



CDOT Other Transportation and Public Way Permits

Vacation



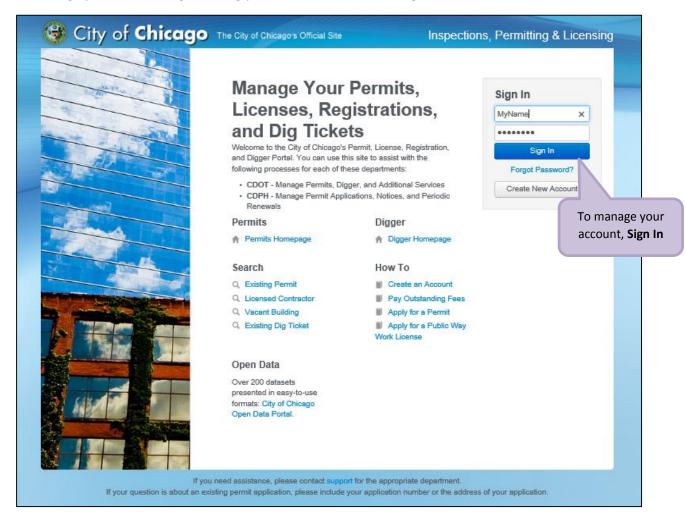
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1. Application Type

Signing In to the E-Permit Application

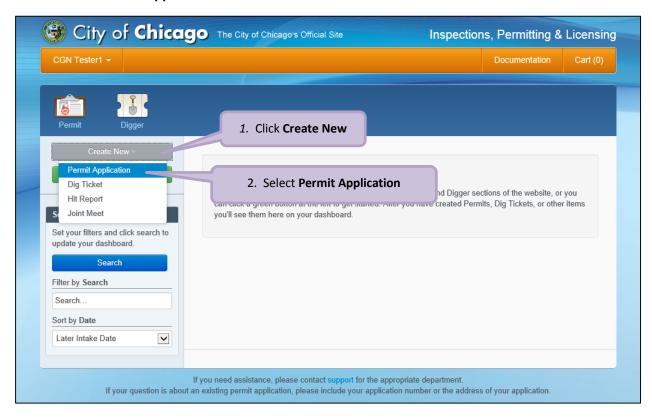
To manage your account, sign in using your credentials and click Sign In.

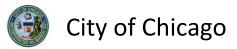


Creating a New Permit

To create a new permit:

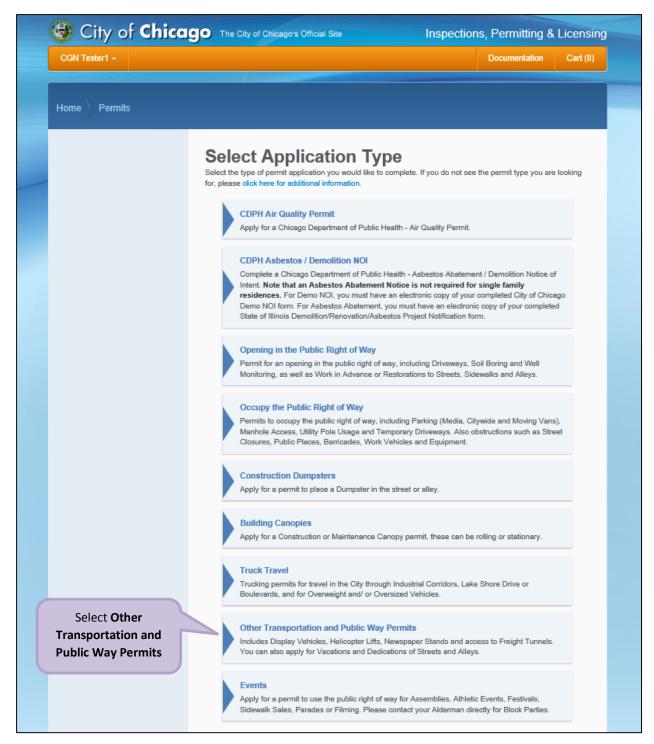
- Click the Create New drop-down
- Select Permit Application





On the **Select Application Type** screen:

• Select Other Transportation and Public Way Permits

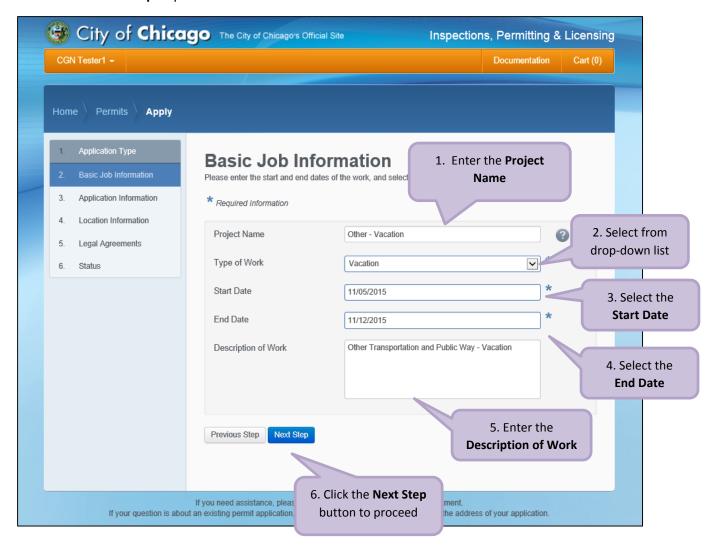


Note: You may not have as many options of permits dependent on the types of licenses you have.

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 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

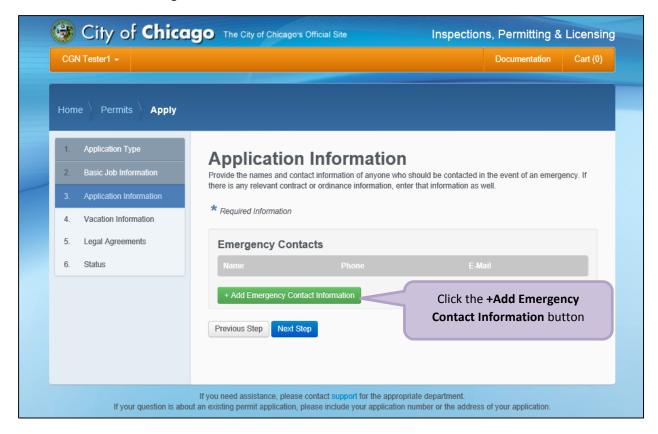


3. Application Information

Emergency Contacts

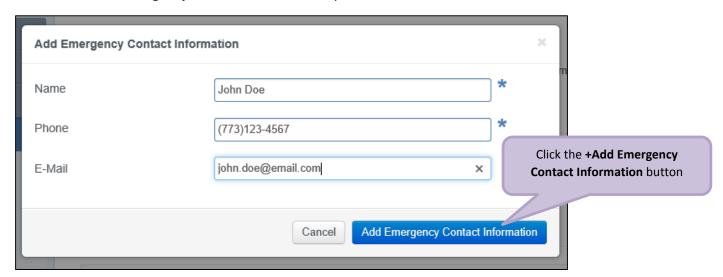
Add **Emergency Contact** information:

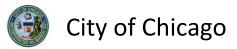
 Click the +Add Emergency Contact Information button to display the Add Emergency Contact Information dialog box



To Add Emergency Contact Information:

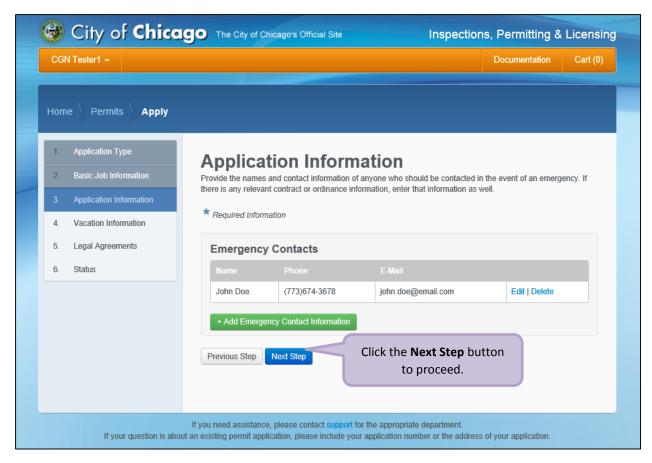
Click Add Emergency Contact Information to proceed





Your Emergency Contacts have been added:

Click Next Step to proceed.

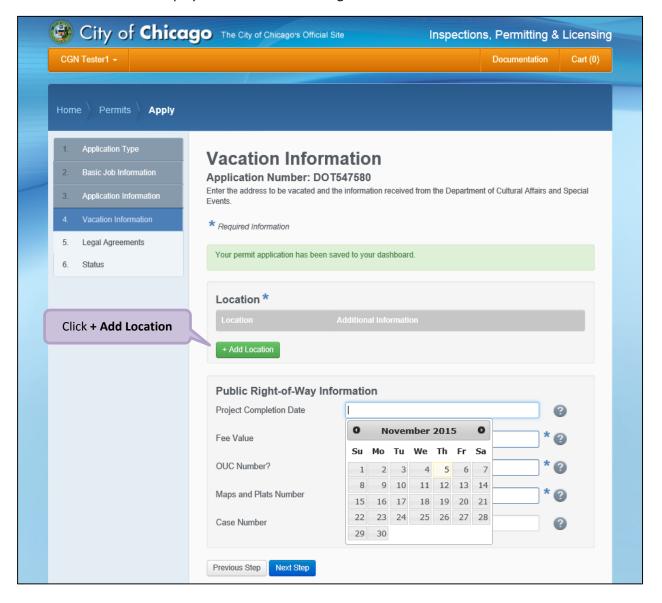


4. Vacation Information

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

Location Information

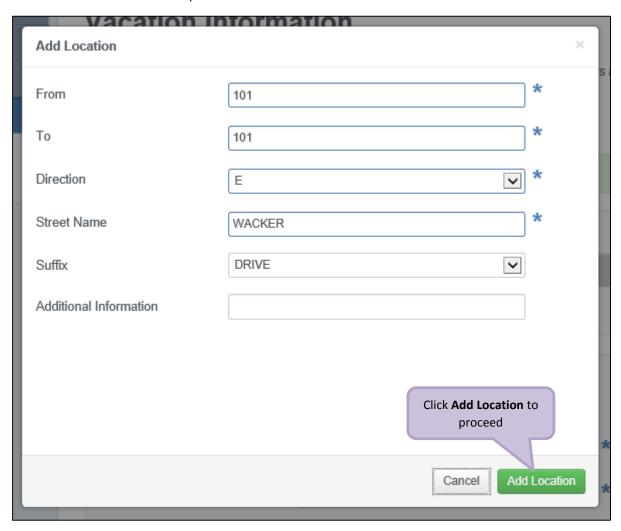
Click + Add Location to display the Add Location dialog box.

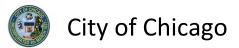




Enter the following in the Add Location Information dialog box:

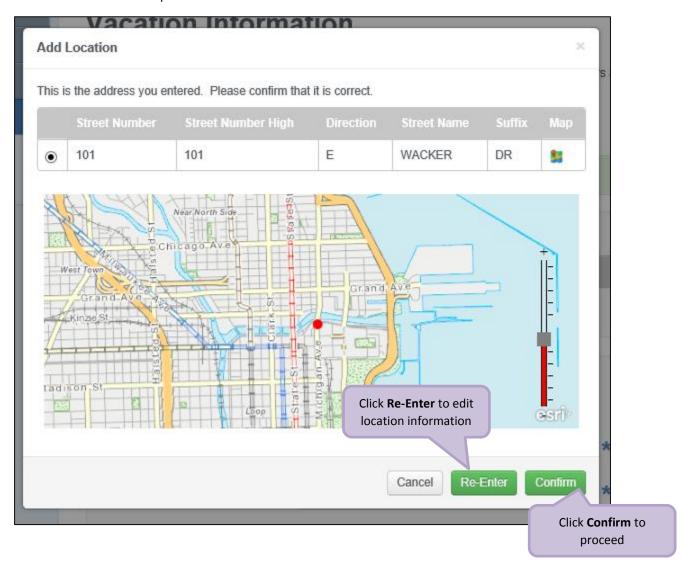
- Enter the **street number** in the **From** field (required)
- Enter the **street number** in the **To** field (required)
- Select the **Direction** from the drop-down (required)
- Enter/Select the **Street Name** (required)
- Select the **Suffix** from the drop-down (optional)
- Enter Additional Information (optional)
- Click Add Location to proceed





Review and confirm the address you entered:

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



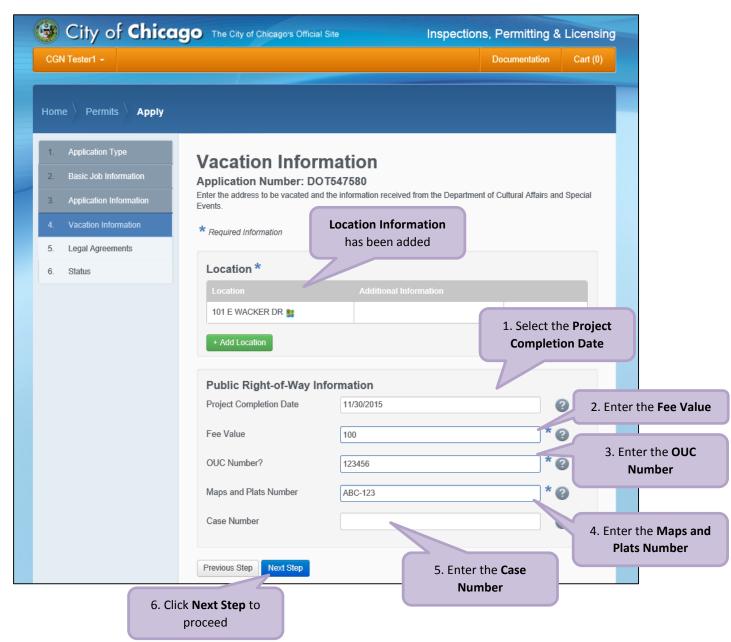
Public Right-of-Way Information

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**:

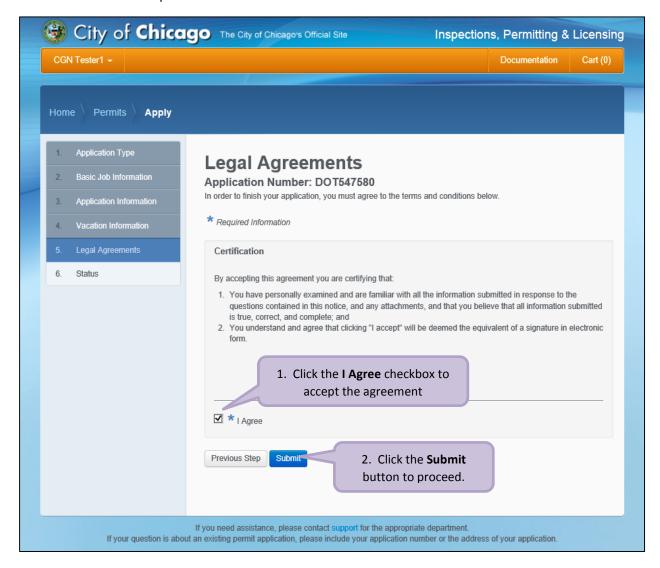
- Select the Project Completion Date from the Calendar pop-up (required)
- Enter the **Fee Value** (required)
- Enter the OUC Number (required)
- Enter the Maps and Plats Number (required)
- Enter the Case Number (optional)
- Click **Next Step** to proceed



5. Legal Agreements

The Legal Agreements must be acknowledged:

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

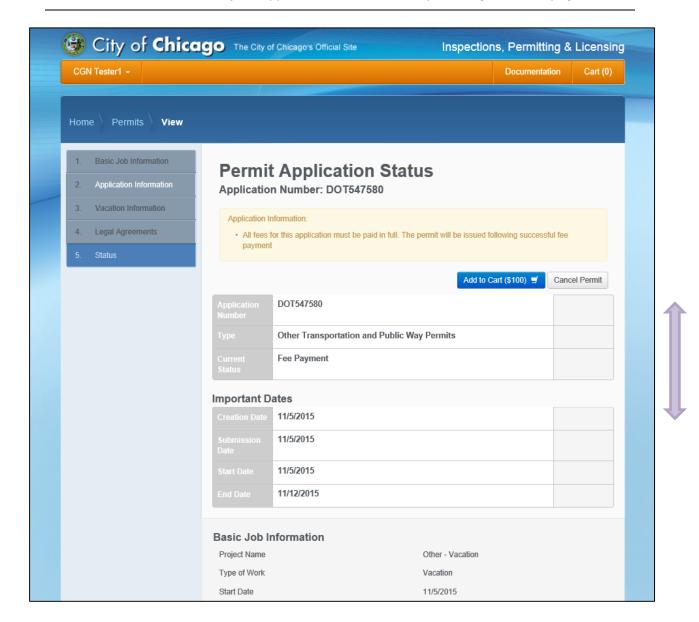


6. Status

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

