CDOT Events Permits

Filming
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1. Application Type

**Signing In to the E-Permit Application**
To manage your account, sign in using your credentials and click **Sign In**.

To manage your account, **Sign In**
Creating a New Permit
To create a new permit:

- Click the **Create New** drop-down
- Select **Permit Application**
On the **Select Application Type** screen:

- **Select Events**

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**Note:** You may not have as many options of permits dependent on the types of licenses you have.
2. Basic Job Information

Enter the **Basic Job Information**:
- Enter the **Event Name** (optional)
- Select the **Type of Event** from the drop-down (required)
  - Select **Filming**
- Select the **Start Date** from the **Calendar** pop-up (required)
- Select the **End Date** from the **Calendar** pop-up (required)
- Enter the **Description of Event** (optional)
- Click **Next Step** to proceed
3. Application Information

Emergency Contacts
Add Emergency Contact information:
- Click the +Add Emergency Contact Information button to display the Add Emergency Contact Information dialog box

To Add Emergency Contact Information:
- Click Add Emergency Contact Information to proceed
Your **Emergency Contacts** have been added:

- Click **Next Step** to proceed.
4. Filming Information

Note: At this point, your permit application has been saved to your dashboard and the Application Number has been created.

Enter the following information in the Filming Information section:

- Check the fields where Equipment will be located (optional)
- Enter Will any interruption of vehicular traffic be necessary (required)
- Click + Add Location Information to display the Add Location Information dialog box
Location Information
Enter the following in the Add Location Information dialog box:
- Enter the street number in the From field (required)
- Enter the street number in the To field (required)
- Select the Direction from the drop-down (required)
- Enter/Select the Street Name (required)
- Select the Suffix from the drop-down (optional)
- Select the type of Street Closure from the drop-down (required)
- Enter Additional Information (optional)
- Click Add Location Information to proceed
Review and confirm the address you entered:
- Click **Re-Enter** to edit location information
- Click **Confirm** to proceed
The **Location Information** has been added:
- Click **Add Location Information** as needed, and repeat previous steps
- Click **Next Step** to proceed
5. Legal Agreements

The Legal Agreements must be acknowledged:

- Read the Certification legal agreement
- Click the I Agree checkbox (required)
- Click Submit to proceed

Legal Agreements
Application Number: DOT547596

In order to finish your application, you must agree to the terms and conditions below.

* Required Information

Certification

By accepting this agreement you are certifying that:

1. You have personally examined and are familiar with all the information submitted in response to the questions contained in this notice, and any attachments, and that you believe that all information submitted is true, correct, and complete, and
2. You understand and agree that clicking "I accept" will be deemed the equivalent of a signature in electronic form.

1. Click the I Agree checkbox to accept the agreement
2. Click the Submit button to proceed.
6. Status

Congratulations! You have finished entering the permit application.

The application is being processed and has been sent to CDOT for review.

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**Note:** The remainder of the application can be viewed by scrolling down this page.
7. Sign Out

When finished, be sure to sign out:

- Click the **drop-down arrow** beside your name
- Click **Sign Out** to log off of the E-Permit application