GPAS – Signal Permits for External Applicants

Manual
# GPAS – Signal Permits External

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This manual discusses how external applicants can use the Georgia Permit Application System (GPAS) to manage signal permit requests. This manual will introduce the following GPAS topics:

- Access, Create and Login to GPAS Account
- The GPAS Interface
- Manage User Profile and Addresses
- Search / Sort / Filter Permits
- Submit a New Signal Permit Request
- Submit Revision Request
- Submit Revision (Permit Not Found)
- Submit Cancel Permit Request
- Review Application Status
  - GDOT Review
  - GDOT Approval
  - Retrieve Final Permit

How to Use this Manual

Throughout the manual, you will see callouts that contain notes, pro tips, and important information to help you use GPAS efficiently and boost productivity. Look out for these callouts to quickly become a super user!
Access GPAS

1. To access GPAS, go to

   http://www.dot.ga.gov/PS/

   and navigate to
   Business & Government > Permits > Georgia Permit Application System (GPAS)

2. The GPAS login page will appear.

   If this is your first time accessing GPAS, you must first create an account and setup your profile.
Create and Login to GPAS Account

1. To create a GPAS account, select CREATE YOUR GPAS ACCOUNT.

2. Enter your Email Address, First Name, Last Name, and Phone number.
3. When adding a phone number, indicate whether this is a **Mobile** or **Land Line** phone.

4. When adding a Mobile phone, you are presented with the option to **Send verification code via mobile texts**.

   Select the checkbox to authorize GDOT to send you verification codes via text message.

5. Select the checkbox to confirm that the email you entered is the official email for you or your company.
6. Select REGISTER to continue. You will receive an email to the registered email address with instructions to login to the application.

A verification code will be included in the registration email. Each subsequent login must request a new verification code.

**Note**

**First-Time Login**

1. After receiving your verification code, return to the login screen. From the login screen:
   a. Enter the Email address that you entered on registration.
   b. Enter the Verification Code that was sent to your email address (or mobile device).
   c. Select LOGIN.

2. You will now be logged in to the Georgia Permit Application System.

The verification code is a one-time use code that will only be active for 60 minutes. If you attempt to login after 60 minutes, or if you login once using the code, you will need to request a new verification code for subsequent logins.

**Important**
Subsequent Logins

1. From the login screen:
   a. Enter the **Email** address that you entered on registration.
   b. Select **SEND VERIFICATION CODE**.

2. From the pop-up window, select how you would like to receive the verification code and select **SEND**.

   To receive verification codes via text message, you must have selected **Mobile** as the phone type during registration.

**Note**

The verification code is a one-time use code that will only be active for 60 minutes. If you attempt to login after 60 minutes, or if you login once using the code, you will need to request a new verification code for subsequent logins.

**Important**
3. After receiving your verification code, return to the login screen. From the login screen:
   a. Enter your Email address.
   b. Enter the Verification Code that was sent to your email address (or mobile device).
   c. Select LOGIN.
4. You will now be logged in to the Georgia Permit Application System.

   !

   After ten unsuccessful login attempts, your account will be locked. To unlock your account or to get help with any GPAS issues, contact the Solutions Center at SolutionsCenter@dot.ga.gov.

Important
Manage User Profile

The first time you login to GPAS, you will be prompted to update your user profile.

1. Click OK.

2. You will be directed to the MY PROFILE page.

3. Choose the Applicant Type. You must be a Local Government applicant to submit a signal request.
4. The field to the right of Applicant Type will change depending on the Applicant Type selected.

For example, when selecting Local Government, you must enter the Local Government name in the field to the right.

5. Continue completing the required fields listed:
   a. First Name
   b. Last Name
   c. Email
   d. Phone
   e. Phone Type

6. If you selected the checkbox to receive verification codes via mobile text during registration, the checkbox on this page will be checked.

7. Select UPDATE PROFILE to continue.
Manage Addresses

1. If you are not already in the My Profile section, select My Profile from the upper right corner.

2. Select ADD NEW ADDRESS.

3. Expand Address Type from the drop-down list.

4. Select Address Type.

5. Enter Address.

6. Select UPDATE.
The GPAS Interface

The GPAS Home page shows:
- DRAFT PERMITS
- SUBMITTED SIGNAL PERMITS
- SUBMITTED ACCESS PERMITS

From here you can view the details of submitted permits.

From the top left of the Home page, you can access three of the main sections, which are:

a. Home – This will bring you back to the GPAS homepage.
b. Permits – From this menu, you have the following options:
   i. Apply for Access Permit
   ii. Apply for Signal Permit
c. Search – Here you can search for Draft or Submitted permits.
From the top right of the Home page, you can access the following:

d. *My Profile* – Update your user profile.
e. *Logout* – Logout of GPAS.
f. *Help* – Access help documents for GPAS.

You can filter the lists of permits, by selecting the Filter (🔍) icon next to any of the columns. You can also sort by selecting the column headings in ascending or descending order.

You can move from one page of permits records to the next by selecting the page number or the arrows next to it at the bottom of each section.

You can change the number of items per page by selecting the down arrow in any of the sections.
Review Permit Details and Permit Workflow Status

1. You can review the permit details and permit workflow status by selecting the arrow on the left side of the Permit ID.

   ![Permit Details Table]

   You will see where in the approval process your permit is, when it was assigned and the permit workflow status.

   ![Workflow Status Table]

2. By selecting the Reference ID/Permit ID link, you will see the details of your permit as it was submitted.
Search for Signal Permits

Grid Search
1. Select Search.

2. Select Permit Type.
3. Select Signal Permit from the drop-down list.

4. Select as many search criteria as you need to narrow your results.
5. Select SEARCH.
6. The system validates and displays available records on the results grid along with the details.

7. Notice that the system shows 10 out of 193 records.

8. Select the desired **Permit ID** to show permit details.

Notice that if the record does not have a Permit ID/Reference ID then the field in that column is blank.

**Note**
9. The view of the permit is read only. To close this page and return to the search page, select **CLOSE** at the bottom of the window.
Map Search
You can also search by using the map. There are several tools in the map area that can aid in your permit search.

The tools are:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🏡</td>
<td>Default Extent</td>
<td>Resets the map to display all the districts in the state of Georgia.</td>
</tr>
<tr>
<td>🔍</td>
<td>Zoom Out</td>
<td>Zooms out the view of the map.</td>
</tr>
<tr>
<td>🧘‍♂️</td>
<td>Zoom In</td>
<td>Zooms in the view of the map.</td>
</tr>
<tr>
<td>📚</td>
<td>Show Hide Data Layers</td>
<td>Shows or hides data layers on the map.</td>
</tr>
<tr>
<td>�北约</td>
<td>Switch Basemap</td>
<td>Changes the display of the base map.</td>
</tr>
<tr>
<td>🧮</td>
<td>Legend</td>
<td>Displays the definition of the symbols on the map.</td>
</tr>
<tr>
<td>🕵️‍♂️</td>
<td>Tri View</td>
<td>Displays the location on online mapping.</td>
</tr>
<tr>
<td>🪝</td>
<td>Search by Drawing a Rectangle on the Map</td>
<td>Allows you to search a region on the map by drawing a rectangle around it.</td>
</tr>
</tbody>
</table>
Default Extent

When you open the search tab, the map shows all the districts in the state of Georgia. You can go back to the default view by selecting Default Extent (🏠).

Zoom Out

To zoom out the map view, select Zoom Out (−) as many times as needed to achieve the desired scaled view.
If you are working on a computer, and your computer mouse has a wheel, you can roll down the wheel to zoom out.

Pro Tip

Zoom In

To zoom into the map view, select **Zoom In** (+) as many times as needed to achieve the desired scaled view.

If you are working on a computer, and your computer mouse has a wheel, you can roll up the wheel to zoom in.

Pro Tip
Show Hide Data Layers

Use the **Show Hide Data Layers** icon to show or hide data layers at any time.

1. Select **Show Hide Data Layers**.
2. Select the right arrow to display the layers.
3. By default, the **Counties** and the **GDOT District** layers are visible.
If you deselect the **GDOT District** layer, you will be left with only the **Counties** layer.

If you deselect instead the **Counties** layer, you will be left with only the **GDOT Districts** layer.
If you have conducted a search and you display the **Show Hide Data Layers**, then the layer data of your search will be added to the display. In this example you see the **Signal Permit** layer is also checked. Notice the Signal Permits locations on the map.

If you select the **US Route** layer, the system will highlight any US Routes visible on the map.
If you select the **Traffic Signal Installed** layer, the system will highlight any Traffic Signals Installed which are visible on the map.

**Switch Basemap**

Use the **Switch Basemap** icon to change the display of the base map for easier viewing.

1. Select **Switch Basemap**. By default, the **Streets** type is visible.
If you select the **Imagery** base map type, the display changes as shown below.

If you select the **Imagery with labels** base map type, the display changes as shown below.
If you select the **Topographic** base map type, the display changes as shown below.

If you select the **Dark Gray Canvas** base map type, the display changes as shown below.
If you select the **Light Gray Canvas** base map type, the display changes as shown below.

If you select the **National** base map type, the display changes as shown below.
If you select the **OpenStreetMap** base map type, the display changes as shown below.

If you select the **USGS National** base map type, the display changes as shown below.
Legend

Use the **Legend** icon to have the color-coded symbols that appear on the map defined for you.

1. Select **Legend**.

2. If necessary, scroll down to see all the items on the legend.

---

**Important**

Make sure the Signal Permit layer is checked on.
Tri View

The **Tri View** (ㄒ) icon helps you to visualize a specific location on the map.

1. Zoom into the general area you would like to conduct your search.
2. Select **Tri View**.
3. Select the desired location on the map to open Tri View.

4. Select **View Map**.

---

Important

The Tri View only works in the Permit Location tab as part of the permit application process.
5. The program displays 3 windows, all the same area in different formats.

6. Use the tools on the map to familiarize yourself with the area.
Search by Drawing a Rectangle on the Map

Another option for searching GPAS records is to use the Search by Drawing a Rectangle on the Map icon.

1. Zoom into the general area you would like to conduct your search.
2. Select Search by Drawing a Rectangle on the Map.
3. At the top left of the region press and hold the left-button on the mouse.
4. Drag the mouse diagonally across the desired area.

5. Release the mouse button to complete drawing the rectangle on the map.

6. The search results are displayed below the marked map.
Filter Permits
To narrow down the results of any search, you can apply column filters. To apply a column filter:

1. Select the filter ( ) button next to the column header.

2. When you select the filter button, a filter dialog box appears.

3. If necessary, expand the Show items with value that: drop-down list.

4. Select the most relevant option for your search.
5. Enter a filter criterion in the field.

6. You may add a secondary filter criterion in the extra field.

7. Select **FILTER**.

8. Notice that the system shows 10 out of 11 records.
9. You can continue applying filters as needed. In this example the Status filter set to Send for Corrections was used. Now we have only 4 records in the list.

To remove the filter:

1. Select the filter icon.

2. Select CLEAR.
Sort Permits

Another way to display the records is to sort the results.

To sort the list:

1. Display the records that you want to sort.
2. Select a column header. Select once, it sorts in ascending order, which is indicated by the arrow pointing up (↑).

<table>
<thead>
<tr>
<th>Permit ID / Reference ID</th>
<th>Req...</th>
<th>Type...</th>
<th>District</th>
<th>Co...</th>
<th>Main Ro...</th>
<th>Route At</th>
<th>Route Num...</th>
<th>Road Name</th>
<th>Inter... Road Name</th>
<th>St...</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>S-000-1-75</td>
<td>null</td>
<td></td>
<td>District Seven-Chamble</td>
<td>Fulton</td>
<td>SR 184</td>
<td></td>
<td>00107903</td>
<td>East Lake</td>
<td>Appro...</td>
<td></td>
<td>02/14/2017</td>
</tr>
<tr>
<td>S-500-1-75</td>
<td>null</td>
<td></td>
<td>District Seven-Chamble</td>
<td>Fulton</td>
<td>GR 3</td>
<td></td>
<td>00000000</td>
<td>Chapel Sw...</td>
<td>Leonard Spec...</td>
<td>Appro...</td>
<td>02/14/2017</td>
</tr>
<tr>
<td>S-902-1-72</td>
<td>null</td>
<td></td>
<td>District Seven-Chamble</td>
<td>Fulton</td>
<td>GR 3</td>
<td></td>
<td>00256003</td>
<td>McDaniell Street...</td>
<td>George...</td>
<td>Appro...</td>
<td>02/14/2017</td>
</tr>
</tbody>
</table>

3. Select it again, it sorts in descending order, which is indicated by the arrow pointing down (↓).

<table>
<thead>
<tr>
<th>Permit ID / Reference ID</th>
<th>Req...</th>
<th>Type...</th>
<th>District</th>
<th>Co...</th>
<th>Main Ro...</th>
<th>Route At</th>
<th>Route Num...</th>
<th>Road Name</th>
<th>Inter... Road Name</th>
<th>St...</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>S-121-000087-7</td>
<td>Revision (Permit Not Found)</td>
<td></td>
<td>District Seven-Chamble</td>
<td>Fulton</td>
<td>141</td>
<td></td>
<td>00144106</td>
<td>PEACHT... RD</td>
<td>SHADD... AVE</td>
<td>Appro...</td>
<td>12/23/2017</td>
</tr>
<tr>
<td>S-121-000076-7</td>
<td>Revision (Permit Not Found)</td>
<td></td>
<td>District Seven-Chamble</td>
<td>Fulton</td>
<td>SR 3 / US 10</td>
<td></td>
<td>00129893</td>
<td>Metropolitan Pkwy</td>
<td>Gennas... Ave / Lynne... Dr</td>
<td>Appro...</td>
<td>09/10/2018</td>
</tr>
<tr>
<td>S-121-000091-7</td>
<td>Revision (Permit Not Found)</td>
<td></td>
<td>District Seven-Chamble</td>
<td>Fulton</td>
<td>SR 3 / US 10 / US 41</td>
<td></td>
<td>00000300</td>
<td>Metropolitan Pkwy</td>
<td>University Ave</td>
<td>Appro...</td>
<td>09/10/2018</td>
</tr>
<tr>
<td>S-121-000085-7</td>
<td>Revision (Permit Not Found)</td>
<td></td>
<td>District Seven-Chamble</td>
<td>Fulton</td>
<td>Metro Pkwy</td>
<td></td>
<td>00000000</td>
<td>GR 3</td>
<td>Mayland Ave</td>
<td>Appro...</td>
<td>09/05/2018</td>
</tr>
<tr>
<td>S-121-000085-7</td>
<td>Revision (Permit Not Found)</td>
<td></td>
<td>District Seven-Chamble</td>
<td>Fulton</td>
<td>SR 3 / US 10 / US 41</td>
<td></td>
<td>00000300</td>
<td>Metropolitan Pkwy</td>
<td>Shenston Ave</td>
<td>Appro...</td>
<td>09/10/2018</td>
</tr>
<tr>
<td>S-121-0000307-7</td>
<td>Revision (Permit Not Found)</td>
<td></td>
<td>District Seven-Chamble</td>
<td>Fulton</td>
<td>SR 184</td>
<td></td>
<td>00015400</td>
<td>Memorial Dr SW</td>
<td>Pearl St</td>
<td>Appro...</td>
<td>02/11/2018</td>
</tr>
<tr>
<td>S-121-0000310-7</td>
<td>Revision (Permit Not Found)</td>
<td></td>
<td>District Seven-Chamble</td>
<td>Fulton</td>
<td>SR 154</td>
<td></td>
<td>00015400</td>
<td>Memorial Dr SW</td>
<td>Stoneall St</td>
<td>Appro...</td>
<td>02/05/2018</td>
</tr>
</tbody>
</table>

4. Select it again, to no longer sort the list of records.
The Signal Permit application is a process that has a clear start and end. In general, the application process can be visualized as below.

As soon as a permit application is submitted, its status becomes **Pending**. The permit status will change to: **Sent for Correction, Approved** or **Rejected** depending on where it is in the permit application process.
In the example below, you can see the permit status of **Pending** displayed in the header status column.

If you expand the permit information, what you see is the permit workflow status – which changes from **Approved**, **Assigned**, etc as it moves through the workflow of various approvers.

The workflow status continuously changes as the permit enters and leaves the queue of various approvers. A workflow status of **Approved** does not mean that the permit has reached final approval.
Submit a Signal Permit Application

Once a signal permit application has been submitted, it enters the GDOT review process, followed by final GDOT approval. The process can be visualized as below.

The instructions and requirements differ slightly depending on the type of signal permit you are requesting. Select your requested Signal Permit type and continue with the steps found in that section.

- New
- Revision
  - Use this option if you need to make changes to the permit request which has already been approved.
- Revision (Permit Not Found)
  - Also referred as Historical Signal Permit. Select this option if there is a need to rework or repair an older signal for which no permits can be found.
- Cancel Permit
  - Used to cancel a permit which has already been approved.

You can revise or cancel any approved permits.
New
Before you begin, make sure you have the following information:

### Applicant/Main Information
- **Request Type** (required):
  - Revision (Permit Not Found)
  - Revision
    - Permit ID
  - New
  - Cancel Permit
    - Permit ID
- **Asset Number**
- **Signal Type** (required):
  - Advanced Warning Beacon
  - Emergency Vehicles Pre-emption
  - Flashing Beacon
  - LED Enhanced Device
  - Other
  - Pedestrian Heads
  - Pedestrian Hybrid Beacon
  - Pedestrian Push Buttons
  - Rail Road Pre-emption
  - Rectangular Rapid Flash Beacon
  - School Zone Flasher
  - Stop and Go
- **Permit Executive Summary** (required)

### Permit Location
- **District County** (required)
- City
- Road Name
- Intersecting Road
- Route Number
- Route At
- US Route
- Interstate
- Mile Point
- Main Route
- Latitude (auto-populated)
- Longitude (auto-populated)

### Additional Information
- **Expedite Permit**
- **Protected – Permissive or Protected Only Left Turn Phasing**
- **Contingency**
- **Pedestrian Accommodations**
- **Turning Movement Counts**
- **Crash Monitoring**
- **Use of R9-3A & R9-3B (If Excluded)**
- **Is Signal Related To GDOT Project ID?**
  - Related Project ID
  - Related Project Manager Name
  - Related Project Manager Email
- **Written Support for Excluding Left Turn Lanes**
- **Written Support for Excluding Pedestrians**
  - Select Term: (required)
    - Long Term
    - Short Term
- **Work Performed By**:
  - Developer
  - GDOT District
  - GDOT TSEF
  - Local Government
  - Project
  - RTOP
  - Signal Maintenance Contract

### Additional Information - Cont.
- **Hydro Study Required? Y/N**
  - Date Hydro Study to be Submitted
- **Utility Letters Required? Y/N**
  - Date Utility Letters to be Submitted
- **Bond Type**:
  - Blanket Bond, Letter of Escrow or Performance Bond
  - Bond Amount

### Equipment Provided By:
- Developer
- GDOT District
- GDOT TSEF
- Local Government
- Project
- RTOP
- Signal Maintenance Contract
- **Maintained By** (required)
  - GDOT
  - Local Government
- **Special Requirements**

### Attachments
- **Design** (required)
- **Traffic Study** (required)
- **Application** (required)
- **Miscellaneous**
To submit a **New** signal permit request:

1. Select **Permits**.
2. Select **Apply for Signal Permit**.
   
   You will be taken to the **Main Information** tab.

**Main Information Tab**

1. Expand the **Request Type** drop-down list.

2. Select **New**.
3. Enter the **Asset Number** (if there is one).
4. Check the boxes for the **Signal Type**.

5. Enter the **Permit Executive Summary**.

6. Select **NEXT**. 
   Or you may select to **CANCEL** the permit application.
Permit Location Tab

1. Select the county for the permit location from the Select County drop-down list.
2. Use the mouse or the - / + buttons to zoom into the permit location on the map at the street level.

Pro Tip

If necessary, you can use the Map Search to aid you in the selection of the permit location.
3. Select (Locate on Map) icon. Notice that the roads have changed to gray, this indicates that you can drop a signal location in these areas.

4. Select the point where you want the signal to be located.

5. The program displays a circle marking the location for the signal permit.

Important

When marking the location, the point should touch a gray line, indicating the nearest state route or main road for your signal project.
6. The system will populate most of the location fields with the available information. Enter any missing data.

7. Select **NEXT**.
   You can also select **SAVE**.

The system will allow you to save the permit application as a draft, only upon successfully completing the Permit Location tab.

Note

The system will generate a Permit Reference ID only upon successfully completing the Permit Location tab.

Note

<table>
<thead>
<tr>
<th>Reference ID/Permit ID</th>
<th>Permit Type</th>
<th>Req. Type</th>
<th>Acc. Type</th>
<th>Name</th>
<th>County</th>
<th>Route Num.</th>
<th>Status</th>
<th>Updated By</th>
<th>Updated Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-117-004176-1-1</td>
<td>Access Permit</td>
<td>New</td>
<td>Revision/Addend...</td>
<td>360 Forsyth, LLC</td>
<td>Forsyth</td>
<td>00066500</td>
<td>Draft</td>
<td>Jan Dot.</td>
<td>Mar-10-2021 03:25 PM</td>
</tr>
<tr>
<td>S-117-0013520-1</td>
<td>Signal Permit</td>
<td>New</td>
<td>City of Covington</td>
<td>Forsyth</td>
<td>00024700</td>
<td>Send for Correction</td>
<td>John Smith</td>
<td>Feb-17-2021 10:50 AM</td>
<td></td>
</tr>
</tbody>
</table>

Signal Permits Application Process
Additional Information Tab

1. Select all options / record information that applies to your permit application.

2. Expand the Work Performed By drop-down list.

3. Select the appropriate Work Performed By option. You may need to scroll down to see all the options.

4. Expand the Equipment Provided By drop-down list.

5. Select the appropriate Equipment Provided By option. You may need to scroll down to see all the options.
6. Expand the **Maintained By** drop-down list.

7. Select the appropriate **Maintained By** option.

8. Enter any special requirements.

9. Select **NEXT**.
Attachments Tab

The next step in the permit application process is to upload all required documents and any you deem relevant.

- The required documents are marked with an asterisk (*).
- The only file type you may upload is a PDF file.
- The Traffic Study file is limited to 25 MB for a New Permit. All other attachments are limited to 100 MB per file.
- You may only upload one document for each type (except in the Miscellaneous section).
- You may upload the same file more than once to create multiple versions of the file.
- Upload one document at a time.

Note

1. Select PDF Only to the right of the document type you wish to upload.
2. Select the file.
3. Select *Open*.

4. Wait while the system uploads the file.
5. The system will display a document link next to the file once it has been uploaded successfully.

6. You may upload several files under the **Miscellaneous** section.
7. Select **REVIEW & SUBMIT**.
Review / Edit Signal Permit Request

1. Review carefully all the information in the permit form.

2. If you need to make any changes, select Edit ( ) for the section and make the appropriate changes.

3. Once the permit form is correct, select the check box to acknowledge that you are authorized to submit the permit request on behalf of your city / county; and that your city / county will be responsible for providing electricity to this traffic control device.

4. Select SUBMIT.
**Revision**

Before you begin, make sure you have the following information:

<table>
<thead>
<tr>
<th>Applicant/Main Information</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Request Type (required):</td>
<td>• Expedite Permit</td>
</tr>
<tr>
<td>o Revision (Permit Not</td>
<td>• Protected – Permissive</td>
</tr>
<tr>
<td>Found)</td>
<td>o Protected Only Left</td>
</tr>
<tr>
<td>o Revision</td>
<td>Turn Phasing</td>
</tr>
<tr>
<td>▪ Permit ID</td>
<td>o Contingency</td>
</tr>
<tr>
<td>o New</td>
<td>o Pedestrian</td>
</tr>
<tr>
<td>o Cancel Permit</td>
<td>Accommodations</td>
</tr>
<tr>
<td>▪ Permit ID</td>
<td>o Turning Movement</td>
</tr>
<tr>
<td>• Asset Number</td>
<td>Counts</td>
</tr>
<tr>
<td>• Signal Type: (required)</td>
<td>o Crash Monitoring</td>
</tr>
<tr>
<td>o Advanced Warning Beacon</td>
<td>o Use of R9-3A &amp; R9-3B</td>
</tr>
<tr>
<td>o Emergency Vehicles Pre-</td>
<td>(If Excluded)</td>
</tr>
<tr>
<td>emption</td>
<td>• Is Signal Related To</td>
</tr>
<tr>
<td>o Flashing Beacon</td>
<td>GDOT Project ID?</td>
</tr>
<tr>
<td>o LED Enhanced Device</td>
<td>▪ Related Project</td>
</tr>
<tr>
<td>o Other</td>
<td>ID</td>
</tr>
<tr>
<td>o Pedestrian Heads</td>
<td>▪ Related Project</td>
</tr>
<tr>
<td>o Pedestrian Hybrid Beacon</td>
<td>Manager Name</td>
</tr>
<tr>
<td>o Pedestrian Push Buttons</td>
<td>o Related Project</td>
</tr>
<tr>
<td>o Rail Road Pre-emption</td>
<td>Manager Email</td>
</tr>
<tr>
<td>o Rectangular Rapid Flash</td>
<td></td>
</tr>
<tr>
<td>Beacon</td>
<td>• Written Support for</td>
</tr>
<tr>
<td>o School Zone Flasher</td>
<td>Excluding Left Turn</td>
</tr>
<tr>
<td>o Stop and Go</td>
<td>Lanes</td>
</tr>
<tr>
<td>• Permit Executive Summary (required)</td>
<td>• Written Support for</td>
</tr>
<tr>
<td></td>
<td>Excluding Pedestrians</td>
</tr>
<tr>
<td></td>
<td>o Select Term: (required)</td>
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<td></td>
<td>▪ Long Term</td>
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<td>▪ Short Term</td>
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<td>Permit Location</td>
<td>• Work Performed By:</td>
</tr>
<tr>
<td>• District County (required)</td>
<td>o Developer</td>
</tr>
<tr>
<td>• City</td>
<td>o GDOT District</td>
</tr>
<tr>
<td>• Road Name</td>
<td>o GDOT TSEF</td>
</tr>
<tr>
<td>• Intersecting Road</td>
<td>o Local Government</td>
</tr>
<tr>
<td>• Route Number</td>
<td>o Project</td>
</tr>
<tr>
<td>• Route At</td>
<td>o RTOP</td>
</tr>
<tr>
<td>• US Route</td>
<td>o Signal Maintenance</td>
</tr>
<tr>
<td>• Interstate</td>
<td>Contract</td>
</tr>
<tr>
<td>• Mile Point</td>
<td>• Maintained By: (required)</td>
</tr>
<tr>
<td>• Main Route</td>
<td>o GDOT</td>
</tr>
<tr>
<td>• Latitude (auto-populated)</td>
<td>o Local Government</td>
</tr>
<tr>
<td>• Longitude (auto-populated)</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Additional Information -Cont.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Equipment Provided By:</td>
</tr>
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<td>o Developer</td>
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<td>o Project</td>
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<td>o RTOP</td>
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<tr>
<td>o GDOT</td>
</tr>
<tr>
<td>o Local Government</td>
</tr>
<tr>
<td>• Special Requirements</td>
</tr>
<tr>
<td>• Hydro Study Required? Y/N</td>
</tr>
<tr>
<td>o Date Hydro Study to be</td>
</tr>
<tr>
<td>Submitted</td>
</tr>
<tr>
<td>• Utility Letters Required? Y/N</td>
</tr>
<tr>
<td>o Date Utility Letters to be</td>
</tr>
<tr>
<td>Submitted</td>
</tr>
<tr>
<td>• Bond Type: Blanket Bond, Letter</td>
</tr>
<tr>
<td>of Escrow or Performance Bond</td>
</tr>
<tr>
<td>Bond Amount</td>
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<td>• Design (required)</td>
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<tr>
<td>• Traffic Study</td>
</tr>
<tr>
<td>• Application</td>
</tr>
<tr>
<td>• Miscellaneous</td>
</tr>
</tbody>
</table>
The process for submitting a revision is very similar to submitting a new application. To submit a Revision:

1. Select **Permits**.
2. Select **Apply for Signal Permit**.
   You will be taken to the **Main Information** tab.

**Main Information Tab**

1. Expand the **Request Type** drop-down list.
2. Select Revision.

3. Begin typing the Permit ID in the field. You should see a list appear.

4. Select the Permit ID from the drop-down list. Wait for the application form fields to populate.

5. If necessary, make the appropriate changes.

6. Select NEXT.
7. The **Permit Location** information will already be populated based on the original permit location. If necessary, make the appropriate changes.

8. Select **NEXT**.
9. If necessary, make the appropriate changes in the **ADDITIONAL INFORMATION** tab.

10. Select **NEXT**.

11. Upload any attachments needed for the access permit application revision.

12. When all documentation has been uploaded, select **REVIEW & SUBMIT**.
13. If necessary, use Edit ( ) to make any changes.

14. Select the checkbox to acknowledge that you are authorized to submit the permit request on behalf of your city / county; and that your city / county will be responsible for providing electricity to this traffic control device.

15. Select SUBMIT.
16. Select **OK** to acknowledge that your Permit Application has been submitted successfully.

17. Your permit will then be routed for the appropriate approvals. And you will be directed back to the GPAS home page where you will see the revised permit request.
**Revision (Permit Not Found)**

Before you begin, make sure you have the following information:

<table>
<thead>
<tr>
<th>Applicant/Main Information</th>
<th>Additional Information</th>
<th>Additional Information - Cont.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Request Type (required):</td>
<td>• Expedite Permit</td>
<td>• Equipment Provided By:</td>
</tr>
<tr>
<td>o Revision (Permit Not Found)</td>
<td>• Protected – Permissive or Protected Only Left Turn Phasing</td>
<td>o Developer</td>
</tr>
<tr>
<td>o Revision</td>
<td>• Contingency</td>
<td>o GDOT District</td>
</tr>
<tr>
<td>▪ Permit ID</td>
<td>• Pedestrian Accommodations</td>
<td>o GDOT TSEF</td>
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<td>o New</td>
<td>• Turning Movement Counts</td>
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<tr>
<td>o Cancel Permit</td>
<td>• Crash Monitoring</td>
<td>o Project</td>
</tr>
<tr>
<td>▪ Permit ID</td>
<td>• Use of R9-3A &amp; R9-3B (If Excluded)</td>
<td>o RTOP</td>
</tr>
<tr>
<td>• Asset Number</td>
<td>• Is Signal Related To GDOT Project ID?</td>
<td>o Signal Maintenance Contract</td>
</tr>
<tr>
<td>• Signal Type: (required)</td>
<td>o Related Project ID</td>
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</tr>
<tr>
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<td>o Related Project Manager Name</td>
<td>o GDOT</td>
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<tr>
<td>o Emergency Vehicles Pre-emption</td>
<td>o Related Project Manager Email</td>
<td>o Local Government</td>
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<tr>
<td>o Flashing Beacon</td>
<td>• Written Support for Excluding Left Turn Lanes</td>
<td>• Special Requirements</td>
</tr>
<tr>
<td>o LED Enhanced Device</td>
<td>• Written Support For Excluding Pedestrians</td>
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<tr>
<td>o Other</td>
<td>o Select Term: (required)</td>
<td>• Design (required)</td>
</tr>
<tr>
<td>o Pedestrian Heads</td>
<td>▪ Long Term</td>
<td>• Traffic Study</td>
</tr>
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<td>o Pedestrian Hybrid Beacon</td>
<td>▪ Short Term</td>
<td>• Application</td>
</tr>
<tr>
<td>o Pedestrian Push Buttons</td>
<td>• Work Performed By:</td>
<td>• Miscellaneous</td>
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<tr>
<td>o Rail Road Pre-emption</td>
<td>o Developer</td>
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</tr>
<tr>
<td>o Rectangular Rapid Flash Beacon</td>
<td>o GDOT District</td>
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<td>o School Zone Flasher</td>
<td>o GDOT TSEF</td>
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</tr>
<tr>
<td>o Stop and Go</td>
<td>o Local Government</td>
<td></td>
</tr>
<tr>
<td>• Permit Executive Summary (required)</td>
<td>o Project</td>
<td></td>
</tr>
<tr>
<td>• Hydro Study Required? Y/N</td>
<td>o RTOP</td>
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<td>• Bond Amount</td>
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<tr>
<td>• Additional Information - Cont.</td>
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<td>• Road Name</td>
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<td>• Intersecting Road</td>
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<tr>
<td>• Route Number</td>
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<td>• Route At</td>
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<tr>
<td>• US Route</td>
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<td>• Interstate</td>
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<tr>
<td>• Mile Point</td>
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<td>• Main Route</td>
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<tr>
<td>• Latitude (auto-populated)</td>
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<tr>
<td>• Written Support for Excluding Pedestrians</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Select Term: (required)</td>
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<td></td>
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<tr>
<td>▪ Long Term</td>
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<tr>
<td>▪ Short Term</td>
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<tr>
<td>• Work Performed By:</td>
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<tr>
<td>o Developer</td>
<td></td>
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<tr>
<td>o GDOT District</td>
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<td>o Local Government</td>
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<tr>
<td>o Project</td>
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<tr>
<td>o RTOP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Signal Maintenance Contract</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Attachments**

- Design (required)
- Traffic Study
- Application
- Miscellaneous
The process for submitting a revision without the permit ID is very similar to submitting a new application. To submit a Revision (Permit Not Found):

1. Select **Permits**.
2. Select **Apply for Signal Permit**.
   
   You will be taken to the **Main Information** tab.

**Main Information Tab**

1. Expand the **Request Type** drop-down list.
2. Select **Revision (Permit Not Found)**.

3. Enter the **Asset Number** (if there is one).

4. Check the boxes for the **Signal Type**.

5. Enter the **Permit Executive Summary**.

6. Select **NEXT**.
   Or you may select to **CANCEL** the permit application.
Permit Location Tab

1. Select the county for the permit location from the Select County drop-down list.
2. Use the mouse or the -/+ buttons to zoom into the permit location on the map at the street level.

Pro Tip
If necessary, you can use the Map Search to aid you in the selection of the permit location.
3. Select (Locate on Map) icon. Notice that the roads have changed to gray, this indicates that you can drop a signal location in these areas.

4. Select the point where you want the signal to be located.

5. The program displays a circle marking the location for the signal permit.
6. The system will populate most of the location fields with the available information. Enter any missing data.
7. Select **NEXT**. You can also select **SAVE**.

The system will allow you to save the permit application as a draft, only upon successfully completing the **Permit Location** tab.

**Note**

The system will generate a **Permit Reference ID** only upon successfully completing the **Permit Location** tab.
Additional Information Tab

1. Select all options / record information that applies to your permit application.

2. Expand the Work Performed By drop-down list.

3. Select the appropriate Work Performed By option. You may need to scroll down to see all the options.

4. Expand the Equipment Provided By drop-down list.

5. Select the appropriate Equipment Provided By option. You may need to scroll down to see all the options.
6. Expand the **Maintained By** drop-down list.

7. Select the appropriate **Maintained By** option.

8. Enter any special requirements.

9. Select **NEXT**.
Attachments Tab

The next step in the permit application process is to upload all required documents and any you deem relevant.

- The required documents are marked with an asterisk (*).
- The only file type you may upload is a PDF file.
- The Traffic Study file is limited to 25 MB for a New Permit. All other attachments are limited to 100 MB per file.
- You may only upload one document for each type (except in the Miscellaneous section).
- You may upload the same file more than once to create multiple versions of the file.
- Upload one document at a time.

1. Select PDF Only to the right of the document type you wish to upload.
2. Select the file.
3. Select Open.

4. Wait while the system uploads the file.
5. The system will display a document link next to the file once it has been uploaded successfully.

6. You may upload several files under the **Miscellaneous** section.

7. Select **REVIEW & SUBMIT**.
Review / Edit Signal Permit Request

1. Review carefully all the information in the permit form.

2. If you need to make any changes, select **Edit** ( ) for the section and make the appropriate changes.

3. Once the permit form is correct, select the check box to acknowledge that you are authorized to submit the permit request on behalf of your city / county; and that your city / county will be responsible for providing electricity to this traffic control device.

4. Select **SUBMIT**.
Cancel Permit
Before you begin, make sure you have the following information:

### Applicant/Main Information
- Request Type (required):
  - Revision (Permit Not Found)
  - Revision
    - Permit ID
  - New
  - Cancel Permit
    - Permit ID (required)
- Asset Number
- Signal Type:
  - Advanced Warning Beacon
  - Emergency Vehicles Pre-emption
  - Flashing Beacon
  - LED Enhanced Device
  - Other
  - Pedestrian Heads
  - Pedestrian Hybrid Beacon
  - Pedestrian Push Buttons
  - Rail Road Pre-emption
  - Rectangular Rapid Flash Beacon
  - School Zone Flasher
  - Stop and Go
- Permit Executive Summary (editable)

### Permit Location
- District County
- City
- Road Name
- Intersecting Road
- Route Number
- Route At
- US Route
- Interstate
- Mile Point
- Main Route
- Latitude (auto-populated)
- Longitude (auto-populated)

### Additional Information
- Expedite Permit
- Protected – Permissive or Protected Only Left Turn Phasing
- Contingency
- Pedestrian Accommodations
- Turning Movement Counts
- Crash Monitoring
- Use of R9-3A & R9-3B (If Excluded)
- Is Signal Related To GDOT Project ID?
  - Related Project ID
  - Related Project Manager Name
  - Related Project Manager Email
- Written Support for Excluding Left Turn Lanes
- Written Support For Excluding Pedestrians
  - Select Term: (required)
    - Long Term
    - Short Term
- Work Performed By:
  - Developer
  - GDOT District
  - GDOT TSEF
  - Local Government
  - Project
  - RTOP
  - Signal Maintenance Contract

### Additional Information - Cont.
- Equipment Provided By:
  - Developer
  - GDOT District
  - GDOT TSEF
  - Local Government
  - Project
  - RTOP
  - Signal Maintenance Contract
- Maintained By:
  - GDOT
  - Local Government
- Special Requirements

### Attachments (editable)

---

**Legend:**
- Editable
- Not Editable
To submit a **Cancel Permit** request:

1. Select **Permits**.
2. Select **Apply for Signal Permit**.
   You will be taken to the **Main Information** tab.

**Main Information Tab**

1. Expand the **Request Type** drop-down list.
2. Select **Cancel Permit**.

3. Enter the **Permit ID** of the signal permit you want to cancel (required).
4. Enter the **Asset Number** (optional).
5. The **Signal Type** options will be populated and are not editable.
6. The **Permit Executive Summary** will be populated. It is possible to edit this field.

7. Select **NEXT**.
   Or you may select to **CANCEL** the permit application.
Permit Location Tab

1. The **Permit Location** information will be populated and cannot be edited.
2. Select **NEXT**.
   You can also select **SAVE**.
Additional Information Tab

1. The **Additional Information** tab will be populated and cannot be edited.
2. The **Special Requirements** field will be populated with a default cancellation message.
3. Select **NEXT**. You can also select **SAVE**.

**Special Requirements**

This permit is officially canceled. Any traffic control devices associated with this permit should be removed immediately. Any future installations at this location will require a new permit to be routed through GPAS.
Attachments Tab

The next step in the permit application process is to upload all documents that you deem relevant.

- There are no required documents for **Cancel Permit** requests.
- The only file type you may upload is a PDF file.
- The **Traffic Study** file is limited to 25 MB for a **New Permit**. All other attachments are limited to 100 MB per file.
- You may only upload one document for each type (except in the Miscellaneous section).
- You may upload the same file more than once to create multiple versions of the file.
- Upload one document at a time.

**Note**

1. **Select PDF Only** to the right of the document type you wish to upload.
2. Select the file.
3. Select Open.

4. Wait while the system uploads the file.
5. The system will display a document link next to the file once it has been uploaded successfully.

6. You may upload several files under the **Miscellaneous** section.

7. Select **REVIEW & SUBMIT**.
Review / Edit Signal Permit Request

1. Review carefully all the information in the permit form.

2. If you need to make any changes, select **Edit** ( ) for the section and make the appropriate changes.

3. Once the permit form is correct, select the check box to acknowledge that you are authorized to submit the permit request on behalf of your city/county; and that your city/county will be responsible for providing electricity to this traffic control device.

4. Select **SUBMIT**.
The cancellation request will be submitted and the GPAS homepage will show **Cancel Permit**.

### SUBMITTED SIGNAL PERMITS

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<thead>
<tr>
<th>Reference ID/Permit ID</th>
<th>Req Type</th>
<th>County</th>
<th>Route Number</th>
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<th>Intersec Road Name</th>
<th>Expedite</th>
<th>Status</th>
<th>Submitted By</th>
<th>Submitted Date</th>
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<tr>
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<td>Cancel Permit</td>
<td>Rockdale</td>
<td>SR 20</td>
<td>Loganville Hwy</td>
<td>Hi Roc Rd/ Almand Rd</td>
<td>No</td>
<td>Pending</td>
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<td>May-27-2021 08:15 AM</td>
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<td>Doe, Jane</td>
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<td>SR 20</td>
<td>Loganville Hwy</td>
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<td>No</td>
<td>Approved</td>
<td>Powell, Curtis</td>
<td>Apr-30-2018 04:19 PM</td>
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</table>
As soon as a permit application is submitted, the project status becomes **Pending**. If there are any missing documents or any issues with the application, you will receive a notification via email to make corrections to the application.

Submitted permits cannot be edited unless they have been sent back for corrections.
1. You can review the permit details and the permit workflow status from the Home page of GPAS. First, select the arrow on the left side of the Permit ID.

<table>
<thead>
<tr>
<th>Reference ID/Permit ID</th>
<th>Req. Type</th>
<th>County</th>
<th>Route Number</th>
<th>Road Name</th>
<th>Intersect. Road Name</th>
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<th>Submitted Date</th>
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2. You will see where in the approval process your permit is, when it was assigned and the permit workflow status.

3. By selecting the Reference ID/Permit ID link, you will see the details of your permit as it was submitted.
Once your permit application has been approved, the permit status in GPAS will be **Approved** and the system will generate the Permit.

If you select the **Reference ID/Permit ID** link, you will be able to download a PDF of the Permit from the **Attachments** section.