CDOT Other Transportation and Public Way Permits

Newspaper Stand
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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 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 **Newspaper Stand**
- 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 the **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. Newspaper Information

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

Location Information
Click + Add Location to display the Add Location dialog box.
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 **Additional Information** (optional)
- Click **Add Location** to proceed

![Add Location Dialog Box](image-url)

Click **Add Location** to proceed
Review and confirm the address you entered:

- Click Re-Enter to edit location information
- Click Confirm to proceed
Newspaper Stand Information

The Location Information has been added:
- Click Add Location Information as needed, and repeat previous steps

Enter the following information in the Newspaper Stand Information:
- Select the Newsstand Type from the drop-down (required)
- Enter the Size of Newsstand in square feet (required)
- Enter the Length of the Newsstand in feet (required)
- Enter the Width of Newsstand in feet (required)
- Enter the Height of the Newsstand in feet (required)
- 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.

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

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### Permit Application Status

**Application Number:** DOT547576

<table>
<thead>
<tr>
<th>Application Number</th>
<th>DOT547576</th>
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</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
<td>Other Transportation and Public Way Permits</td>
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<tr>
<td><strong>Current Status</strong></td>
<td>Application Checks</td>
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#### Reviews

<table>
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<tr>
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<th>Notes</th>
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<tbody>
<tr>
<td>Permit Application Review</td>
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#### Important Dates

<table>
<thead>
<tr>
<th>Creation Date</th>
<th>Submission Date</th>
<th>Start Date</th>
<th>End Date</th>
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</table>

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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