

GPAS - Utilities Permits for External Applicants

Manual

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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 utilities 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.

Note



These callouts contain tech tips, productivity tips, and other useful nuggets of information that will make you more efficient.

Pro Tip



These callouts contain information that will prevent errors from occurring and help you troubleshoot issues.

Important

Background

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	<p>As its name indicates, this type of permit is used for a utility emergency.</p> <div>  <p>A regular (non-emergency) permit must be submitted within 5 business days of submitting the emergency permit.</p> <p>Important</p> </div>
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.

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 Utilities

1. Open Google Chrome.



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

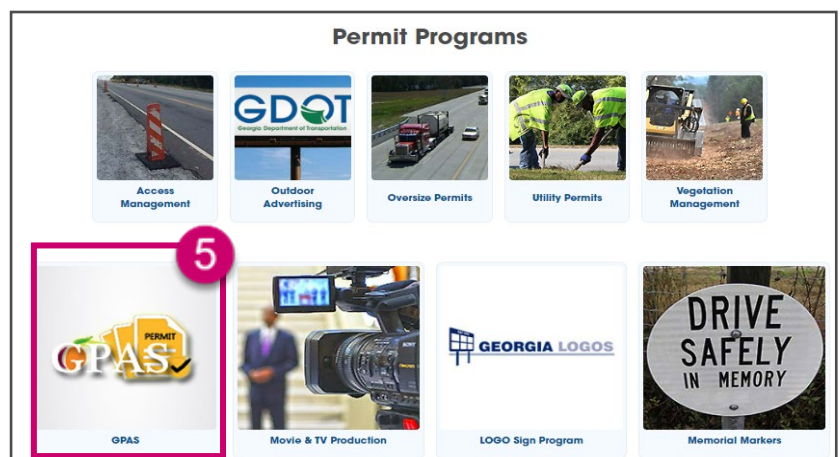
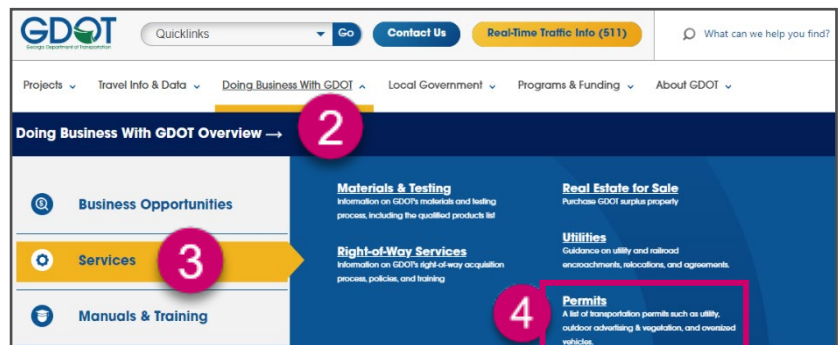
Note

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

3. Select **Services**.

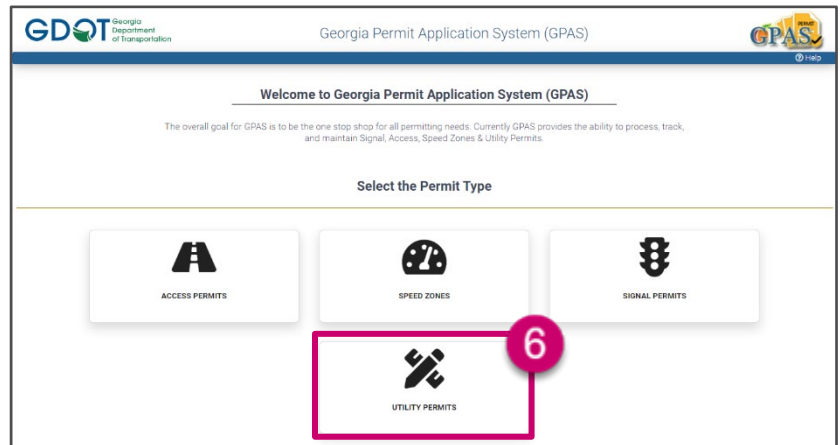
4. Select **Permits**.

5. Select **GPAS**.



GPAS – Utilities Permits – External

6. Select UTILITY PERMITS.

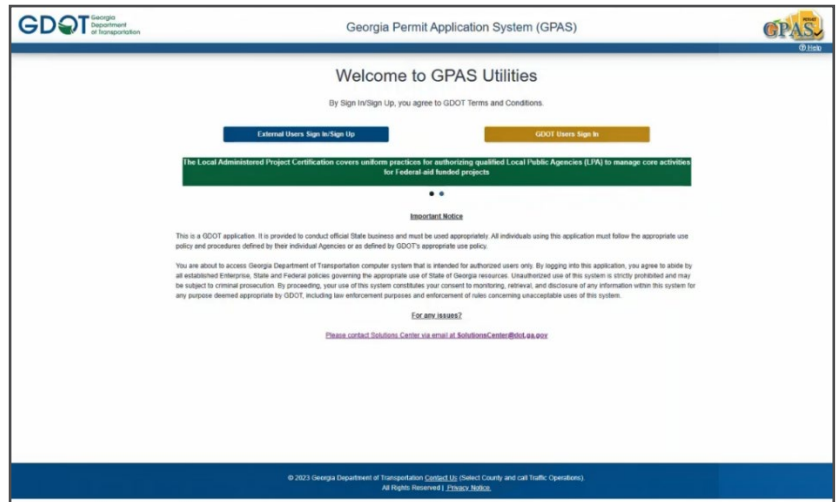


7. The GPAS login page appears.

!

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



GDOT made an effort to migrate the information for member groups from the prior system (GUPS) to the new one (GPAS – Utilities). This section is for those users.

Note

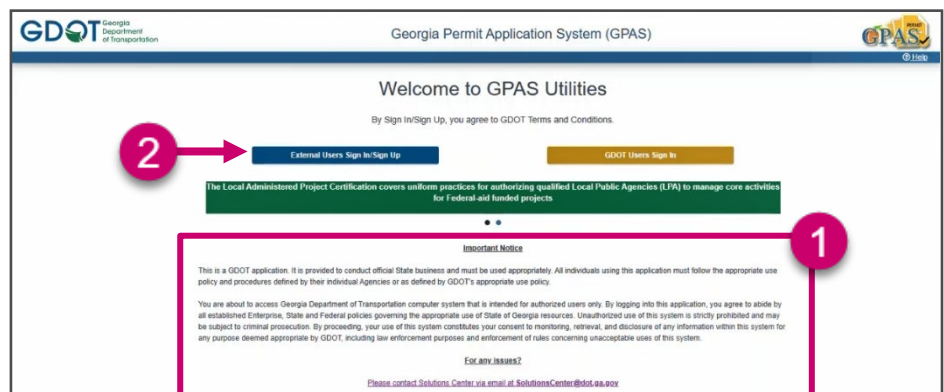


The steps outlined in this section must be completed the first time you sign into the new application. The next time you want to access the application, you will follow the steps outlined in the Sign In section on page 32.

Important

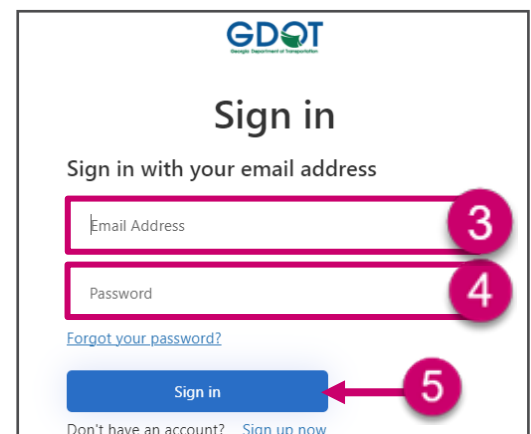
First Time Sign-In

1. Read the Important Notice.
2. Select **External Users Sign In/Sign Up**.



The screenshot shows the 'Welcome to GPAS Utilities' page. At the top, there are logos for GDOT and GPAS. Below the header, it says 'Welcome to GPAS Utilities' and 'By Sign In/Sign Up, you agree to GDOT Terms and Conditions.' There are two buttons: 'External Users Sign In/Sign Up' (highlighted with a red circle and arrow labeled '2') and 'GDOT Users Sign In'. Below these buttons is a green box with text about Local Administered Project Certification. Further down is an 'Important Notice' section, which is highlighted with a red circle and arrow labeled '1'. At the bottom, there is a link for 'For any issues?' and contact information for the Solutions Center.

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**.



The screenshot shows the 'Sign in' page. At the top, there is a GDOT logo. Below it, the text 'Sign in' is displayed. Underneath, it says 'Sign in with your email address'. There are two input fields: 'Email Address' (highlighted with a red circle and arrow labeled '3') and 'Password' (highlighted with a red circle and arrow labeled '4'). Below the password field is a link for 'Forgot your password?'. At the bottom, there is a blue 'Sign in' button (highlighted with a red circle and arrow labeled '5') and a link for 'Don't have an account? Sign up now'.


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.

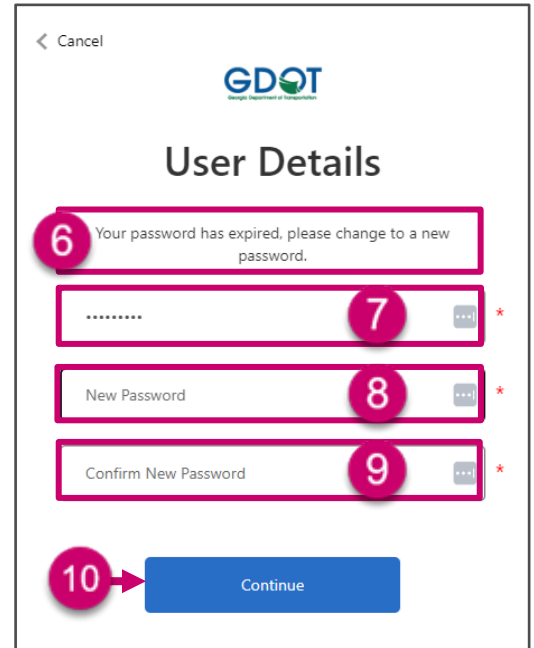


The password must be between 8 and 64 characters.
The password must have at least 3 of the following:

- a lowercase letter
- an uppercase letter
- a digit (number)
- a symbol

Important

10. Select **Continue**.



The screenshot shows the 'User Details' form in the GDOT system. It includes a 'Cancel' link at the top left. The form has three password input fields, each with a red asterisk indicating it is required. The first field is labeled 'Your password has expired, please change to a new password.' and contains a masked password. The second field is labeled 'New Password' and the third is 'Confirm New Password'. Both the second and third fields also contain masked passwords. At the bottom, there is a blue 'Continue' button. Numbered callouts (6-10) are overlaid on the image to guide the user through the steps: 6 points to the expired password message, 7 points to the first password field, 8 points to the 'New Password' field, 9 points to the 'Confirm New Password' field, and 10 points to the 'Continue' button.

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**.

Multi-factor authentication

Enter a number below that we can send a code via SMS or phone to authenticate you.

Country Code

United States (+1)
11

Phone Number

Phone number
12

Send Code
13

Call Me

< Cancel

GDOT
Georgia Department of Transportation

Multi-factor authentication

Enter a number below that we can send a code via SMS or phone to authenticate you.

+1404-1234567

Enter your verification code below, or [send a new code](#)

14

15
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.

GDOT Georgia Department of Transportation

Georgia Permit Application System (GPAS)

Welcome, Jane [My Profile](#) [Logout](#) [Help](#)

Utility Permits

Utility Entity Name: AZ Utilities [MANAGE USERS](#)

[Draft / Send for Correction Permits](#) [+ APPLY NEW PERMIT](#)

Permit ID/Refer...	Project ID	Permit Category	County	Status	Updated By	Updated Date
No items to display						

Submitted Permits

Permit ID/Refer...	Project ID	Permit Category	County	Status	Submitted By	Submitted Date
No items to display						

Requests For UC Rep Review

Request Number	Rep Name	Status	Submitted By	Submitted Date	Comments
No items to display					

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

GDOT Georgia Department of Transportation

Georgia Permit Application System (GPAS)

Welcome, Mary Jane [My Profile](#) [Logout](#) [Help](#)

Utility Permits

Utility Entity Name: AZ Utilities [MANAGE USERS](#)

[Draft / Send for Correction Permits](#) [+ APPLY NEW PERMIT](#)

Permit ID/Refer...	Project ID	Permit Category	County	Status	Updated By	Updated Date
No items to display						

Submitted Permits

Permit ID/Refer...	Project ID	Permit Category	County	Status	Submitted By	Submitted Date
No items to display						

Sign Up

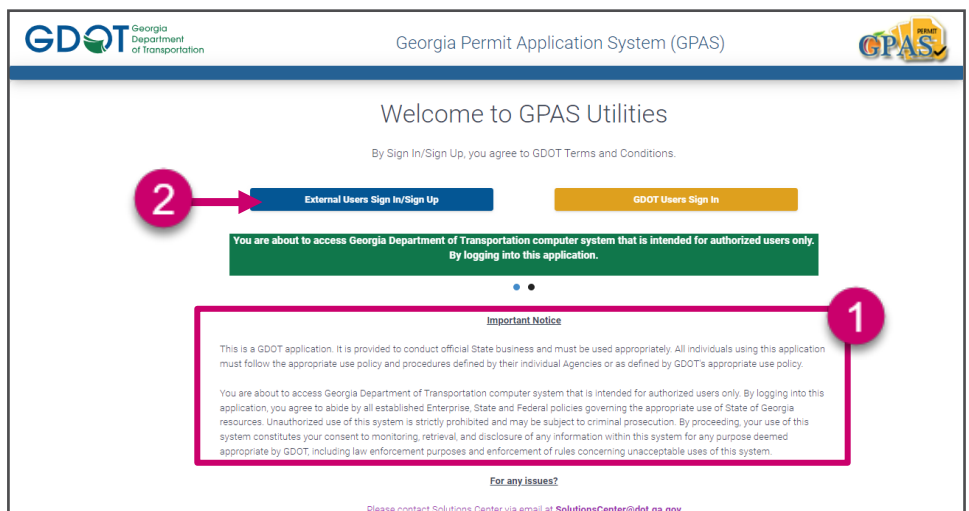


Organizations/Entities that wish to file for a utility permit must register with GPA Utilities as a POC or as a Rep. The POC/Rep's request process must be completed and approved before the submittal of the initial permit request.

Important

New Users Sign Up

1. Read the Important Notice.
2. Select External Users Sign In/Sign Up.



The screenshot shows the 'Welcome to GPAS Utilities' page. At the top, there are logos for GDOT and GPAS. Below the header, the text reads 'Welcome to GPAS Utilities' and 'By Sign In/Sign Up, you agree to GDOT Terms and Conditions.' There are two buttons: 'External Users Sign In/Sign Up' (blue) and 'GDOT Users Sign In' (orange). A pink arrow labeled '2' points to the 'External Users Sign In/Sign Up' button. Below the buttons is a green box with white text: 'You are about to access Georgia Department of Transportation computer system that is intended for authorized users only. By logging into this application.' Below this is a pink box labeled 'Important Notice' with a pink arrow labeled '1' pointing to it. The 'Important Notice' text states: 'This is a GDOT application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by GDOT's appropriate use policy. You are about to access Georgia Department of Transportation computer system that is intended for authorized users only. By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources. Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution. By proceeding, your use of this system constitutes your consent to monitoring, retrieval, and disclosure of any information within this system for any purpose deemed appropriate by GDOT, including law enforcement purposes and enforcement of rules concerning unacceptable uses of this system. For any issues? Please contact Solutions Center via email at SolutionsCenter@dot.ga.gov'.

3. Select Sign up now.



The screenshot shows the 'Sign in with your email address' page. At the top, there is a GDOT logo. Below the header, the text reads 'Sign in with your email address'. There are two input fields: 'Email Address' and 'Password'. Below the 'Password' field is a link that says 'Forgot your password?'. At the bottom, there is a blue button labeled 'Sign in'. Below the 'Sign in' button is a link that says 'Don't have an account? Sign up now'. A pink arrow labeled '3' points to the 'Sign up now' link.

GPAS – Utilities Permits – External



Fields with an asterisk (*) are required.

Important

4. Enter your **Email Address**.
5. Select **Send verification code**.

6. Check your email and note your code.

From: Microsoft on behalf of GDOTLabB2C <msonlineserviceteam@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

Sincerely,
GDOTLabB2C

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



7. Go back to GPAS and enter the **Verification Code**.
8. Select **Verify code**.



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.

Pro Tip

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

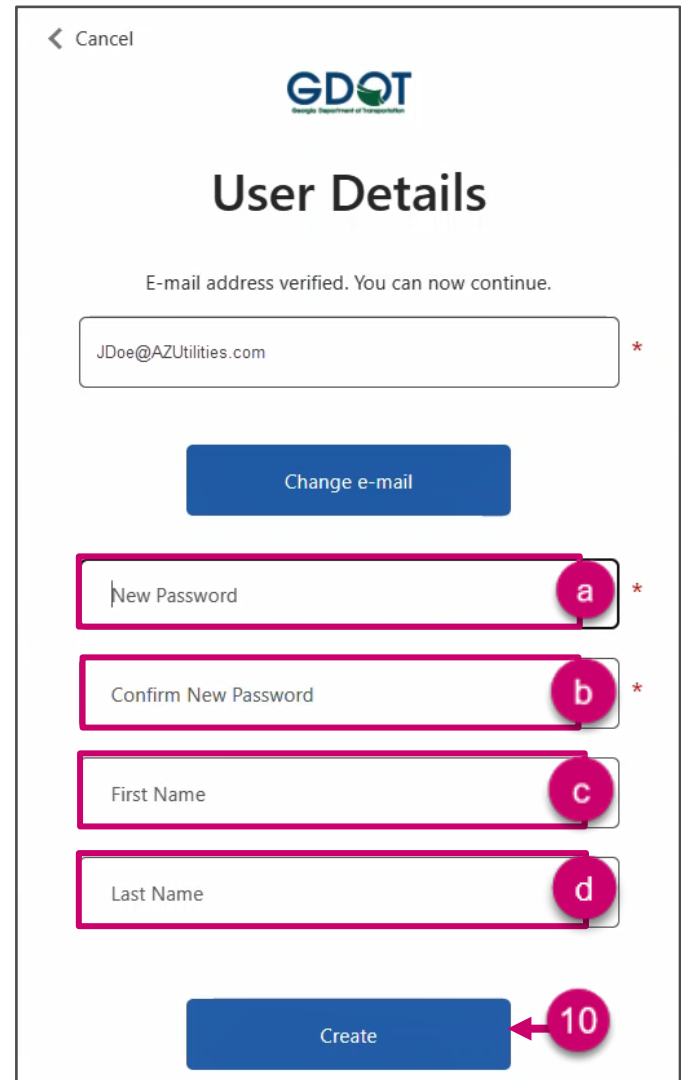
- b. Enter your password again in the **Confirm New Password** field.
- c. Enter your **First Name**.
- d. Enter your **Last Name**.

10. Select **Create**.



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

Note



< Cancel

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Georgia Department of Transportation

User Details

E-mail address verified. You can now continue.

JDoe@AZUtilities.com *

Change e-mail

New Password a *

Confirm New Password b *

First Name c

Last Name d

Create 10

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**.

Multi-factor authentication

Enter a number below that we can send a code via SMS or phone to authenticate you.

Country Code

United States (+1) 11

Phone Number

Phone number 12

Send Code 13

Call Me

[Cancel](#)

GDOT
Georgia Department of Transportation

Multi-factor authentication

Enter a number below that we can send a code via SMS or phone to authenticate you.

+1404-1234567

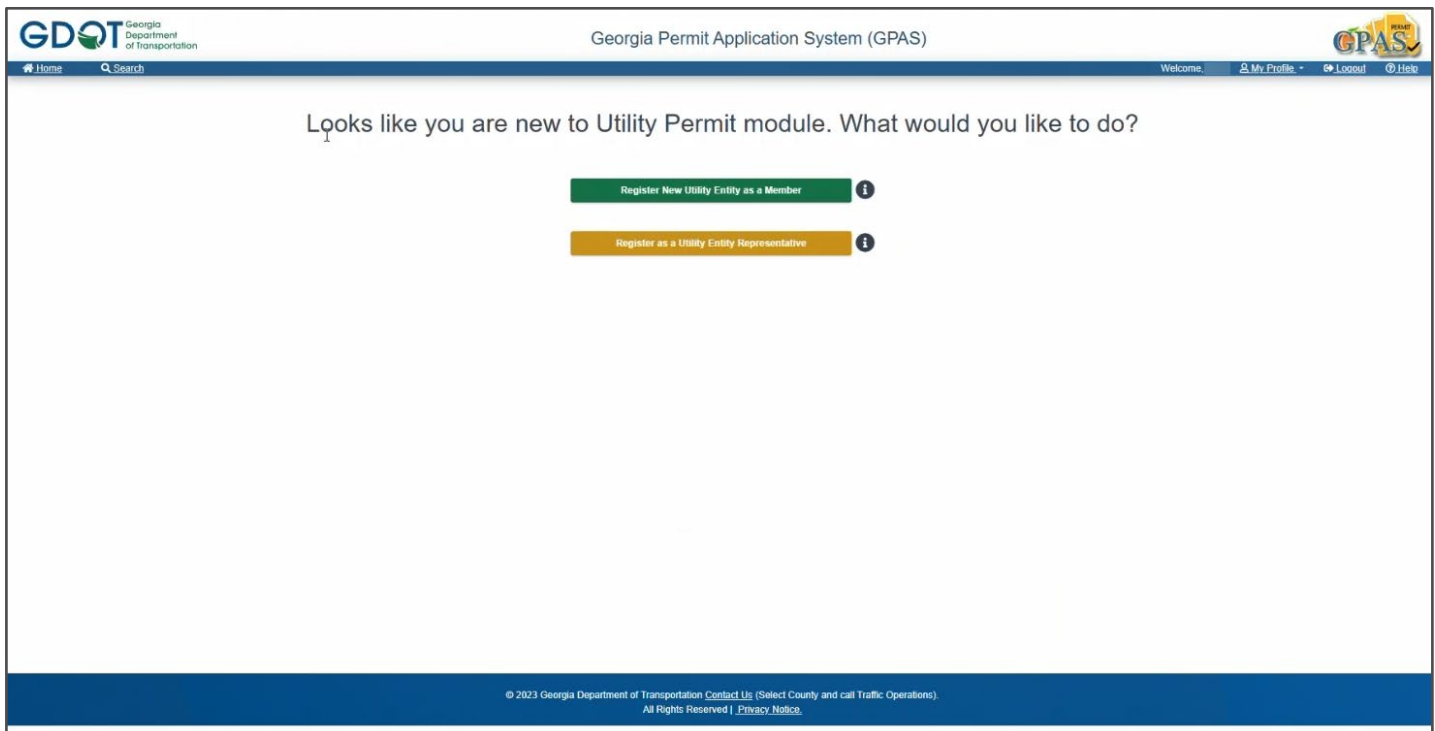
Enter your verification code below, or [send a new code](#)

14

15 **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.



The screenshot shows the Georgia Permit Application System (GPAS) interface. At the top, there is a GDOT logo on the left and the text "Georgia Permit Application System (GPAS)" in the center. On the right, there is a "GPAS" logo with a checkmark. Below the header, there is a navigation bar with links: Home, Search, Welcome, My Profile, Logout, and Help. The main content area displays the message: "Looks like you are new to Utility Permit module. What would you like to do?". Below this message, there are two buttons: "Register New Utility Entity as a Member" (green) and "Register as a Utility Entity Representative" (yellow). Both buttons have an information icon (i) to their right. At the bottom of the page, there is a footer with the text: "© 2023 Georgia Department of Transportation Contact Us (Select County and call Traffic Operations). All Rights Reserved | Privacy Notice".

Register New Entity as a Member

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

The screenshot shows the Georgia Permit Application System (GPAS) login page. The header includes the GDOT logo and navigation links like Home, Search, Welcome, My Profile, Logout, and Help. The main content area says "Looks like you are new to Utility Permit module. What would you like to do?". Two buttons are visible: "Register New Utility Entity as a Member" (highlighted with a red circle and arrow labeled '1') and "Register as a Utility Entity Representative".

2. The **New Utility Entity Account Registration Forms** page opens.
3. Proceed to fill out the form.

Notice that all fields with an * are required.

Important

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.

The screenshot shows the "User Role:" field with a red asterisk indicating it is required. The dropdown menu is open, showing "Utility Entity Owner" as the selected option. A red circle with the number '1' and an arrow points to this option.

The screenshot shows the "Entity Type" dropdown menu. The dropdown is open, displaying a list of options: Authority, City, Company, County, Federal Agency, Individual, Local Government, Municipal Corporation, and State Agency. A red circle with the number '2' and an arrow points to the list.

The screenshot shows the "Federal Tax ID" field with a red asterisk indicating it is required. The field contains the placeholder text "xx-xxxxxxx". A red circle with the number '3' and an arrow points to this field.

4. Enter the **Entity Name**.

 4

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

 5

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

 6

Entity's Point of Contact

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



If you need to correct your name,
please go to the [Edit Azure Profile](#)
section in this manual.

Note

 1
Jane

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

 2
Doe

3. Enter your **Title**.

 3

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

 4
JDoe@AZUtilities.com

5. Enter your **Alternate Email**.

 5

6. Enter the **Phone** number.

 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

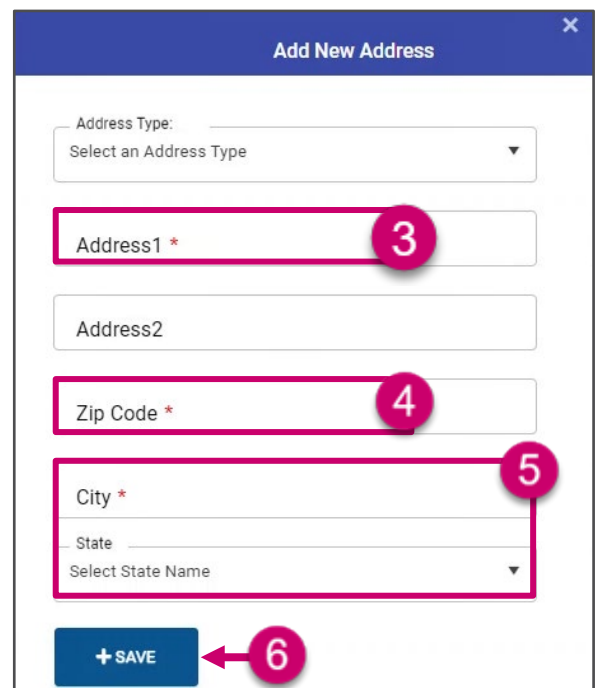


You must enter at least one address. Enter the mailing address for the entity to ensure you receive the appropriate documentation.

Important

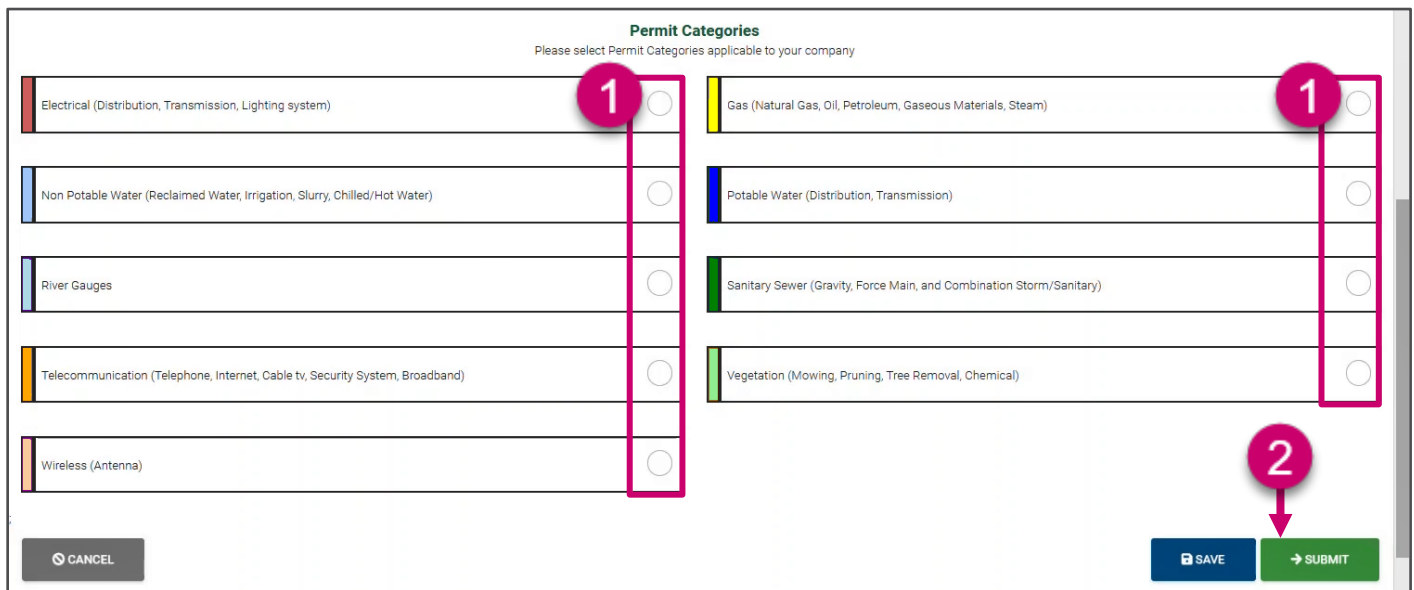
3. Enter the **Address**.
4. Enter the **Zip Code**.
5. Once you enter the zip code, the city and state information auto-populates. Confirm that the **City** and **State** are correct.
6. Select + **SAVE**.

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



Permit Categories

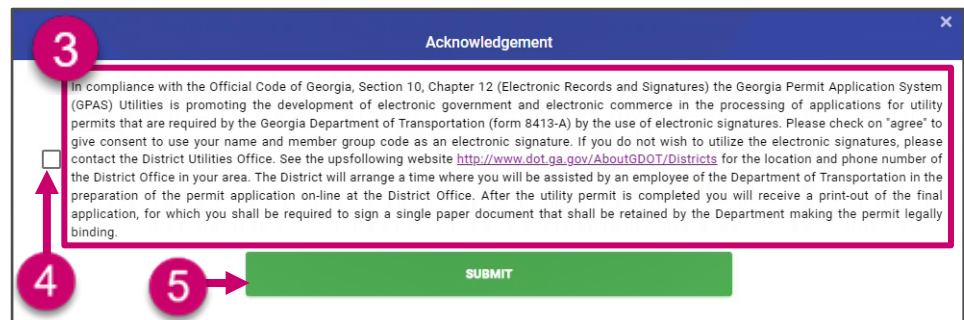
1. Select the **Permit Categories** radio buttons for those that are applicable to your company.
 - Electrical (Distribution, Transmission, Lighting System)
 - Gas (Natural Gas, Oil, Petroleum, Gaseous Materials, Steam)
 - Non-Potable Water (Reclaimed Water, Irrigation, Slurry, Chilled/Hot Water)
 - 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**.



Permit Categories
Please select Permit Categories applicable to your company

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

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



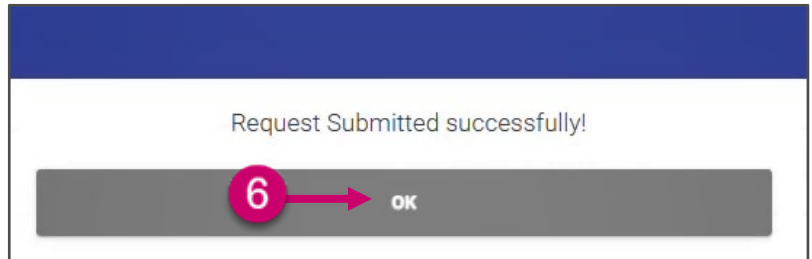
Acknowledgement

In compliance with the Official Code of Georgia, Section 10, Chapter 12 (Electronic Records and Signatures) the Georgia Permit Application System (GPAS) Utilities is promoting the development of electronic government and electronic commerce in the processing of applications for utility permits that are required by the Georgia Department of Transportation (form 8413-A) by the use of electronic signatures. Please check on "agree" to give consent to use your name and member group code as an electronic signature. If you do not wish to utilize the electronic signatures, please contact the District Utilities Office. See the upfollowing website <http://www.dot.ga.gov/AboutGDOT/Districts> for the location and phone number of the District Office in your area. The District will arrange a time where you will be assisted by an employee of the Department of Transportation in the preparation of the permit application on-line at the District Office. After the utility permit is completed you will receive a print-out of the final application, for which you shall be required to sign a single paper document that shall be retained by the Department making the permit legally binding.

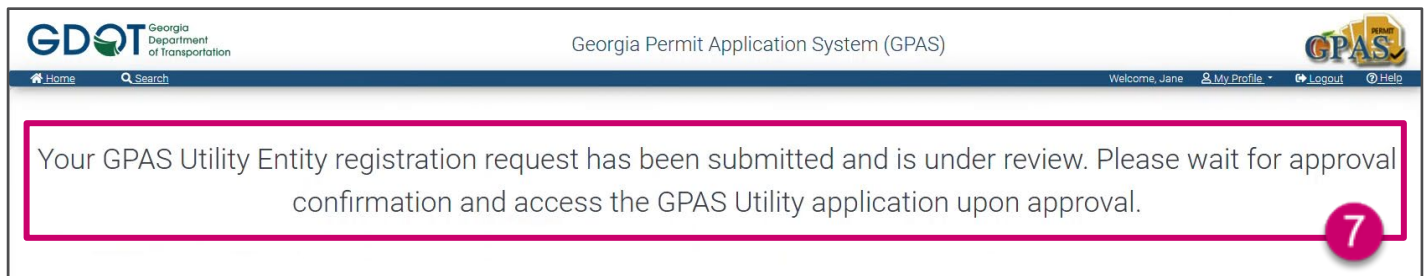
☐

GPAS – Utilities Permits – External

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



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



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.

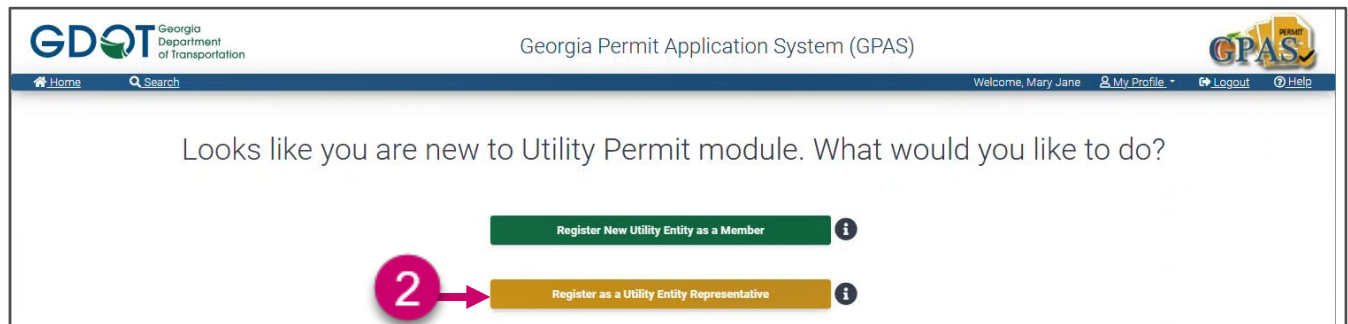


Please refer to the [Utility Permit Categories & Requirements](#) for a complete list of requirements. Then, proceed to the [Submit a Utility Permit Application](#) chapter to learn how to submit a particular permit request.

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.

GPAS – Utilities Permits – External



Notice that all fields with an * are required.

Important

Entity Rep's Info

1. The User Role is **Utility Entity Representative***.
2. Enter the **Rep Company Name***.
3. Verify or update your **First Name***.
4. Verify or update your **Last Name***.
5. Enter your **Title***.
6. Verify or update your **Email***.
7. Enter your **Phone***.

User Role:*

Utility Entity Representative

1

Rep Company Name *

2

First Name *

Mary Jane

3

Last Name *

Doe

4

Title *

5

Email *

MaryJDoe@TelecommunicationsNow.com

6

Phone *

7

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

- Fax
- Mobile
- Office



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

Note

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

GPAS – Utilities Permits – External

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.

The 'Add New Address' dialog box contains the following elements:

- Address Type:** A dropdown menu with the text 'Select an Address Type'.
- Address1 ***: A text input field, highlighted with a red box and a red circle with the number 3.
- Address2**: A text input field.
- Zip Code ***: A text input field, highlighted with a red box and a red circle with the number 4.
- City ***: A text input field, highlighted with a red box and a red circle with the number 5.
- State**: A dropdown menu with the text 'Select State Name'.
- + SAVE**: A blue button at the bottom, highlighted with a red circle with the number 6.

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**.

The 'Add New Utility' dialog box contains the following elements:

- Entity:** A search input field with the placeholder text 'Type to search...', highlighted with a red box and a red circle with the number 2.
- SELECT**: A blue button at the bottom, highlighted with a red circle with the number 3.
- SUBMIT**: A green button at the bottom right, highlighted with a red circle with the number 4.

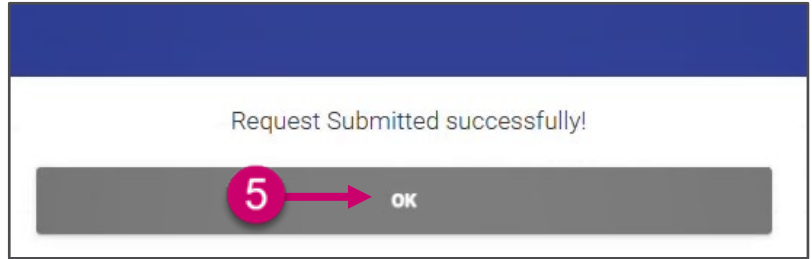
The 'Utility Entity Selection For Registration' page features a table with the following data:

Utility Entity Name	POC First Name	POC Last Name	Email Address	Status	
AZ Utilities	Jane	Doe	JDoe@AZUtilities.com		X DELETE

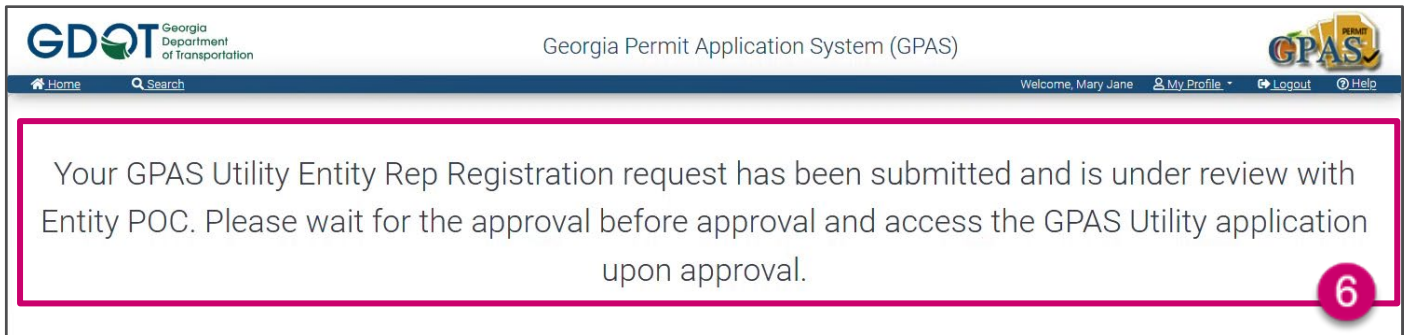
At the bottom of the page, there is a **CANCEL** button, a **SAVE** button, and a **SUBMIT** button. A red circle with the number 4 points to the **SUBMIT** button.

GPAS – Utilities Permits – External

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



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





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**.

GDOT Georgia Department of Transportation

Georgia Permit Application System (GPAS)

Welcome to GPAS Utilities

By Sign In/Sign Up, you agree to GDOT Terms and Conditions.

2 → External Users Sign In/Sign Up

GDOT Users Sign In

The Local Administered Project Certification covers uniform practices for authorizing qualified Local Public Agencies (LPA) to manage core activities for federal-aid funded projects.

• •

1

Important Notice

This is a GDOT application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by GDOT's appropriate use policy.

You are about to access Georgia Department of Transportation computer system that is intended for authorized users only. By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources. Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution. By proceeding, your use of this system constitutes your consent to monitoring, retrieval, and disclosure of any information within this system for any purpose deemed appropriate by GDOT, including law enforcement purposes and enforcement of rules concerning unacceptable uses of this system.

For any issues?

Please contact Solutions Center via email at SolutionsCenter@dot.ga.gov

© 2023 Georgia Department of Transportation. Contact Us (Select County and call Traffic Operations). All Rights Reserved | Privacy Notice

3. Enter your **Email Address**.
4. Enter your **Password**.
5. Select **Sign in**.

GDOT Georgia Department of Transportation

Sign in

Sign in with your email address

3

Email Address

4

Password

[Forgot your password?](#)

5

Sign in

Don't have an account? [Sign up now](#)

6. Select **Send Code**.

Cancel

GDOT
Georgia Department of Transportation

Multi-factor authentication

We have the following number on record for you. We can send a code via SMS or phone to authenticate you.

XXX-XXX-4567

6 → **Send Code**

Call Me

7. Enter the verification code.

8. Select **Verify Code**.

Cancel

GDOT
Georgia Department of Transportation

Multi-factor authentication

We have the following number on record for you. We can send a code via SMS or phone to authenticate you.

XXX-XXX-4567

Enter your verification code below, or [send a new code](#)

7

8 → **Verify Code**

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

GDOT Georgia Department of Transportation

Georgia Permit Application System (GPAS)

Welcome Jane | My Profile | Logout | Help

Utility Permits

Utility Entry Name: QA_Entry/Test **MESSAGE LOGS**

Draft / Send for Correction Permits **NEWLY NEW PERMIT**

Permit ID/Reference ID	Project ID	Permit Category	County	Status	Updated By	Updated Date	
U-127-001000.1		Vegetation	Fannin	Draft	Jane Doe	12/09/2023 11:10 AM	DELETE
U-130-001000.1		Private Water	Gwinnett	Draft	Jane Doe	12/09/2023 11:51 AM	DELETE
U-080-001000.0		Non Potable Water	Coffee	Draft	Jane Doe	12/04/2023 04:31 PM	DELETE

Items per page: 5 1 - 3 of 3 items

Submitted Permits

Permit ID/Reference ID	Project ID	Permit Category	County	Status	Submitted By	Submitted Date
U-025-001000.1	1205433	River Crossings	Dade	Approved	Jane Doe	11/26/2023 05:54 PM
U-130-001000.5	7301041	River Crossings	Evans	Approved	Jane Doe	11/20/2023 04:42 PM
U-121-001000.7		River Crossings	Fulton	Rejected	Jane Doe	12/01/2023 08:35 AM
U-080-001000.0		Non Potable Water	Coffee	Pending	Jane Doe	12/04/2023 04:31 PM
U-080-001000.0		Non Potable Water	Coffee	Pending	Jane Doe	12/04/2023 04:24 PM

Items per page: 5 1 - 5 of 5 items

Existing Users Sign In – Forgot Password

1. Select **Forgot your password?**



GDOT
Georgia Department of Transportation

Sign in

Sign in with your email address

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

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

3. Select **Send verification code**.



< Cancel

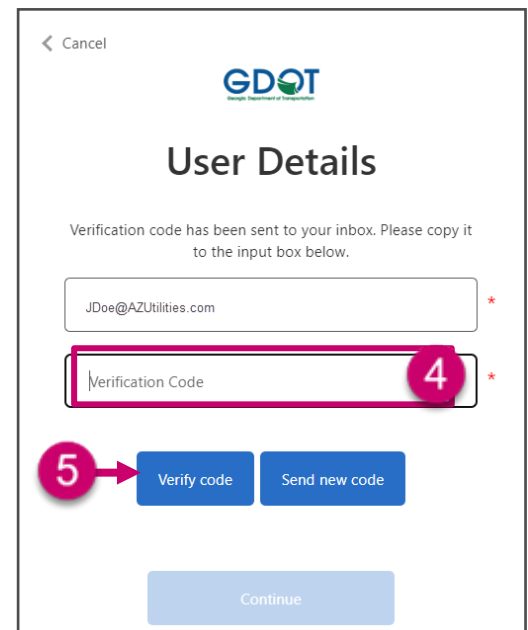
GDOT
Georgia Department of Transportation

User Details

Send verification code

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

5. 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.

Verify code **Send new code**

Continue

6. Select **Continue**.

< Cancel

GDOT
Georgia Department of Transportation

User Details

E-mail address verified. You can now continue.

JDoe@AZUtilities.com *

Change e-mail

6 → Continue

7. Enter your **New Password**.

8. Enter your password again to
Confirm New Password.

9. Select **Continue**.

< Cancel

GDOT
Georgia Department of Transportation

User Details

New Password *

Confirm New Password *

9 → Continue

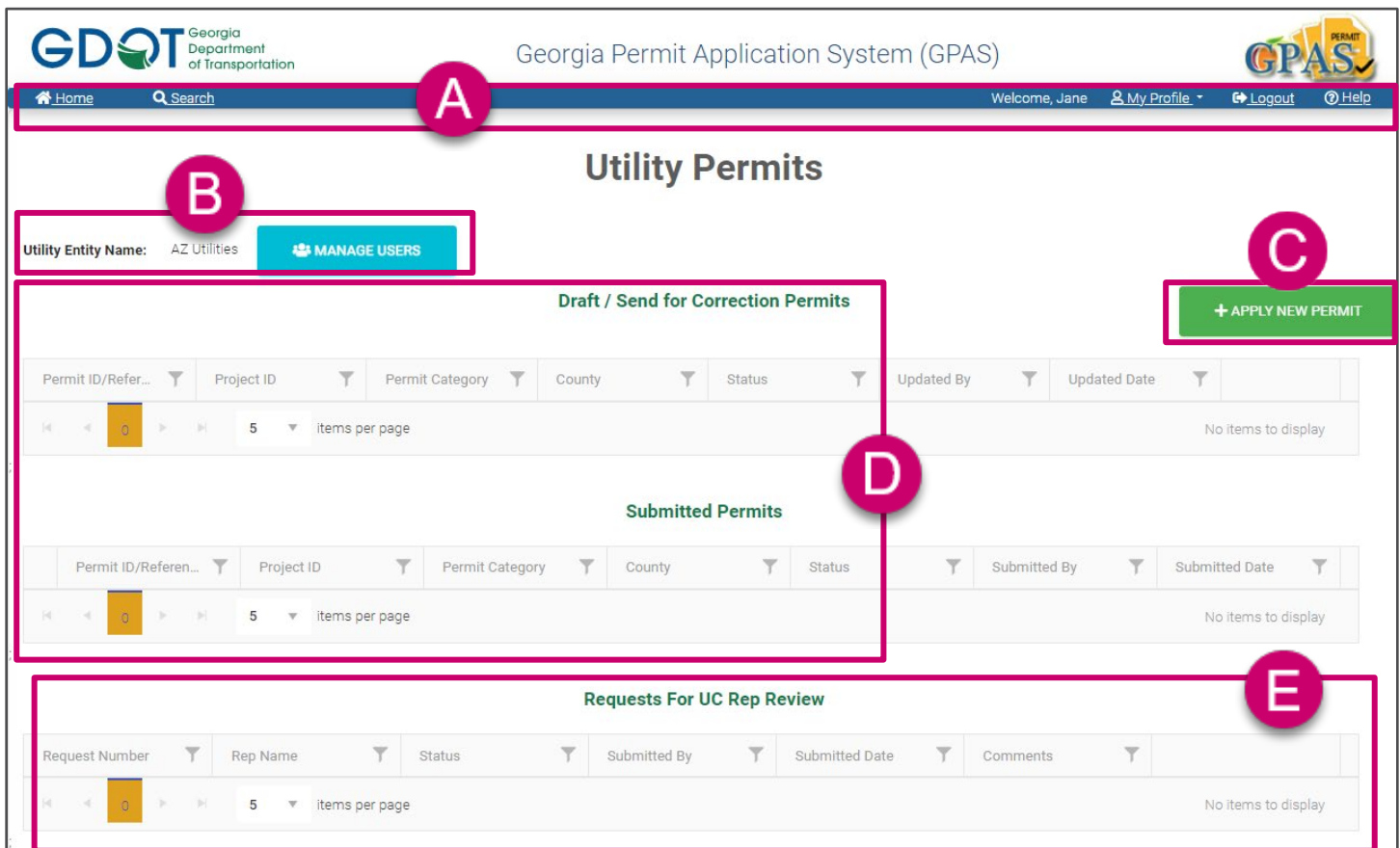
User Interface Overview

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.



The screenshot displays the GPAS - Utility Permits user interface. The top navigation bar (A) includes the GDOT logo, a search bar, and user links like 'Welcome, Jane', 'My Profile', 'Logout', and 'Help'. The main heading is 'Utility Permits'. Below this, the 'Utility Entity Name' is set to 'AZ Utilities' with a 'MANAGE USERS' button (B). A green '+ APPLY NEW PERMIT' button (C) is located on the right. The interface features three tables (D): 'Draft / Send for Correction Permits', 'Submitted Permits', and 'Requests For UC Rep Review' (E). Each table has columns for various identifiers and dates, and all three tables currently show 'No items to display'.

Top Bar Menu

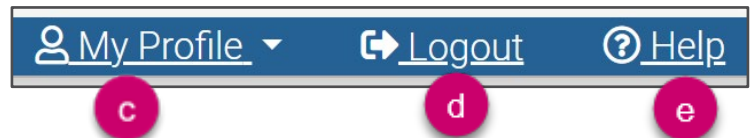
From the top left of the page, you can access two of the main sections, which are:

- Home
- Search



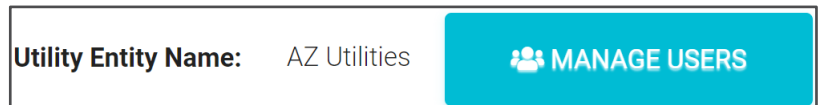
From the top right of the page, you can access three of the main sections, which are:

- My Profile
- Logout
- 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.



The APPLY NEW PERMIT Button

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

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

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	
U121-001916-7		Electrical	Fulton	Send for Correction		01/22/2024 08:59 AM	
U121-001925-7-RR		Gas	Fulton	Draft	Jane Doe	01/09/2024 02:35 PM	DELETE

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:

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



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.

Note

Permit ID/Reference...	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-RB		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.

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

5 items per page 1 - 1 of 1 items

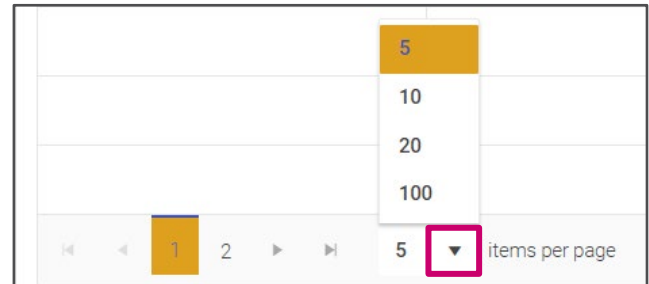
You can filter the lists of permits by selecting the **Filter** (▼) icon next to any of the columns. You can also sort by selecting the column headings in ascending or descending order.

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.

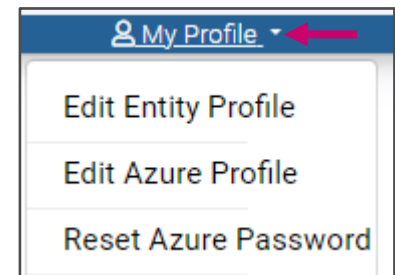
1	2	5	items per page	1 - 5 of 7 items
---	---	---	----------------	------------------

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.

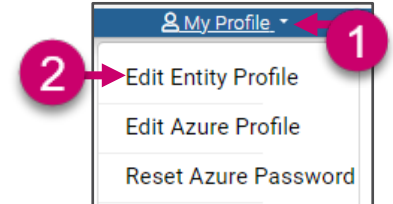
Important

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**.



New Utility Entity Account Registration Form
FILL OUT BELOW INFORMATION ABOUT THE REQUEST

Member Code: 101683

Utility Entity Profile

User Role *
Utility Entity Owner

Federal Tax ID *
xx-xxx5789

PSC Certificate #
24242

Entity Type
Company

Entity Name *
AZ Utilities

SOS Entry Control #
9743157

Entity's Point Of Contact

First Name *
Jane

Title *
Instructional Designer

Alternate Email *
j5nrb@AZUtilities.com

Last Name *
Doe

Email *
j5nrb@AZUtilities.com

Phone *
404-123-4567

Phone Type
Office

Entity's Emergency Contact

First Name *
Jane

Last Name *
Doe

Phone *
404-123-4567

Phone Type
Office

Manage Entity Addresses

+ ADD NEW ADDRESS

Address Type	Address1	Address2	City	State	Zip Code	
Business	600 West Peachtree Street, N. W		Atlanta	GA	30308	EDIT X DELETE

Permit Categories
Please select Permit Categories applicable to your company

Applied Approved Denied

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 (Moving, Pruning, Tree Removal, Chemical)	○
Wireless (Antenna)	✓		

CANCEL SAVE SUBMIT

GPAS – Utilities Permits – External

For Utility Representatives the options are:

REP Registration/Profile form
FILL OUT BELOW INFORMATION ABOUT THE REQUEST

Entity Rep's Info

User Role *
Utility Entity Representative

Rep Company Name *
Telecommunications Now

First Name *
Mary Jane

Last Name *
Doe

Title *
Utility Rep

Email *
MJDoe@TelecommunicationsNow.com

Phone *
604.978-66432

Phone Type
Mobile

Manage Entity Addresses

+ ADD NEW ADDRESS

Address Type	Address1	Address2	City	State	Zip Code	
Business	600 West Peachtree Street, N. W		Atlanta	GA	30308	EDIT X DELETE

Utility Entity Selection For Registration

+ ADD NEW UTILITY ENTITY

Utility Entity Name	POC First Name	POC Last Name	Email Address	Status	
AZ Utilities	Jane	Doe	JDoe@AZUtilities.com	Approved	X DELETE

CANCEL SAVE SUBMIT

5. Read the Acknowledgement that appears in the box.
6. Select the checkbox.
7. Select **SUBMIT**.

Acknowledgement

In compliance with the Official Code of Georgia, Section 10, Chapter 12 (Electronic Records and Signatures) the Georgia Permit Application System (GPAS) Utilities is promoting the development of electronic government and electronic commerce in the processing of applications for utility permits that are required by the Georgia Department of Transportation (form 8413-A) by the use of electronic signatures. Please check on "agree" to give consent to use your name and member group code as an electronic signature. If you do not wish to utilize the electronic signatures, please contact the District Utilities Office. See the upfollowing website <http://www.dot.ga.gov/AboutGDOT/Districts> for the location and phone number of the District Office in your area. The District will arrange a time where you will be assisted by an employee of the Department of Transportation in the preparation of the permit application on-line at the District Office. After the utility permit is completed you will receive a print-out of the final application, for which you shall be required to sign a single paper document that shall be retained by the Department making the permit legally binding.

☐

SUBMIT

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

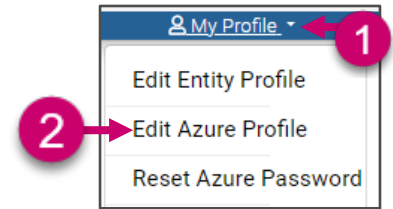
Request Submitted successfully!

OK

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.

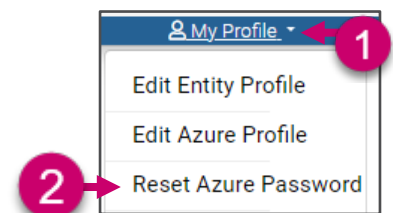
Edit Azure Profile

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 Utilities 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**.

This screenshot shows the 'User Details' screen in the GPAS system. At the top, there is a 'Cancel' link and the GDOT logo. The title 'User Details' is centered. Below the title, a message states: 'Verification code has been sent to your inbox. Please copy it to the input box below.' There are two input fields: the first contains the email address 'JDoe@AZUtilities.com' and the second is labeled 'Verification Code'. A red circle with the number '5' is placed over the 'Verification Code' field. Below the input fields, there are two buttons: 'Verify code' and 'Send new code'. A red circle with the number '6' is placed over the 'Verify code' button. At the bottom, there is a 'Continue' button.

7. Select **Continue**.

This screenshot shows the 'User Details' screen after the verification code has been entered. The title 'User Details' is centered. Below the title, a message states: 'E-mail address verified. You can now continue.' There is one input field containing the email address 'JDoe@AZUtilities.com'. Below the input field, there is a 'Change e-mail' button. At the bottom, there is a 'Continue' button. A red circle with the number '7' is placed over the 'Continue' button.

GPAS – Utilities Permits – External

8. Enter your **New Password**.
9. Enter your password again to **Confirm New Password**.
10. Select **Continue**.

The screenshot shows a mobile application interface for 'User Details'. At the top left is a back arrow and the text 'Cancel'. In the center is the GDOT logo. Below the logo is the title 'User Details'. There are two text input fields: the first is labeled 'New Password' and the second is labeled 'Confirm New Password'. Both fields have a red asterisk to their right. A pink circle with the number '8' is positioned to the right of the 'New Password' field. A pink circle with the number '9' is positioned to the right of the 'Confirm New Password' field. At the bottom left, a pink circle with the number '10' has a pink arrow pointing to a blue button labeled '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.

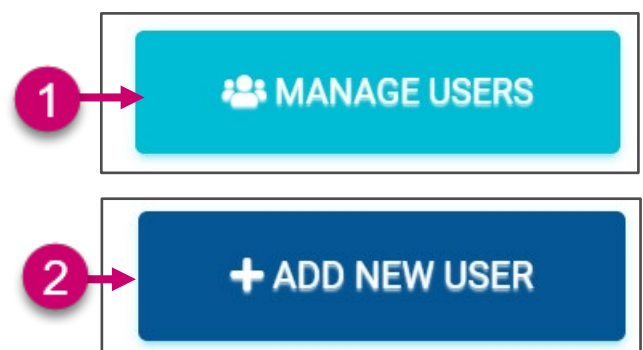


All new users must first sign up (register) before the POC can add them to the Utility Entity either as the newly designated POC or as a representative.

Important

Add New User

1. From the upper left of the GPAS Utilities Home page, select **MANAGE USERS**.
2. Select the **+ ADD NEW USER** button.



GPAS – Utilities Permits – External

3. Enter the new user's Information.

a. Enter the new user's Email*.

!

The user email account should be already registered with GPAS Utilities.

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.

Add New User
×

Email *

First Name *

Last Name *

Phone Number

Select a Role:

Select a Role

Utility Entity Owner
 Utility Entity Representative

d. Check the box for Is Active.

e. Select the +SAVE button.

☐ Is Active

+ SAVE

The new user is added to the list.

Manage Utility Entity Users and Roles						
Utility Entity Name: AZ Utilities						
						+ ADD NEW USER
First Name	Last Name	Email	Phone	Role	Active	
Jane	Doe	JDoe@AZUtilities.com	404-123-4567	Utility Entity Owner	Yes	
John	Doe	JADoe@AZUtilities.com	404-123-4568	Utility Entity Representative	Yes	EDIT

Edit User


1. From the upper left of the GPAS Utilities Home page, select **MANAGE USERS**.



2. Select the **Edit** button.

Manage Utility Entity Users and Roles

Utility Entity Name: AZ Utilities + ADD NEW USER

First Name	Last Name	Email	Phone	Role	Active	
Jane	Doe	JDoe@AZUtilities.com	404-123-4567	Utility Entity Owner	Yes	
John	Doe	JADoe@AZUtilities.com	404-123-4568	Utility Entity Representative	Yes	 EDIT

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***

Edit User ×

Email * a

First Name * b

Last Name * c

Phone Number * d

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

Select a Role: →

Select a Role

- Utility Entity Owner e
- Utility Entity Representative

GPAS – Utilities Permits – External

- f. Check the box for **Is Active**.
- g. Select the **+SAVE** button.

A screenshot of a form section. It features a checkbox labeled 'Is Active' with a pink callout 'f' pointing to it. Below the checkbox is a blue button with a white plus sign and the word 'SAVE' in white, with a pink callout 'g' pointing to it.

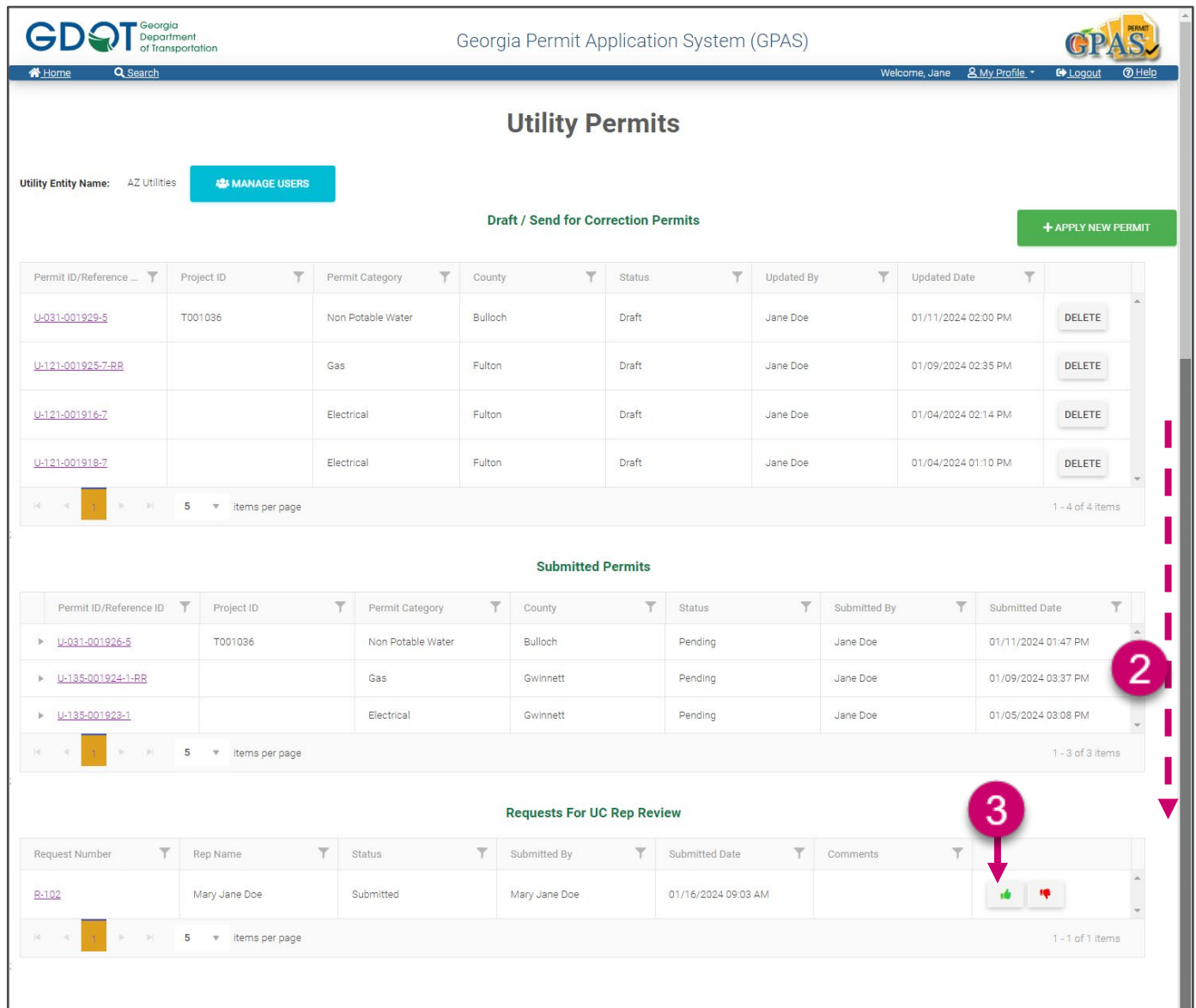
The information is updated in the list.

Manage Utility Entity Users and Roles						
Utility Entity Name: AZ Utilities						
						+ ADD NEW USER
First Name	Last Name	Email	Phone	Role	Active	
Jane	Doe	JDoe@AZUtilities.com	404-123-4567	Utility Entity Owner	Yes	
John	Doe	JADoe@AZUtilities.com	404-123-4568	Utility Entity Representative	Yes	EDIT

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 Utilities.
2. On the GPAS Utilities 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**.



GPAS Georgia Department of Transportation

Georgia Permit Application System (GPAS)

Welcome, Jane [My Profile](#) [Logout](#) [Help](#)

Utility Permits

Utility Entity Name: AZ Utilities [MANAGE USERS](#)

[Draft / Send for Correction Permits](#) [+ APPLY NEW PERMIT](#)

Permit ID/Reference ...	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	Draft	Jane Doe	01/09/2024 02:35 PM	DELETE
U-121-001916-7		Electrical	Fulton	Draft	Jane Doe	01/04/2024 02:14 PM	DELETE
U-121-001918-7		Electrical	Fulton	Draft	Jane Doe	01/04/2024 01:10 PM	DELETE

1 - 4 of 4 items

Submitted Permits

Permit ID/Reference ID	Project ID	Permit Category	County	Status	Submitted By	Submitted Date
U-031-001926-5	T001036	Non Potable Water	Bulloch	Pending	Jane Doe	01/11/2024 01:47 PM
U-135-001924-1-RR		Gas	Gwinnett	Pending	Jane Doe	01/09/2024 03:37 PM
U-135-001923-1		Electrical	Gwinnett	Pending	Jane Doe	01/05/2024 03:08 PM

1 - 3 of 3 items

Requests For UC Rep Review

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

1 - 1 of 1 items

GPAS – Utilities Permits – External

4. Enter your **Comments**.
5. Select **SUBMIT**.

Comments

SUBMIT

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

Utility Permits

Utility Entity Name: AZ Utilities

MANAGE USERS

Draft / Send for Correction Permits

+ APPLY NEW PERMIT

Permit ID/Reference	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-121-001926-7-RR		Gas	Fulton	Draft	Jane Doe	01/09/2024 02:35 PM	DELETE
U-121-001916-7		Electrical	Fulton	Draft	Jane Doe	01/04/2024 02:14 PM	DELETE
U-121-001918-7		Electrical	Fulton	Draft	Jane Doe	01/04/2024 01:10 PM	DELETE

5

Items per page

1 - 4 of 4 items

Submitted Permits

Permit ID/Reference ID	Project ID	Permit Category	County	Status	Submitted By	Submitted Date
U-031-001926-5	T001036	Non Potable Water	Bulloch	Pending	Jane Doe	01/11/2024 01:47 PM
U-135-001924-1-RR		Gas	Gwinnett	Pending	Jane Doe	01/09/2024 03:37 PM
U-135-001923-1		Electrical	Gwinnett	Pending	Jane Doe	01/05/2024 03:08 PM

5

Items per page

1 - 3 of 3 items

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

5

Items per page

1 - 1 of 1 items

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

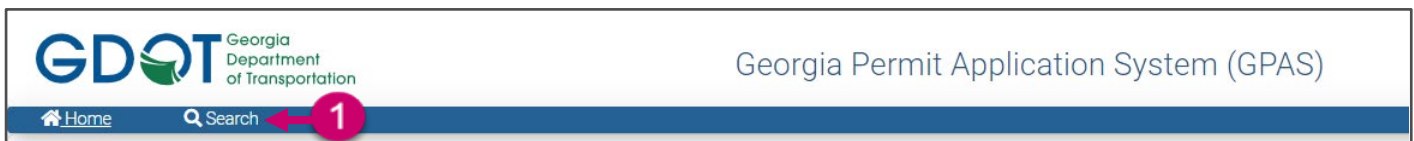
The search page allows you to search and filter all permit records, except for those in Draft status.

Search for Utility Permits

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

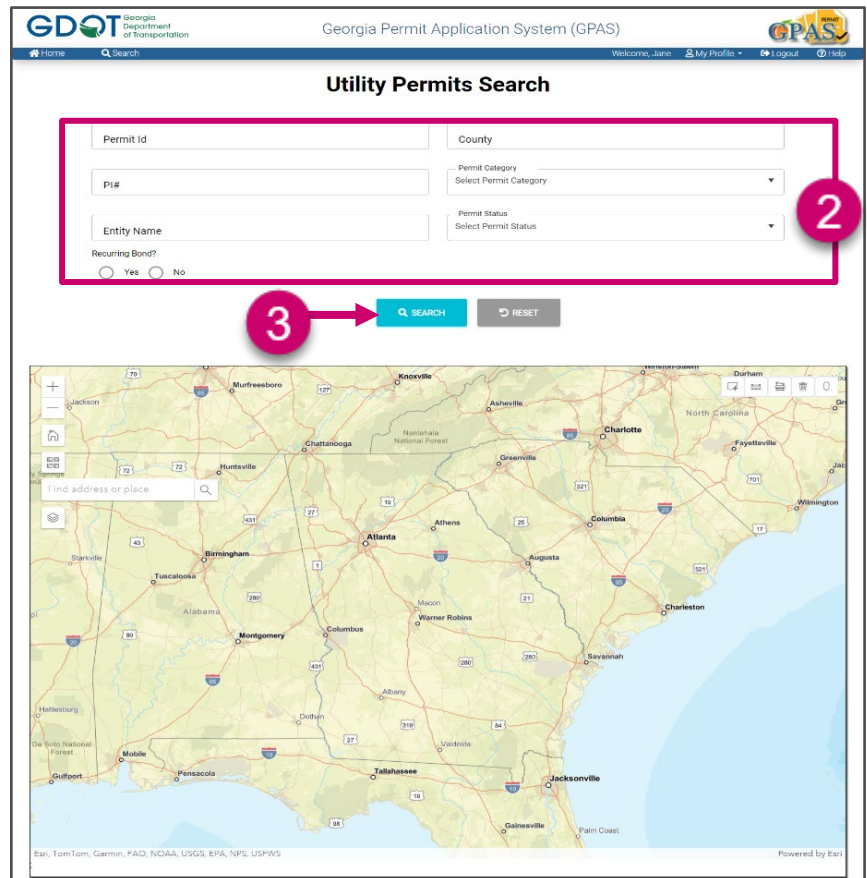
Grid Search

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**.

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

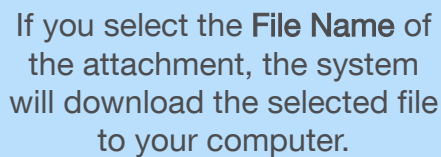
You may (A) see the permit details or (B) see the permit location on the map.

A. See the Permit Details

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

Search												
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-121-001968-2-E	Pending	01/26/2024		Sanitary Sewer	Fulton	AZ Utilities	00142623		0.13	0.25		
U-121-001983-2-E	Complete	01/29/2024		Sanitary Sewer	Fulton	CHATTOOGA COUNTY WATER DISTRICT			0.01	1.12	01/29/2024	01/29/2024
U-121-001916-2	Send for Correction	01/17/2024		Electrical	Fulton	AZ Utilities	00000800		62.86	62.32		
U-121-001942-2	Pending	01/22/2024	0010047	Potable Water	Fulton	Bhuvanes Inc			0.04	58.76		
U-121-002056-2	Completed	02/21/2024		Wireless	Fulton	CITY OF EAST POINT	00614007		0.04	81.7		
U-121-001954-2	Pending	01/23/2024		Non Potable Water	Fulton	Bhuvanes Inc			0.18	0.08		
U-121-001964-2	Complete	02/02/2024		River Gauges	Fulton	AZ Utilities					02/05/2024	02/05/2024
U-121-002147-2-RB	Pending	06/12/2024		Electrical	Fulton	AZ Utilities			1	1.5		
U-121-001918-2	Issued	01/22/2024		Electrical	Fulton	AZ Utilities		No	68.6	68.53	01/22/2024	
U-121-002115-2	Pending	05/28/2024		Vegetation	Fulton	QA_EntityTest1	00000800	No	58.45	58.46		
U-121-002116-2	Pending	05/31/2024		Potable Water	Fulton	Bhuvanes Inc		No	2.42	0.04		
U-121-002103-2	Pending	04/29/2024		Vegetation	Fulton	AZ Utilities	00501517		0.31	0.16		
U-121-001853-2	Pending	11/30/2023		Vegetation	Fulton	Bhuvanes New Corp Inc.						
U-121-001861-2	Rejected	12/04/2023		River Gauges	Fulton	QA_EntityTest1	00000600		5.93	0.02		
U-121-002050-2	Pending	02/14/2024	0010047	Electrical	Fulton	COBB EMC	00390917		0.26	0.21		
U-121-002108-2-RB	Pending	05/01/2024		Electrical	Fulton	AZ Utilities			1	1.5		
U-121-002136-2	Pending	06/03/2024		Sanitary Sewer	Fulton	GEORGIA DEPARTMENT OF TRANSPORTAT...			57.93	0.16		
U-121-002075-2	Pending	04/02/2024		Electrical	Fulton	Bhuvanes State Agency	00075903		0.07	0.15		

- 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.





















- c. Select **CANCEL** to go to the **GPAS Utilities Home** page or **close** the browser tab to return to the search page.

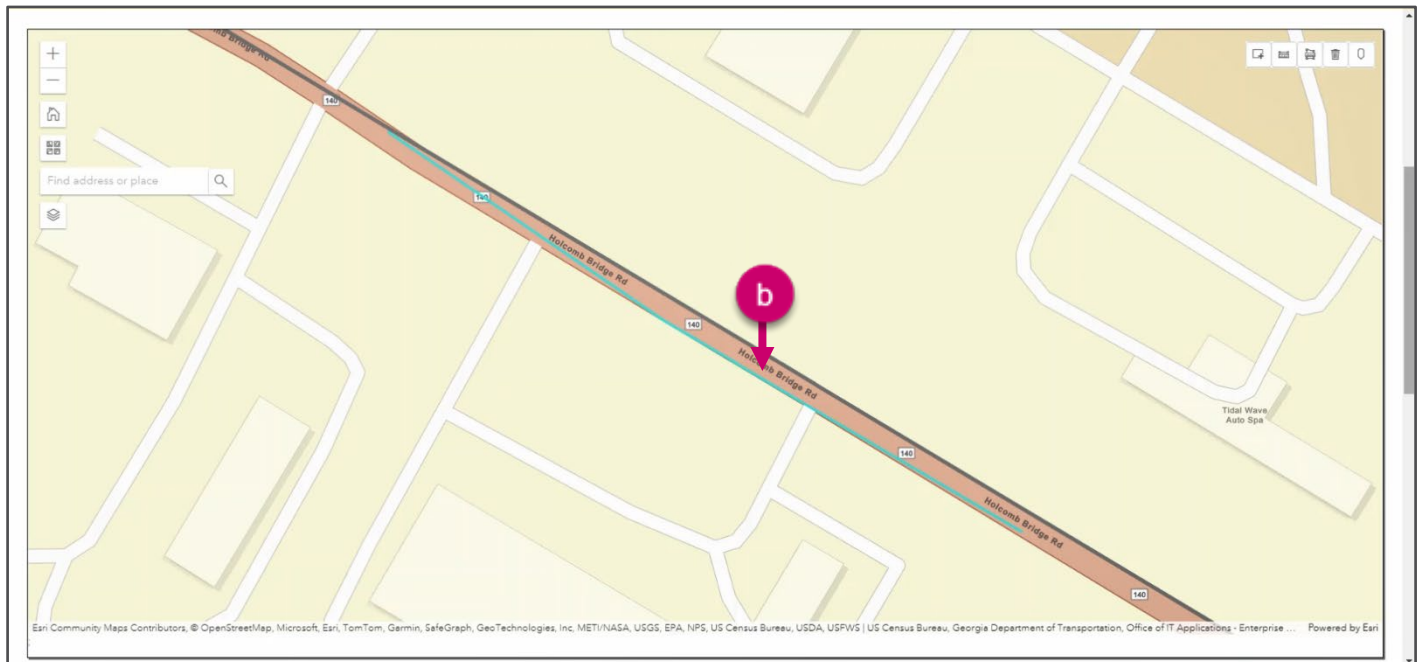
Search and Filter Permits

B. See the Permit Location on the Map

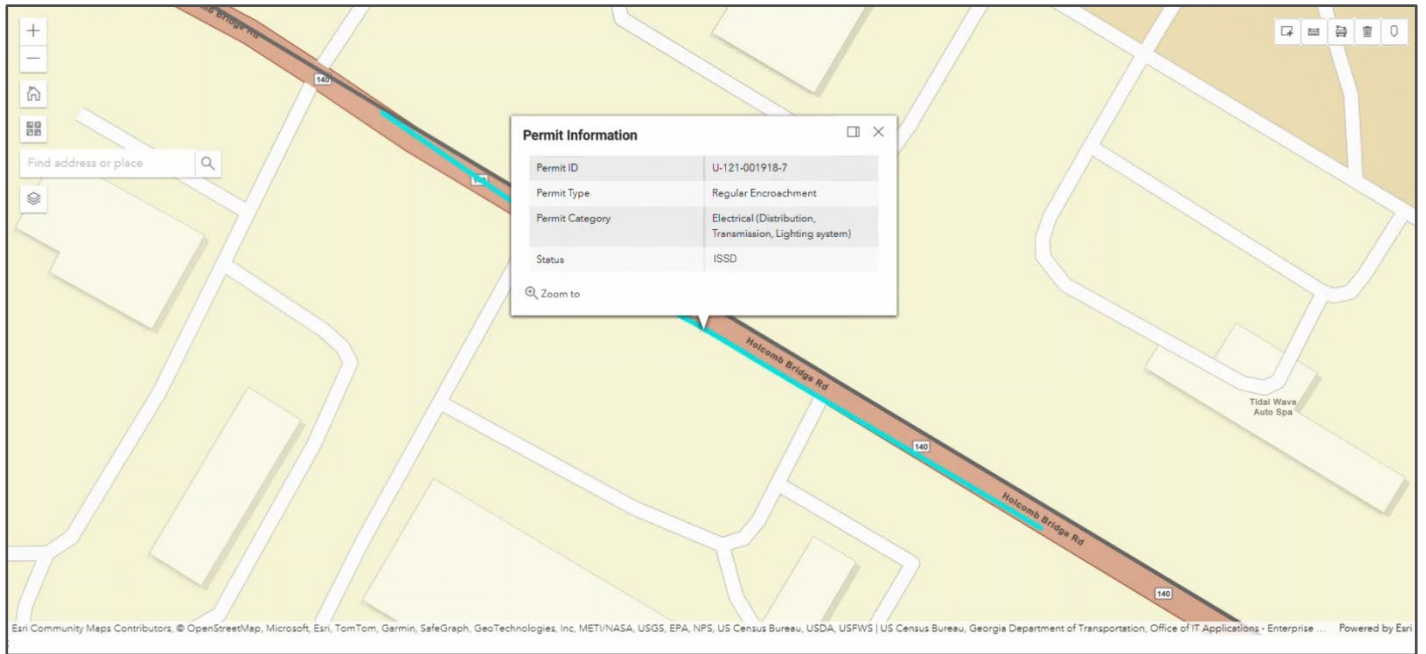
a. Select the map (📍) icon next to the permit ID to zoom to that area of the map.

Permit ID	Status	Status/DMM 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-121-001984-7	 Complete	02/02/2024		River Gauges	Fulton	AZ UTILITIES					02/05/2024	02/05/2024
U-121-002147-7-R8	 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-R8	 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		

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

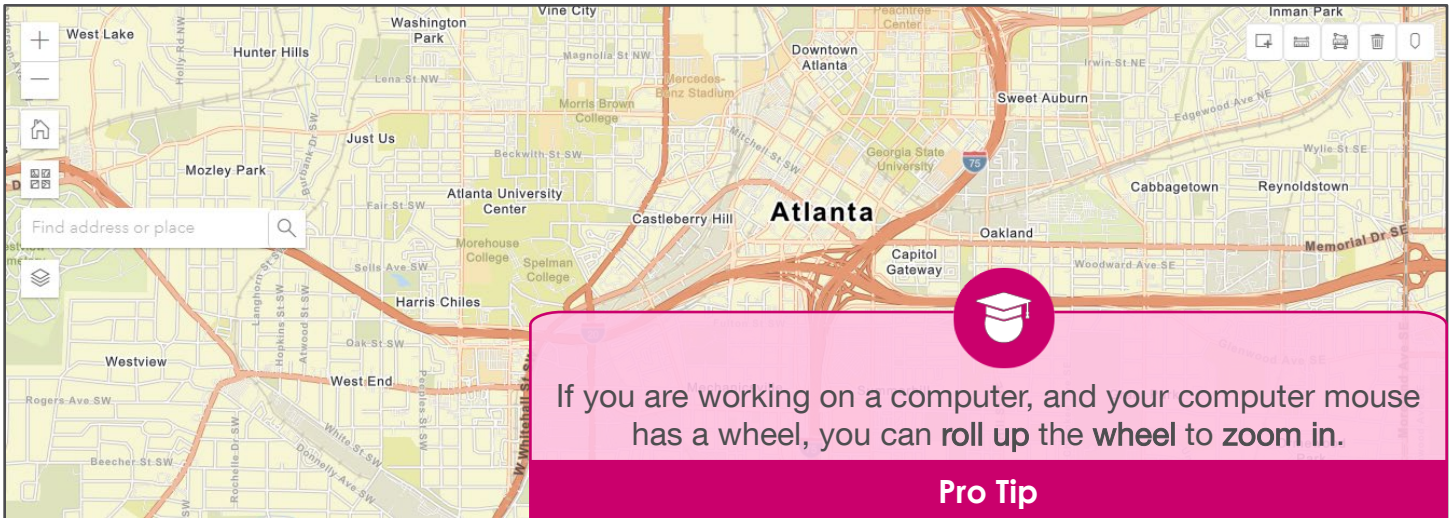
	Zoom In	Zooms in the view of the map.
	Zoom Out	Zooms out the view of the map.
	Default Map View	Resets the map to display all the districts in the State of Georgia.
	Switch Basemaps	Changes the display of the basemap.
<input type="text" value="Find address or place"/> 	Find Address or Place	Input field 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.

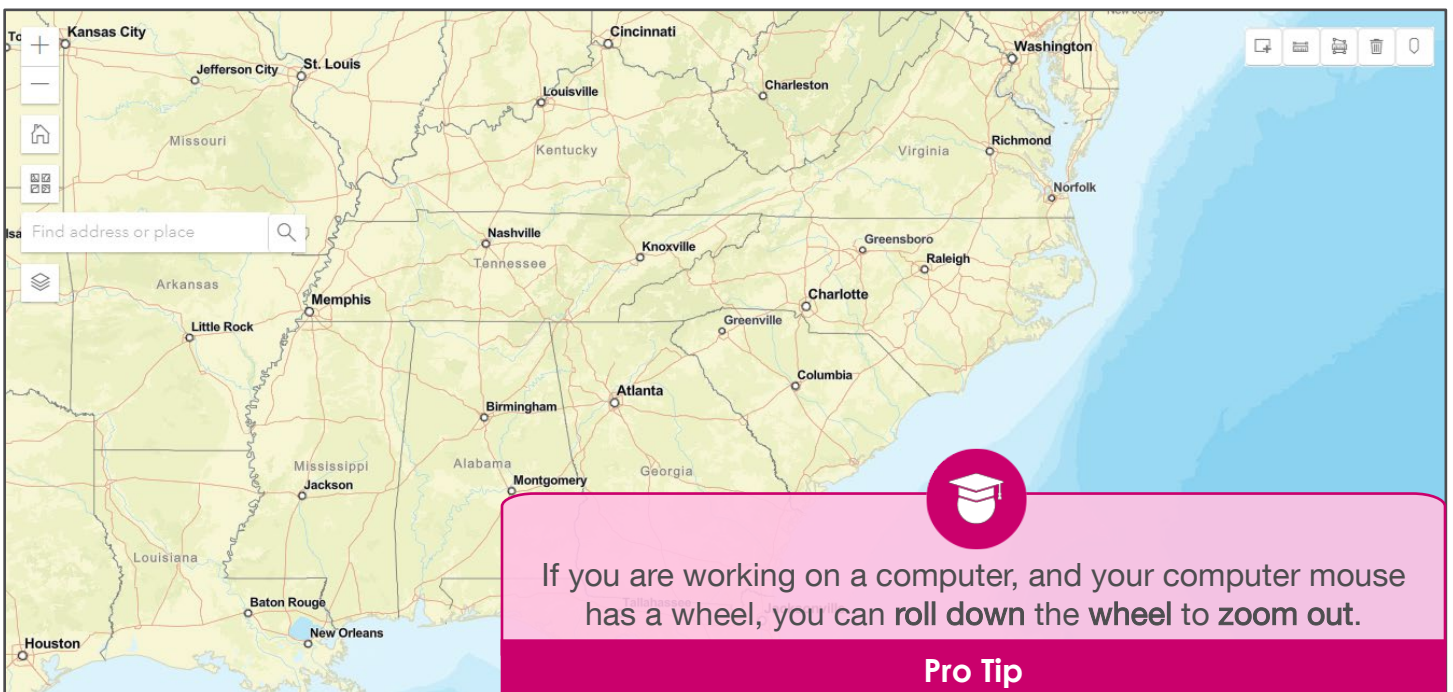
Zoom In

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




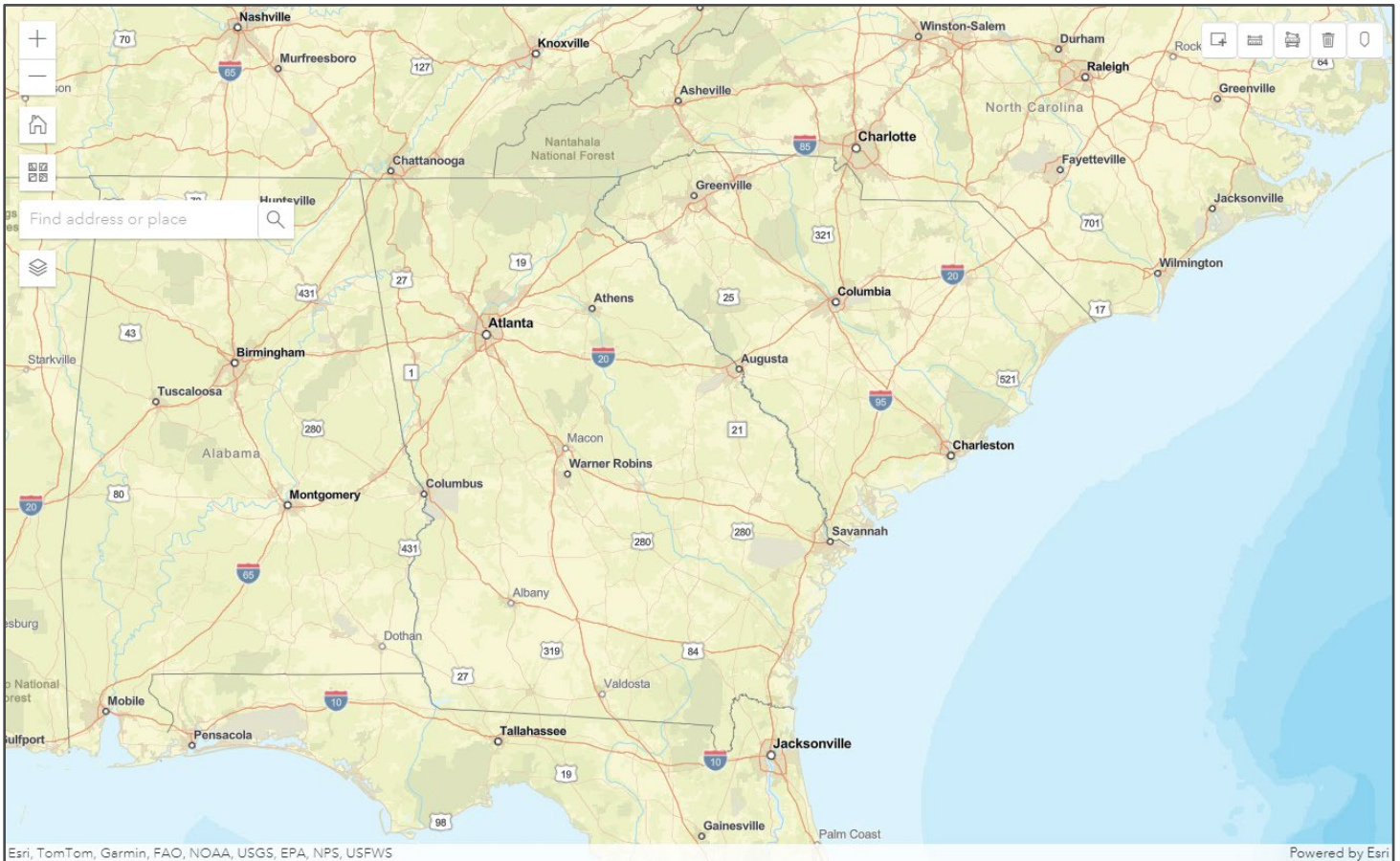
Zoom Out

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




Default Map View

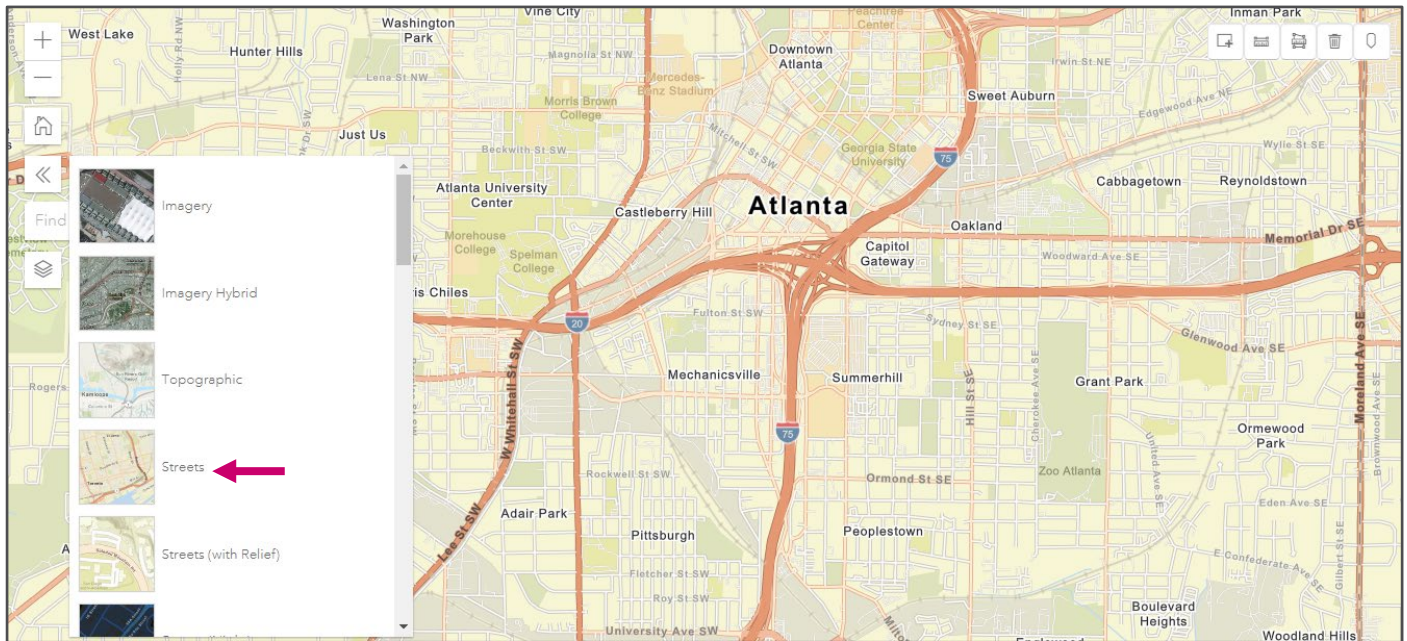
When you open the search tab, the map shows all the districts in the State of Georgia. You can go back to the default view by selecting the **Default Map View** () icon.



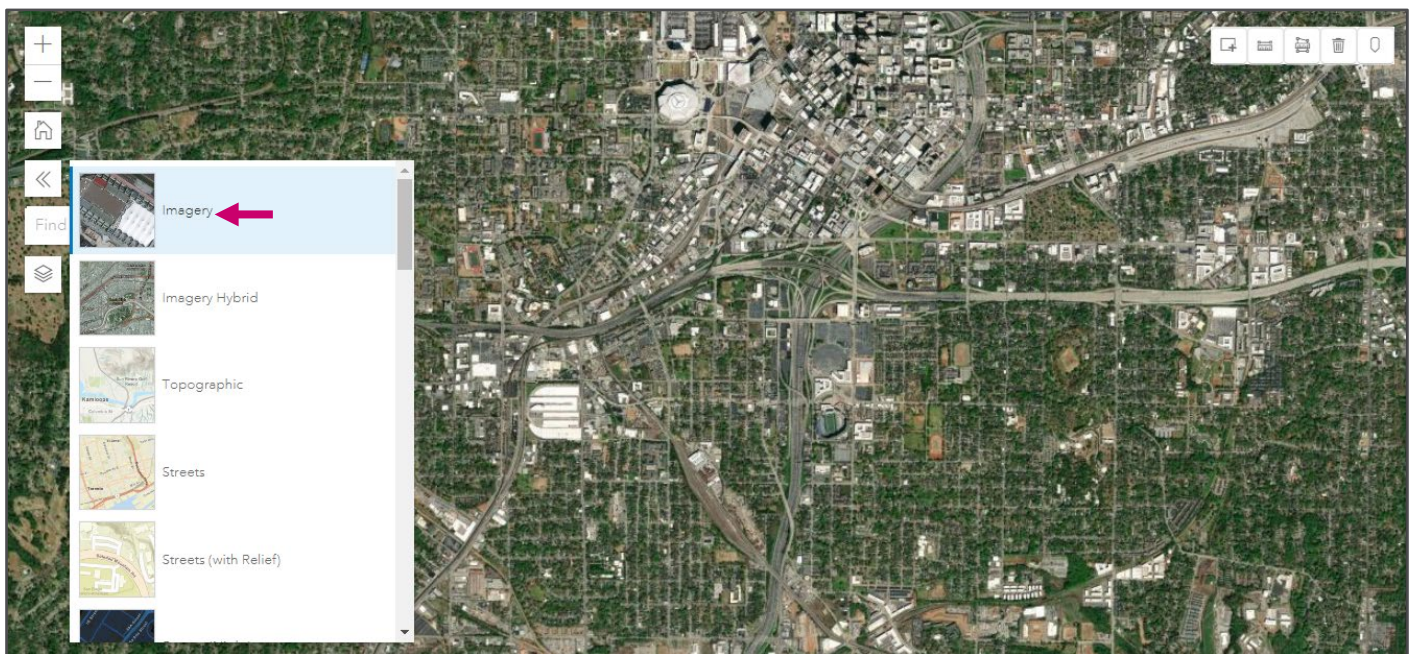
Switch Basemaps

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

By default, the **Streets** type is visible.

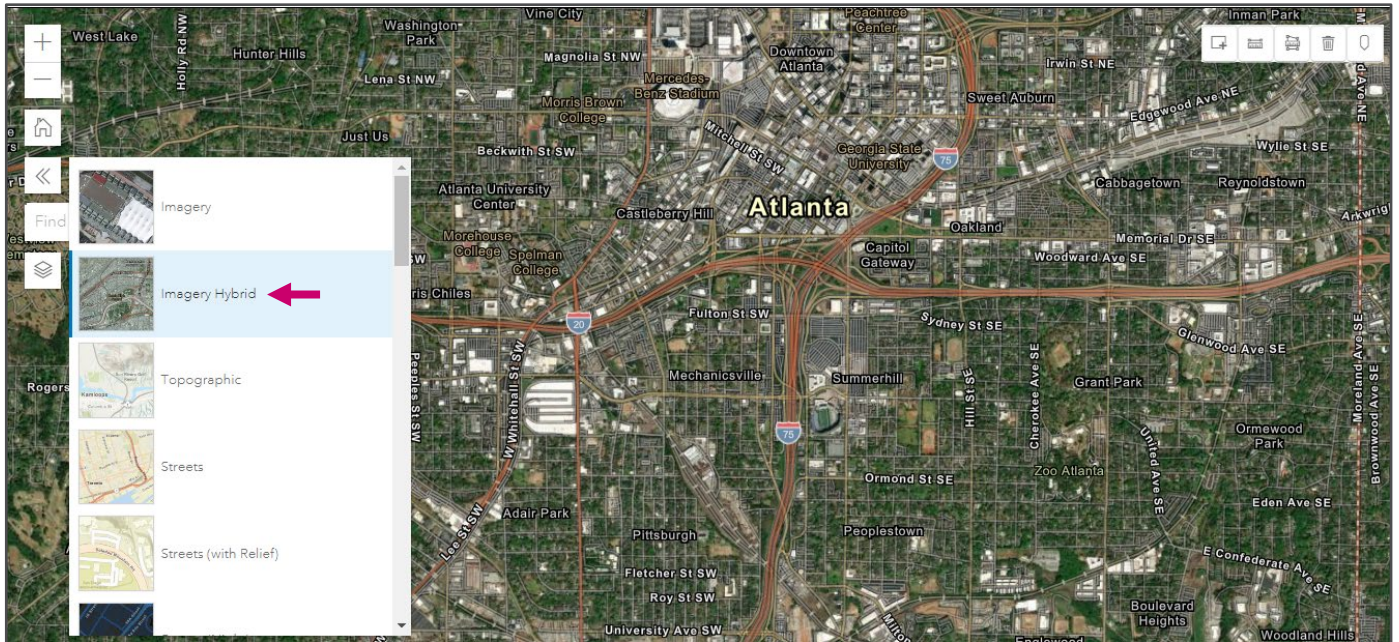


If you select the **Imagery** basemap type from the list, the display changes as shown below.

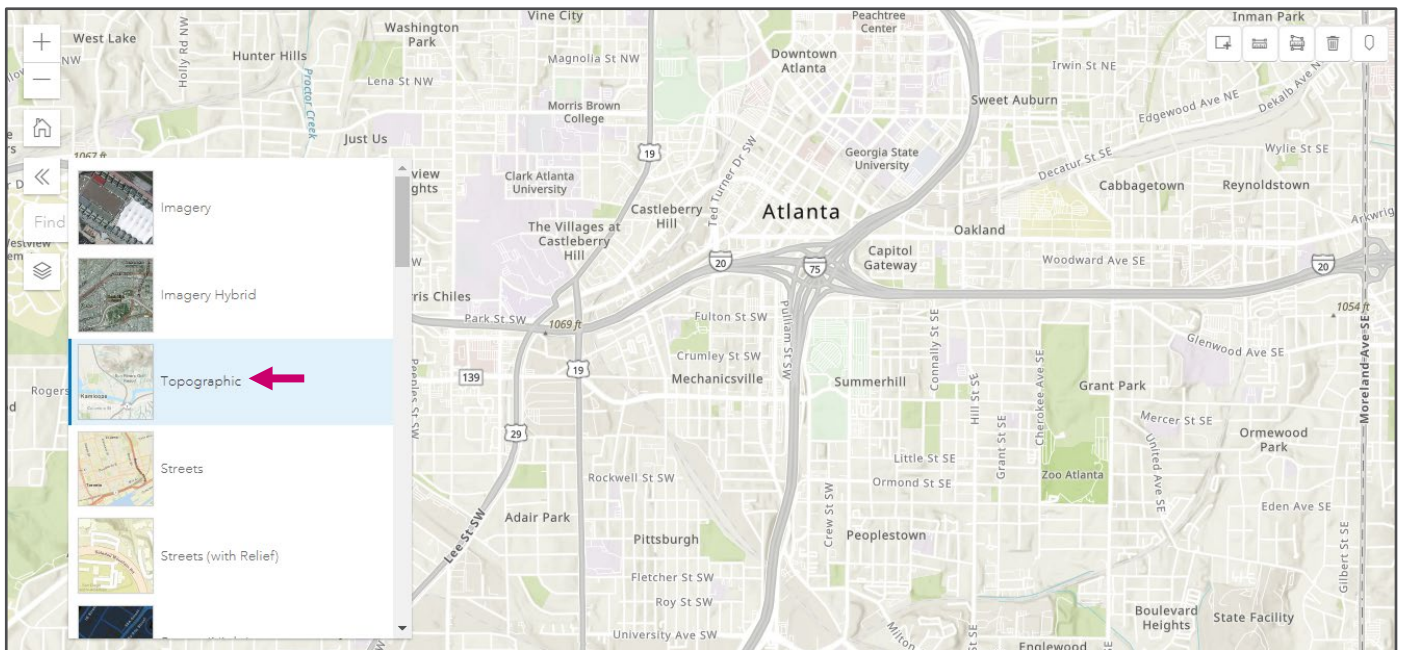


Other basemap options you may consider are:

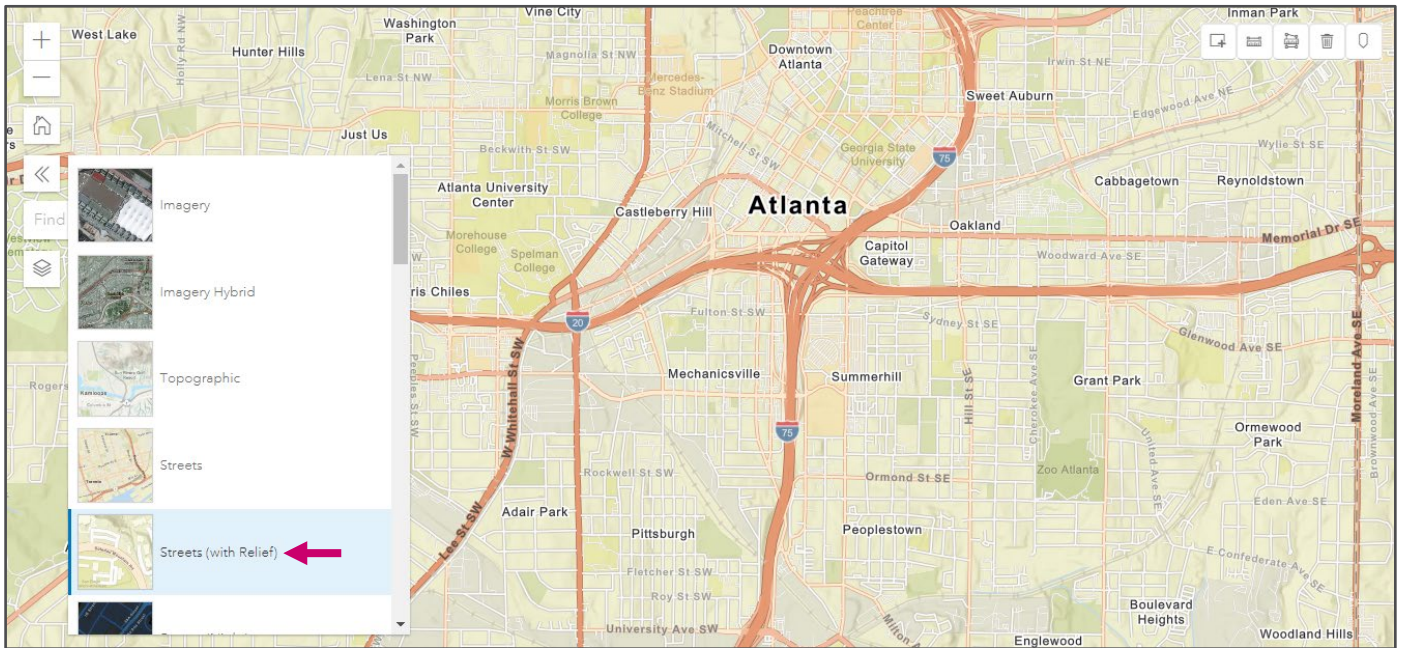
- Imagery Hybrid.



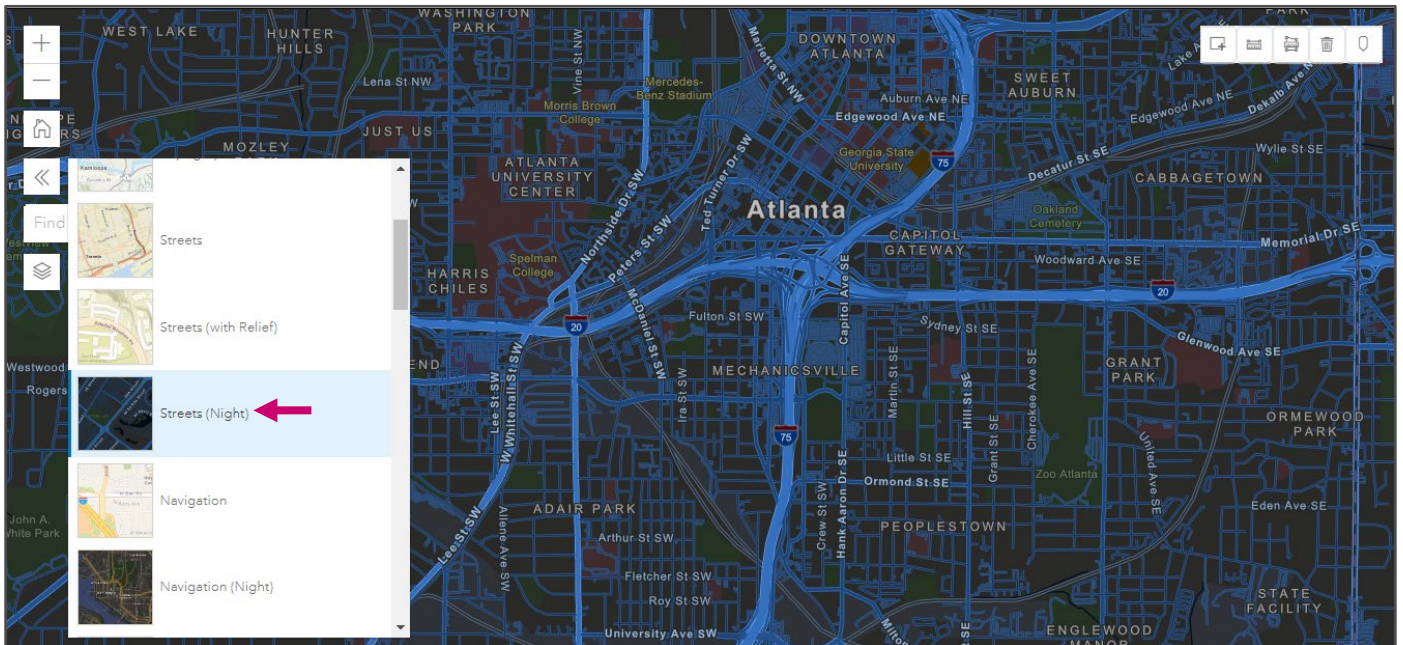
- Topographic.



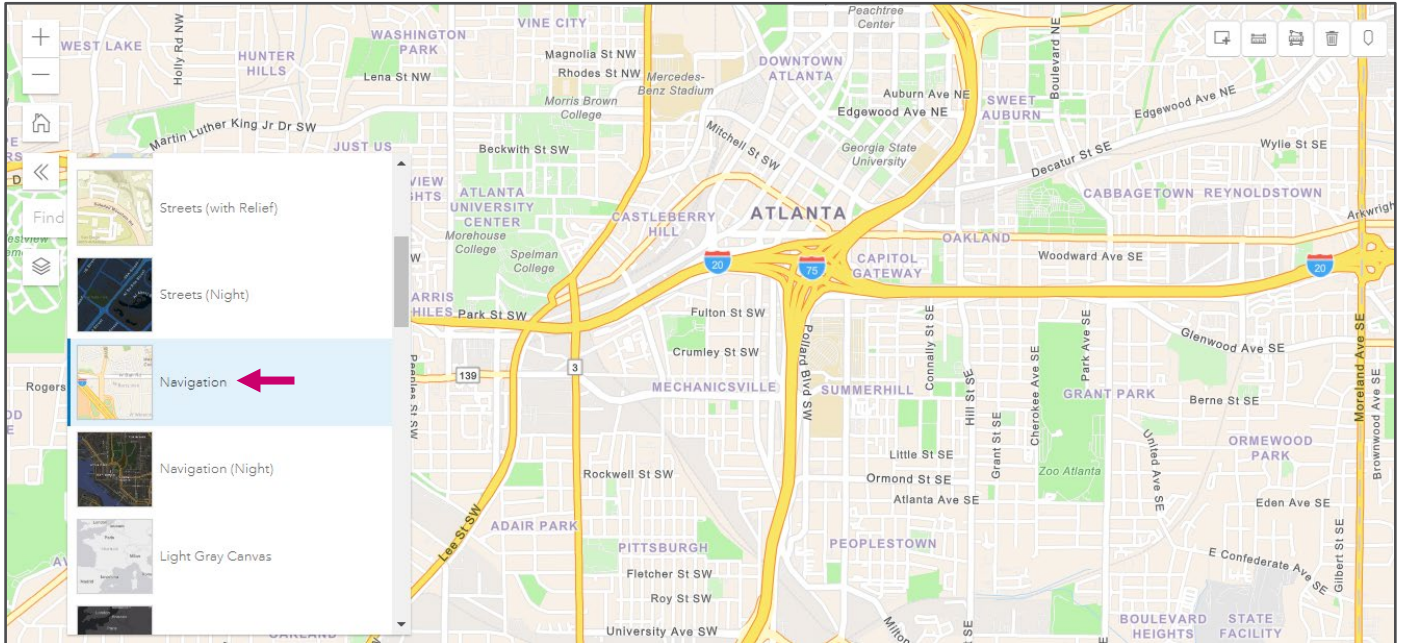
- Streets (with Relief).



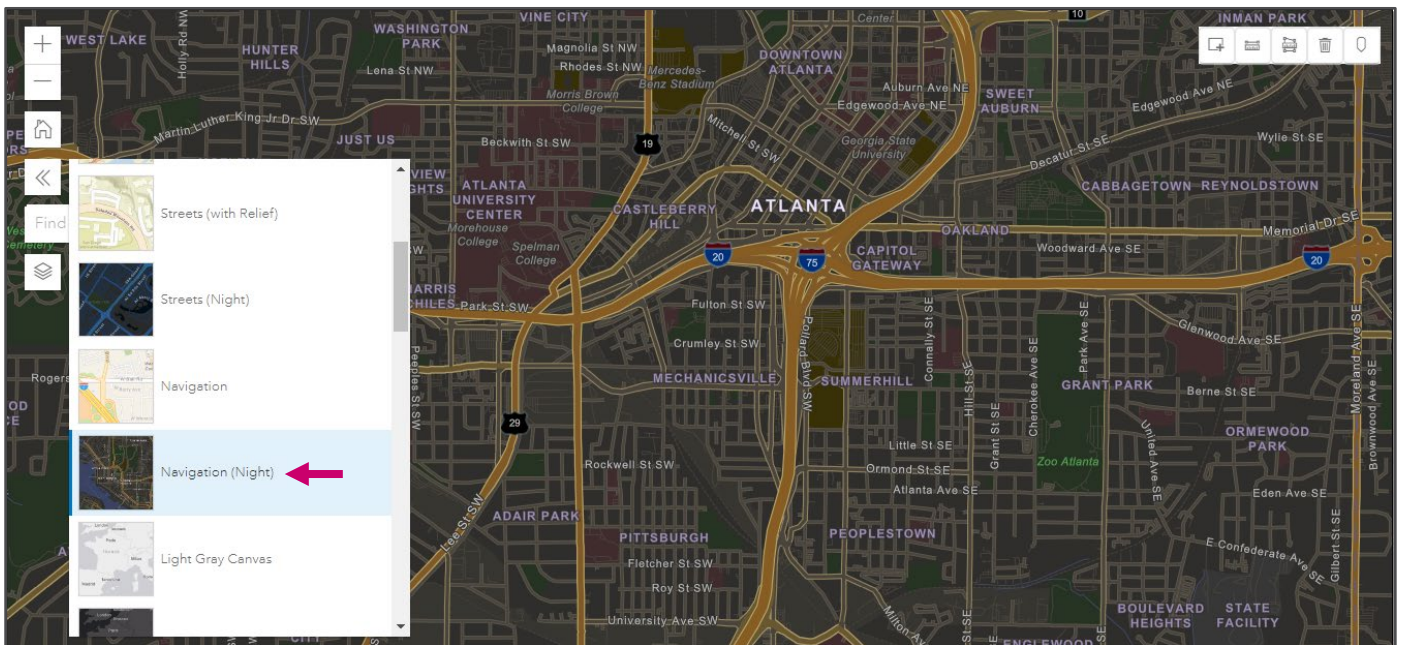
- Streets (Night).



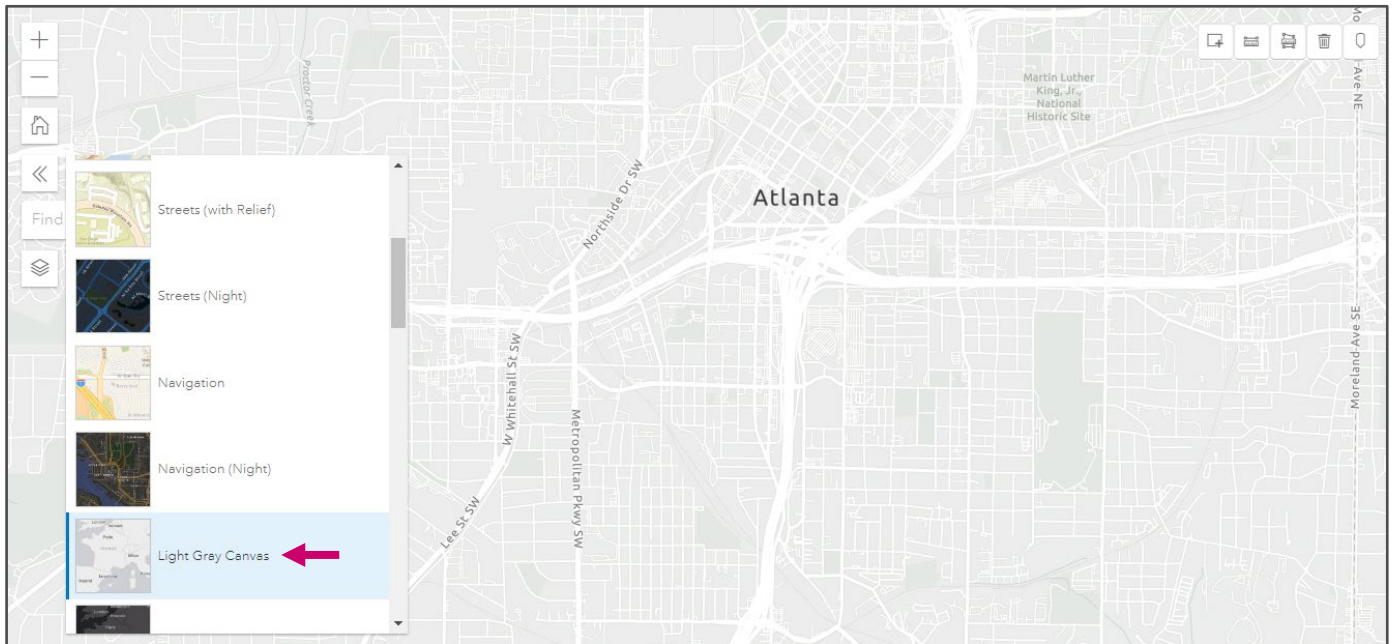
- Navigation.



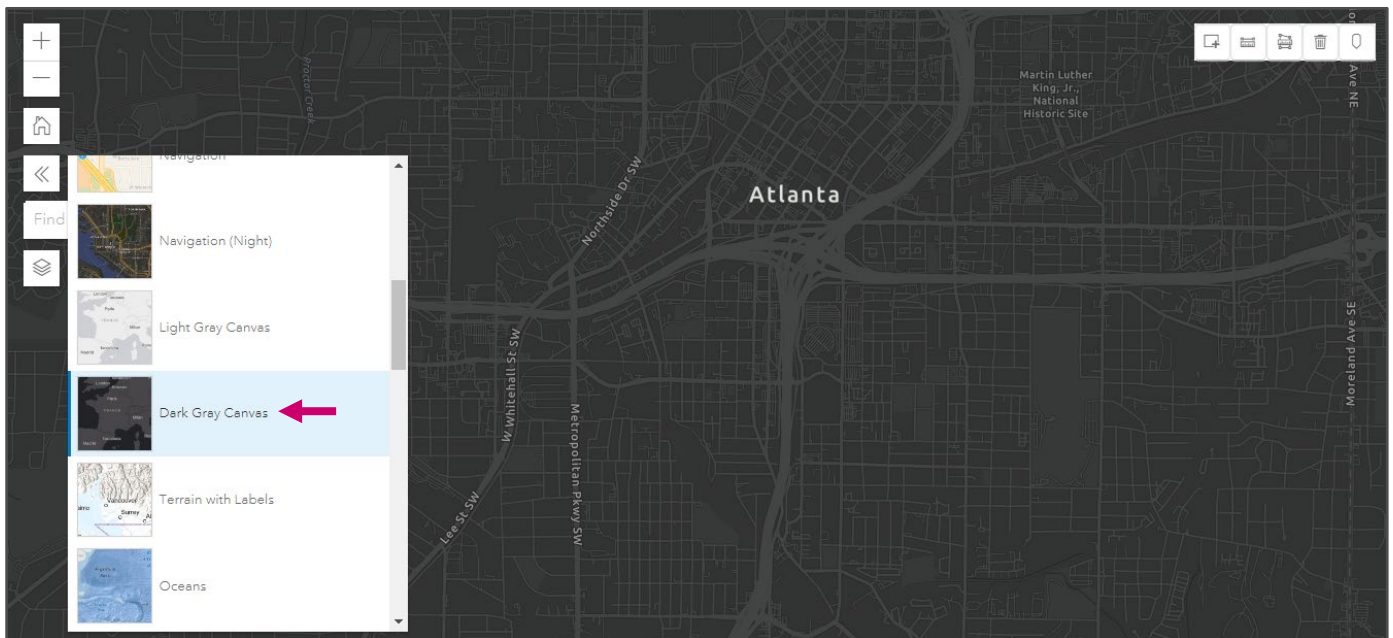
- Navigation (Night).



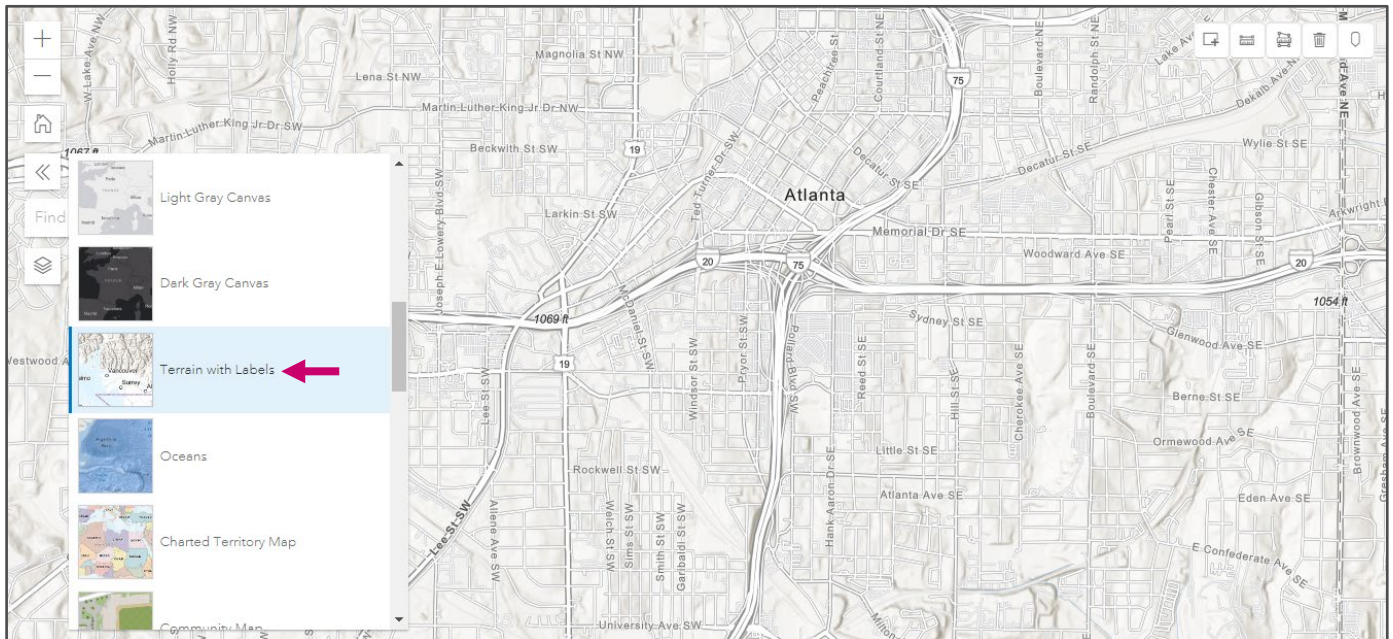
- Light Gray Canvas.



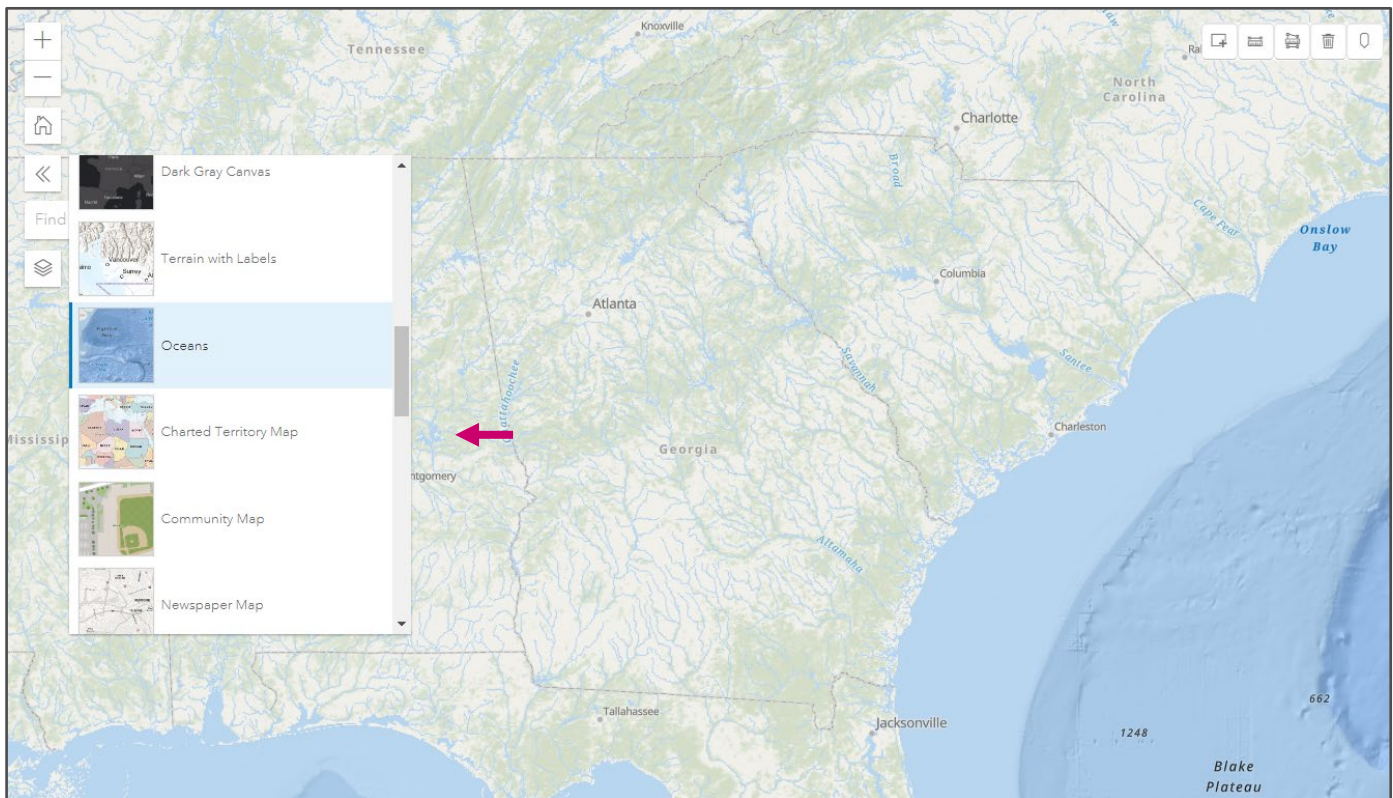
- Dark Gray Canvas.



- Terrain with Labels.



- Oceans.



Check the other basemaps available. There might be one that you prefer.

Search and Filter Permits

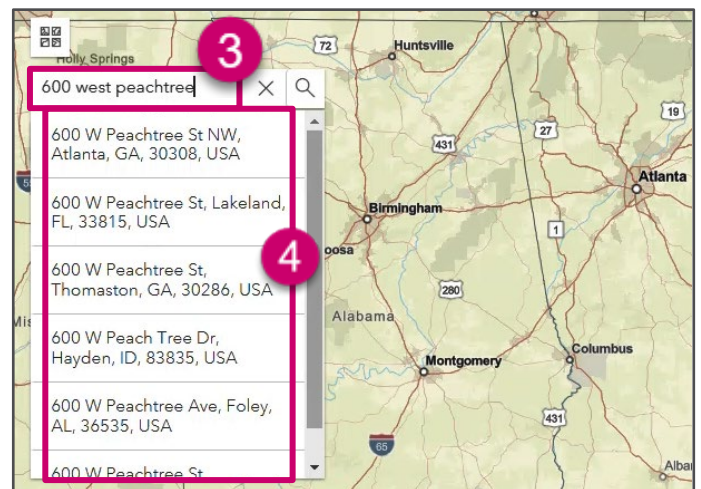
Find Address or Place

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

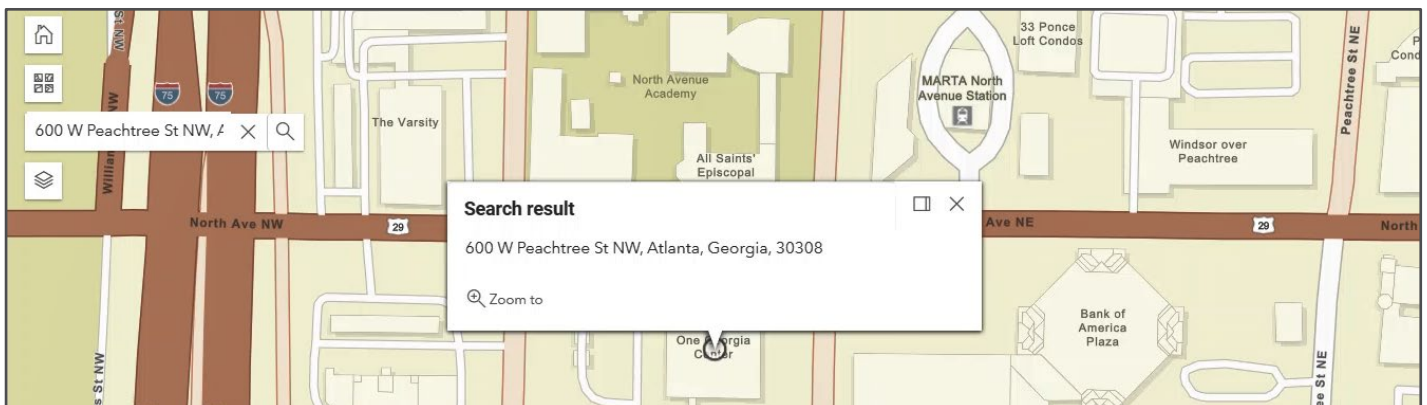
1. Select the Find address or place input field.
2. Notice the Use current location notification that appears under the input field. If you select the notification, you will be given the choice to allow GPAS Utilities to know your location this time, on every visit or never.




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.



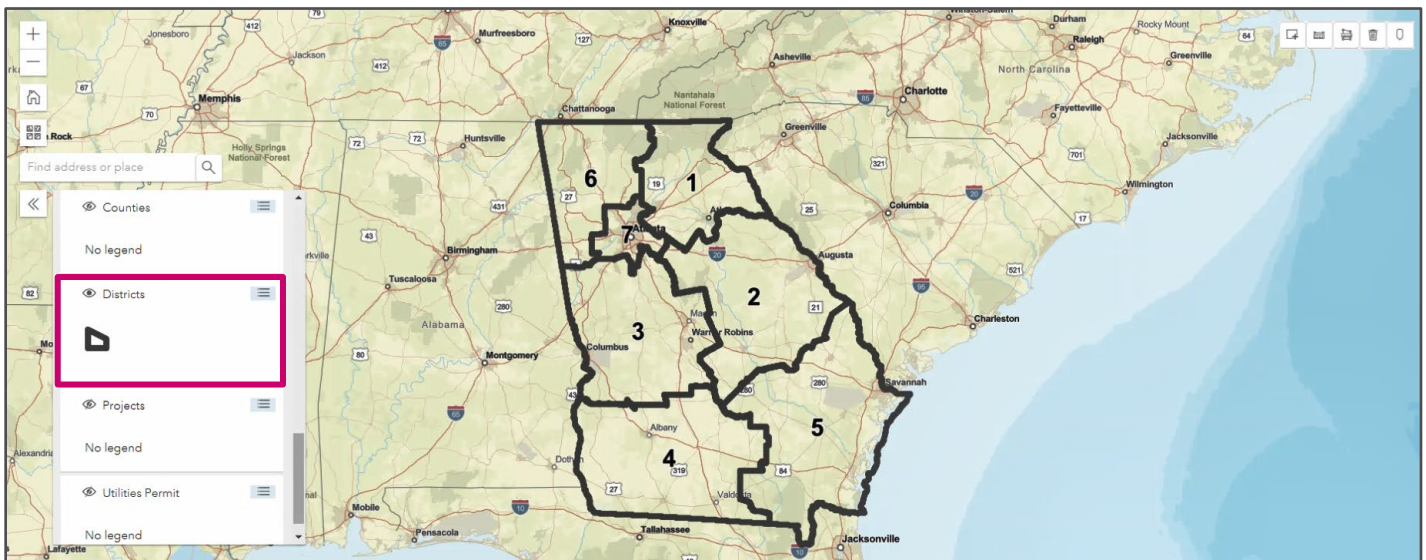
Show Hide Data Layers

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

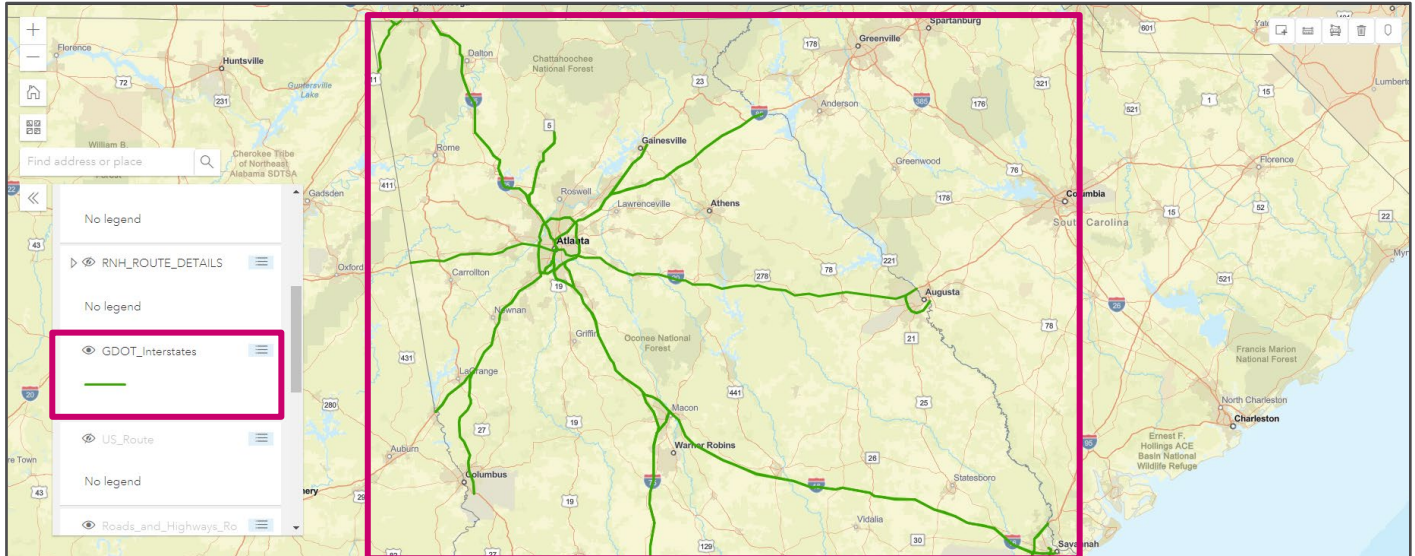
By default, the **Counties** layer is visible.



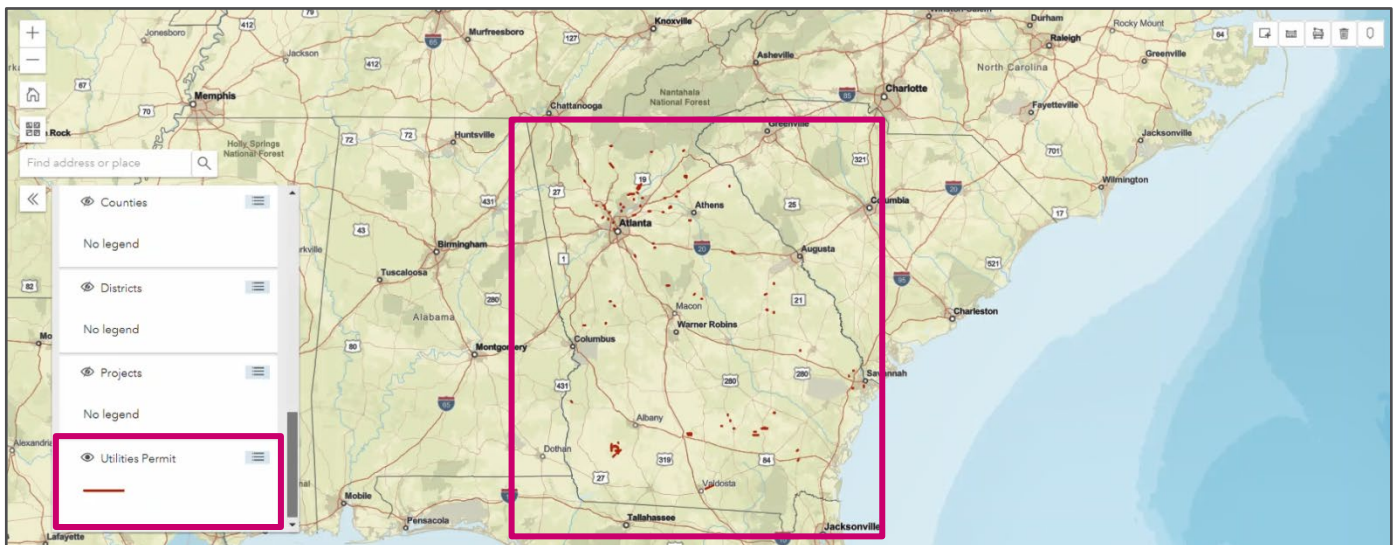
If you hide the **Counties** layer, and show the **District** layer, this is what you will see.



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 Utilities records is to use the **Search Features by Rectangle**

() icon.

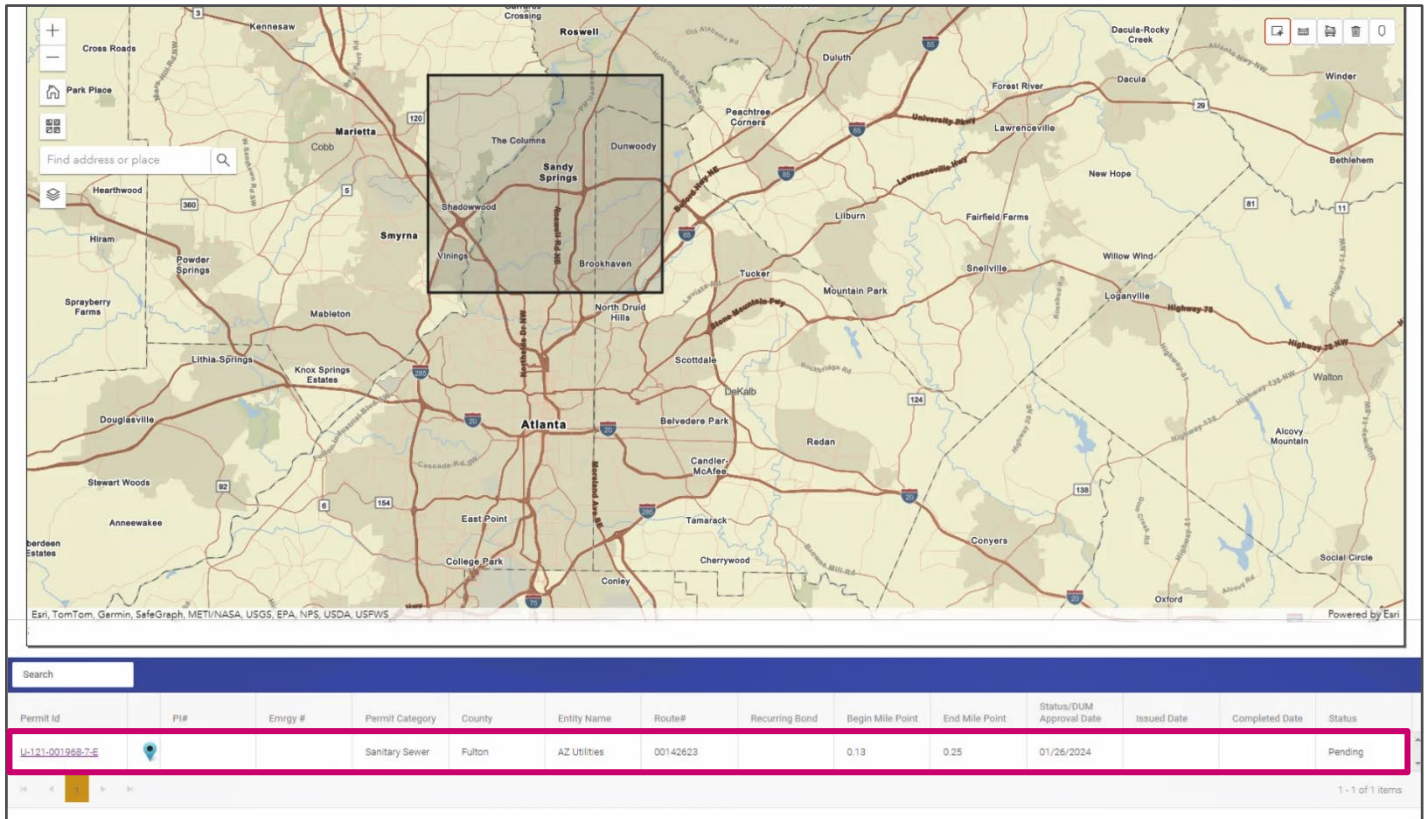
1. Zoom into the general area you would like to conduct your search.
2. Select the **Search Features by Rectangle** icon.
3. Press and hold the left button on the mouse at the top left of the region you want to select.



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.



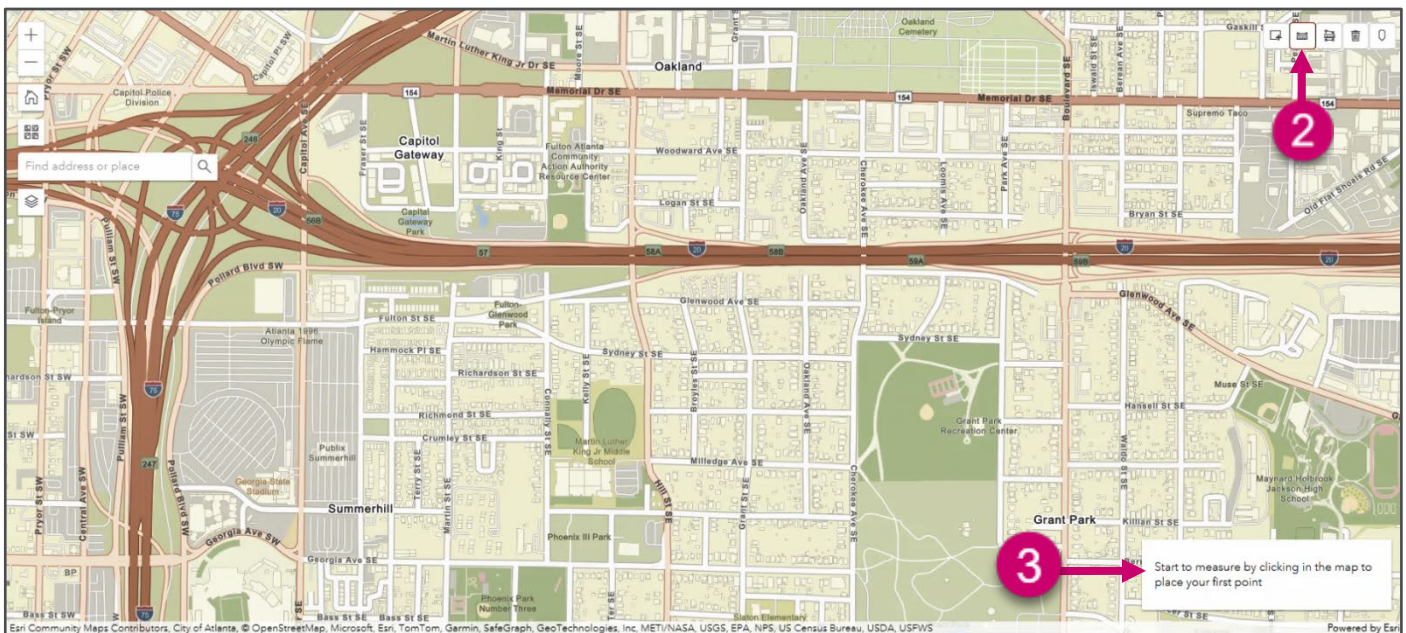
The screenshot displays the GPAS Utilities Permits interface. The top portion features a map of the Atlanta metropolitan area. A black rectangular box is drawn on the map, centered over the Sandy Springs area, indicating the location of the selected permit. Below the map is a search bar and a table of search results. The table has the following columns: Permit ID, PIR, Emrgy #, Permit Category, County, Entity Name, Route#, Recurring Bond, Begin Mile Point, End Mile Point, Status/DUM Approval Date, Issued Date, Completed Date, and Status. One row is highlighted in pink, corresponding to the permit ID U-121-001968-7-E. This row shows a Sanitary Sewer permit in Fulton County, issued by AZ Utilities, with a route of 00142623 and a status of Pending. A map icon (📍) is visible next to the Permit ID in the highlighted row.

Permit ID	PIR	Emrgy #	Permit Category	County	Entity Name	Route#	Recurring Bond	Begin Mile Point	End Mile Point	Status/DUM Approval Date	Issued Date	Completed Date	Status
U-121-001968-7-E			Sanitary Sewer	Fulton	AZ Utilities	00142623		0.13	0.25	01/26/2024			Pending

Distance Measurement Tool

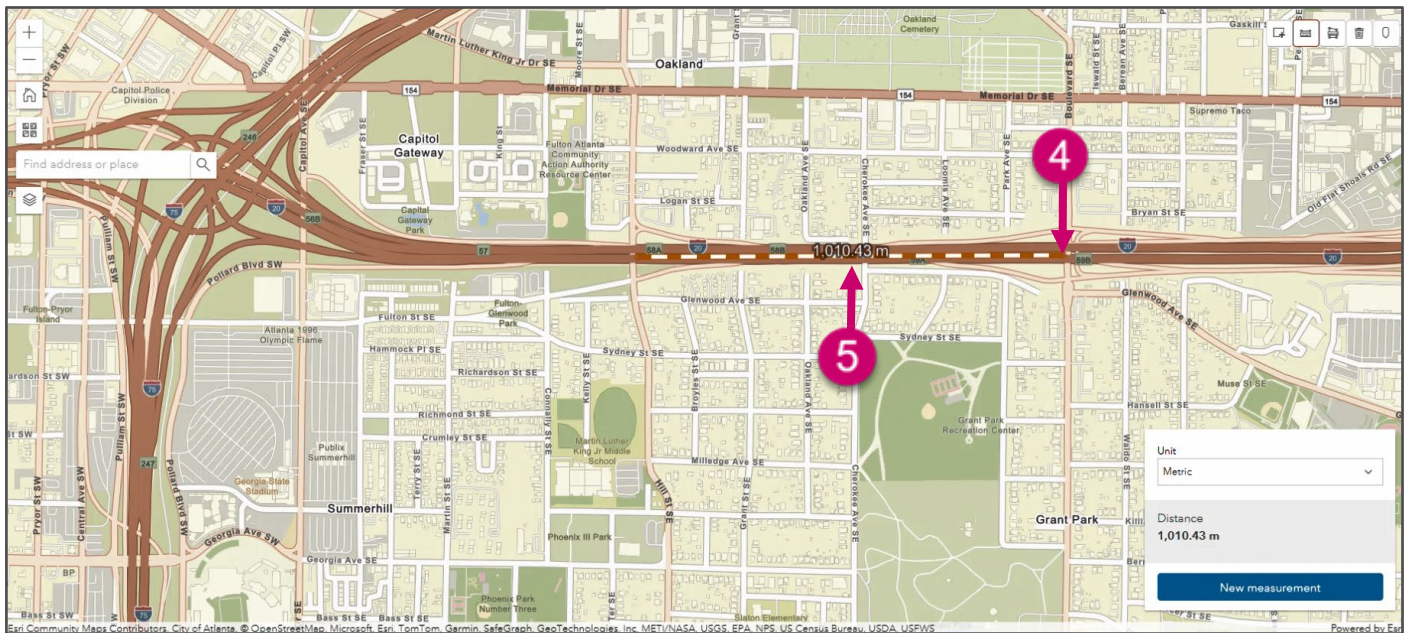
The Distance Measurement Tool () icon helps you measure the distance between two points on the map.

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.



GPAS – Utilities Permits – External

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.



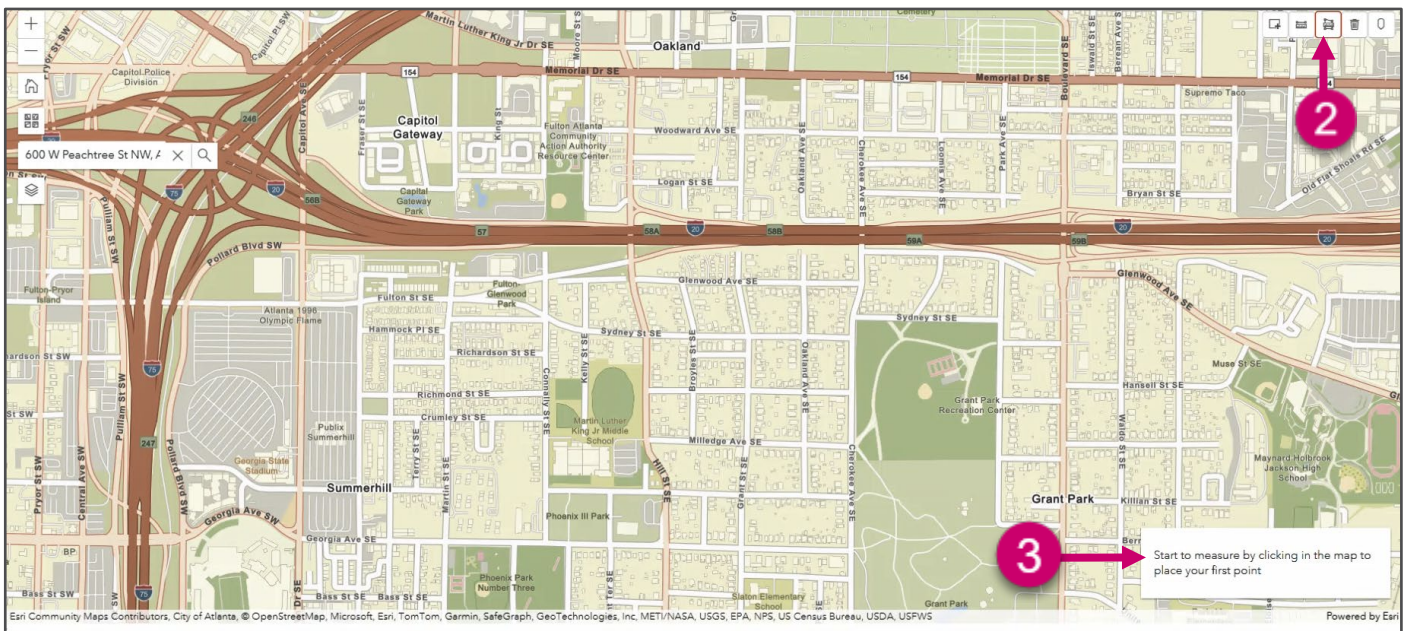
8. Double-click to select the second point to complete the measurement. The distance shows the value along with the new units selected, and in the dialog box. In the example below, the units were changed to miles.
9. If necessary, select the **New measurement** button to measure a new distance.



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.



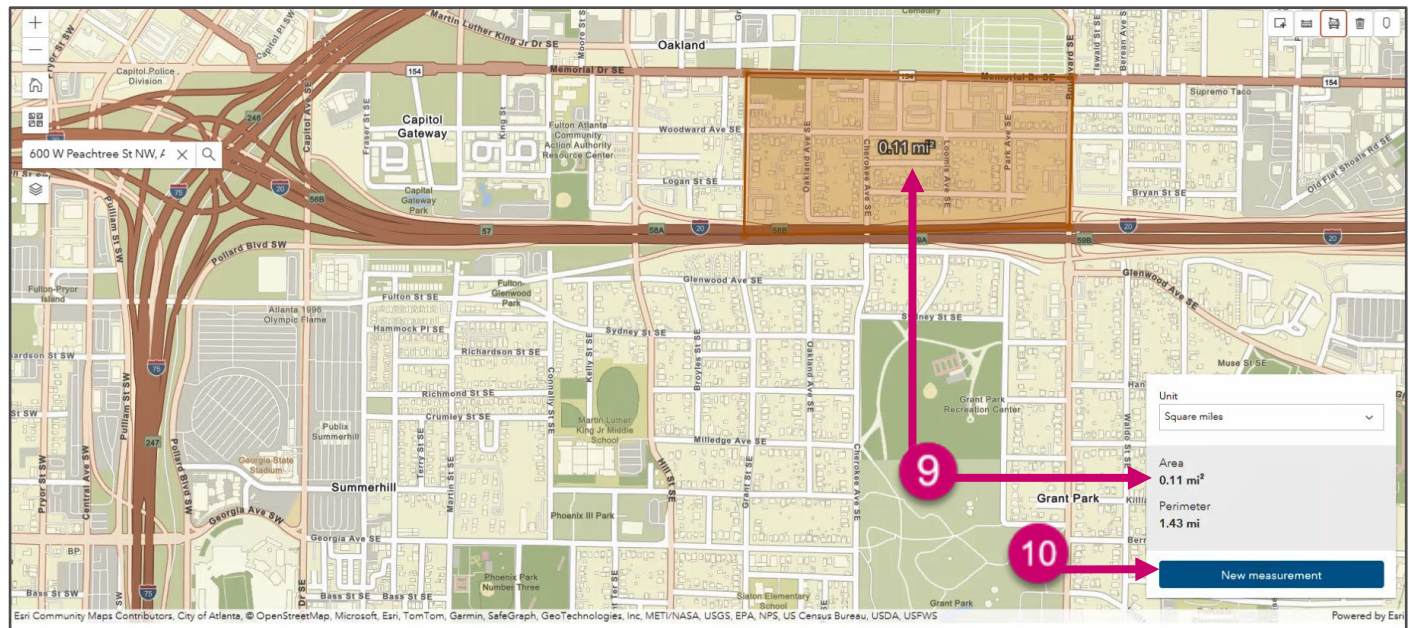
GPAS – Utilities Permits – External

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.

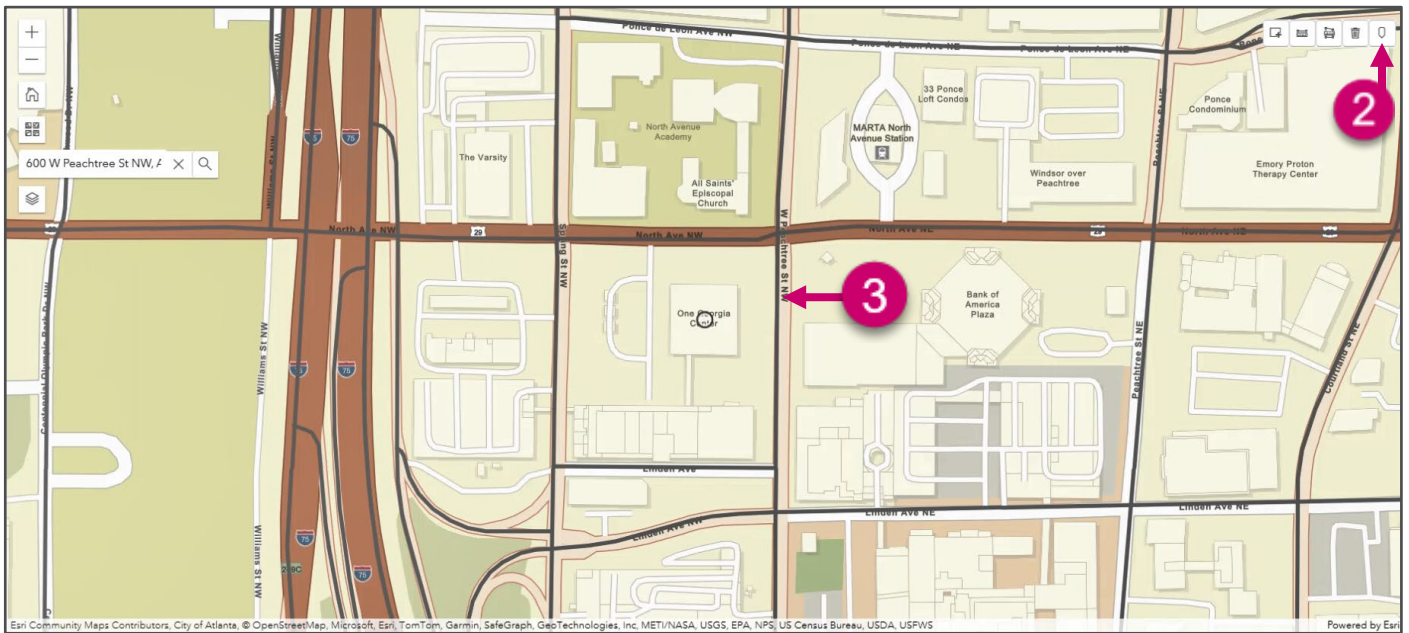
10. If necessary, select the **New measurement** button to measure a new area.



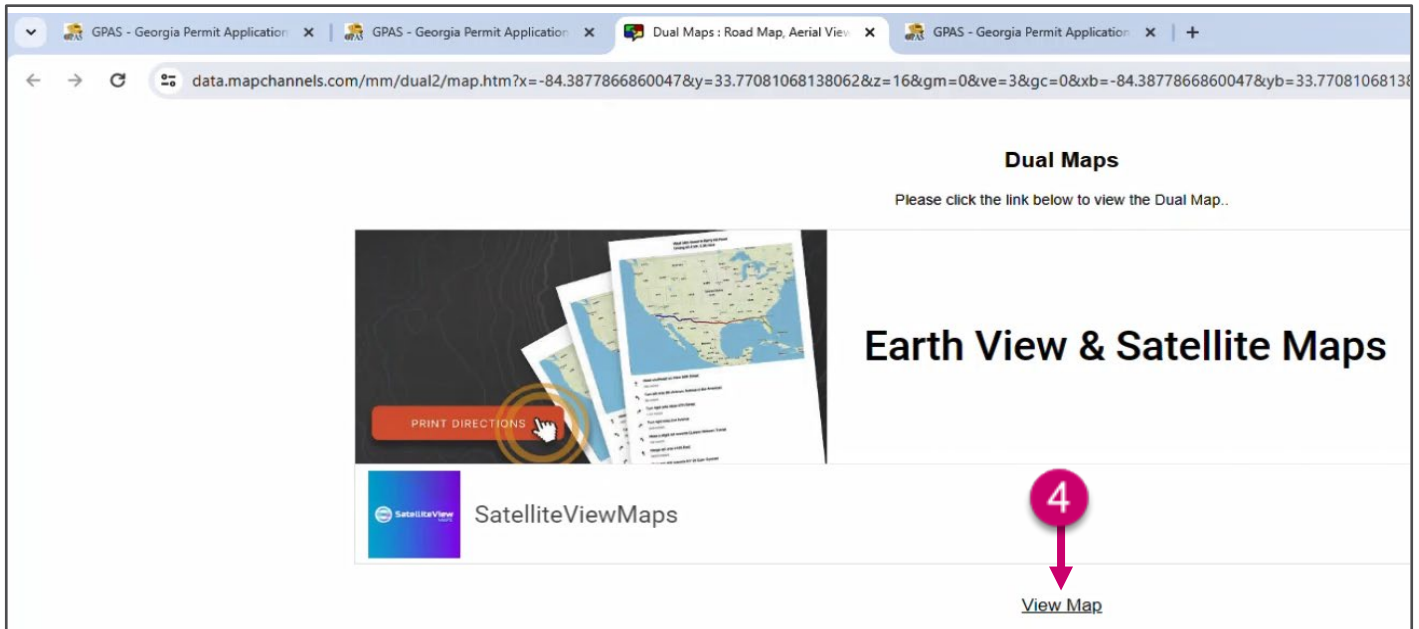
Tri View

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.



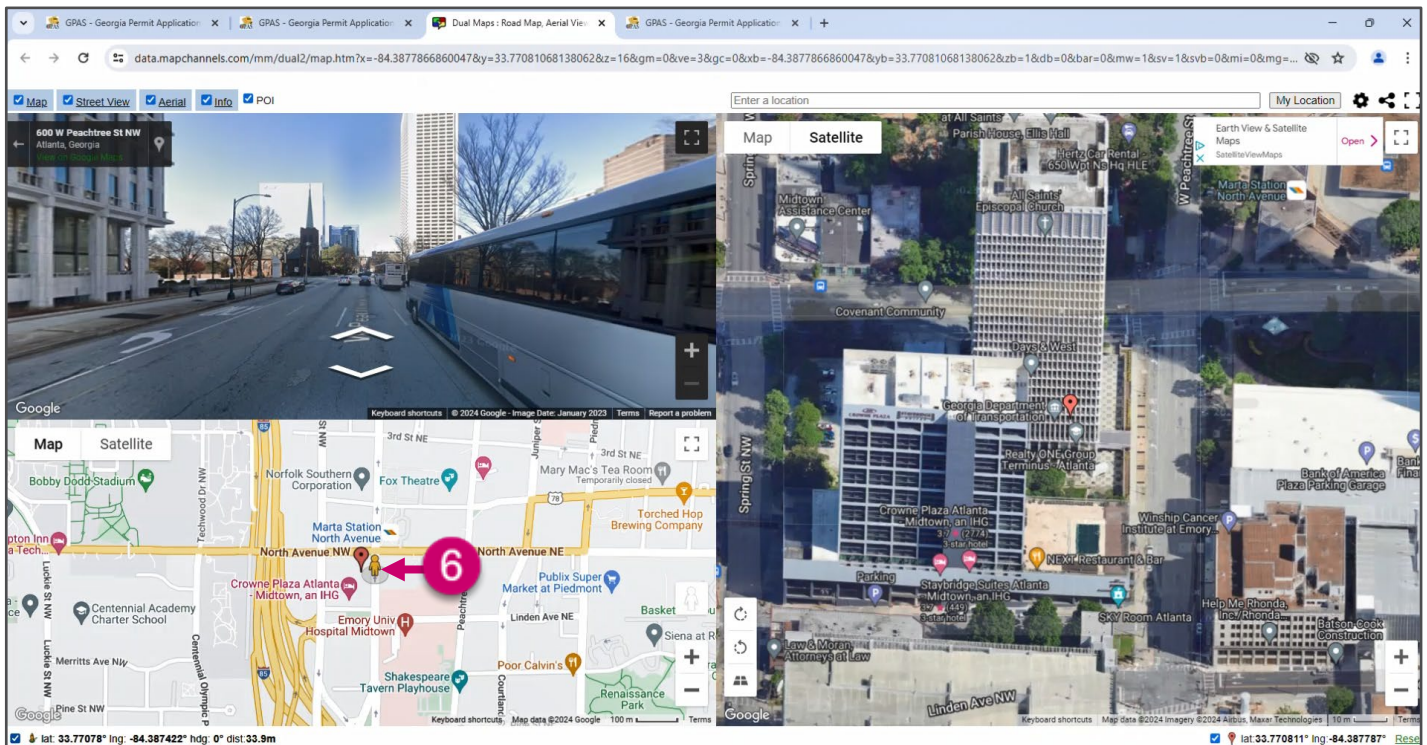
4. A new browser page opens. Select the **View Map** link.



5. The program displays 3 windows in different formats for the same area.

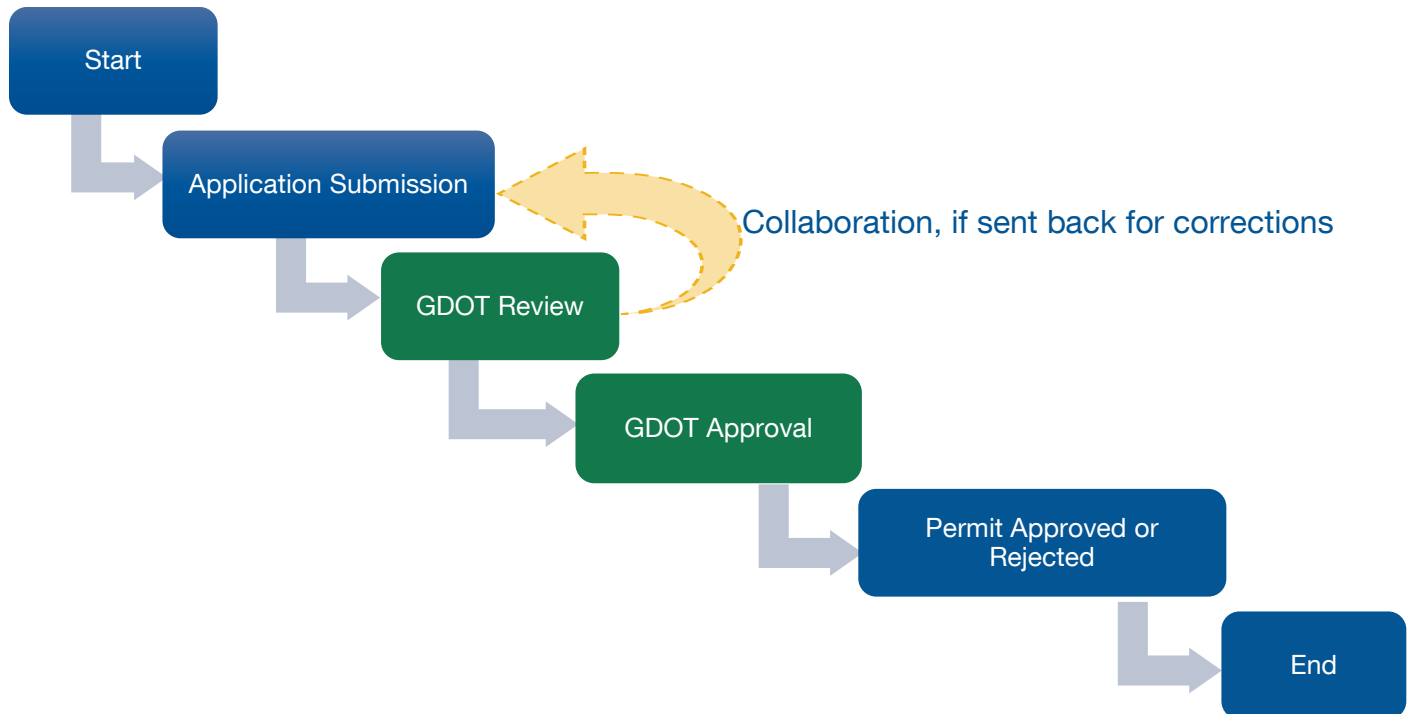
6. The location you selected on the map is marked with the placement of the Pegman.

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 - 4 of 4 items

GPAS – Utilities Permits – External

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.

Draft / Send for Correction Permits							+ APPLY NEW PERMIT
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

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

<ul style="list-style-type: none"> Entity Type (auto-populated) Utility Entity Name (auto-populated) Member Code (auto-populated, assigned during registration) Utility Permit Type: <ul style="list-style-type: none"> Emergency Project Id (Requires Project ID) Railroad Regular Encroachment 	<ul style="list-style-type: none"> Permit Category: <ul style="list-style-type: none"> Electrical Gas Non-Potable Water Potable Water River Gauges Sanitary Sewer Telecommunication Vegetation Wireless 	**Utility Entity Rep (fields only visible to Reps) <ul style="list-style-type: none"> First Name (auto-populated) Last Name (auto-populated) Company (auto-populated) Email (auto-populated) Phone (auto-populated) Utility Entity POC <ul style="list-style-type: none"> First Name (auto-populated) Last Name (auto-populated) Email (auto-populated) Phone (auto-populated)
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*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

<ul style="list-style-type: none"> County Primary County City District US Route State Route Beginning Mile Point End Mile Point Beginning Lat Beginning Long 	<ul style="list-style-type: none"> End Lat End Long Beginning User Defined Lat Beginning User Defined Long End User Defined Lat End User Defined Long <p>Near By GDOT Active Projects (auto-populated if any exist) Protected Routes (auto-populated if any exist)</p>
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*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.

<ul style="list-style-type: none"> Traffic Control Files Permit Plans Permit Profiles Permit Cross Sections Lighting Files Bridge Files 	<ul style="list-style-type: none"> 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

<ul style="list-style-type: none"> • Applicant First Name • Applicant Last Name • Applicant Phone Number • Facility Type <ul style="list-style-type: none"> ○ Cable ○ Electrical ○ Gas ○ Sewer ○ Water 	<ul style="list-style-type: none"> • Line Type <ul style="list-style-type: none"> ○ Main ○ 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
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Standard Information – Common Requirements for Most Permit Categories

<ul style="list-style-type: none"> • Work Description • Facility Placement: <ul style="list-style-type: none"> ○ Crossing ○ Longitudinal ○ Longitudinal and Crossing ○ Make Ready Locations ○ Not Applicable ○ Service Tap ○ Spot Location 	<ul style="list-style-type: none"> • Total Installation Length • Service Tap Type: <ul style="list-style-type: none"> ○ Longside ○ Not Applicable ○ Shortside ○ Shortside & Longside
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Standard Information – Specific Requirements for Electrical Permit Category

<ul style="list-style-type: none"> • Facility Type: <ul style="list-style-type: none"> ○ Cable ○ Distribution ○ Distribution & Transmission ○ Lighting System ○ Network ○ Transmission 	<ul style="list-style-type: none"> • Installation Type: <ul style="list-style-type: none"> ○ Aerial Only ○ Lighting ○ Underground and Aerial ○ 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)
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Standard Information – Specific Requirements for Gas Permit Category

<ul style="list-style-type: none"> • Facility Type - Gas: <ul style="list-style-type: none"> ○ Gas ○ Gaseous Products ○ Natural Gas 	<ul style="list-style-type: none"> ○ Oil ○ Petroleum ○ Steam
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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

- | | |
|---|---|
| <ul style="list-style-type: none"> • Facility Type - Telecommunication: <ul style="list-style-type: none"> ○ 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 | <ul style="list-style-type: none"> • Installation Type: <ul style="list-style-type: none"> ○ Aerial Only ○ Underground and Aerial ○ Underground Only |
|---|---|

Standard Information – Specific Requirements for Vegetation Permit Category

<ul style="list-style-type: none"> • UC Proposed Work Start Date • UC Proposed Work Completed Date • Work Description • Type <ul style="list-style-type: none"> ○ Chemical <ul style="list-style-type: none"> Chemical Control Properties <ul style="list-style-type: none"> ▪ Broadcast <ul style="list-style-type: none"> ○ Arsenal ○ Escort ○ Garlon 3A ○ Garlon 4 ○ Habitat ○ Krenite ○ Milestone VM ○ Other <ul style="list-style-type: none"> ○ Other Broadcast Utilized ○ Oust ○ Stalker ○ Transline ▪ Spot Treatment <ul style="list-style-type: none"> ○ Accord Concentrate ○ Accord Sp ○ Accord Xrt ○ Aqua Neat ○ Aquamaster ○ Cornerstone ○ Credit Duo Extra ○ Debit Tmf ○ Eagre ○ Foresters ○ Forza (E/F) ○ Glyfos ○ Glyfos Aquatic ○ Glyfos Pro ○ Glyfos X-Tra ○ Glyphosate 4 	<ul style="list-style-type: none"> ▪ Spot Treatment (Cont.) <ul style="list-style-type: none"> ○ Glyphosate 41% ○ Glyphosate Original ○ Glyphosate Vmf ○ Glypro ○ Glypro Plus ○ Honcho ○ Honcho Plus ○ Kleenup Pro ○ Mirage ○ Other <ul style="list-style-type: none"> ○ Other Spot Treatment Utilized ○ Prokoz Glyphosate Pro ○ Prosecutor ○ Prosecutor Pro ○ Rattler ○ Rattler Pro ○ Razor ○ Razor Pro ○ Rodeo ○ Roundup Custom ○ Roundup Original ○ Roundup Original li ○ Roundup Original li (Ca) ○ Roundup Original Rt ○ Roundup Pro ○ Roundup Pro Concentrate ○ Roundup Prodry ○ Roundup Ultradry ○ Roundup Ultramax ○ Roundup Weathermax ○ Silhouette ○ Touchdown Pro ○ Mowing ○ Pruning ○ Tree Removal
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Standard Information – Specific Requirements for Wireless Permit Category

<ul style="list-style-type: none"> • Work Description • Small Cell Site ID 	<ul style="list-style-type: none"> • Antenna Type • Antenna Height (in feet and inches)
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Aerial Section – Specific Requirements for Electrical Permit Category

<ul style="list-style-type: none"> • Pole Type: <ul style="list-style-type: none"> ○ Existing <ul style="list-style-type: none"> ▪ Pole Owner ▪ Number of Poles ▪ Work Performed (multi-select field) <ul style="list-style-type: none"> ○ 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 	<ul style="list-style-type: none"> ○ New <ul style="list-style-type: none"> ▪ Number of Poles ▪ Pole Placement Method: <ul style="list-style-type: none"> ○ Auger ○ Crane ○ Hand Tools ○ Other ○ Vibrate ▪ Pole Material Type (multi-select field): <ul style="list-style-type: none"> ○ Composite ○ Concrete ○ Other ○ Steel ○ Wood ▪ Max Pole Height ▪ Minimum Overhead Clearance (ft) 	<ul style="list-style-type: none"> ○ New and Existing (Combined requirements listed for New and Existing poles)
<p>Aerial Communication Cable</p> <ul style="list-style-type: none"> • Installation includes communication Y/N <ul style="list-style-type: none"> ○ If Yes, Internal Use Only Y/N 		


Aerial Section – Specific Requirements for Telecommunication Permit Category

<ul style="list-style-type: none"> • Pole Type: <ul style="list-style-type: none"> ○ Existing <ul style="list-style-type: none"> ▪ Pole Owner ▪ Number of Poles ▪ Work Performed (multi-select field) ▪ Existing Light Fixture Y/N ▪ Minimum Overhead Clearance ▪ Replacement Pole Y/N 	<ul style="list-style-type: none"> ○ New <ul style="list-style-type: none"> ▪ Number of Poles ▪ Pole Placement Method: <ul style="list-style-type: none"> ○ Auger ○ Crane ○ Hand Tools ○ Other ○ Vibrate ▪ Pole Material Type (multi-select field): <ul style="list-style-type: none"> ○ Composite ○ Concrete ○ Other ○ Steel ○ Wood ▪ Max Pole Height ▪ Minimum Overhead Clearance (ft) 	<ul style="list-style-type: none"> ○ New and Existing (Combined requirements listed for New and Existing poles)
<p>Aerial Communication Cable</p> <ul style="list-style-type: none"> • Installation includes Electric Y/N <ul style="list-style-type: none"> ○ If Yes, Internal Use Only Y/N • Communication Material Type (multi-select field) <ul style="list-style-type: none"> ○ Coaxial ○ Copper ○ Fiber Optic ○ Other • Number of Pairs/Counts • Cable Size (inches) • Strand/Messenger Wire Required Y/N <ul style="list-style-type: none"> If Yes, Size of Strand (mm/inches) 		

Aerial Section – Specific Requirements for Wireless Permit Category

<ul style="list-style-type: none"> Pole Type: <ul style="list-style-type: none"> Existing <ul style="list-style-type: none"> Pole Owner Number of Poles Work Performed (multi-select field) <ul style="list-style-type: none"> Antenna Attach to Existing Pole New Pole Relocate for GDOT Project Remove Existing Facilities Pole Height (ft) New <ul style="list-style-type: none"> Pole Placement Method: <ul style="list-style-type: none"> Auger Crane Hand Tools Other Vibrate Pole Material Type: <ul style="list-style-type: none"> Break Away Composite Concrete Other Steel Steel & Conc Wood Wood & Conc Wood & Steel New and Existing (Combined requirements listed for New and Existing poles) 	<ul style="list-style-type: none"> Installation includes Communication Y/N Installation Includes Electric Y/N
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Lighting Design – Specific Requirements for Electrical Permit Category

<ul style="list-style-type: none"> Governmental Entity Signing The MOA (Select county) Purpose of Lighting <ul style="list-style-type: none"> Other Parking Lot Pedestrian Roadway Description Existing Lighting Conditions PhotoMetrics-Fixtures <ul style="list-style-type: none"> Initial Lumens Model Number Photometric Primary Contact <ul style="list-style-type: none"> 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 Horizontal Illuminance <ul style="list-style-type: none"> Average(fc) Avg/Min Ratio Vertical Illuminance <ul style="list-style-type: none"> Average(fc) Minimum(fc) 	Pedestrian Lighting Horizontal Illuminance <ul style="list-style-type: none"> Average(fc) Avg/Min Ratio Vertical Illuminance <ul style="list-style-type: none"> Average(fc) Minimum(fc) Veiling Luminance <ul style="list-style-type: none"> MaxL. v Ratio 	Roadway Lighting Luminance <ul style="list-style-type: none"> Average(cd/m²) Avg/Min Ratio Max/Min Ratio Horizontal Luminance <ul style="list-style-type: none"> Average(fc) Minimum(fc) Veiling Luminance <ul style="list-style-type: none"> MaxL. v Ratio
	<div style="text-align: center;">  <p>Note</p> </div> <p>For Railroad permits, when Installation Type is lighting, for any facility type, the lighting section is not mandatory.</p>		

Underground Section – Specific Requirements for Electrical Permit Category

<p>Underground Properties</p> <p>New Record</p> <ul style="list-style-type: none"> • Underground Construction Type (multi-select field) <ul style="list-style-type: none"> ○ 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 	<ul style="list-style-type: none"> • Line Voltage • Cable Gauges • Communication Material Type (multi-select field) <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ Fiberglass ○ Fusible PVC ○ Galvanized Pipe ○ HDPE ○ Not Applicable ○ Other ○ Plastic ○ PVC ○ Steel 	<ul style="list-style-type: none"> • Installation Type <ul style="list-style-type: none"> ○ Aerial Only ○ Lighting ○ Underground And Aerial • Underground Only • Conduit Diameter • Manhole Quantity • Vault Quantity • Handhole Quantity • Test Holes Quantity • Pavement Cutting Y/N <ul style="list-style-type: none"> ○ Yes <ul style="list-style-type: none"> ▪ Type of Pavement Cut <ul style="list-style-type: none"> ○ Crossing ○ Longitudinal ○ None ○ Repair Window ○ Service Tap ▪ Pavement Cut Dimensions ▪ Number of Lanes Affected
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Underground Section – Specific Requirements for Gas Permit Category

<p>Pipe & Underground Properties New Record</p> <ul style="list-style-type: none"> • Pipe Size • Pipe Material <ul style="list-style-type: none"> ○ 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 	<ul style="list-style-type: none"> • Casing Material <ul style="list-style-type: none"> ○ Concrete ○ Fiberglass ○ HDPE ○ None ○ Other ○ Plastic ○ PVC ○ Steel • Casing Diameter • Underground Construction Type (multi-select field) <ul style="list-style-type: none"> ○ 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 	<ul style="list-style-type: none"> • Pressure • Corrosion Protection <ul style="list-style-type: none"> ○ Anode ○ Cathodic ○ Coating ○ None ○ Other ○ Rectifier ○ Wrapped • Manhole Quantity • Valves Quantity • Vault Quantity • Test Holes Quantity • Pavement Cutting Y/N <ul style="list-style-type: none"> ○ Yes <ul style="list-style-type: none"> ▪ Type of Pavement Cut <ul style="list-style-type: none"> ○ Crossing ○ Longitudinal ○ None ○ Repair Window ○ Service Tap ▪ Pavement Cut Dimensions ▪ Number of Lanes Affected
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Underground Section – Specific Requirements for Non-Potable Water Permit Category

<p>Pipe Properties</p> <ul style="list-style-type: none"> • Pipe Size • Pipe Material <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ Concrete ○ Fiberglass ○ HDPE ○ None ○ Other ○ Plastic ○ PVC ○ Steel • Casing Diameter • Valves Quantity • Pressure • Main Type <ul style="list-style-type: none"> ○ Gravity ○ Pressure 	<p>Underground Properties</p> <ul style="list-style-type: none"> • Underground Construction Type (multi-select field) <ul style="list-style-type: none"> ○ 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 • Manhole Quantity • Vault Quantity • Test Holes Quantity • Pavement Cutting Y/N <ul style="list-style-type: none"> ○ Yes <ul style="list-style-type: none"> ▪ Type of Pavement Cut <ul style="list-style-type: none"> ○ Crossing ○ Longitudinal ○ None ○ Repair Window ○ Service Tap ▪ Pavement Cut Dimensions ▪ Number of Lanes Affected
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Underground Section – Specific Requirements for Potable Water Permit Category

<p>Pipe & Underground Properties</p> <ul style="list-style-type: none"> • Pipe Size • Pipe Material <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ Concrete ○ Fiberglass ○ HDPE ○ None ○ Other ○ Plastic ○ PVC ○ Steel 	<ul style="list-style-type: none"> • Casing Diameter • Underground Construction Type (multi-select field) <ul style="list-style-type: none"> ○ 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 	<ul style="list-style-type: none"> • Pressure in Psi • Manhole Quantity • Valves Quantity • Vault Quantity • Test Holes Quantity • Minimum depth • Pavement Cutting Y/N <ul style="list-style-type: none"> ○ Yes <ul style="list-style-type: none"> ▪ Type of Pavement Cut <ul style="list-style-type: none"> ○ Crossing ○ Longitudinal ○ None ○ Repair Window ○ Service Tap ▪ Pavement Cut Dimensions ▪ Number of Lanes Affected
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Underground Section – Specific Requirements for Sanitary Sewer Permit Category

<p>Pipe & Underground Properties</p> <ul style="list-style-type: none"> • Pipe Size • Pipe Material <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ Concrete ○ Fiberglass ○ HDPE ○ None ○ Other ○ Plastic ○ PVC ○ Steel • Casing Diameter 	<ul style="list-style-type: none"> • Underground Construction Type (multi-select field) <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ Yes <ul style="list-style-type: none"> ▪ Type of Pavement Cut <ul style="list-style-type: none"> ○ Crossing ○ Longitudinal ○ None ○ Repair Window ○ Service Tap ▪ Pavement Cut Dimensions ▪ Number of Lanes Affected
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Underground Section – Specific Requirements for Telecommunication Permit Category

<p>Underground Properties</p> <p>New Record</p> <ul style="list-style-type: none"> Underground Construction Type (multi-select field) <ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Communication Material Type (multi-select field) <ul style="list-style-type: none"> Coaxial Copper Fiber Optic Other Number of Pairs Number of Cables Conduit Material <ul style="list-style-type: none"> Fiberglass Fusible PVC Galvanized Pipe HDPE Not Applicable Other Plastic PVC Steel 	<ul style="list-style-type: none"> Conduit Diameter Number of Ducts Manhole Quantity Vault Quantity Handhole Quantity Test Holes Quantity Pavement Cutting Y/N <ul style="list-style-type: none"> Yes <ul style="list-style-type: none"> Type of Pavement Cut <ul style="list-style-type: none"> 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

<ul style="list-style-type: none"> Associate Another Permit: <ul style="list-style-type: none"> Existing <ul style="list-style-type: none"> Associated Permits New <ul style="list-style-type: none"> Are you the one who is submitting the permit? <ul style="list-style-type: none"> 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

<ul style="list-style-type: none"> Traffic Control Type: <ul style="list-style-type: none"> 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)

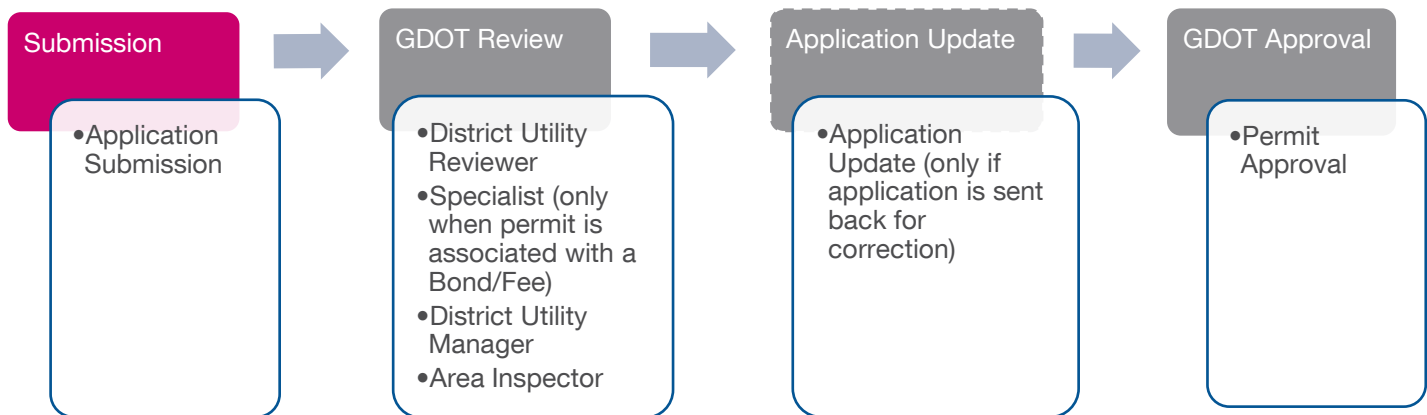
Schedule – Specific Requirements Project ID Permits

<ul style="list-style-type: none"> • UC Proposed Work Start Date • UC Proposed Work Completed Date <p>Utility Adjustment Schedule Details Section</p> <ul style="list-style-type: none"> • Project ID Number • Schedule Type <ul style="list-style-type: none"> ○ Original ○ Revised • Existing Facilities Identified Using <ul style="list-style-type: none"> ○ As Built Survey Record ○ Record Information ○ Records, Maps and/or Field Review ○ Subsurface Investigation (SUE) • Facility Identified Date • Schedule Based On <ul style="list-style-type: none"> ○ Concept ○ Final ○ Preliminary ○ Revision • Plan Date • Cost Will Borne By <ul style="list-style-type: none"> ○ 3rd Party ○ 3rd Party & Department ○ 3rd Party & Utility Owner ○ Department ○ No Conflicts ○ Utility Owner ○ Utility Owner & Department 	<ul style="list-style-type: none"> • Have The Cost Arrangements Been Approved in Writing? <ul style="list-style-type: none"> ○ No ○ Pending ○ Yes • Special Requirements <p>Existing Utility Details</p> <ul style="list-style-type: none"> • Add <ul style="list-style-type: none"> ○ Total Existing Quantity ○ Type of Facility ○ Quantity in Conflict ○ Unit <ul style="list-style-type: none"> ▪ EA ▪ LBS ▪ LF ▪ LM ▪ TONS <p>No Conflict (check box for Work Plan – Activity)</p> <p>Work Plan – Activity</p> <ul style="list-style-type: none"> • Activity ID <ul style="list-style-type: none"> ○ 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

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.



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.

1

+ APPLY NEW PERMIT

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

Utility Permit Application

FILL OUT BELOW INFORMATION ABOUT THE PERMIT.

Reference ID:

APPLICATION/MAIN INFORMATION

PERMIT LOCATION

PERMIT DATA

ATTACHMENTS

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)

Entity Type <input type="text" value="Company"/>	Utility Entity Name <input type="text" value="Utility Entity Name"/>	Member Code: <input type="text" value="012345"/>
---	---	---

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**

Utility Entity Rep	
First Name: John	Last Name: Doe
Company: Any Company	Email: JohnDoe@AnyCompany.com
Phone: 770-123-4567	

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





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.

APPLICATION/MAIN INFORMATION **PERMIT LOCATION** PERMIT DATA

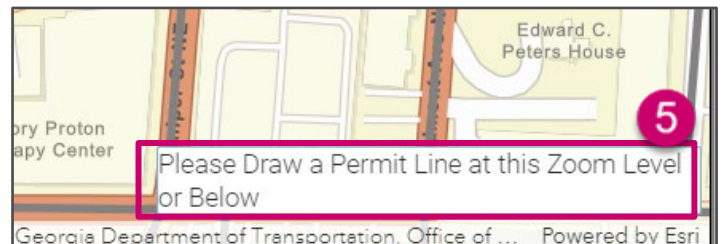
County


bar

Barrow

Bartow


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.



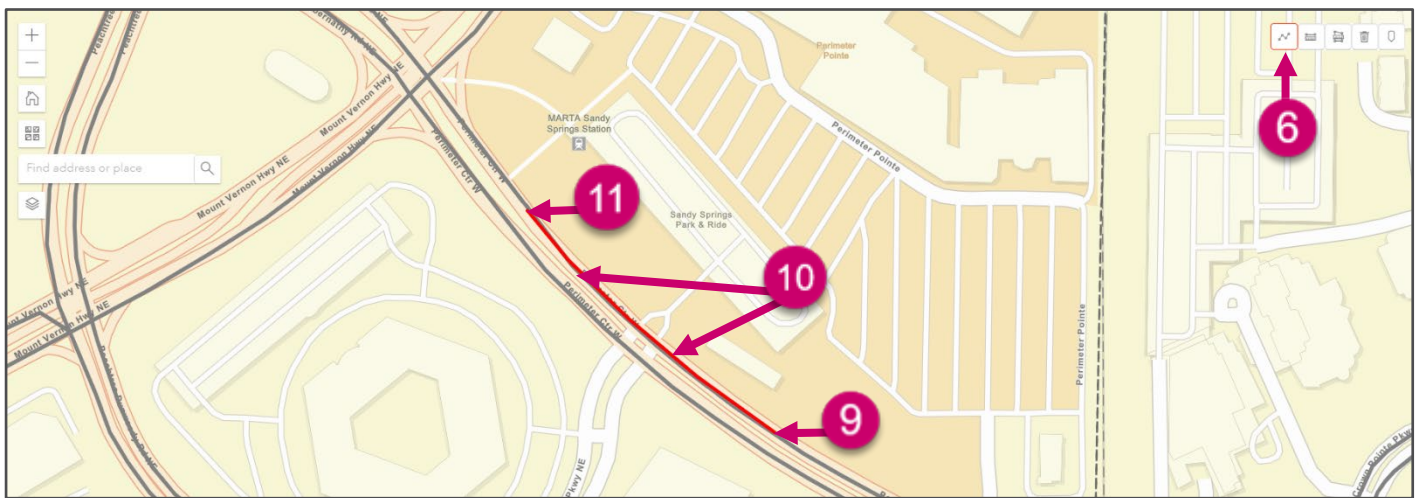
6. Select the **Draw Permit Lines** () button.
7. If the Error message shown on the right appears:
 - a. Read the warning message.
 - b. Select the X to close it.
 - c. Repeat steps 4 through 6 to specify the permit on the map.

Error

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

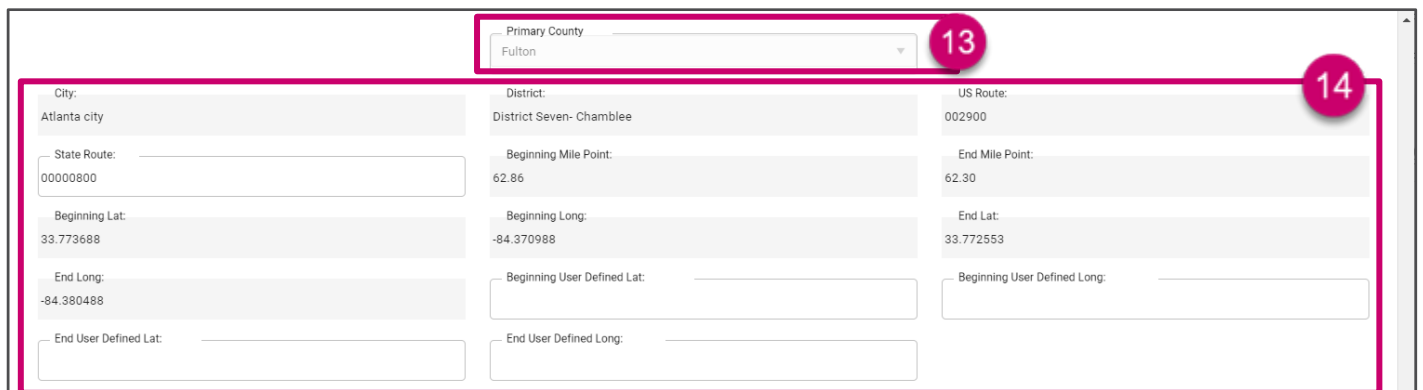


In the event that the permit location line is at the boundary between two counties, you may adjust the **Primary County** selection from the drop-down list. The Primary County will define the County under which the permit is requested.

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



The screenshot shows the GPAS Utilities Permits form. Callout 13 points to the 'Primary County' dropdown menu, which is currently set to 'Fulton'. Callout 14 points to the 'City' field, which is set to 'Atlanta city'. The form also includes fields for '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', and 'End User Defined Long'.

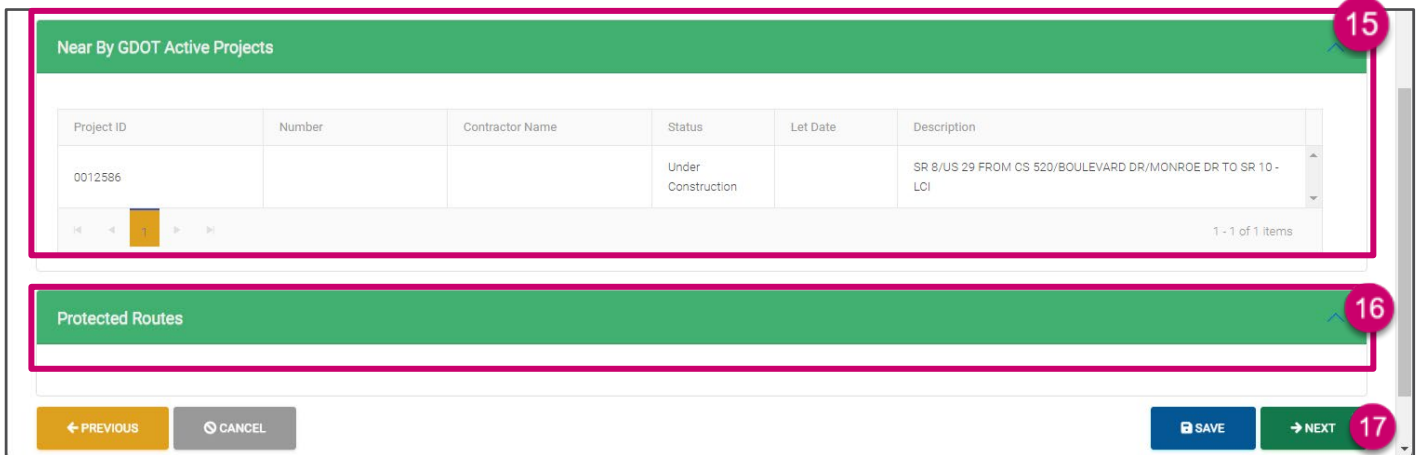


If the District field is not auto-populated, it indicates that the map was not zoomed in enough. Select the **Delete** (🗑️) button to remove your selection. Select the **Draw Permit Lines** (📐) button and repeat the selection, ideally selecting the gray road/highway line. Drawing a line not touching 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

GPAS – Utilities Permits – External

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**.



Near By GDOT Active Projects

Project ID	Number	Contractor Name	Status	Let Date	Description
0012586			Under Construction		SR 8/US 29 FROM CS 520/BOULEVARD DR/MONROE DR TO SR 10 - LOI

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

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 **Applicant FirstName***.
2. Enter the **Applicant LastName***.
3. Enter the **Applicant Phone Number***.
4. Select the **Facility Type*** from the drop-down list.
 - Cable
 - Electrical
 - Gas
 - Sewer
 - Water
5. Select the **Line Type*** from the drop-down list.
 - Main
 - Service

Applicant FirstName *

Applicant LastName *

Applicant Phone Number *

Facility Type *

Select Facility Type

Select Facility Type

Cable

Electrical

Gas

Sewer

Water

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

GPAS – Utilities Permits – External

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

13

14 → **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: 0.19

End Mile Point: 0.25 Beginning Lat: 33.930752 Beginning Long: -84.349654 End Lat: 33.931905 End Long: -84.351395

Beginning User Defined Lat: Beginning User Defined Long: End User Defined Lat: End User Defined Long:

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

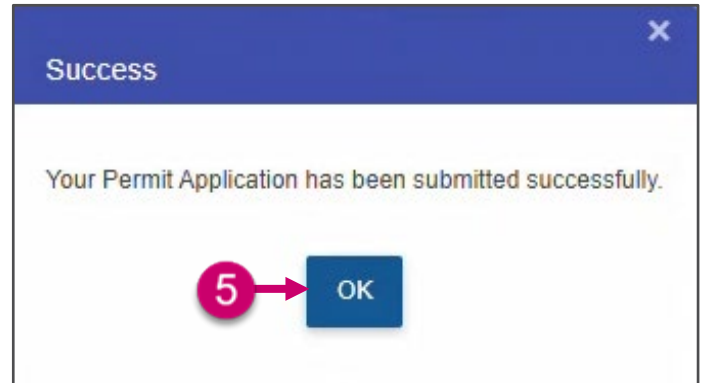
Will Transfer Be Needed By Other Attachees: No Emergency Description: Problem with sewer service line.

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

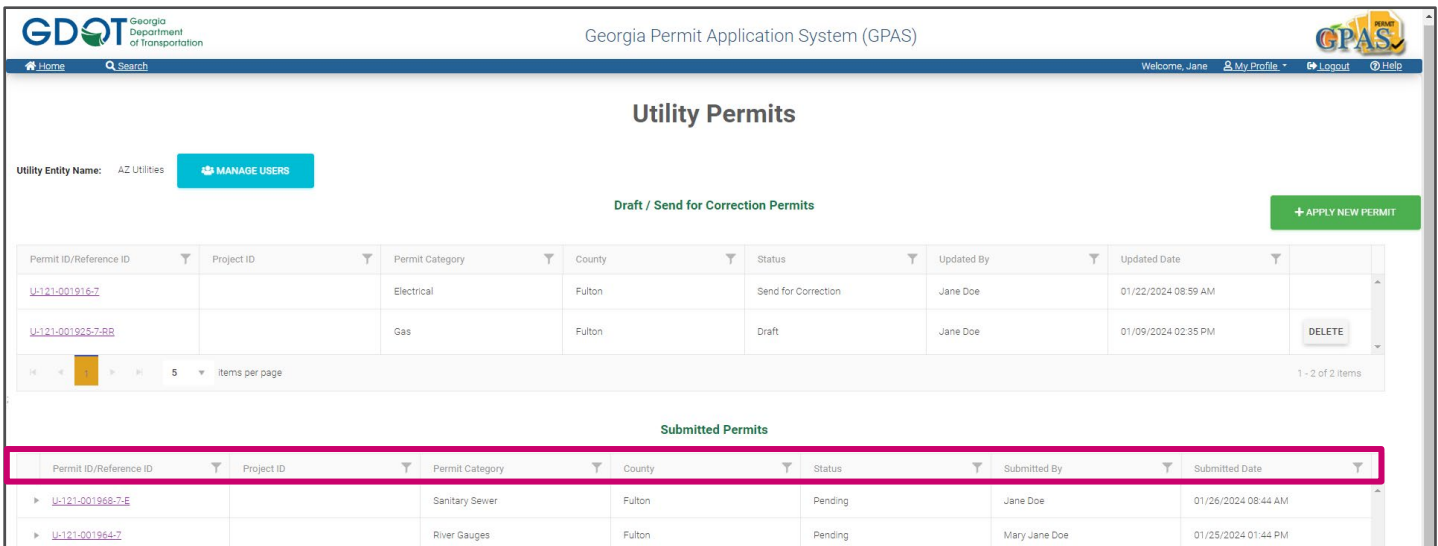
3 → **4**

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.



The screenshot shows the GPAS (Georgia Permit Application System) interface. At the top, there's a navigation bar with "Home", "Search", and user information. The main heading is "Utility Permits". Below it, there's a section for "Draft / Send for Correction Permits" with a table of two items. The first item is "Electrical" in "Fulton" county, status "Send for Correction", updated by "Jane Doe" on "01/22/2024 08:59 AM". The second item is "Gas" in "Fulton" county, status "Draft", updated by "Jane Doe" on "01/09/2024 02:35 PM". There's a "DELETE" button next to the second item. Below this is a "Submitted Permits" section with a table of two items. The first item is "Sanitary Sewer" in "Fulton" county, status "Pending", submitted by "Jane Doe" on "01/26/2024 08:44 AM". The second item is "River Gauges" in "Fulton" county, status "Pending", submitted by "Mary Jane Doe" on "01/25/2024 01:44 PM".

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

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



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. Please remember to submit a regular permit within the next five business days.

Important

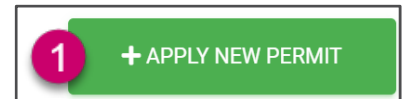
Project ID Permit Submittal

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.

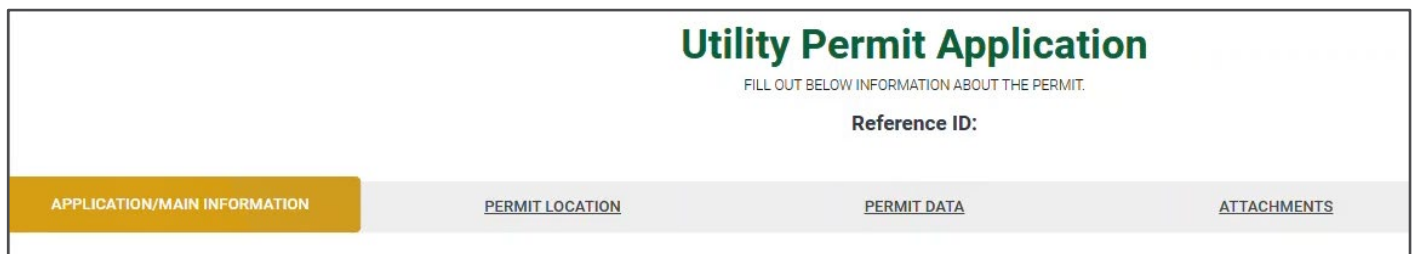
Submit a Utility Permit Related to an Existing Project ID

Home Page

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



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

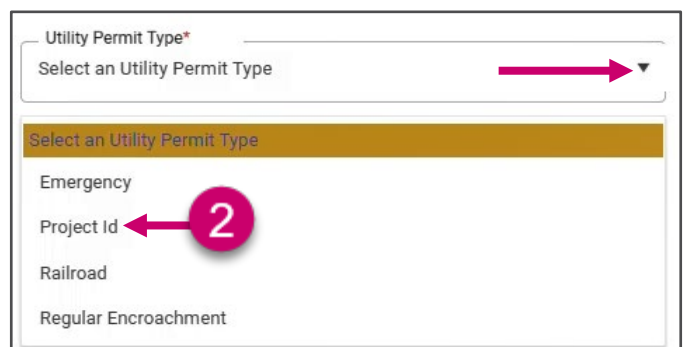


Application/Main Information Tab

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.



GPAS – Utilities Permits – External

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

Permit Category*

Select a Permit Category

Select a Permit Category

Electrical (Distribution, Transmission, Lighting system)

Gas (Natural Gas, Oil, Petroleum, Gaseous Materials, Steam)

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



Wait for the list to populate.

Note

Project ID:

001

0014986

0013575

0013390

0013373

0013466

0013521

0013631

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**.

6

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.

Associated Permits	
Permit Id	PERMIT STATUS
U-031-001904-5	Pending

8

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**

Utility Entity Rep	
First Name: John	Last Name: Doe
Company: Any Company	Email: JohnDoe@AnyCompany.com
Phone: 770-123-4567	

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.

Utility Entity POC	
First Name: Jane	Last Name: Doe
Email: JDoe@AZUtilities.com	Phone: 404-123-4567
<div> CANCEL 11 → NEXT </div>	



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.

Utility Permit Application
FILL OUT BELOW INFORMATION ABOUT THE PERMIT

Reference ID:

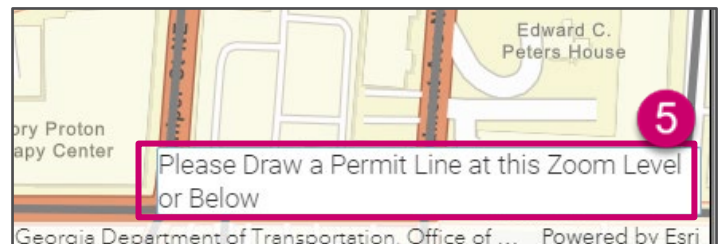
APPLICATION/MAIN INFORMATION **PERMIT LOCATION** PERMIT DATA SCHEDULE ATTACHMENTS


County: **BULLOCH** (1)

Project Description: **AP030-9400-20(031), STATESBORO, CONSTR RUNWAY SAFETY AREA** (2)

Map showing location with a dashed orange line representing the permit line (3).

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.



Error

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

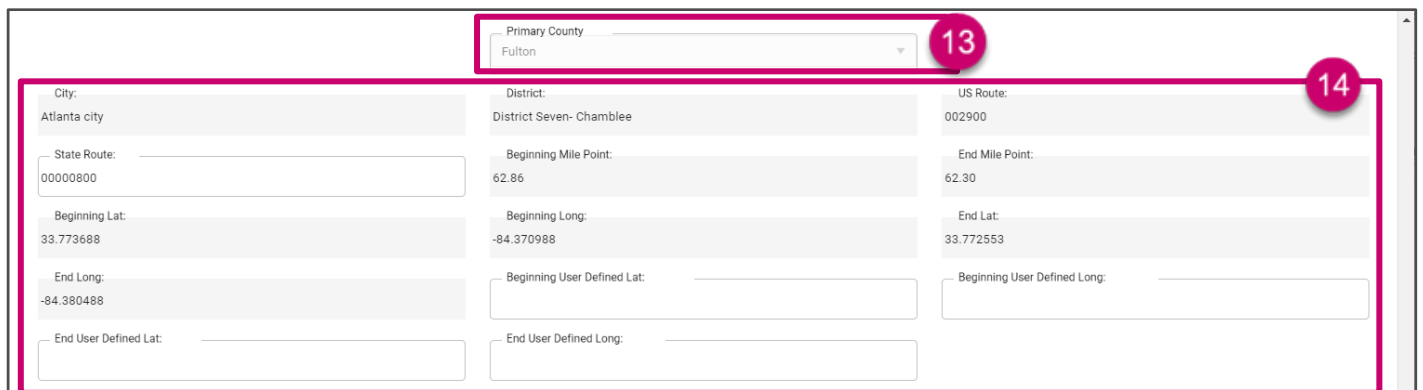


In the event that the permit location line is at the boundary between two counties, you may adjust the **Primary County** selection from the drop-down list. The Primary County will define the County under which the permit is requested.

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



The screenshot shows the GPAS Utilities Permits form. Callout 13 points to the 'Primary County' dropdown menu, which is set to 'Fulton'. Callout 14 points to the 'City' field, which is set to 'Atlanta city'. The form also displays other fields such as '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', and '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**.

← PREVIOUS

⌂ CANCEL

SAVE

→ NEXT 15



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***.

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***.

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.

Service Tap Type *

Select Service Tap Type

Select Service Tap Type

Longside

Not Applicable

Shortside

Shortside & Longside

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

Installation Type *

Select Installation Type

Select Installation Type

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



If you select Yes, please note that you must add related attachments.

Important

GPAS – Utilities Permits – External

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**.

Link Permit 1

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**.

Link Permit 2

☐ Associate Another permit

☒ Associate Another permit 3

☐ Existing

☐ New

If you selected **Existing** permit:

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

!

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

Important

☒ Existing

+ SEARCH PERMITS 4

Associated Permits	Permit Status
0	No items to display

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 5

- 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

6

CEL 7

GPAS – Utilities Permits – External

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

+ SEARCH PERMITS		
Associated Permits	Permit Status	
U-109-001843-5	Approved	EDIT DELETE
1 - 1 of 1 items		

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.

Link Permit

☒ Associate Another permit

☐ Existing

☒ New

☒ Are you the one who submitting the permit?

Select a Permit Category

Select a Permit Category

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)

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**.



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***.

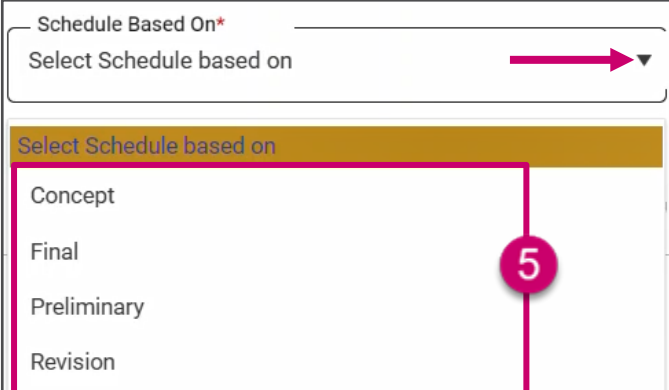


Facility Identified Date *

mm/dd/yyyy

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

- Concept
- Final
- Preliminary
- Revision



Schedule Based On*

Select Schedule based on

Select Schedule based on


Concept

Final

Preliminary

Revision

6. Enter the **Plan Date***.

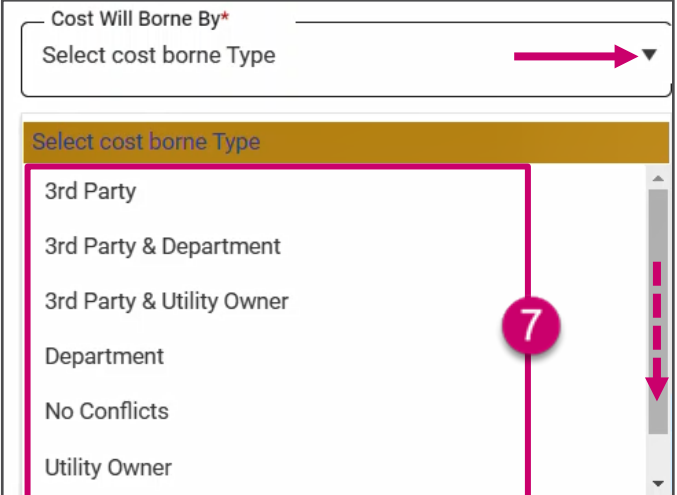


Plan Date *

mm/dd/yyyy

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



Cost Will Borne By*

Select cost borne Type

Select cost borne Type

3rd Party

3rd Party & Department

3rd Party & Utility Owner


Department

No Conflicts

Utility Owner

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

- No
- Pending
- Yes



Have The Cost Arrangements Been Approved In Writings?*

Select Approved writing

Select Approved writing

No

Pending

Yes

GPAS – Utilities Permits – External

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

Special Requirements *

Existing Utility Details

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

Existing Utility Details

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

+ ADD

Total Existing Quantity	Type of Facility
<div> <div>0</div> <div>items per page</div> </div>	

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**.

Edit

Total Existing Quantity 0.00 a

Type of Facility b

Quantity In Conflict 0.00 c

Unit d

CANCEL UPDATE 4


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**.

No Conflict a

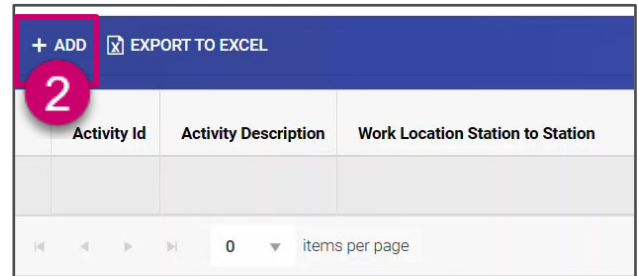
Work Plan - Activity b

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



Once data has been added, you can **EXPORT TO EXCEL** to download the file to your computer.

Pro Tip

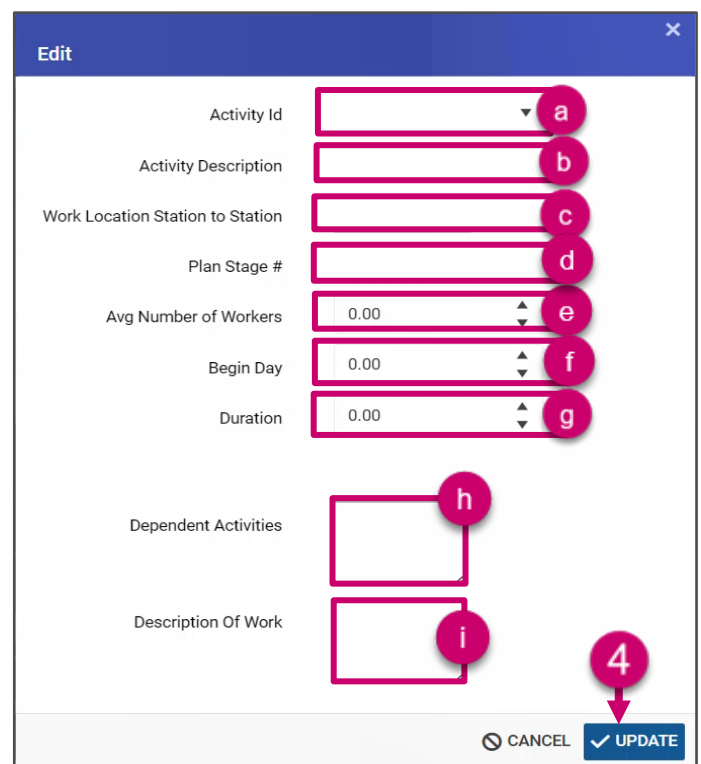


Activity Id	Activity Description	Work Location Station to Station

0 items per page

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

- Activity Id
- Activity Description
- Work Location Station to Station
- Plan Stage #
- Avg Number of Workers
- Begin Day
- Duration
- Dependent Activities
- Description of Work



Edit

Activity Id

Activity Description

Work Location Station to Station

Plan Stage #

Avg Number of Workers

Begin Day

Duration

Dependent Activities

Description Of Work

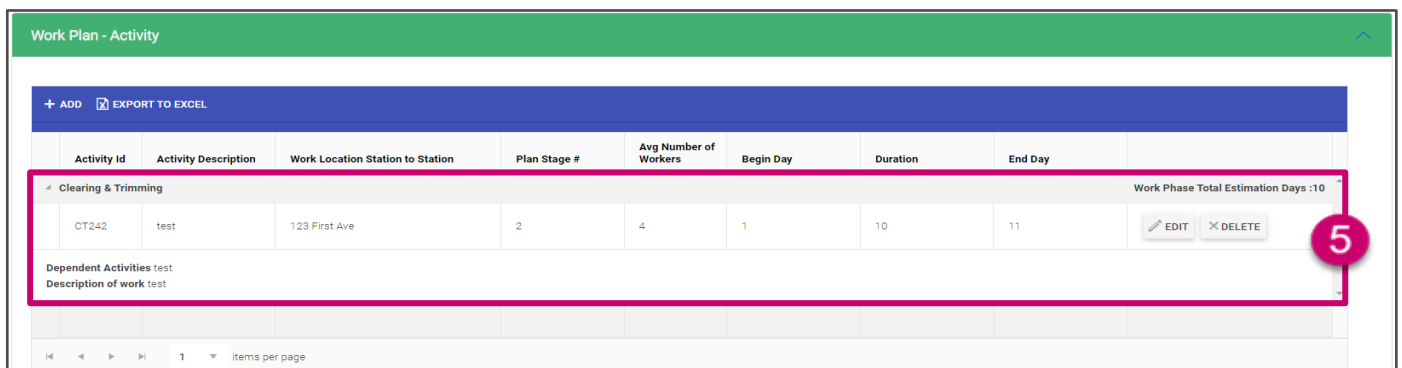
4

UPDATE

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.



Work Plan - Activity

+ ADD **EXPORT TO EXCEL**

Activity Id	Activity Description	Work Location Station to Station	Plan Stage #	Avg Number of Workers	Begin Day	Duration	End Day
OT242	test	123 First Ave	2	4	1	10	11

Work Phase Total Estimation Days :10

5

EDIT **DELETE**

Dependent Activities test

Description of work test

1 items per page

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
→ 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

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

▶ <input type="checkbox"/>	Details	DTLS-U-121-002046-7.pdf a ×	02/14/2024	Jane Doe	<input data-bbox="1339 1522 1502 1585" type="button" value="+"/>
<input type="checkbox"/>	Miscellaneous	Miscellaneous.PDF × ETI_Report.PDF ×	02/14/2024 02/14/2024	Jane Doe Jane Doe	<input data-bbox="1339 1648 1502 1711" type="button" value="+"/>

- 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.

▶ <input type="checkbox"/>	Lighting Files	LGTFI_U-121-002046-7.pdf	×	02/14/2024	Jane Doe	<input data-bbox="1354 464 1523 520" type="button" value="+"/>
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.

<input data-bbox="126 968 380 1010" type="button" value="DOWNLOAD SELECTED FILES"/>						
Select	Document Type	Document Link		Uploaded Date	Uploaded By	Upload
▶ <input type="checkbox"/>	Form 8413A					
▶ <input type="checkbox"/>	General Provisions					
▶ <input type="checkbox"/>	Permit Data					
▶ <input type="checkbox"/>	Form 8520					
▶ <input type="checkbox"/>	Traffic Control Files					<input data-bbox="1344 1297 1507 1354" type="button" value="+"/>
▶ <input checked="" type="checkbox"/>	* Permit Plans	PPL_U-121-002046-7.pdf	×	02/14/2024	Jane Doe	<input data-bbox="1344 1413 1507 1470" type="button" value="+"/>
▶ <input type="checkbox"/>	Permit Profiles					<input data-bbox="1344 1528 1507 1585" type="button" value="+"/>
▶ <input type="checkbox"/>	Permit Cross Sections					<input data-bbox="1344 1644 1507 1701" type="button" value="+"/>
▶ <input checked="" type="checkbox"/>	Lighting Files	LGTFI_U-121-002046-7.pdf	×	02/14/2024	Jane Doe	<input data-bbox="1344 1759 1507 1816" type="button" value="+"/>

To upload files:

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

The screenshot shows the 'ATTACHMENTS' tab in the GPAS system. At the top, there are tabs for 'APPLICATION/MAIN INFORMATION', 'PERMIT LOCATION', 'PERMIT DATA', 'SCHEDULE', and 'ATTACHMENTS'. Below the tabs, there is a green 'ATTACHMENTS' header and a 'DOWNLOAD SELECTED FILES' button. A table lists various document types with checkboxes for selection. The table has columns: 'Sele...', 'Document Type', 'Document Link', 'Uploaded Date', 'Uploaded By', and 'Upload'. The document types listed are 'Form 8413A', 'General Provisions', 'Permit Data', 'Form 8520', 'Traffic Control Files', and '* Permit Plans'. A green '+' button is visible next to the 'Traffic Control Files' row, and another green '+' button is next to the '* Permit Plans' row, with a red circle and arrow labeled '1' pointing to it.

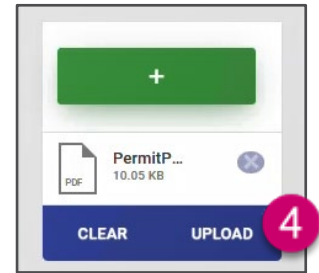
Sele...	Document Type	Document Link	Uploaded Date	Uploaded By	Upload
<input type="checkbox"/>	Form 8413A				
<input type="checkbox"/>	General Provisions				
<input type="checkbox"/>	Permit Data				
<input type="checkbox"/>	Form 8520				
<input type="checkbox"/>	Traffic Control Files				<input type="button" value="+"/>
<input type="checkbox"/>	* Permit Plans				<input type="button" value="+"/>

2. Select the file.
3. And select Open.

The screenshot shows a file selection dialog box open over the GPAS ATTACHMENTS tab. The dialog box is titled 'Open' and shows the contents of a folder named 'GPAS' on the desktop. It lists several PDF files: 'LightingFiles.PDF', 'PermitPlans.PDF', 'TrafficControlFiles.PDF', and 'UtilityChecklist.PDF'. The 'PermitPlans.PDF' file is selected, highlighted in blue. A red circle and arrow labeled '2' points to this file. Below the file list, the 'File name' field shows 'PermitPlans.PDF'. A red circle and arrow labeled '3' points to the 'Open' button at the bottom right of the dialog box.

Name	Status	Date modified	Type	Size
New folder		1/5/2024 3:01 PM	File folder	
LightingFiles.PDF		5/2/2023 9:51 AM	Adobe Acrobat D...	11 KB
PermitPlans.PDF		5/2/2023 9:51 AM	Adobe Acrobat D...	11 KB
TrafficControlFiles.PDF		5/2/2023 9:51 AM	Adobe Acrobat D...	11 KB
UtilityChecklist.PDF		5/2/2023 9:51 AM	Adobe Acrobat D...	11 KB

4. Select **UPLOAD**.



5. Wait while the system uploads the file.



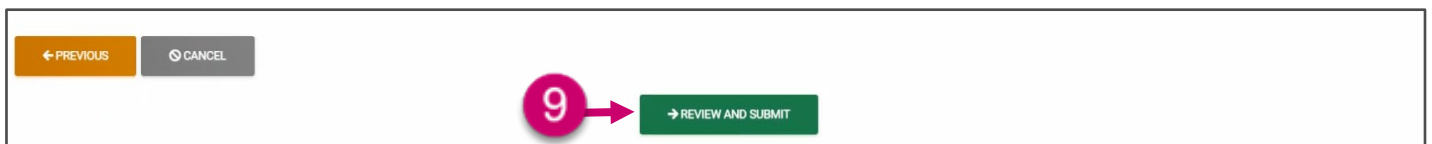
6. The system will display a document link next to the file once it has been uploaded successfully.



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**.



GPAS – Utilities Permits – External

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-031-001926-5
Please review your permit details below before submitting.

Applicant/Main Information

Utility Permit Type: Project ID: Permit Category: Non Potable Water (Reclaimed Water, Irrigation, Slurry, Cooled Hot Water) Project ID: 1001036
Utility Type: Company: Utility Entity Name: AZ Utilities Member Code: 101802
Utility Entity POC: Name: Jane Doe Email: jdoe@AZUtilities.com Phone: 858/123-4567

Permit Location

County: Bulloch Project Description: APOB (A20.20031) STATEBORO CONSTR RUNWAY SAFETY AREA
City: District: District 1st Group US Route: State Route: SR40069 Registering Mile Point: 0.19
Beginning User Defined Lat: Beginning User Defined Long: End User Defined Lat: End User Defined Long:

Permit Data

Standard Information
Work Description: Testing project ID
Facility Type: Reclaimed Water Facility Placement: Longitudinal Total Installation Length: 30 Service Tap Type: Longside

Underground Section
Pipe Properties: Pipe Size: 6 Pipe Material: PVC Casing Material: Concrete Casing Diameter: 10 Valves Quantity: 2
Pressure: 15 Main Type: Gravity
Underground Properties: Underground Construction Type: Jack And Bore Manhole Quantity: 1 Vault Quantity: 1 Test Holes Quantity: 1 Pavement Cutting: Yes
Type Of Pavement Cut: Longitudinal Pavement Cut Dimensions: 2 Number of Lanes Affected: 1

Link Permit
Associate Another permit: No

Traffic Control Type
Traffic Control Type: MUTCD Part 6 Typical Application Plan: Does Application impact a bridge, wall, culvert or include construction of a tunnel? No Is Blasting Involved? No

Permit Schedule
UC Proposed Work Start Date: 01/15/2024 UC Proposed Work Completed Date: 01/29/2024
Utility Adjustment Schedule Details: Project ID Number: 1001036 Schedule Type: Original Existing Facilities Identified Using Record Information Facility Identified Date: 01/08/2024
Schedule Based On: Final Plan Date: 01/19/2024
HAVE THE COST ARRANGEMENTS BEEN APPROVED IN WRITING?: Yes Cost Will Beborne By: Utility Owner

Special Requirements: None at this time.

Existing Utility Details

Total Existing Quantity	Type of Facility	Service Provided	Quantity in Conflict	Unit
1	2	3	1	TONS

1 - 1 of 3 Items

Work Plan - Activity

Activity ID	Activity Description	Work Location Station to Station	Plan Stage #	Avg Number of Workers	Begin Day	Duration	End Day	Work Phase Total Estimator
CT240	test	123 First Ave	2	4	1	10	11	

Dependent Activities (test):
Description of work test

1 - 1 of 1 Items

Schedule Summary

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

Project duration for non-concurrent activities in days: 10

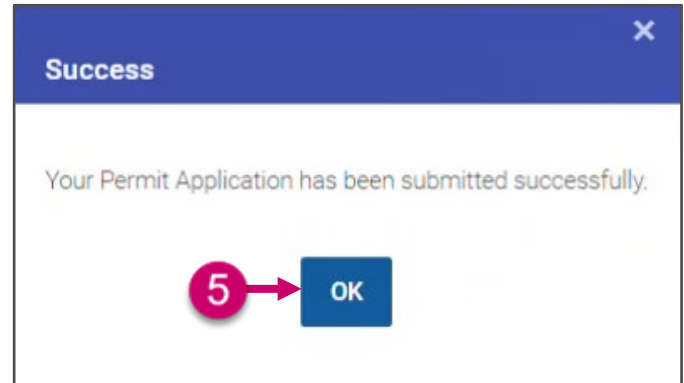
Permit Attachments

Document Type	Document Link	Uploaded By
Permit Plans	BPL-U021-001926-5.pdf	Jane Doe

☐ 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**. Notice that the Project ID number appears in the **Submitted Permits** table Project ID column.

Home

Search

Welcome, Jane

My Profile

Logout

Help

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-121-001925-7-RR		Gas	Fulton	Draft	Jane Doe	01/09/2024 02:35 PM	DELETE
U-121-001916-7		Electrical	Fulton	Draft	Jane Doe	01/04/2024 02:14 PM	DELETE
U-121-001918-7		Electrical	Fulton	Draft	Jane Doe	01/04/2024 01:10 PM	DELETE

5

items per page

1 - 3 of 3 items

Submitted Permits

U-031-001926-5	T001036	Non Potable Water	Bulloch	Pending	Jane Doe	01/11/2024 01:47 PM
U-135-001924-1-RR		Gas	Gwinnett	Pending	Jane Doe	01/09/2024 03:37 PM



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

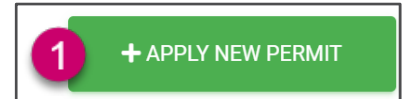
Railroad Permit Submittal

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

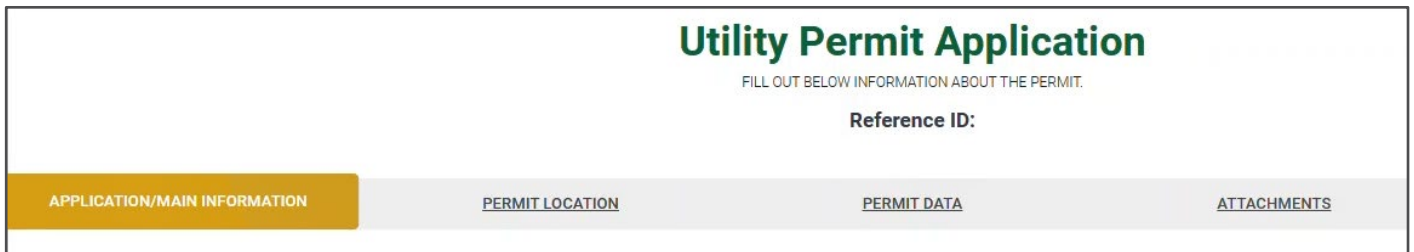
Submit a Permit for a Utility Service Crossing a Railroad

Home Page

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



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

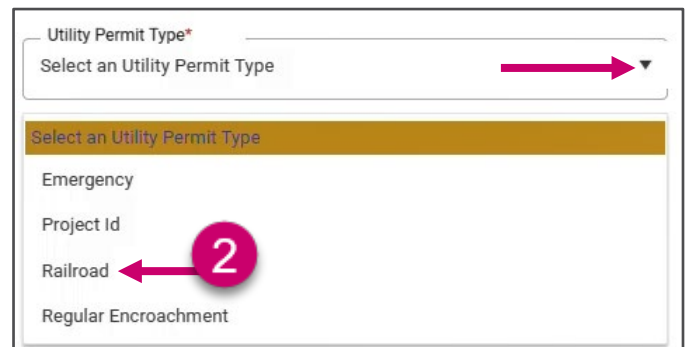


Application/Main Information Tab

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

Permit Category*

Select a Permit Category

Select a Permit Category

Electrical (Distribution, Transmission, Lighting system)

Gas (Natural Gas, Oil, Petroleum, Gaseous Materials, Steam)

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**



Utility Entity Rep

First Name: John	Last Name: Doe
Company: Any Company	Email: JohnDoe@AnyCompany.com
Phone: 770-123-4567	

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





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

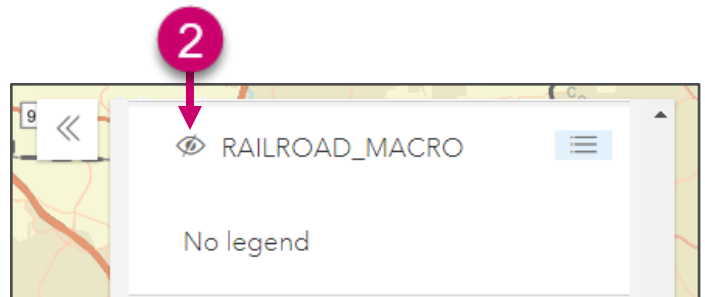
Layers ()

2. Select **Show Layer**.

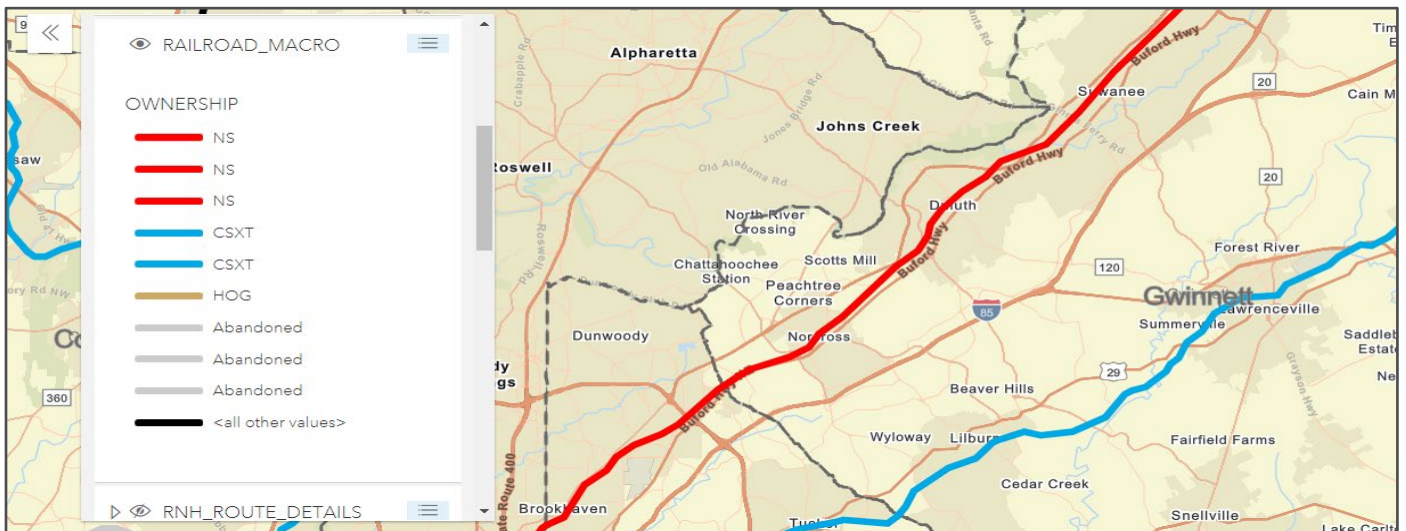


Displaying the RAILROAD_MACRO layer can ease specifying the permit location.

Pro Tip



3. The railroad routes are displayed on the map. And it is easy to identify the railroad routes.



GPAS – Utilities Permits – External

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.

APPLICATION/MAIN INFORMATION	PERMIT LOCATION	PERMIT DATA
<div> <div>County</div> <div> <div>Ful</div> <div>Fulton</div> </div> <div> <div>Railroad</div> <div>Select a Rail Road</div> </div> </div>		

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

Railroad

Select a Rail Road

Select a Rail Road

Fulton_CSX Transportation_87_0.07171554_Miles

Fulton_Fulton County_89_0.23985108_Miles

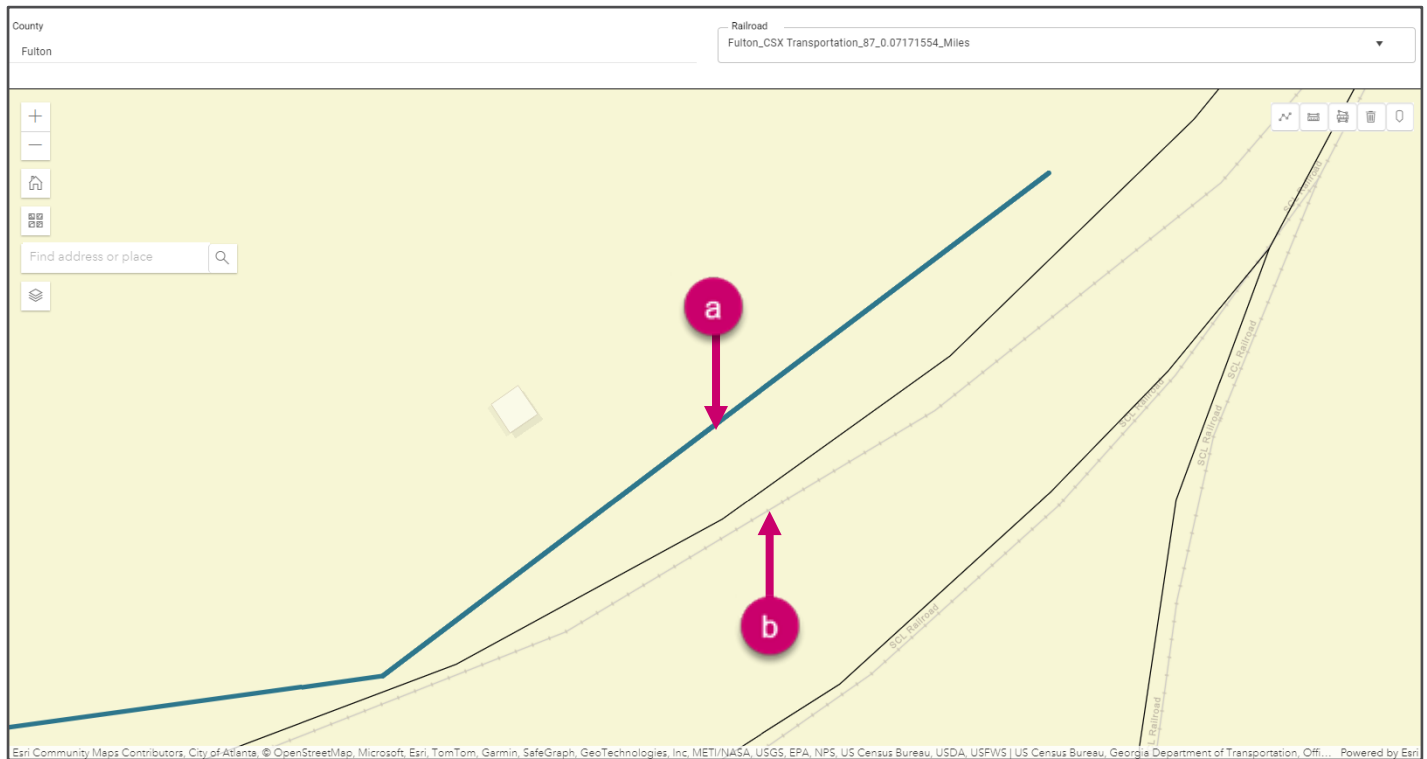
Fulton_Norfolk Southern_155_0.36082299_Miles

Fulton_Norfolk Southern_157_0.76537762_Miles

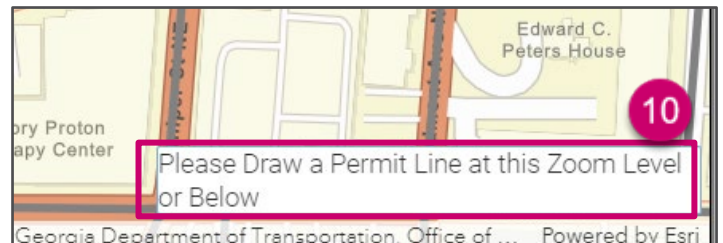
Fulton_CSX Transportation_295_0.18457095_Miles


Fulton_CSX Transportation_298_0.316404_Miles

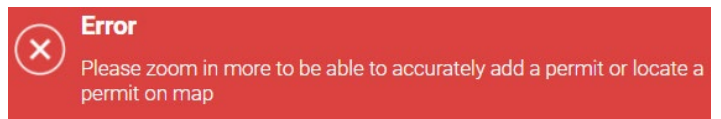
8. The map zooms into the railroad segment you selected from the list. In the example shown in the image below (a) the railroad segment is blue and (b) the railroad line itself is the light gray line with the crosslines.




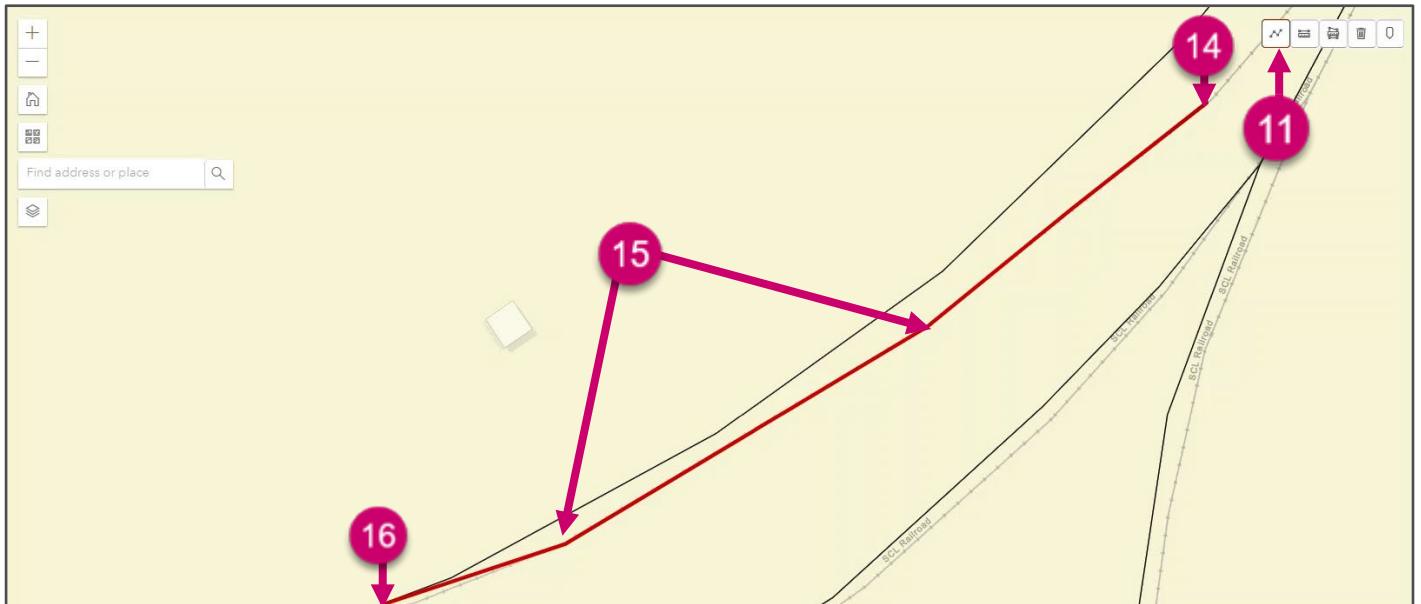
9. Zoom into the area you would like the permit.
10. Make sure you are zoomed in enough on the map; you should see the message **Please Draw a Permit Line at this Zoom Level or Below** in the lower right corner.



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

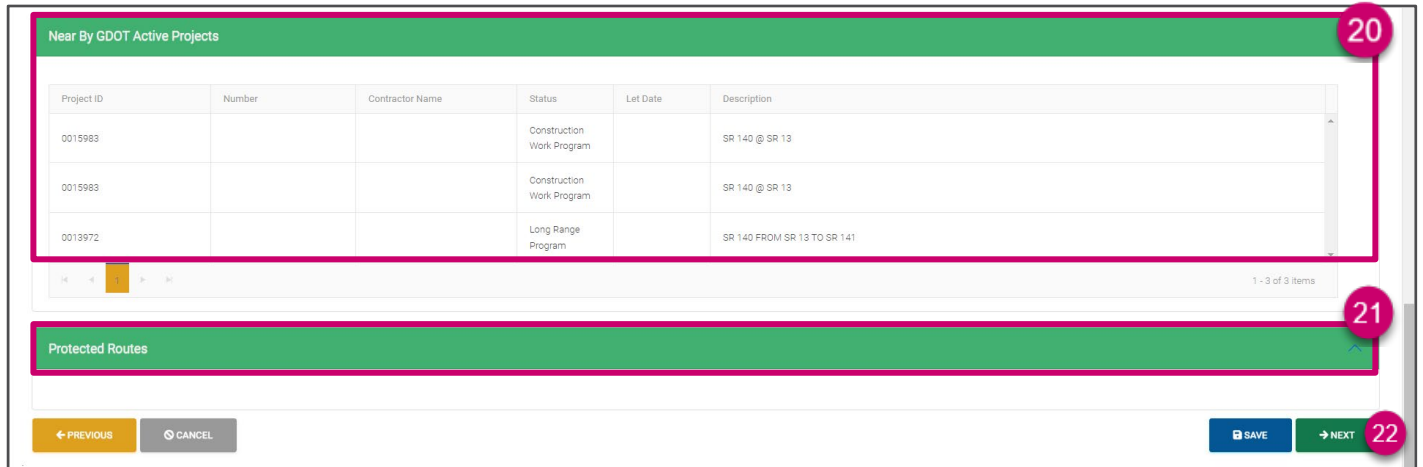
Primary County: Fulton 18		
City: Atlanta city	District: * District Seven- Chamblee	US Route: 19
State Route: 	Beginning Mile Point: * 	End Mile Point: *
Beginning Lat: * 33.787528	Beginning Long: * -84.419638	End Lat: * 33.786866
End Long: * -84.420935	Beginning User Defined Lat: 	Beginning User Defined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



Project ID	Number	Contractor Name	Status	Let Date	Description
0015983			Construction Work Program		SR 140 @ SR 13
0015983			Construction Work Program		SR 140 @ SR 13
0013972			Long Range Program		SR 140 FROM SR 13 TO SR 141

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

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

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

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.

Service Tap Type *

Select Service Tap Type

Select Service Tap Type

Longside

Not Applicable

Shortside

Shortside & Longside

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

Installation Type *

Select Installation Type

Select Installation Type

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



If you select Yes, please note that you must add related attachments.

Important

GPAS – Utilities Permits – External

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. This field is not mandatory for 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 (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.

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

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

☐ Associate Another permit

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

☒ Associate Another permit

☐ Existing

☐ New

If you selected **Existing** permit:

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

!

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

Important

☒ Existing

+ SEARCH PERMITS

Associated Permits	Permit Status
No items to display	

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

- 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

CEL ☒ **UPDATE**

GPAS – Utilities Permits – External

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

+ SEARCH PERMITS		
Associated Permits	Permit Status	
U-109-001843-5	Approved	EDIT DELETE
1 - 1 of 1 items		

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.

Link Permit

☒ Associate Another permit

☐ Existing

☒ New

☒ Are you the one who submitting the permit?

Select a Permit Category

Select a Permit Category

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)

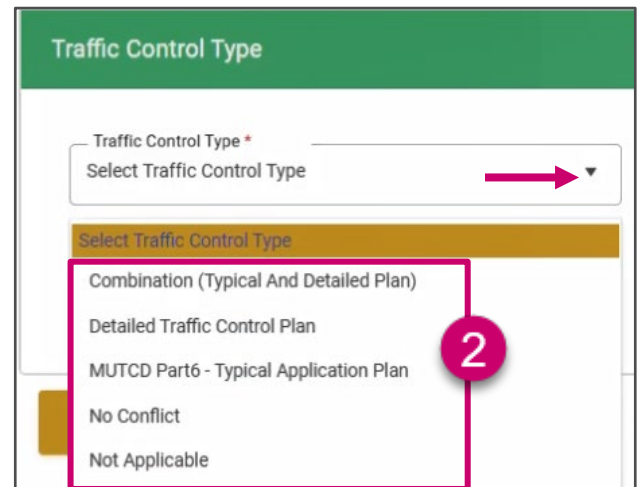
Traffic Control Type

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



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

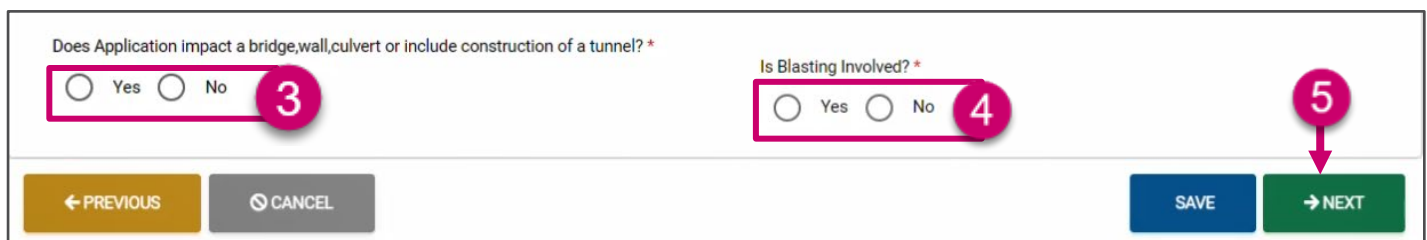
- Combination (Typical And Detailed Plan)
- Detailed Traffic Control Plan
- MUTCD Part6 – Typical Application Plan
- No Conflict
- Not Applicable



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**.



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







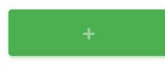








- Files for which you can only upload one file, the file name link will be modified to the Document Type uploaded, and it will include the Reference ID.
- For sections such as the **Miscellaneous**, for which you can upload multiple files, all files will be listed, and the original names are displayed.

▶ <input type="checkbox"/>	Details	DTLS-U-121-002046-Z.pdf a ×	02/14/2024	Jane Doe	<input data-bbox="1339 1564 1356 1585" type="button" value="+"/>
<input type="checkbox"/>	Miscellaneous	Miscellaneous.PDF × ETI_Report.PDF ×	02/14/2024 02/14/2024	Jane Doe Jane Doe	<input data-bbox="1421 1690 1437 1711" type="button" value="+"/>

- 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.

 DOWNLOAD SELECTED FILES						
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.

Utility Permit Application
FILL OUT BELOW INFORMATION ABOUT THE PERMIT.
Reference ID: U-135-001923-1

APPLICATION/MAIN INFORMATION PERMIT LOCATION PERMIT DATA **ATTACHMENTS**

ATTACHMENTS

DOWNLOAD SELECTED FILES

Select	Document Type	Document Link	Uploaded Date	Uploaded By	Upload
<input type="checkbox"/>	Form 8413A				
<input type="checkbox"/>	General Provisions				
<input type="checkbox"/>	Permit Data				
<input type="checkbox"/>	Form 8520				
<input type="checkbox"/>	* Traffic Control Files				

2. Select the file.
3. And select Open.

ATTACHMENTS

DOWNLOAD SELECTED FILES

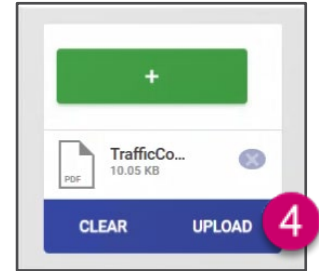
Select	Document Type	Document Link	Uploaded Date	Uploaded By	Upload
<input type="checkbox"/>	Form 8413A				
<input type="checkbox"/>	General Provisions				
<input type="checkbox"/>	Permit Data				
<input type="checkbox"/>	Form 8520				
<input type="checkbox"/>	* Traffic Control Files				

Open

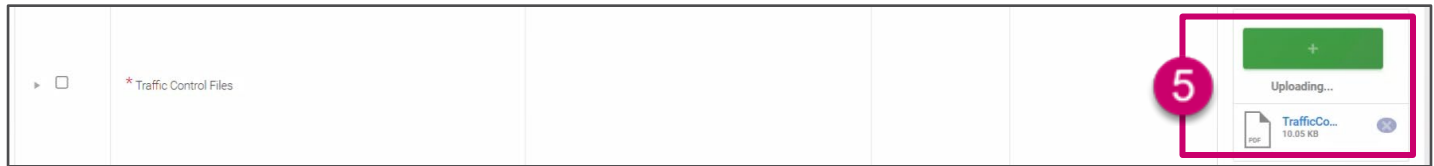
File name: TrafficControlFiles.PDF

Open Cancel

4. Select **UPLOAD**.



5. Wait while the system uploads the file.



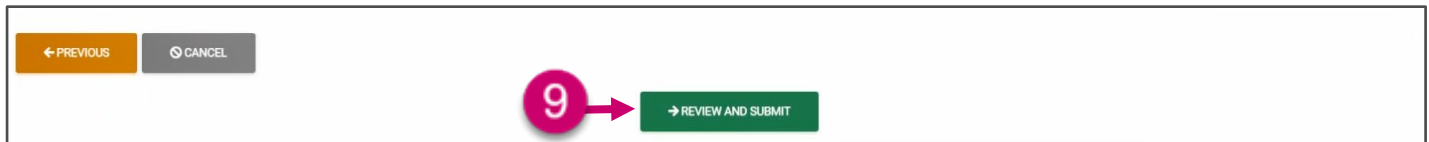
6. The system will display a document link next to the file once it has been uploaded successfully.




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

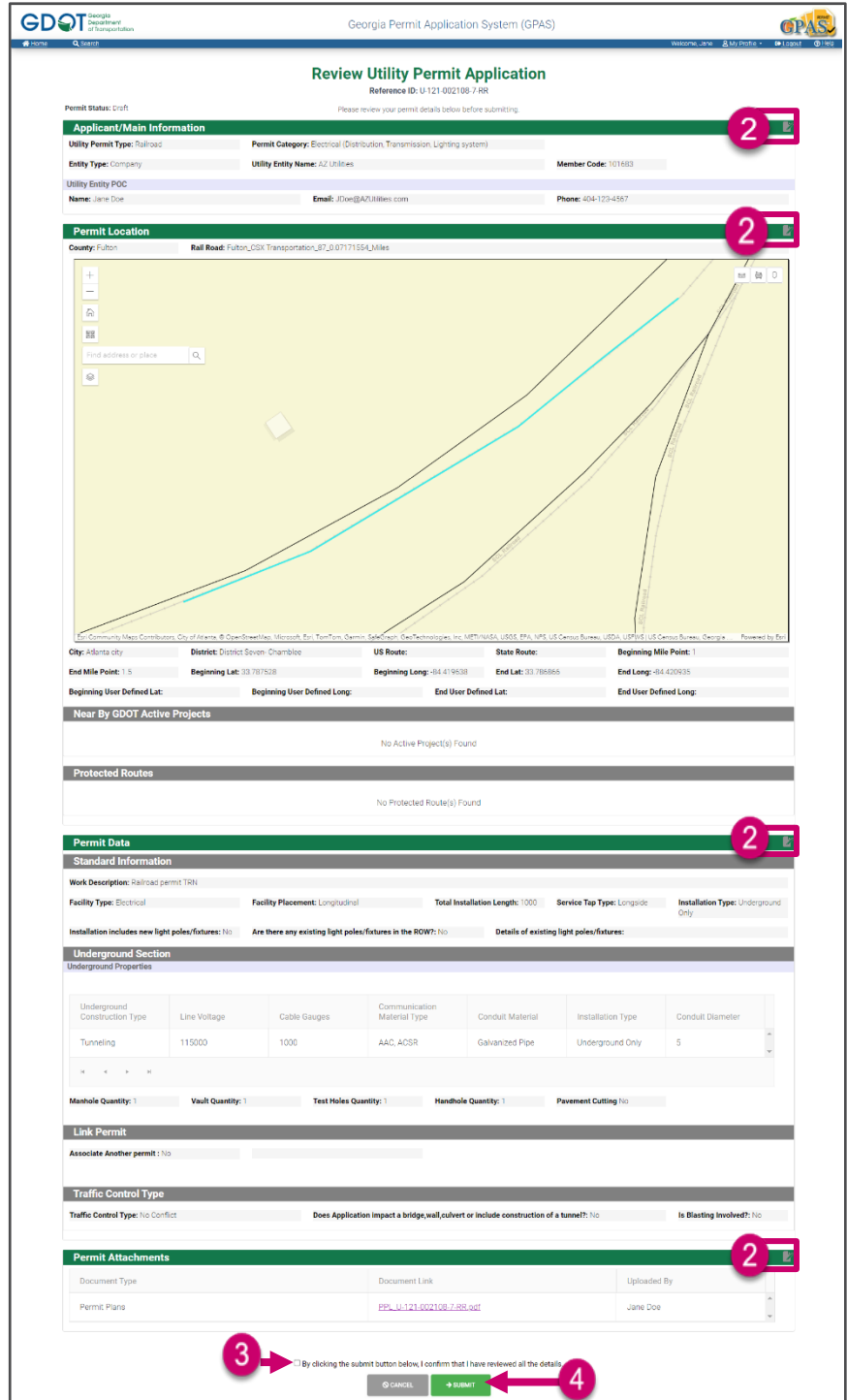
8. You may upload several files under the **Miscellaneous** section.

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**.



Review Utility Permit Application
Reference ID: U-121-002108-7-RK

Permit Status: Draft

Applicant/Main Information

Utility Permit Type: Railroad Permit Category: Electrical (Distribution, Transmission, Lighting system) Member Code: 101693

Entity Type: Company Utility Entity Name: A2 Utilities Member Code: 101693

Utility Entity POC: Name: Jane Doe Email: jdoe@A2Utilities.com Phone: 404-123-4567

Permit Location

County: Fulton Rail Road: Fulton_GDOT Transportation_U-121-002108-7-RK

City: Atlanta city District: District Seven-Chamblee US Route: State Route: Beginning Mile Point: 1

End Mile Point: 1.5 Beginning Lat: 33.787528 Beginning Long: -84.419638 End Lat: 33.786865 End Long: -84.420635

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

Work Description: Railroad permit TRN

Facility Type: Electrical Facility Placement: Longitudinal Total Installation Length: 1000 Service Tap Type: Longside Installation Type: Underground Only

Installation includes new light poles/fixtures: No Are there any existing light poles/fixtures in the ROW?: No Details of existing light poles/fixtures:

Underground Section

Underground Properties

Underground Construction Type	Line Voltage	Cable Gauges	Communication Material Type	Conduit Material	Installation Type	Conduit Diameter
Tunneling	115000	1000	AAC, ACSR	Galvanized Pipe	Underground Only	5

Manhole Quantity: 1 Vault Quantity: 1 Test Hole Quantity: 1 Handhole Quantity: 1 Pavement Cutting: No

Link Permit

Associate Another permit: No

Traffic Control Type

Traffic Control Type: No Conflict Does Application impact a bridge, wall, culvert or include construction of a tunnel?: No Is Blasting Involved?: No

Permit Attachments

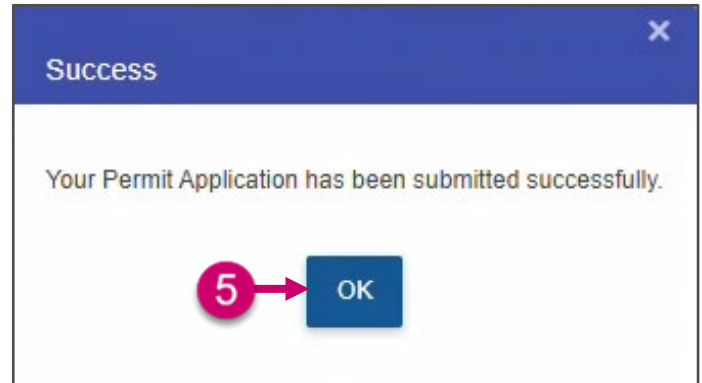
Document Type	Document Link	Uploaded By
Permit Plans	PDF_U-121-002108-7-RK.pdf	Jane Doe

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


CANCEL **SUBMIT**


GPAS – Utilities Permits – External

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.


Georgia Department of Transportation

Georgia Permit Application System (GPAS)


Home Search Welcome, Jane My Profile Logout Help

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-121-001925-7-RR		Gas	Fulton	Draft	Jane Doe	01/09/2024 02:35 PM	DELETE
U-121-001916-7		Electrical	Fulton	Draft	Jane Doe	01/04/2024 02:14 PM	DELETE
U-121-001918-7		Electrical	Fulton	Draft	Jane Doe	01/04/2024 01:10 PM	DELETE

1 - 3 of 3 items

Submitted Permits

Permit ID/Reference ID	Project ID	Permit Category	County	Status	Submitted By	Submitted Date
U-135-001924-1-RR		Gas	Gwinnett	Pending	Jane Doe	01/09/2024 03:37 PM
U-135-001923-1		Electrical	Gwinnett	Pending	Jane Doe	01/05/2024 03:08 PM

1 - 2 of 2 items

<https://utilities.gdot.ga.gov/PGA/Accounts/POCUtilityDashboard#>



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

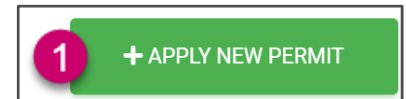
Regular Encroachment Permit Submittal

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.

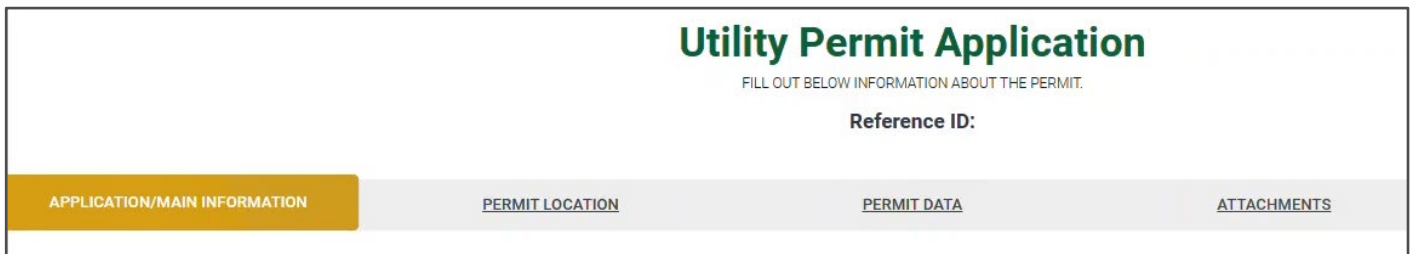
Submit a Utility Permit for a Regular Encroachment

Home Page

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



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

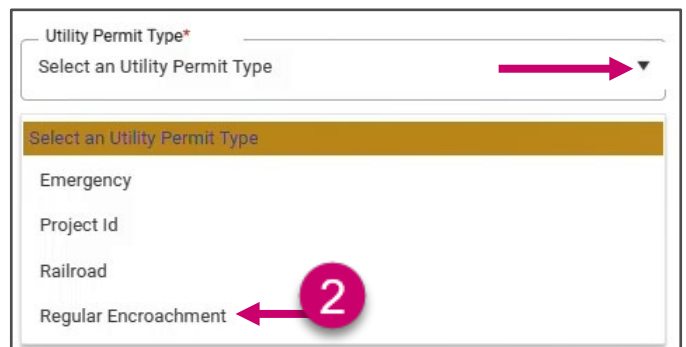


Application/Main Information Tab

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.

APPLICATION/MAIN INFORMATION **PERMIT LOCATION** PERMIT DATA

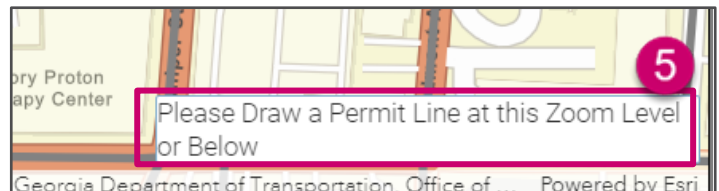
County


bar

Barrow

Bartow

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:
- Read the warning message.
 - Select the X to close it.
 - Repeat steps 4 through 6 to specify the permit on the map.

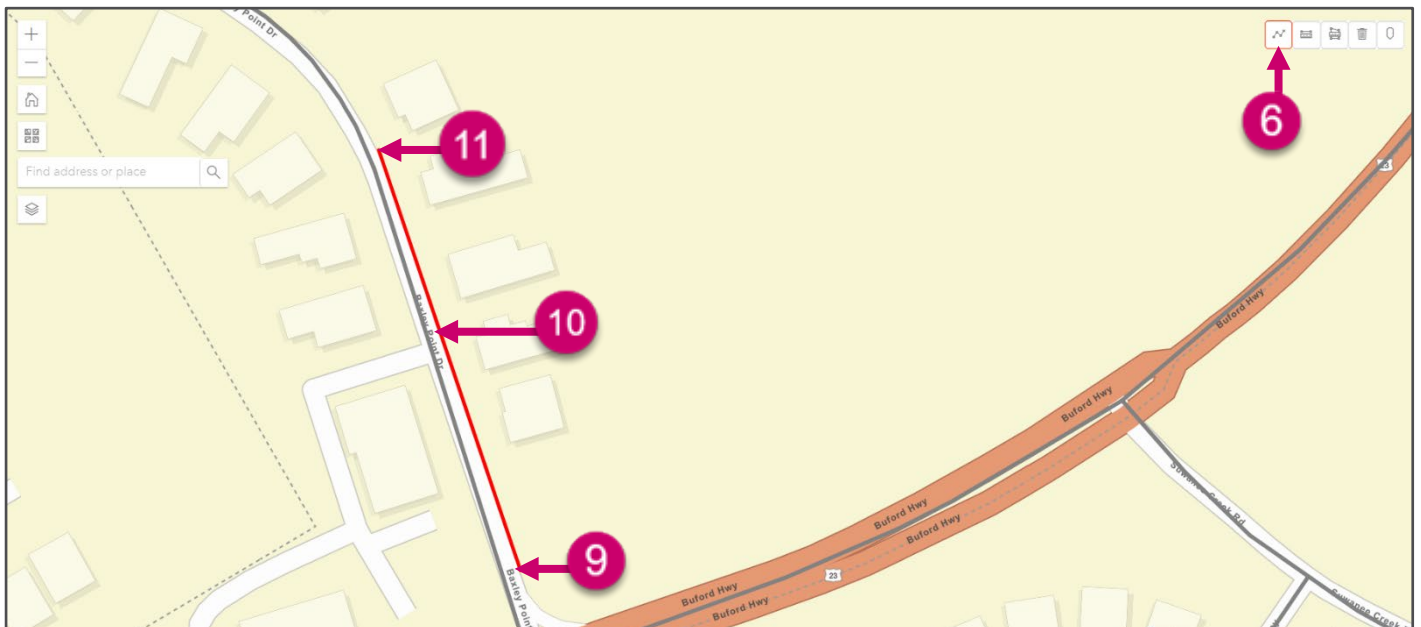


Error

Please zoom in more to be able to accurately add a permit or locate a permit on 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: Suwanee city	District: District One- Gainesville	US Route: 14
State Route: 00096825	Beginning Mile Point: 0.02	End Mile Point: 0.09
Beginning Lat: 34.028735	Beginning Long: -84.093659	End Lat: 34.029802
End Long: -84.094092	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. 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**.

Near By GDOT Active Projects 15

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 16

← PREVIOUS
⌂ CANCEL

SAVE
→ NEXT

17



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***.

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***.

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.

Service Tap Type *

Select Service Tap Type

Select Service Tap Type

Longside

Not Applicable

Shortside

Shortside & Longside

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

Installation Type *

Select Installation Type

Select Installation Type

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



If you select Yes, please note that you must add related attachments.

Important

GPAS – Utilities Permits – External

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. (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



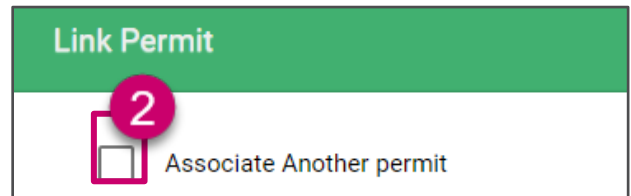
Link Permit

1. If necessary, expand the Link Permit.

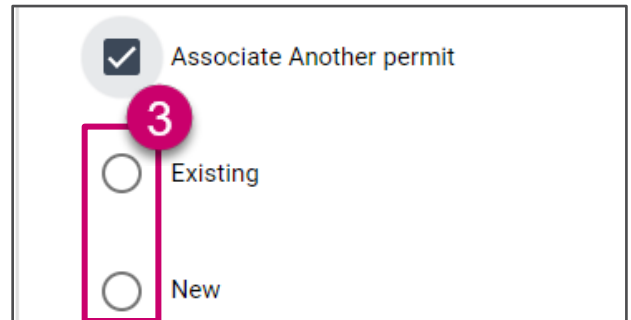


Link Permit 1 

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**.




Link Permit 2 ☐ Associate Another permit

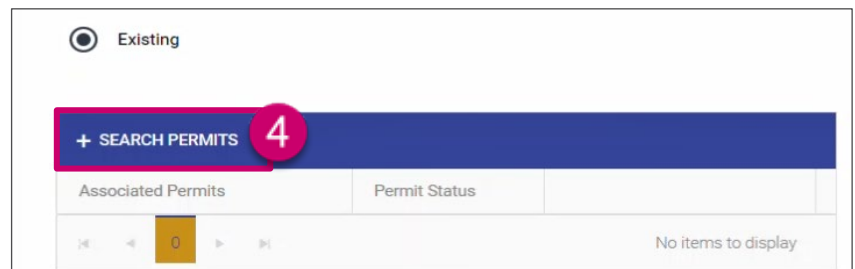


☒ Associate Another permit 3
☐ Existing
☐ New

If you selected **Existing** permit:

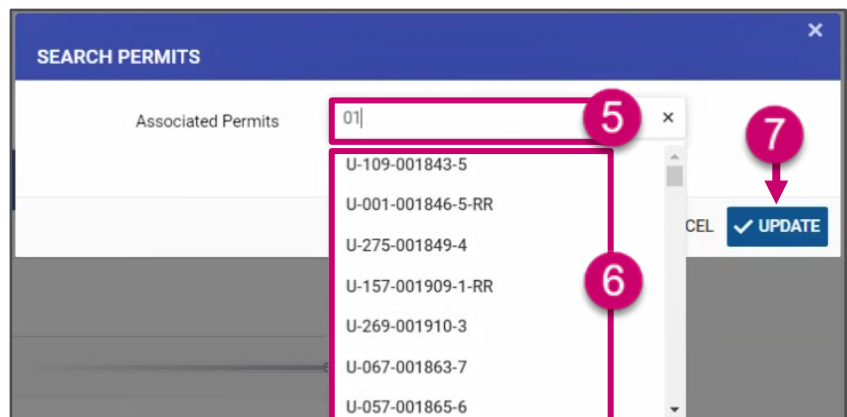
4. Select the **+ SEARCH PERMITS** button.


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



☒ Existing 4
+ SEARCH PERMITS
 Associated Permits Permit Status
 No items to display

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 5
 Associated Permits 01
 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 6
 CEL 7 **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

+ SEARCH PERMITS		
Associated Permits	Permit Status	
U-109-001843-5	Approved	EDIT DELETE
1 - 1 of 1 items		

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.

Link Permit

☒ Associate Another permit

☐ Existing

☒ New

☒ Are you the one who submitting the permit?

Select a Permit Category

Select a Permit Category

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)

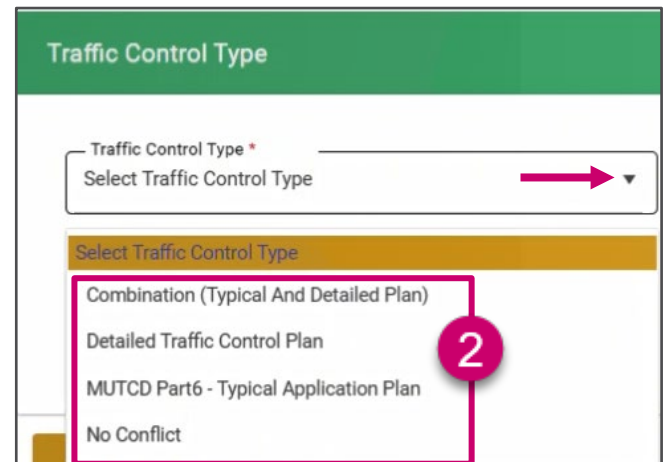
Traffic Control Type

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



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

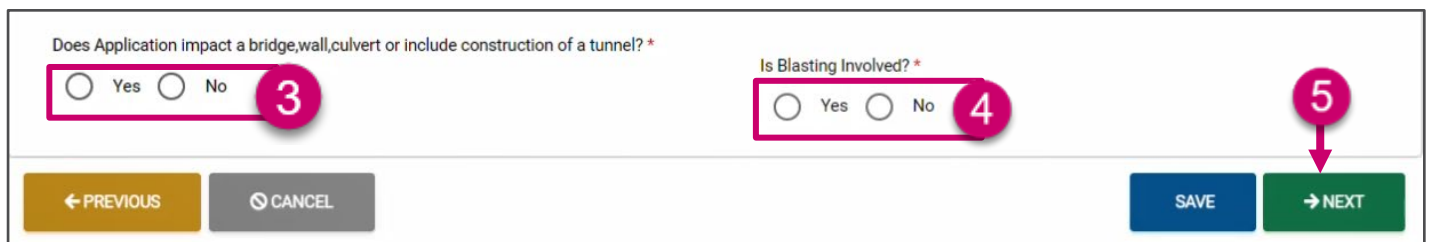
- Combination (Typical And Detailed Plan)
- Detailed Traffic Control Plan
- MUTCD Part6 – Typical Application Plan
- No Conflict



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

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

▶ <input type="checkbox"/>	Details	DTLS-U-121-002046-Z.pdf a ×	02/14/2024	Jane Doe	<input data-bbox="1339 1564 1356 1585" type="button" value="+"/>
<input type="checkbox"/>	Miscellaneous	Miscellaneous.PDF × ETI_Report.PDF ×	02/14/2024 02/14/2024	Jane Doe Jane Doe	<input data-bbox="1421 1690 1437 1711" type="button" value="+"/>

- 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.

▶ <input type="checkbox"/>	Lighting Files	LGTFU-U-121-002046-7.pdf	×	02/14/2024	Jane Doe	<input data-bbox="1354 464 1523 527" type="button" value="+"/>
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.

<input data-bbox="126 968 380 1010" type="button" value="DOWNLOAD SELECTED FILES"/>						
Select	Document Type	Document Link		Uploaded Date	Uploaded By	Upload
▶ <input type="checkbox"/>	Form 8413A					
▶ <input type="checkbox"/>	General Provisions					
▶ <input type="checkbox"/>	Permit Data					
▶ <input type="checkbox"/>	Form 8520					
▶ <input type="checkbox"/>	Traffic Control Files					<input data-bbox="1344 1283 1507 1346" type="button" value="+"/>
▶ <input checked="" type="checkbox"/>	* Permit Plans	PPL-U-121-002046-7.pdf	×	02/14/2024	Jane Doe	<input data-bbox="1344 1409 1507 1472" type="button" value="+"/>
▶ <input type="checkbox"/>	Permit Profiles					<input data-bbox="1344 1535 1507 1598" type="button" value="+"/>
▶ <input type="checkbox"/>	Permit Cross Sections					<input data-bbox="1344 1661 1507 1724" type="button" value="+"/>
▶ <input checked="" type="checkbox"/>	Lighting Files	LGTFU-U-121-002046-7.pdf	×	02/14/2024	Jane Doe	<input data-bbox="1344 1787 1507 1850" type="button" value="+"/>

To upload files:

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

Utility Permit Application
FILL OUT BELOW INFORMATION ABOUT THE PERMIT.
Reference ID: U-135-001923-1

APPLICATION/MAIN INFORMATION PERMIT LOCATION PERMIT DATA **ATTACHMENTS**

ATTACHMENTS

DOWNLOAD SELECTED FILES

Select	Document Type	Document Link	Uploaded Date	Uploaded By	Upload
<input type="checkbox"/>	Form 8413A				
<input type="checkbox"/>	General Provisions				
<input type="checkbox"/>	Permit Data				
<input type="checkbox"/>	Form 8520				
<input type="checkbox"/>	* Traffic Control Files				

2. Select the file.
3. And select Open.

ATTACHMENTS

DOWNLOAD SELECTED FILES

Select	Document Type	Document Link	Uploaded Date	Uploaded By	Upload
<input type="checkbox"/>	Form 8413A				
<input type="checkbox"/>	General Provisions				
<input type="checkbox"/>	Permit Data				
<input type="checkbox"/>	Form 8520				
<input type="checkbox"/>	* Traffic Control Files				

File Explorer Window:

Open

Desktop > GPAS

Search GPAS

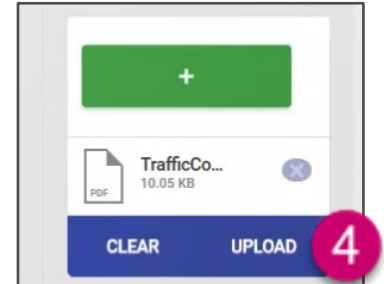
Name	Status	Date modified	Type	Size
New folder		1/5/2024 3:01 PM	File folder	
LightingFiles.PDF		5/2/2023 9:51 AM	Adobe Acrobat D...	11 KB
PermitPlans.PDF		5/2/2023 9:51 AM	Adobe Acrobat D...	11 KB
TrafficControlFiles.PDF		5/2/2023 9:51 AM	Adobe Acrobat D...	11 KB
UtilityChecklist.PDF		5/2/2023 9:51 AM	Adobe Acrobat D...	11 KB

File name: TrafficControlFiles.PDF

Adobe Acrobat Document (*.pdf)

Open Cancel

4. Select **UPLOAD**.



5. Wait while the system uploads the file.



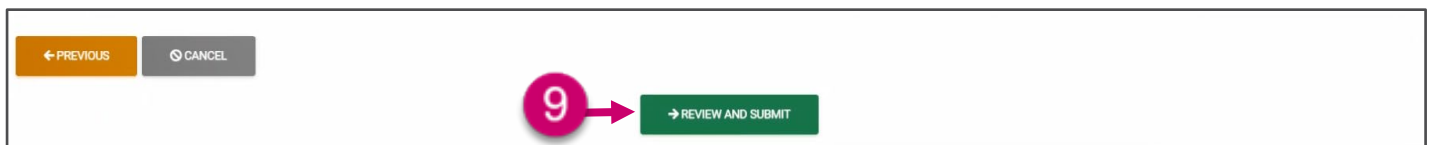
6. The system will display a document link next to the file once it has been uploaded successfully.




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**.

Review Utility Permit Application

Reference ID: U-135-001923-1


Please review your permit details below before submitting.

Applicant/Main Information

Utility Permit Type: Regular Encroachment **Permit Category:** Electrical (Distribution, Transmission, Lighting system)
Entity Type: Company **Utility Entity Name:** AZ Utilities **Member Code:** 101683
Utility Entity POC:
Name: Jane Doe **Email:** jdoe@azutilities.com **Phone:** 404-103-4567

Permit Location

County: Gwinnett



City: Suwanee city **District:** District One-Gainesville **US Route:** **State Route:** 0009025 **Beginning Mile Point:** 0.02
End Mile Point: 0.1 **Beginning Lat:** 34.028783 **Beginning Long:** -84.093669 **End Lat:** 34.029931 **End Long:** -84.094118
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

Work Description: Test work
Facility Type: Distribution & Transmission **Facility Placement:** Longitudinal **Total Installation Length:** 10 **Service Tap Type:** Longside **Installation Type:** Aerial Only
Installation includes new light poles/fixtures: Yes **Are there any existing light poles/fixtures in the ROW?:** Yes **Details of existing light poles/fixtures:** test details

Aerial Section

Pole Type: New
The New Pole(s)
Number Of Poles: 2 **Pole Placement Method:** Concrete **Pole Material Type:** Steel **Max Pole Height:** 20 **Minimum Overhead Clearance(ft):** 12

Aerial Communication Cable
Installation includes Communication: No

Link Permit

Associate Another permit: Yes Existing

Associated Permits	Permit Status
U-109-001849-5	Approved

1 - 1 of 1 items

Traffic Control Type

Traffic Control Type: Detailed Traffic Control Plan **Does Application impact a bridge, wall, culvert or include construction of a tunnel?:** No **Is Blasting Involved?:** No

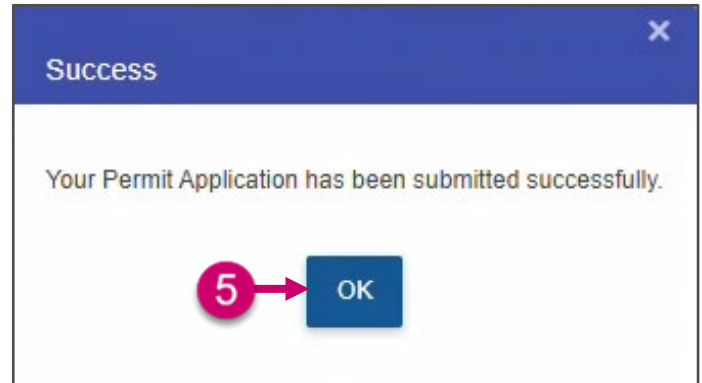
Permit Attachments

Document Type	Document Link	Uploaded By
Traffic Control Files	TCF_U-135-001923-1.pdf	Jane Doe
Permit Plans	PFI_U-135-001923-1.pdf	Jane Doe
Lighting Files	LGTFI_U-135-001923-1.pdf	Jane Doe

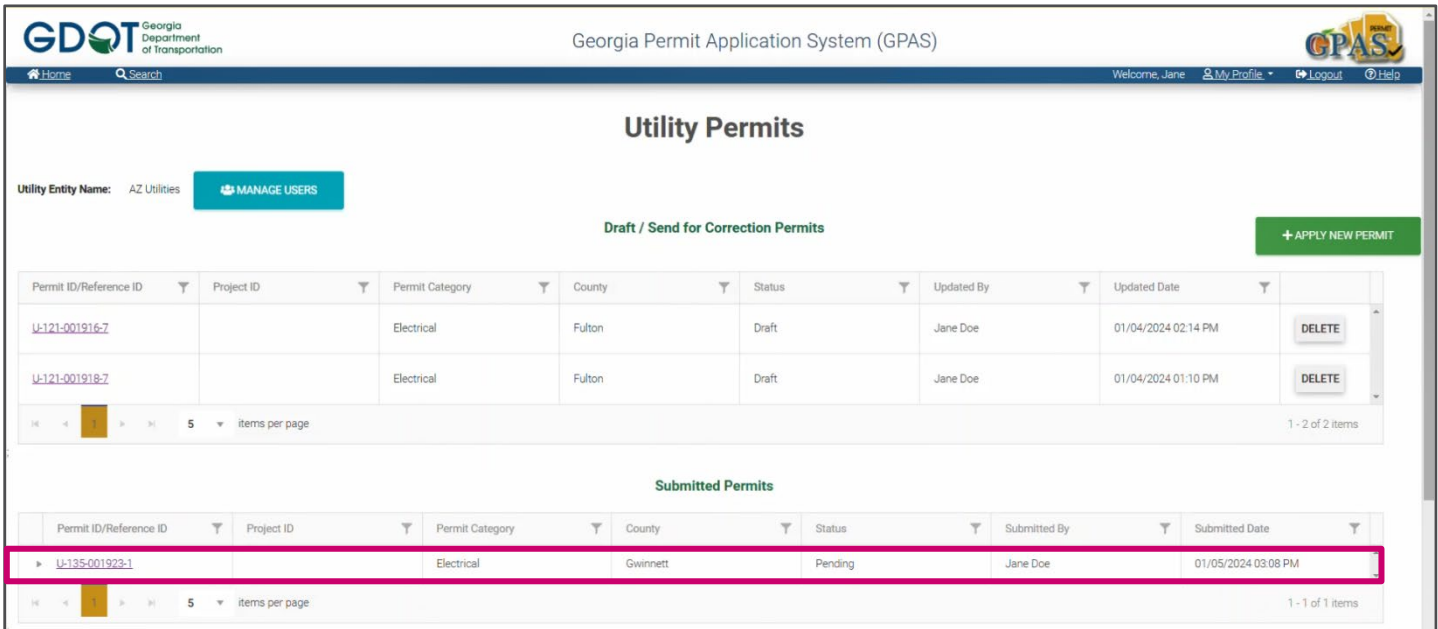
By clicking the submit button below, I confirm that I have reviewed all the details.

GPAS – Utilities Permits – External

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 screenshot shows the GPAS (Georgia Permit Application System) interface. The top navigation bar includes the GDOT logo, search bar, and user profile. The main section is titled "Utility Permits" and shows a table of draft permits. Below this, there is a section for "Submitted Permits" which contains a table with one row highlighted in pink, showing a permit with ID "U-135-001923-1" in "Gwinnett" county, with a status of "Pending".

Permit ID/Reference ID	Project ID	Permit Category	County	Status	Updated By	Updated Date	
U-121-001916-7		Electrical	Fulton	Draft	Jane Doe	01/04/2024 02:14 PM	DELETE
U-121-001918-7		Electrical	Fulton	Draft	Jane Doe	01/04/2024 01:10 PM	DELETE

Permit ID/Reference ID	Project ID	Permit Category	County	Status	Submitted By	Submitted Date
U-135-001923-1		Electrical	Gwinnett	Pending	Jane Doe	01/05/2024 03:08 PM



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

Track Permit Application Status

Permit Application Status

After the Utility permit application has been submitted, you can check the application status directly from the GPAS Utilities Home page.

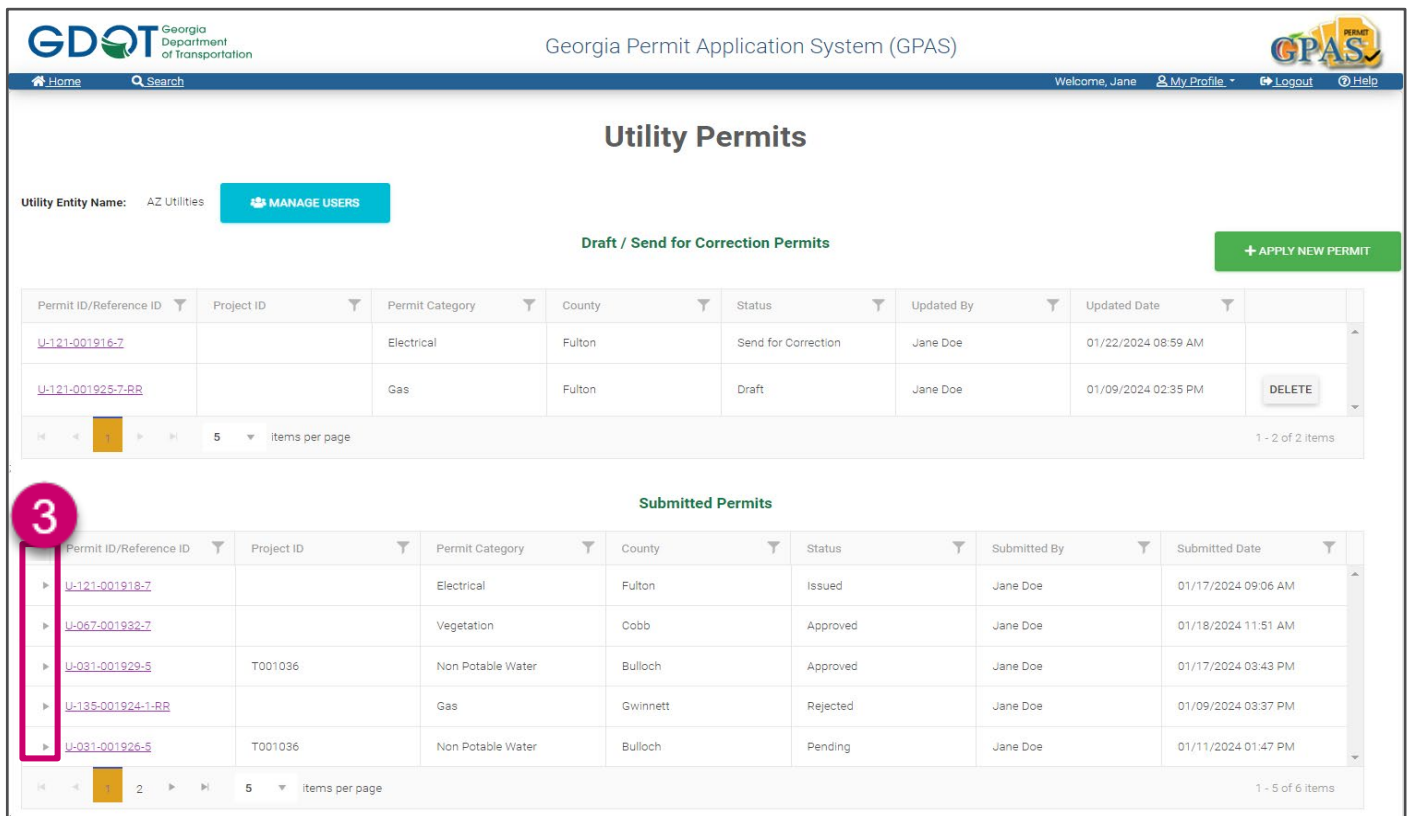
1. Sign in to **GPAS Utilities**.
2. Locate the utility permit application from the **Submitted Permits** table.



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.



The screenshot shows the GPAS Utilities Home page. At the top, there's a navigation bar with the GDOT logo, search bar, and user information. The main heading is "Utility Permits". Below this, there's a section for "Draft / Send for Correction Permits" with a table containing two rows. The first row is for "Electrical" permit "U-121-001916-7" with status "Send for Correction". The second row is for "Gas" permit "U-121-001925-7-BB" with status "Draft". Below this is a "Submitted Permits" table with six rows. The first row is for "Electrical" permit "U-121-001918-7" with status "Issued". The second row is for "Vegetation" permit "U-067-001932-7" with status "Approved". The third row is for "Non Potable Water" permit "U-031-001929-5" with status "Approved". The fourth row is for "Gas" permit "U-135-001924-1-BB" with status "Rejected". The fifth row is for "Non Potable Water" permit "U-031-001926-5" with status "Pending". A red circle with the number 3 highlights the expandable arrow on the left of the first row in the Submitted Permits table.

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

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**.

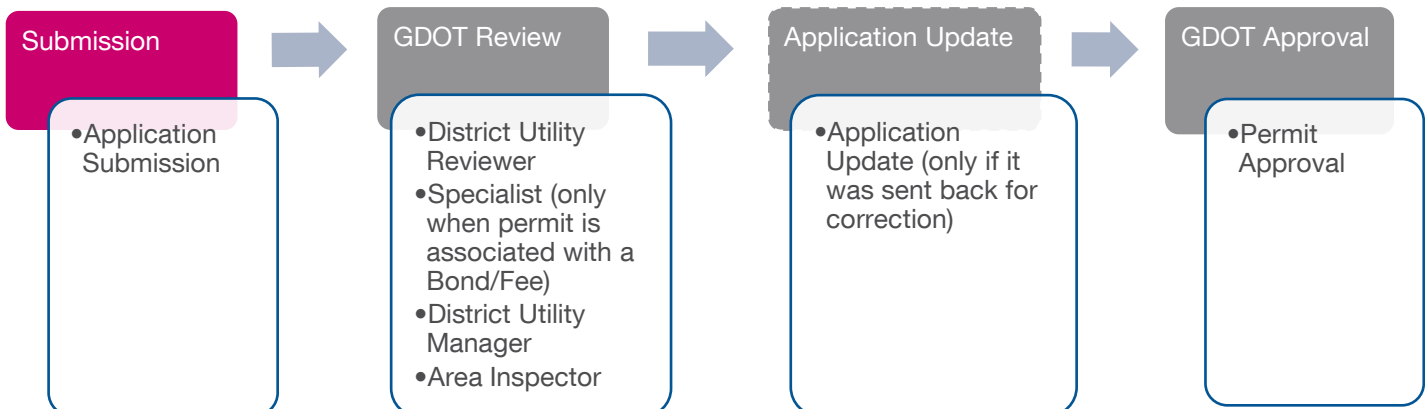


The difference between **Permit Status** and **Workflow Status** is explained on the next page.

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.



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.

<p>a. Permit Status can be:</p> <ul style="list-style-type: none"> • 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. 	<p>b. Workflow Status can be:</p> <ul style="list-style-type: none"> • 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		

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

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 - 5 of 6 items

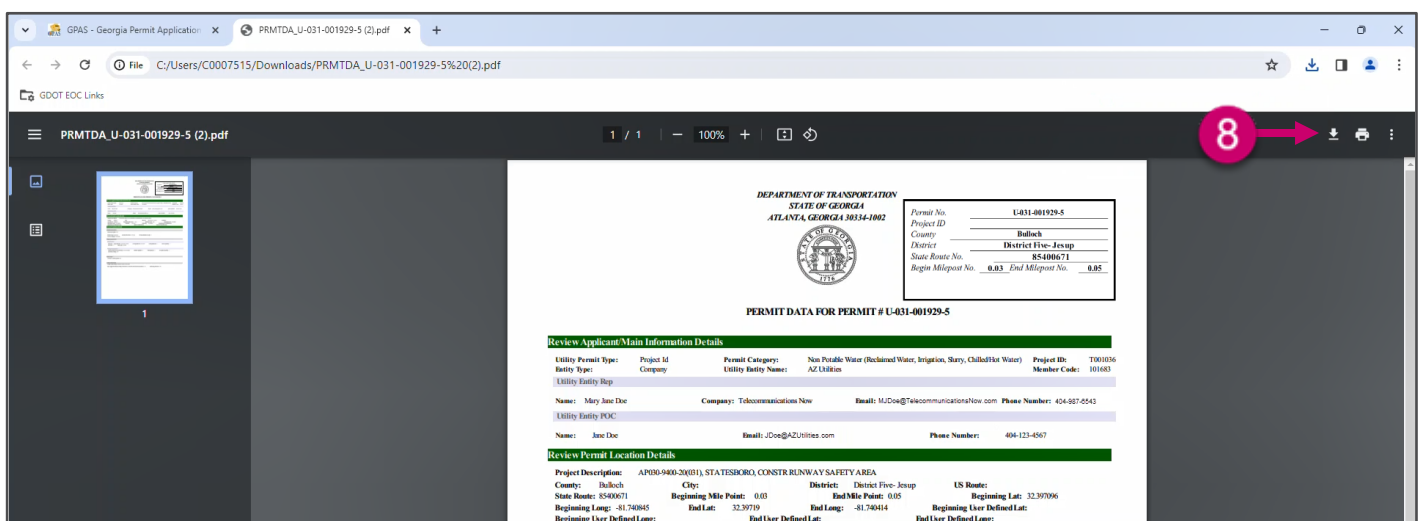
5. Scroll down to the **Permit Attachments** section.
6. Select the **Document Link** for the **Permit Data** file which was generated by the system. Once a permit is submitted, the system will generate the following PDF files: Form 8413A, General Provisions, Permit Data, Schedule (only if permit type 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

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