

Beginning February 1st, 2016, the third phase of GUPS will be rolled out. From this point forward, the Utility will be responsible for printing the orange sheet as well as their own copies of the permit package that is to be at the installation site at all times. The Utility will be responsible for purchasing "ORANGE" paper. It does not have to be the heavy reflective orange cardstock GDOT uses, but it has to be orange paper. The following information is not for project or District Wide Vegetation utility permits. (Project and District Wide Vegetation permits will continue to be handled in the same way they are handled now: we will continue to print the permit package and orange sheet, and we will send it to the Area Engineer.)

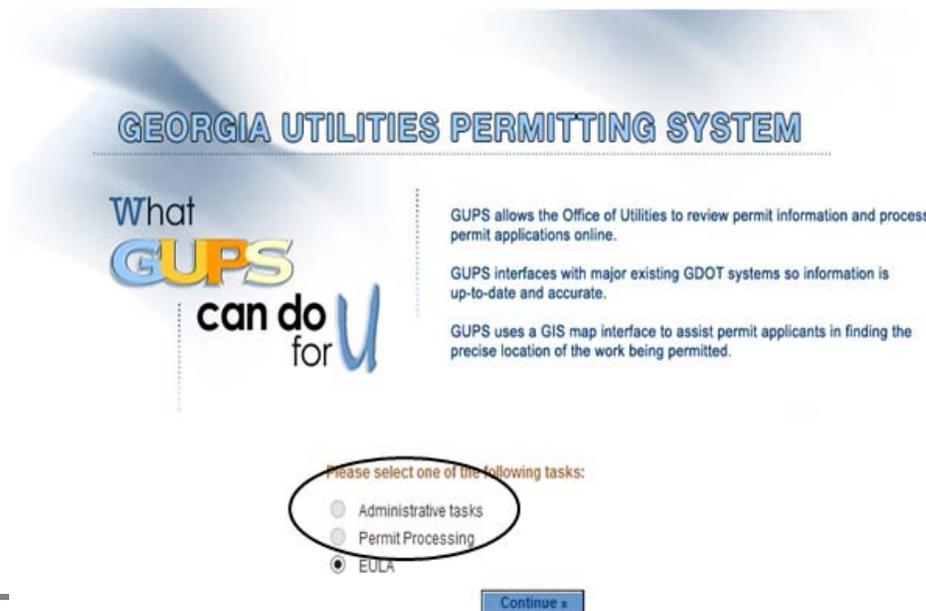
#### GUPS Permitting Process:

- Step 1:** The Utility will submit utility permits as usual. (As a reminder, attached is a permit checklist of items that need to be included with a permit.) The login information and current GUPS links have not changed.
- Step 2:** Permits are reviewed at the District Office level and State Utilities Office, as needed. If no changes are necessary, the permit goes to the District Utilities Engineer (DUE) for final approval.
- Step 3:** When the DUE approves the permit, GUPS will send an automated e-mail, just like now, which will provide instructions for contacting the Area Permit Inspector (API). The Utility must contact the API to discuss permit work related items and answer the questionnaire. (The Inspector's questionnaire is attached.) The Utility must provide all the information on the questionnaire to proceed to the next step.
- Step 4:** Once the questionnaire has been completed, the API will release the permit back to the Utility for the End User License Agreement (EULA) review.

**Step 5:** The Utility will receive an e-mail notification from GUPS that will contain a link to the GUPS home page. Click on the link.

The GUPS Home page will open showing the new radio button for EULA processing. At this point in the permitting process, the other two options (circled below) will be disabled.

The EULA is new to GUPS III. You must click "Continue" to view the permit's requirements and or special provisions.



# Permits activated for EULA

**Step 6:** Once the user selects “Continue”, the following screen pops up showing a list of all of the permits awaiting EULA acceptance.

Click on the appropriate permit ID number to open the permit.

The next screen to pop-up will enable the user to view all of the required documents that were uploaded to the permit by Department personnel during the review and approval process. The Utility will be responsible for reviewing all of these documents prior to accepting the EULA. Once the reviews have been completed, the user can either Approve, Decline, or Negotiate the permit, as shown on the next pages.

Permit ID	Utility Company Name	Status	Submitted Date
1133347	GEORGIA DEPARTMENT OF TRANSPORTATION	Activated	2015-08-13
1133348	GEORGIA DEPARTMENT OF TRANSPORTATION	Activated	2015-08-13

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# EULA PROCESS FOR PERMIT APPROVAL

Permit Number: 1133348

[View Special Provisions](#)

[View General Provisions](#)

[View Other Permit Documents](#)

[End User License Agreement](#)

You have read and accept the General Provisions, Special Provisions and Recommendation Letters assigned to this permit by selecting the "Approve" Button.

You decline to accept this permit and its General Provisions, Special Provisions and Recommendation Letters by selecting the "Decline" Button.

You have read the General Provisions, Special Provisions and Recommendation Letters assigned to this permit and wish to negotiate by selecting the "Negotiate" Button.

Comments:

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**Step 7:** Click on “View Special Provisions” and “View Other Permit Documents” to review the special provisions, other documents, and/or requirements in the permit. (The General Provisions, which have not changed, may be reviewed by selecting “View General Provisions.”)

## **The “Approve” option:**

If the Utility agrees with all of the the requirements and provisions in the permit, they will click “Approve” and the EULA portion of the permit approval will be completed.

Selecting “Approve” will cause the Approval Confirmation screen (see page 4) to pop-up. This screen contains links to allow the Utility to **Save & Print** the orange sheet and permit package.

# Permit Approval Confirmation

**Tip:** It is highly recommended that the Utility save the orange sheet and the permit package shown on this page.

**Warning:** Once the user opens and uses the links on this page then navigates away from this page, the documents/links cannot be opened again!!! Please save the orange sheet and the permit package to a folder on your computer. If they are not saved and the orange sheet or permit package gets lost or destroyed, no one will be able to reopen this page; the State Utilities office and/or the District Utilities offices will not be able to print or retrieve any of this information.

Click on “Print Orange Sheet”, select “Save As” (look for a pop-up at the bottom of the screen) and save. Next, click “Download Permit Package” and “Save As” (look for a pop-up at the bottom of the screen). Once all of the information has been saved, the Utility will open and print the orange sheet and permit package for distribution to staff or contractors as needed.

The screenshot displays the GUPS (Georgia Utilities Permitting System) interface. At the top left is the GUPS logo, and to its right is the text "GEORGIA UTILITIES PERMITTING SYSTEM". Further right is the logo for the Georgia Department of Transportation (GDOT). Below the header, the user's "Member Group: 100000" and "User ID: vkulkarni" are displayed. A navigation bar contains three buttons: "Home", "Help", and "Log out". The main content area shows the text "Permit Number: 1133348" and "The following Permit Number: 1133348 has currently been 'Approved'". Below this, there are two blue buttons: "Print Orange Sheet" and "Download Permit Package". At the bottom of the page, there is a copyright notice: "© Georgia Department of Transportation".

# Permit Negotiated Confirmation



## **The “Negotiate” option:**

*If the Utility doesn't agree with one or any part of a requirement, they will click “Negotiate”.*

*Selecting “Negotiate” will cause the Negotiate Confirmation screen to pop-up with instructions to contact the GDOT DUE to discuss permit items that need to be negotiated. The DUE will either accept the negotiated terms and approve or will deny the permit. If approved, the Utility will be notified by email to again contact the API to start the EULA process over. If denied, the permit is not approved and the proposed installation will not be allowed to be built.*

# Permit Declined Confirmation



## **The “Decline” option:**

*If the Utility decides they don't need or want the permit, they will click “Decline”. Selecting “Decline” will cause the Declined Confirmation screen to pop-up and will permanently delete the permit from GUPS. If declined, the Utility will need to begin the permitting process over if a permit is needed.*

# GEORGIA DEPARTMENT OF TRANSPORTATION

## MINIMUM INFORMATION REQUIRED FOR GUPS UTILITY PERMIT APPLICATION

### I. GENERAL PERMIT INFORMATION

- 1. State Route number or County Route/City Street number when permitting/adding facilities within a GDOT programmed project. (Note: Project permits will be submitted by the project identification (PI) number and this information will automatically populate)
- 2. County. (GUPS interactive map allows search by county to confirm boundaries)
- 3. Verify access control. (Additional restrictions apply on limited access routes)
- 4. Location. (GUPS will populate the milepost via the interactive map, need to field verify)
- 5. Assure Traffic Control (TC) is in accordance with current Manual on Uniform Traffic Control Devices (**MUTCD**). Confirm a typical application shown in part 6 of the MUTCD will work with field conditions, if not, select and upload detailed TC plan. Any work done on Interstate or Limited Access Highway requires a detailed TC plan.
- 6. Description of proposed utility work. (Provide details – Size, type and length including method of installation, and note if it is replacement, maintenance, reconducting, etc. type work, when applicable)
- 7. For aerial proposals, field verify that there are no facilities that require transfer or removal of existing facilities on the entire route covered by this permit within that County. If transfers and/or removal are determined, they will be required to be performed under this permit. Pole transfer data information will need to be filled out and proposed plan submitted.
- 8. If blasting is required with permit, a supplemental form (DOT 8413X- Blasting Permit & Procedures Form) will need to be submitted with the general permit.
- 9. Provide legend, if applicable or required.
- 10. If project list that is populated by GUPS reflects project is UC (under construction) or close to letting, a coordination letter from prime contractor and utility adjustment schedule (UAS) when permit request is inside GDOT project under construction is required.

### II. DETAILS REQUIRED IN SUPPORTING DOCUMENTS

Confirm supporting documents are legible when printed at 8 ½" X 11" or 11" X 17". NO DWG FILES ACCEPTED.

#### A. EXISTING FIELD CONDITIONS

- 1. Dimensions of the roadbed – Must be English units.
  - a. Pavement width. (Indicate centerline, curb & gutter or edge of pavement (EOP))
  - b. Distance to shoulder point, ditch and/or toe of slope.
  - c. Show grass/concrete median and sidewalk, if applicable.
- 2. Right of Way width. (Note: If r/w varies you will need to indicate these changes and not use the word "varies")
- 3. North Arrow.
- 4. Show location of traffic signals, if exists.
- 5. Location of all above and below ground structures to be navigated. (i.e. storm drain, culverts, bridges, existing utilities, walls, parking lots, buildings, driveways, side streets, signal, etc.)
- 6. Test holes are required when boring under or over existing facilities/structures. Show test hole locations and size with details on existing facility/structure.
- 7. Posted speed limit.
- 8. Local street names for state route and side streets shown.
- 9. Note unpaved roads and if driveways are paved or dirt.
- 10. Clearly identify and differentiate existing and proposed facilities in legend.

#### B. DETAILS ON PROPOSAL

- 1. Distance to proposed facility from right of way, edge of pavement and face of curb where curb exist.
- 2. Depth of cover of proposed facility noted at back-slope, ditches, shoulders & pavement.
- 3. Location of proposed installation showing distances to nearest intersecting street or milepost.
- 4. Length, size, type of proposed utility, and distance between proposed structures.
- 5. Detailed distances for offset portions of installation from right of way.
- 6. **Boring (Detailed profile)**
  - a. Type and length of bore.
  - b. Length, size and type of casing, if applicable. (See #11)

- c. Bore pits - location dimensioned from edge of pavement, size and vertical difference from bottom of pit to EOP. Bore pits are to be minimum 1' to 1' ratio from EOP (for every 1' in depth 1' from EOP) or minimum of 10' from EOP, whichever is greater.
- d. Outside diameter of bore and outside diameter of facility being proposed.
- e. Shoring details if applicable.
- f. Plot existing facility/structure to be navigated.
- g. Depict right of way, ditches, pavement, etc.
- h. Special Provision for directional bore on limited access routes (Directional Boring Under Interstate and Limited Access Highways).
- 7. Pavement cuts - note justification, dimension, location from EOP and known travel lanes, size and method of repair. Note limits of mill and inlay if applicable. (Depends on age of existing pavement, please contact District Utilities Office for information)
- 8. Method of installation. **(To choose multiple methods in GUPS, hold CTRL +click the additional methods.)**
- 9. Detailed explanation for any installation other than in back five feet of the right of way. **(Note on drawing why facilities cannot be located in the back five feet of r/w or include exception letter if under pavement.)**
- 10. Location of proposed fire hydrant, manholes, etc., including distance from pavement and right of way.
- 11. Casing required when facility has "wash" factor (i.e. water, sewer, petroleum) or in the area of existing structures (bridges, culverts).
- 12. Profile for all road crossings.
- 13. Length and width of clearing.
- 14. Interstate crossing shown on GDOT construction plans.
- 15. Note whether company forces or sub-contractor will be used. (Special assurance form required for sub-contractor)
- 16. Permit work required because of access permit will be shown on GDOT approved permitted driveway drawings.

**C. ADDITIONAL INFORMATION FOR ABOVE GROUND FACILITIES**

- 1. Distance from edge of travel lane/face of curb for existing and proposed above ground facilities.
- 2. Overhead clearance noted on profile for crossings at low point.
- 3. Location of temporary poles or guy poles if applicable.
- 4. Average daily traffic (ADT) volumes noted when clear zone must be evaluated.
- 5. Indicate poles as new, replaced, or existing to remain.
- 6. Cross-sections of the current terrain at the proposed above ground facility if above ground structures are inside clearzone. Cross-section to include slope ratios.

**III. DETAILS REQUIRED FOR BRIDGE ATTACHMENTS**

Bridge attachments will not be considered when, in the Department's judgment, practical alternative methods, including joint use of existing facilities, are available. (See section 5.7 of UAM)

- 1. Description. (e.g. 10" water main, four 6-inch diameter telephone conduits)
- 2. The weight of the utility per foot including contents.
- 3. The opening size required through end walls, back walls, and diaphragms.
- 4. For water and sewer mains, the maximum diameter of the pipe bell or flanges.
- 5. The hanger spacing with hanger details.
- 6. Location on the bridge.
- 7. Proposal shown on Department bridge plans.
- 8. Anchor type and specifications.

**IV. DETAILS REQUIRED FOR TUNNELS**

See GDOT standard specifications section 555.

- 1. Designed in compliance with AASHTO specifications for tunneling.
- 2. Subsoil surveys, including the elevation of the water table and the classification and relative density of the soils from the ground line to 3 feet below the tunnel liner.
- 3. Rock coring data, including rock type and core recovery, when applicable.
- 4. Sequence of operation for dewatering where applicable.
- 5. Shoring details if applicable.
- 6. Survey of existing field conditions.
- 7. Steel liner plates hot-dipped galvanized and bituminous-coated.

DEPARTMENT OF TRANSPORTATION  
UTILITY PERMIT CHECKLIST INFORMATION

UTILITY COMPANY \_\_\_\_\_ COUNTY \_\_\_\_\_ DATE \_\_\_\_\_

PERMIT NO. \_\_\_\_\_ ROUTE NO. \_\_\_\_\_ BEG MILE POINT \_\_\_\_\_ ENDING MILE POINT \_\_\_\_\_

UTILITY REPRESENTATIVE \_\_\_\_\_

1. WILL YOU BE THE PRIME CONTRACTOR? YES ( ) NO ( ) IF NOT, WHO WILL BE?

\_\_\_\_\_

2. WHO WILL SUPERVISE THE CONSTRUCTION? NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_

3. DO YOU UNDERSTAND THE PERMIT COMPLETELY? YES ( ) NO ( )

4. DO YOU UNDERSTAND THAT THE PERMIT AND PLANS ARE TO BE ON LOCATION WHEN ANY WORK IS BEING DONE AND THAT AN ORANGE PERMIT SIGN IS TO BE ERECTED AND MAINTAINED UNTIL WORK IS COMPLETE? YES ( ) NO ( )

5. DO YOU UNDERSTAND THE TRAFFIC CONTROL REQUIREMENTS? YES ( ) NO ( )

6. DO YOU UNDERSTAND THAT BLOCKING OF TRAVEL LANES MUST BE APPROVED BY THE PERMIT INSPECTOR OF AREA ENGINEER? YES ( ) NO ( )

7. DO YOU UNDERSTAND THAT ANY FLAGGING OF TRAFFIC WILL BE DONE BY CERTIFIED FLAGGERS? YES ( ) NO ( )

8. WILL YOUR PROPOSED WORK CAUSE 1 ACRE OR MORE OF LAND DISTURBANCE? YES ( ) NO ( )

9. IF YES, HAVE YOU PREPARED AND SUBMITTED A "NOTICE OF INTENT" (NOI) TO THE GEORGIA ENVIRONMENTAL PROTECTION DIVISION (EPD)? YES ( ) NO ( )

10. WAS THE NOI SUBMITTED AT LEAST 7 DAYS PRIOR TO COMMENCEMENT OF THE PROPOSED CONSTRUCTION ACTIVITY? YES ( ) NO ( ) N/A ( )

11. AFTER SUBMITTING THE NOTICE OF INTENT, HAVE YOU BEEN NOTIFIED BY THE EPD THAT YOU ARE NOT AUTHORIZED TO DISCHARGE STORMWATER FROM THE PROPOSED CONSTRUCTION SITE? YES ( ) NO ( )

11. DO YOU UNDERSTAND THAT A MEETING WILL BE NECESSARY BETWEEN YOURSELF, THE CONTRACTOR, AND THE STATE REPRESENTATIVE BEFORE WORK BEGINS? YES ( ) NO ( )

12. DO YOU UNDERSTAND THAT YOU ARE TO NOTIFY THE STATE REPRESENTATIVE 24 HOURS BEFORE ANY WORK IS TO BEGIN? YES ( ) NO ( )

13. DO YOU UNDERSTAND THE FACILITY WILL NOT BE PLACED IN SERVICE UNTIL ALL CONSTRUCTION ITEMS ARE COMPLETE UNLESS APPROVED BY THE APPROPRIATE DISTRICT OFFICE? YES ( ) NO ( )

14. DO YOU UNDERSTAND THAT THE STATE REPRESENTATIVE WILL GIVE PLAN INTERPRETATION WHEN REQUESTED AND WILL MAKE SPOT CHECKS ON THE CONSTRUCTION AS WORK PROGRESSES; BUT, IT WILL BE YOUR RESPONSIBILITY TO SEE THAT THE WORK CONFORMS TO THE PROVISIONS OUTLINED IN YOUR PERMIT AND ACCORDING TO YOUR PLAN? YES ( ) NO ( )

THE APPROVED PERMIT AND PLAN HAVE BEEN DELIVERED TO ME THIS DATE.

SIGNED \_\_\_\_\_  
UTILITY REPRESENTATIVE INSPECTOR