CDOT Other Transportation and Public Way Permits

Vacation
Table of Contents

1. Application Type .............................................................................................................................................. 1
   Signing In to the E-Permit Application .............................................................................................................. 1
   Creating a New Permit ...................................................................................................................................... 2

2. Basic Job Information ..................................................................................................................................... 4

3. Application Information ................................................................................................................................. 5
   Emergency Contacts ........................................................................................................................................ 5

4. Vacation Information ...................................................................................................................................... 7
   Location Information ....................................................................................................................................... 7
   Public Right-of-Way Information ...................................................................................................................... 10

5. Legal Agreements .......................................................................................................................................... 11

6. Status ............................................................................................................................................................. 12

7. Sign Out .......................................................................................................................................................... 13
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

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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 Project Name (optional)
- Select the Type of Work from the drop-down (required)
  - Select Vacation
- 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. Vacation 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
Review and confirm the address you entered:

- Click **Re-Enter** to edit location information
- Click **Confirm** to proceed

### Add Location

This is the address you entered. Please confirm that it is correct.

<table>
<thead>
<tr>
<th>Street Number</th>
<th>Street Number High</th>
<th>Direction</th>
<th>Street Name</th>
<th>Suffix</th>
<th>Map</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>101</td>
<td>E</td>
<td>WACKER</td>
<td>DR</td>
<td></td>
</tr>
</tbody>
</table>

Click **Re-Enter** to edit location information

Click **Confirm** to proceed
Public Right-of-Way Information

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

Enter the following information in the Freight Tunnel Access Information:
- Select the Project Completion Date from the Calendar pop-up (required)
- 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

Location Information has been added

1. Select the Project Completion Date
2. Enter the Fee Value
3. Enter the OUC Number
4. Enter the Maps and Plats Number
5. Enter the Case Number
6. 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