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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 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