



CDOT Other Transportation and Public Way Permits

Dedication



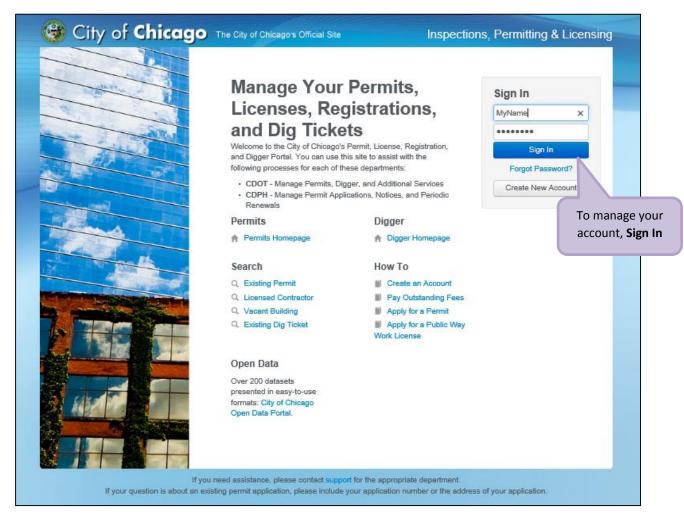
# **Table of Contents**

1. Application Type	
Signing In to the E-Permit Application	
Creating a New Permit	
2. Basic Job Information	
3. Application Information	
Emergency Contacts	5
4. Dedication Information	7
Public Right-of-Way Information	7
5. Legal Agreements	8
6. Status	9
7. Sign Out	10

## 1. Application Type

### Signing In to the E-Permit Application

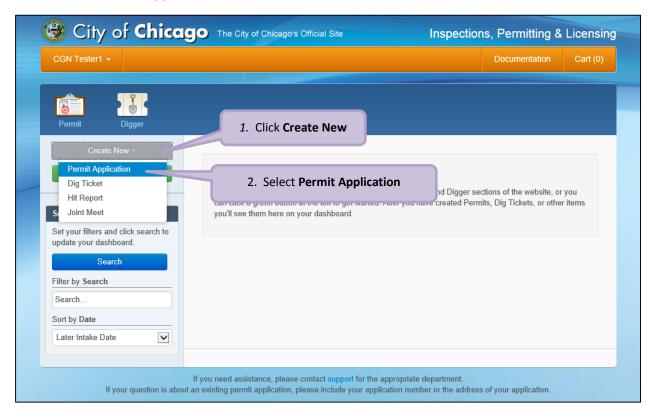
To manage your account, sign in using your credentials and click **Sign In**.



### Creating a New Permit

To create a new permit:

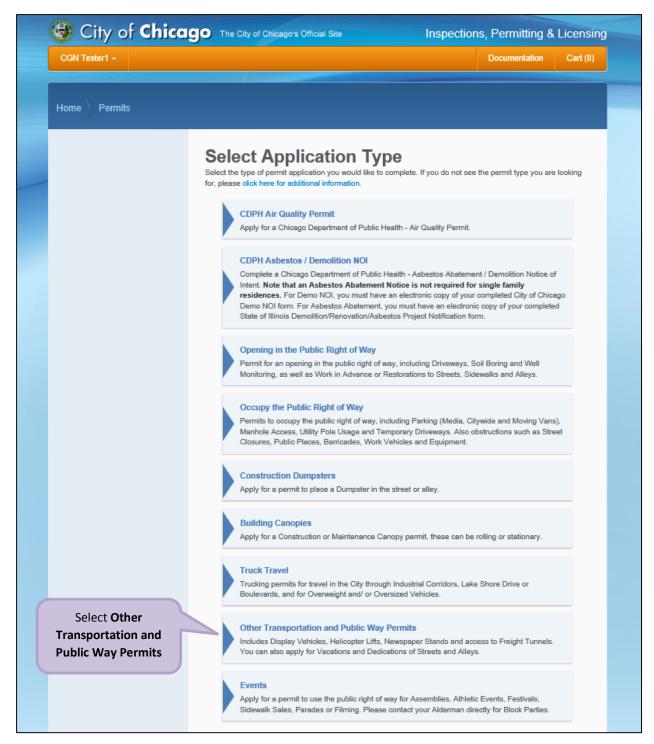
- Click the Create New drop-down
- Select Permit Application





#### On the **Select Application Type** screen:

• Select Other Transportation and Public Way Permits

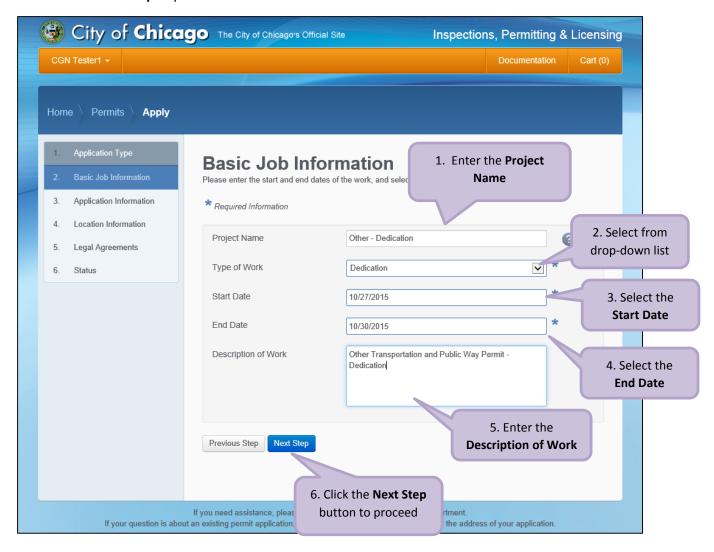


Note: You may not have as many options of permits dependent on the types of licenses you have.

### 2. Basic Job Information

#### Enter the Basic Job Information:

- Enter the Project Name (optional)
- Select the **Type of Work** from the drop-down (required)
  - Select **Dedication**
- Select the **Start Date** from the **Calendar** pop-up (required)
- Select the End Date from the Calendar pop-up (required)
- Enter the **Description of Work** (optional)
- Click Next Step to proceed

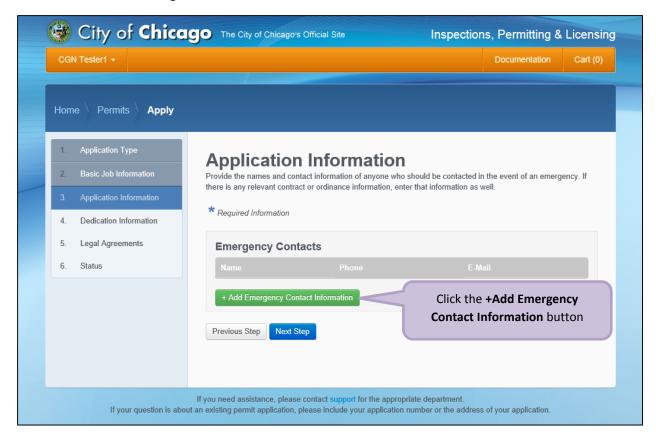


## 3. Application Information

#### **Emergency Contacts**

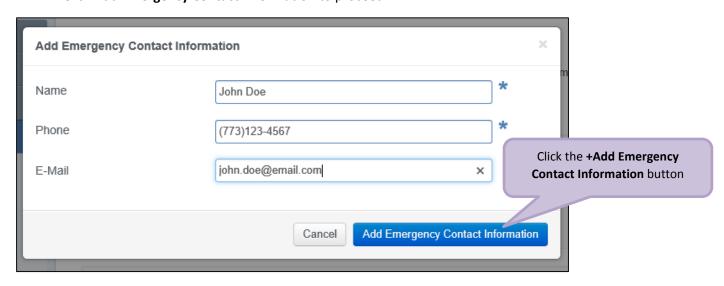
Add **Emergency Contact** information:

 Click the +Add Emergency Contact Information button to display the Add Emergency Contact Information dialog box



#### To Add Emergency Contact Information:

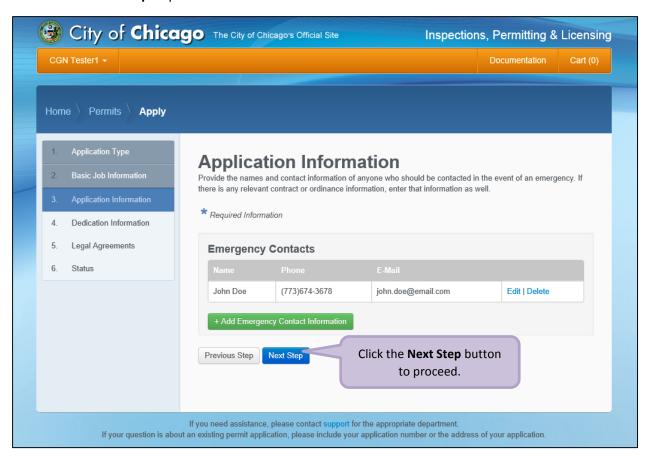
Click Add Emergency Contact Information to proceed





#### Your Emergency Contacts have been added:

Click Next Step to proceed.

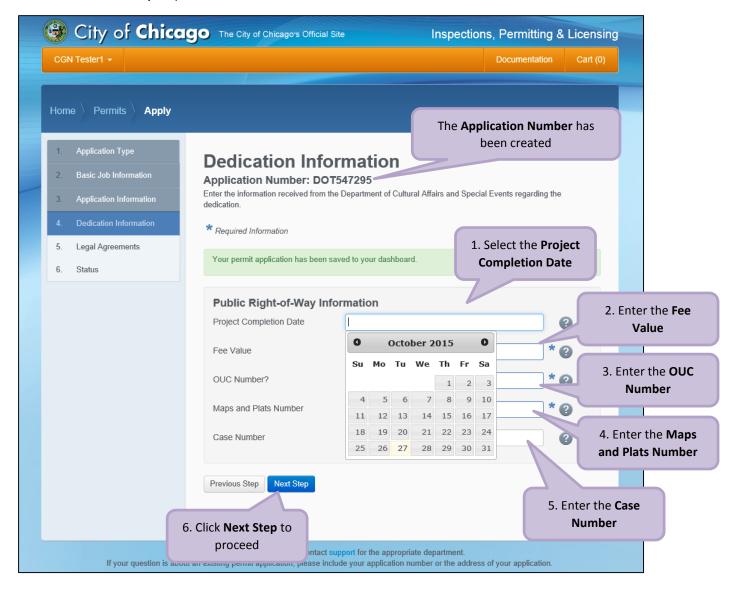


### 4. Dedication Information

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

#### Public Right-of-Way Information

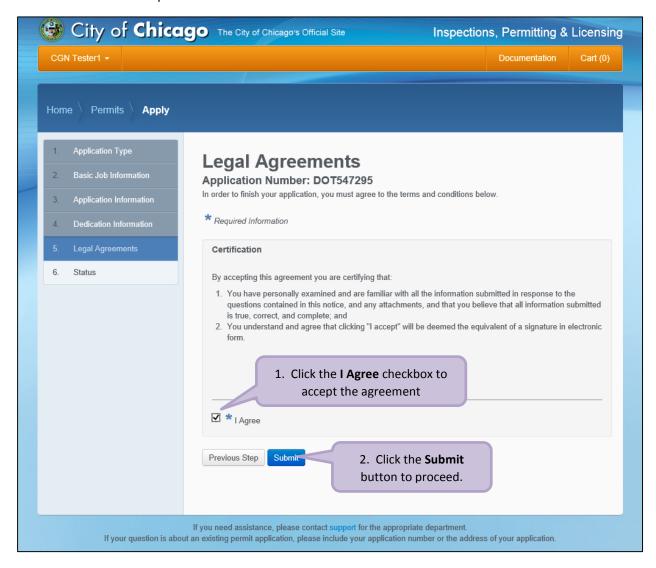
- Select the **Project Completion Date** from the **Calendar** pop-up (optional)
- Enter the **Fee Value** (required)
- Enter the OUC Number (required)
- Enter the Maps and Plats Number (required)
- Enter the Case Number (optional)
- Click Next Step to proceed



## 5. Legal Agreements

The Legal Agreements must be acknowledged:

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

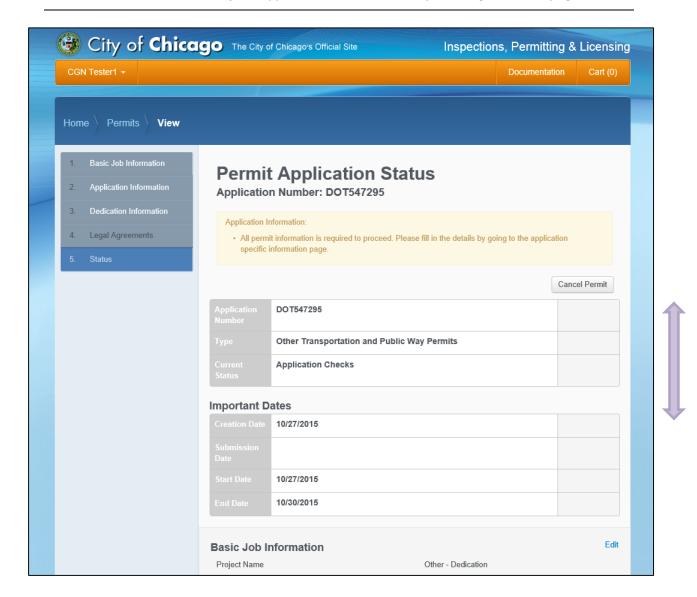


#### 6. Status

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.



## 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

