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1. Application Type

To manage your account, sign in using your credentials.
To create a new permit

- **Click** the ‘Create New’ drop-down
- **Select** ‘Permit Application’
On the “Select Application” screen

**Select ‘CDOT Miscellaneous Permit’**
2. Basic Job Information

Newspaper Stand

*Enter* the Basic Job Information

- ‘Project Name’ (optional) – *Enter* a brief Project Name
- *Select* the ‘Type of Work’ from the drop-down list

1. *Enter* the ‘Project Name’ (optional)
2. *Select* the ‘Type of Work’ from the drop-down list
3. *Click & Select* the ‘Start Date’
4. *Click & Select* the ‘End Date’
5. *Click* the ‘Next Step’ button to Proceed.
• **Select** the ‘Start Date’
  o *Clicking* in the field pops up a calendar
  o *Click a date* to select

• **Select** the ‘End Date’
  o *Clicking* in the field pops up a calendar
  o *Click a date* to select

• *Enter a ‘Description of Work’* (optional)
• *Click* the ‘Next Step’ button to proceed

3. **Application Information** is the next step…
Display Vehicle

3. **Application Information** is the next step…

1. **Enter** the ‘Project Name’ (optional)
2. **Select** the ‘Type of Work’ from the drop-down list
3. **Click & Select** the ‘Start Date’
4. **Click & Select** the ‘End Date’
5. **Click** the ‘Next Step’ button to Proceed.
3. **Application Information** is the next step…

1. **Enter** the ‘Project Name’ (optional)
2. **Select** the ‘Type of Work’ from the drop-down list
3. **Click & Select** the ‘Start Date’
4. **Click & Select** the ‘End Date’
5. **Click** the ‘Next Step’ button to Proceed.
Vacation or Dedication

3. Application Information is the next step…

1. Enter the ‘Project Name’ (optional)
2. Select the ‘Type of Work’ from the drop-down list
3. Click & Select the ‘Start Date’
4. Click & Select the ‘End Date’
5. Click the ‘Next Step’ button to Proceed.
3. **Application Information** is the next step…

1. **Enter** the ‘Project Name’ (optional)
2. **Select** the ‘Type of Work’ from the drop-down list
3. **Click & Select** the ‘Start Date’
4. **Click & Select** the ‘End Date’
5. **Click** the ‘Next Step’ button to Proceed.
3. Application Information

Add Emergency Contact Information

- Click the ‘+Add Emergency Contact Information’ button
### Add Emergency Contact Information

*Indicates a required field*

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is Primary?</td>
<td>Yes</td>
</tr>
<tr>
<td>Name</td>
<td>Johnson</td>
</tr>
<tr>
<td>Phone</td>
<td>(512)555-1212</td>
</tr>
<tr>
<td>E-Mail</td>
<td></td>
</tr>
<tr>
<td>Additional Information</td>
<td></td>
</tr>
</tbody>
</table>

**Click the ‘+Add Emergency Contact Information’ button**
The Emergency Contact Information has been recorded

- ‘City Contract / Ordinance Information’ (not required) can be entered in the space provided.
- Click ‘Next Step’ to proceed.

Note: City Contract / Ordinance Information is optional. If that information does not apply, Click ‘Next Step’ to proceed.
Clicking in the space for ‘City Contract / Ordinance Information’ will pop up an entry window

**City Contract / Ordinance Information**

Enter the City Contract information if applicable

- **City Contract #**
- **Department Responsible**
  - Enter the Ordinance information, if applicable
  - **Ordinance #**
  - **Page #**
  - **Date of Passage**
  - **End Date of Ordinance**

- Enter the ‘City Contract #’
- Select the department that the contract was issued for
  - Department of Transportation
  - Department of Water Management - Sewer Division
  - Department of Water Management - Water Division

- Enter the ‘Ordinance #’ if this application is being carried out under a City ordinance
- Enter the ‘Page #’ – the page number of the applicable ordinance
• **Select** the ‘Date of Passage’ - Date of the passage of the ordinance that applies
  - *Clicking* in the field pops up a calendar
  - *Click a date* to select

![Calendar Image]

Click the ‘Date’ to select.

• **Select** the ‘End Date of Ordinance’ – End date of the ordinance
  - *Clicking* in the field pops up a calendar
  - *Click a date* to select

![Calendar Image]

Click the ‘Date’ to select.

• *Click* the ‘Next Step’ button to proceed
4. Miscellaneous Information

Newsstand

- **Click** the ‘+Add Location’ (required) button

The ‘Application Number’ has been created

1. **Click** ‘+ Add Location’ (required)

2. Select from drop-down list

3. **Enter** Size Sq. ft.

4. **Enter** Length ft.

5. **Enter** Width ft.

6. **Enter** Height ft.

7. **Click** the ‘Next Step’ to proceed

* Indicates a required field
Adding Location Information:

Add Location

From 101  Enter ‘From’ Street Number
To 101  Enter ‘To’ Street Number
Direction E  Select from drop-down list
Street Name WACKER  Enter/Select Street Name
Suffix DRIVE  Select from drop-down list
Additional Information

* Indicates a required field

Click ‘+Add Location Information’ to add

Cancel  Add Location
Newsstand Information Complete:

5. Legal Agreements is the next step…

Click the ‘Next Step’ to proceed
Display Vehicle

1. Click ‘+ Add Location’ (required)

2. Enter ‘Display Vehicle(s) Location’

3. Enter ‘Number of Vehicles’

4. Enter ‘Type of Vehicles’

5. If a Service Request is needed, Click ‘I need to create a Service Request’

Note: If a Service Request is not needed, Click ‘Next Step’ to proceed
# Adding Location Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Street Number</td>
<td>101</td>
</tr>
<tr>
<td>To Street Number</td>
<td>101</td>
</tr>
<tr>
<td>Direction</td>
<td>E</td>
</tr>
<tr>
<td>Street Name</td>
<td>Wacker</td>
</tr>
<tr>
<td>Suffix</td>
<td>Drve</td>
</tr>
</tbody>
</table>

*Indicates a required field*

Click ‘+Add Location Information’ to add

Select from drop-down list

Enter ‘From’ Street Number

Enter ‘To’ Street Number

Enter/Select Street Name
Display Vehicle Information is complete

If a Service Request is needed,

Adding a Service Request is the next step…

If a Service Request is not needed,

5. Legal Agreements is the next step…

Note: If a Service Request is not needed, Click ‘Next Step’ to proceed
1. Click ‘+ Add Location’ (required)

2. Select ‘Applicant Type’ from the drop-down list

3. Enter ‘Total Number of Personnel...’

4. Enter ‘Surface Level Contact’s Name’

5. Enter ‘Surface Level Contact’s Phone’

6. Enter ‘Type of Work to be Performed in the Tunnel’

7. If a Service Request is needed, Click ‘I need to create a Service Request’

Note: If a Service Request is not needed, Click ‘Next Step’ to proceed

The ‘Application Number’ has been created
Adding Location Information

If a Service Request is needed

Adding a Service Request is the next step…

If a Service Request is not needed

5. Legal Agreements is the next step…
**Vacation/Dedication**

1. Click ‘+ Add Location’ (required)
2. Select ‘Project Type’ from the drop-down list
3. Select from drop-down list
4. Click & Select the ‘Project Completion Date’
5. Enter ‘Fee Value’
6. Enter ‘OUC Number’
7. Enter ‘Maps and Plats Number’
8. If a Service Request is needed, Click ‘I need to create a Service Request’

*Indicates a required field

*Note: If a Service Request is not needed, Click ‘Next Step’ to proceed

The ‘Application Number’ has been created
## Adding Location Information

**Add Location**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>101</td>
<td>Enter 'From' Street Number</td>
</tr>
<tr>
<td>To</td>
<td>103</td>
<td>Enter 'To' Street Number</td>
</tr>
<tr>
<td>Direction</td>
<td>E</td>
<td>Select from drop-down list</td>
</tr>
<tr>
<td>Street Name</td>
<td>Wacker</td>
<td>Enter/Select Street Name</td>
</tr>
<tr>
<td>Suffix</td>
<td>DRIVE</td>
<td>Select from drop-down list</td>
</tr>
<tr>
<td>Additional Information</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Indicates a required field

**Click '+Add Location Information' to add**
Vacation/Dedication Information complete

If a Service Request is needed

Adding a Service Request is the next step...

If a Service Request is not needed

5. Legal Agreements is the next step...
Helicopter Lift

The ‘Application Number’ has been created

1. Click ‘+ Add Location’ (required)

2. Click & Select the ‘Start Time’

3. Click & Select the ‘End Time’

4. Select from drop-down list

5. Select from drop-down list

6. Enter ‘Approx. Distance…’

7. Enter ‘Weight (lbs.)’

8. Enter ‘Type of Equipment or Materials’

9. If a Service Request is needed, Click ‘I need to create a Service Request’

Note: If a Service Request is not needed, Click ‘Next Step’ to proceed

* Indicates a required field
Adding Location Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>101</td>
<td>Enter 'From' Street Number</td>
</tr>
<tr>
<td>To</td>
<td>101</td>
<td>Enter 'To' Street Number</td>
</tr>
<tr>
<td>Direction</td>
<td>E</td>
<td>Select from drop-down list</td>
</tr>
<tr>
<td>Street Name</td>
<td>WACKER</td>
<td>Enter/Select Street Name</td>
</tr>
<tr>
<td>Suffix</td>
<td>DRIVE</td>
<td>Select from drop-down list</td>
</tr>
<tr>
<td>Additional Information</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Indicates a required field

Click ‘+Add Location Information’ to add
Helicopter Lift Information is complete

If a Service Request is needed, Adding a Service Request is the next step…

If a Service Request is not needed, 5. Legal Agreements is the next step…
Adding a Service Request

If a Service Request is needed, Click ‘I need to create a Service Request’
Entering Service Request Information

- **Select** the ‘Type of Action Required’ from the drop-down list.
- **Enter** the ‘Purpose of Posting/Bagging’.
- **Select ‘Yes’** or ‘No’ from the drop-down list for ‘Amended Permit?’
- **Select** the ‘Side of the Street to Post/Bag’ from the drop-down list.
- **Select** the ‘Posting/Bagging Begins’ date

*Click the ‘+Add Request Parking Meter Sign Posting or Bagging’ (optional) button*

*Click the ‘Date’ to select.*
• **Select** the ‘Posting/Bagging Ends’ date

![](image)

Click the ‘Date’ to select.

• **Enter** ‘Special Instructions for Traffic Services’ (optional)
• **Click** the ‘Add Request Parking Meter Sign Posting or Bagging’ button
5. Legal Agreements
The legal agreement must be acknowledged

- **Click** the ‘I Agree’ checkbox
- **Click** the ‘Submit’ button to proceed

6. **Status** is the next step…
6. Status
Congratulations! You have finished entering the application.

The application is being processed and sent to CDOT for review.

Note: the remainder of the application can be viewed by scrolling down the page.
Sign Out

When finished, be sure to sign out

- **Click** the drop-down arrow beside your user name
- **Select ‘Sign Out’** to log off