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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**.
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 Occupy the Public Right of Way

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

Primary Applicant
The company associated with your web login will display the Primary Applicant.

If an entity other than you or your company should be listed as Excavator / Sub-Contractor than click the Add Excavator / Sub-Contractor button to display the Search for Excavator / Sub-Contractor dialog box.

Otherwise, click Next Step to proceed.
Excavator / Sub-Contractor

Add an Excavator / Sub-Contractor information:

- Enter the **Company Name** (required)
- Enter the **Primary Phone** (required)
- Enter the **Email** (optional)
- Enter the **Address Line 1** (required)
- Enter the **Address Line 2** (optional)
- Enter the **City** (required)
- Select the **State** (required)
- Enter the **Zip Code** (required)

Enter the required fields and click **Save**.
The new Excavator / Sub-Contractor will be added to the application:

- Click the **Next Step** button to proceed
3. Basic Job Information

Enter the Basic Job Information:

- Enter the Project Name (optional)
- Select the Activity Type from the drop-down (required)
  - Select Utility Pole Storage
- Enter the Description of Work (optional)
- Click Next Step to proceed
4. 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
Emergency Contacts have been added:
- Click **Next Step** to proceed.
5. Occupy Information

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

Utility Pole Storage Information

- Select the Start Date from the Calendar pop-up (required)
- Select the End Date from the Calendar pop-up (required)
- Click +Add Location to display the Add Location dialog box

The Application Number has been created

1. Select the Start Date

2. Select the Start Date

3. Click the +Add Location button
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)
- Enter the *Number of Poles* (required)
- Enter *Additional Information* (optional)
- Click Add Location to proceed

Add Location

From: 101
To: 101
Direction: E
Street Name: Wacker
Suffix: Drive
Number of Poles: 2
Additional Information: 

Click Add Location 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
6. Documentation

If this permit is for an arterial street, a completed work zone sketch is required:

- Click **+Add Document** to display the **Add Document** dialog box

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*Note: Only jpg, pdf, or png files can be added.*

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Click the **Browse...** button to locate the document.

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Click the **Browse...** button to locate a document.
The in **Choose File to Upload** dialog box:
- Highlight the document to be added
- Click **Open** to select the document

Click **Upload** to add the document to the application.
The document has been added to the application:

- Click **Next Step** to proceed.
7. Legal Agreements

The **Legal Agreements** must be acknowledged:

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

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1. Click the **I Agree** checkbox to accept the agreement

2. Click the **Submit** button to proceed.
8. Status

Congratulations! You have finished entering the permit application.

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

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

Manage Parking Restrictions

Click **Manage Parking Restrictions** to add service requests (optional).

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Click the Manage Parking Restrictions (optional) button
To add a Service Request, click +Add Service Request to display the Add Service Request dialog box.
Enter the service request information:

- Enter **Street Number From** (required)
- Enter **Street Number To** (required)
- Enter **Purpose** (required)
- Select the **Side of the Street** from the drop-down (required)
- Select **Posting Begin Time** from the **Clock** pop-up (required)
- Select **Posting End Time** from the **Clock** pop-up (required)
- Select **Posting Begin Date** from the **Calendar** pop-up (required)
- Select **Posting End Date** from the **Calendar** pop-up (required)
- Enter **Special Instructions** (optional)

Click the **Add Service Request** button to add
Your Service Request has been added:

- Click View Permit Status to proceed

Service Request has been added

Click View Permit Status to proceed
9. 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