	Search Features by Rectangle	Allows you to search a region on the map by drawing a rectangle around it.
📏	Distance Measurement Tool	Displays the definition of the symbols on the map.
📐	Area Measurement Tool	Displays the location on online mapping.
🗑	Clear Map Graphics	Clears any current map graphics displayed.
⌕	Tri View	Displays the location on online mapping.

Zoom In

To zoom into the map, select the **Zoom In** ([+]) icon as many times as needed to achieve the desired scale view.

If you are working on a computer, and your computer mouse has a wheel, you can **roll up** the **wheel** to **zoom in**.

Pro Tip
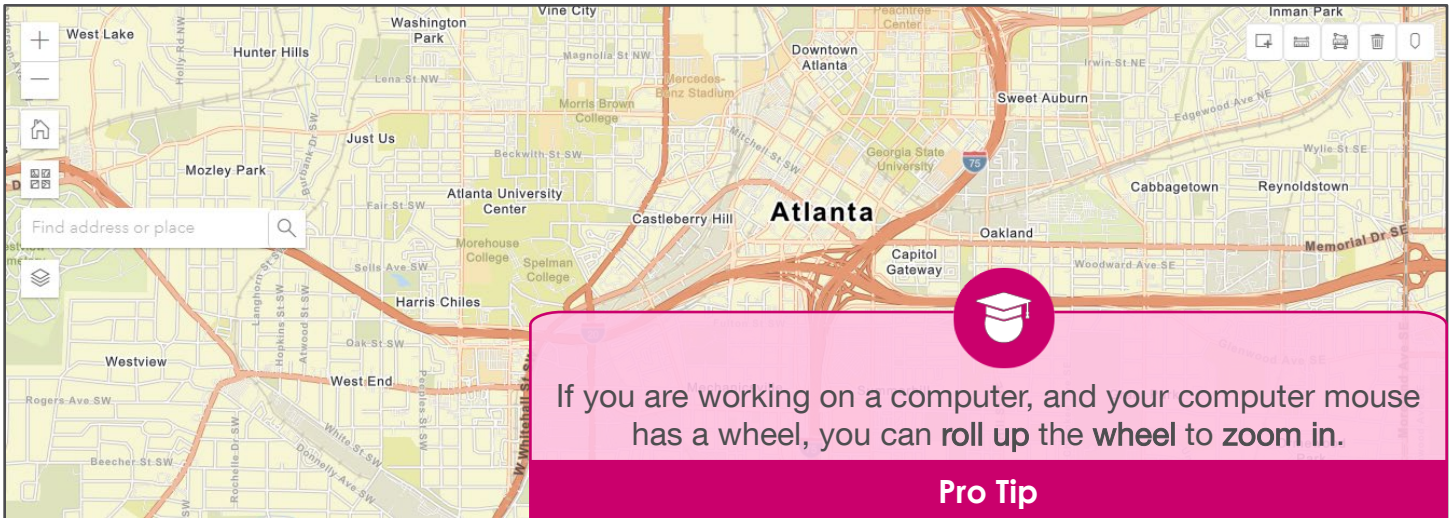
Zoom Out

To zoom out the map, select the **Zoom Out** ([–]) icon as many times as needed to achieve the desired scale view.

If you are working on a computer, and your computer mouse has a wheel, you can **roll down** the **wheel** to **zoom out**.

Pro Tip
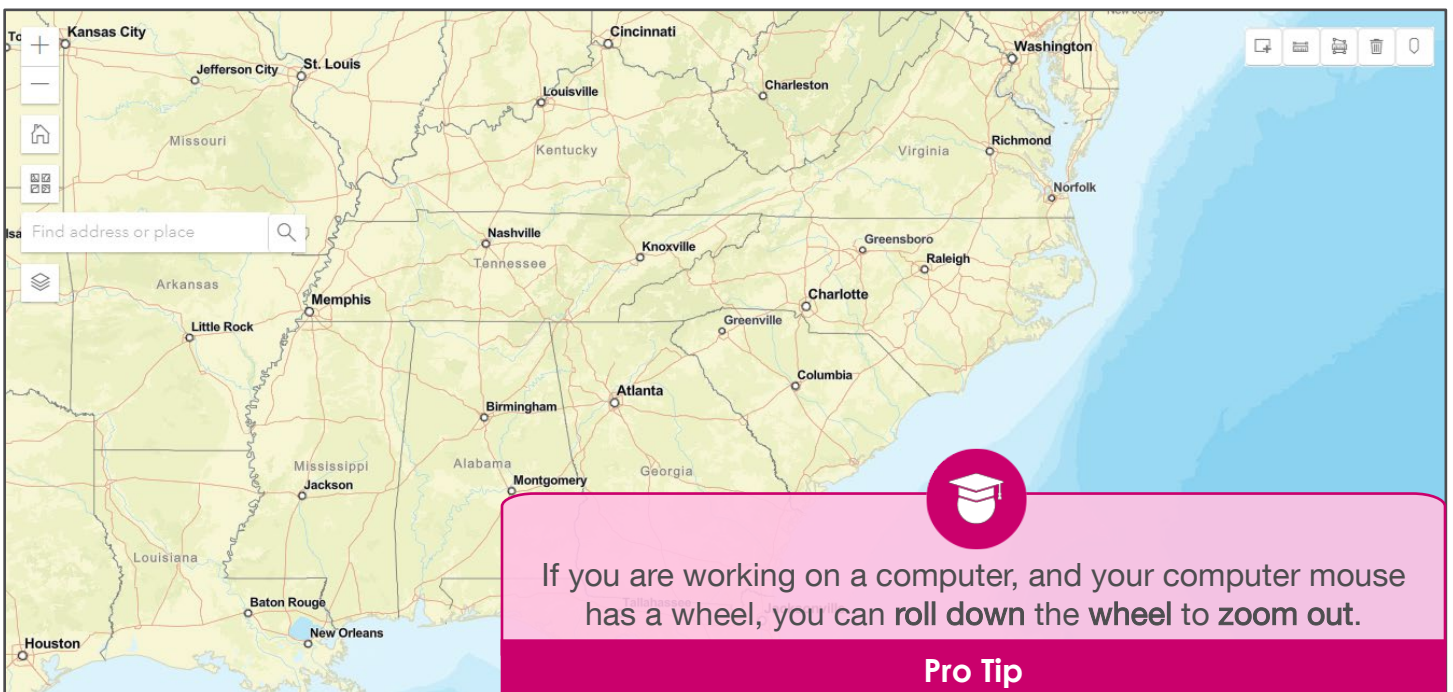
Default Map View

When you open the search tab, the map shows all the districts in the State of Georgia. You can go back to the default view by selecting the **Default Map View** (⌂) icon.
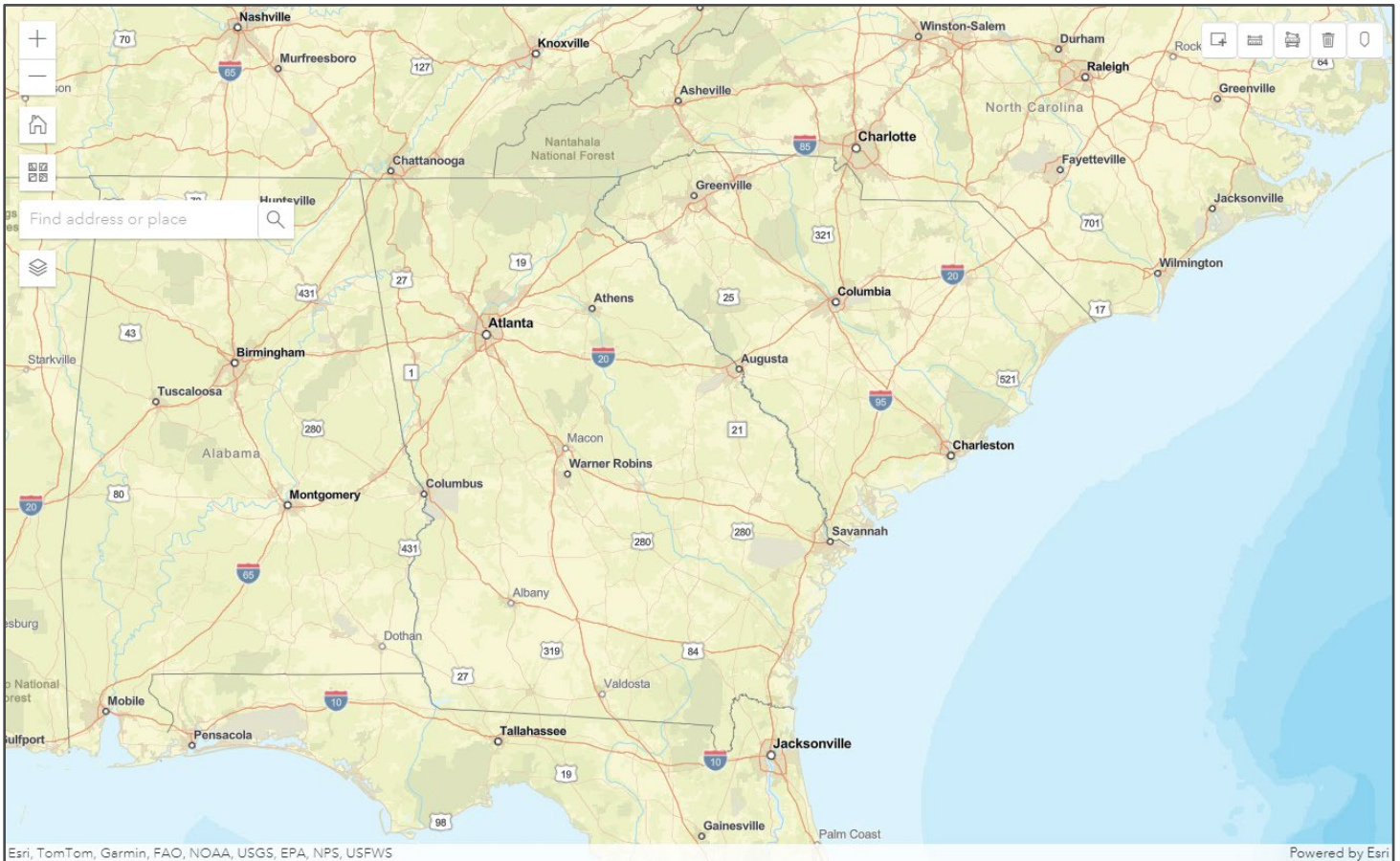
Switch Basemaps

Use the **Switch Basemaps** (⊞) icon to change the display of the basemap for easier viewing.

By default, the **Streets** type is visible.
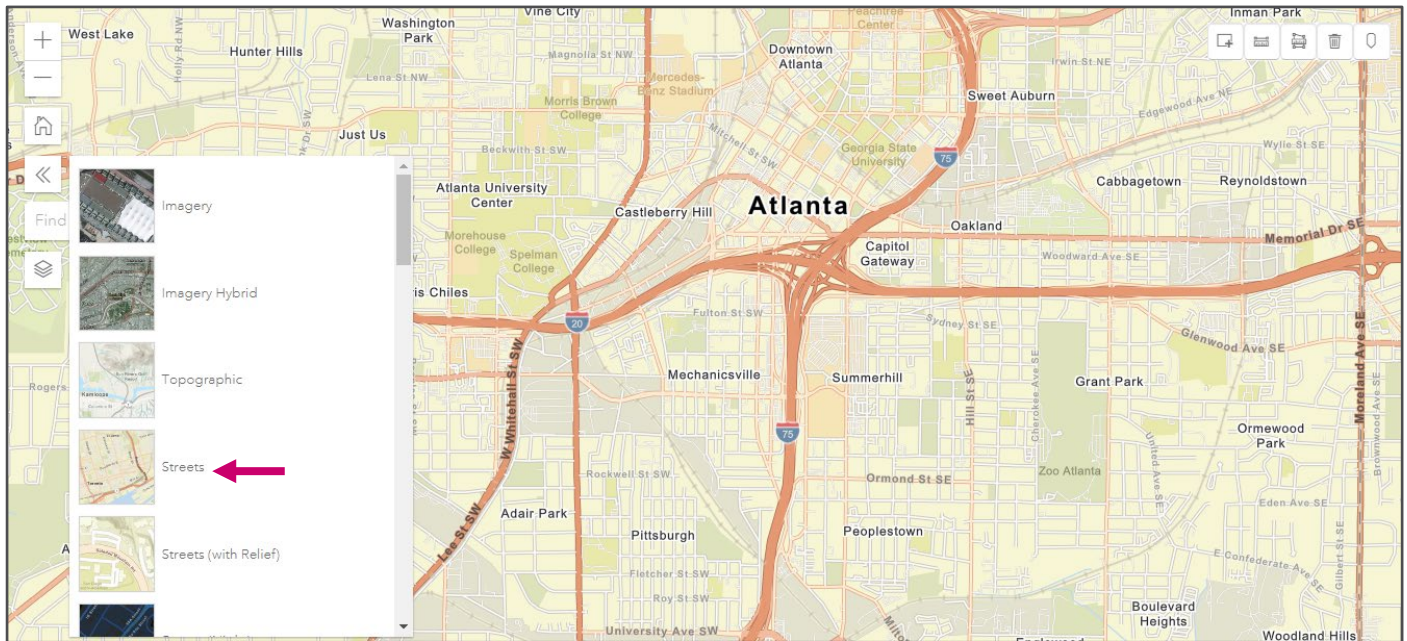
If you select the **Imagery** basemap type from the list, the display changes as shown below.
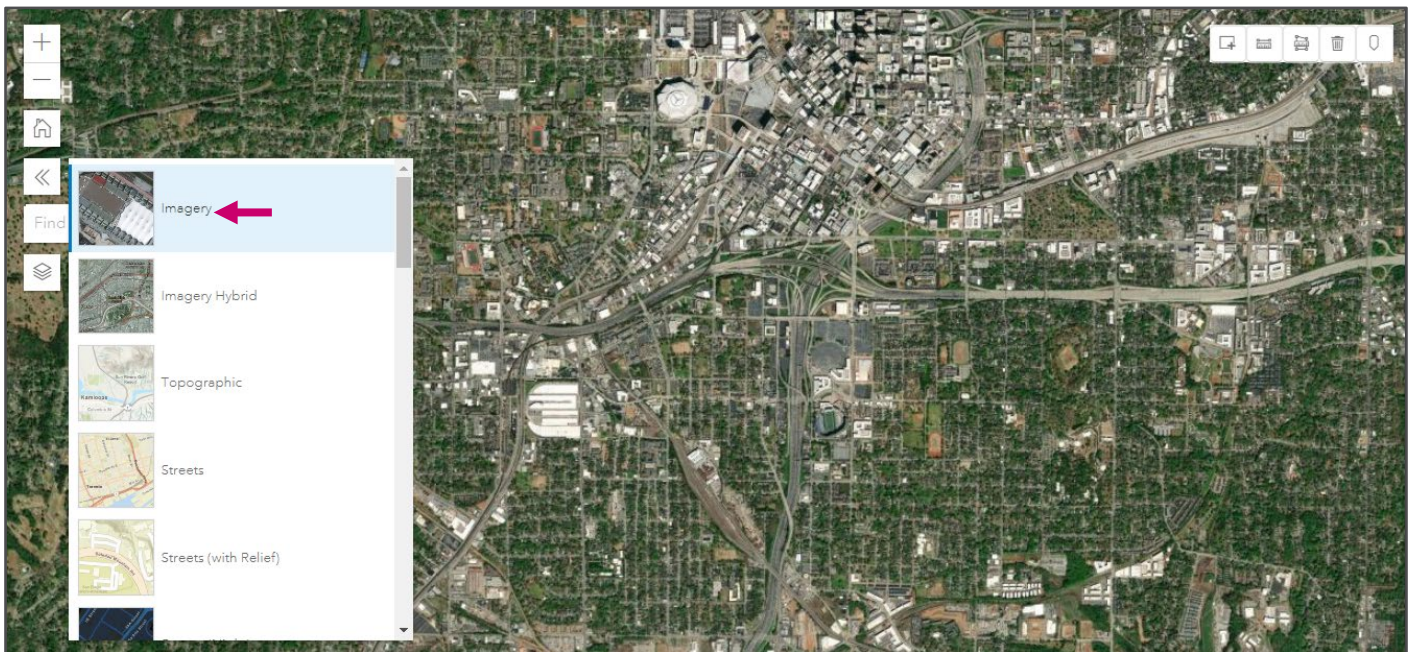
Other basemap options you may consider are:

- **Imagery Hybrid**.
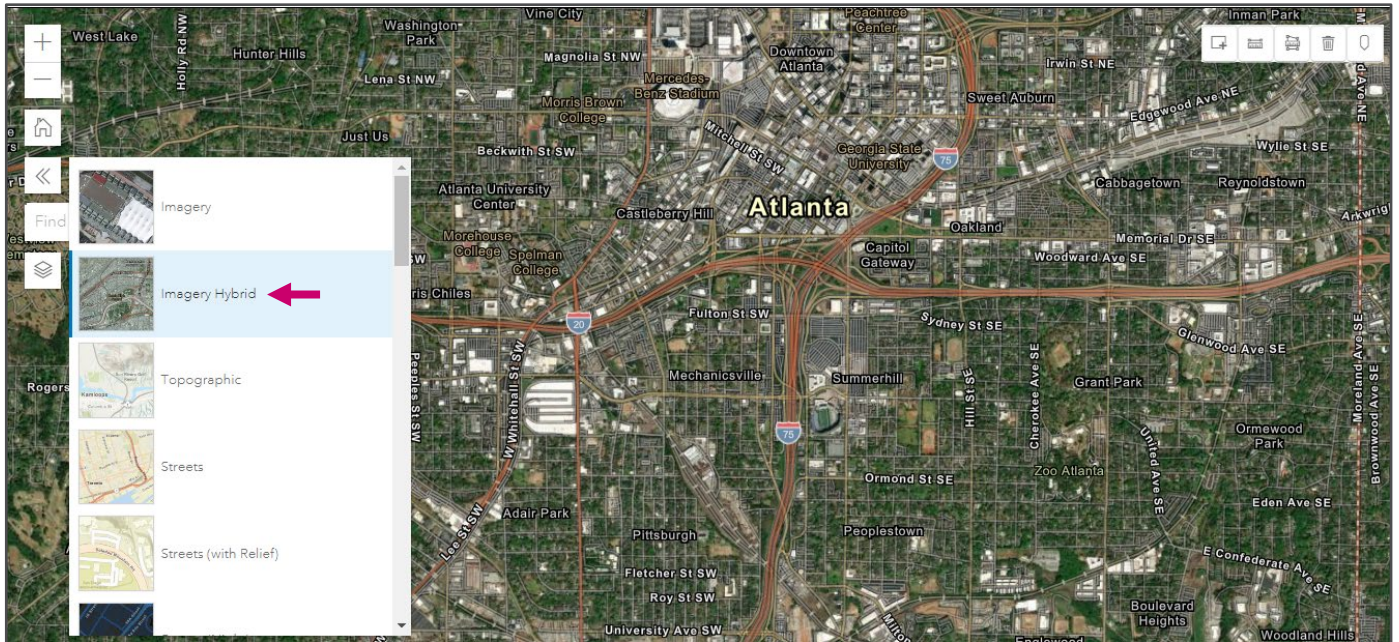
- **Topographic**.
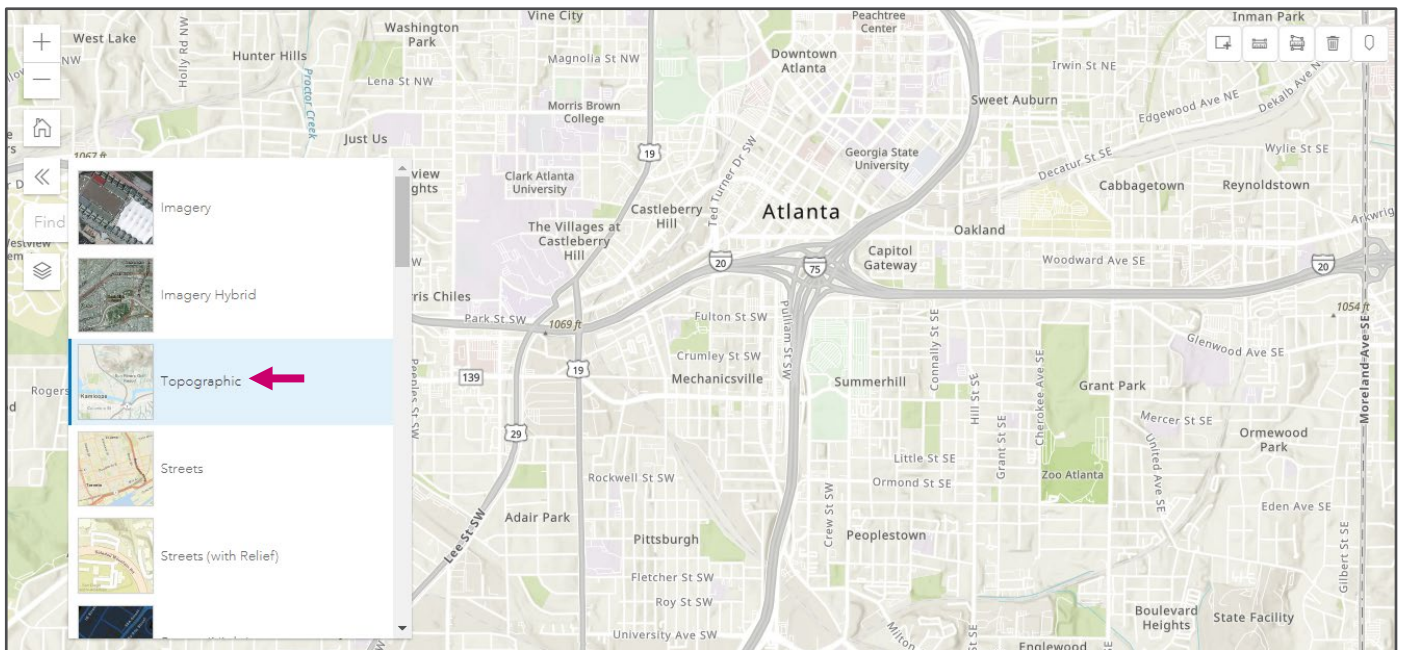
- Streets (with Relief).
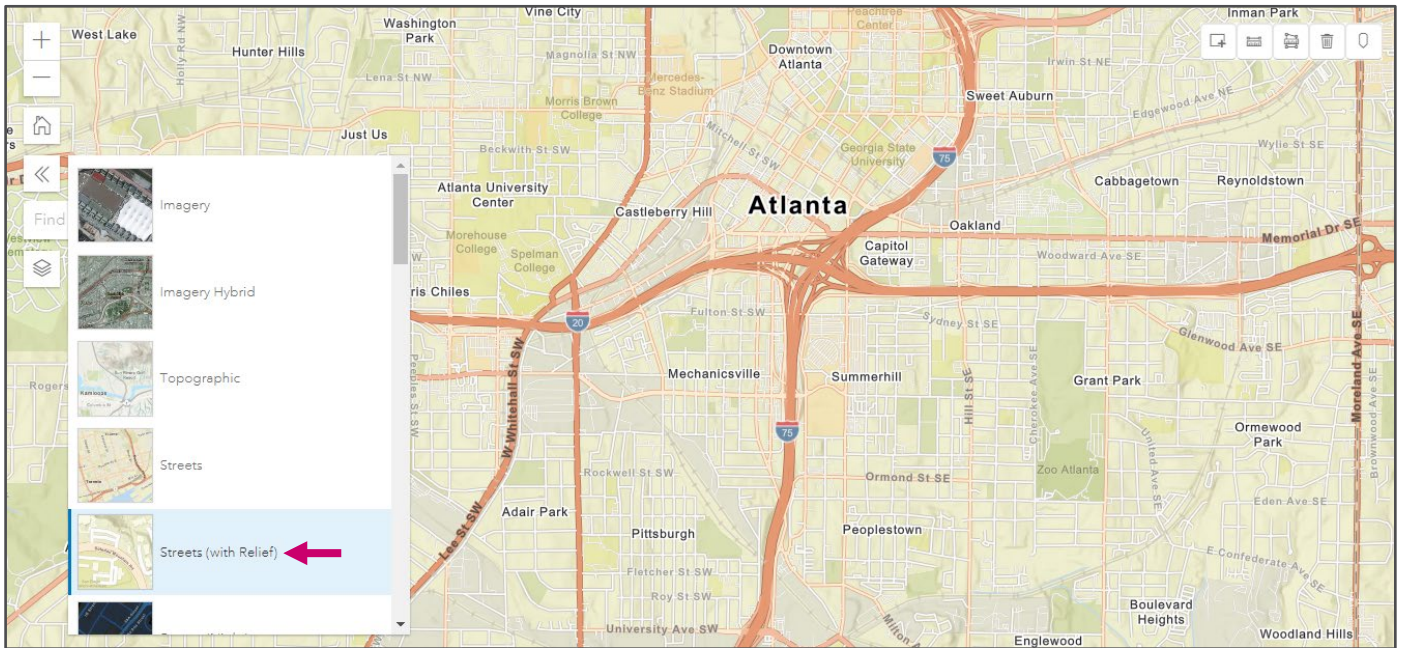
- Streets (Night).
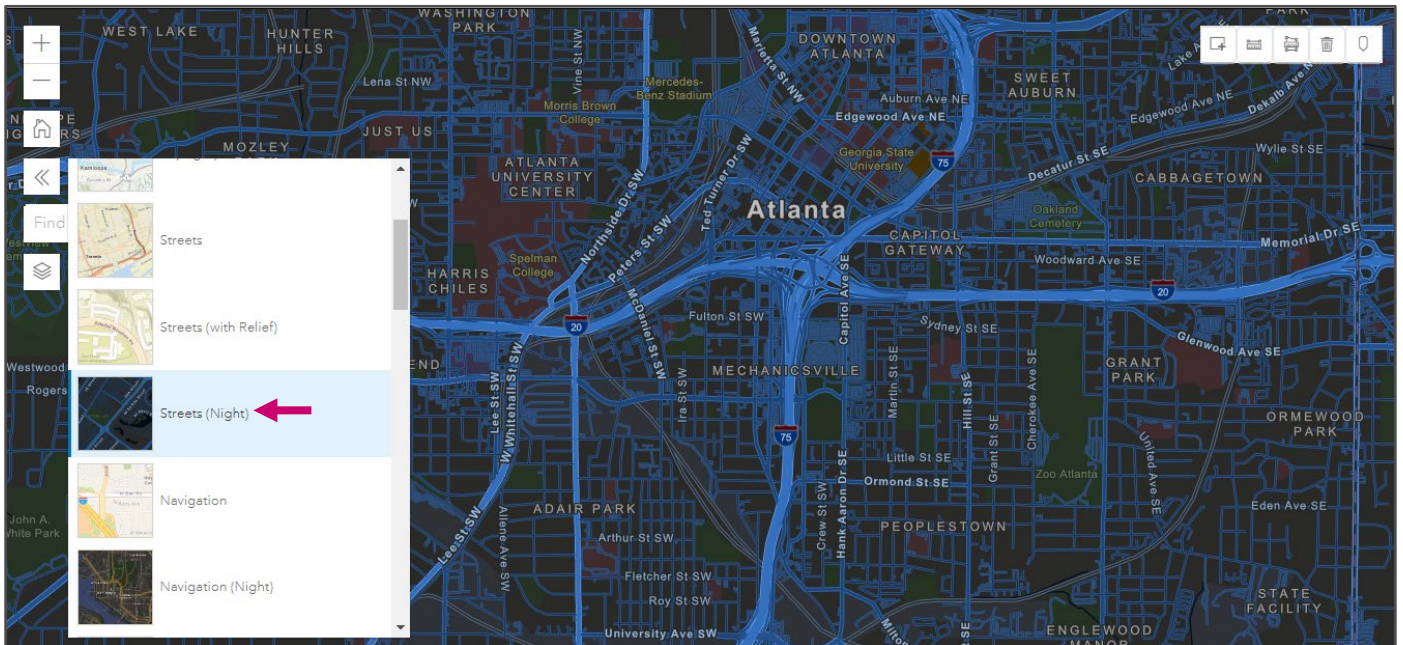
- Navigation.
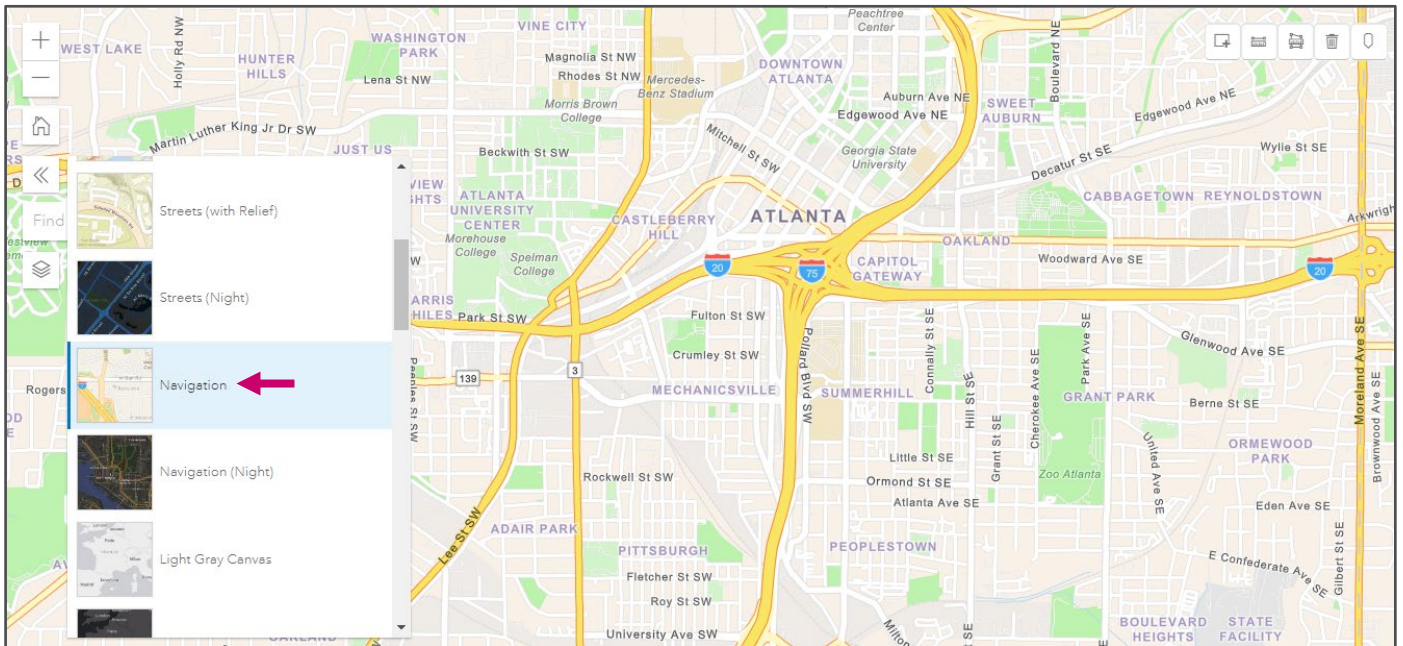
- Navigation (Night).
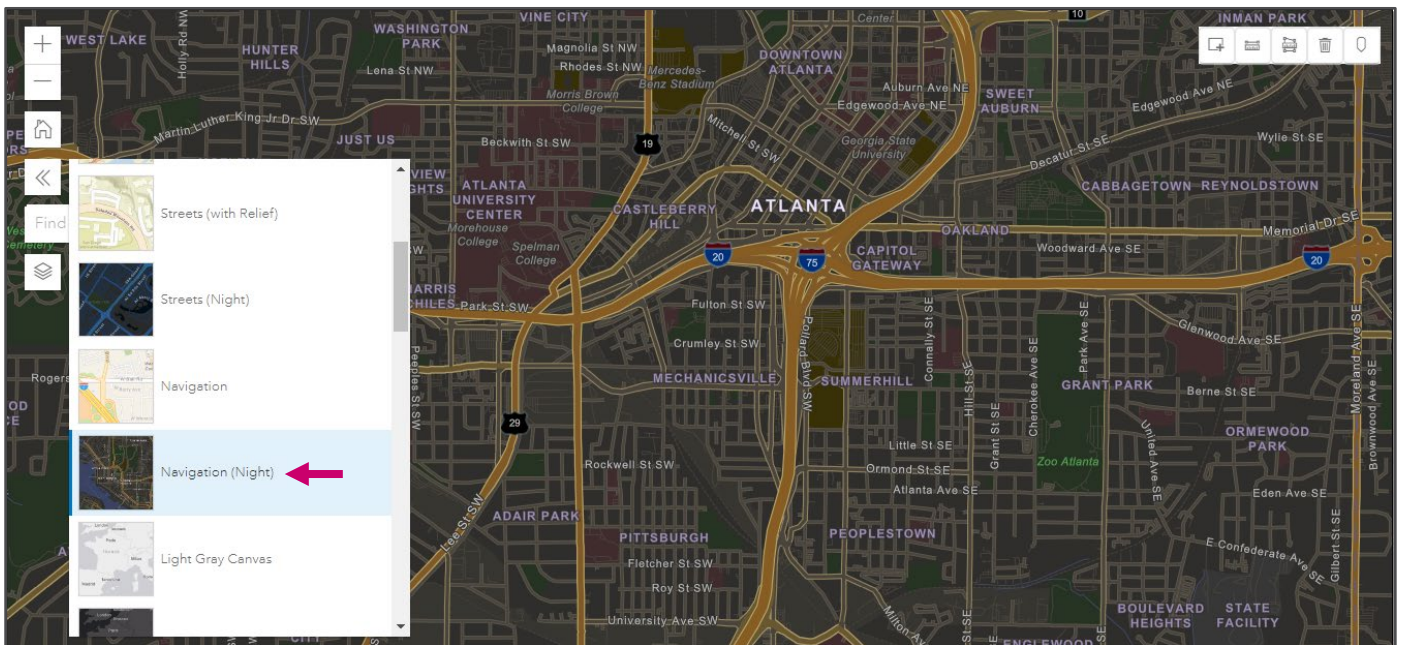
- Light Gray Canvas.
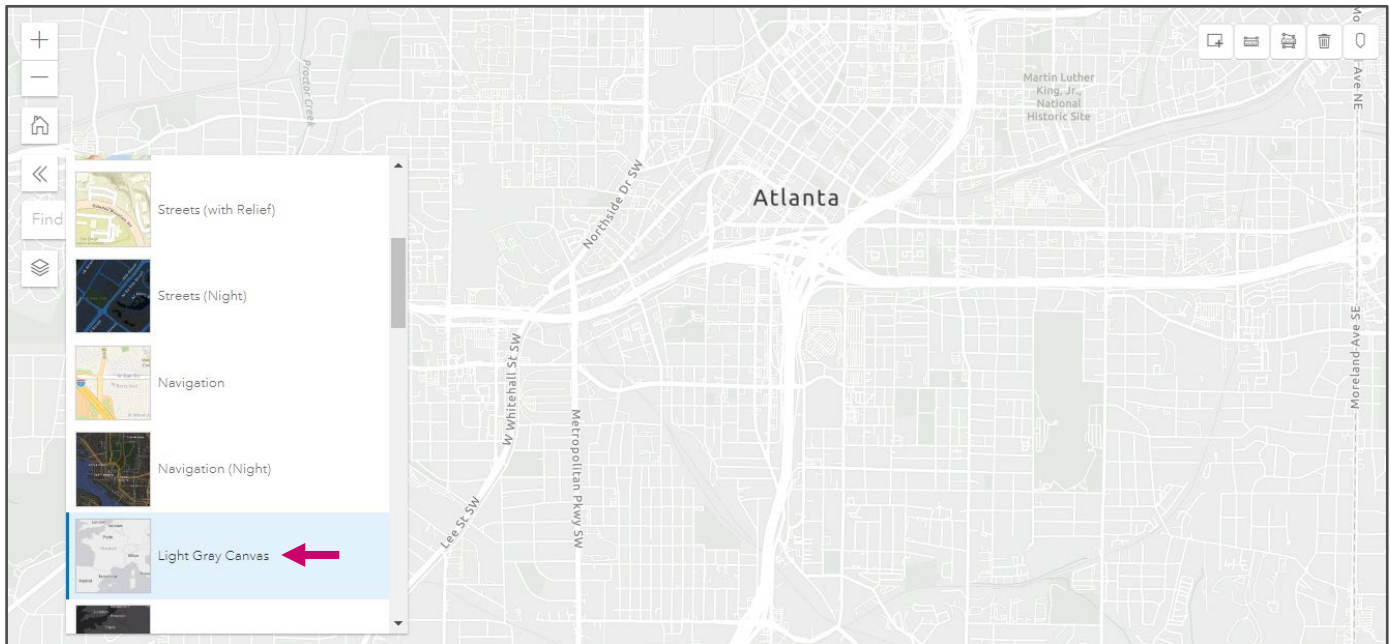
- Dark Gray Canvas.
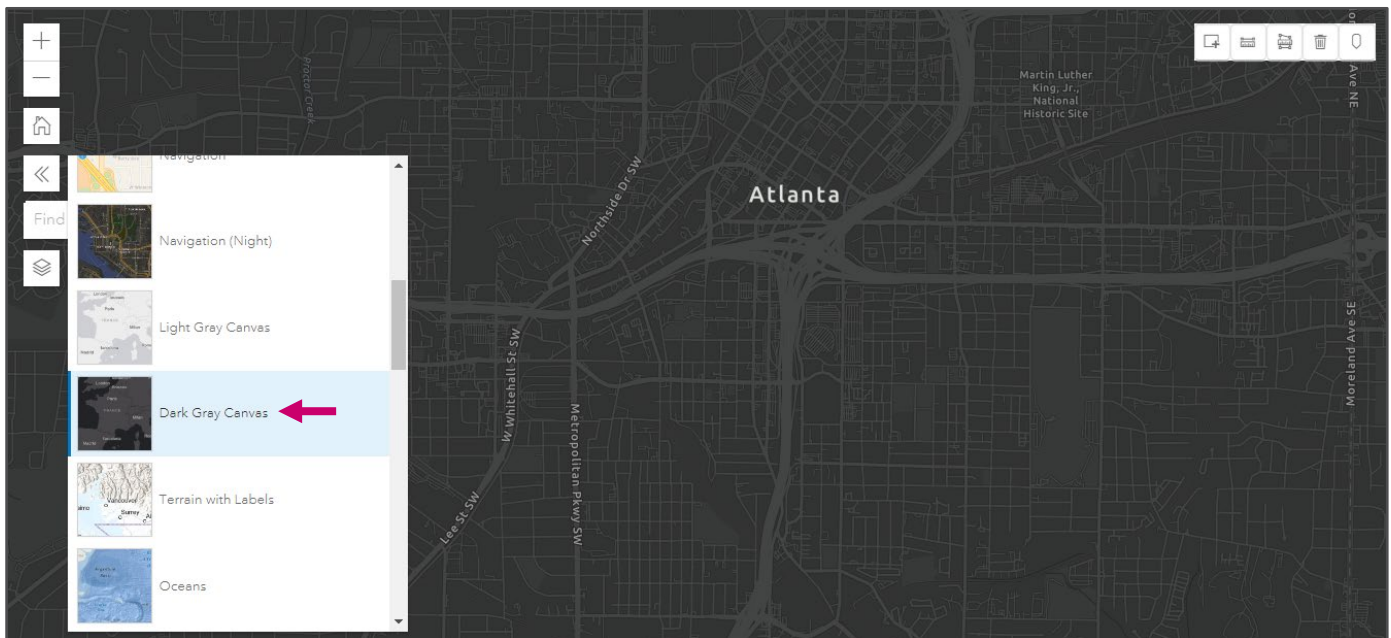
- **Terrain with Labels**.
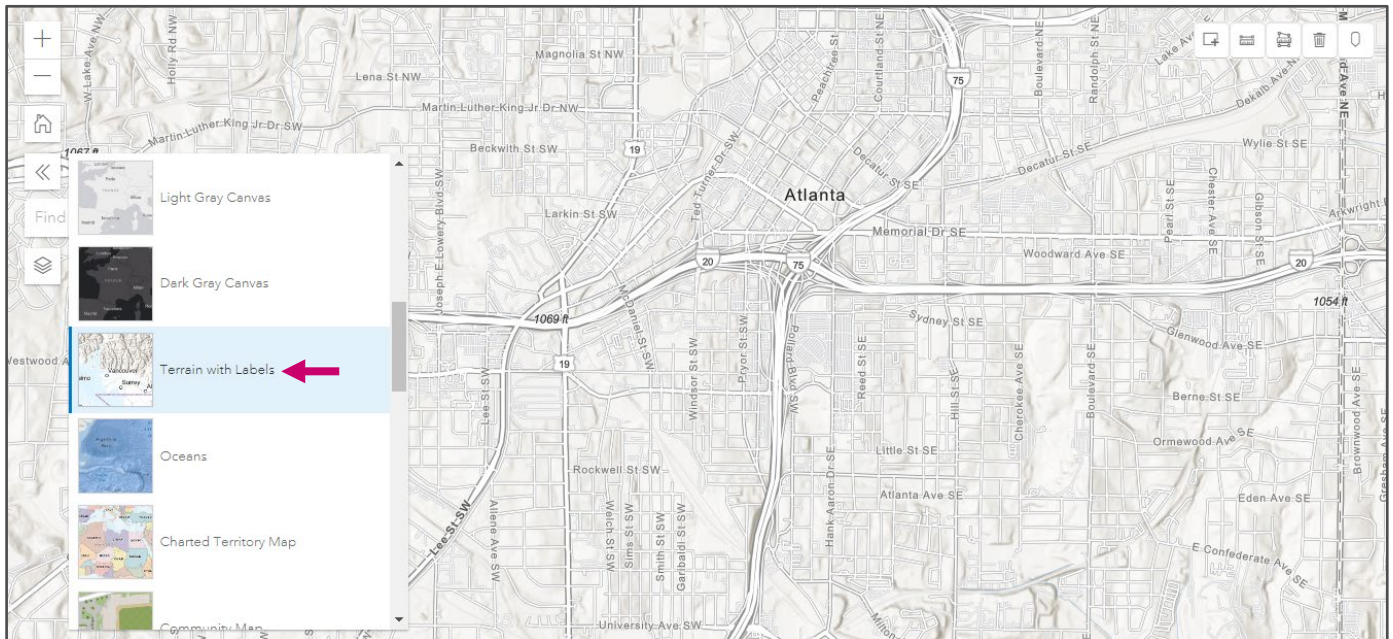
- **Oceans**.
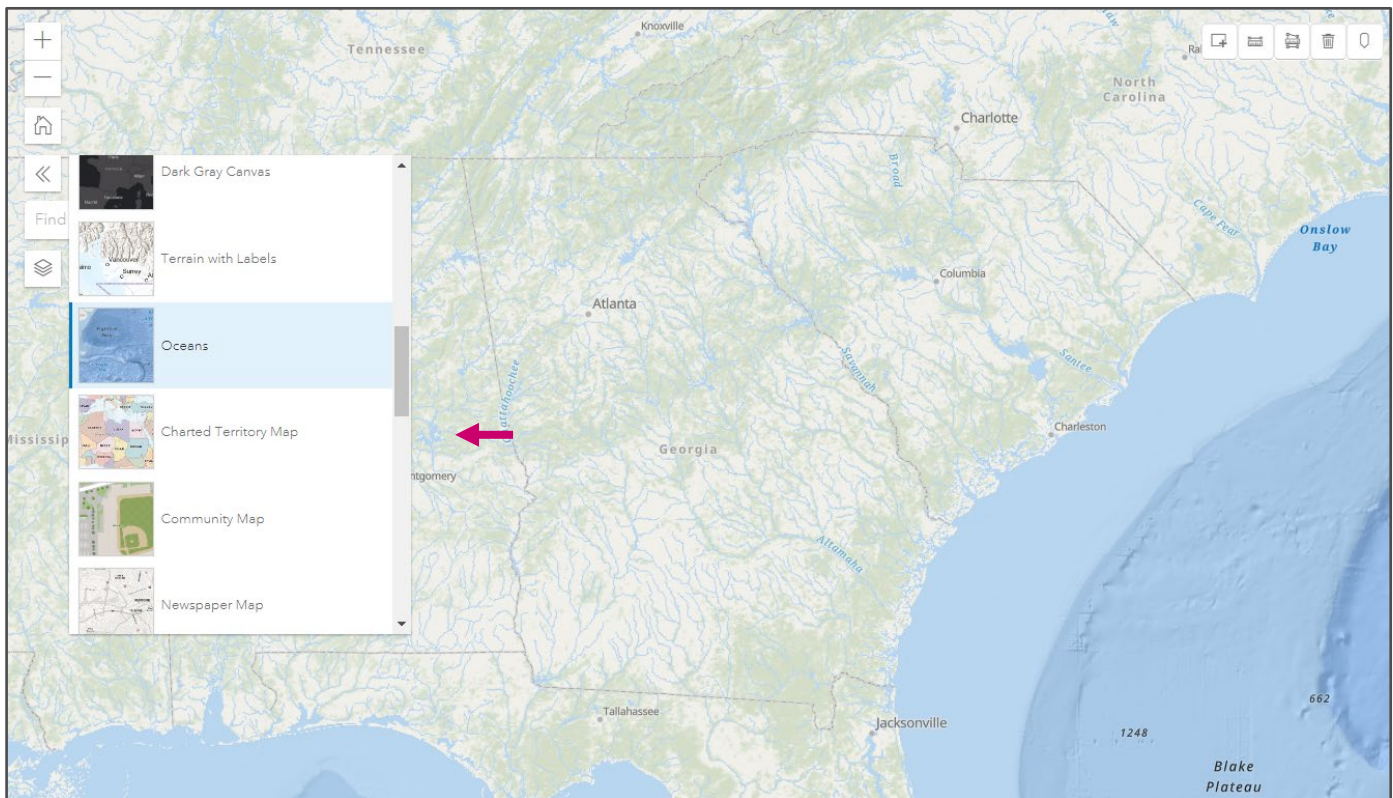
Check the other basemaps available. There might be one that you prefer.

Find Address or Place

Use the **Find address or place** (Find address or place 🔍) input field to find it on the map.

1. Select the **Find address or place** input field.

2. Notice the **Use current location** notification that appears under the input field. If you select the notification, you will be given the choice to allow GPAS – Utility Permits to know your location this time, on every visit or never.

3. Start typing the address or the name of the place you want to locate on the map. As you type, the look-ahead feature updates the potential places. Enter as many characters as necessary.

4. Select an option from the list.
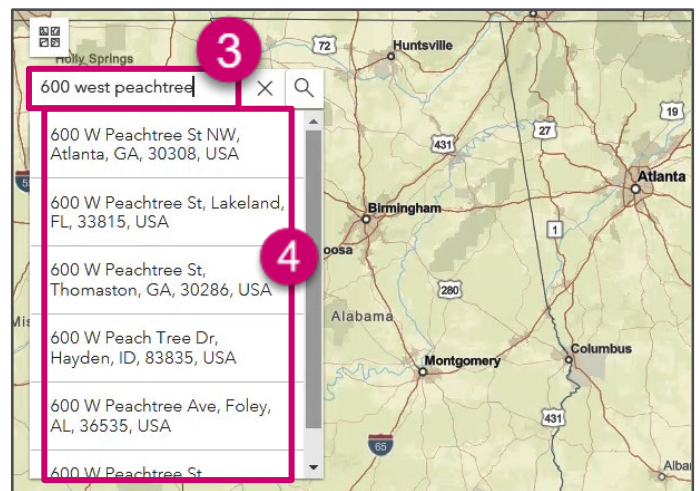
5. The map zooms into the location displaying the address in a pop-up dialog box.
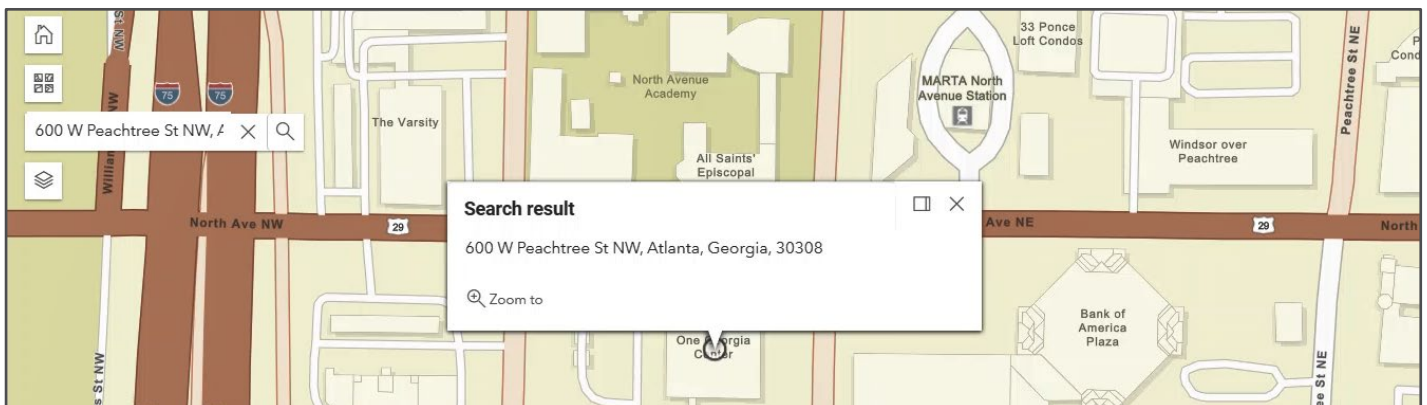
Show Hide Data Layers

Use the **Show Hide Data Layers** (⬙) icon to show (👁) or hide (◠) data layers at any time.

By default, the **Counties** layer is visible.

If you hide the **Counties** layer, and show the **District** layer, this is what you will see.

GPAS – Utility Permits – External
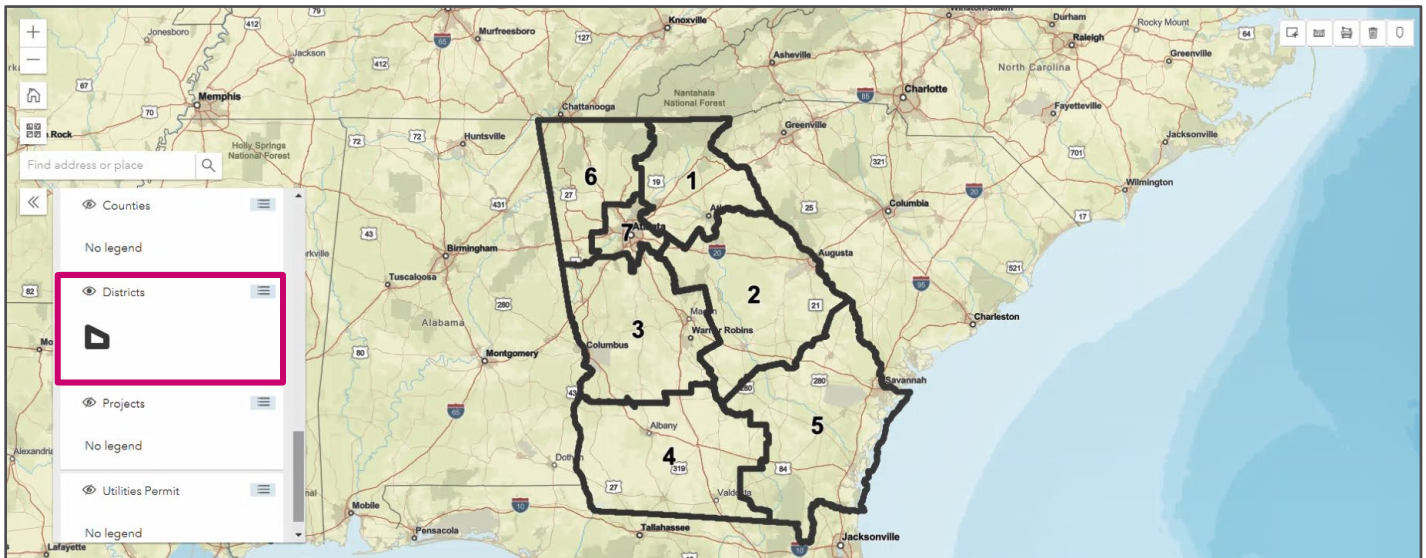
If you show the **GDOT_Interstates** layer, the system will highlight any US Routes visible on the map for the State of Georgia.
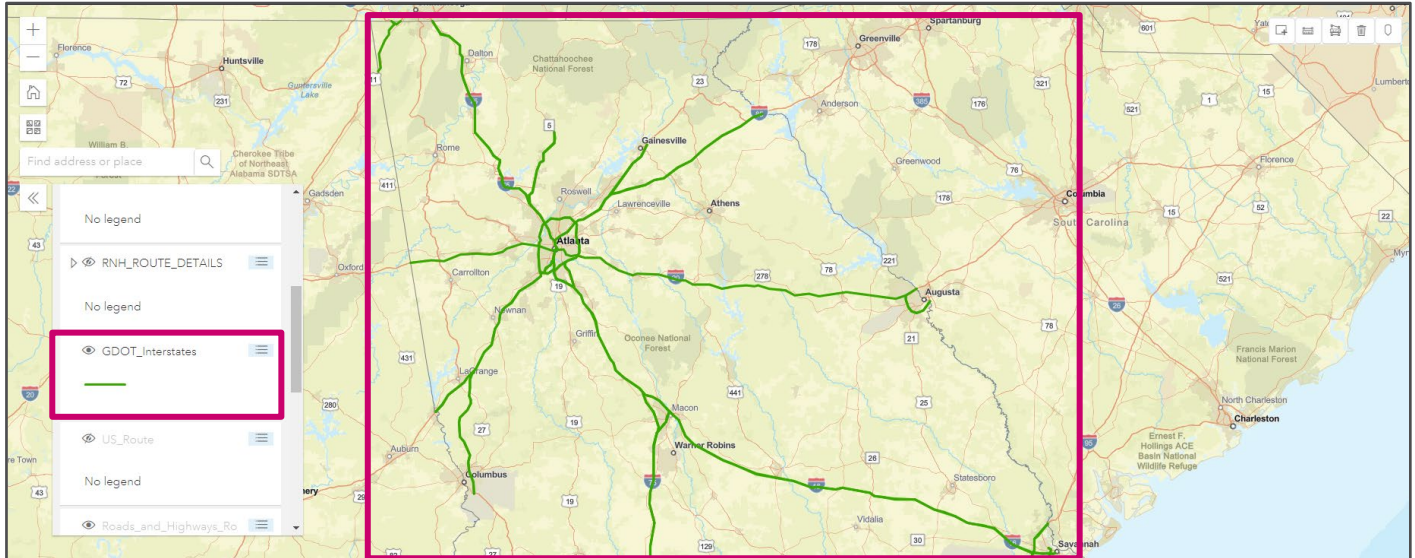
If you show the **Utilities Permit** layer, the system will highlight all Utilities Permits on the map.
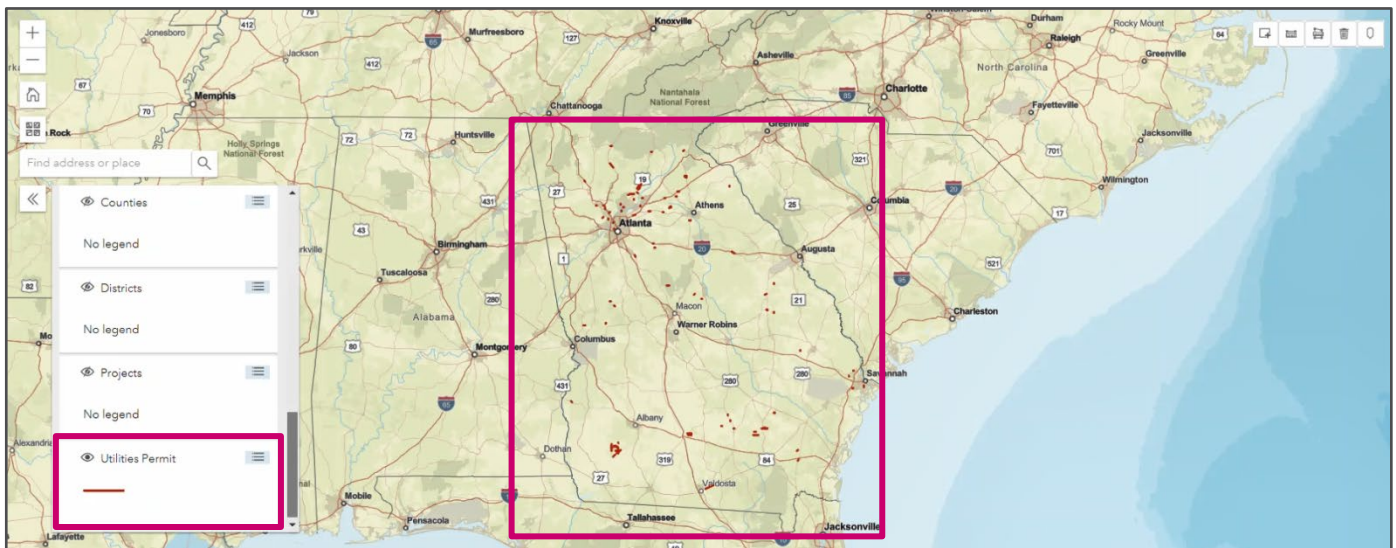
Other layers include Cities, Railroad, Projects, and more.

Search Features by Rectangle

Another option for searching GPAS – Utility Permits records is to use the **Search Features by Rectangle** (⊞) icon.
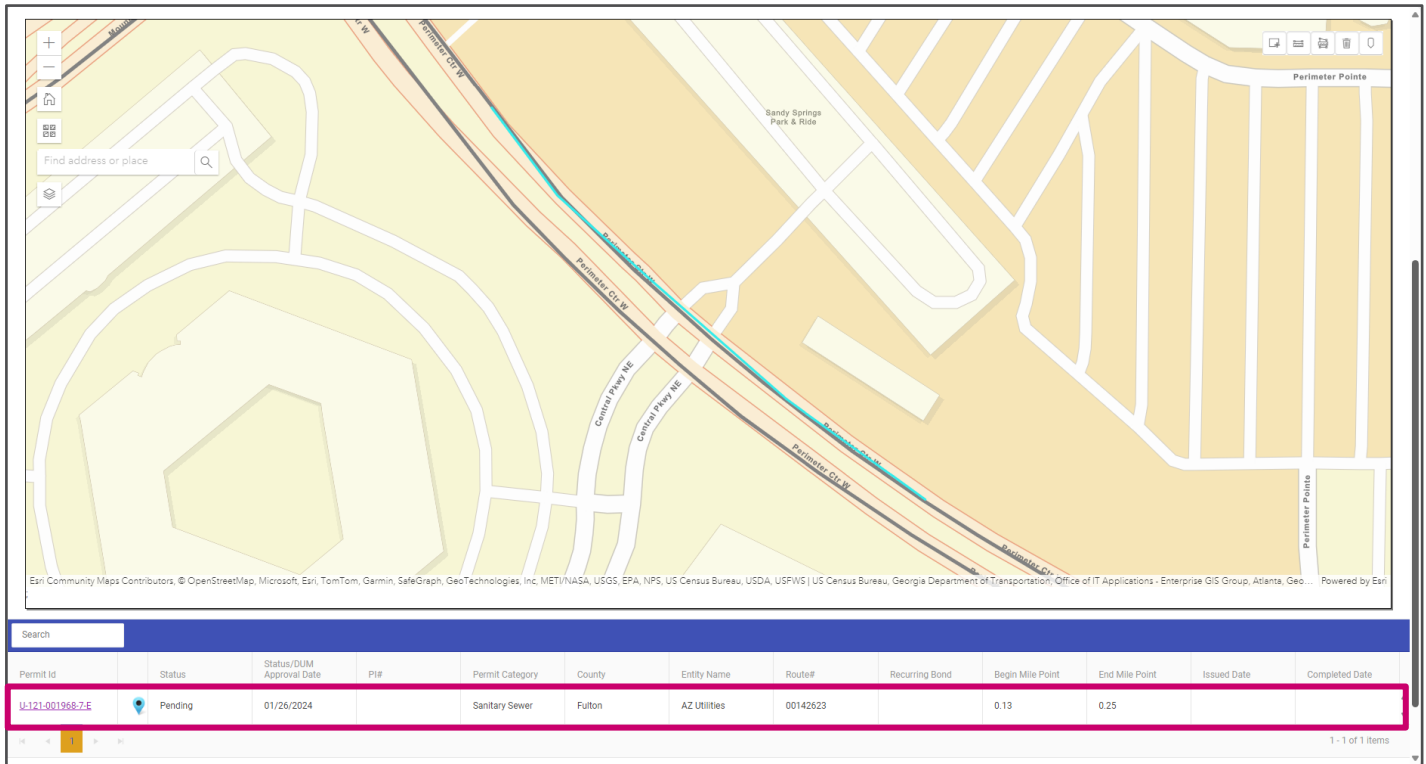
1. Zoom into the general area you would like to conduct your search.

2. Select the **Search Features by Rectangle** icon.

3. Press and hold the left button on the mouse at the top left of the region you want to select.
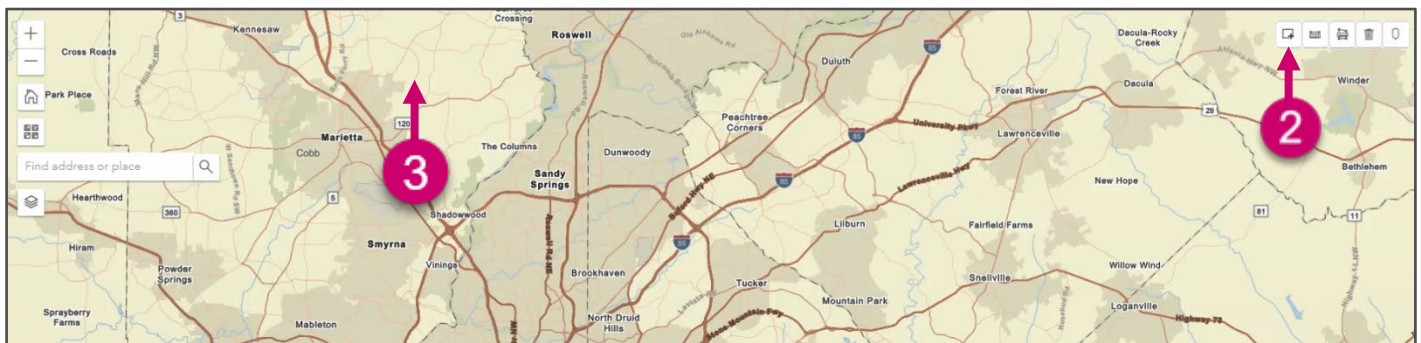
4. Drag the mouse diagonally across the desired area.

5. Release the mouse button to complete drawing the rectangle on the map.

6. The search results are displayed below the marked map.

7. Selecting the **map** ( ) icon next to the permit ID in the results table will zoom to that area of the map.

Distance Measurement Tool

The **Distance Measurement Tool** (⬚) icon helps you measure the distance between two points on the map.

1. Zoom into the general map area where you would like to make a distance measurement.

2. Select the **Distance Measurement Tool** icon.

3. The program displays a message box at the lower right corner as it waits for you to select the first point on the map.
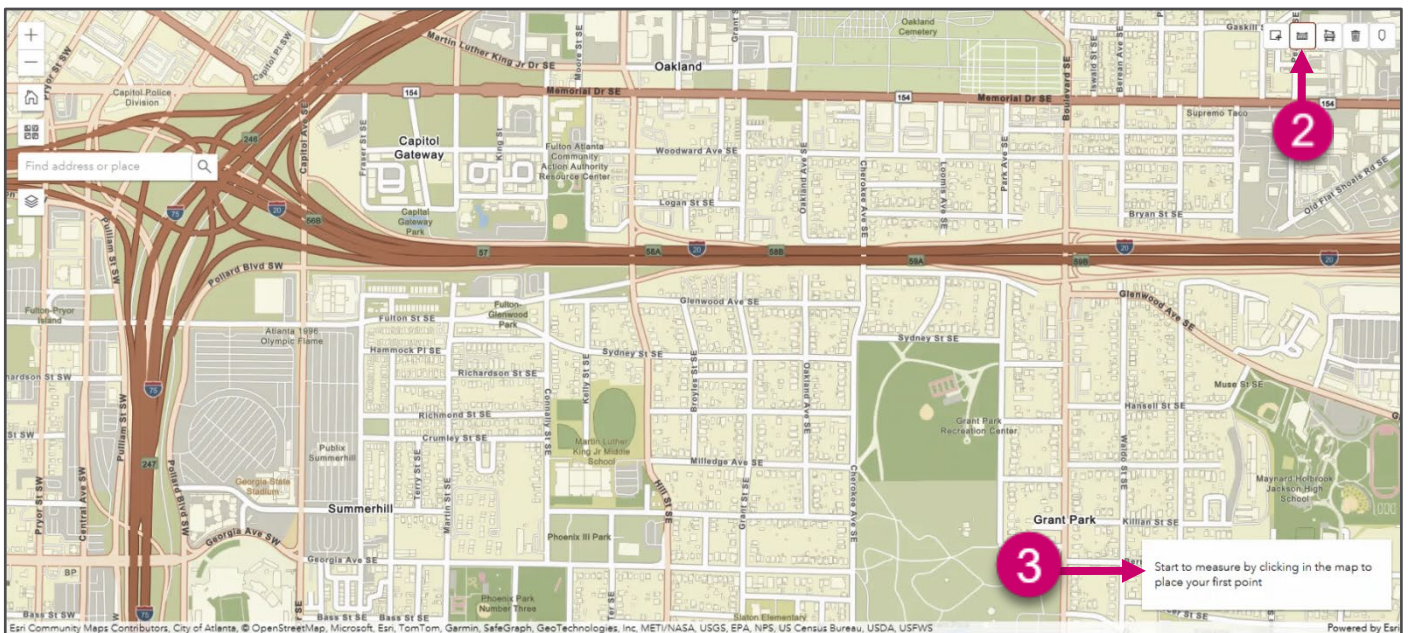
4. Once you have selected the first point on the map, move the cursor towards the second point.

5. Notice that the measurement is displayed along the line between the points. By default, the units are meters.
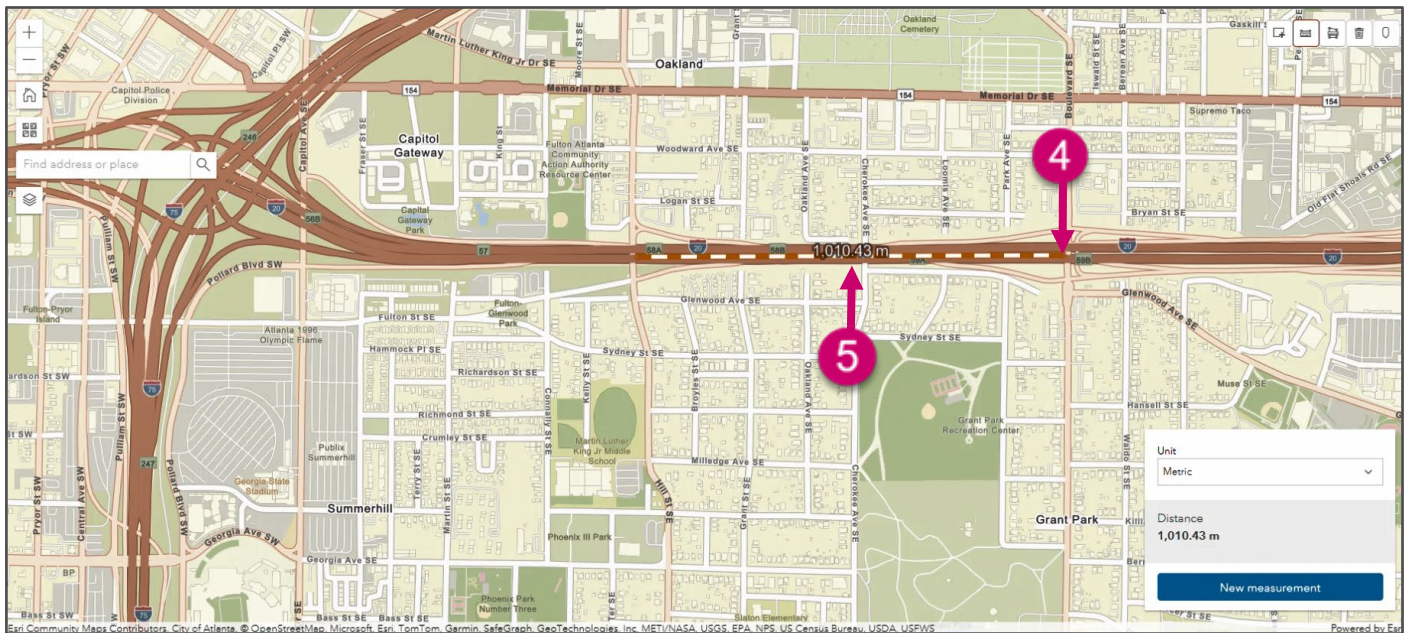
6. If you want to change the measurement's units, expand the down arrow in the dialog at the lower right.

7. Select the new measurement unit from the list.

8. Double-click to select the second point to complete the measurement. The distance shows the value along with the new units selected, and in the dialog box. In the example below, the units were changed to miles.

9. If necessary, select the **New measurement** button to measure a new distance.

Area Measurement Tool

The **Area Measurement Tool** (⬚) icon helps you measure the area delimited by three or more points on the map.

1. Zoom into the general map area where you would like to make a measurement.

2. Select the **Area Measurement Tool** icon.

3. The program displays a message box at the lower right corner as it waits for you to select the first point on the map.
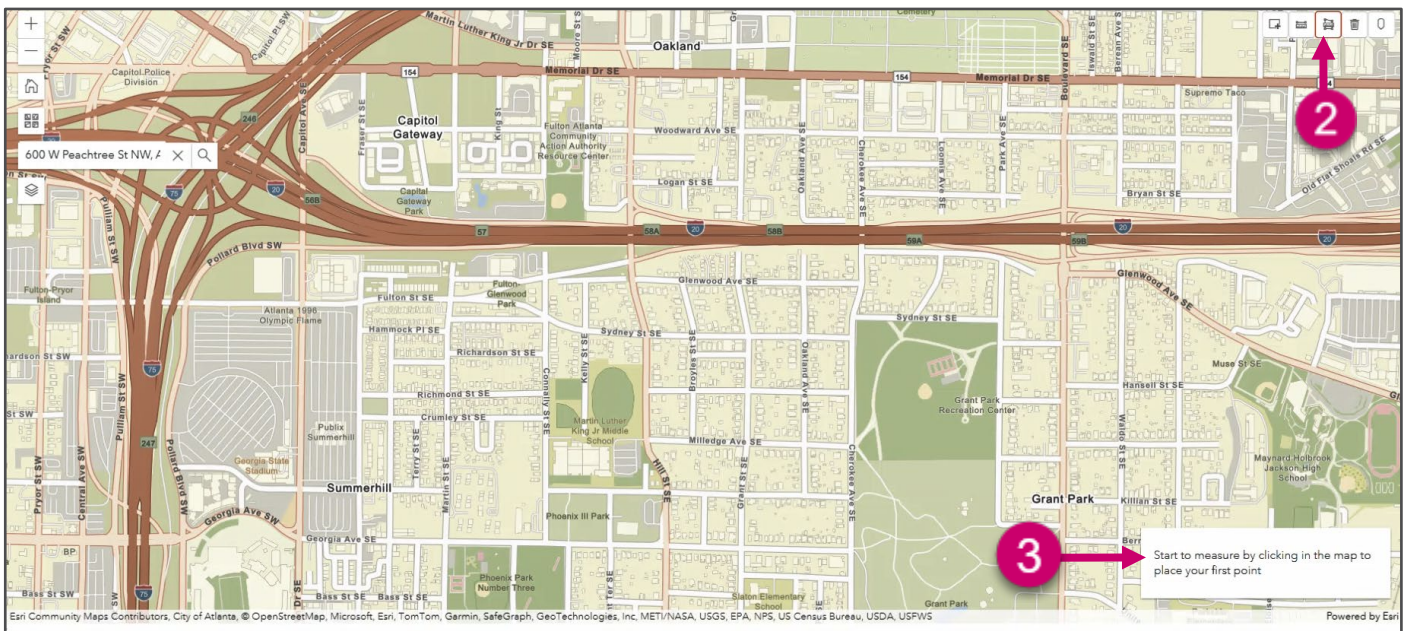
4. Once you have selected the first and second points on the map, move the cursor towards the third point.

5. Notice that the measurement is displayed inside the area delimited by the points selected. By default, the units are square meters.

6. If necessary, you can specify as many points as needed. Make sure to double-click to define the last point selection.

7. If you want to change the measurement's units, expand the down arrow in the dialog at the lower right.

8. Select the new measurement unit from the list.
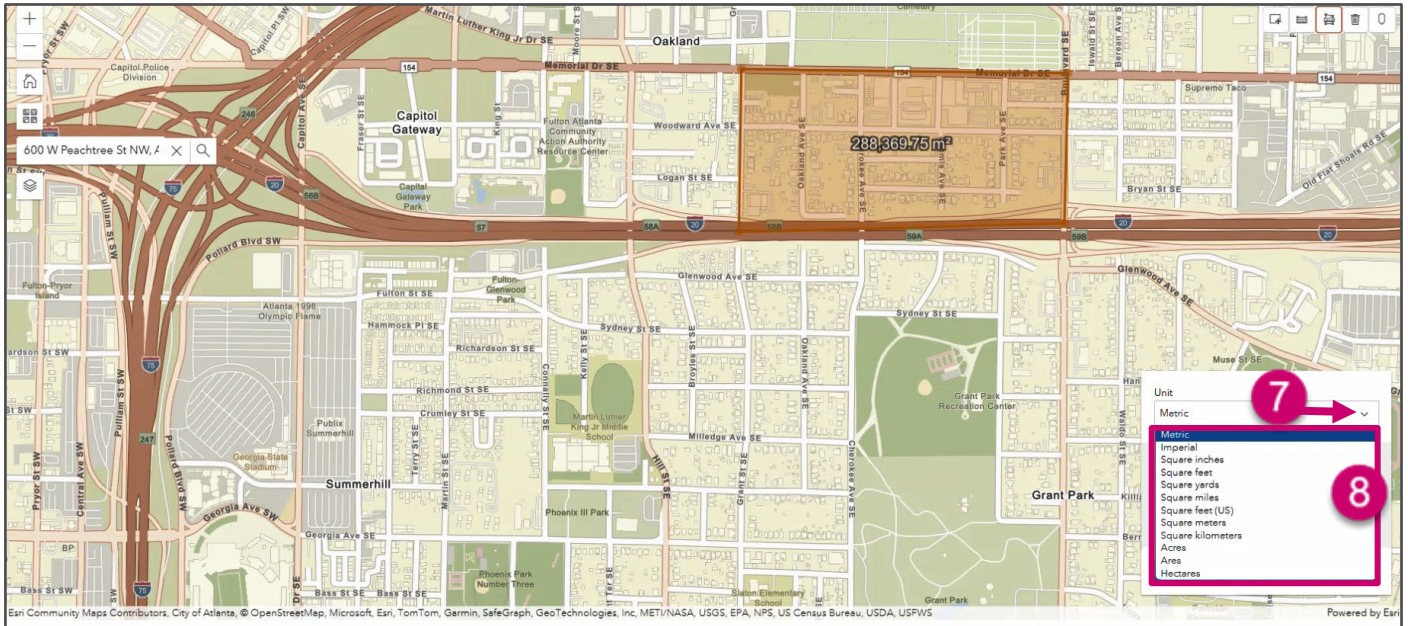
9. The value appears inside the delimited area with the new units selected, and in the dialog box. In the example below, the units were changed to square miles.

10. If necessary, select the **New measurement** button to measure a new area.
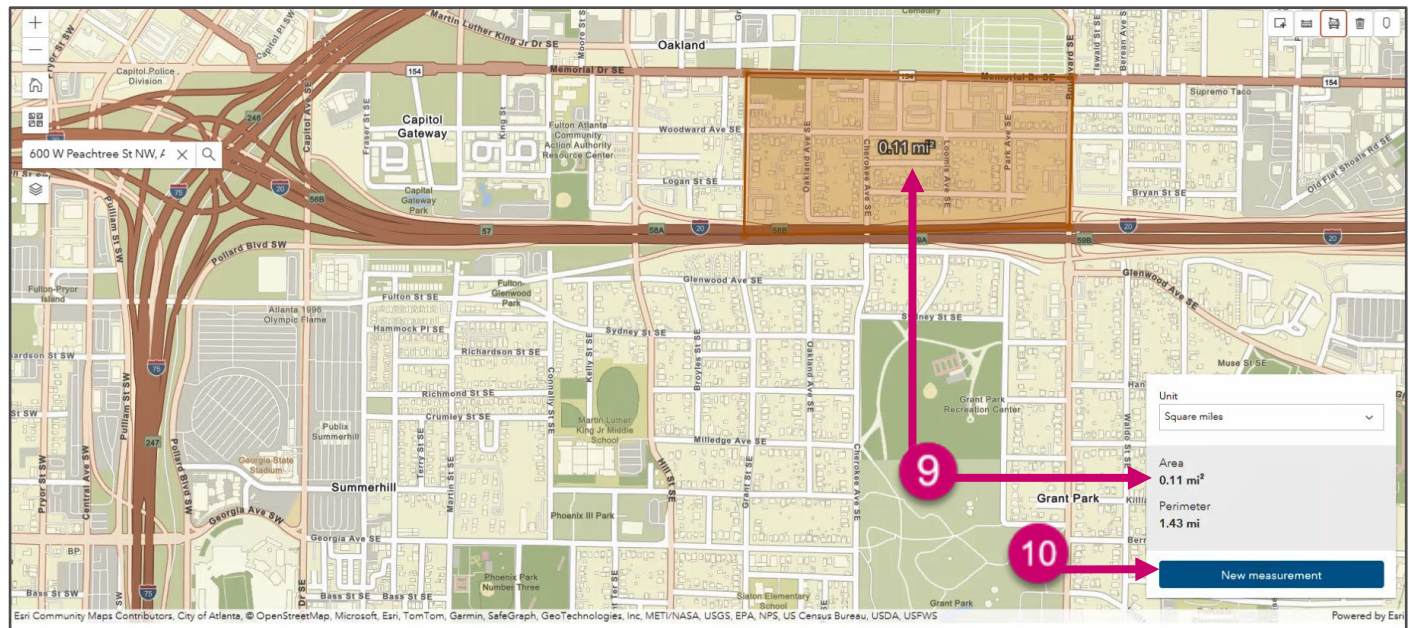
Tri View

The **Tri View** ( ) icon helps you visualize a specific location on the map.

1. Zoom into the general map area you would like to visualize on the map.

2. Select the **Tri View** icon.

3. Select the desired location on the map to open the Tri View.

4. A new browser page opens. Select the **View Map** link.
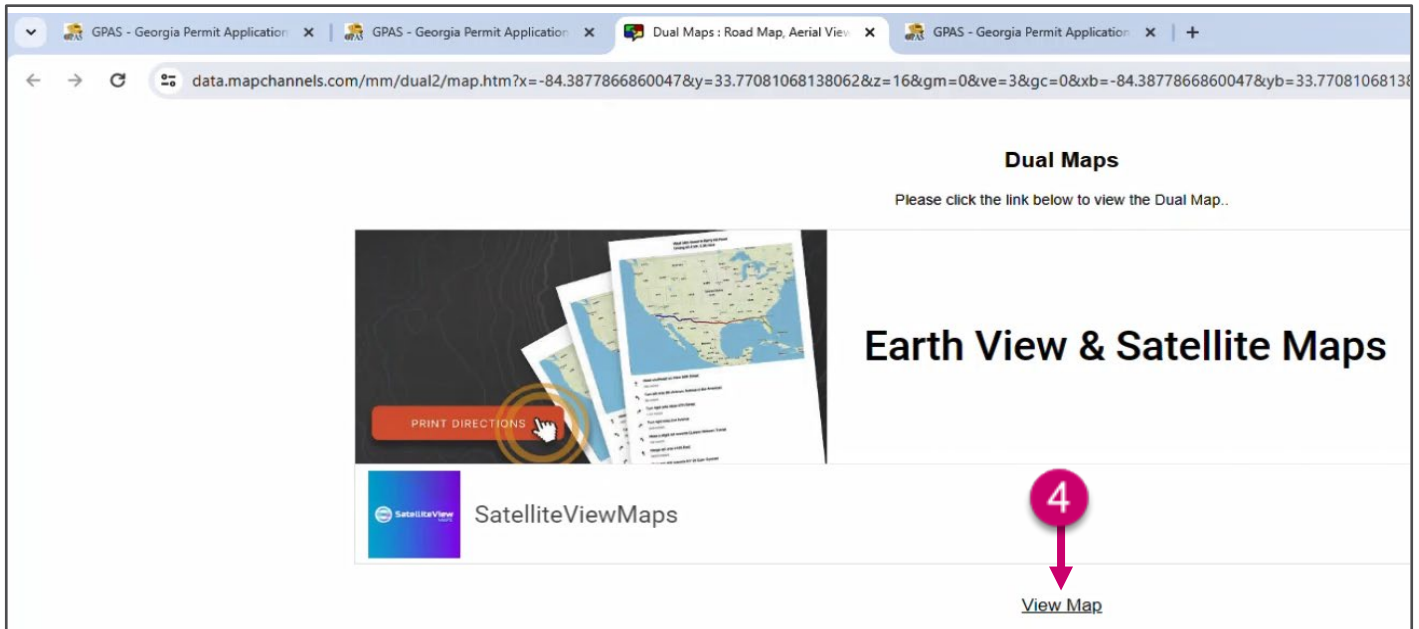
5. The program displays 3 windows in different formats for the same area.

6. The location you selected on the map is marked with the placement of the Pegman.

7. Use the tools on the map to familiarize yourself with the area.
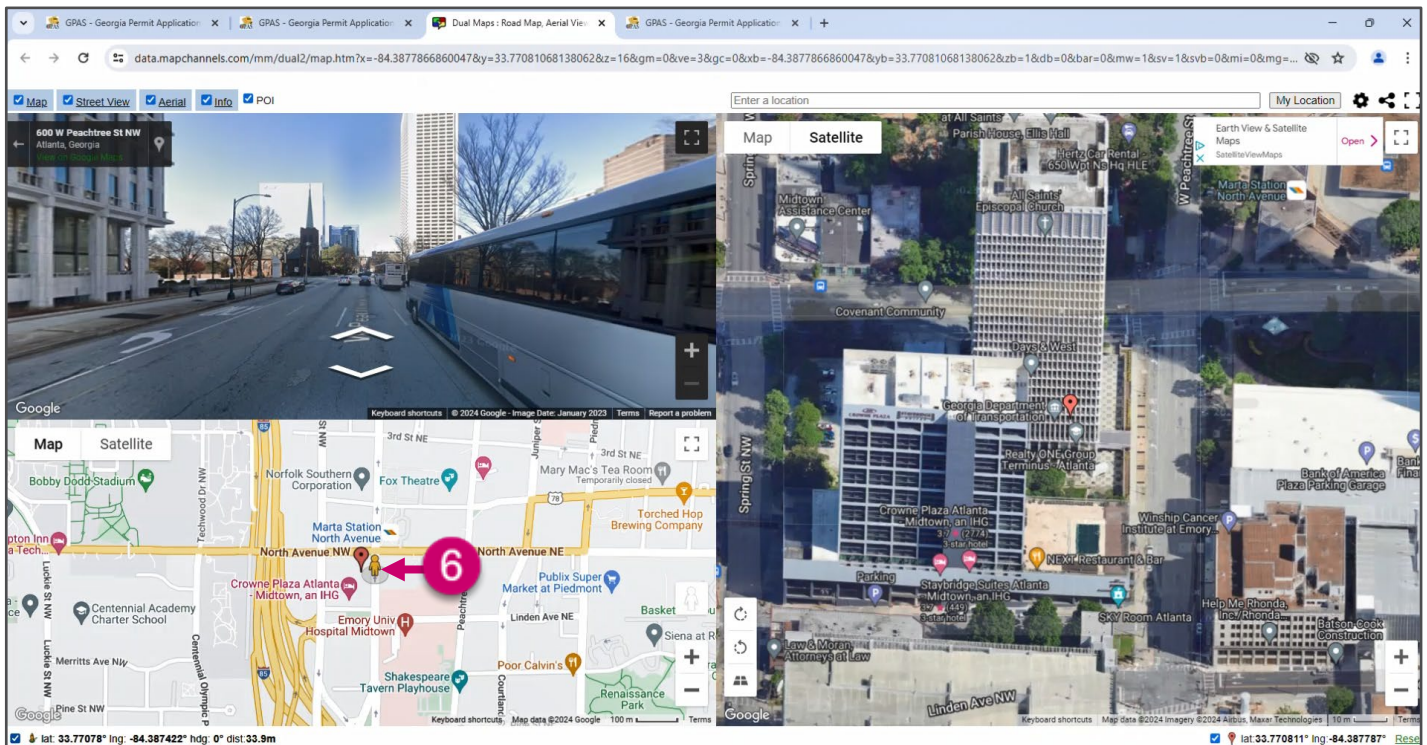
Utility Permit Application Process

The Utility Permit application is a process that has a clear start and end. In general, the application process can be visualized as below. Once a utility permit application has been submitted, it enters the initial GDOT review process. The applicant may be required to update the application after its initial submission. The final step is the GDOT review and approval.
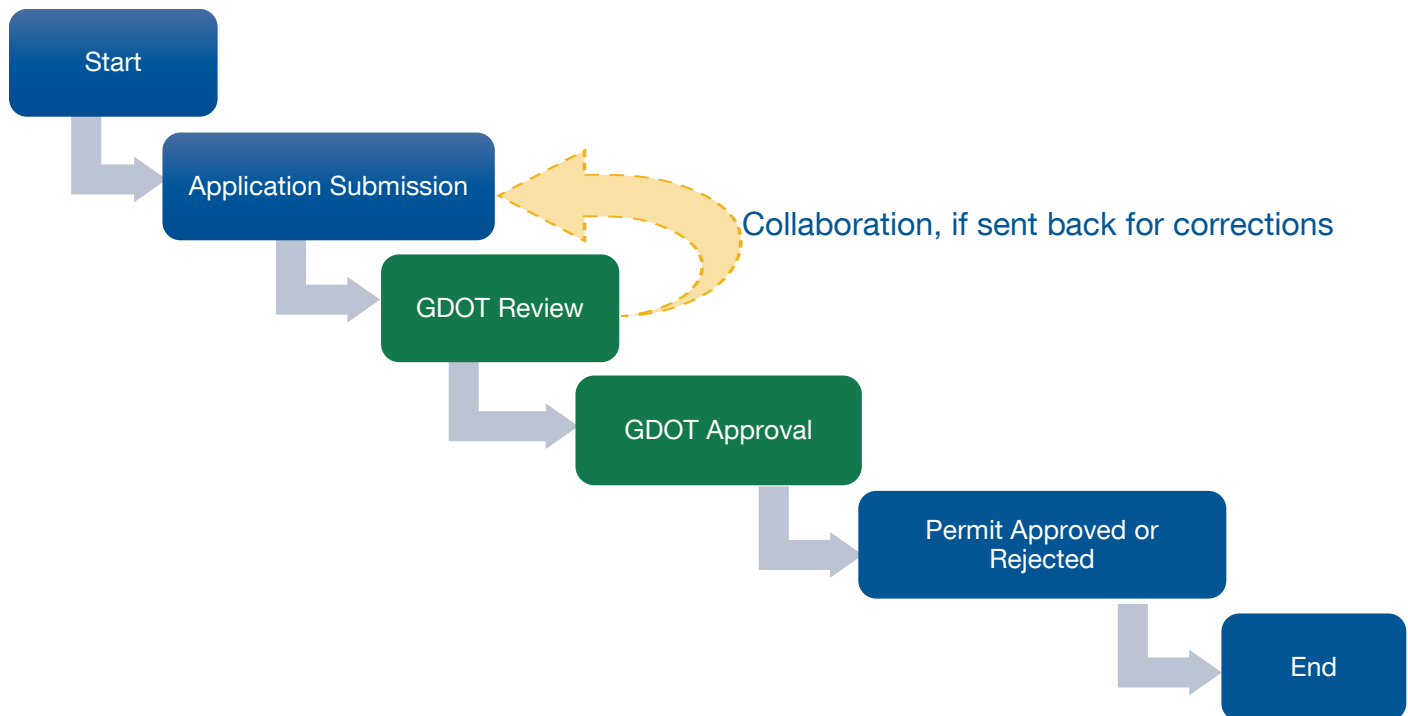
As soon as a permit application is submitted, it will be listed in the **Submitted Permits** table and its status becomes **Pending**. The status will change to: **Issued** (if applicable), **Approved, Rejected** or **Complete** depending on where it is in the approval process, the type of permit submitted and if it was approved or denied.

Submitted Permits

Permit ID/Refere...	Project ID	Permit Category	County	Status	Submitted By	Submitted Date
▶ U-121-001918-7		Electrical	Fulton	Pending	Jane Doe	01/17/2024 09:06 AM
▶ U-031-001926-5	T001036	Non Potable Water	Bulloch	Approved	Jane Doe	01/11/2024 01:47 PM
▶ U-135-001924-1-RR		Gas	Gwinnett	Complete	Jane Doe	01/09/2024 03:37 PM
▶ U-135-001923-1		Electrical	Gwinnett	Issued	Jane Doe	01/05/2024 03:08 PM

|◀ 1 ▶ ▶| 5 ▼ items per page   1 - 4 of 4 items

All permits' drafts are in the **Draft/Send for Correction Permits** table. You may finish and submit the permit at any time. In the event a permit application is sent back to you for corrections, it will appear in the **Draft/Send for Correction Permits** table as well, however, the status will be as **Send for Correction**. Permits with Send for Correction status should be completed promptly.

Permit ID/Reference ID	Project ID	Permit Category	County	Status	Updated By	Updated Date	
U-031-001929-5	T001036	Non Potable Water	Bulloch	Draft	Jane Doe	01/11/2024 02:00 PM	DELETE
U-121-001925-7-RR		Gas	Fulton	Send for Correction		01/09/2024 02:35 PM	
U-121-001916-7		Electrical	Fulton	Draft	Jane Doe	01/04/2024 02:14 PM	DELETE

Draft / Send for Correction Permits + APPLY NEW PERMIT

5 ▾ items per page   1 - 3 of 3 items

!

Please check your email often; if a permit application is sent for correction, you will need to make the suggested changes and resubmit again. See the Collaboration with GDOT chapter for complete details.

Important

Utility Permit Categories & Requirements

As stated in the Background chapter, there are nine utility permit categories:

- Electrical
- Gas
- Non-Potable Water
- Potable Water
- River Gauges
- Sanitary Sewer
- Telecommunication
- Vegetation
- Wireless

In this section you will find the requirements for each permit category.

This chapter is meant to be used as a check list to ensure you have all the information and documents handy before you begin entering the permit application in the system. Having all the requirements at-a-glance will help you enter applications more efficiently and accurately; hence improving the speed in the application submission, review, and approval process.

Depending on the permit type, you may have three to five tabs to complete:

- Applicant Main Information
- Permit Location
- Permit Data
- Schedule (only for Project ID permit type)
- Attachments (not applicable for Emergency permit type)

> Depending on the permit type and the selections in submenus, more or less information might be required to enter during the submittal process. The lists in this section might not include all the options.
>
> **Note**

Application/Main Information – Requirements for All Permit Categories

• Entity Type (auto-populated)
• Utility Entity Name (auto-populated)
• Member Code (auto-populated, assigned during registration)
• Utility Permit Type:
  o Emergency
  o Project Id (Requires Project ID)
  o Railroad
  o Regular Encroachment
	• Permit Category:
	  o Electrical Gas
	  o Non-Potable Water
	  o Potable Water
	  o River Gauges
	  o Sanitary Sewer
	  o Telecommunication
	  o Vegetation
	  o Wireless
		**Utility Entity Rep (fields only visible to Reps)
		• First Name (auto-populated)
		• Last Name (auto-populated)
		• Company (auto-populated)
		• Email (auto-populated)
		• Phone (auto-populated)
		Utility Entity POC
		• First Name (auto-populated)
		• Last Name (auto-populated)
		• Email (auto-populated)
		• Phone (auto-populated)

*For **Vegetation** permits, you have a checkbox to indicate if it is **District Wide**.

**If a Rep is the one submitting the permit, they will see the Utility Entity Rep information fields and the Entity Point of Contact fields. If the POC is submitting the permit, no Rep fields are displayed.

Permit Location – Requirements for All Permit Categories

• County • Primary County • City • District • US Route • State Route • Beginning Mile Point • End Mile Point • Beginning Lat • Beginning Long	• End Lat • End Long • Beginning User Defined Lat • Beginning User Defined Long • End User Defined Lat • End User Defined Long Near By GDOT Active Projects (auto-populated if any exist) Protected Routes (auto-populated if any exist)

*For **Railroad** permits, select **Railroad** segment.
*For **Project ID** permits, the **County** and **Project Description** auto-populates.

Attachments – Requirements for All Permit Categories

Required files will depend on the type of permit and the options selected in previous tabs.

• Traffic Control Files • Permit Plans • Permit Profiles • Permit Cross Sections • Lighting Files • Bridge Files	• Retention Request Files • Details • Miscellaneous • Exception Letter • Special Provisions/Agreements • Utility Checklist

Permit Data

The information you need to enter in the Permit Data tab has some common fields for all permit categories and others specific to the permit category selected. The tables below may not include all the options.

Standard Information – Requirements for Emergency Permits

• Applicant First Name
• Applicant Last Name
• Applicant Phone Number
• Facility Type
   o Cable
   o Electrical
   o Gas
   o Sewer
   o Water
	• Line Type
	   o Main
	   o Service
	• Travelling Lanes Shutdown Y/N
	• Pavement Cutting Y/N
	• Problem Noticed Date
	• Date Submitted
	• Will Transfer Be Needed By Other Attachees? Y/N
	• Emergency Description

Standard Information – Common Requirements for Most Permit Categories

• Work Description
• Facility Placement:
   o Crossing
   o Longitudinal
   o Longitudinal and Crossing
   o Make Ready Locations
   o Not Applicable
   o Service Tap
   o Spot Location
	• Total Installation Length
	• Service Tap Type:
	   o Longside
	   o Not Applicable
	   o Shortside
	   o Shortside & Longside

Standard Information – Specific Requirements for Electrical Permit Category

• Facility Type:
   o Cable
   o Distribution
   o Distribution & Transmission
   o Lighting System
   o Network
   o Transmission
	• Installation Type:
	   o Aerial Only
	   o Lighting
	   o Underground and Aerial
	   o Underground Only
	• Installation includes new light poles/fixtures Y/N
	• Are there any light poles/fixtures in the ROW? Y/N
	• Details of existing light poles/fixtures (this field is optional for railroad permits)

Standard Information – Specific Requirements for Gas Permit Category

• Facility Type - Gas:
   o Gas
   o Gaseous Products
   o Natural Gas
	o Oil
	   o Petroleum
	   o Steam

Standard Information – Specific Requirements for Non-Potable Water Permit Category

- Facility Type – Non-Potable Water:
  - Hot/Chilled Water
  - Irrigation
  - Reclaimed Water
  - Slurry

Standard Information – Specific Requirements for Potable Water Permit Category

- Facility Type – Potable Water:
  - Distribution
  - Distribution & Transmission
  - Transmission

Standard Information – Specific Requirements for River Gauges Permit Category

- Work Description
- Bridge Attachment Required? Y/N

Standard Information – Specific Requirements for Sanitary Sewer Permit Category

- Facility Type – Sanitary Sewer:
  - Combination Sewer
  - Force Main
  - Sewer

Standard Information – Specific Requirements for Telecommunication Permit Category

- Facility Type - Telecommunication:
  - Cable
  - Cable TV
  - Electrical
  - Fire And Police Signal
  - Internet
  - Internet & Cable TV
  - Security System
  - Telephone Line, Cable TV
  - Telephone Line, Internet
  - Telephone Line, Internet, Cable TV
  - Telephone Lines
  - Traffic Enforcement Equipment

- Installation Type:
  - Aerial Only
  - Underground and Aerial
  - Underground Only

Standard Information – Specific Requirements for Vegetation Permit Category

- UC Proposed Work Start Date
- UC Proposed Work Completed Date
- Work Description
- Type
  - o Chemical
    Chemical Control Properties
    - Broadcast
      - o Arsenal
      - o Escort
      - o Garlon 3A
      - o Garlon 4
      - o Habitat
      - o Krenite
      - o Milestone VM
      - o Other
        - o Other Broadcast Utilized
      - o Oust
      - o Stalker
      - o Transline
    - Spot Treatment
      - o Accord Concentrate
      - o Accord Sp
      - o Accord Xrt
      - o Aqua Neat
      - o Aquamaster
      - o Cornerstone
      - o Credit Duo Extra
      - o Debit Tmf
      - o Eagre
      - o Foresters
      - o Forza (E/F)
      - o Glyfos
      - o Glyfos Aquatic
      - o Glyfos Pro
      - o Glyfos X-Tra
      - o Glyphosate 4
    - Spot Treatment (Cont.)
      - o Glyphosate 41%
      - o Glyphosate Original
      - o Glyphosate Vmf
      - o Glypro
      - o Glypro Plus
      - o Honcho
      - o Honcho Plus
      - o Kleenup Pro
      - o Mirage
      - o Other
        - o Other Spot Treatment Utilized
      - o Prokoz Glyphosate Pro
      - o Prosecutor
      - o Prosecutor Pro
      - o Rattler
      - o Rattler Pro
      - o Razor
      - o Razor Pro
      - o Rodeo
      - o Roundup Custom
      - o Roundup Original
      - o Roundup Original Ii
      - o Roundup Original Ii (Ca)
      - o Roundup Original Rt
      - o Roundup Pro
      - o Roundup Pro Concentrate
      - o Roundup Prodry
      - o Roundup Ultradry
      - o Roundup Ultramax
      - o Roundup Weathermax
      - o Silhouette
      - o Touchdown Pro
  - o Mowing
  - o Pruning
  - o Tree Removal

Standard Information – Specific Requirements for Wireless Permit Category

- Work Description
- Small Cell Site ID
- Antenna Type
- Antenna Height (in feet and inches)

Aerial Section – Specific Requirements for Electrical Permit Category

• Pole Type:
  ○ Existing
    ▪ Pole Owner
    ▪ Number of Poles
    ▪ Work Performed (multi-select field)
      ○ Add New Circuit
      ○ Add New Light Fixture
      ○ Add New Strand and Cable
      ○ Attach to Existing Pole
      ○ Make Ready
      ○ New Pole
      ○ Other
      ○ Overlash
      ○ Reconductor
      ○ Relash/Delash
      ○ Relocate for GDOT Project
      ○ Remove Existing Facilities
      ○ Replace Existing Cable
      ○ Replace Existing Light Fixture
    ▪ Existing Light Fixture Y/N
    ▪ Minimum Overhead Clearance
    ▪ Replacement Pole Y/N
	○ New
	    ▪ Number of Poles
	    ▪ Pole Placement Method:
	      ○ Auger
	      ○ Crane
	      ○ Hand Tools
	      ○ Other
	      ○ Vibrate
	    ▪ Pole Material Type (multi-select field):
	      ○ Composite
	      ○ Concrete
	      ○ Other
	      ○ Steel
	      ○ Wood
	    ▪ Max Pole Height
	    ▪ Minimum Overhead Clearance (ft)
		○ New and Existing (Combined requirements listed for New and Existing poles)

Aerial Communication Cable • Installation includes communication Y/N ○ If Yes, Internal Use Only Y/N		

Aerial Section – Specific Requirements for Telecommunication Permit Category

• Pole Type:
  o Existing
    ▪ Pole Owner
    ▪ Number of Poles
    ▪ Work Performed (multi-select field)
    ▪ Existing Light Fixture Y/N
    ▪ Minimum Overhead Clearance
    ▪ Replacement Pole Y/N
	o New
	  ▪ Number of Poles
	  ▪ Pole Placement Method:
	    o Auger
	    o Crane
	    o Hand Tools
	    o Other
	    o Vibrate
	  ▪ Pole Material Type (multi-select field):
	    o Composite
	    o Concrete
	    o Other
	    o Steel
	    o Wood
	  ▪ Max Pole Height
	  ▪ Minimum Overhead Clearance (ft)
		o New and Existing (Combined requirements listed for New and Existing poles)

Aerial Communication Cable
- Installation includes Electric Y/N
  - If Yes, Internal Use Only Y/N
- Communication Material Type (multi-select field)
  - Coaxial
  - Copper
  - Fiber Optic
  - Other
- Number of Pairs/Counts
- Cable Size (inches)
- Strand/Messenger Wire Required Y/N
  If Yes, Size of Strand (mm/inches)

Aerial Section – Specific Requirements for Wireless Permit Category

• Pole Type:
  o Existing
    ▪ Pole Owner
    ▪ Number of Poles
    ▪ Work Performed (multi-select field)
      o Antenna
      o Attach to Existing Pole
      o New Pole
      o Relocate for GDOT Project
      o Remove Existing Facilities
    ▪ Pole Height (ft)
	o New
	    ▪ Pole Placement Method:
	      o Auger
	      o Crane
	      o Hand Tools
	      o Other
	      o Vibrate
	    ▪ Pole Material Type:
	      o Break Away
	      o Composite
	      o Concrete
	      o Other
	      o Steel
	      o Steel & Conc
	      o Wood
	      o Wood & Conc
	      o Wood & Steel
		o New and Existing (Combined requirements listed for New and Existing poles)

• Installation includes Communication Y/N • Installation Includes Electric Y/N		

Lighting Design – Specific Requirements for Electrical Permit Category

• Governmental Entity Signing The MOA (Select county)
• Purpose of Lighting
  o Other
  o Parking Lot
  o Pedestrian
  o Roadway
• Description
• Existing Lighting Conditions
 	
PhotoMetrics-Fixtures
• Initial Lumens
• Model Number
 	
Photometric Primary Contact
• Contact Name
• Contact Number
• Email			

Depending on the **Purpose of Lighting** selection, you may need to fill in the information for one of the sections below.

Parking Lot Lighting	Pedestrian Lighting	Roadway Lighting
Horizontal Illuminance • Average(fc) • Avg/Min Ratio Vertical Illuminance • Average(fc) • Minimum(fc)	Horizontal Illuminance • Average(fc) • Avg/Min Ratio Vertical Illuminance • Average(fc) • Minimum(fc) Veiling Luminance • MaxL. v Ratio	Luminance • Average(cd/m^2) • Avg/Min Ratio • Max/Min Ratio Horizontal Luminance • Average(fc) • Minimum(fc) Veiling Luminance • MaxL. v Ratio

> **Note**
>
> For Railroad permits, when Installation Type is lighting, for any facility type, the lighting section is not mandatory.

Underground Section – Specific Requirements for Electrical Permit Category

Underground Properties

New Record

- Underground Construction Type (multi-select field)
    - Auger
    - Horizontal Directional Drilling
    - Insertion
    - Jack And Bore
    - Manhole Work
    - Micro Tunneling
    - Not Applicable
    - Open Cut
    - Pipe Bursting
    - Plow
    - Pull
    - Pushing
    - Retention
    - Trench
    - Tunneling
    - Work to Involve Bridge

- Line Voltage
- Cable Gauges
- Communication Material Type (multi-select field)
    - AAC
    - ACAR
    - ACS
    - ACSR
    - ACSR/TW
    - Aluminum
    - Aluminum with Steel Core
    - AXN
    - Copper
    - EPR
    - LCC
    - MCM/TRXLP
    - OHGW
    - OPGW
    - PC
    - PILC
    - QA
    - SSAC
    - TA
    - TRXLP
    - U
    - UDA
    - UGP
    - UQA
    - UTA
- Conduit Material
    - Fiberglass
    - Fusible PVC
    - Galvanized Pipe
    - HDPE
    - Not Applicable
    - Other
    - Plastic
    - PVC
    - Steel

- Installation Type
    - Aerial Only
    - Lighting
    - Underground And Aerial
- Underground Only
- Conduit Diameter
- Manhole Quantity
- Vault Quantity
- Handhole Quantity
- Test Holes Quantity
- Pavement Cutting Y/N
    - Yes
        - Type of Pavement Cut
            - Crossing
            - Longitudinal
            - None
            - Repair Window
            - Service Tap
        - Pavement Cut Dimensions
        - Number of Lanes Affected

Underground Section – Specific Requirements for Gas Permit Category

Pipe & Underground Properties New Record
• Pipe Size
• Pipe Material
  o Asbestos Cement
  o Cast Iron
  o Concrete
  o Copper
  o Corrugated Metal Pipe
  o DIP
  o HDPE
  o None - Cathodic Protection Only
  o Other
  o Plastic
  o Prestressed Concrete Cylinder PCCP
  o PVC
  o PVE
  o Steel
  o Terra Cotta
	• Casing Material
	  o Concrete
	  o Fiberglass
	  o HDPE
	  o None
	  o Other
	  o Plastic
	  o PVC
	  o Steel
	• Casing Diameter
	• Underground Construction Type (multi-select field)
	  o Auger
	  o Horizontal Directional Drilling
	  o Insertion
	  o Jack And Bore
	  o Manhole Work
	  o Micro Tunneling
	  o Not Applicable
	  o Open Cut
	  o Pipe Bursting
	  o Plow
	  o Pull
	  o Pushing
	  o Retention
	  o Trench
	  o Tunneling
	  o Work to Involve Bridge
		• Pressure
		• Corrosion Protection
		  o Anode
		  o Cathodic
		  o Coating
		  o None
		  o Other
		  o Rectifier
		  o Wrapped
		• Manhole Quantity
		• Valves Quantity
		• Vault Quantity
		• Test Holes Quantity
		• Pavement Cutting Y/N
		  o Yes
		    ▪ Type of Pavement Cut
		      o Crossing
		      o Longitudinal
		      o None
		      o Repair Window
		      o Service Tap
		    ▪ Pavement Cut Dimensions
		    ▪ Number of Lanes Affected

Underground Section – Specific Requirements for Non-Potable Water Permit Category

Pipe Properties	Underground Properties

• Pipe Size
• Pipe Material
  o Asbestos Cement
  o Cast Iron
  o Concrete
  o Copper
  o Corrugated Metal Pipe
  o DIP
  o HDPE
  o None - Cathodic Protection Only
  o Other
  o Plastic
  o Prestressed Concrete Cylinder PCCP
  o PVC
  o PVE
  o Steel
  o Terra Cotta
• Casing Material
  o Concrete
  o Fiberglass
  o HDPE
  o None
  o Other
  o Plastic
  o PVC
  o Steel
• Casing Diameter
• Valves Quantity
• Pressure
• Main Type
  o Gravity
  o Pressure
	• Underground Construction Type (multi-select field)
	  o Auger
	  o Horizontal Directional Drilling
	  o Insertion
	  o Jack And Bore
	  o Manhole Work
	  o Micro Tunneling
	  o Not Applicable
	  o Open Cut
	  o Pipe Bursting
	  o Plow
	  o Pull
	  o Pushing
	  o Retention
	  o Trench
	  o Tunneling
	  o Work to Involve Bridge
	• Manhole Quantity
	• Vault Quantity
	• Test Holes Quantity
	• Pavement Cutting Y/N
	  o Yes
	    ▪ Type of Pavement Cut
	      o Crossing
	      o Longitudinal
	      o None
	      o Repair Window
	      o Service Tap
	    ▪ Pavement Cut Dimensions
	    ▪ Number of Lanes Affected

Underground Section – Specific Requirements for Potable Water Permit Category

Pipe & Underground Properties
• Pipe Size
• Pipe Material
   o Asbestos Cement
   o Cast Iron
   o Concrete
   o Copper
   o Corrugated Metal Pipe
   o DIP
   o HDPE
   o None - Cathodic Protection Only
   o Other
   o Plastic
   o Prestressed Concrete Cylinder PCCP
   o PVC
   o PVE
   o Steel
   o Terra Cotta
• Casing Material
   o Concrete
   o Fiberglass
   o HDPE
   o None
   o Other
   o Plastic
   o PVC
   o Steel
	• Casing Diameter
	• Underground Construction Type (multi-select field)
	   o Auger
	   o Horizontal Directional Drilling
	   o Insertion
	   o Jack And Bore
	   o Manhole Work
	   o Micro Tunneling
	   o Not Applicable
	   o Open Cut
	   o Pipe Bursting
	   o Plow
	   o Pull
	   o Pushing
	   o Retention
	   o Trench
	   o Tunneling
	   o Work to Involve Bridge
		• Pressure in Psi
		• Manhole Quantity
		• Valves Quantity
		• Vault Quantity
		• Test Holes Quantity
		• Minimum depth
		• Pavement Cutting Y/N
		   o Yes
		       ▪ Type of Pavement Cut
		          o Crossing
		          o Longitudinal
		          o None
		          o Repair Window
		          o Service Tap
		       ▪ Pavement Cut Dimensions
		       ▪ Number of Lanes Affected

Underground Section – Specific Requirements for Sanitary Sewer Permit Category

Pipe & Underground Properties
- Pipe Size
- Pipe Material
  - Asbestos Cement
  - Cast Iron
  - Concrete
  - Copper
  - Corrugated Metal Pipe
  - DIP
  - HDPE
  - None - Cathodic Protection Only
  - Other
  - Plastic
  - Prestressed Concrete Cylinder PCCP
  - PVC
  - PVE
  - Steel
  - Terra Cotta
- Casing Material
  - Concrete
  - Fiberglass
  - HDPE
  - None
  - Other
  - Plastic
  - PVC
  - Steel
- Casing Diameter

- Underground Construction Type (multi-select field)
  - Auger
  - Horizontal Directional Drilling
  - Insertion
  - Jack And Bore
  - Manhole Work
  - Micro Tunneling
  - Not Applicable
  - Open Cut
  - Pipe Bursting
  - Plow
  - Pull
  - Pushing
  - Retention
  - Trench
  - Tunneling
  - Work to Involve Bridge
- Pressure
- Manhole Quantity
- Valves Quantity
- Vault Quantity
- Test Holes Quantity
- Minimum depth
- Pavement Cutting Y/N
  - Yes
    - Type of Pavement Cut
      - Crossing
      - Longitudinal
      - None
      - Repair Window
      - Service Tap
    - Pavement Cut Dimensions
    - Number of Lanes Affected

Underground Section – Specific Requirements for Telecommunication Permit Category

Underground Properties

New Record
- Underground Construction Type (multi-select field)
  - Auger
  - Horizontal Directional Drilling
  - Insertion
  - Jack And Bore
  - Manhole Work
  - Micro Tunneling
  - Not Applicable
  - Open Cut
  - Pipe Bursting
  - Plow
  - Pull
  - Pushing
  - Retention
  - Trench
  - Tunneling
  - Work to Involve Bridge

- Communication Material Type (multi-select field)
  - Coaxial
  - Copper
  - Fiber Optic
  - Other
- Number of Pairs
- Number of Cables
- Conduit Material
  - Fiberglass
  - Fusible PVC
  - Galvanized Pipe
  - HDPE
  - Not Applicable
  - Other
  - Plastic
  - PVC
  - Steel

- Conduit Diameter
- Number of Ducts
- Manhole Quantity
- Vault Quantity
- Handhole Quantity
- Test Holes Quantity
- Pavement Cutting Y/N
  - Yes
    - Type of Pavement Cut
      - Crossing
      - Longitudinal
      - None
      - Repair Window
      - Service Tap
    - Pavement Cut Dimensions
    - Number of Lanes Affected

Link Permit – Common Requirements for All Permit Categories Except Vegetation Permits

- Associate Another Permit:
  - Existing
    - Associated Permits
  - New
    - Are you the one who is submitting the permit?
      - Yes. Select the permit category from the list.
      - No. Please provide the Reference ID to the person that will be submitting the new permit.

Traffic Control Type – Common Requirements for All Permit Categories

- Traffic Control Type:
  - Combination (Typical and Detailed Plan)
  - Detailed Traffic Control Plan
  - MUTCD Part6 – Typical Application Plan
  - No Conflict
  - Not Applicable (Option only available for railroad permits)
- Does Application impact a bridge, wall, culvert or include construction of a tunnel? Y/N
- Is Blasting Involved? Y/N (This field is not applicable for **Vegetation** permits)
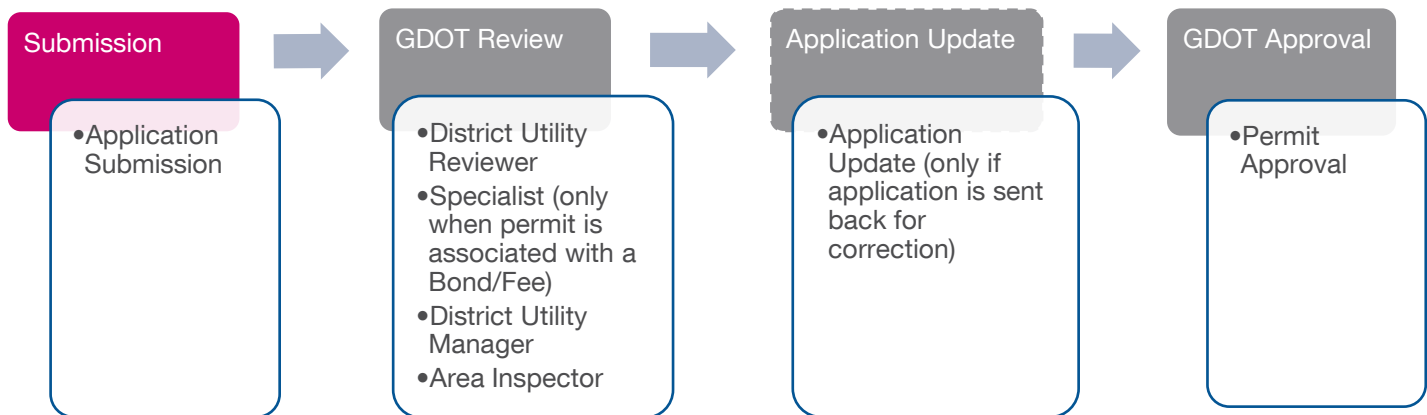
Schedule – Specific Requirements Project ID Permits

- UC Proposed Work Start Date
- UC Proposed Work Completed Date

Utility Adjustment Schedule Details Section
- Project ID Number
- Schedule Type
  - Original
  - Revised
- Existing Facilities Identified Using
  - As Built Survey Record
  - Record Information
  - Records, Maps and/or Field Review
  - Subsurface Investigation (SUE)
- Facility Identified Date
- Schedule Based On
  - Concept
  - Final
  - Preliminary
  - Revision
- Plan Date
- Cost Will Borne By
  - 3rd Party
  - 3rd Party & Department
  - 3rd Party & Utility Owner
  - Department
  - No Conflicts
  - Utility Owner
  - Utility Owner & Department

- Have The Cost Arrangements Been Approved in Writing?
  - No
  - Pending
  - Yes
- Special Requirements

Existing Utility Details
- Add
  - Total Existing Quantity
  - Type of Facility
  - Quantity in Conflict
  - Unit
    - EA
    - LBS
    - LF
    - LM
    - TONS

No Conflict (check box for Work Plan – Activity)
Work Plan – Activity
- Activity ID
  - Clearing & Trimming
  - Construction
  - Construction Engineering
  - Material Procurement
  - Preliminary Engineering
  - Right Of Way Acquisition
  - Service Consideration
  - Splicing or Tie in Work
  - Temporary Work
- Activity Description
- Work Location Station to Station
- Plan Stage #
- Avg Number of Workers
- Begin Day
- Duration
- Dependent Activities
- Description of Work
- End Day (This value is auto-populated and it is the sum of the Begin Day and Duration)
- Schedule Summary (auto-populated)

Submit a Utility Permit Application

The first step in the permit application process is the permit submission. Depending on the type of permit, there might be one or more GDOT reviewers and approvers.

Submission
- Application Submission

→

GDOT Review
- District Utility Reviewer
- Specialist (only when permit is associated with a Bond/Fee)
- District Utility Manager
- Area Inspector

→

Application Update
- Application Update (only if application is sent back for correction)

→

GDOT Approval
- Permit Approval

!

Before you begin, ensure you have all the information ready to submit the permit. Please see the Utility Permit Categories & Requirements chapter.

Important

The instructions and requirements differ slightly depending on the type of utility permit you are requesting and the options you choose. Select the Utility Permit type you would like to submit and continue with the steps found in that section.

Types of Utility Permits:

- Emergency
- Project ID
- Railroad
- Regular Encroachment

!

Depending on your selections, more data may be required.
All fields with a red asterisk (*) are required.

Important

Emergency Permit Submittal

Submit this type of permit when there is a utility emergency situation such as: water leakage, a fallen utility post, debris on the road, etc.

> **!**
>
> Please note that you must submit a regular (non-emergency) permit within five business days of submitting the emergency permit. GDOT personnel may submit utility emergency permits on your behalf. However, all other types of permits must be submitted by you.
>
> **Important**

Submit a Utility Emergency Permit
Home Page

1. Select the **+ APPLY NEW PERMIT** button on the upper right.

2. Proceed to fill out the **Utility Permit Application** form.

Application/Main Information Tab

1. Verify the information that appears in the following **Entity** fields which are auto-populated from the Entity registration:
   - **Entity Type**
   - **Utility Entity Name**
   - **Member Code** (GDOT assigns this, and it is unique to the particular entity)

2. Select **Emergency** from the **Utility Permit Type*** drop-down list.

3. Select the **Permit Category*** from the drop-down list.

The **Permit Category** shows the categories approved for your Utility Entity. The image shown is an example and it may be different to what you see.

Note

4. If you are a Utility Entity Rep, you will need to verify the information that appears in the following **Utility Entity Rep** fields. These are also auto-populated from the Entity registration.
   - First Name
   - Last Name
   - Company
   - Email
   - Phone

5. Verify the information that appears in the following **Utility Entity POC** fields. These are also auto-populated from the Entity registration.
   - First Name
   - Last Name
   - Email
   - Phone

6. Select **NEXT**.

> If you are a **Utility Entity Rep** for more than one company, then the details of the company are populated based on the **Utility Entity** name that is pre-populated. If you as a Rep want to submit a permit for a different **Entity**, you need to select the relevant **Entity Type** and **Entity Name** for which you want to submit the permit. Once the name changes, the POC details will also appear depending on the **Entity Type** and **Entity Name** selected. You will need to verify that all the information is correct.
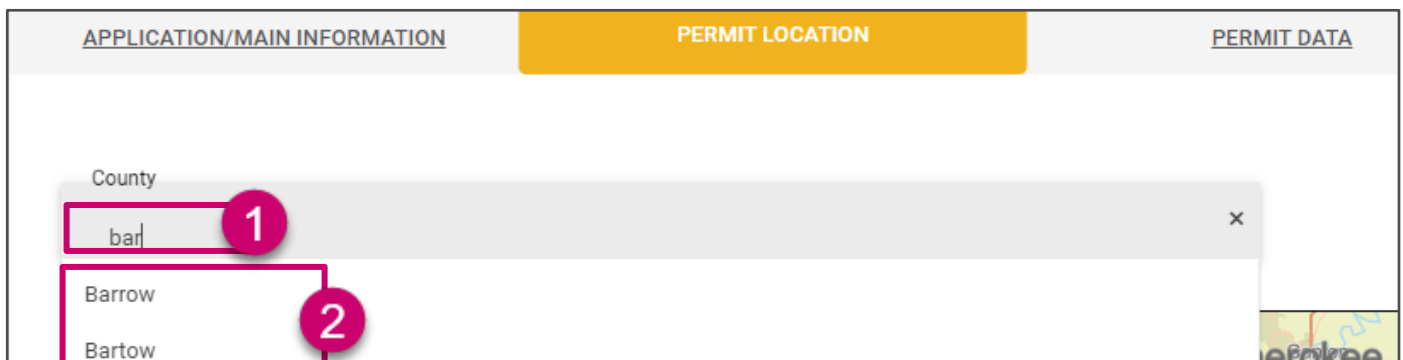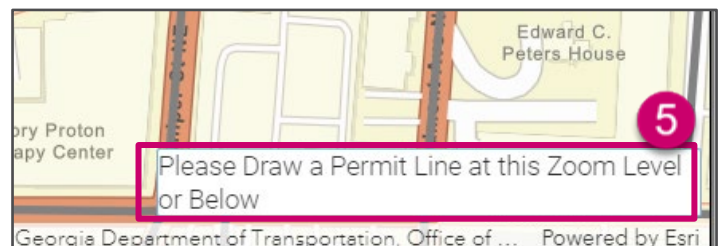>
> **Important**

Permit Location Tab

> The location information should be accurate. Make sure that all the information you enter in the **PERMIT LOCATION** tab is complete and accurate since that information is what will appear in the permit.
>
> **Note**

1. Enter the first three letters for the county in the **County** field.

2. Select the **County** from the list.

3. The application will zoom into the county selected.

4. Zoom into the area you would like the permit.

5. Make sure you are zoomed in enough on the map; you should see the message **Please Draw a Permit Line at this Zoom Level or Below** in the lower right corner.
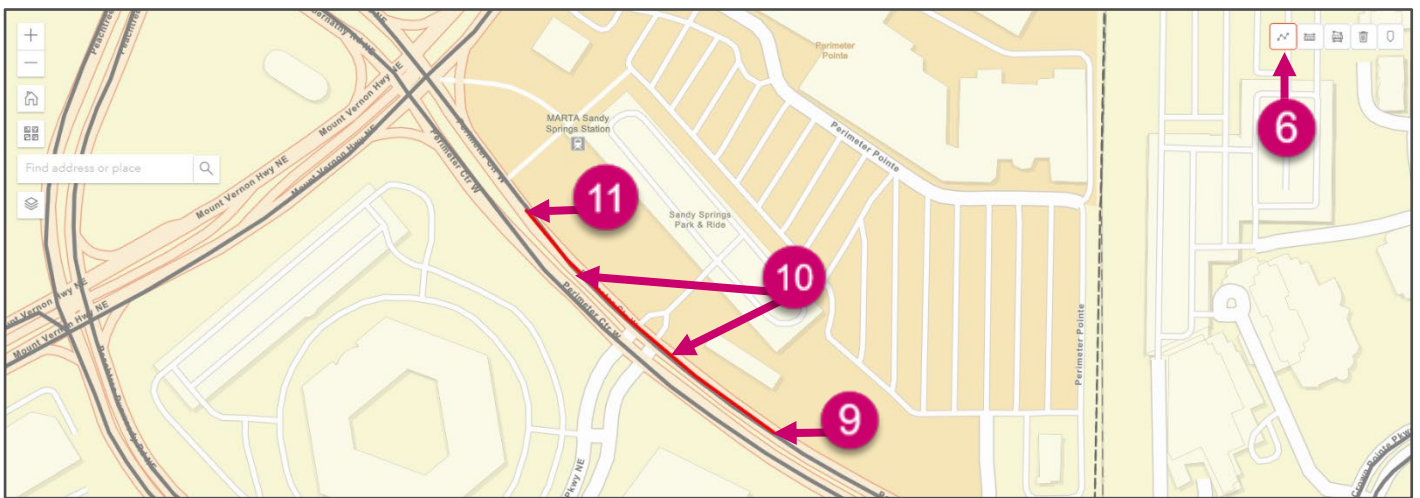

6. Select the **Draw Permit Lines** (⬚) button.

7. If the Error message shown on the right appears:

   a. Read the warning message.

   b. Select the X to close it.

   c. Repeat steps 4 through 6 to specify the permit on the map.

8. If necessary, use the **Delete** (🗑) button to delete the lines drawn.

9. Select the starting location [road or highway (gray lines on the map)] for the utility permit you need to submit.

10. Select a point or points along the way.

11. Double-click to select the ending location (road or highway) for the utility permit you need to submit.

The application shows a red line for the permit you are applying for.

12. Scroll down. Notice that the system auto-populates the information for the area selected.
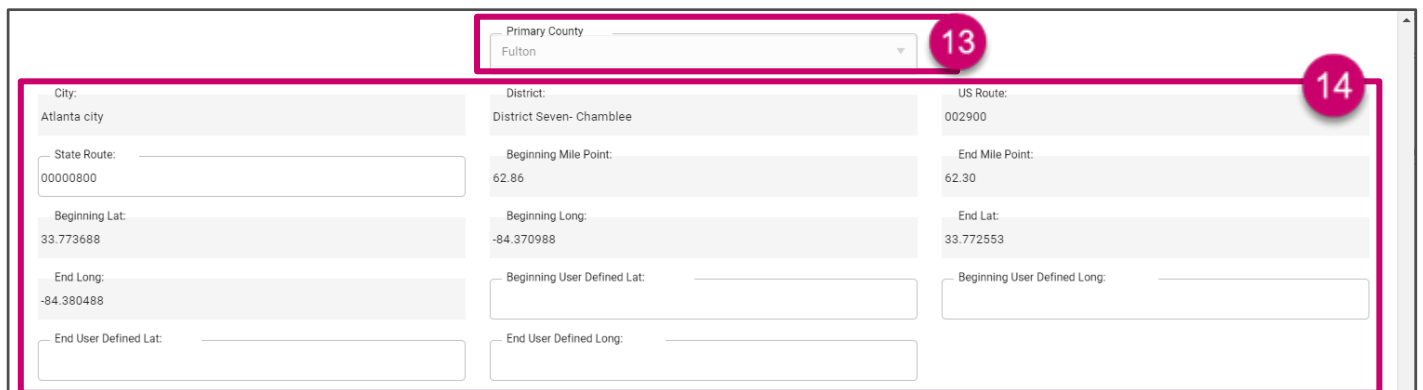
13. Primary County.

📋

In the event that the permit location line is at the boundary between two counties, you may adjust the **Primary County** selection from the drop-down list. The Primary County will define the County under which the permit is requested.

Note

---

14. Verify the information that appears in the following fields and add any necessary data.

- City
- District
- US Route
- State Route
- Beginning Mile Point
- End Mile Point
- Beginning Lat
- Beginning Long

- End Lat
- End Long
- Beginning User Defined Lat
- Beginning User Defined Long
- End User Defined Lat
- End User Defined Long

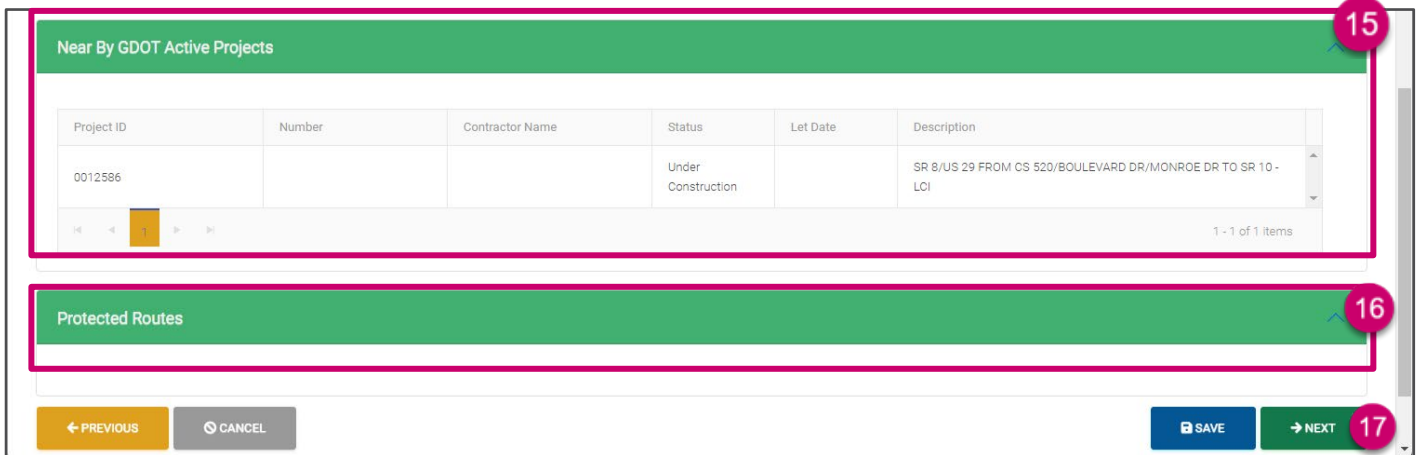| Primary County		
Fulton		**13**
City:	District:	US Route: **14**
Atlanta city	District Seven- Chamblee	002900
State Route:	Beginning Mile Point:	End Mile Point:
00000800	62.86	62.30
Beginning Lat:	Beginning Long:	End Lat:
33.773688	-84.370988	33.772553
End Long:	Beginning User Defined Lat:	Beginning User Defined Long:
-84.380488		
End User Defined Lat:	End User Defined Long:	

❗

If the District field is not auto-populated, it indicates that the map was not zoomed in enough. Select the **Delete** (🗑) button to remove your selection. Select the **Draw Permit Lines** (📈) button and repeat the selection, ideally selecting the gray road/highway line. Drawing a line not touching a road or a highway, may prevent the application from providing the mile points automatically. In such event, you will need to enter those manually.

Important

---

15. If there are any active projects close by within a 500-ft radius, those will appear in the **Near By GDOT Active Projects** table.

16. If there are any protected routes close by within a 500-ft radius, those will appear in the **Protected Routes** table.

17. Select **NEXT**.

!

Once all the information is entered and you select **NEXT**, the type of permit application is locked. You may change the application's information. To change the permit application type, you will need to delete the application draft and submit a new one.

Important

Permit Data Tab

Standard Information

1. Enter the **Applicant FirstName***.

   Applicant FirstName *

2. Enter the **Applicant LastName***.

   Applicant LastName *

3. Enter the **Applicant Phone Number***.

   Applicant Phone Number *

4. Select the **Facility Type*** from the drop-down list.

   Facility Type *
   Select Facility Type ▼

   Select Facility Type
   Cable
   Electrical
   Gas
   Sewer
   Water

5. Select the **Line Type*** from the drop-down list.
   - Main
   - Service

   Line Type *
   Select Line Type ▼

   Select Line Type
   Main
   Service

6. Select **Yes** or **No** for the **Travelling Lanes Shutdown***.

Travelling Lanes Shutdown *

○ Yes ○ No **6**

7. Select **Yes** or **No** for **Pavement Cutting***.

Pavement Cutting *

○ Yes ○ No **7**

8. Enter the **Problem Noticed Date***.

Problem Noticed Date *

mm/dd/yyyy **8**

> You can enter the date manually or set the date using the calendar icon.
>
> **Pro Tip**

9. The **Date Submitted*** field auto populates with today's date.

Date Submitted *

01/26/2024 **9**

10. Select **Yes** or **No** for **Will Transfer Be Needed By Other Attachees?***

Will Transfer Be Needed By Other Attachees? *

○ Yes ○ No **10**

11. Enter the **Emergency Description***.

12. Select **SUBMIT EMERGENCY**.

Emergency Description(Maximum 250 characters) *

11

← PREVIOUS   ⊘ CANCEL   **12** →   SUBMIT EMERGENCY

13. Make a note of the reference id number and provide it to the person that will be submitting the regular permit.
    This allows you to associate the regular permit with the emergency one that you are submitting.

14. Select EXIT MESSAGE.

Emergency Note

Please provide this reference id U-121-001968-7-E to the person that will be submitting the regular permit.

EXIT MESSAGE

Review Utility Permit Application

1. Review carefully all the information on the permit application form.

2. If you need to make any changes, select the Edit (🖉) button for the specific section and make the appropriate changes.

3. Once the permit form is correct, select the check box for "By clicking the submit button below, I confirm that I have reviewed all the details."

4. Select SUBMIT.

Review Utility Permit Application
Reference ID: U-121-001968-7-E

Permit Status: Draft   Please review your permit details below before submitting.

Applicant/Main Information

Utility Permit Type: Emergency	Permit Category: Sanitary Sewer (Gravity, Force Main, and Combination Storm/Sanitary)	
Entity Type: Company	Utility Entity Name: AZ Utilities	Member Code: 101683

Utility Entity POC
Name: Jane Doe   Email: JDoe@AZUtilities.com   Phone: 404-123-4567

Permit Location
County: Fulton

City: Sandy Springs city	District: District Seven- Chamblee	US Route:	State Route: 00142623	Beginning Mile Point: 0.13
End Mile Point: 0.25	Beginning Lat: 33.930752	Beginning Long: -84.349854	End Lat: 33.931905	End Long: -84.351395
Beginning User Defined Lat:	Beginning User Defined Long:		End User Defined Lat:	End User Defined Long:

Near By GDOT Active Projects

No Active Project(s) Found

Protected Routes

No Protected Route(s) Found

Permit Data
Standard Information
Emergency Contact Information

Applicant Name: Jane Doe	Applicant Phone Number: 404-123-4567

Emergency Quick Reference Information

| Facility Type: Sewer	Line Type: Service	Travelling Lanes Shutdown: Yes	Pavement Cutting: Yes	Problem Noticed Date: 01/26/2024	Date Submitted: 01/26/2024
Will Transfer Be Needed By Other Attachees: No	Emergency Description: Problem with sewer service line				

☐ By clicking the submit button below, I confirm that I have reviewed all the details.

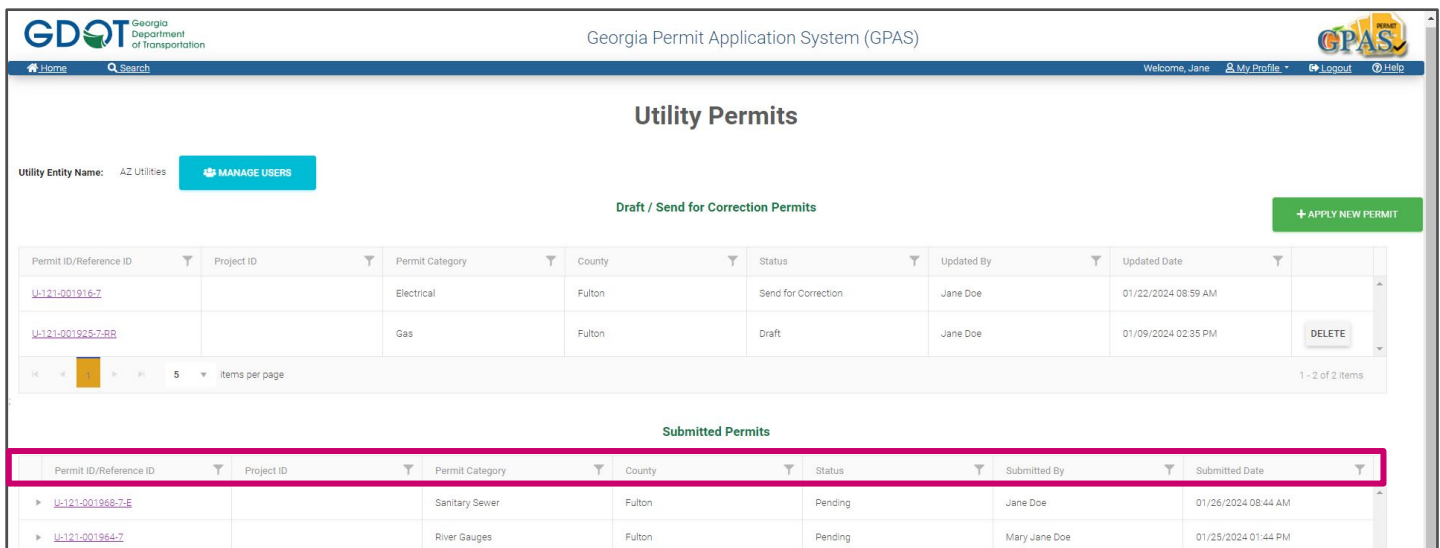CANCEL   SUBMIT

5. Select **OK** to acknowledge the permit application has been submitted successfully.
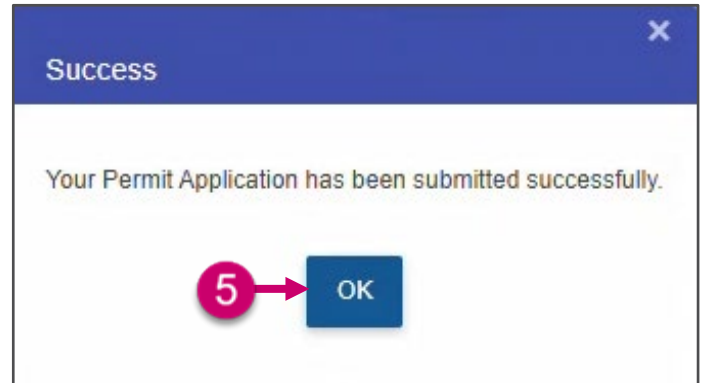
The utility permit appears in the **Submitted Permits** section and the status is **Pending**. The Permit ID/Reference ID shows an 'E' at the end of the number as an identifier that it is an emergency permit.

Georgia Permit Application System (GPAS)

Utility Permits

Utility Entity Name: AZ Utilities   👥 MANAGE USERS

Draft / Send for Correction Permits   ➕ APPLY NEW PERMIT

Permit ID/Reference ID	Project ID	Permit Category	County	Status	Updated By	Updated Date	
U-121-001916-7		Electrical	Fulton	Send for Correction	Jane Doe	01/22/2024 08:59 AM	
U-121-001925-7-RR		Gas	Fulton	Draft	Jane Doe	01/09/2024 02:35 PM	DELETE

5 items per page   1 - 2 of 2 items

Submitted Permits

Permit ID/Reference ID	Project ID	Permit Category	County	Status	Submitted By	Submitted Date	
U-121-001968-7-E		Sanitary Sewer	Fulton	Pending	Jane Doe	01/26/2024 08:44 AM	
U-121-001964-7		River Gauges	Fulton	Pending	Mary Jane Doe	01/25/2024 01:44 PM	

Note

Upon successfully submitting your request, you may check the submission status by following the steps outlined in the Track Permit Application Status section.

Important

To ensure the approval process is completed promptly, please make sure to check your email often in case there are suggested changes to the utility permit application. Please remember to submit a regular permit within the next five business days.

Project ID Permit Submittal

Submit this type of permit when a utility permit is required for an existing ongoing project which is already listed in the GDOT Transportation Projects (TPRO) application.
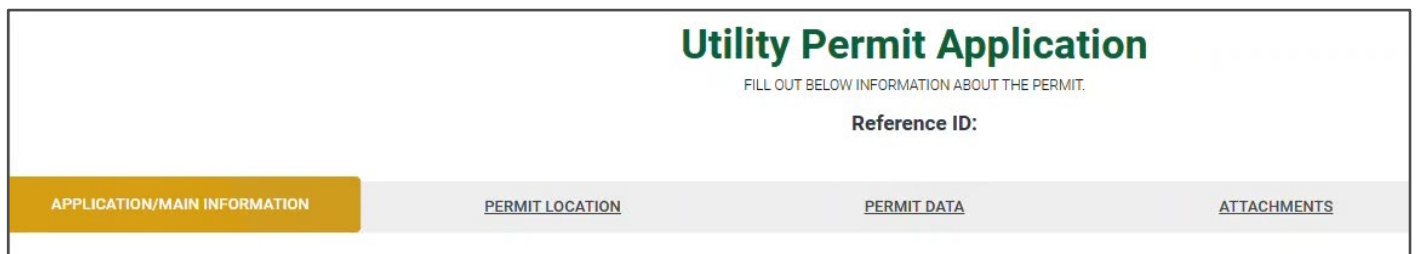
Submit a Utility Permit Related to an Existing Project ID

Home Page

1. Select the **+ APPLY NEW PERMIT** button on the upper right.
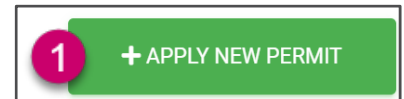
2. Proceed to fill out the **Utility Permit Application** form.
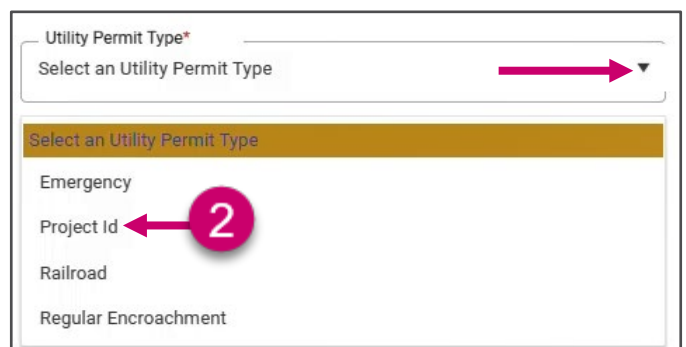
Application/Main Information Tab

1. Verify the information that appears in the following **Entity** fields which are auto-populated from the Entity registration:
   - **Entity Type**
   - **Utility Entity Name**
   - **Member Code** (GDOT assigns this, and it is unique to the particular entity)

2. Select **Project Id** from the **Utility Permit Type*** drop-down list.

3. Select the **Permit Category*** from the drop-down list.

> The **Permit Category** shows the categories approved for your Utility Entity. The image shown is an example and it may be different to what you see.
>
> **Note**

4. Enter at least three characters in the **Project ID** type-ahead lookup field.

> Wait for the list to populate.
>
> **Note**

5. Select the project number from the list. You may need to scroll down to locate the project you are looking for.

6. Select **SEE PERMITS**.

7. If there are any **Associated Permits**, they will appear in the table.

8. Select the **Permit Id** link to open it. Ensure that the new permit you would like to submit is not a duplicate.

9. If you are a Utility Entity Rep, you will need to verify the information that appears in the following **Utility Entity Rep** fields. These are also auto-populated from the Entity registration.
    - First Name
    - Last Name
    - Company
    - Email
    - Phone

10. Verify the information that appears in the following **Utility Entity POC** fields. These are also auto-populated from the Entity registration.
    - First Name
    - Last Name
    - Email
    - Phone

11. Select **NEXT**.

If you are a **Utility Entity Rep** for more than one company, then the details of the company are populated based on the **Utility Entity** name that is pre-populated. If you as a Rep want to submit a permit for a different **Entity**, you need to select the relevant **Entity Type** and **Entity Name** for which you want to submit the permit. Once the name changes, the POC details will also appear depending on the **Entity Type** and **Entity Name** selected. You will need to verify that all the information is correct.

Important

Permit Location Tab

The location information should be accurate. Make sure that all the information you enter in the **PERMIT LOCATION** tab is complete and accurate since that information is what will appear in the permit.

Note

1. Because this utility permit relates to an existing project, the **County** auto-populates from the information that was entered in TPRO. Review the information to ensure it is correct.

2. The **Project Description** field auto-populates as well. Ensure the information is correct.

3. The permit line appears on the map because it is linked to a project. This will disappear once you draw the new line.

4. Zoom into the area you would like the permit.

5. Make sure you are zoomed in enough on the map; you should see the message **Please Draw a Permit Line at this Zoom Level or Below** in the lower right corner.

6. Select the **Draw Permit Lines** (⎇) button.

7. If the Error message shown on the right appears:

Error
Please zoom in more to be able to accurately add a permit or locate a permit on map

   a. Read the warning message.

   b. Select the X to close it.

   c. Repeat steps 4 through 6 to specify the permit on the map.

8. If necessary, use the **Delete** (🗑) button to delete the lines drawn.

9. Select the starting location [road or highway (gray lines on the map)] for the utility permit you need to submit.

10. Select a point or points along the way.

11. Double-click to select the ending location (road or highway) for the utility permit you need to submit.

The application shows a red line for the permit you are applying for.

12. Scroll down. Notice that the system auto-populates the information for the area selected.

13. Primary County.

📋

In the event that the permit location line is at the boundary between two counties, you may adjust the **Primary County** selection from the drop-down list. The Primary County will define the County under which the permit is requested.

Note

14. Verify the information that appears in the following fields and add any necessary data.

- City
- District
- US Route
- State Route
- Beginning Mile Point
- End Mile Point
- Beginning Lat
- Beginning Long

- End Lat
- End Long
- Beginning User Defined Lat
- Beginning User Defined Long
- End User Defined Lat
- End User Defined Long

Primary County: Fulton **13**

14

City: Atlanta city

District: District Seven- Chamblee

US Route: 002900

State Route: 00000800

Beginning Mile Point: 62.86

End Mile Point: 62.30

Beginning Lat: 33.773688

Beginning Long: -84.370988

End Lat: 33.772553

End Long: -84.380488

Beginning User Defined Lat:

Beginning User Defined Long:

End User Defined Lat:

End User Defined Long:

!

If the District field is not auto-populated, it indicates that the map was not zoomed in enough. Select the **Delete** (🗑) button to remove your selection. Select the **Draw Permit Lines** (⬈) button and repeat the selection, ideally selecting the gray road/highway line. Drawing a line not touching a road or a highway, may prevent the application from providing the mile points automatically. In such event, you will need to enter those manually.

Important

15. Select **NEXT**.

!

Once all the information is entered and you select **NEXT**, the type of permit application is locked. You may change the application's information. To change the permit application type, you will need to delete the application draft and submit a new one.

Important

Permit Data Tab

📋

Wait for the system to load. A notification that the application & location information was saved successfully appears momentarily on the lower right of the screen. The system generates a permit **Reference ID** which is listed at the top of the page. At this point you may save the draft and finish the permit submittal later.

Note

Standard Information

1. Enter the **Work Description***.

Work Description(Max 500 characters) *

①

2. Select the **Facility Type*** from the drop-down list.

Facility Type *
Select Facility Type ▾

Select Facility Type
②
Distribution
Distribution & Transmission
Electrical
Lighting System
Network
Transmission

📑

The items in the **Facility Type** list depend on the **Permit Category** selected. The image shown is an example which may differ from what you see. Please refer to the Utility Permit Categories & Requirements for a complete list.

Note

3. Select the **Facility Placement*** from the drop-down list.

- Crossing
- Longitudinal
- Longitudinal and Crossing
- Make Ready Locations
- Not Applicable
- Service Tap
- Spot Location

Facility Placement *
Select Facility Placement ▾

Select Facility Placement
③
Crossing
Longitudinal
Longitudinal and Crossing
Make Ready Locations
Not Applicable
Service Tap

Submit a Utility Permit Application

4. Enter the **Total Installation Length***.

> **!**
>
> Remember that depending on your selections, more data may be required.
> Please expand and enter the information required for each section as necessary.
>
> **Important**

Standard Information (Required for Specific Selections)

5. Select the **Service Tap Type*** from the drop-down list.

6. Select the **Installation Type*** from the drop-down list.

7. Select **Yes** or **No** for the **Installation includes new light poles/fixtures***. (Applicable only for 'Electrical Permits')

> **!**
>
> If you select Yes, please note that you must add related attachments.
>
> **Important**

8. Select **Yes** or **No** for **Are there any existing light poles/fixtures in the ROW?** * (Applicable only for 'Electrical Permits')

Are there any existing light poles/fixtures in the ROW? *

○ Yes ○ No **8**

> **!**
>
> If you select Yes, please note that you must add related attachments.
>
> **Important**

9. Enter the **Details of existing light poles/fixtures** *. This field is mandatory if you selected Yes for item 8, except in the case of railroad permits. (Applicable only for 'Electrical Permits')

Details of existing light poles/fixtures * **9**

Aerial Section (Required for Specific Selections)

1. If necessary, use the arrow to expand the **Aerial Section**.

2. Enter all the required information.

Aerial Section **1** → ⌄

Lighting Design (Required for Specific Selections)

1. If necessary, use the arrow to expand the **Lighting Design**.

2. Enter all the required information.

Lighting Design **1** → ⌄

Underground Section (Required for Specific Selections)

1. If necessary, use the arrow to expand the **Underground Section**.

2. Enter all the required information.

Underground Section **1** → ⌄

Link Permit

1. If necessary, expand the **Link Permit**.

2. Select the **Associate Another Permit** checkbox. For example, electrical lines may need a communication cable, in such case you may associate another permit to it.

3. If you selected the checkbox for **Associate Another permit**, select the radio button for **Existing** or **New**.

If you selected **Existing** permit:

4. Select the **+ SEARCH PERMITS** button.

> ! You may only link **Submitted** or **Sent for Correction** permits.
>
> **Important**

5. Enter at least three characters for the permit you would like to associate with in the **Associated Permits** field.
   Wait for the list to populate.

6. Select the permit from the list.

7. Select **UPDATE**.

8. Notice the permit appears in the **Associated Permits** table.

> 🎓 Select the link to open the associated permit. You may edit or delete the associated permit using the buttons on the right.
>
> **Pro Tip**

If you selected **New** permit:

4. For the question: **Are you the one who is submitting the permit?**

   - If **yes**, then expand the **Select a Permit Category** list and select an option from the list.

> 📋 The **Permit Category** shows the categories approved for your Utility Entity. The image shown is an example and it may be different to what you see.
>
> **Note**

   - If **no**, please provide the Reference ID to the person that will be submitting the new permit.

Traffic Control Type
1. Expand the **Traffic Control Type**.

Traffic Control Type 1 ⌄

2. Select the **Traffic Control Type*** from the drop-down list.

- Combination (Typical And Detailed Plan)
- Detailed Traffic Control Plan
- MUTCD Part6 – Typical Application Plan
- No Conflict

> ❗ **Important**
>
> Attachments need to be added when either **Detailed traffic Control Plan** or **Combination** is selected.

3. Select **Yes** or **No** for **Does Application impact a bridge, wall, culvert or include construction of a tunnel?***

4. Select **Yes** or **No** for **Is Blasting Involved?***

5. Select **NEXT**.

Schedule Tab

For the dates' fields, you may enter the date manually or select the date using the calendar icon.

Pro Tip

1. Enter the **UC Proposed Work Start Date**.

2. Enter the **UC Proposed Work Completed Date**.
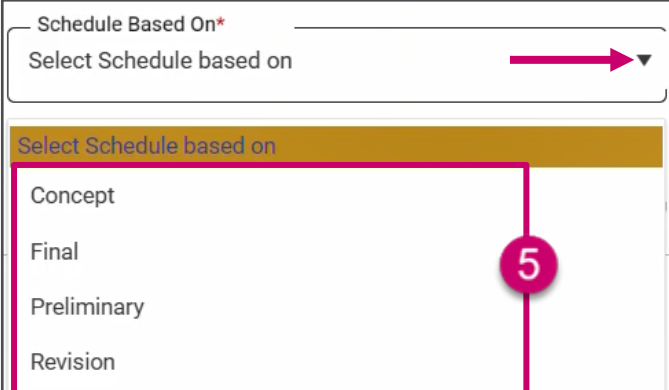
Utility Adjustment Schedule Details
1. Verify the **Project ID Number***, which auto-populates, is correct.

2. Select the **Schedule Type*** from the drop-down list.

   - Original
   - Revised

3. Select the **Existing Facilities Identified Using*** from the drop-down list.

   - As Built Survey Record
   - Record Information
   - Records, Maps and/or Field Review
   - Subsurface Investigation (SUE)

4. Enter the **Facility Identified Date***.

5. Select the **Schedule Based On*** from the drop-down list.

   - Concept
   - Final
   - Preliminary
   - Revision
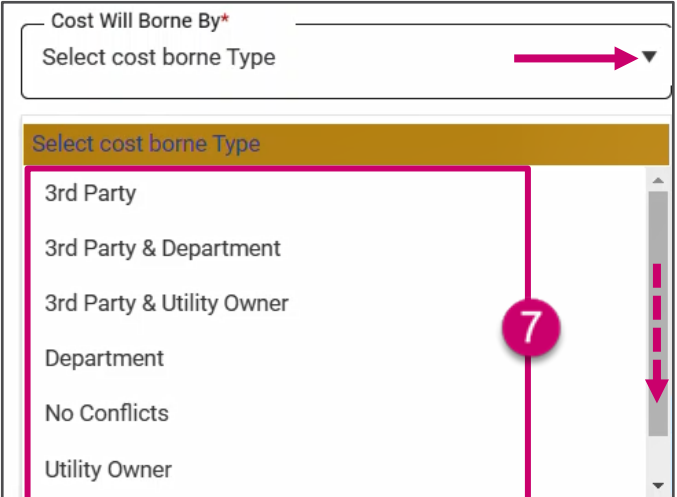
6. Enter the **Plan Date***.

7. Select the **Cost Will Borne By*** from the drop-down list.

   - 3rd Party
   - 3rd Party & Department
   - 3rd Party & Utility Owner
   - Department
   - No Conflicts
   - Utility Owner
   - Utility Owner & Department

8. Provide an answer for **Have The Cost Arrangements Been Approved in Writing?*** from the drop-down list.

   - No
   - Pending
   - Yes

9. Enter any **Special Requirements*** in the field.

Existing Utility Details

1. If necessary, expand the **Existing Utility Details**.

2. Select the **+ADD** button.

3. Enter the data in the **Edit** dialog:

   a. **Total Existing Quantity**
   b. **Type of Facility**
   c. **Quantity in Conflict**
   d. **Unit**

4. Select **UPDATE**.

Work Plan - Activity

1. Work Plan – Activity:

   a. If no new work plan is needed, select the **No Conflict** checkbox.
   b. If you need to add a Work Plan, expand the **Work Plan - Activity**.

2. Select the **+ADD** button.

> **Pro Tip**
>
> Once data has been added, you can **EXPORT TO EXCEL** to download the file to your computer.
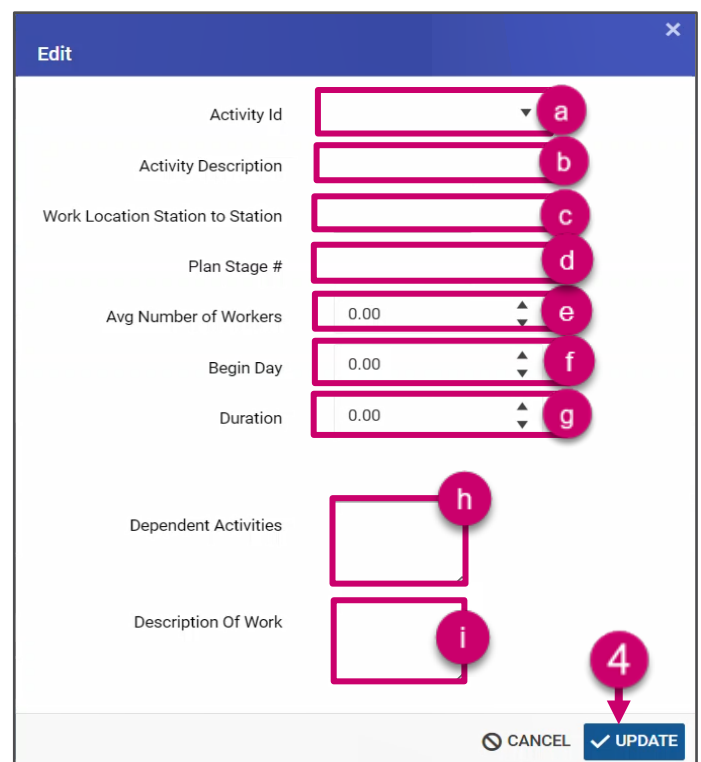
3. Enter the data in the **Edit** dialog:
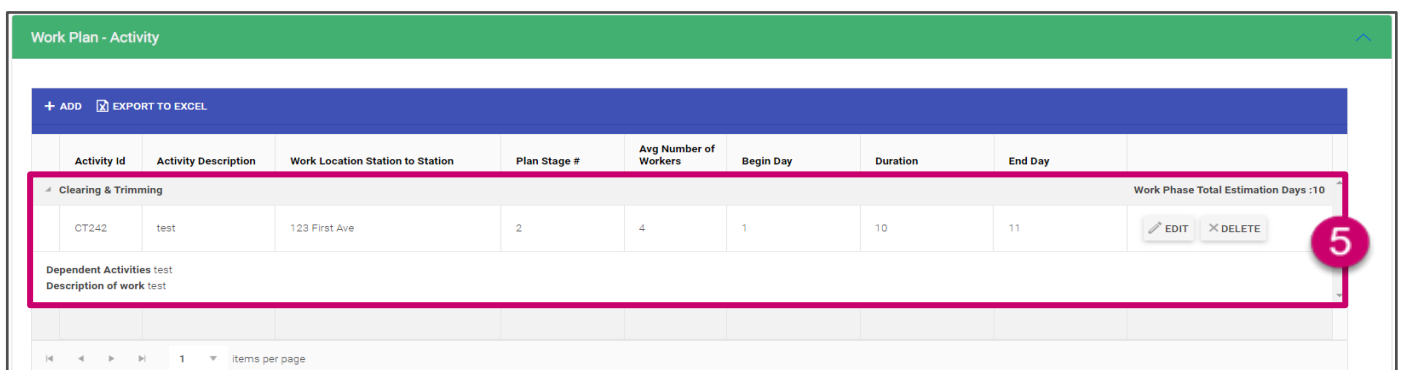
    a. Activity Id
    b. Activity Description
    c. Work Location Station to Station
    d. Plan Stage #
    e. Avg Number of Workers
    f. Begin Day
    g. Duration
    h. Dependent Activities
    i. Description of Work

4. Select **UPDATE**.

5. The activity is added to the **Activity Id** table. You can **EDIT** or **DELETE** the information.

6. If necessary, repeat steps 3 through 6 to add more activities to the list.

Schedule Summary

1. If necessary, expand the **Schedule Summary**.

Schedule Summary	① → ∨

2. Ensure all is correct and complete.

3. Select **NEXT**.

Schedule Summary ∧

Work Phase	Total Estimated Days	Prior To Project Award	After Project Award
Preliminary Engineering			
Construction Engineering			
Material Procurement			
Right Of Way Acquisition			
Clearing & Trimming	10	0	11
Temporary Work			
Construction			
Splicing Or Tie In Work			
Service Considerations			

Project duration for non-concurrent activities in days: 10

← PREVIOUS   ⊘ CANCEL   🖫 SAVE   ③ → NEXT

Attachments Tab

The next step in the permit application process is to upload all required documents and any you deem relevant. Please review the Utility Permit Categories & Requirements for complete details.

> - The documents required are marked with an asterisk (*).
> - The documents required depend on the type of permit and the options selected in previous tabs.
> - The only file type you may upload is a PDF file.
> - All attachments are limited to 100 MB per file.
> - You may only upload one document for each type (except in the Miscellaneous section).
> - You may upload the same file more than once to create multiple versions of the file.
> - Upload one document at a time.
>
> **Note**

> The top four documents do not have an upload option because those are documents that will be generated by the system upon submission. Documents denoted with an asterisk (*) are required.
>
> **Note**

Attachments Tab Functionality

a. Files for which you can only upload one file, the file name link will be modified to the Document Type uploaded, and it will include the Reference ID.

b. For sections such as the **Miscellaneous**, for which you can upload multiple files, all files will be listed, and the original names are displayed.

▶ ☐	Details	DTLS_U-121-002046-7.pdf ⓐ	✕	02/14/2024	Jane Doe	+
☐	Miscellaneous	Miscellaneous.PDF ⓑ ETI_Report.PDF	✕ ✕	02/14/2024 02/14/2024	Jane Doe Jane Doe	+

c.   If multiple versions of the same file have been uploaded for Document Types limited to only one file, you can select the arrow on the left (▶) and select the version number from the list. The file name link shown is linked to the latest version uploaded.

d.   To download files, select the checkbox next to the file (☑) and select the **DOWNLOAD SELECTED FILES** button at the top of the page. In this example, only two files will download.

To upload files:

1. Select **the +** button to upload a new document or a revision of an existing document.

2. Select the file.

3. And select **Open**.

4. Select **UPLOAD**.

5. Wait while the system uploads the file.

6. The system will display a document link next to the file once it has been uploaded successfully.

7. Repeat steps 1 through 6 to upload any other documents.

8. You may upload several files under the **Miscellaneous** section.

9. Select **REVIEW AND SUBMIT**.

Review Utility Permit Application

1. Review carefully all the information on the permit application form.

2. If you need to make any changes, select the **Edit** (✏️) button for the specific section and make the appropriate changes.

3. Once the permit form is correct, select the check box for "By clicking the submit button below, I confirm that I have reviewed all the details."

4. Select **SUBMIT**.

5. Select **OK** to acknowledge the permit application has been submitted successfully.

The utility permit appears in the **Submitted Permits** section, and the status is **Pending**. Notice that the Project ID number appears in the **Submitted Permits** table Project ID column.

Upon successfully submitting your request, you may check the submission status by following the steps outlined in the Track Permit Application Status section.

Note

To ensure the approval process is completed promptly, please make sure to check your email often in case there are suggested changes to the utility permit application.

Important

Railroad Permit Submittal

Submit this type of permit when a utility service crosses a railroad track.

Submit a Permit for a Utility Service Crossing a Railroad

Home Page

1. Select the **+ APPLY NEW PERMIT** button on the upper right.

2. Proceed to fill out the **Utility Permit Application** form.

Application/Main Information Tab

1. Verify the information that appears in the following **Entity** fields which are auto-populated from the Entity registration:
   - **Entity Type**
   - **Utility Entity Name**
   - **Member Code** (GDOT assigns this, and it is unique to the particular entity)

2. Select **Railroad** from the **Utility Permit Type*** drop-down list.

3. Select the **Permit Category*** from the drop-down list.

> The **Permit Category** shows the categories approved for your Utility Entity. The image shown is an example and it may be different to what you see.
>
> **Note**

4. If you are a Utility Entity Rep, you will need to verify the information that appears in the following **Utility Entity Rep** fields. These are also auto-populated from the Entity registration.

- First Name
- Last Name
- Company
- Email
- Phone

5. Verify the information that appears in the following **Utility Entity POC** fields. These are also auto-populated from the Entity registration.
   - First Name
   - Last Name
   - Email
   - Phone

6. Select **NEXT**.

Utility Entity POC

First Name: Jane

Last Name: Doe

Email: JDoe@AZUtilities.com

Phone: 404-123-4567

CANCEL   6 → NEXT

!

If you are a **Utility Entity Rep** for more than one company, then the details of the company are populated based on the **Utility Entity** name that is pre-populated. If you as a Rep want to submit a permit for a different **Entity**, you need to select the relevant **Entity Type** and **Entity Name** for which you want to submit the permit. Once the name changes, the POC details will also appear depending on the **Entity Type** and **Entity Name** selected. You will need to verify that all the information is correct.

Important

Permit Location Tab

The location information should be accurate. Make sure that all the information you enter in the **PERMIT LOCATION** tab is complete and accurate since that information is what will appear in the permit.

Note

1. It is recommended to expand the visible

   Layers ( ).

2. Select **Show Layer**.

Displaying the RAILROAD_MACRO layer can ease specifying the permit location.

Pro Tip
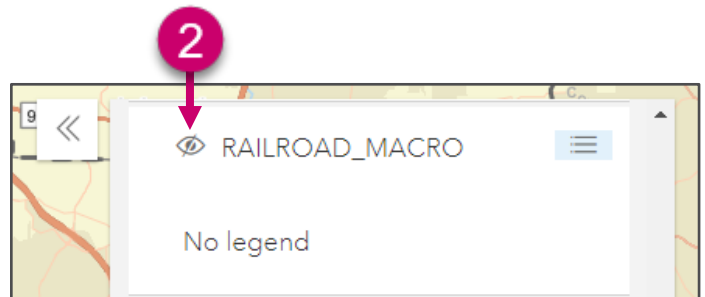
3. The railroad routes are displayed on the map. And it is easy to identify the railroad routes.
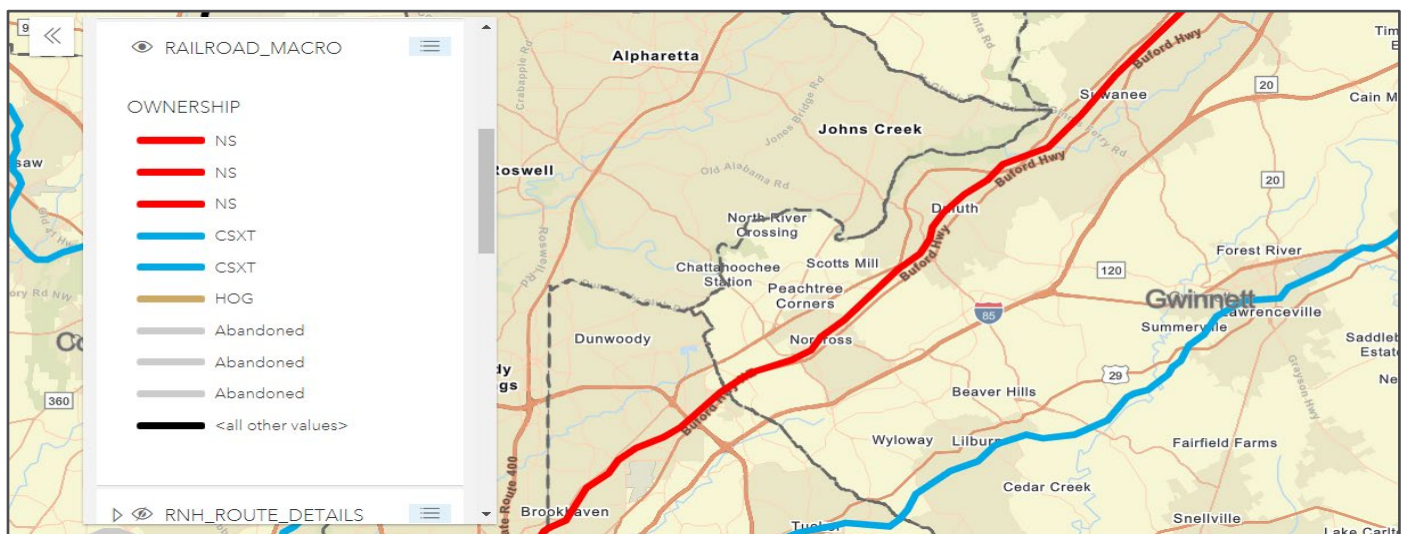
4. Enter the first three letters for the county in the **County** field.

5. Select the **County** from the list.

6. The application will zoom into the county selected.

7. Expand the **Railroad** and select the correct segment from the drop-down list.

> The **Railroad** list shows the segments for the county you selected. The image shown is an example and it may be different to what you see.
>
> **Note**

8. The map zooms into the railroad segment you selected from the list. In the example shown in the image below (a) the railroad segment is blue and (b) the railroad line itself is the light gray line with the crosslines.
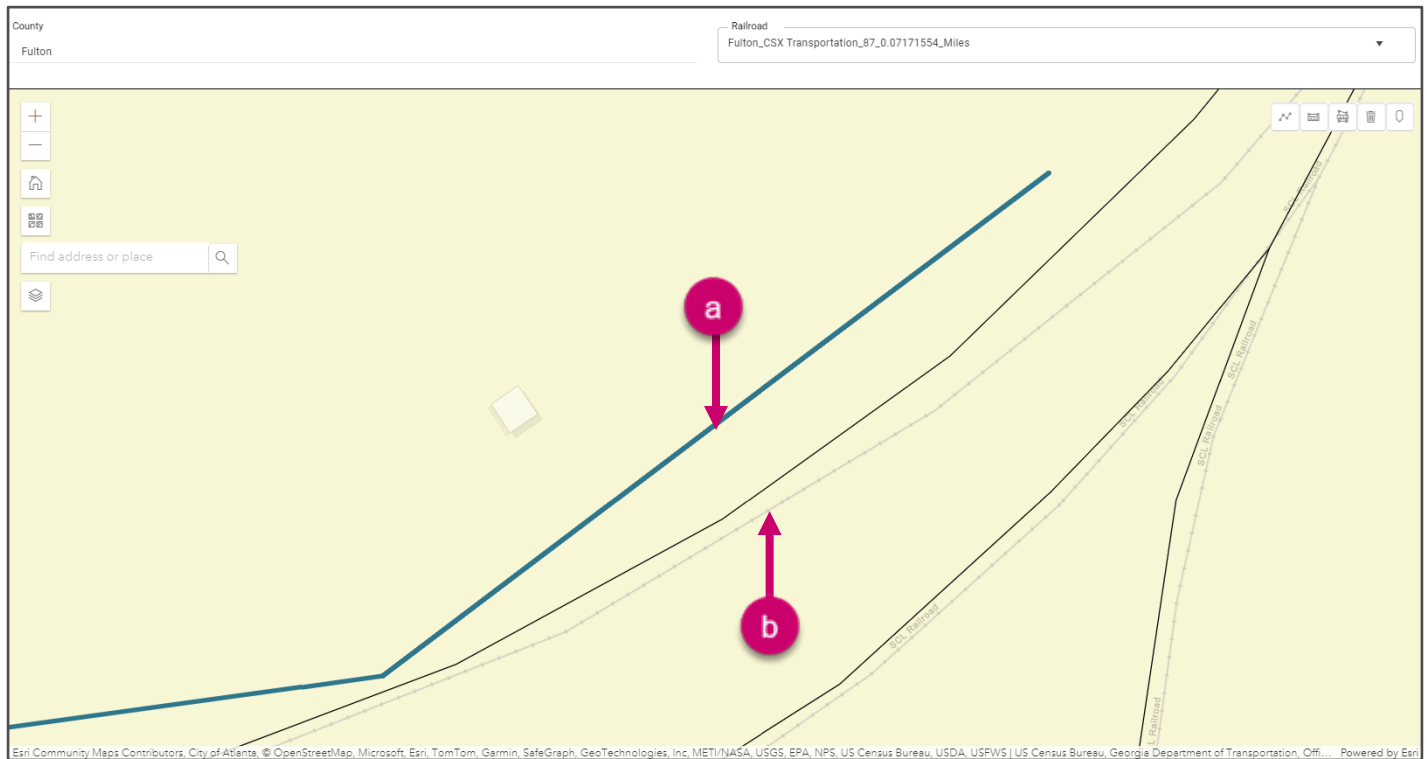
9. Zoom into the area you would like the permit.

10. Make sure you are zoomed in enough on the map; you should see the message **Please Draw a Permit Line at this Zoom Level or Below** in the lower right corner.
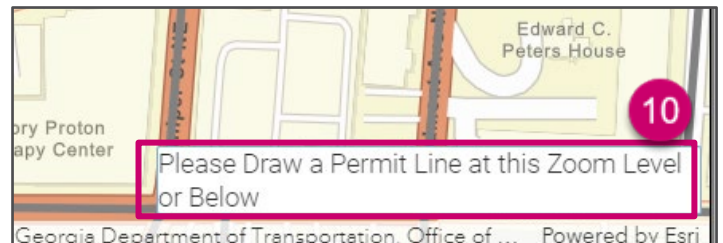
11. Select the **Draw Permit Lines** ( ) button.

12. If the Error message shown on the right appears:

    a. Read the warning message.

    b. Select the X to close it.

    c. Repeat steps 9 through 11 to specify the permit on the map.
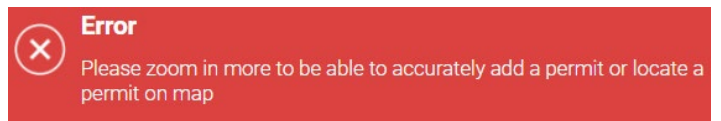
13. If necessary, use the **Delete** (🗑) button to delete the lines drawn.

14. Select the starting location for the utility permit you need to submit.

15. Select a point or points along the way.

16. Double-click to select the ending location for the utility permit you need to submit.

The application shows a red line for the permit you are applying for.
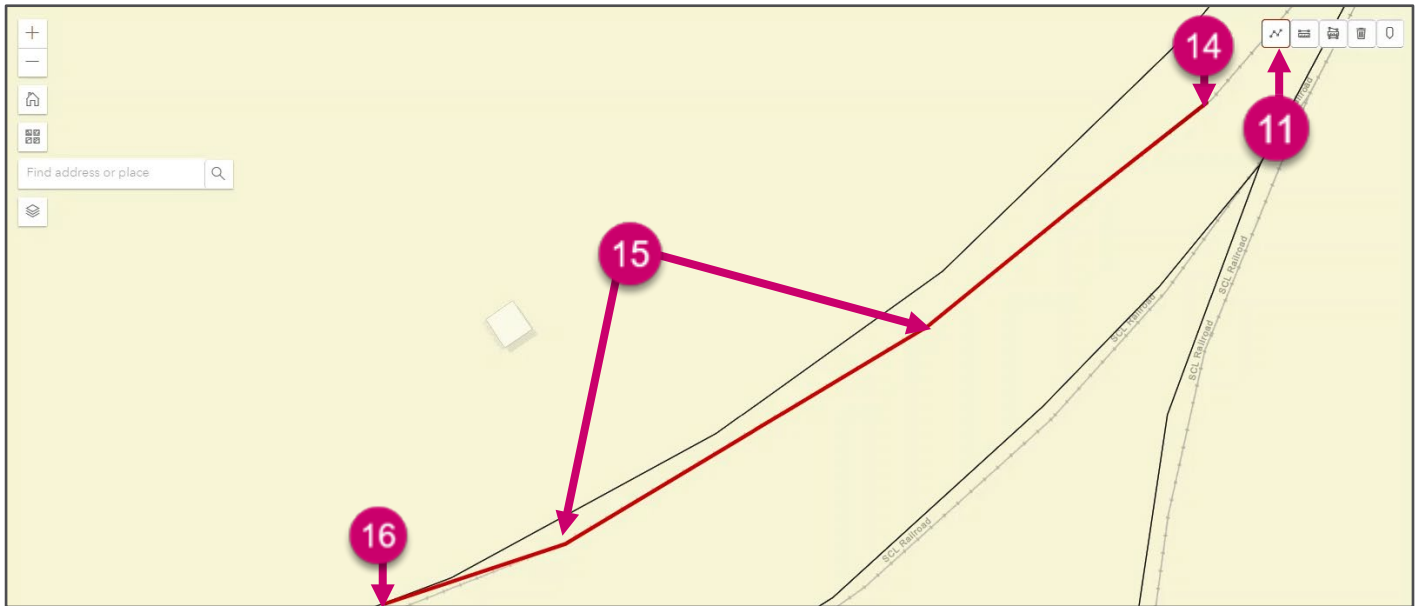
17. Scroll down. Notice that the system auto-populates the information for the area selected.

18. Primary County.

> 🗒️
>
> In the event that the permit location line is at the boundary between two counties, you may adjust the **Primary County** selection from the drop-down list. The Primary County will define the County under which the permit is requested.
>
> **Note**

19. Verify the information that appears in the following fields and add any necessary data.

- City
- District
- US Route
- State Route
- Beginning Mile Point
- End Mile Point
- Beginning Lat
- Beginning Long

- End Lat
- End Long
- Beginning User Defined Lat
- Beginning User Defined Long
- End User Defined Lat
- End User Defined Long
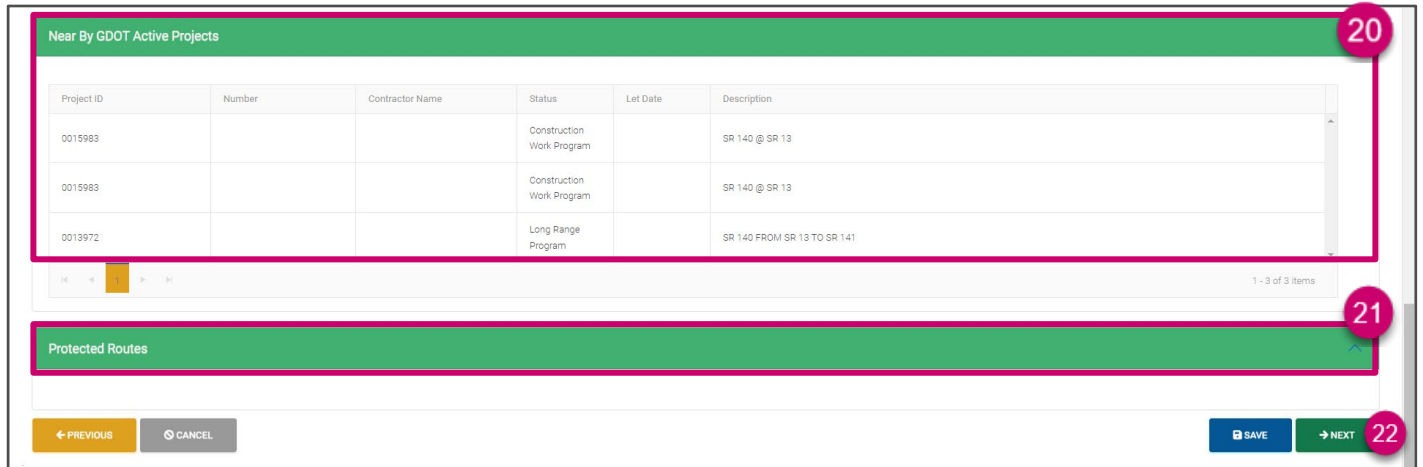
Primary County		
Fulton		18
City:	District: *	US Route: 19
Atlanta city	District Seven- Chamblee	
State Route:	Beginning Mile Point: *	End Mile Point: *
Beginning Lat: *	Beginning Long: *	End Lat: *
33.787528	-84.419638	33.786866
End Long: *	Beginning User Defined Lat:	Beginning User Defined Long:
-84.420935		
End User Defined Lat:	End User Defined Long:	

> ⚠️
>
> If the District field is not auto-populated, it indicates that the map was not zoomed in enough. Select the **Delete** (🗑) button to remove your selection. Select the **Draw Permit Lines** (〽) button and repeat the selection, ideally selecting a gray road or highway line. Because most railroad segments are not on a road or highway, drawing a line not touching or crossing a road or a highway, may prevent the application from providing the mile points automatically. In such event, you will need to enter those manually.
>
> **Important**

20. If there are any active projects close by within a 500-ft radius, those will appear in the **Near By GDOT Active Projects** table.

21. If there are any protected routes close by within a 500-ft radius, those will appear in the **Protected Routes** table.

22. Select **NEXT**.

!

Once all the information is entered and you select **NEXT**, the type of permit application is locked. You may change the application's information. To change the permit application type, you will need to delete the application draft and submit a new one.

Important

Permit Data Tab

> Wait for the system to load. A notification that the application & location information was saved successfully appears momentarily on the lower right of the screen. The system generates a permit **Reference ID** which is listed at the top of the page. Railroad permits have **RR** at the end of the Reference ID. At this point you may save the draft and finish the permit submittal later.
>
> **Note**

Standard Information

1. Enter the **Work Description***.

2. Select the **Facility Type*** from the drop-down list.

> The items in the **Facility Type** list depend on the **Permit Category** selected. The image shown is an example which may differ from what you see. Please refer to the Utility Permit Categories & Requirements for a complete list.
>
> **Note**

3. Select the **Facility Placement*** from the drop-down list.

- Crossing
- Longitudinal
- Longitudinal and Crossing
- Make Ready Locations
- Not Applicable
- Service Tap
- Spot Location

Submit a Utility Permit Application

4. Enter the **Total Installation Length***.

> Total Installation Length *
>
> **4**

> ⚠
>
> Remember that depending on your selections, more data may be required.
> Please expand and enter the information required for each section as necessary.
>
> **Important**

Standard Information (Required for Specific Selections)

5. Select the **Service Tap Type*** from the drop-down list.

> Service Tap Type *
> Select Service Tap Type ▼
>
> Select Service Tap Type **5**
> Longside
> Not Applicable
> Shortside
> Shortside & Longside

6. Select the **Installation Type*** from the drop-down list.

> Installation Type *
> Select Installation Type ▼
>
> Select Installation Type **6**
> Aerial Only
> Lighting
> Underground And Aerial
> Underground Only

7. Select **Yes** or **No** for the **Installation includes new light poles/fixtures***.
(Applicable only for 'Electrical Permits')

> Installation includes new light poles/fixtures *
> ◯ Yes   ◯ No **7**

> ⚠
>
> If you select Yes, please note that you must add related attachments.
>
> **Important**

8. Select **Yes** or **No** for **Are there any existing light poles/fixtures in the ROW?*** (Applicable only for 'Electrical Permits')

> **!**
>
> If you select Yes, please note that you must add related attachments.
>
> **Important**

9. Enter the **Details of existing light poles/fixtures***. This field is mandatory if you selected Yes for item 8. This field is not mandatory for railroad permits. (Applicable only for 'Electrical Permits')

Aerial Section (Required for Specific Selections)

1. If necessary, use the arrow to expand the **Aerial Section**.
2. Enter all the required information.

Lighting Design (Optional for Railroad Permits when the Installation Type is Lighting).

1. If necessary, use the arrow to expand the **Lighting Design**.
2. Enter all the required information.

Underground Section (Required for Specific Selections)

1. If necessary, use the arrow to expand the **Underground Section**.
2. Enter all the required information.
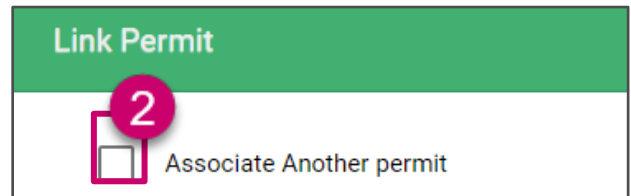
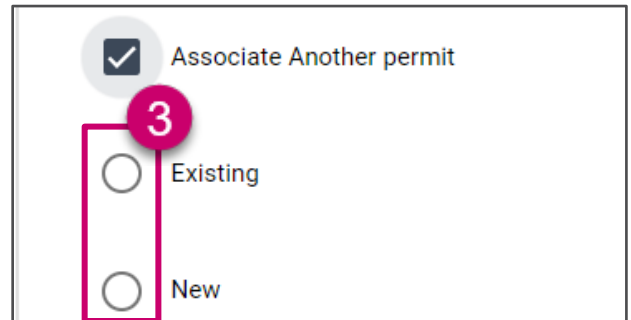Link Permit

1. If necessary, expand the **Link Permit**.

2. Select the **Associate Another Permit** checkbox. For example, electrical lines may need a communication cable, in such case you may associate another permit to it.

3. If you selected the checkbox for **Associate Another permit**, select the radio button for **Existing** or **New**.
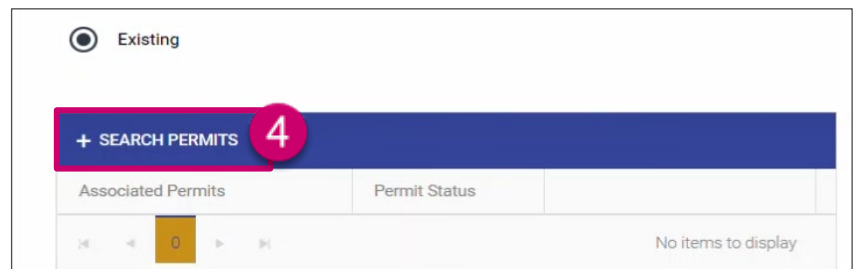

If you selected **Existing** permit:

4. Select the **+ SEARCH PERMITS** button.

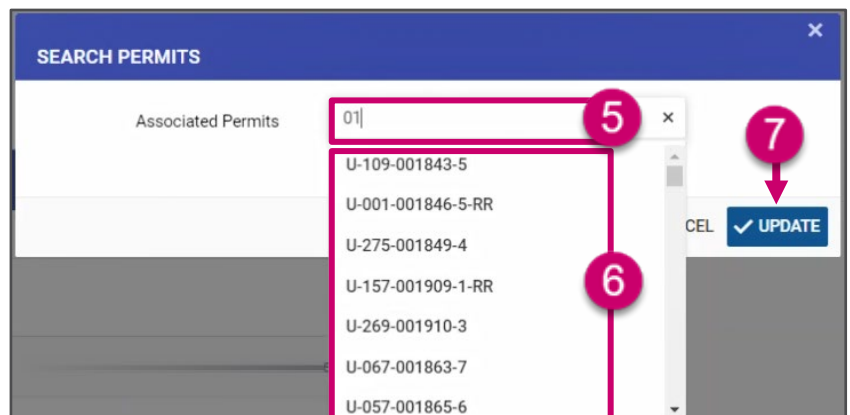> ! You may only link **Submitted** or **Sent for Correction** permits.
> **Important**

5. Enter at least three characters for the permit you would like to associate with in the **Associated Permits** field.
Wait for the list to populate.

6. Select the permit from the list.

7. Select **UPDATE**.

8. Notice the permit appears in the **Associated Permits** table.

Pro Tip

Select the link to open the associated permit. You may edit or delete the associated permit using the buttons on the right.

If you selected **New** permit:

4. For the question: **Are you the one who is submitting the permit?**

- If **yes**, then expand the **Select a Permit Category** list and select an option from the list.

Note

The **Permit Category** shows the categories approved for your Utility Entity. The image shown is an example and it may be different to what you see.

- If **no**, please provide the Reference ID to the person that will be submitting the new permit.
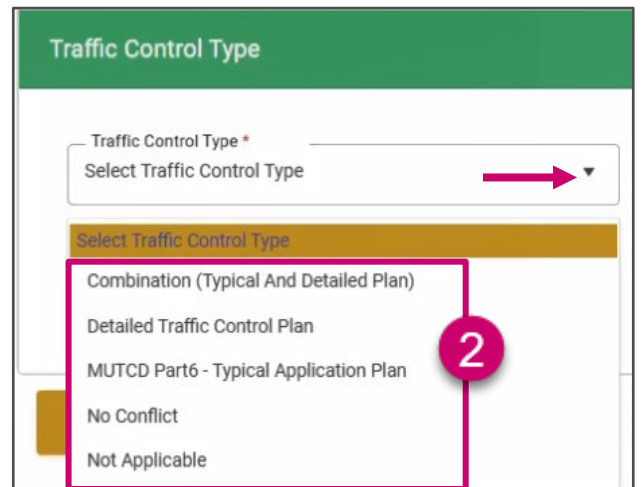
Traffic Control Type

1. Expand the **Traffic Control Type**.

Traffic Control Type ①→ ⌄

2. Select the **Traffic Control Type*** from the drop-down list.

- Combination (Typical And Detailed Plan)
- Detailed Traffic Control Plan
- MUTCD Part6 – Typical Application Plan
- No Conflict
- Not Applicable

Traffic Control Type

Traffic Control Type *
Select Traffic Control Type ▼

Select Traffic Control Type
Combination (Typical And Detailed Plan)
Detailed Traffic Control Plan
MUTCD Part6 - Typical Application Plan
No Conflict
Not Applicable

> **!**
> Attachments need to be added when either **Detailed traffic Control Plan** or **Combination** is selected.
> **Important**

3. Select **Yes** or **No** for **Does Application impact a bridge, wall, culvert or include construction of a tunnel?***

4. Select **Yes** or **No** for **Is Blasting Involved?***

5. Select **NEXT**.

Does Application impact a bridge,wall,culvert or include construction of a tunnel? *
○ Yes ○ No ③

Is Blasting Involved? *
○ Yes ○ No ④

⑤

← PREVIOUS   ⊘ CANCEL   SAVE   → NEXT

Attachments Tab

The next step in the permit application process is to upload all required documents and any you deem relevant. Please review the Utility Permit Categories & Requirements for complete details.

📋

- The documents required are marked with an asterisk (*).
- The documents required depend on the type of permit and the options selected in previous tabs.
- The only file type you may upload is a PDF file.
- All attachments are limited to 100 MB per file.
- You may only upload one document for each type (except in the Miscellaneous section).
- You may upload the same file more than once to create multiple versions of the file.
- Upload one document at a time.

Note

📋

The top four documents do not have an upload option because those are documents that will be generated by the system upon submission. Documents denoted with an asterisk (*) are required.

Note

Attachments Tab Functionality

a. Files for which you can only upload one file, the file name link will be modified to the Document Type uploaded, and it will include the Reference ID.

b. For sections such as the **Miscellaneous**, for which you can upload multiple files, all files will be listed, and the original names are displayed.

▶ ☐	Details	DTLS_U-121-002046-7.pdf ⓐ	✕	02/14/2024	Jane Doe	+
☐	Miscellaneous	Miscellaneous.PDF ⓑ	✕	02/14/2024	Jane Doe	+
		ETI_Report.PDF	✕	02/14/2024	Jane Doe	

c. If multiple versions of the same file have been uploaded for Document Types limited to only one file, you can select the arrow on the left (▶) and select the version number from the list. The file name link shown is linked to the latest version uploaded.

d. To download files, select the checkbox next to the file (☑) and select the **DOWNLOAD SELECTED FILES** button at the top of the page. In this example, only two files will download.

To upload files:

1. Select the + button to upload a new document or a revision of an existing document.

2. Select the file.

3. And select Open.

4. Select **UPLOAD**.

5. Wait while the system uploads the file.

6. The system will display a document link next to the file once it has been uploaded successfully.

7. Repeat steps 1 through 6 to upload any other documents.

8. You may upload several files under the **Miscellaneous** section.

9. Select **REVIEW AND SUBMIT**.

Review Utility Permit Application

1. Review carefully all the information on the permit application form.

2. If you need to make any changes, select the **Edit** ( ) button for the specific section and make the appropriate changes.

3. Once the permit form is correct, select the check box for "By clicking the submit button below, I confirm that I have reviewed all the details."

4. Select **SUBMIT**.

5. Select **OK** to acknowledge the permit application has been submitted successfully.

The utility permit appears in the **Submitted Permits** section, and the status is **Pending**. The railroad permit is easily identified in the list because it has **RR** at the end of the Permit ID/Reference ID.

<table>
<tr><td>Note</td><td>Important</td></tr>
<tr><td>Upon successfully submitting your request, you may check the submission status by following the steps outlined in the Track Permit Application Status section.</td><td>To ensure the approval process is completed promptly, please make sure to check your email often in case there are suggested changes to the utility permit application.</td></tr>
</table>

Regular Encroachment Permit Submittal

This is the most common type of utility permit request. Submit this type of permit when the other types of utility permits do not apply.
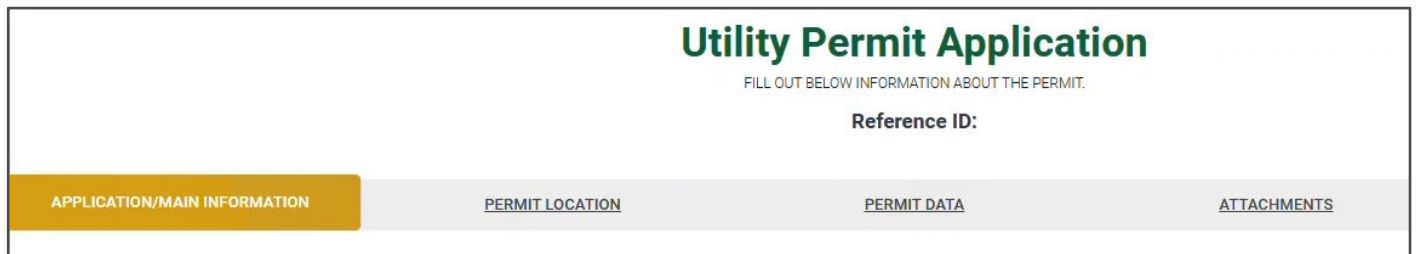
Submit a Utility Permit for a Regular Encroachment
Home Page

1. Select the **+ APPLY NEW PERMIT** button on the upper right.
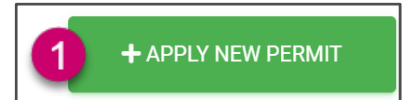
2. Proceed to fill out the **Utility Permit Application** form.
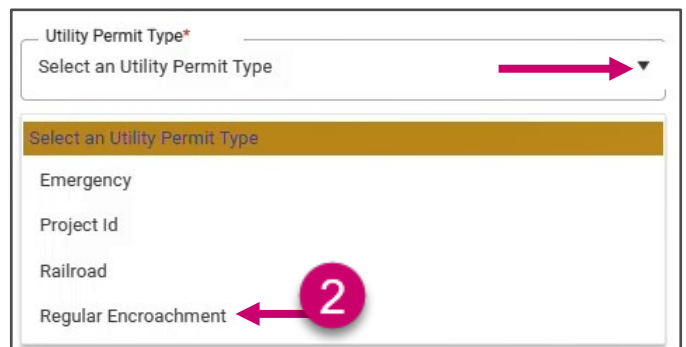
Application/Main Information Tab

1. Verify the information that appears in the following **Entity** fields which are auto-populated from the Entity registration:
   - **Entity Type**
   - **Utility Entity Name**
   - **Member Code** (GDOT assigns this, and it is unique to the particular entity)

2. Select **Regular Encroachment** from the **Utility Permit Type*** drop-down list.

3. Select the **Permit Category*** from the drop-down list.

> The **Permit Category** shows the categories approved for your Utility Entity. The image shown is an example and it may be different to what you see.
>
> **Note**

4. If you are a Utility Entity Rep, you will need to verify the information that appears in the following **Utility Entity Rep** fields. These are also auto-populated from the Entity registration.
   - First Name
   - Last Name
   - Company
   - Email
   - Phone

5. Verify the information that appears in the following **Utility Entity POC** fields. These are also auto-populated from the Entity registration.
   - First Name
   - Last Name
   - Email
   - Phone

6. Select **NEXT**.

> **!**
>
> If you are a **Utility Entity Rep** for more than one company, then the details of the company are populated based on the **Utility Entity** name that is pre-populated. If you as a Rep want to submit a permit for a different **Entity**, you need to select the relevant **Entity Type** and **Entity Name** for which you want to submit the permit. Once the name changes, the POC details will also appear depending on the **Entity Type** and **Entity Name** selected. You will need to verify that all the information is correct.
>
> **Important**

Permit Location Tab

> **☰**
>
> The location information should be accurate. Make sure that all the information you enter in the **PERMIT LOCATION** tab is complete and accurate since that information is what will appear in the permit.
>
> **Note**

1. Enter the first three letters for the county in the **County** field.

2. Select the **County** from the list.

3. The application will zoom into the county selected.

4. Zoom into the area you would like the permit.

5. Make sure you are zoomed in enough on the map; you should see the message **Please Draw a Permit Line at this Zoom Level or Below** in the lower right corner.

6. Select the **Draw Permit Lines** (⌐⌐) button.

7. If the Error message shown on the right appears:

Error
Please zoom in more to be able to accurately add a permit or locate a permit on map

   a. Read the warning message.

   b. Select the X to close it.

   c. Repeat steps 4 through 6 to specify the permit on the map.

8. If necessary, use the **Delete** (🗑) button to delete the lines drawn.

9. Select the starting location [road or highway (gray lines on the map)] for the utility permit you need to submit.

10. Select a point or points along the way.

11. Double-click to select the ending location (road or highway) for the utility permit you need to submit.

The application shows a red line for the permit you are applying for.

12. Scroll down. Notice that the system auto-populates the information for the area selected.

13. **Primary County.**

> In the event that the permit location line is at the boundary between two counties, you may adjust the **Primary County** selection from the drop-down list. The Primary County will define the County under which the permit is requested.
>
> **Note**

14. Verify the information that appears in the following fields and add any necessary data.

- City
- District
- US Route
- **State Route**
- Beginning Mile Point
- End Mile Point
- Beginning Lat
- Beginning Long

- End Lat
- End Long
- **Beginning User Defined Lat**
- **Beginning User Defined Long**
- **End User Defined Lat**
- **End User Defined Long**

Primary County		
Gwinnett		**13**

City:	District:	US Route:
Suwanee city	District One- Gainesville	**14**
State Route:	Beginning Mile Point:	End Mile Point:
00096825	0.02	0.09
Beginning Lat:	Beginning Long:	End Lat:
34.028735	-84.093659	34.029802
End Long:	Beginning User Defined Lat:	Beginning User Defined Long:
-84.094092		
End User Defined Lat:	End User Defined Long:	

> ⚠️ If the District field is not auto-populated, it indicates that the map was not zoomed in enough. Select the **Delete** (🗑) button to remove your selection. Select the **Draw Permit Lines** (📈) button and repeat the selection, ideally selecting the gray road/highway line. Drawing a line not touching a road or a highway, may prevent the application from providing the mile points automatically. In such event, you will need to enter those manually.
>
> **Important**

15. If there are any active projects close by within a 500-ft radius, those will appear in the **Near By GDOT Active Projects** table.

16. If there are any protected routes close by within a 500-ft radius, those will appear in the **Protected Routes** table.

17. Select **NEXT**.

Project ID	Number	Contractor Name	Status	Let Date	Description
0002393	STP00-0002-00(393)		Long Range Program		SR 13 FM SUGARLOAF PKWY TO SR 20 IN BUFORD

1 - 1 of 1 items

Protected Routes

← PREVIOUS   ⊘ CANCEL   🖫 SAVE   → NEXT

!

Once all the information is entered and you select **NEXT**, the type of permit application is locked. You may change the application's information. To change the permit application type, you will need to delete the application draft and submit a new one.

Important

GDOT
Georgia Department
of Transportation

Permit Data Tab

> 📋
>
> Wait for the system to load. A notification that the application & location information was saved successfully appears momentarily on the lower right of the screen. The system generates a permit **Reference ID** which is listed at the top of the page. At this point you may save the draft and finish the permit submittal later.
>
> **Note**

Standard Information

1. Enter the **Work Description***.

2. Select the **Facility Type*** from the drop-down list.

> 📋
>
> The items in the **Facility Type** list depend on the **Permit Category** selected. The image shown is an example which may differ from what you see. Please refer to the Utility Permit Categories & Requirements for a complete list.
>
> **Note**

3. Select the **Facility Placement*** from the drop-down list.

   - Crossing
   - Longitudinal
   - Longitudinal and Crossing
   - Make Ready Locations
   - Not Applicable
   - Service Tap
   - Spot Location

4. Enter the **Total Installation Length***.

> ⚠️ Remember that depending on your selections, more data may be required. Please expand and enter the information required for each section as necessary.
>
> **Important**

Standard Information (Required for Specific Selections)

5. Select the **Service Tap Type*** from the drop-down list.

6. Select the **Installation Type*** from the drop-down list.

7. Select **Yes** or **No** for the **Installation includes new light poles/fixtures***. (Applicable only for 'Electrical Permits')

> ⚠️ If you select Yes, please note that you must add related attachments.
>
> **Important**

8. Select **Yes** or **No** for **Are there any existing light poles/fixtures in the ROW?***
   (Applicable only for 'Electrical Permits')

> **!**
>
> If you select Yes, please note that you must add related attachments.
>
> **Important**

Are there any existing light poles/fixtures in the ROW? *

○ Yes ○ No **8**

9. Enter the **Details of existing light poles/fixtures***. This field is mandatory if you selected Yes for item 8. (Applicable only for 'Electrical Permits'. Optional for railroad permits)

Details of existing light poles/fixtures * **9**

Aerial Section (Required for Specific Selections)

1. If necessary, use the arrow to expand the **Aerial Section**.

2. Enter all the required information.

Aerial Section **1** ➡ ⌄

Lighting Design (Required for Specific Selections)

1. If necessary, use the arrow to expand the **Lighting Design**.

2. Enter all the required information.

Link Permit **1** ➡

Underground Section (Required for Specific Selections)

1. If necessary, use the arrow to expand the **Underground Section**.

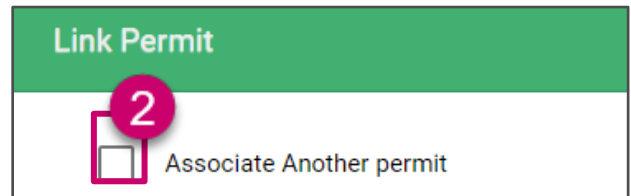2. Enter all the required information.

Underground Section **1** ➡ ⌄

Link Permit

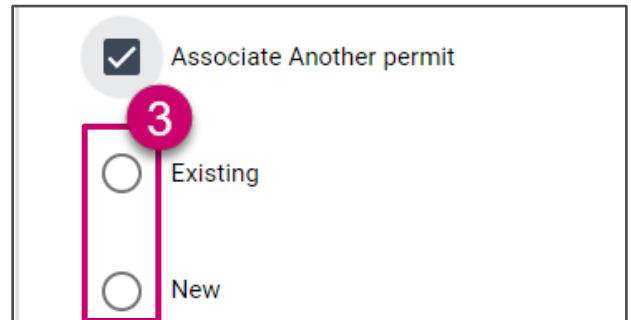1. If necessary, expand the **Link Permit**.

Link Permit ⓵ ⌄

2. Select the **Associate Another Permit** checkbox. For example, electrical lines may need a communication cable, in such case you may associate another permit to it.

Link Permit

⓶ ☐ Associate Another permit

3. If you selected the checkbox for **Associate Another permit**, select the radio button for **Existing** or **New**.

☑ Associate Another permit

⓷

○ Existing

○ New
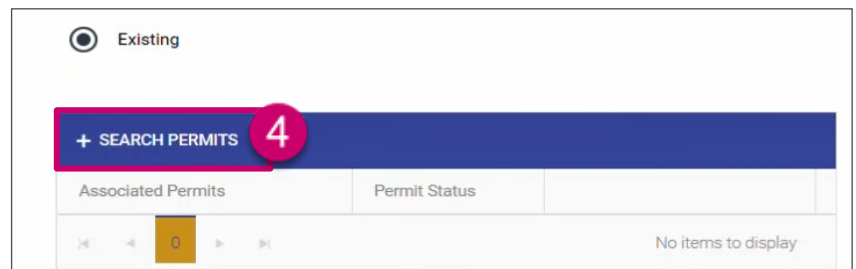
If you selected **Existing** permit:

4. Select the **+ SEARCH PERMITS** button.
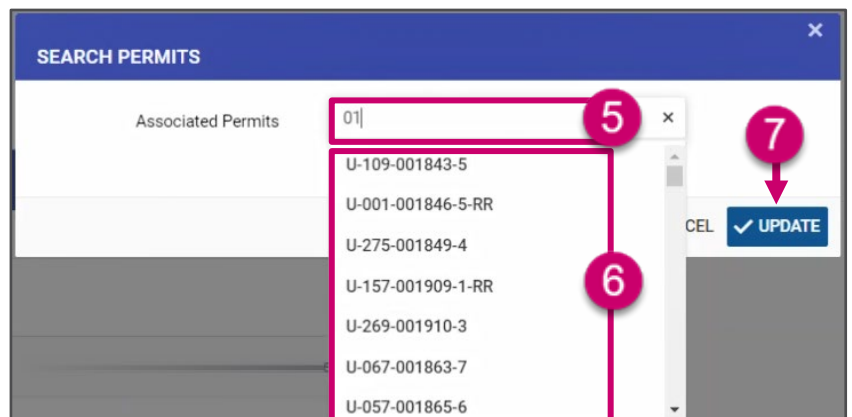
⦿ Existing

+ SEARCH PERMITS ⓸

Associated Permits	Permit Status	
|◄ ◄ 0 ► ►|	No items to display

> **!**
>
> You may only link **Submitted** or **Sent for Correction** permits.
>
> **Important**

5. Enter at least three characters for the permit you would like to associate with in the **Associated Permits** field. Wait for the list to populate.

6. Select the permit from the list.

7. Select **UPDATE**.

SEARCH PERMITS ✕

Associated Permits | 01| ⓹ ✕

U-109-001843-5
U-001-001846-5-RR
U-275-001849-4
U-157-001909-1-RR
U-269-001910-3
U-067-001863-7
U-057-001865-6

⓺

⓻ CEL ✓ **UPDATE**

8. Notice the permit appears in the **Associated Permits** table.

Pro Tip

Select the link to open the associated permit. You may edit or delete the associated permit using the buttons on the right.

If you selected **New** permit:

4. For the question: **Are you the one who is submitting the permit?**

- If **yes**, then expand the **Select a Permit Category** list and select an option from the list.

Note

The **Permit Category** shows the categories approved for your Utility Entity. The image shown is an example and it may be different to what you see.

- If **no**, please provide the Reference ID to the person that will be submitting the new permit.
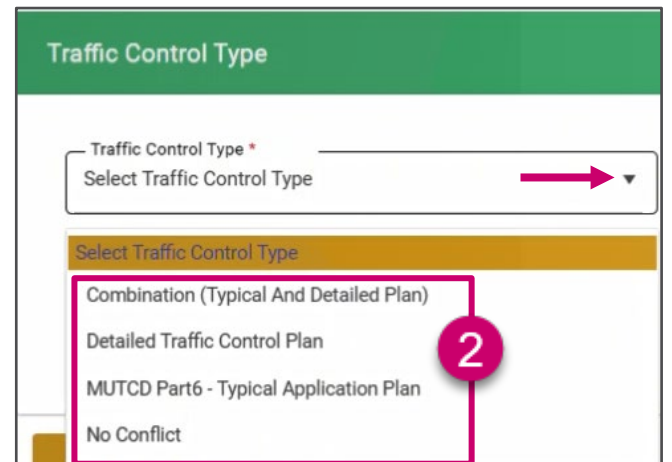
Traffic Control Type

1. Expand the **Traffic Control Type**.

2. Select the **Traffic Control Type*** from the drop-down list.
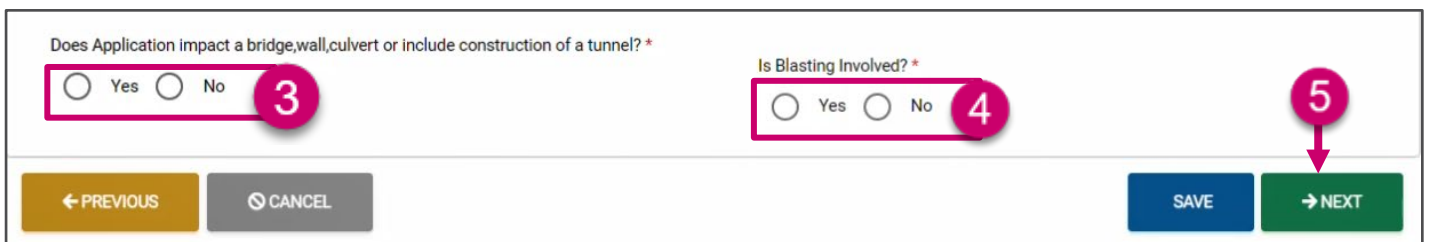
   - Combination (Typical And Detailed Plan)
   - Detailed Traffic Control Plan
   - MUTCD Part6 – Typical Application Plan
   - No Conflict

> **!**
>
> Attachments need to be added when either **Detailed traffic Control Plan** or **Combination** is selected.
>
> **Important**

3. Select **Yes** or **No** for **Does Application impact a bridge, wall, culvert or include construction of a tunnel?***

4. Select **Yes** or **No** for **Is Blasting Involved?***

5. Select **NEXT**.

Attachments Tab

The next step in the permit application process is to upload all required documents and any you deem relevant. Please review the Utility Permit Categories & Requirements for complete details.

- The documents required are marked with an asterisk (*).
- The documents required depend on the type of permit and the options selected in previous tabs.
- The only file type you may upload is a PDF file.
- All attachments are limited to 100 MB per file.
- You may only upload one document for each type (except in the Miscellaneous section).
- You may upload the same file more than once to create multiple versions of the file.
- Upload one document at a time.

Note

The top four documents do not have an upload option because those are documents that will be generated by the system upon submission. Documents denoted with an asterisk (*) are required.

Note

Attachments Tab Functionality

a. Files for which you can only upload one file, the file name link will be modified to the Document Type uploaded, and it will include the Reference ID.

b. For sections such as the **Miscellaneous**, for which you can upload multiple files, all files will be listed, and the original names are displayed.

▶ ☐	Details	DTLS_U-121-002046-7.pdf **a**	✕	02/14/2024	Jane Doe	+
☐	Miscellaneous	Miscellaneous.PDF **b** ETI_Report.PDF	✕ ✕	02/14/2024 02/14/2024	Jane Doe Jane Doe	+

c. If multiple versions of the same file have been uploaded for Document Types limited to only one file, you can select the arrow on the left (▶) and select the version number from the list. The file name link shown is linked to the latest version uploaded.

| | | Lighting Files | LGTFI_U-121-002046-7.pdf | × | 02/14/2024 | Jane Doe | + |

Version Number		Modified date
1.0		Feb-12-2024 03:15 PM
2.0		Feb-12-2024 03:15 PM
3.0		Feb-12-2024 03:15 PM

d. To download files, select the checkbox next to the file (☑) and select the **DOWNLOAD SELECTED FILES** button at the top of the page. In this example, only two files will download.

Select	Document Type		Document Link		Uploaded Date	Uploaded By	Upload
▶ ☐	Form 8413A						
▶ ☐	General Provisions						
▶ ☐	Permit Data						
▶ ☐	Form 8520						
▶ ☐	Traffic Control Files						+
▶ ☑	* Permit Plans		PPL_U-121-002046-7.pdf	×	02/14/2024	Jane Doe	+
▶ ☐	Permit Profiles						+
▶ ☐	Permit Cross Sections						+
▶ ☑	Lighting Files		LGTFI_U-121-002046-7.pdf	×	02/14/2024	Jane Doe	+

To upload files:

1. Select **the +** button to upload a new document or a revision of an existing document.

2. Select the file.

3. And select **Open**.

4. Select **UPLOAD**.

5. Wait while the system uploads the file.

6. The system will display a document link next to the file once it has been uploaded successfully.

7. Repeat steps 1 through 6 to upload any other documents.

8. You may upload several files under the **Miscellaneous** section.

9. Select **REVIEW AND SUBMIT**.

Review Utility Permit Application

1. Review carefully all the information on the permit application form.

2. If you need to make any changes, select the **Edit** (✏️) button for the specific section and make the appropriate changes.

3. Once the permit form is correct, select the check box for "By clicking the submit button below, I confirm that I have reviewed all the details."

4. Select **SUBMIT**.

5. Select **OK** to acknowledge the permit application has been submitted successfully.

The utility permit appears in the **Submitted Permits** section and the status is **Pending**.

Note

Upon successfully submitting your request, you may check the submission status by following the steps outlined in the Track Permit Application Status section.

Important

To ensure the approval process is completed promptly, please make sure to check your email often in case there are suggested changes to the utility permit application.

Permit Application Status

After the Utility permit application has been submitted, you can check the application status directly from the GPAS – Utility Permits Home page.
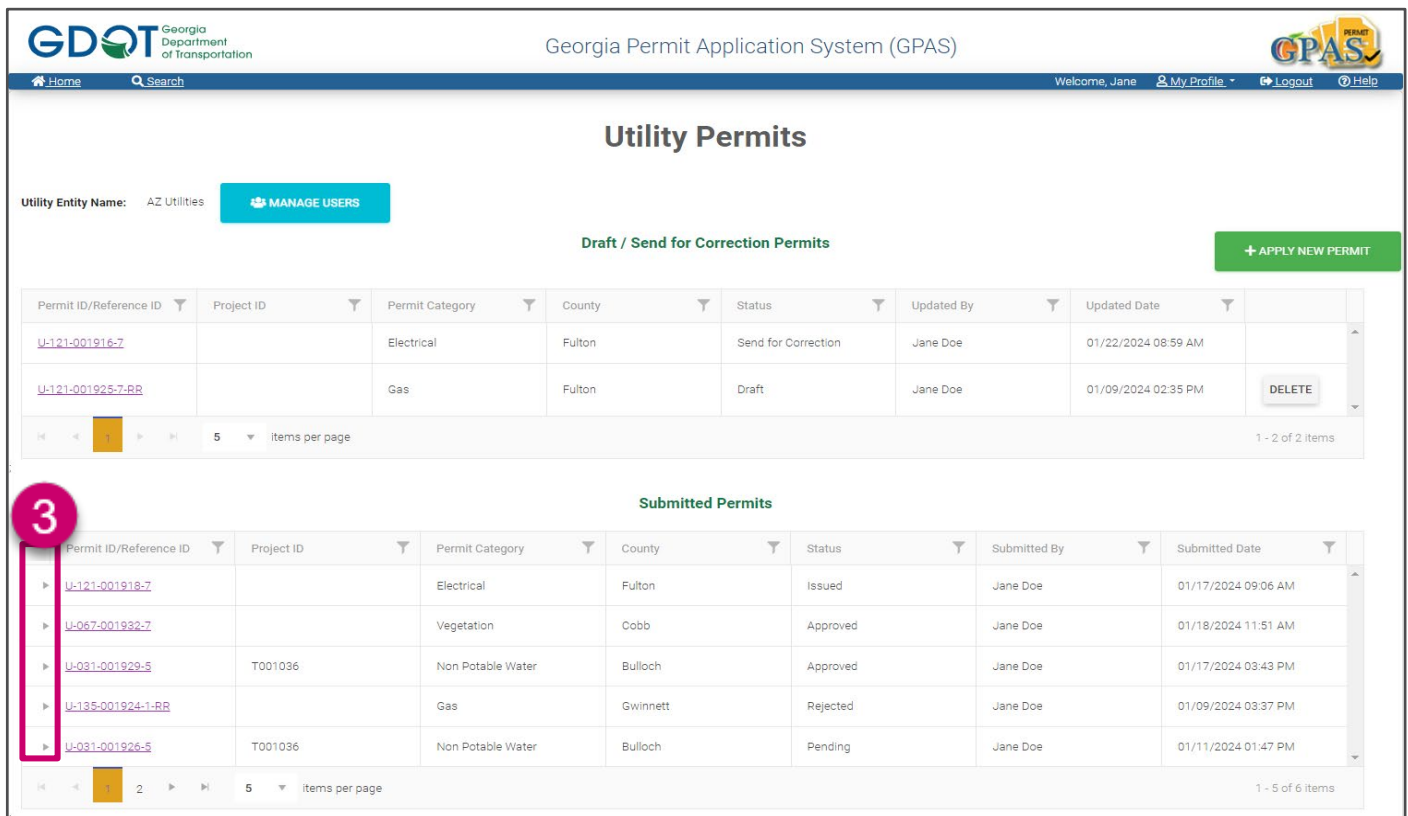
1. Sign in to **GPAS – Utility Permits**.

2. Locate the utility permit application from the **Submitted Permits** table.

> **!**
>
> If the submitted permit application was sent back for correction, it will be listed in the **Draft/Send for Correction Permits** table. See the Collaboration with GDOT chapter for complete directions of what to do in this case.
>
> **Important**

3. Expand the arrow on the left of the permit application number.

4. The permit expands showing more information regarding the review process. In this example:

   a. The **Permit Status** is **Issued**.

   b. The **Workflow Status** is **Claimed**.

The difference between **Permit Status** and **Workflow Status** is explained on the next page.

Note

Submitted Permits

Permit ID/Reference ID	Project ID	Permit Category	County	Status	Submitted By
▲ U-121-001918-7		Electrical	Fulton	Issued *(a)*	Jane Doe

Group Name	Assigned Date	Status	Status Date	Last Updated By
UtilityPermit Area Inspector D7	01/22/2024	Claimed *(b)*	01/22/2024	Ben Adams
UtilityPermit Area Inspector D7	01/22/2024	Group Assigned	01/22/2024	
UtilityPermit District Utility Manager D7	01/22/2024	Approved	01/22/2024	Alan Jones
UtilityPermit District Utility Manager D7	01/22/2024	Claimed	01/22/2024	Alan Jones
UtilityPermit District Utility Manager D7	01/22/2024	Group Assigned	01/22/2024	
UtilityPermit Utility Permit Specialist	01/22/2024	Approved	01/22/2024	Elly Brown
UtilityPermit Utility Permit Specialist	01/22/2024	Claimed	01/22/2024	Elly Brown

Depending on the type of permit there might be one or more GDOT reviewers and approvers.

Submission	→	GDOT Review	→	Application Update	→	GDOT Approval
•Application Submission		•District Utility Reviewer •Specialist (only when permit is associated with a Bond/Fee) •District Utility Manager •Area Inspector		•Application Update (only if it was sent back for correction)		•Permit Approval
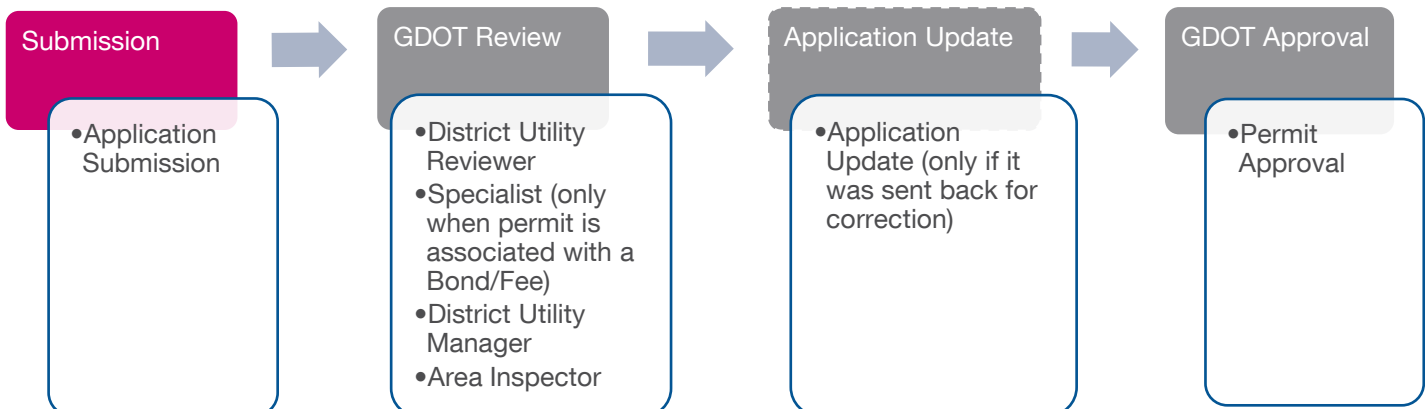
Difference Between Workflow Status and Permit Status

The difference between the **Workflow Status** and the **Permit Status** shown in the **Submitted Permits** table and the **Draft/Send for Correction Permits** table is that the **Permit Status** shows the status of the overall process. While the **Workflow Status** shows the step in which the application is and what everyone has done during their review.

a. **Permit Status** can be:	b. **Workflow Status** can be:
Approved – Status when the permit is approved. **Canceled** – Status when the Area Inspector cancels the permit. **Complete** – Status when the work related to the permit is completed. **Draft -** Status when the permit has not been submitted. **Issued** – Status when the Area Inspector issues the permit. **Pending** – Status when the Applicant submits the permit and is waiting for the GDOT review process to start. **Rejected** – Status when the permit is declined. **Sent for Correction** – Status when GDOT personnel sends the permit application back to the Applicant for correction. This requires collaboration between the Applicant and GDOT. More details are listed on the next page.	**Approved** – Status when the reviewer approves the permit during the review step. **Assigned** – Status when the application permit is in a recipient's queue. **Claimed** – Status when a permit submitted to a group of reviewers is assigned or claimed by one of them. **Group Assigned** – Status when a permit is submitted to a group of users for one of them to complete the review. **Re-Assigned** – Status when the reviewer reassigns the review task to a different GDOT user. **Rejected** – Status when a reviewer rejects the permit during the review step. **Submitted** – Status when the Applicant submits the permit and is waiting for the GDOT review process to start. **Unclaimed** – Status when a reviewer: has not been assigned or has not claimed the permit application waiting to be reviewed or if the reviewer who claimed the permit is no longer able to review it.

!

Once a **Permit Status** shows it is **Approved** the work can start. However, for permits where the Area Inspector is part of the review process, the work can start once the **Permit Status** shows **Issued**.

Important

Collaboration with GDOT

> **!**
>
> To ensure the approval process is completed promptly, please check your email often in case there are suggested changes to the utility permit application.
>
> **Important**

Review Suggested Changes & Update Application

After any of the GDOT personnel reviews the application, they might suggest changes to it. In such a case, you, as the applicant, would receive an email notification with the suggested changes.

1. From "The Utility Permit Application has been sent for Correction" email:

   a. Note the **Reviewer Comments**.

   b. Select the **GPAS Utilities Application** link.

2. Sign into GPAS.

The Utility Permit Application has been sent for Correction

gpassysadmin@dot.dot.ga.gov
Today, 2:32 PM

Utility Permit Reference #: U-121-001916-7
Permit Type: Regular Encroachment
Permit Category: Electrical
Entity Name: AZ Utilities
Submittal Date: 01/19/2024
Reviewer Comments: The permit application form is incomplete. Please update and add the corresponding attachments.

The reviewer has requested corrections on the Utility Permit Application. Please address these comments and resubmit at your earliest convenience.
Please go to the GPAS Utilities Application and login to view the details/status.

3. Select the **Permit ID/Reference ID** of the permit with the status of **Send for Correction**.

Draft / Send for Correction Permits   **+ APPLY NEW PERMIT**

Permit ID/Refere...	Project ID	Permit Category	County	Status	Updated By	Updated Date	
U-121-001916-7		Electrical	Fulton	Send for Correction		01/17/2024 02:30 PM	
U-121-001925-7-RR		Gas	Fulton	Draft	Jane Doe	01/09/2024 02:35 PM	DELETE

| ◄ ◄ 1 ► ►| 5 ▼ items per page | 1 - 2 of 2 items |

4. Proceed to update the permit application with the updated changes.

5. Review and submit the permit application as outlined in the Submit a Utility Permit Application chapter.

> Please check your email often in case there are further suggested changes to the utility permit application.
>
> **Note**

GPAS – Utility Permits – External

Access Approved Utility Permit

Once all parties have reviewed and approved the utility permit application, an email notification will be sent out to all interested parties. This process also applies for permit types, for which an issued permit is required for the work to start.

1. From "The Utility Permit Application has been APPROVED" email, select the link at the bottom of the page to go to the **GPAS Utilities Application**.

The Utility Permit Application has been APPROVED.

gpassysadmin@dot.ga.gov
Yesterday, 3:49 PM

The following Utility Permit Application for Permit Reference #: U-031-001929-5 has been APPROVED on 1/17/2024 3:49:32 PM.

Permit Reference #: U-031-001929-5
Permit Type: Project Id
Permit Category: Non Potable Water (Reclaimed Water, Irrigation, Slurry, Chilled/Hot Water)
Entity Name: AZ Utilities
Submittal Date: 01/17/2024

①

Please go to the GPAS Utilities Application and login to view the details/status.

---

2. If necessary, sign into the GPAS Utility application.

3. From the **Utility Permits** home page, locate your **Approved** permit under the **Submitted Permits** table.

4. Select the **Permit ID/Reference ID** link to access the permit information.

Submitted Permits

Permit ID/Reference ID	Project ID	Permit Category	County	Status	Submitted By	Submitted Date
▶ U-067-001932-7		Vegetation	Cobb	Pending	Jane Doe	01/18/2024 11:51 AM
▶ U-031-001929-5	T001036	Non Potable Water	Bulloch	Approved	Jane Doe	01/17/2024 03:43 PM
▶ U-135-001924-1-RR		Gas	Gwinnett	Rejected	Jane Doe	01/09/2024 03:37 PM
▶ U-121-001918-7		Electrical	Fulton	Pending	Jane Doe	01/17/2024 09:06 AM
▶ U-031-001926-5	T001036	Non Potable Water	Bulloch	Pending	Jane Doe	01/11/2024 01:47 PM

| ◀ ◀ 1 2 ▶ ▶| 5 ▼ items per page | 1 - 5 of 6 items |

5. Scroll down to the **Permit Attachments** section.

6. Select the **Document Link** for the **Permit Data** file which was generated by the system. Once a permit is submitted, the system will generate the following PDF files: Form 8413A, General Provisions, Permit Data, Schedule (only if permit type is "Project Id") and Vegetation (only if permit type is "Vegetation").

Permit Attachments

Document Type	Document Link	Uploaded By
Form 8413A	F8413A_U-031-001929-5.pdf	SYSTEM SYSTEM 45
General Provisions	GPRV_U-031-001929-5.pdf	SYSTEM SYSTEM 45
Permit Data	PRMTDA_U-031-001929-5.pdf	SYSTEM SYSTEM 45
Traffic Control Files	TCF_U-031-001929-5.pdf	Jane Doe
Permit Plans	PPL_U-031-001929-5.pdf	Jane Doe
Schedule	SCH_U-031-001929-5.pdf	SYSTEM SYSTEM 45

7. Review the document.

8. If your computer didn't download the file automatically, select the **download** button.

9. Repeat steps 5 through 8 to download any other files you would like.

> **!**
> Make sure to download a copy of the permit for your records.
> **Important**
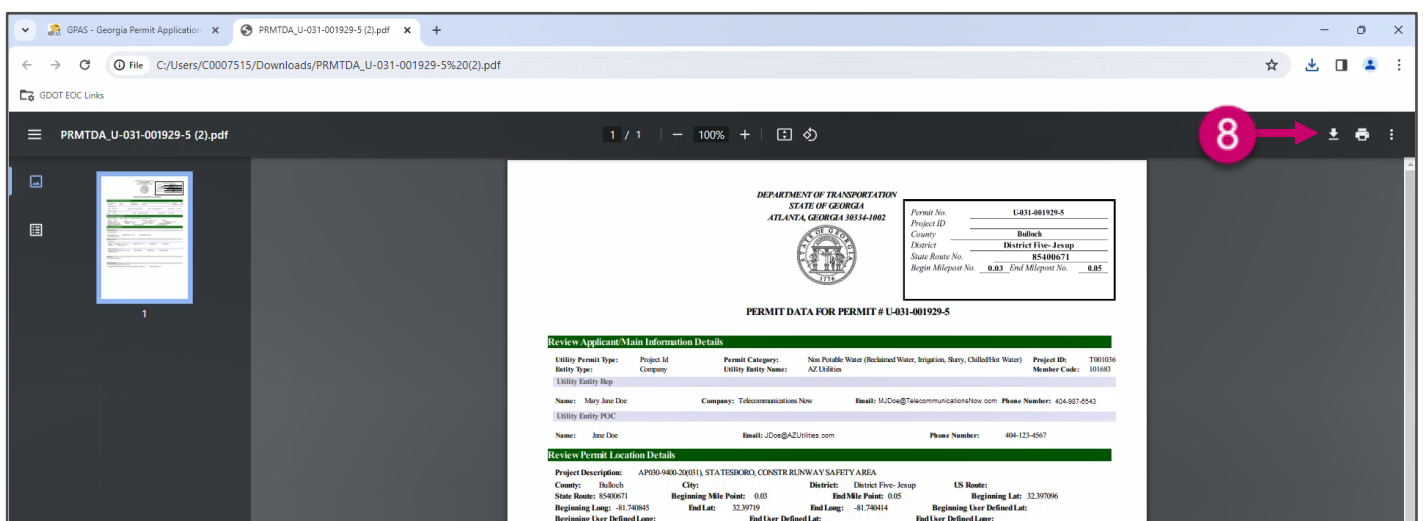
Frequently Asked Questions (FAQ)

1. What do I need to apply for a utility permit?

    A: Please review the requirements sections for the permit category you would like to submit in the Utility Permit Categories & Requirements chapter on page 80.

2. How do I know the status of my utility permit application?

    A: Please review the Track Permit Application Status chapter on page 170.

Access Help

Besides this manual, there are many resources available to you for this application.

GDOT Certification & Training

The GDOT GPAS Training Guides page https://www.dot.ga.gov/GDOT/Pages/GPASTraining.aspx has links to videos and other manuals that may answer your questions.

Support Contact Information

If the answers to your questions are not in this manual nor in the GDOT GPAS Training Guides page, or if you experience any problems with this application, please contact the Solutions Center at 404-631-1220 or solutionscenter@dot.ga.gov.

Note

Glossary

AI	GDOT Area Inspector
Applicant	Government authority applying for a permit
DBA	Doing Business As
DUM	GDOT District Utility Manager
GDOT	Georgia Department of Transportation
Governing Authority	Governing Authority applying for a permit
GPAS	Georgia Permit Application System
GUPS	Georgia Utility Permitting System
MOA	Memorandum of Agreement
OR	GDOT Office Reviewer
POC	Point of Contact
SPA	Signal Permit Application
Submitter	Person that submits a permit application
SZ	Speed Zones
UAS	Utility Adjustment Schedule
UC	Utility Company
UCO	Utility Company Owner
UCR	Utility Company Representative
UPS	GDOT Utility Permit Specialist
UR	GDOT Utility Reviewer