



GPAS - Utilities Permits for Internal 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 utility permits. This manual discusses how internal applicants can use GPAS to manage utility permit requests.

This manual introduces the following GPAS topics:

- Background information on utility permits
- ✓ Access GPAS
- ✓ Sign in to GPAS
- ✓ The GPAS user interface
- ✓ Search, sort, and filter permits
- Permit application process overview
- Emergency Utilities permit applications submittal
- Review, approve, or reject applications in My Queue
- ✓ Track permit application status
- 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!





Background

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



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 T.V., Security System, Broadband
Vegetation	Mowing, Pruning, Tree Removal, and Chemical
Wireless	Antenna



A utility company may have multiple categories for which they can submit permits.

Note



Permit Types

There are four types of utility permits that can be submitted. The table below lists the type of permit and its use.

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



Introduction





Sign In

Existing Users Sign In

- 1. Read the **Important** Notice.
- 2. Select GDOT Users Sign In.

- 3. Enter your email address.
- 4. Select Next.





- 5. Enter your password.
- 6. Select Sign in.

7. Select No.





Existing Users Sign In – Forgot Password





GDQT

- 5. Choose I forgot my password.
- 6. Select Next.



 You will be presented with options for verifying your account. Select your preferred method for verifying your account.

Please choose the contact method we	should use for verification:
Text my mobile phone	In order to protect your account, we need you to enter your complete mobile phone number (*********36) below. You will then receive a text message with a verification code which can be used to reset your password.
O Answer my security questions	Enter your phone number Text



- Once the validation is completed, you will be prompted to enter a new password.
- 9. Select Finish.



Important

10. A message displays indicating that your password has been reset.



Get back into your account

verification step 1 <> choose a new password

-



Get back into your account ✓ Your password has been reset



User Interface Overview

GPAS Utilities Permits Page

The GPAS Utilities Permits page shows **Draft/Sent for Correction Permits** and **Submitted Permits** applications.

GDQT Georgia Department of transportation		Georgia Permit	Application System	n (GPAS)				GPAS.
₩ <u>Home</u> Q <u>Search</u>						Welc	ome, <u>& My I</u>	Profile C+ Lagout ① He
		Utility	Permits					
+ APPLY NEW PERMIT Draft / Send for Correction Permits								
Permit ID/Reference ID Y Project ID Y Permit Co	ategory 🍸 Utility Entity Na	me T County	▼ Status	Ŧ	Updated By	T Updated Date	Ŧ	
or o								No items to display
Click here to Acquire/Relect GRAS Tasks Submitted Permits								
Permit ID/Reference ID T Project ID T	Permit Category	Utility Entity Name	County	▼ Status	Ŧ	Submitted By	Y Submitted Date	Ŧ
H H O >> H 5 V Items per page								No items to display

From here, you can edit and delete draft permit applications and view the details of submitted permits.



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

- (a) Home
- (b) Search
- (c) Admin (only visible to Administrators)

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

User Interface Overview

প Home	Q Search	🕼 Admin 🔹
a	b	C



- (d) My Profile
- (e) Logout
- (f) Help

A My Profile ↔ Logout ⑦ Help d e f

From the top left Admin drop-down list, Admins can access:

- User Administration
- Welcome Notification
- Permit Status Update
- Review Days

🕜 Admin 👻
User Administration
Welcome Notification
Permit Status Update
Review Days

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.

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.



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.





User Permit Actions on the Utilities Permits Page

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

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

	Draft / Send for Correction Permits							
Permit ID/Reference T	Project ID	Permit Category	County T	Status T	Updated By	Updated Date	T b	
<u>U-121-002045-7</u> a		Vegetation	Fulton	Draft	Jane Doe	02/12/2024 11:57 AM	DELETE	
<u>U-121-002043-7</u>		Telecommunication	Fulton	Draft	Jane Doe	02/12/2024 08:19 AM	DELETE	
<u>U-117-002042-1</u>		Electrical	Forsyth	Draft	Jane Doe	02/12/2024 07:57 AM	DELETE	
<u>U-121-001916-7</u>		Electrical	Fulton	Send for Correction	Tonia Hinton	02/07/2024 07:39 PM		
<u>U-117-001969-1-E</u>		Sanitary Sewer	Forsyth	Draft	Jane Doe	01/26/2024 08:48 AM	DELETE	
▶ 1 2 3	4 ▶ ⊮ 5 ▼						11 - 15 of 16 items	



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

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



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

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

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.

		M		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.





User Roles within GPAS-Utilities

The GPAS Application is role-specific. The role you are assigned dictates your level of access to the system.

The following are the user roles available in the application for Utilities:

- Utility Entity Owner
- Utility Entity Representative
- District Utility Manager

User Roles within My Queue

User Role within My Queue for Utility Entity Approval

The **Utility Entity Admin** is the only one that completes the review and approval process of any Utility Entity registration.

User Roles within My Queue for Utilities Permits' Approval Process

- Area Inspector
- District Utility Manager
- Utility Permit Specialist
- District Utility Reviewer



Workflow Approval Role Matrix

The My Queue application has multiple user approver roles. Each role determines which tasks a user can perform within My Queue at any given time.



An application can be submitted by an applicant or by GDOT personnel (internal users).

The following tables show the tasks that the GDOT personnel may perform during the review and approval process of any Utility permits.

Emergency Permits						
	Approve	Reject	Send for Correction	Add Adhoc Approver	Add Adhoc Reviewer	
Area Inspector	\checkmark					
*Adhoc users can only approve or reject	t applications.					
Regular Encroachment,	Railroad	and Pro	ject ID Perr	nits		
	Approvo	Poicot	Soud for	Add Adhaa	Add Adhaa	

	Approve	Reject	Send for Correction	Add Adhoc Approver	Add Adhoc Reviewer
District Utility Reviewer	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Utility Permit Specialist**	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
District Utility Manager	\checkmark	\checkmark	\checkmark		
Area Inspector***	\checkmark				

*Adhoc users can only approve or reject applications.

**Utility Permit Specialist review is required only if the permit is associated with any Bond or Fee.

***Area Inspector is not part of the review and approval process for Project ID permits.



Administrative Functions

GPAS Administrators manage:

- User Administration
- Welcome Notification
- Permit Status Update
- Review Days



🕜 Admin 👻

User Administration

Welcome Notification

Permit Status Update

Review Days

User Administration

The User Administration menu is where you can edit, add, or delete users.

GPAS Application Roles

Within GPAS there are different application roles which determine the level of access for each user. The available GPAS application roles are:

- Utility Entity Owner
- Utility Entity Representative
- District Utility Manager



Edit a User

- 1. From the top of the page, select **Admin**.
- 2. Select User Administration.



3. To find the user you want to edit faster, you may use the filters.

				User	Administration		
+ ADD NEW USER					3		
Role		Y First Name	T Last Name	T Phone N	Number	T Email Address	Ţ
	a.	Select Filter.					
	b.	Select the Type of F down list.	filter from the d	rop-		Show items with Is equal to	value that
	C.	Enter a value in the f	field to filter the	users.			е
	d.	Select FILTER.				And 🔻	
						Is equal to	đ
						CLEAR	FILTER

4. Select EDIT.

	User Administration					
+ ADD NEW USER						
Role	First Name	Last Name	Phone Number	Email Address	4	
	Arthur	Huggins		@tgdot.ga.gov	CEDIT × DELETE	
	Candice	Smithe		1@tgdot.dot.ga.gov	C EDIT × DELETE	



- 5. Make the changes.
- 6. Select **UPDATE**.

User Type		
Internal		*
Role Type		
UTILITY ENTITY OWNER X	UTIL ADMINISTRATOR	×
NT User Id		
koowan		
Firat Name: *	-	
Kevin D.	G	
Last Name: *		
Cowan Jr.		
Title		
SPPE		
Phone Type		
Office		-
Phone Number		
770-986-1786		
Email Address: *		6
kcowan@tgdot.dot.ga.gov		

Adding New User - Internal

- 1. From the top of the page, select **Admin**.
- 2. Select User Administration.



- 3. Select the + ADD NEW USER button.
- 4. Select the Role Type field.
- 5. Select the **Role Type**.



+ ADD NEW USER



- NT User Id

- 6. Enter at least three characters of the NT User Id and a list of matching users is displayed.
- 7. Select from the list.



	-	
First Name: *		
Last Name: *		
Title		
- Phone Type		
Mobile		
- Phone Number *		
— Email Address: •		
ļ		

Note



- 8. Verify the information.
- 9. Select UPDATE.

(
	Depending on the NT User Id, the First name, Last name and Phone Number fields are
	auto populated. You can enter information in the Title, Phone Type and Email Address fields.
	Note

× Add/Edit User
User Type
Internal
Role Type
UTIL ADMINISTRATOR ×
NT User Id
- First Name: *
Last Name: *
Mgr 2, Transport Specialist
Phone Type
Unice V
- Phone Number *
Email Address: *
erguor.uor.gu.gov
© CANCEL ✓ OPDATE



Deleting a User

- 1. From the top of the page, select **Admin**.
- 2. Select User Administration.



3. To find the user you want to delete faster, you may use the filters.

			User Adminis	tration	
+ ADD NEW USER				3	
Role	Tirst Name	▼ Last Name	T Phone Number	T Email Addre	rss T
	a. Select Filter.			T	6 6
	b. Select Type of Filt list.	er from the drop-	down	Show iten Is equal	ns with value that
	c. Enter a value in the	field to filter the	users.		e
	d. Select FILTER .			And	•
				Is equal	to d
				CLEAR	FILTER

4. Select **DELETE** next to the user you want to remove from the list.

		User Administration								
+ ADD NEW USER										
Role	T	First Name		Last Name		Phone Number	T	Email Address	T	4
		Arthur		Huggins				@tgdot.ga.gov		
		Candice		Smithe				1@tgdot.dot.ga.gov		<pre></pre>



Welcome Notifications

The **Welcome Notifications** menu is where you can add, change, or delete the welcome messages that are displayed on the GPAS sign-in screen.

- 1. Welcome Notification Message
- 2. Select the buttons to display other Notification Messages.

Welcome to GPAS Utilities					
By Sign In/Sign Up, you agree to GDOT Terms and Conditions.					
External Users Sign In/Sign Up	GDOT Users Sign In				
You are about to access Georgia Department of Transportation computer system that is intended for authorized users only. By logging into this application.					
2					

- 1. From the top of the page, select Admin.
- 2. Select Welcome Notification.
- 3. You can view the current welcome messages.
- 4. You can edit or delete an existing message.
- 5. You can add a new welcome notification.
- 6. Allows you to select the first, previous, next, or last page of notification messages.
- 7. Indicates the total number of messages and the number of messages you're currently viewing.

🕼 Admin 🔫	-1
User Administration	-
Welcome Notification	2
Permit Status Update	-
Review Days	
	J



Georgia Department Home Search @famin.	orgia Permit Application System (GPAS) Welcome Mitek	Chris & My Pro	File C+ Logout @ Help
Mana	ge Welcome Notification		6
Description	Active		
TikoBN	No	/ EDIT	DELETE
TKoBN	No	/ EDIT	DELETE
Tixd8N	No	/ EDIT	DELETE
You are about to access Georgia Department of Transportation computer system that is intended for authorized users only. By logging into this application.	Yes	/ EDIT	DELETE
Welcome to GPAS Utilities new application.	Yes 3 4	/ EDIT	DELETE
The Local Administered Project Certification covers uniform practices for authorizing qualified Local Public Agencies (LPA) to manage core activities for Federal-aid funded projects	No	/ EDIT	DELETE
CXTgrn	No	/ EDIT	DELETE
CXTgnn	No.	/ EDIT	DELETE
CXTgnn	No	J EDIT	DELETE
CXTgnn	No	J EDIT	DELETE
н н 10 т (temsperpage	6 7		- 10 of 4909 items

- 8. The list of current messages includes:
 - Description: the actual text that will appear on the sign on screen

- Active: indicates if the message is active (Yes) or inactive (No). Only messages that are active will appear on the sign-on screen.



Description	Active
TIkpBN	No
TIkpBN	No
TIkpBN	No
You are about to access Georgia Department of Transportation computer system that is intended for authorized users only. By logging into this application.	Yes
Welcome to GPAS Utilities new application.	Yes
The Local Administered Project Certification covers uniform practices for authorizing qualified Local Public Agencies (LPA) to manage core activities for Federal-aid funded projects	No
CXTgnn	No

Adding a New Notification

1. To add a new notification, select

+ ADD NEW NOTIFICATION

2. The Add New Notification screen displays.



Add New Notification	×
3	
Description *	
Is Active 4	
+ SAVE 5	

- 3. Enter the text you want to display for the notification in the **Description** field.
- 4. By default, the message is automatically Active. Unselect the **Is Active** check box if you don't want the message to display.
- 5. Select **+SAVE** to save the new notification.

Editing an Existing Notification

1. To edit a notification, select **EDIT**.

The Local Administered Project Certification covers uniform practices for authorizing qualified Local Public Agencies (LPA) to manage core activities	No		DELETE
for Federal-aid funded projects	NO	/ EDIT	DELETE
			,

- 2. An edit window displays.
- 3. Make any necessary changes to the notification's **Description**.
- 4. By default, the notification is not active. Select the **Is Active** check box to make the notification active.
- 5. Select **UPDATE** to save your changes.



Deleting an Existing Notification

1. To delete a notification, select **DELETE**.

The Local Administered Project Certification covers uniform practices for authorizing qualified Local Public Agencies (LPA) to manage core activities	Ne	A FRIT	DELETE	
for Federal-aid funded projects	NO	EDIT	DELETE	

- 2. A confirmation window displays.
- 3. Select **OK** to delete the notification.



Permit Status Update

The Permit Status Update menu option allows you to view the status of an existing permit request.

- 1. From the top of the page, select Admin.
- 2. Select **Permit Status Update**. The **Manage Permit Status screen** displays.

🕜 Admin 🔻 🔶	-1
User Administration	-
Welcome Notification	_
Permit Status Update	2
Review Days	
	 Admin < User Administration Welcome Notification Permit Status Update Review Days

3. Enter the Permit number.

Permit ID:



				Manage Permit S	Status		
Please enter permit number to change status: Permit ID:						•	
U-121-002252-7						4	
Permit Type: Regular Encroachment		Last updated date:	Mon Apr 22 2024	County:	Fulton	Current Status:	Pending
Change Status:	5		_				
Change Status To:	Select Permit Status	Ŧ]	6 B SAVE			

- 4. The permit's details are displayed along with its current status.
- 5. To change the permit's status, select a new status from the **Select Permit Status** pulldown menu.
- 6. Select **SAVE**.

		×
Are you sure you want	to change permit status?	
YES	NO	

- 7. Select **YES** to change the permit's status.
- 8. A message displays indicating the change has been made.

	×
Request Saved successfully!	
ок	

9. Select **OK** to continue.



Review Days

The Review Days menu option allows you to set the default

- 1. From the top of the page, select **Admin**.
- 2. Select **Review Days**. The Utility Permit Review Days screen displays.



3	4	Utility Permit Review Days
Utility Permit Type Select Utility Permit Type 🗸 🔻	Gdot District	

- 3. Select the **Select Utility Permit Type** menu pulldown and choose a permit type from the list.
- 4. Select the Select GDOT District menu pulldown and choose a district from the list.

Utility Permit Review Days									
Utility Permit Type Utility Permit Type Gdot District District One-Ganesvile	5	6							
Workflow Group Name	Review Days	Return for Correction Days							
UtilityPermit Area Inspector D1	5	8							
й и <mark>П</mark> н й		1 - 1 of 1 items							
7	B SAVE © CANCEL								

- 5. The current number of **Review Days** for this type of permit in this GDOT District is displayed. Select this field and enter the new value.
- 6. The current number of days allowed for a permit to be **Returned for Correction** is shown. Select this field and enter the new value.
- 7. Select **SAVE**. A message displays indicating your changes have been saved.





Application Status

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 T	Status Y	Submitted By	Submitted Date				
Þ	<u>U-121-001918-7</u>		Electrical	Fulton	Pending	Jane Doe	01/17/2024 09:06 AM				
Þ	<u>U-031-001926-5</u>	T001036	Non Potable Water	Bulloch	Approved	Jane Doe	01/11/2024 01:47 PM				
Þ	<u>U-135-001924-1-RR</u>		Gas	Gwinnett	Complete	Jane Doe	01/09/2024 03:37 PM				
Þ	<u>U-135-001923-1</u>		Electrical	Gwinnett	Issued	Jane Doe	01/05/2024 03:08 PM				
14	х 1 н н	5 💌 items per page					1 - 4 of 4 items				

All permits' drafts are in the **Draft/Send for Correction Permits** table. Applicants may finish and submit the permit at any time. In the event a permit application is sent back 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.

ſ				Draft / Send for Con	rection Permits		-	+ APPLY NEW PERMIT
	Permit ID/Reference ID	Project ID T	Permit Calegory	County 🍸	Status T	Updated By	Updated Date	Ŧ
	<u>U-031-001929-5</u>	T001036	Non Potable Water	Bulloch	Draft	Jane Doe	01/11/2024 02:00 PM	DELETE
	U-121-001925-7-68		Gas	Fulton	Send for Correction	Jane Doe	01/09/2024 02:35 PM	





The *permit status* (a) of **Pending** is displayed in the header status column. If you **expand** the permit information (b), what you see is the *permit review workflow status* (c) – which changes from **Claimed**, **Sent for Correction**, **Rejected** or **Approved** as it moves through the workflow of various approvers.

						Submit	ted Permits							
	Permit ID/Reference ID	Project ID	Ŧ	Permit Category	T	Utility Entity Name	County	Statu	s (a	T.	Submitted By	Ŧ	Submitted Date	Ţ
×.	<u>U-031-001926-5</u>	T001036		Non Potable Water		AZ Utilities	Bulloch	Pend	ing		Jane Doe		01/11/2024 01:47 PM	
	Group Name		Assigned Date		Status		Status Date		Last Updated	Зy		Comments		
	UtilityPermit Utility Permit Specialist		01/18/2024		Claimed		01/18/2024		John Doe					Î
2	UtilityPermit Utility Permit Sp	pecialist	01/17/2024		Group A	ssigned C	01/17/2024							
	UtilityPermit District Utility R D5	eviewer	01/17/2024		Approve	d	01/17/2024		Alan Jones					
	UtilityPermit District Utility R D5	eviewer	01/17/2024		Claimed		01/17/2024		Alan Jones					

The *permit review workflow status* continuously changes as the permit enters and leaves the queue of various approvers. A *workflow status* of **Approved** does not mean that the permit has reached final approval. The permit is approved when the approval process is complete and *permit status* shows **Approved**.

Important

Permit Application Process (Flowcharts)

This section shows all the steps for the different Utility permit applications and approval process. Where:

- **Emergency**: The reviewers/approvers in the workflow are the District Utility Reviewer and the Area Inspector.
- **Project ID:** District Utility Reviewer and District Utility Manager review and approve permits.
- **Regular Encroachment & Railroad**: These two types of permits have the same review workflow.


The *Utility Permit Specialist* participates in the review workflow process if the permit is associated with any Bonds or Fees.





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.





- 4. The system validates and displays available records on the results grid below the map, along with the details.
- 5. In this example, the system shows 18 records for the Fulton County.



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

A. See the Permit Details

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



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>U-121-001968-7-E</u>	۲	Pending	01/26/2024		Sanitary Sewer	Fulton	AZ Utilities	00142623		0.13	0.25		*
<u>U-121-001983-7-E</u>	•	Complete	01/29/2024		Sanitary Sewer	Fulton	CHATTOOGA COUNTY WATER DISTRICT			0.01	1.12	01/29/2024	01/29/2024
<u>U-121-001916-7</u>	•	Send for Correction	01/17/2024		Electrical	Fulton	AZ Utilities	00800000		62.86	62.32		
<u>U-121-001942-7</u>	۲	Pending	01/22/2024	0010047	Potable Water	Fulton	Bhuvanes Inc			0.04	58.76		
U-121-002056-7	•		02/21/2024		Wireless	Fulton	CITY OF EAST POINT	00614007		0.04	81.7		
U-121-001954-2	2	P	01/23/2024		Non Potable Water	Fulton	Bhuvanes Inc			0.18	0.08		
<u>U-121-001964-7</u>	۲	Complete	02/02/2024		River Gauges	Fulton	AZ Utilities					02/05/2024	02/05/2024
<u>U-121-002147-7-RR</u>	۲	Pending	06/12/2024		Electrical	Fulton	AZ Utilities			1	1.5		
<u>U-121-001918-7</u>	•	Issued	01/22/2024		Electrical	Fulton	AZ Utilities		No	68.6	68.53	01/22/2024	
<u>U-121-002115-7</u>	۲	Pending	05/28/2024		Vegetation	Fulton	QA_EntityTest1	00000800	No	58.45	58.46		
<u>U-121-002116-7</u>	۲	Pending	05/31/2024		Potable Water	Fulton	Bhuvanes Inc		No	2.42	0.04		
<u>U-121-002103-7</u>	۲	Pending	04/29/2024		Vegetation	Fulton	AZ Utilities	00501517		0.31	0.16		
<u>U-121-001853-7</u>	۲	Pending	11/30/2023		Vegetation	Fulton	Bhuvanes New Corp Inc.						
<u>U-121-001861-7</u>	۲	Rejected	12/04/2023		River Gauges	Fulton	QA_EntityTest1	00000600		5.93	0.02		
<u>U-121-002050-7</u>	۲	Pending	02/14/2024	0010047	Electrical	Fulton	COBB EMC	00390917		0.26	0.21		
<u>U-121-002108-7-RR</u>	۲	Pending	05/01/2024		Electrical	Fulton	AZ Utilities			1	1.5		
<u>U-121-002136-7</u>	۲	Pending	06/03/2024		Sanitary Sewer	Fulton	GEORGIA DEPARTMENT OF TRANSPORTAT			57.93	0.16		
<u>U-121-002075-7</u>	۲	Pending	04/02/2024		Electrical	Fulton	Bhuvanes State Agency	00075903		0.07	0.15	6	
H H H	ж											1	1 - 18 of 18 items



The view of the permit is read-only.

- b. Review the information as necessary.
 - i. All the permit details are at the top of the page.

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

If you select the **File Name** of the attachment, the system will download the selected file to your computer.

Note

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

Applicant/Main Information IN Permit Type: Regular Encroachment IN Type: Company		_
IIIty Permit Type: Regular Encroachment IIty Type: Company		
ing ryper company	Permit Category: Electrical (Distribution, Transmission, Lighting system) Utility Entity Name: 47 Utilities	Member Code: 101693
my Emmy POC	www.y Literty Hearter HL Control	menner core roros
me: Jane Doe	Email: JDoe@AZUtilities.com	Phone: 404-123-4567
Permit Location		
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ear by obor Active Projects		
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B. See the Permit Location on the Map

a) Select	t the ma	ıp (💙)	icon n	ext to th	ne per	mit ID to	o zoor	n to tha	t area	of the I	map.	
Previnet Inf	thetas	Status/SUAA Approval Date		Permit Calegory	Churty .	Entry home	Posted	* Insuring Sold	Ings Mix Park	End Mile Ports	lanced Data	Completed Date
U121-001960.7-E	👻 landing	01/26/2024		Santary Sever	Pullon	AZ USIDES	00142823		0.12	0.25		
W121-001980-74	e conside	01/29/2024		Sanitary Seven	Putton	DHAFTIDDGA DDDATK VEKTER DISTRICT			6.01	1.12	01/29/2024	01/29/2024
u-121-001816-7	e and for anextion	01/17/3024		Retries	Putter	AZ UNINAS	00000000		82.88	62.32		
U1110016627	👻 lenderg	01/22/2024	0010047	Potative visitor	Pulton	Ahuvenes inc.			8.04	38.79		
<u>0-121-000256-7</u>	👻 narmet	00/21/2004		vicens	rution	DITY OF BAST POINT	00614007		0.04	817		
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11121-0021	👻 kinding	06/12/2026		Derivicel	Faller	AZ USIKINI			10 C	1.5		
warma a	👻 inved	01/22/2024		Decivital	ruhin	AZ USITING		14	48.6	85.53	01/22/2024	
u:121,000115 5	👻 tending	05/25/2024		vegetation	Putton	GA_BristyTest1	00000000	10	11.11	55.40		
pronocontest	👻 andrig	05/01/2024		Potable Poter	Pulton	theranes inc.		740	2.42	0.04		
U121.002108.7	👻 androg	04/29/2024		vegetation	Putton	AZ UNITIES	00601917		4.01	0.16		
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0.121-001881-0	👻 bonted	12/04/2023		River Gauges	rutor	GA_EHEYTes11	00000900		1.00	0.02		
0.315;002040.7	💎 andrig	00/14/2024	0010047	Extres	Future	0068-01/0	00890917		4.04	4.0		
0121-002109-348	🔮 anding	06/01/2024		Dechical	Fulton	AZ Ublities			<u>*</u>	3.8		
U121 002136-2	e aran	06/03/2024		Sanitary Sever	futur	GEORGIA DEPARTMENT OF TRANSPORTAT			62.63	0.78		
U121002757	🔮 kinding	04/03/2024		Deriod	Paltan	Bhuranes State Agency	00019908		6.07	0.15		
	5) 											1 - 16 of 18 form

b) Once the map zooms into the permit, select the permit line (light blue line) to see a quick summary of the permit.





The Permit Information summary dialog is displayed.





Map Search

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

Left Side

+	Zoom In	Zooms in the view of the map.
—	Zoom Out	Zooms out the view of the map.
	Default Map View	Resets the map to display all the districts in the state of Georgia.
	Switch Basemaps	Changes the display of the basemap.
Find address or place $\left[\mathbf{Q} \right]$	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.
Ī	Clear Map Graphics	Clears any current map graphics displayed.
\bigcirc	Tri View	Displays the location on online mapping.



Zoom In

To zoom into the map, select **Zoom In** $(\stackrel{|}{\longrightarrow})$ icon as many times as needed to achieve the desired scale view.



Zoom Out

To zoom out the map, select **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 **Default Map View** (







Switch Basemaps

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

By default, the Streets type is visible.



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







Other basemap options you may consider are:

• Imagery Hybrid.



• Topographic.





• Streets (with Relief).



• Streets (Night).





• Navigation.



• Navigation (Night).





• Light Gray Canvas.



• Dark Gray Canvas.





• Terrain with Labels.



• Oceans.





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

Find Address or Place

Use the **Find address or place** (Find address or place Q) 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 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

600 W Peachtree St NW, 4 × Q	All Saints' Episcopal	AARTA North venue Station Windsor over Peachtree
North Ave NW 29	Search result	Ave NE 29 North
	600 W Peachtree St NW, Atlanta, Georgia, 30308	
	One orgia	Bank of Anerica Plaza

Show Hide Data Layers

Use the Show Hide Data Layers	塗) icon t	o show () or hide () data laye	rs at any time.
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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** (I) 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.
- Selecting the map (¹) icon next to the permit ID in the results table will zoom to that area of the map.





Distance Measurement Tool

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

- 1. Zoom into the general map area where you would like to make a distance measurement.
- 2. Select the **Distance Measurement Tool** icon.
- 3. The program displays a message box at the lower right corner as it waits for you to select the first point on the map.





- 4. Once you have selected the first point on the map, move the cursor towards the second point.
- 5. Notice that the measurement is displayed along the line between the points. By default, the units are meters.



- 6. If you want to change the measurement's units, expand the down arrow in the dialog at the lower right.
- 7. Select the new measurement unit from the list.





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





Area Measurement Tool

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

- 1. Zoom into the general map area where you would like to make a measurement.
- 2. Select the Area Measurement Tool icon.
- 3. The program displays a message box at the lower right corner as it waits for you to select the first point on the map.





- 4. Once you have selected the first and second points on the map, move the cursor towards the third point.
- 5. Notice that the measurement is displayed inside the area delimited by the points selected. By default, the units are square meters.
- 6. If necessary, you can specify as many points as needed. Make sure to double-click to define the last point selection.





- 7. If you want to change the measurement's units, expand the down arrow in the dialog at the lower right.
- 8. Select the new measurement unit from the list.



- 9. The value appears inside the delimited area with the new units selected and in the dialog box. In the example below, the units were changed to square miles.
- 10. If necessary, select the **New measurement** button to measure a new area.







Tri View

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

- 1. Zoom into the general map area you would like to visualize on the map.
- 2. Select the Tri View icon.
- 3. Select the desired location on the map to open the Tri View.





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



- 5. The program displays 3 windows in different formats for the same area.
- 6. The location you selected on the map is marked with the placement of the Pegman.
- 7. Use the tools on the map to familiarize yourself with the area.







Submitting an Emergency Utilities Permit Application

Emergency Permits are used when an urgent situation requires immediate utility service.

Internal GDOT personnel can submit Emergency Permit Applications. After an emergency permit request has been submitted, the Utility POC or Representative must submit a regular (non-emergency) permit within five business days.

Important

This chapter introduces:

- The emergency permit requirements
- The emergency permit application submittal

Emergency Permit Requirements

In this section you will find the requirements needed to submit an emergency permit. Use this section as a check list to ensure you have all the information 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.

Application/Main Information	Tab	
 Entity Type (auto-populated) Utility Entity Name (auto-populated) Member Code (auto-populated, assigned during registration) Utility Permit Type: Emergency Project Id (Requires Project ID) Railroad Regular Encroachment 	 Permit Category: Electrical Gas Non-Potable Water Potable Water River Gauges Sanitary Sewer Telecommunication Vegetation Wireless 	 *Utility Entity Rep (fields are only visible if the entity has Reps) First Name (auto-populated) Last Name (auto-populated) Company (auto-populated) Email (auto-populated) Phone (auto-populated) Utility Entity POC First Name (auto-populated) Last Name (auto-populated) Email (auto-populated)
 Emergency Project Id (Requires Project ID) Railroad Regular Encroachment 	 Telecommunication Vegetation Wireless 	 Utility Entity POC First Name (auto-populated) Last Name (auto-populated) Email (auto-populated) Phone (auto-populated)

*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 Tab

•	County	End Lat
•	Primary County	End Long
•	City	Beginning User Defined Lat
•	District	Beginning User Defined Long
•	US Route	End User Defined Lat
•	State Boute	End User Defined Long
•	Beginning Mile Point	Near By GDOT Active Projects (auto-populated if any exist)
	End Mile Point	Protected Routes (auto-populated if any exist)
	Beginning Lat	
•		
-		
•	Beginning Long	
• Sta	andard Information – Requirements for	Emergency Permits
• Sta	andard Information – Requirements for Applicant First Name	Emergency Permits Line Type
Sta	Applicant Last Name	 Emergency Permits Line Type Main
Sta	Applicant First Name Applicant Last Name Applicant Phone Number	Emergency Permits Line Type Main Service
• • • •	Applicant First Name Applicant Last Name Applicant Phone Number Facility Type	 Emergency Permits Line Type Main Service Travelling Lanes Shutdown Y/N
• • •	Applicant First Name Applicant Last Name Applicant Phone Number Facility Type o Cable	 Emergency Permits Line Type Main Service Travelling Lanes Shutdown Y/N Pavement Cutting Y/N
• • • •	Applicant First Name Applicant Last Name Applicant Phone Number Facility Type • Cable • Electrical	Emergency Permits Line Type Main Service Travelling Lanes Shutdown Y/N Pavement Cutting Y/N Problem Noticed Date
• • •	Applicant First Name Applicant Last Name Applicant Phone Number Facility Type • Cable • Electrical • Gas	Emergency Permits Line Type Main Service Travelling Lanes Shutdown Y/N Pavement Cutting Y/N Problem Noticed Date Date Submitted
• • •	Applicant First Name Applicant East Name Applicant Phone Number Facility Type • Cable • Electrical • Gas • Sewer	Emergency Permits Line Type 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


+ APPLY NEW PERMIT

1

Emergency Permit Submittal

Home Page

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



	l	Jtility Permit Application FILL OUT BELOW INFORMATION ABOUT THE PERMIT. Reference ID:	
APPLICATION/MAIN INFORMATION	PERMIT LOCATION	PERMIT DATA	ATTACHMENTS
Application/Main Information 1. Select the Entity Type down list.	on Tab be from the drop-	Entity Type State Agency Select Entity Type County Federal Agency Individual Local Government Municipal Corporation State Agency	· ·
2. Enter the Utility Entit	ty Name.	Utility Entity Name	
If the Utility Entit associated with it, s Rep from the	y has multiple Reps select the appropriate drop-down list.	Entity Rep Select User	•
N	ote		



3.	Select Emergency from the Utility Permit Type* drop-down list.	Utility Permit Type Select an Utility Permit Type Emergency Project Id Railroad Regular Encroachment
4.	Select the Permit Category* from the drop-down list.	Permit Category* Select a Permit Category
	The Permit Categories shows the categories approved for your Utility Entity. The image shown is an example and it may be different to what you see.	Select a Permit Category Electrical (Distribution, Transmission, Lighting system) Gas (Natural Gas, Oil, Petroleum, Gaseous Materials, Steam)
	Note	

- 5. Verify the information that appears in the following **Entity** fields. These 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	Utility Entity Name	Member Code:	
Company	Utility Entity Name	012345	

- 6. 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		

- 7. 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 •
- 8. Select NEXT.

Г

Utility Entity POC	
First Name:	Last Name:
Jane	Doe
Email:	Phone:
JDoe@AZUtilities.com	404-123-4567
© CANCEL	
The location information should the PERMIT LOCATION tak	d be accurate. Make sure that all the information you enter in b is complete and accurate since that information is what will appear in the permit.
	Note

- 1. Enter the first three letters for the county you are for 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	PERM	<u>MIT DATA</u>
	County bar 1 Barrow Bartow		×	efokee
4.	Zoom into the area you would permit.	like the		
5.	Make sure you are zoomed in into the map, you should see t	enough he pit Line at	Wille	ughby Way

this Map-Scale on the lower right corner.

Ralph McGill Blvd NE	Willoughby Way
Please Draw a Permit Line at	this Map-Scale
USDA US Census Bureau, Geo	Powered by Esri

- 6. Select the **Draw Permit Lines** () button. If necessary, use the **Clear** () button to delete the lines drawn.
- 7. Select the starting location (road or highway) for the utility permit you need to submit.
- 8. Select a point or points along the way.
- 9. Double-click to select the ending location (road or highway) for the utility permit you need to submit.
- **10**. The application shows a red line for the permit you are applying for.







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

12. 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 **13**. Verify the information that appears in the following fields and add any necessary data. End Lat City District End Long . Beginning User Defined Lat

- Beginning User Defined Long
 - End User Defined Lat
 - End User Defined Long
- - .
 - .
 - US Route
 - State Route •
 - Beginning Mile Point •
 - End Mile Point •
 - Beginning Lat
 - Beginning Long

	Primary County	12						
City: Atlanta city	District: District Seven- Chamblee	US Route: 002900						
State Route:	Beginning Mile Point: 62.86	End Mile Point: 62.30						
Beginning Lat: 33.773688	Beginning Long: -84.370988	End Lat: 33.772553						
End Long: -84.380488	Beginning User Defined Lat:	Beginning User Defined Long:						
End User Defined Lat:	- End User Defined Long:							
If the District field is not auto-	populated, it indicates that the r	map was not zoomed in enough.						
Select the Clear () button to remove your selection. And select the Draw Permit Lines () button and repeat the selection making sure you select the black road line.								
	Important							



- 14. If there are any active projects close by within a 1-mile radius, those will appear in the **Near By GDOT Active Projects** table.
- 15. If there are any protected routes close by within a 1-mile radius, those will appear in the **Protected Routes** table.
- 16. Select NEXT.

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-
1 - 4 - F	M				1 - 1 of 1 items
otected Routes					

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





6. Select Yes or No for the Travelling Travelling Lanes Shutdown * Lanes Shutdown*. 6 Yes No 7. Select Yes or No for Pavement Pavement Cutting * Cutting*. Yes No 8. Enter the **Problem Noticed Date***. Problem Noticed Date * 8 mm/dd/yyyy You can enter the date manually or set the date using the calendar icon. Pro Tip 9. The **Date Submitted*** field auto Date Submitted * populates with today's date. 9 01/26/2024 10. Select Yes or No for Will Transfer Be Will Transfer Be Needed By Other Attachees? * Needed By Other Attachees?*. Yes No 10) 11. Enter the Emergency Description*. 12. Select SUBMIT EMERGENCY. Emergency Description(Maximum 250 characters) *

← PREVIOUS

OCANCEL

SUBMIT EMERGENCY



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

Review Utility Permit Application

- 1. Review carefully all the information on the permit application form.
- If you need to make any changes, select the Edit () button for the specific section and make the appropriate changes.
- Once the permit form is correct, select the check box for "By clicking the submit button below, I confirm that I have reviewed all the details."
- 4. Select SUBMIT.







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



The permit displays in the **Submitted Permits** section and the status is **Pending**. The identifier shows an 'E' at the end of the number indicates that it is an emergency permit.

GD T Georgic Departr of Trans	nent portation		Geo	orgia Permit Applic	cation System (GPAS)			(GPAS.	
	Utility Permits									
A MANAGE USERS				Draft / Send for Correct	ion Permits			+ APPLY	NEW PERMIT	
Permit ID/Reference ID	Project ID	Permit Category	Utility Entity Name	County	T Status	Updated By	Updated Date	Ŧ		
<u>U-135-002151-1-RR</u>		Electrical	AZ Utilities	Gwinnett	Draft	Jane Doe	06/13/2024 11:07 AM	DELETE	•	
<u>U-215-002150-3</u>	0013373	Electrical	AZ Utilities	Muscogee	Draft	Jane Doe	06/13/2024 10:19 AM	DELETE		
<u>U-121-002149-7-E</u>		Gas	AZ Utilities	Fulton	Draft	Jane Doe	06/13/2024 10:15 AM	DELETE		
U-121-002148-7-RR		Electrical	AZ Utilities	Fulton	Draft	Jane Doe	06/12/2024 11:21 AM	DELETE		
<u>U-121-002146-7</u>		Electrical	AZ Utilities	Fulton	Draft	Jane Doe	06/12/2024 10:22 AM	DELETE		
H 4 1 2 3 4	5 6 7 8 9 10	> > 5 -						1 - 5 of 14	44 items	
Click here to Approve/Reject G	PAS Tasks			Submitted Pern	nits					
Permit ID/Reference ID	T Project ID	Permit Category	T Utility Entity Na	me 🍸 County	▼ Status	T Sub	mitted By	Submitted Date	T	
▶ <u>U-007-002133-4-E</u>		Telecommunication	n Sushmita J	Baker	Pendi	g The	ophilus T. Parker	05/31/2024 04:22 PM	-	
Upon successfully submitting your request, you may check the submission status by following the steps outlined in the Track Permit Application Status section.										
	Not	e				Importar	nt			



Track Permit Application Status

Permit Application Status

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

- 1. Sign into 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.

Important

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

GD T Georgia Departmen of Transport	t ation				Geo	rgia Permit	Applicati	ion System (G	PAS)					GPAS.
ℛ <u>Home</u> Q <u>Search</u>	<u>Cử Admin</u> ≁					Utility	Permi	ts				Welcome,	<u>& My Profil</u>	<u>e & Logout () Hel</u> i
A MANAGE USERS						Draft / Send for	Correction F	Permits						+ APPLY NEW PERMIT
Permit ID/Reference ID	Project ID	T Per	mit Category T	Utility Entity Na	me 🔻	County	T	Status	T	Updated By	T Updated Date	e	Τ	
<u>U-135-002151-1-RR</u>		Ele	ctrical	AZ Utilities		Gwinnett		Draft		Jane Doe	06/13/2024	11:07 AM	DELETE	
<u>U-215-002150-3</u>	0013373	Ele	ctrical	AZ Utilities		Muscogee		Draft		Jane Doe	06/13/2024	10:19 AM	DELETE	
<u>U-121-002149-7-E</u>		Ga	8	AZ Utilities		Fulton		Draft		Jane Doe	06/13/2024	10:15 AM	DELETE	
U-121-002148-7-RR		Ele	ctrical	AZ Utilities		Fulton		Draft		Jane Doe	06/12/2024	11:21 AM	DELETE	
<u>U-121-002146-7</u>		Ele	ctrical	AZ Utilities		Fulton		Draft		Jane Doe	06/12/2024	10:22 AM	DELETE	
i	5 6 7 8	9 10)	→ → 5 · v											1 - 5 of 144 items
Click here to Approve/Reject GPA	<u>S Tasks</u>					Submit	ted Permits							
mit ID/Reference ID	T Projec	t ID	Permit Category	Ŧ	Utility Entity Nar	ne 🔻	County	Ŧ	Status	Ŧ	Submitted By	Ŧ	Submitted Date	Ŧ
▶ <u>-007-002133-4-E</u>			Telecommunication		Sushmita J		Baker		Pending		Theophilus T. Parker		05/31/2024 04:22 F	PM
▶ <u>-007-002132-4</u>			Telecommunication		GEORGIA DEPAI TRANSPORTATI	RTMENT OF	Baker		Pending		Theophilus T. Parker		05/31/2024 04:09 F	PM
► -005-002131-5-RR			Vegetation		Sushmita Test 0	orp	Bacon		Pending		Sushmita J		05/31/2024 03:41 F	РМ



- 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.

Ν	ote	

					Submit	ted Permits			
	Permit ID/Reference ID	Project ID	Permit C	ategory T	County	T	Status	T	Submitted By
4	<u>U-121-001918-7</u>		Electrica	ı	Fulton		Issued		Jane Doe
	Group Name	Assigned Date		Status		Status Date		Last Update	ed By
	UtilityPermit Area Inspector D7	7 01/22/2024		Claimed		01/22/2024		Ben Adam	s
	UtilityPermit Area Inspector D7	7 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.



Submitting an Emergency Utilities Permit Application



Difference Between Workflow Status and Permit Status

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

a. Permit Status can be:	b. Workflow Status can be:					
 Approved – Status when the permit is approved. 	 Approved Status when the reviewer approves the permit during the review step. 					
 Canceled – Status when the Area Inspector cancels the permit. 	 Assigned Status when the application permit gets assigned to the recipient. 					
 Complete – Status when the work related to the permit is completed. 	 Claimed – When a permit submitted to a group of reviewers is assigned by one of 					
 Draft - Status when the permit has not been submitted. Issued – Status when the Area 	 them. Group Assigned – Status when a permit is submitted to a group of users for one of them to complete the review. 					
 Pending – Status when the Applicant submits the permit and is waiting for the GDOT review process to start. 	 Re-Assigned Status when the reviewer reassigns the review task to a different GDOT user. 					
 Rejected – Status when the permit is declined. 	• Rejected Status when a reviewer rejects the permit during the review step.					
 Sent for Correction Status when GDOT personnel sends the permit application back to the Applicant for 	• Submitted - Status when the Applicant submits the permit and is waiting for the GDOT review process to start.					
correction. This requires collaboration between the Applicant and GDOT. More details are listed on the next page.	• 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



My Queue - Review Applications

About My Queue

My Queue provides access to workflows in a variety of applications used by GDOT personnel such as: GPAS, CMIS Invoicing, CATS, Site Manager and more. As discussed in the Application Process, the process may be a little different depending on the type of permit, yet the general workflow to review and approve is the same. The The My Queue application is used for all GDOT personnel.

Note

Utilities Administrator will review an entity's application and decide for which permit categories they may be approved.

The available tasks and functionality depend on the role of each user.

The different sections highlight the specific task each reviewer may complete during the process.

In the following sections, we review the steps performed by:

- Utility Entity Admin as they process new entities' applications.
- **District Utility Reviewer** and **District Utility Manage**r as they process new permit applications.
- Utility Permit Specialist, which processes bonds and fees if they are applicable.
- Area Inspector review tasks.

Start the Entity/Permit Application Review

When an entity or permit application is submitted, they will be routed to the specific Permit Engineer Group for approval. An email is sent to the users in that Permit Engineer Group. The email notification appears in the Approvers inbox indicating their approval is needed. All request which needs your approval are in the My Queue application. To make this a seamless process, a link to the request in the My Queue application is included in the email notification.

Select the link (shown in the email below) to start the review and approval process for an entity application.





Select the link (shown in the email below) to start the review and approval process for a permit application.





My Queue User Interface

Here is the list of the elements of the My Queue user interface. Each element's functionality will be explained along with the tasks you can perform within My Queue.

From the top left of the My Queue landing page, you can access six of the main sections, which are:

GDରୀ

- a. My Queue
- b. My Approved
- c. My Rejected
- d. Search
- e. Delegation
- f. Workflow Errors (only visible to some users)

From the top right of the **My Queue** landing page, you can access **Help**.

From the top right of the **subheader**, you can:

- a. Claim/Unclaim
- b. Approve
- c. Reject
- d. Send For Correction
- e. (e) Add Adhoc Users



You first need to claim the permit request (or have it assigned to you) to be able to Approve, Reject, Send For Correction, or Add Adhoc Users.

Note

My Queue



Claim a Task

- 1. Expand GPAS.
- 2. Expand **Utility Permit**.

	My Queue	m	" @
		Welcome:	Help
My Queue 🕜 My Approved	Ny Rejected 🔍 Search 🔹 💭 Delegation 🛃 Workflow Errors		
🛱 GPAS (7)			>>
📓 Utility Permit (7)	-2		>>>
	•		

3. Notice the request application was submitted to the District Utlity Reviewer Group for approval. Because the application was submitted to a group, someone in that group must claim the request.

lity Pe	ermit (7)										>>
	Permit/Reference 1 ID	Permit Type	T Permit Category T	Entity Name 🔻	Route Number 🔻	District	County	▼ Permit Status ▼	· Assigned On ¶	Assigned To T	+ Claim/Unclaim Approve Reject Send For Correction Stad Adhoc Users
iroupN	Jame: District Utility Revie	wer D1	vegetation (Mowing, Pruning, Tree	LUMPKIN CO BOARD		District One-	Lumpkin	Pending	Jan-24-2024 03:45 PM		
,	U-187-001960-1	Regular Encroachment	Personal (hemical) Vegetation (Mowing, Pruning, Tree Removal, Chemical)	LUMPKIN CO BOARD OF COMMISSIONERS		District One- Gainesville	Lumpkin	Pending	Jan-24-2024 03:42 PM		
	11 197 001059 1	Pagular Engrandheant	Vegetation (Mowing,	LUMPKIN COUNTY		District One-	1 Second Sec	Develop	No. 24 2024 02 52 DM		

- 4. Select the checkbox to the right of the application you want to claim.
- 5. Select Claim/Unclaim.

George De	DƏT					My Q	ueue			We	my Q come: Help
My Qu	eue 🔥 My App	proved 🛛 🕠 My Rejected	d Q Search • (Delegation	Workflow E	rrors					
AS (7)										>>
Utility I	Permit (7)										
	3									-	
	Permit/Reference ID	▼ Permit Type	▼ Permit Category ▼	Entity Name 🛛 🔻	Route Number 🔻	District T	County	▼ Permit Status ▼	Assigned On T	Assigned To	Claim/Unclaim Chapprove Reject Send For Correction Chapter Co
Group	Name: District Utility Re	eviewer D1									- All
•	U-187-001961-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	LUMPKIN CO BOARD OF COMMISSIONERS		District One- Gainesville	Lumpkin	Pending	Jan-24-2024 03:45 PM		Ø
•	U-187-001960-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	LUMPKIN CO BOARD OF COMMISSIONERS		District One- Gainesville	Lumpkin	Pending	Jan-24-2024 03:42 PM	4	
•	U-187-001958-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	LUMPKIN COUNTY WATER SEWERAGE AUTHORITY		District One- Gainesville	Lumpkin	Pending	Jan-24-2024 02:53 PM	-	



6. The application permit is now assigned to you.

PAS (7)										22
Utilit	/Permit (7)										>>
×	0										
	Permit/Reference ID	Permit Type	T Permit Category T	Entity Name 🔻 🔻	Route Number 🔻	District	County	▼ Permit Status *	Assigned On	Assigned To	Claim/Unclaim Chark/Unclaim Chark/Unclaim Chark/Unclaim Chark/Charket Chark/Unclaim Charket Ch
⊿ Gro	upName: District Utility	Reviewer D1									All
	U-187-001961-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree	LUMPKIN CO BOARD OF COMMISSIONERS		District One- Gainesville	Lumpkin	Pending	Feb-01-2024 11:46 AM	Jane Doe	
	• U-187-001960-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	LUMPKIN CO BOARD OF COMMISSIONERS		District One- Gainesville	Lumpkin	Pending	Jan-24-2024 03:42 PM		0

- 7. Select the triangle to the left of the Permit Reference ID.
- 8. Notice the workflow permit status will display as **Claimed**.

	U	-187-001961-1	Regular Encroach	ment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	LUN	MPKIN CO BOARD COMMISSIONERS		District One- Gainesville	L	umpki	n	Pending	Feb-01-2024 1	1:46 AM	Jane Doe			
		Group Name	Ŧ	Assigned Dat	e	۲	Assigned To	т	Status			T	Status Date	Ţ	Last Updated U	Jser 🔻	Com	ments	T
		District Utility Reviewer D1	1	Feb-01-2024 1	1:46 AM		Jane Doe		Claimed	8	5		Feb-01-2024 11:46 AM						^
		District Utility Reviewer D1	1	Jan-24-2024 0	3:45 PM				Group Assigned	-			Jan-24-2024 03:45 PM						
Q		Submitter		Jan-24-2024 0	3:45 PM		John Doe		Submitted				Jan-24-2024 03:45 PM		John Doe		01-24 Applic Utility group	-2024 03:45 PM-Utility Permit ation Submitted directly to Permit District Utility Reviewer D1	•

Unclaim a Task

In the event you are not able to work on a permit that you have claimed, follow the steps 1 through 8 of the Claim a Task, selecting **Unclaim** for Step 5,and finally verifying that your name does **NOT** appear in the **Assigned To** column and that the application workflow status shown states: **Unclaimed**.

Group Name 🔻	Assigned Date	Assigned To	Status 🔻
District Utility Reviewer D1	Feb-01-2024 11:46 AM		Unclaimed 8
District Utility Reviewer D1	Feb-01-2024 11:46 AM	Jane Doe	Claimed
Submitter	Jan-24-2024 03:45 PM	John Doe	Submitted



Entity Application Review

When you, the **Utility Administrator**, review an entity application, you have two options for what to do with the application: Approve or Reject.



Review the Entity Application

Once an entity application has been assigned to you (or you have claimed it), you need to review the application before you choose to approve or reject.

1. Select the Entity Name of the application you want to review.

🖀 gpas	5 (1)							
🖬 U	tility	Entity ((1)						>>
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			Entity Name T	. Entity Type 🔻	POC Name 🔻	Status 🔻	Assigned On T	Assigned To T	← Claim/Unclaim
	Grou	pName: U	UtilityEntity Admin						🗌 All 🔺
		¥.	Acme Utility Company	Company	John Doe	Submitted	Feb-01-2024 02:12 PM	John Smith	
(H	(* (* 1) * 10 * items per page 1 - 1 of 1 items								



2. The system opens the application in GPAS.



Note

- 3. Review the application and verify that all the information is complete.
- 4. The lower portion of the screen is where you select each of the permit categories applied for by the entity and:

- decide if a permit request is approved or rejected.

- Add any Billing or Fees.

- Add any Agreements or Bonds

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5. The **Permit Categories** section displays the status (**Applied** for, **Approved**, or **Denied**) for each of the permit categories the entity has applied for.

	Permit Categories	Applied Approved Denied
Electrical (Distribution, Transmission, Lighting system)	River Gauges	v
Vegetation (Mowing, Pruning, Tree Removal, Chemical)		

- 6. Select the **Parent Category** pulldown menu and choose one of the permit categories the entity has applied for.
- If you want to copy the settings of one permit category to another, select the Copy Constraints From pulldown menu and select the permit category whose constraints you want to copy.
- 8. To paste the constraints you just copied, select the **Copy Constraints To** pulldown menu and select the permit category to which you want to paste constraints.
- 9. Select **COPY** to copy the constraints from the one permit category to the other.



- 10. The **Billing and Fees** area allows you to define any fees or expenses that will be associated with the permit category.
- 11. If no fees are to be associated with a permit category, select the **No Fee?** Checkbox. Continue with step 17.
- 12. If a permit category is to be used exclusively by the entity, select the **Yes** radio button below **Exclusive Use Only**. (add example)
- 13. Select each of the Fee options and then enter the actual fees as dollar amounts.
- 14. Select the **Underground Rates** check box if underground rates will apply for this permit category.
- 15. Select the Aerial Rates check box if aerial rates will apply for this permit category.
- 16. Select the **Permit Category Status** pulldown menu and choose the status (**Approved** or **Denied**) for the permit category.



	Exclusive Use Only Yes No	Permit Category Status Applied
ANNUAL FEE PLUS PERCENTAGE FEE PER PERMIT ONE TIME FEE PPI FORMULA WIRELESS	Annual Fee Per	Mile Aerial Rates 15

- 17. The **Agreements and Bonds** area allows you to select what Agreements or Bonds are required as part of the selected permit category.
- 18. Select the **ADD** button to add an Agreement or Approval document.
- 19. Select the **Bonds Required** radio button to indicate whether or not a bond is required for the permit category.
- 20. Enter any general comments that you have regarding the permit category request that anyone with access to the permit category can view.
- 21. Enter any comments that you want added to the permit category that only GDOT personnel can view.
- 22. Enter any comments that are specific to the permit category that anyone with access to the permit category can view.
- 23. Select **SAVE** to save your entries.

	Agreements and Bonds	
Agreements Agree Approv	+ ADD BONDS Bonds Required Yes No	
Comments	20	
Internal Comments	21	
Permit Comments	22	
© CANCEL		23 B SAVE



- 24. You can now return to the approval My Queue tab and select the application you've been working with.
- 25. Select Approve.

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Utility Entity (1)						->>
× C						
Entity Name	▼ Entity Type ▼	POC Name T	Status T	• Assigned On	▼ Assigned To	+ Claim/Unclaim Approve ♀ Reject ♀ Send For Correction ℜ Add Adhoc Users
▲ GroupName: UtilityEntity Admin						Ali
Acme Utility Company	Company	John Doe	Submitted	Feb-01-2024 02:12 PM	John Smith	24 🗖
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Permit Application Review

Once a utility permit application has been submitted, the first person to review the permit is the **District Utility Reviewer**. When you review a permit application, you most likely have four options for what to do with the application, which are:

- Add Adhoc Users (optional)
- Send Back for Correction
- Reject
- Approve



The choices available to you depend on the type of permit application you are reviewing, the current step in the review/approval process for the application, and on your role. Each option is explained in the next sections.



Review the Application

Once a permit application has been submitted, you need to review the application before you choose to approve, reject, or send it back for corrections.

1. Select the **Permit /Reference ID** of the application you want to review.

	iroup	lame: District Utility I	Reviewer D1							All
	•	U-187-001960-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	LUMPKIN CO BOARD OF COMMISSIONERS	District One- Gainesville	Lumpkin	Pending	Jan-24-2024 03:42 PM	
	•	U-187-001958-1	ar Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	LUMPKIN COUNTY WATER SEWERAGE AUTHORITY	District One- Gainesville	Lumpkin	Pending	Jan-24-2024 02:53 PM	
	•	U-187-001957-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	GEORGIA DEPARTMENT OF TRANSPORTATION	District One- Gainesville	Lumpkin	Pending	Jan-24-2024 01:59 PM	
(1 2 🕨	H 10 titems per p	age						11 - 13 of 13 items

Permit Application Review



- 2. The system opens the application in GPAS.
- 3. Review the application and verify that all the information is complete.
- 4. If necessary, use the **Edit** icon (which is visible to the respective assigned user) to make changes to the permit during the review.
- 5. Check that all the requirement documents have been submitted and are correct.
- Select the document links to open the attachments and review them.

Note

ermit Status: Pendino		Reference ID: U-187-001960-1			
Applicant/Main Information					
Utility Permit Type: Regular Encroachmen	t Permit Category: Vegeta	ation (Mowing, Pruning, Tree Removal, Chemical)			
Entity Type: County	Utility Entity Name: LUM	JPKIN CO BOARD OF COMMISSIONERS	M	fember Code: 100967	
itility Entity Rep					
Name:	Company:	Email:		Phone:	
Itility Entity POC					
Name: Larry Reiter	En	nail: larry.reiter@lumpkincounty.gov	Р	hone: 706-867-7272	
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	eerdep Monteel Bit Konton Geron Soldsopn de Dietriet: District One-Gainesulle Beginning Lat: 34 022779 Beginning User Defined 3 4 UC	Proteorogene inc InFilmAble USIGE IPA INF. (If Centre And US Review: 001900 Beginning Long: -83 945213 Itong: End User Defi No Active Project(s) Found No Protected Route(s) Found No Protected Route	en. USA USANS LIS Conno Roma State Route: 0000000 End Let: 34 625066 ned Let:	ion of a tume?: No Second	coloritorio Presona Per 19

6. Once you have reviewed the permit application, go back to the My Queue application to approve, reject, or send the permit application back for corrections.



Add Adhoc Users

During the application review, you have the option to Add Adhoc Users (Approver or Reviewer). It is important to understand what each one does to the workflow so you can make the best choice.

Differences Between an Adhoc Approver and an Adhoc Reviewer:

Adhoc Approver	Adhoc Reviewer
Add & Approve button.	Add button.
्रि ⁺ Adhoc User 🛛 😵	Adhoc User
Adhoc Approver Adhoc Reviewer	O Adhoc Approver Adhoc Reviewer
John Doe x	Mary J. Doe ×
Comments: *	Comments: *
Please review and approve the permit request.	Please review and add comments.
	÷
Add & Approve Cancel	Add Cancel
 Task is assigned to the Adhoc 	 Task is still assigned to you to approve
Approver.	or reject.
Task leaves your queue.	Your approval is NOT dependent on
	the reviewer completing the review.
	Adhoc User 🛛 🗙
	dhoc Approver Adhoc Reviewer
	Mary J. Doe X John Smith X
If necessary, you will be able to	ments: *
add multiple users as Adhoc	r your comments here
Approvers or Adhoc Reviewers.	
Note	
	Add Cancel



How to Add an Adhoc Approver

- 1. Within My Queue, select and claim the permit for which you want to add an Adhoc Approver.
- 2. Select Add Adhoc Users.

						My Q	ueue				Welcome: Tir	a Apperson Help
A My Que	ue 🔥 My Appro	oved 🕠 My Rejected	Q Search •	OFF Delegation	Workflow Erro	ors						
🛅 GPAS (13)												**
🗯 Utility Pe	rmit (13)											»>
	Permit/Reference ID	▼ Permit Type	▼ Permit Category ▼	Entity Name 🔻 🕇	Route Number T	District T	County 1	Permit Status T	Assigned On	▼ Assigned To	2	Claim/Unclaim Chapprove Rogect Send For Correction Chadd Adhoc Users
.⊿ GroupN	ame: District Utility Revi	ewer D1									Y	- All
	U-187-001960-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	LUMPKIN CO BOARD OF COMMISSIONERS		District One- Gainesville	Lumpkin	Pending	Feb-09-2024 02:02 PM	Tina Louise Apperson	1	
•	U-187-001958-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	LUMPKIN COUNTY WATER SEWERAGE AUTHORITY		District One- Gainesville	Lumpkin	Pending	Jan-24-2024 02:53 PM		-	•
•	U-187-001957-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	GEORGIA DEPARTMENT OF TRANSPORTATION		District One- Gainesville	Lumpkin	Pending	Jan-24-2024 01:59 PM			
H	1 2 1) 10 items per	page									11 - 13 of 13 items

- 3. Ensure the **Adhoc Approver** radio button is selected.
- 4. Enter at least the first three letters of the Adhoc Approver's name in the field.
- 5. Select the user from the list.
- 6. If necessary, repeat steps 4 & 5 to add more Adhoc Approvers.





- 7. Enter Comments.
- 8. Select Add & Approve.



Adhoc Approver	O Adhoc Reviewer	
John Doe 🛛 🗙		
Comments: *		7
Please review and if appropriate approv	ve this permit.	

9. Notice that the permit workflow status is updated and displays that an Adhoc Approver has been assigned.

Γ						Submit	tted Permits						
	Permit ID/Reference ID	Project ID	T	Permit Category	Ŧ	Utility Entity Name	County	Stat	tus 🔻	Submitted By	Ŧ	Submitted Date	Ŧ
>	<u>U-051-001998-5</u>			Electrical		Shenk Enterprises	Chatham	Арр	proved	George Shenk		02/06/202411:14 AM	
Þ	<u>U-219-002040-1-E</u>			Gas		ATLANTA GAS LIGHT COMPANY	Oconee	Pen	ading	Lucia Benchea		02/09/2024 12:14 PM	
	Group Name		Assigned Date		Status		Status Date		Last Updated By		Comments		
	UtilityPermit Area Inspector D1		02/09/2024		Group Assi	igned	02/09/2024						*
	UtilityPermit Submitter		02/09/2024		Submitted	9	02/09/2024		Lucia.Benchea@byers.com		02-09-2024 12: Submitted direc	14 PM-Utility Permit Application tiy to group	

10. The system sends an email task notification to the user you selected as an Adhoc Approver.

11. The Adhoc Approver can select the link in the email which will take them to the My Queue application.



12. Once in My Queue, the Adhoc Approver approves or rejects the permit (only 2 choices).



How to Add an Adhoc Reviewer

- 1. Within My Queue, select and claim the permit for which you want to add an Adhoc Reviewer.
- 2. Select Add Adhoc Users.

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×	0												
		Permit/Reference ID T	Permit Type 🔻	Permit Category 🔻	Entity Name 🔻 🔻	Route Number 🔻 🕇	District T	County T	Permit Status 🕇	Assigned On T	Assigned To	2	+ Claim/Unclaim
	GroupN	ame: District Utility Review	er D1									Y	- All
	•	U-187-001960-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	LUMPKIN CO BOARD OF COMMISSIONERS		District One- Gainesville	Lumpkin	Pending	Feb-09-2024 02:02 PM	Tina Louise Apperson	1	
	,	U-187-001958-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	LUMPKIN COUNTY WATER SEWERAGE AUTHORITY		District One- Gainesville	Lumpkin	Pending	Jan-24-2024 02:53 PM		-	
	•	U-187-001957-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	GEORGIA DEPARTMENT OF TRANSPORTATION		District One- Gainesville	Lumpkin	Pending	Jan-24-2024 01:59 PM			
F)(1 2 1	10 Titems per pa	ge									11 - 13 of 13 items

3. Select Adhoc Reviewer.

- 4. Enter the first few letters of the Adhoc Reviewer's name in the field.
- 5. Select the user from the list.
- If necessary, repeat steps 4 & 5 to add more Adhoc Reviewers.





- 7. Enter any **Comments**.
- 8. Select Add.



The task is still assigned to you to approve or reject it and your approval is not dependent on the reviewer completing the review.

Note

र्र्ट्र् Adhoc User		l
Adhoc Approver	Adhoc Reviewer	
Mary J. Doe X		
Comments: *		7
Please review and add comments.		-
		ncel
		incor

9. Notice that the permit status is updated and displays that an Adhoc Reviewer has been assigned.

						Sul	bmitt	ed Permits						
	Permit ID/Reference ID	Project ID	Ψ.	Permit Category	T	Utility Entity Name	Τ.	County	T	Status	т	Submitted By	Ŧ	Submitted Date
->-	<u>U-051-001998-5</u>			Electrical		Shenk Enterprises		Chatham		Approved		George Shenk		02/06/2024 11:14 AM
÷	<u>U-219-002040-1-E</u>			Gas		ATLANTA GAS LIGHT COMPANY		Oconee		Pending		Lucia Benchea		02/09/2024 12:14 PM
2	<u>U-151-002039-3</u>			Gas		ATLANTA GAS LIGHT COMPANY		Henry		Pending		Lucia Benchea		02/09/2024 12:01 PM
	Group Name		Assigned Date		Status			Status Date			Last Updated By		Comments	
	UtilityPermit District Utility Reviewer D3	3	02/09/2024		Group Assi	igned		02/09/2024						^
	UtilityPermit Submitter		02/09/2024	Submitted				02/09/2024		Lucia Benchea@byers.com			02-09-2024 12:0 Submitted direct Reviewer D3 gro	2 PM-Utility Permit Application ty to UtilityPermit District Utility up

- 10. The system sends an email task notification to all users you selected as Adhoc Reviewers.
- 11. Adhoc Reviewers may select the link in the email which will take them to the My Queue application.





12. Once in My Queue, an Adhoc Reviewer can only review the application and add comments to it.

	DƏI					My Q	ueue			Welco	my Q me: Tina Apperson Help
My Que	ue 🔥 My Appro	oved 🛛 🕠 My Rejected	Q Search 🔹 🤇	Delegation	Workflow Err	ors					
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Utility Pe	ermit (13)										>>
)										
	Permit/Reference ID	▼ Permit Type	▼ Permit Category ▼	Entity Name 🔻 🕇	Route Number	District T	County T	7 Permit Status 🔻	Assigned On	Assigned To	+ Claim/Unclaim Approve Reject Send For Correction Add Adhoc Users
▲ GroupN	ame: District Utility Revi	ewer D1									
•	U-187-001960-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	LUMPKIN CO BOARD OF COMMISSIONERS		District One- Gainesville	Lumpkin	Pending	Feb-09-2024 02:02 PM	Tina Louise Apperson	۷
•	U-187-001958-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	LUMPKIN COUNTY WATER SEWERAGE AUTHORITY		District One- Gainesville	Lumpkin	Pending	Jan-24-2024 02:53 PM		
×	U-187-001957-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	GEORGIA DEPARTMENT OF TRANSPORTATION		District One- Gainesville	Lumpkin	Pending	Jan-24-2024 01:59 PM		
()	1 2	10 Titems per	page				-			1	11 - 13 of 13 items

- 13. The system sends an email to the user who assigned the Adhoc Reviewers, informing them when a reviewer has completed the review.
- 14. Select the link to go to My Queue where you can check the workflow status of the permit.





15. Once in My Queue you can review the comments and then approve, reject, add adhoc users or send the application back for corrections.

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	Que	ue 🔥 My Approve	ed 🕠 My Rejected	Q Search •	Delegation	Workflow Erro	ors					- teb
🛅 GPAS	(13)	r										**
📰 Ut	ility Pe	ermit (13)										>>
×	0	Permit/Reference ID	Permit Type	▼ Permit Category ▼	, Entity Name 🔻	Route Number T	District	County	Y Permit Status Y	Assigned On	Assigned To T	5 + Claim/Unclaim Approve Reject Send For Correction X Add Adhoc Users
	GroupN	ame: District Utility Review	er D1									- All
	•	U-187-001960-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	LUMPKIN CO BOARD OF COMMISSIONERS		District One- Gainesville	Lumpkin	Pending	Feb-09-2024 02:02 PM	Tina Louise Apperson	2
	•	U-187-001958-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	LUMPKIN COUNTY WATER SEWERAGE AUTHORITY		District One- Gainesville	Lumpkin	Pending	Jan-24-2024 02:53 PM		
	•	U-187-001957-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	GEORGIA DEPARTMENT OF TRANSPORTATION		District One- Gainesville	Lumpkin	Pending	Jan-24-2024 01:59 PM		D.
(H)(*	1 2 1	10 Titems per p	bage								11 - 13 of 13 items
Y	You may approve or reject the permit whether or not the Adhoc Reviewer completed the review.											
							Not	e				



Send Back for Correction

Once you have reviewed a permit application and if you determine it has errors, you will need to send it back for corrections. To send a permit application back for your corrections you need to:

- 1. Select the checkbox next to the permit.
- 2. Select Send For Correction.

					My Queue							
	🏠 My Queue 🖒 My Approved 📭 My Rejected 🔍 Search 🔹 🕮 Delegation 🚍 Workflow Errors											
📰 GPAS	(13)											**
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×	0											
		Permit/Reference ID	Permit Type 1	Permit Category	Entity Name 🔻	Route Number T	District T	County T	Permit Status 🔻	Assigned On	Assigned To	+ Claim/Undaim
-	GroupN	ame: District Utility Review	ver D1									= All
	×	U-187-001960-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	LUMPKIN CO BOARD OF COMMISSIONERS		District One- Gainesville	Lumpkin	Pending	Feb-09-2024 02:02 PM	Tina Louise Apperson	
	•	U-187-001958-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	LUMPKIN COUNTY WATER SEWERAGE AUTHORITY		District One- Gainesville	Lumpkin	Pending	Jan-24-2024 02:53 PM		· ·
	•	U-187-001957-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	GEORGIA DEPARTMENT OF TRANSPORTATION		District One- Gainesville	Lumpkin	Pending	Jan-24-2024 01:59 PM		
(H	(*) (*) 1 (2) (*) 10 (*) items per page 11 - 13 of 13 items										11 - 13 of 13 items	

3. Select **Form Edits** from the top field.

C Send For Correction		
Form Edits		3
Enter your comments here		-
Reassign the request form to me after compared to the request form to me after compared to the request form to the request	prrections are mad	le.



- 4. Select the user or group who needs to complete the correction. You can select only one approver or group to send the permit application corrections back to.
 - a. Whom you send the permit application correction back to depends on where you are in the process. If you are the first approver, you can only send it back to the submitter as shown here.

Or

 b. If you are further along in the approval process, you can send it back to any previous approver or group as shown in this example.

C Send For Correction	×
Form Edits ×	
Select a previous Approver/Group	•
Select a previous Approver/Group	
Submitter 4 a	
Reassign the request form to me after corrections are made	e.
	Done Cancel

Send For Correction	
Form Edits ×	
Select a previous Approver/Group	
Select a previous Approver/Group	
Submitter 4 District Utility Reviewer D7 Utility Permit Specialist	D
Reassign the request form to me after corrections a	are made.
	Dono



- Enter any additional comments to explain why the permit application is being sent back for corrections.
- 6. Select the check box if you want the permit to be immediately reassigned to you after the correction is made. If left unchecked, the permit will not immediately come back to you. Once the correction is made by the selected user, it will continue through the normal approval process until it reaches you again.
- 7. Select **Done** to submit the corrections request.

C Send For Correction			×
Form Edits ×			
Submitter			•
Comments: "			•
Incorrect data in the form.			
Reassign the request form to me after correct	tions are made.		
6	0	Done	Cancel

The user will be required to log into GPAS to make the requested corrections.

Note


Reject a Permit Application

Once you have reviewed an application, if you decide to reject it, you will need to:

- 1. Select the checkbox next to the application you want to reject.
- 2. Select Reject.

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☆ My	Queu	e 🖒 My Approv	ed 🛛 🕠 My Rejected	Q Search •	Delegation	Workflow Erro	ors					
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×	0											
		Permit/Reference ID	Permit Type	T Permit Category T	Entity Name 🔻	Route Number 🔻	District T	County T	Permit Status 🕇	Assigned On	Assigned To	Claim/Unclaim
	iroupN	ame: District Utility Review	ver D1									- All *
	•	U-187-001960-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	LUMPKIN CO BOARD OF COMMISSIONERS		District One- Gainesville	Lumpkin	Pending	Feb-09-2024 02:02 PM	Tina Louise Apperson	1 → •
	,	U-187-001958-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	LUMPKIN COUNTY WATER SEWERAGE AUTHORITY		District One- Gainesville	Lumpkin	Pending	Jan-24-2024 02:53 PM		•
	•	U-187-001957-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	GEORGIA DEPARTMENT OF TRANSPORTATION		District One- Gainesville	Lumpkin	Pending	Jan-24-2024 01:59 PM		
F		12	10 Titems per p	age								11 - 13 of 13 items

- 3. When rejecting an application, you must enter a reason in the comment section.
- 4. Select Done.





5. An email notification is sent to the reviewer and the applicant notifying them that the application has been rejected. It lists the reason for the rejection. The email also contains a link to GPAS.

🗰 Mail			🔺 🌣 ? 🌔
Search Mail and People 🛛 🔎	🕀 New 🌱 🗴 💼 Delete 🧧 Archive Junk 🌱	Sweep Move to ✓ Categories ✓ •••	🍤 Undo
 Favorites 	Inbox Filter 🗸	The Utility Permit Application has been submitted and needs to be reviewed.	
Indox 152	Three weeks ago	apassysadmin@dot.ga.gov	D Reply all 1
Drafts	gpassysadmin@tgdot.dot.ga The Utility Permit Application has been subr 1/9/2024 The following Utility Permit Application require your	Sue (9, 337 PM	- J. repp on L.
Inbox 152	Last month	The following Litility Permit Application require your action:	
Drafts Sent Items Deleted Items Junk Email	gpassysadmin@tgdot.dot.ga The Utility Permit Application has been subr 1/5/2024 The following Utility Permit Application require your Older	Utility Permit Reference #: U-135-001924-1-RR Permit Type: Railroad Permit Category: Gas (Natural Gas, Oil, Petroleum, Gaseous Materials, Steam) Entity Name: A7 Litilities	
Notes	gpassysadmin@tgdot.dot.ga The Utility Permit Application has been subr 12/28/2023 The following Utility Permit Application require your gpassysadmin@tgdot.dot.ga The Utility Permit Application has been subr 12/28/2023 The following Utility Permit Application require your	Submittal Date: 01/09/2024 Previous Reviewer Notes: If you have any questions or concerns about this request, please contact Jane Doe Click here to respond to the MyQueue task .	
		5	

6. The application has been rejected, and it appears in the list of submitted Permits as such.

L														
	Permit ID/Reference ID	Project ID	Permit Category	Utility Entity Name	County T	Status 🔻	Submitted By	Submitted Date						
	▶ <u>U-187-001960-1</u>		Vegetation	LUMPKIN CO BOARD OF COMMISSIONERS	Lumpkin	Rejected	Chris Mihok	01/24/2024 03:42 PM						
	▶ <u>U-051-001998-5</u>		Electrical	Shenk Enterprises	Chatham	Approved	George Shenk	02/06/2024 11:14 AM						
	▶ <u>U-219-002040-1-E</u>		Gas	ATLANTA GAS LIGHT COMPANY	Oconee	Pending	Lucia Benchea	02/09/2024 12:14 PM						
	▶ <u>U-151-002039-3</u>		Gas	ATLANTA GAS LIGHT COMPANY	Henry	Pending	Lucia Benchea	02/09/2024 12:01 PM						
	▶ <u>U-013-002030-1</u>	T002953	Electrical	AZ Utilities	Barrow	Pending	Jane Doe	02/08/2024 10:10 AM						
l	H H 2 3 4 5 6	7 8 9 10 ▶ ⊮	5 👻 items per page					1 - 5 of 163 items						





Approve a Permit Application

Once you have reviewed the application in GPAS, if you find that all is complete and correct, you are ready to approve it in My Queue.

- 1. Select the checkbox next to the application you want to approve.
- 2. Select **Approve**.

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⊿ G	roupNa	me: District Utility Review	er D1									- All ^
	•	U-187-001960-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	LUMPKIN CO BOARD OF COMMISSIONERS		District One- Gainesville	Lumpkin	Pending	Feb-09-2024 02:02 PM	Tina Louise Apperson	1→ -
	•	U-187-001958-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	LUMPKIN COUNTY WATER SEWERAGE AUTHORITY		District One- Gainesville	Lumpkin	Pending	Jan-24-2024 02:53 PM		•
	•	U-187-001957-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	GEORGIA DEPARTMENT OF TRANSPORTATION		District One- Gainesville	Lumpkin	Pending	Jan-24-2024 01:59 PM		
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- 3. Enter any comments.
- 4. Select Done.



Alternatively, you can select **Continue without comments** to approve the application.

Comments (Optional)	
nter your comments here	



Once approved, the request is moved out of your queue and onto the next approver.

The next approver in the workflow will receive an email notification.

This process will continue until the final approval. The workflow status of the application will change accordingly.



My Approved / My Rejected Applications

You can view the permits you have approved or rejected under the **My Approved** and **My Rejected** tabs.

Access My Approved Applications

- 1. Select My Approved.
- 2. Expand **GPAS- Approved Tasks**.
- 3. Expand Utility Permits.

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	x	0										
			Permit/Reference ID	Permit Type 🍸	Permit Category	Entity Name 🛛 🔻	Route Number	District T	County 🔻	Permit Status 🔻	Assigned On 🔻	Assigned To
	⊿ G	oupNam	e: District Utility Reviewer D1									A
		•	U-013-002030-1	Project Id	Electrical (Distribution, Transmission, Lighting system)	AZ Utilities		District One- Gainesville	Barrow	Pending	Feb-08-2024 10:12 AM	Tina Louise Apperson
		•	U-135-002029-1-RR	Railroad	Potable Water (Distribution, Transmission)	AZ Utilities		District One- Gainesville	Gwinnett	Approved	Feb-08-2024 08:58 AM	Tina Louise Apperson
		•	U-157-001986-1	Project Id	Electrical (Distribution, Transmission, Lighting system)	Spivey Electric		District One- Gainesville	Jackson	Approved	Jan-31-2024 01:56 PM	Tina Louise Apperson



Access My Rejected Applications

- 1. Select My Rejected.
- 2. Expand GPAS- Rejected Tasks.
- 3. Expand Utility Permit.

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		Permit/Reference ID	Permit Type	Permit Category	Entity Name	Route Number 🛛 🕇	District T	County 🔻	Permit Status	Assigned On 🛛 🔻	Assigned To	
-	GroupN	ame: District Utility Reviewer D	1								^	
	•	U-187-001960-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	LUMPKIN CO BOARD OF COMMISSIONERS		District One- Gainesville	Lumpkin	Rejected	Feb-09-2024 02:02 PM	Tina Louise Apperson	
	•	U-135-001924-1-RR	Railroad	Gas (Natural Gas, Oil, Petroleum, Gaseous Materials, Steam)	AZ Utilities		District One- Gainesville	Gwinnett	Rejected	Jan-17-2024 02:12 PM	Tina Louise Apperson	
(H		1 1	items per page							•	1 - 2 of 2 items	



Utility Permit Specialist Review

As discussed in the Application Status chapter, the Utility Permit Specialist participates in the review workflow process of all permits (except for the emergency ones), if the permit is associated with any bonds or fees.

If the Utility Permit Specialist needs to review the permit, they would do so after the District Utility Reviewer. This section covers the tasks Utility Permit Specialist will perform for all permit application types for which they are part of the review process.

- As the Utility Permit Specialist, you will receive an email informing you that a utility permit application needs your attention.
- 2. Select the link to go to the permit application in My Queue.

The Utility Permit Application has been submitted and needs to be reviewed.							
gpassysadmin@dot.ga.gov Today, 10:13 AM	Reply all						
The following Utility Permit Application require your action:							
Utility Permit Reference #: U-013-002030-1 Permit Type: Project Id Permit Category: Electrical (Distribution, Transmission, Lighting system) Entity Name: AZ Utilities Submittal Date: 02/08/2024							
Previous Reviewer Notes: If you have any questions or concerns about this request, please contact Jane	Doe						
Click here to respond to the MyQueue task .							

- 3. Once in My Queue, expand the GPAS section.
- 4. Expand the Utility Permit section.
- 5. Select the checkbox for the permit application you need to review.
- 6. Select the + Claim/Unclaim button to claim it.
- 7. Select the permit application link to review it in GPAS.

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	GroupN	ame: Utility Permit Speciali	ist									E All
	ſ	U-013-002030-1	roject Id	Electrical (Distribution, Transmission, Lighting system)	AZ Utilities		District One- Gainesville	Barrow	Pending	Feb-08-2024 10:12 AM		⋽→∞
	+	U-007-001936-4 Re	egular Encroachment	River Gauges	Sushmita Entity Test		District Four- Tifton	Baker	Pending	Feb-06-2024 09:17 AM		

Utility Permit Specialist Review



GPAS Utilities opens and displays the **Utility Permit Specialist Review** page.

From this page, the Utility Permit Specialist can:

- A. View permit details.
- B. Add attachments.
- C. Enter bonds.
- D. Enter fees.

All these tasks will be reviewed on the following pages.

		Georgia Permit Application	n System (GPAS)	OP.LS
		Utility Permit App Reference ID: U-067-0 Utility Permit Specialis	lication 02726-7 t Review	
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Review the Permit

- 1. Select the **VIEW PERMIT DETAILS** button in the upper right corner.
- 2. Review the application to ensure all is complete and correct.
- Close the browser tab to return to the Utility Permit Specialist Review page.

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Name Jaco Das	Erralt ID:000721/100720	
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Upload Attachments

Upload any necessary attachments, keeping in mind the following:

- The documents required are marked with an asterisk (*).
- The only file type you may upload is a PDF file.
- All attachments are limited to 100 MB per file.
- You may upload more than one document in the Reviewer 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

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

	Utilit	y Permit Applicati	on									
	Refe	erence ID: U-013-002030-1										
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				O VIEW PERMIT DETAILS								
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Reviewer Miscellaneous			0	+	,							

- 2. Select the file.
- 3. Select Open.

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4. Select UPLOAD.



5. Wait while the system uploads the file.

GDOT Reviewer Attachments				
Document Type	Document Link	Uploaded by	Date Uploaded	Upload
Reviewer Miscellaneous				+ 5 Uploading PG Misc (S)

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

Reviewer Miscellaneous Miscellaneous.PDF 6	×	John Smith	02/08/2024		+
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7. Repeat steps 1 through 6 to upload any other documents given you may upload several files under the **Reviewer Miscellaneous** section.





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Bonds

In this section you enter all the information related to the Bonds, if any was set for this Entity and permit category.

- 1. Enter the **Bond Amount**.
- 2. Enter the **Date Sent**.
- 3. If applicable, select the checkbox for **Recurring Annually**.
- 4. Select the **Bond Type** from the drop-down list.

Bond Amount *
Date Sent *
mm/dd/yyyy 2
Recurring Annually?
Bond Type
Select Bond Type
Select Bond Type
Irrevocable Letter Of Credit
Letter Of Escrow
No Bond
Performance Bond
Date Received *
mm/dd/yyyy 5
■ SAVE BOND INFO
SAVE AND SEND BOND COUPON 7

- 5. Enter the **Date Received**.
- 6. Select the SAVE BOND INFO button.
- 7. Select the **SAVE AND SEND BOND COUPON** button.

The application generates a PDF of the Bond Type selected and sends an email with the Bond Coupon as an attachment to the submitter and all the permit reviewers.



If you would like to see the Bond Coupon:

a. Select the **VIEW PERMIT DETAILS** button.

O VIEW PERMIT DETAILS

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- b. Scroll down to the Permit Attachments section.
- c. Select the link for the Coupon PDF.
- d. Once done, close the browser tab to return to the Utility Permit Specialist Review page.

ocument Type	Document Link	Uploaded By
orm 8413A	F8413A_U-013-002030-1.pdf	SYSTEM SYSTEM 45
eneral Provisions	GPRV_U-013-002030-1.pdf	SYSTEM SYSTEM 45
ermit Data	PRMTDA_U-013-002030-1.pdf	SYSTEM SYSTEM 45
ermit Plans	PPL_U-013-002030-1.pdf	Jane Doe
etter Of Escrow Letter and Coupon	LELC_U-013-002030-1.pdf	John Smith
leviewer Miscellaneous	Miscellaneous.PDE	John Smith
chedule	SCH_U-013-002030-1.pdf	SYSTEM SYSTEM 45



Fees

In this section you enter all the information related to the Fees, if any was set for this Entity and permit category.

- 1. If applicable, select the **No Fees** checkbox. Otherwise, continue to enter the data listed in the following steps.
- 2. Enter the **Application Fee**.
- 3. Enter the **Check No**.
- 4. Enter the **Date Sent**.
- 5. Enter the Annual Permit Fee (\$).
- 6. Enter the **Amount Received**.
- 7. Enter the Date Received.
- 8. Select the **SAVE FEE INFO** button.
- Select the SAVE AND SEND FEE COUPON button.
 The application generates a PDF of the Coupon and sends an email with it as an attachment to the submitter and all the permit reviewers.

٦	No Fees?
	Application Fee *
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	Amount Received *
	Date Received *
	B SAVE FEE INFO
	SAVE AND SEND FEE COUPON



If you would like to see the Fee Coupon:

a. Select the **VIEW PERMIT DETAILS** button.

WIEW PERMIT DETAILS

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- b. Scroll down to the Permit Attachments section.
- c. Select the link for the Coupon PDF.
- d. Once done, close the browser tab to return to the Utility Permit Specialist Review page.

Permit Attachments		
Document Type	Document Link	Uploaded By
Form 8413A	F8413A_U-013-002030-1.pdf	SYSTEM SYSTEM 45
General Provisions	GPRV_U-013-002030-1.pdf	SYSTEM SYSTEM 45
Permit Data	PRMTDA_U-013-002030-1.pdf	SYSTEM SYSTEM 45
Permit Plans	PPL_U-013-002030-1.pdf	Jane Doe
Fee Coupon	FECOUP_U-013-002030-1.pdf	John Smith
Letter Of Escrow Letter and Coupon	LELC_U-013-002030-1.pdf	John Smith
Reviewer Miscellaneous	Miscellaneous.PDE	John Smith
Schedule	SCH_U-013-002030-1.pdf	SYSTEM SYSTEM 45



Approve the Permit in My Queue

Since your tasks in GPAS are now complete, you must approve the permit in My Queue. This process is outlined in this section.

- 1. Go back to My Queue (<u>http://myqueue.dot.ga.gov</u>), you might want to refresh the page.
- 2. Select the checkbox for the permit you want to approve.
- 3. Select Approve.

	Georgia Dep	D	My Queue							Welcome:	my Q Help	
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		Permit/Reference	Permit Type T	Permit T Category	Entity Name T	Route T Number	District	County T	Permit Status	Assigned On	Assigned To T	Claim/Unclaim Claim/Unclaim Approve Reject Send For Correction Add Adhoc Users
	GroupName: Utility Permit Specialist								E All			
	×	U-013-002030-1	Project Id	Electrical (Distribution, Transmission, Lighting system)	AZ Utilities		District One- Gainesville	Barrow	Pending	Feb-08-2024 10:24 AM	2	••• ••

- 4. Enter any comments
- 5. 5

Linter any comments.		<u> </u>
Select Done.	This permit is approved.	4
Once the Utility Permit Specialist approves the permit, it is moved out of their queue and goes on to the next approver.	5 -> Done	Continue without comments
Note		



Area Inspector Review

As discussed in the **Application Status** chapter, the Area Inspector is the last reviewer for regular encroachment and railroad permits, and it is the only reviewer for emergency permits. This section describes the tasks Area Inspectors will perform in their part of the review process.

- 8. As the Area Inspector, you will receive an email informing you that a utility permit application needs your attention.
- 9. Select the link to go to the permit application in My Queue.

The Utility Permit Application has been submitted and needs to be reviewed.
gpassysadmin@dot.ga.gov Fri 1/19, 2:11 PM
The following Utility Permit Application require your action:
Utility Permit Reference #: U-121-001964-7
Permit Type: Regular Encroachment
Permit Category: River Gauges
Entity Name: AZ Utilities
Submittal Date: 1/25/2024
Previous Reviewer Notes:
If you have any questions or concerns about this request, please contact Mary Jane Doe
Click here to respond to the MyQueue task .

- 10. Once in My Queue, expand the GPAS section.
- 11. Expand the Utility Permit section.
- 12. Select the checkbox for the permit application you need to review.
- 13. Select the + Claim/Unclaim button to claim it.
- 14. Select the permit application link to review it in GPAS.

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		Permit/Reference T ID	Permit Type 🔻	Permit T Category	Entity Name 🛛 🔻	Route T Number	District T	County T	Permit Status 🔻	Assigned On T	Assigned To	+ Claim/Unclaim Approve Reject Send For Correction
-	Group	Name: Area Inspector D7										All
	•	U-121-001964-7	Regular Encroachment	River Gauges	AZ Utilities		District Seven- Chamblee	Fulton	Approved	Feb-02-2024 10:49 AM	12	
	•	U-121-001968-7-E	Emergency	Sanitary Sewer (Gravity, Force Main, and Combination Storm/Sanitary)	AZ Utilities		District Seven- Chamblee	Fulton	Pending	Jan-26-2024 08:45 AM		
	•	U-067-001952-7-E	Emergency	Electrical (Distribution, Transmission, Lighting system)	HENRY COUNTY DOT		District Seven- Chamblee	Cobb	Pending	Jan-22-2024 11:08 AM		



GPAS Utilities o displays the Are **Inspector Revie**

From this page, Inspector can:

- A. View perr
- B. Add attac
- C. Enter mee inspection informatio
- D. Enter Pur List/Inspe
- E. Add Inspe Log.

All these tasks v reviewed on the pages.

tilities opens and	Georgia Permit Application System (GPAS)									
the Area or Review page.										
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iew permit details. dd attachments. nter meetings and spection formation.	Contract Type Contrac	Decoment Link	Upricaded by	Data Uploaded	Upload					
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	US Prosposed Work Complete Date		Permit Campletion Date	 Actual Work Start Date mm/dd/yyyy 	٥					
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	S CANCEL				Bane					
The ticket will remain	as claimed by by tl	you in M he Utility I	y Queue while Entity.	the work is pe	rformed					
		Note								



O VIEW PERMIT DETAILS

Review the Permit

- 1. Select the **VIEW PERMIT DETAILS** button in the upper right corner.
- 2. From the application, you may retrieve the applicant's information to coordinate meetings and inspections as needed.
- Review the application to ensure all is complete and correct.
- Close the browser tab to return to the Area Inspector Review page.

Q. Search						
		Revi	iew Utility Permit A	Application		
rmit Status: Approved			Reference ID: U-121-00196	4-7		
Applicant/Main Infor tility Permit Type: Regular En	rmation croachment	Permit Category: River Gauges	3			
ntity Type: Company		Utility Entity Name: AZ Utilities			Member Code: 101683	
ility Entity Rep						
ame: Mary Jane Doe		Company: Telecommunication:	s Now Email: MJI	Joe@Telecommunicati	Phone: 404	-978-7654
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Upload Attachments

Upload any necessary attachments, keeping in mind the following:

- The documents required are marked with an asterisk (*).
- The only file type you may upload is a PDF file. For pictures you can upload them using various formats.

- All attachments are limited to 100 MB per file.
- You may only upload one document for each type (except in the Reviewer 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

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

		Reference ID: U-121-00 Area Inspector Revi	1964-7 iew	The second secon	DETAILS
GDOT Reviewer Attachments	Document Link	Uploaded by	Date Uploaded	Upload	
* Utility Checklist				1→ ・	

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

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4. Select UPLOAD.



5. Wait while the system uploads the file.

8	GDOT Reviewer Attachments				
	Document Type	Document Link	Uploaded by	Date Uploaded	Upload
	* Utility Checklist			5	Uploading Utility Utility

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

* Utility Checklist	UCL_U-121-001964-7.PDF	6 ×	John Smith	02/02/2024	
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- 7. Repeat steps 1 through 6 to upload any other documents.
- 8. You may upload several files under the **Reviewer Miscellaneous** section.

You can schedule meetings and inspections by selecting the ADD button for each meeting or inspection needed. These meetings and inspections may be scheduled in one session or over the Area Inspector permit review cycle.

- Pre-construction meeting
- Final inspection requested
- Final inspection scheduled



Pre-Construction Meeting

1. Select the **+ADD** button under **Pre-Construction Meeting**.

Pre-Construction Meeting		1→ + ADD
Description	Meeting Date	
₩. 4 0, ► ₩		No items to display

- 2. Fill in the Pre Construction info.
 - a. Enter the meeting **Description**.
 - b. Select the Meeting Date.
 - c. Select SAVE.

Pre Construction Add		
Description *	A Meeting Date *	• b
		SAVE

- 3. The pre-construction meeting is added to the list.
- 4. You can (a) EDIT or (b) DELETE the existing meeting. Or (c) ADD more as necessary.

e-Construction Meeting		C +ADD
Description	Meeting Date	
Pre-construction meeting	02/12/2024	C EDIT X DELETE
		1 - 1 of 1 items



Inspection Requested Date *

mm/dd/yyyy

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Final Inspection Requested

1. Select the +ADD button under Final Inspection Requested.

Final Inspection Requested	
Description	Inspection Requested Date
H ≺ 0 ► H	No items to display

Description

Final Inspection Request Add

- 2. Fill in the Final Inspection Request.
 - a. Enter the inspection **Description**.
 - b. Select the Inspection Requested Date.
 - c. Select SAVE.
- 3. The final inspection requested is added to the list.
- 4. You can (a) EDIT or (b) DELETE the existing meeting. Or (c) ADD more as necessary.

escription	Inspection Requested Date	a b
inal inspection request	03/11/2024	✓ EDIT × DELETE

×

SAVE



Inspection Scheduled Date *

SAVE

mm/dd/yyyy

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Final Inspection Scheduled

1. Select the **+ADD** button under **Final Inspection Scheduled**.

Final Inspection Scheduled	1 + ADD
Description	Inspection Scheduled Date
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Description *

Final Inspection Scheduled Add

- 2. Fill in the Final Inspection Scheduled.
 - a. Enter the inspection scheduled **Description**.
 - b. Select the Inspection Scheduled Date.
 - c. Select SAVE.
- 3. The final inspection scheduled is added to the list.
- 4. You can (a) EDIT or (b) DELETE the existing meeting. Or (c) ADD more as necessary.

Description	Inspection Scheduled Date	a b
inal inspection scheduled	03/11/2024	✓ EDIT × DELETE



Punch List/Inspector Log – Issue Permit

1. Select the **+ADD** button under **Punch List/Inspector Log**.

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US Proposed Work Start Date	Permit Issue Date	_ Per Sele	rmit Status * ect Permit Status	•
US Prosposed Work Complete Date	Permit Completion Date	- Act	tual Work Start Date n/dd/yyyy	Ē
	Derreit General Dete			

- 2. Fill in the Punch List.
 - a. Enter the punch list **Description**.
 - b. Select the Comment Date.
 - c. Select SAVE.

Punch List Add		×
Description *	a Comment Date * mm/dd/yyyy	D SAVE

- 3. The punch list/inspector log item is added.
- 4. You can (a) EDIT or (b) DELETE the existing entry. Or (c) ADD more as necessary.





5. Expand the **Permit Status** from the drop-down list.

	Notice that, as the Are	ea Inspector, you have Complete, and	e three options to select: Canceled , Issued .
		Note	
6. S	elect Issued from the list.		
US Pr	oposed Work Start Date	Permit Issue Date	Select Permit Status
US Pr	osposed Work Complete Date	Permit Completion Date	Select Permit Status Canceled
		Permit Cancel Date	

- 7. Scroll down.
- 8. Select SAVE.

US Proposed Work Start Date			Permi	Permit Issue Date				Permit Status * Issued	T
US Prosposed Work Com	nplete Date		Permi	it Completion D	ate			Actual Work Start [Date 🗖
			Permi	it Cancel Date					
pector Work Log									+ ADD
epresentative Onsite	Weather Conditi	Weather Conditi Comme	Site Activities	Trafic Control Compli	Erosion Control Compli	Safety	Site Visit Date	Site Visit Notes	
Representative Onsite	Weather Conditi	Weather Conditi Comme	Site Activities	Trafic Control Compli	Erosion Control Compli	Safety	Site Visit Date	Site Visit Notes	No items to display
Representative Onsite	Weather Conditi	Weather Conditi Comme	Site Activities	Trafic Control Compli	Erosion Control Compli	Safety	Site Visit Date	Site Visit Notes	No items to display



9. The **Permit Issue Date** is recorded.

US Proposed Work Start Date	Permit Issue Date 02/05/2024 9	Permit Status *	•

10. If you go to the Home page, you will see that the application changes the status of the permit to **Issued**.

GPAS will send an email to the applicant so they may proceed to start the work described on the permit.

<u>۲ ک</u>	Click here to Approve/Reject GPAS Tasks Submitted Permits											
		Permit ID/Referen	Project ID	T	Permit Category	Utility Entity Name	County T	Status	Submitted By	Submitted Date		
	Þ	<u>U-121-001964-7</u>			River Gauges	AZ Utilities	Fulton	Issued 10	Mary Jane Doe	01/25/2024 01:44 PM		
	►	<u>U-067-001984-7-RR</u>			Electrical	Test Cobb County	Cobb	Rejected		01/30/2024 12:21 PM		
	Þ	<u>U-067-001985-7</u>			Non Potable Water	GDOT	Cobb	Pending		01/30/2024 12:08 PM		



Inspector Work Log

1. Select the **+ADD** button under **Inspector Work Log**.

Representative Onsite Weather Conditions Site Activities Trafic Control Compliance Erosion Control Compliance Safety Site Visit Date Site Visit Notes	+ ADD	D-	1									spector Work Log
No items			tes	Site Visit Notes	Site Visit Date	Safety	Erosion Control Compliance	Trafic Control Compliance	Site Activities	Weather Conditions Comments	Weather Conditions	Representative Onsite
	to display	No items to										e e 0, > >
	o display	No items to										4 4 <mark>0 > ></mark>



- 2. Fill in the Inspector Work Log.
 - a. Enter the Representative Onsite.
 - b. Enter the Weather Condition.
 - c. Enter the Weather Condition Comments.
 - d. Enter the Site Activities.
 - e. Enter the Traffic Control Compliance.
 - f. Enter the Erosion Control Compliance.
 - g. Enter any Safety comments.
 - h. Enter the Site Visit Date.
 - i. Enter any Site Visit Notes.
 - j. Select SAVE.

Inspector Work Log Add		×
Representative Onsite *	- Weather Condition	
Weather Condition Comments C	Site Activities	
- Traffic Control Compliance	- Erosion Control Compliance	
Safety	Site Visit Date mm/dd/yyyy	
Site Visit Notes		
•		
	j → B SAVE	



- 3. The Inspector Work Log item is added.
- 4. You can (a) **EDIT** or (b) **DELETE** the existing entry. Or (c) **ADD** more as necessary.

epresentative Onsite	Weather Conditions	Weather Conditions Comments	Site Activities	Trafic Control Compliance	Erosion Control Compliance	Safety	Site Visit Date	Site Visit Notes	а	b
ohn Doe	Rain 2	Light rain	Scheduled visit	In compliance	In compliance	Adequate	02/09/2024	All in order.	/ EDIT	× DELETE

Punch List/Inspector Log – Complete Permit

Once the work related to the permit has been completed to your satisfaction, you will need to go back into GPAS and change the permit status.

- 1. Open the Area Inspector Review page.
- 2. Expand the **Permit Status** from the dropdown list.
- 3. Select **Complete** from the list.



4. Scroll down and select SAVE.

5. The **Permit Completion Date** is recorded.

US Proposed Work Start Date	Permit Issue Date 02/05/2024	Permit Status * Complete	•
US Prosposed Work Complete Date	Permit Completion Date 02/05/2024 5	Actual Work Start Date02/07/2024	

6. If you go to the Home page, you will see that the application changes the status of the permit to **Complete**.

Clic	Click here to Acorove/Reject GPAS Tasks Submitted Permits											
	Permit ID/Reference ID	Project ID	Permit Category	Utility Entity Name	County T	Status T	Submitted By	Submitted Date				
- 1	▶ <u>U-121-001964-7</u>		River Gauges	AZ Utilities	Fulton	Complete 6	Mary Jane Doe	01/25/2024 01:44 PM				
	▶ <u>U-067-001984-7-RR</u>		Electrical	Test Cobb County	Cobb	Rejected		01/30/2024 12:21 PM				
9	<u>U-067-001985-7</u>		Non Potable Water	GDOT	Cobb	Pending		01/30/2024 12:08 PM				

7. Since the permit is now complete, you must approve the permit in My Queue. This process is outlined in the next section.



Approve the Permit in My Queue

- 1. Log into My Queue, you may use the following link <u>http://myqueue.dot.ga.gov</u>
- 2. Select the checkbox for the permit you want to approve.
- 3. Select Approve.

		My	Queue		Welco	my 👰
🏠 My Queue 🔥 My Approved 🕠 My R	Rejected Q Search •	Delegation 😫 Workflow Erro	rs		weico	ne. nep
🛢 GPAS (141)						*
AMPS (141)						X
Utility Permit (6)						*
Permit/Reference T Permit Type	▼ Permit ▼ Entity Name Category	▼ Route ▼ District	▼ County ▼ Permit Status	Assigned On	Assigned To	← Claim/Unclaim
GroupName: Area Inspector D7						- All ^
U-121-001964-7 Regular Encroachment	River Gauges AZ Utilities	District Sever	1- Fulton Complete	Feb-02-2024 11:48 AM	and the second second	2
		Chamblee				
4. Enter any com	ments.		Comments (Opti	onal)		×
				Jinai y		
Once the approves the out of the	Area Inspect permit, it is n ir queue, and	or noved the		5	Done C	ontinue without comments
review	process ends					
	Note					



Delegate your Tasks

You can delegate your tasks to other users. Enable Delegation actions by selecting the Delegation button on top of the page.

1. Select the radio button next to **Delegation**.



- 2. The radio button status changes from **OFF** to **ON** and is now green.
- 3. Select the application from the **Application** field in the **Delegation** dialog.

	ſ	2		My Queue
My Queue 🕜 N	Ny Approved 🛛 🕠 My Reje	ected 🔍 Search 🔹 🤇	Delegation	/orkflow Errors
🛱 GPAS (848)				
_				and the second second
Delegation		•	>	
Application:*	Select Applications	← 3		
Delegate To:*	Type at least 3 characters	s here		
Start Date:*		End Date:*		
	None 😽		Cancel	
				the second s

- 4. Select **GPAS Utility Permit**. You might need to scroll down to find it.
- 5. Click outside of the list to finish the selection.



Application:*	· · · · · · · · · · · · · · · · · · ·	
	CMIS (Consultant Management Information System)	1
Delegate To:*	GDOT Publications	
	GDOT Publications (Policies Procedures)	
Start Date:	GPAS Utility Entity	
	GPAS Utility Permit	
	LMIG (Local Maintenance Improvement Grant)	
	Project Change Request Form(PCRF)	

Application Status



- Type at least three letters of the name of the person you want to delegate your tasks to in the **Delegate To** field.
- 7. Select the person from the list.
- 8. Enter a Start Date.
- 9. Enter an End Date.
- 10. Select Done.
- 11. Review carefully the delegation settings.
- 12. Select Yes.



If you need to make any corrections, select **No** and repeat steps 1 through 12.

Note



Search / Sort / Filter (within My Queue)

You can sort, filter, and search permit records within My Queue.

Sort

Column headers allow you to sort in ascending or descending order.

	My Qu	ieue 🖒	My Approved	📢 My Rejected	Q Search •	Delegation	Workflow Erro	ors						
📓 GP	GPAS (12) >>>													
2	Utility	Permit (12)											>>> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
6	4	0												
													+ Claim/Unclaim	
		Permit/Ref	erence ID 🔻	Permit Type T	Permit Category 🔻	Entity Name 🛛 🔻	Route Number 🛛 🕇	District T	County T	Permit Status 🛛 🕇	Assigned On T	Assigned To	Approve Approve Reject Add Adhoc Users	

• Select the header once to **sort** the column in **ascending** order.

۵M	ly Que	eue 🔥 My Approv	red 🛛 🕠 My Rejected	Q Search •	Delegation	Workflow Erro	ors						
12 GPAS (12)													
Utility Permit (12)													
×		O Detrict											
		Permit/Reference ID	Permit Type	▼ Permit Category ▼	Entity Name 🔻	Route Number 🗍	District 🔺	▼ County	▼ Permit Status	▼ Assigned On	Assigned To	+ Claim/Unclaim Approve Reject Send For Correction Ad Adhoc Users	
	Group	Name: District Utility Reviev	ver D1										
	•	U-187-001958-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	LUMPKIN COUNTY WATER SEWERAGE AUTHORITY		District One- Gainesville	Lumpkin	Pending	Feb-09-2024 03:37 PM	Tina Louise Apperson		
	•	U-157-001999-1	Project Id	River Gauges	Shenk Enterprises		District On e - Gainesville	Jackson	Pending	Feb-05-2024 03:50 PM			
	٠	U-119-002004-1	Regular Encroachment	Telecommunication (Telephone, Internet, Cable tv, Security System, Broadband)	GDOTD1testing		District One- Gainesville	Franklin	Pending	Feb-06-2024 11:00 AM			

• Select the header for a second time to **sort** the column in **descending** order.

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📰 e	SPAS	(12)												»>
	3 Udilty Permit (12)											>>		
	X	0	C District											
			Permit/Reference ID	Permit Type	▼ Permit Category ▼	Entity Name 🔻	Route Number 🖷	District 🔺	Ŧ	County T	Permit Status 🔻	Assigned On T	Assigned To T	+ Claim/Unclaim Approve Reject Send For Correction St Add Adhoc Users
	⊿ Gr	roupNa	nme: District Utility Review	ver D1				-						🗌 Ali
		•	U-187-001958-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	LUMPKIN COUNTY WATER SEWERAGE AUTHORITY		District One- Gainesville		Lumpkin	Pending	Feb-09-2024 03:37 PM	Tina Louise Apperson	
		•	U-157-001999-1	Project Id	River Gauges	Shenk Enterprises		District One- Gainesville		Jackson	Pending	Feb-05-2024 03:50 PM		
		÷	U-119-002004-1	Regular Encroachment	Telecommunication (Telephone, Internet, Cable tv, Security System, Broadband)	GDOTD1testing		District One- Gainesville		Franklin	Pending	Feb-06-2024 11:00 AM		



Filter

The filter (▼) button allows you to search for a specific record or multiple records which meet all your criteria.

- Select the Filter icon at the top of the column you want to filter. In this example, it is the Permit/Reference ID column.
- 2. The **Filter** dialog appears. In this dialog box you will add the criteria for the records you want to find.



The default value set is: **Contains**. If you expand the drop-down list, you will be able to select different values.



Using the And / Or will allow you to restrict or extend your search.	Show items with value that: Contains
	And T And T Or Filter Clear
3. Enter the value you want to search for in the box.	Show items with value that: Contains
4. Select Filter.	u-187 3
	Contains Contains Filter Clear

5. The record(s) you want to see will be returned from the hundreds in the list.

				-									
≙∾	y Queu	e 🖒 My Approve	ed 🔍 My Rejected	Q Search •	Delegation	Workflow Erro	ors						
📓 GPAS	(12)											»>	
🛅 U	🗃 Utility Permit (12)												
×	0	0											
		Permit/Reference ID T	Permit Type T	Permit Category	Entity Name 🔻	Route Number T	District T	County T	Permit Status 🔻	Assigned On T	Assigned To	+ Claim/Unclaim Approve Carlot Approve Carlot Approve Send For Correction K Add Adhoc Users	
	GroupNa	ame: District Utility Review	er D1									Ali	
	ŀ	U-187-001957-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	GEORGIA DEPARTMENT OF TRANSPORTATION		District One- Gainesville	Lumpkin	Pending	Jan-24-2024 01:59 PM			
		U-187-001958-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	LUMPKIN COUNTY WATER SEWERAGE AUTHORITY		District One- Gainesville	Lumpkin	Pending	Feb-09-2024 03:37 PM	Tina Louise Apperson		
	۰.	U-187-001961-1	Regular Encroachment	Vegetation (Mowing, Pruning, Tree Removal, Chemical)	LUMPKIN CO BOARD OF COMMISSIONERS		District One- Gainesville	Lumpkin	Pending	Jan-24-2024 03:45 PM			
H			10 items per page									1 - 3 of 3 items	



- 6. To clear the filter, select the **Filter** button.
- 7. And select **Clear** and all the records will be visible again.

🟠 My Que	ue 🔥 My Appr	roved 🛛 📢 My Rejected
📅 GPAS (12)		
Utility Pe	rmit (12) Permit/Reference	
	Permit/Reference ID	6 Permit Type 7 Show items with value that: Contains
▲ GroupN	lame: District Utility Rev	And
•	U-187-001958-1	Contains
•	U-157-001999-1	Filter Clear

Search

The search option allows you to perform an advanced search within the permit records.

1. Select the Search drop-down list.





3. The column headings change, displaying entry fields for the columns.

_														
•	א My Queue 🖞 My Approved 🖏 My Rejected 🔍 Search ד ספט Delegation 🚍 Workflow Errors													
1	Utility Permit (Advanced Search) (174)													
Π	x	0												
		Permit/Refrence ID #	Permit Type	Permit Category	Entity Name	District	County	Permit Status	Route Number	Assigned To	Assigned Date	App GUID		
												J		
	•	U-105-001992-1	Project Id	Electrical (Distribution, Transmission, Lighting system)	NEW CINGULAR WIRELESS PCS, LLC	District One- Gainesville	Elbert	Approved			02/09/2024	8041541E-3965- 417A-B6DE- 06AC07D799FD		
	•	U-051-001995-5	Regular Encroachment	River Gauges	Shenk Enterprises	District Five- Jesup	Chatham	Issued		John Louis Kent Jr	02/09/2024	8041541E-3965- 417A-B6DE- 06AC07D799FD		

4. Enter the value under the column heading field of your choice. In this example, a **Permit/Reference ID** was entered, which is shown with an **X** button. If you select the **X**, it clears the search.

	א My Queue 🖒 My Approved 🕠 My Rejected 🔍 Search ד) פור Delegation 🚍 Workflow Errors													
🖬 Uti	Utility Permit (Advanced Search) (174)													
×	0													
	Permit/Refrence ID #	Permit Type	Permit Category	Entity Name	District	County	Permit Status	Route Number	Assigned To	Assigned Date	App GUID			
	u-105													
•	U-105-001992-1	Project Id	Electrical (Distribution, Transmission, Lighting system)	NEW CINGULAR WIRELESS PCS, LLC	District One- Gainesville	Elbert	Approved			02/09/2024	8041541E-3965- 417A-B6DE- 06AC07D799FD			
H		10 Titems per page									1 - 1 of 1 items			

You can enter more than one search criteria at a time.


GPAS – Utilities Permits – Internal

Export My Queue Records

- 1. Display the records you want to export.
- 2. Position your mouse over
- 3. Select Export To Excel
- 4. Open the Excel file the system exported.



AutoSave 💽 🖫 🏷 - 🖓 - 🗢 Ut	tilityPermit-Search-Feb122024101525 (1).xlsx 👻	′ Search (Alt+Q)	[× 0 – 10 M
File Home Insert Draw Page Layout Formulas	Data Review View Help Acrobat			모 Comments 🖄 Share
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1 Permit/Refrence ID # 💌 Permit Type 💌	Permit Category 💌 Entity Name 💌	District County	💌 Permit Status 📃 💌 Route	e Number 🗾 Assigned To 🔄 Assigned Di
2 U-105-001992-1 Project Id	Electrical (Distribution, Transmis NEW CINGULAR WIRELESS PCS,	L District One- Gainesville Elbert	Approved	
3 U-051-001995-5 Regular Encroachment	River Gauges Shenk Enterprises	District Five- Jesup Chatham	Issued	John Louis Kent Jr
4 U-051-002002-5 Regular Encroachment	Electrical (Distribution, Transmis Shenk Enterprises	District Five- Jesup Chatham	Issued	John Louis Kent Jr
5 U-187-001960-1 Regular Encroachment	Vegetation (Mowing, Pruning, T LUMPKIN CO BOARD OF COMM	ISDistrict One- Gainesville Lumpkin	Rejected	
6 U-051-001998-5 Regular Encroachment	Electrical (Distribution, Transmis Shenk Enterprises	District Five- Jesup Chatham	Issued	John Louis Kent Jr
7 U-219-002040-1-E Emergency	Gas (Natural Gas, Oil, Petroleum ATLANTA GAS LIGHT COMPANY	District One- Gainesville Oconee	Pending	
8 U-151-002039-3 Regular Encroachment	Gas (Natural Gas, Oil, Petroleum ATLANTA GAS LIGHT COMPANY	District Three- Thomaston Henry	Pending	
9 U-013-002030-1 Project Id	Electrical (Distribution, Transmis AZ Utilities	District One- Gainesville Barrow	Pending	
10 U-187-001956-1 Regular Encroachment	Vegetation (Mowing, Pruning, T GEORGIA DEPARTMENT OF TRA	N District One- Gainesville Lumpkin	Pending	
11 U-187-001955-1 Regular Encroachment	Vegetation (Mowing, Pruning, T GEORGIA DEPARTMENT OF TRA	N District One- Gainesville Lumpkin	Pending	



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 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**.



- 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 T	Status Y	Submitted By	Submitted Date
▶ <u>U-067-001932-7</u>		Vegetation	Cobb	Pending	Jane Doe	01/18/2024 11:51 AM
▶ <u>U-031-001929-5</u> ← 4	T001036	Non Potable Water	Bulloch	Approved 3	Jane Doe	01/17/2024 03:43 PM
▶ <u>U-135-001924-1-RR</u>		Gas	Gwinnett	Rejected	Jane Doe	01/09/2024 03:37 PM
▶ <u>U-121-001918-7</u>		Electrical	Fulton	Pending	Jane Doe	01/17/2024 09:06 AM
▶ <u>U-031-001926-5</u>	T001036	Non Potable Water	Bulloch	Pending	Jane Doe	01/11/2024 01:47 PM



- 5. Scroll down to the **Permit Attachments** section.
- 6. Select the **Document Link** for the **Permit Data** file which was generated by the system.

Permit Attachments		6
Document Type	Document Link	Uploaded By
Form 8413A	<u>F8413A_U-031-001929-5.pdf</u>	SYSTEM SYSTEM 45
General Provisions	<u>GPRV_U-031-001929-5.pdf</u>	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	<u>SCH_U-031-001929-5.pdf</u>	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

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	Date: Date: Description Name: SJ Baselit: OHII145@84.gr.gov Peace Namber: 978-618-3764 Resident Permit Locations Details Baselit: District:	



FAQs

Access Help

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

GDOT Certification & Training

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

Support Contact Information

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

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Note



GPAS – Utilities Permits – Internal

Glossary

AI	GDOT Area Inspector
ADTE	Assistant District Traffic Engineer
AMPS	Access Management Permit System
Applicant	Government authority applying for a permit
ASTE	Assistant State Traffic Engineer
ATESD	Automated Traffic Enforcement Safety Device
B.U.	Business Unit or Business User
C.E.	Chief Engineer
DBA	Doing Business As
DE	District Engineer
DOP	Director of Operations
DPE	District Permit Engineer
DTE	District Traffic Engineer
DTOM	District Traffic Operations Manager
DTS	District Traffic Supervisor
DUM	GDOT District Utility Manager
ETI	Engineering Traffic Investigation
GPAS	Georgia Permit Application System
Governing Authority	Governing Authority applying for a permit
HRIS	Human Resources Information Systems
MEA	Master Exhibit A
OR	GDOT Office Reviewer
POC	Point of Contact
POST Staffing Report	Georgia Peace Officer Standards & Training Staffing Report
SAME	State Access Management Engineer
SAMS	Sate Access Management Supervisor



GPAS – Utilities Permits – Internal

Signal Permit Application
State Traffic Engineer
State Traffic Operations Manager
Person that submits a permit application
Speed Zones
Transportation Control Centers
Traffic Engineer
Transportation Management Center or Traffic Management Center
TMC State Traffic Engineer
TMC State Access Management Engineer
TMC State Access Management Supervisor
TMC State Traffic Operations Manager
TMC Traffic Engineer
Utility Adjustment Schedule
Utility Company
Utility Company Owner
Utility Company Representative
GDOT Utility Permit Specialist
GDOT Utility Reviewer