



GUPS Release III - Final Utilities Owner's Training

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Overview

- End User License Agreement (EULA)
 - EULA Acceptance
 - EULA Negotiated
 - EULA Decline

- District Wide Vegetation Permits



Initial Notification

- Upon approval for the District or State Utilities Office, Gups will send you an email notification.
- This email will provide information concerning Inspector/Area Engineer contact information.
- Will be required to call or visit Inspector/Area Engineer to discuss permit work related items.
- Once complete the Inspector/Area Engineer will release your permit for EULA review and, if in agreement then printing of the approved documents.



A second email will be sent that will contain a link to the GUPS Home page allowing you to accessed the Permit Activation email. The Home page will have one extra option (radio button) for EULA Processing. At this point in the permitting process, the other two options (circled below) will be disabled.

GEORGIA UTILITIES PERMITTING SYSTEM

What
GUPS
can do
for U

- GUPS allows the Office of Utilities to review permit information and process permit applications online.
- GUPS interfaces with major existing GDOT systems so information is up-to-date and accurate.
- GUPS uses a GIS map interface to assist permit applicants in finding the precise location of the work being permitted.

Please select one of the following tasks:

- Administrative tasks
- Permit Processing
- EULA

[Continue »](#)

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Once the user selects the EULA radio button, the following screen pops up showing a list of all of the permits awaiting EULA acceptance.

Click on a permit ID number to select a permit.

Permits activated for EULA



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



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 user will be responsible for reviewing all of these documents prior to accepting the EULA. Once the reviews have been completed, the user can click on either the Approve, Decline, or Negotiate button, as shown below.

EULA PROCESS FOR PERMIT APPROVAL

The screenshot displays the GUPS (Georgia Utilities Permitting System) interface. At the top, the header includes the GUPS logo, the text "GEORGIA UTILITIES PERMITTING SYSTEM", and the Georgia Department of Transportation logo. Below the header, user information is shown: "Member Group: 100000" and "User ID: vkulkarni". Navigation links for "Home", "Help", and "Log out" are present.

The main content area displays the following information:

- Permit Number: 1133348
- [View Special Provisions](#)
- [View General Provisions](#)
- [View Other Permit Documents](#)
- [End User License Agreement](#)

A text box contains the following instructions:

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.

Below the text box, three buttons are visible: "Approve", "Decline", and "Negotiate". The "Approve" button is circled in red.

At the bottom, there is a "Comments:" label followed by a large empty text input field.

The footer of the page reads: "© Georgia Department of Transportation"



Approval: Selecting the approval button will cause the following screen to pop-up which states that the permit has been approved. The screen will also contain links to **Print Orange Sheet** and to **Download Permit Package**. From this point forward, the user will be responsible for printing the orange placard that is to be at the installation site at all times, as well as for printing their own copies of the permit packages.

Permit Approval Confirmation



The screenshot displays the GUPS (Georgia Utilities Permitting System) interface. At the top left is the GUPS logo, and at the top right is the GDOT logo. The main header reads "GEORGIA UTILITIES PERMITTING SYSTEM". Below the header, the user's session information is shown: "Member Group: 100000" and "User ID: vkulkarni". A navigation bar contains three buttons: "Home", "Help", and "Log out". The main content area displays the following text:

Permit Number: 1133348
The following Permit Number: 1133348 has currently been 'Approved'

Below this message are two blue links: "Print Orange Sheet" and "Download Permit Package". At the bottom of the page, there is a copyright notice: "© Georgia Department of Transportation".



Negotiate: Selecting the Negotiate button will cause the following 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 be notified to accept the negotiated terms and approve or deny. If approved the applicant will sign off on the EULA, then the permit goes to the AI to complete the permit.

Permit Negotiated Confirmation



GUPS GEORGIA UTILITIES PERMITTING SYSTEM

Member Group: 100000 User ID: vkuikarni

[Home](#) [Help](#) [Log out](#)

Permit Number: 1133347
The following Permit Number: 1133347 has currently been placed
under 'Negotiation' and DUE has been notified

Please Contact your GDOT DUE
Name: Dallory Dewey Rozier
Address: . 204 North Highway 301
Email: drozier@tgdot.dot.ga.gov
Telephone: 912-427-5706

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Decline: Selecting the Decline button will cause the following Declined Confirmation screen to pop-up with instructions to contact the GDOT DUE to discuss the reasons for declining the permit. If declined, the permit status becomes inactive and applicant will begin the permitting process over.

Permit Declined Confirmation



The screenshot shows the GUPS (Georgia Utilities Permitting System) interface. At the top left is the GUPS logo, and at the top right is the GDOT logo. The main header reads "GEORGIA UTILITIES PERMITTING SYSTEM". Below the header, the user's Member Group is 100000 and the User ID is vkulkarni. There are three navigation buttons: Home, Help, and Log out. The main content area displays the following information:

Permit Number: 1133347
The following Permit Number: 1133347 has currently been 'Declined'

Please Contact your GDOT DUE
Name: Dallory Dewey Rozier
Address: , 204 North Highway 301
Email: drozier@tgdot.dot.ga.gov
Telephone: 912-427-5706

At the bottom of the page, there is a copyright notice: © Georgia Department of Transportation.



District Wide Vegetation

Overview: The following screens illustrate how to create a District Wide Vegetation permit.

Given:

The user will be logged in to GUPS.

The screen below illustrates the updated apply for permit page. Now there is a new drop down box to the right of the Vegetation work category that contains an option to select District Wide.

GUPS GEORGIA UTILITIES PERMITTING SYSTEM

Member Group: 100000 User ID: vkulkarni

Apply for New Permit Apply by Project LD. Update Saved Application Emergency Permits Admin Help Logout

Application Progress

- Utility Type
- Location Information
- Traffic Control
- Utility Application
- Blasting
- Drawings Upload
- Utility Adjustment Schedule
- Surety Instructions
- Payment Information

Please select the work category applicable to your project:

- Electrical (distribution, transmission, lighting system)
- Communication (telephone, internet, cable TV, security system, signal)
- Gas (natural gas, oil, petroleum, gaseous materials, steam)
- Potable Water (distribution, transmission)
- Sewer & Drain (sewer, storm or both)
- Non Potable Water (reclaimed water, irrigation, slurry, chiller/cool water)
- Vegetation (mowing, pruning, tree removal, chemical)
- Site Specific:

Select
District Wide

Continue »

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After selecting Continue, the next screen will have a drop down showing the Districts. The user will select the appropriate District for the permit. Note: Only one District can be selected at a time.

GUPS GEORGIA UTILITIES PERMITTING SYSTEM

Member Group: 100000 User ID: vkulkarni Permit ID: 1133356

Apply for New Permit Apply by Project I.D. Update Saved Application Emergency Permits Admin Help Logout

Application Progress

- Utility Type
- Location Information
- Traffic Control
- Utility Application
- Drawings Upload
- Surety Instructions
- Payment Information

Select District: District 4

- Select-
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7

Save & Exit Issue » Save & Continue

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The next few screens in the process have not changed and will follow the same procedure as a regular Vegetation Permit. The final review screen will be as shown below. If satisfied with the information shown, the user may click on Save & Exit to save the permit and exit GUPS; the permit will remain in the user's queue. To submit the permit to the District, click on Submit.



GEORGIA UTILITIES PERMITTING SYSTEM



Georgia Department of Transportation

Member Group: 100000 User ID: vkulkarni Permit ID: 1133356

Apply for New Permit
Apply by Project I.D.
Update Saved Application
Emergency Permits
Admin
Help
Logout

Application Progress

- Utility Type
- Location Information
- Traffic Control
- Utility Application
- Drawings Upload
- Surety Instructions
- Payment Information

Please review the information you entered for Permit application:

The work category applicable to your project is Vegetation District Wide for District 4

General Encroachment Information

Traffic Control Type is MUTCD Part 6 - Typical Application Plan

Traffic Control Plan Upload

Upload #1	File Name	Check Test File.txt	File Description	Traffic Control	
Work Description	none	Work Days Estimate	1	Bridge and Wall Attachements	No
Facility Placement Type	Longitudinal	Vegetation Type	Mowing	Begin Date	Aug 27, 2015
End Date	Aug 30, 2015				

Drawings Upload
Drawings Upload is None.

Blasting Information
Blasting Required is No.

General Utility Adjustment Schedule
Adjustment Schedule Required is No.

Save & Exit
Submit

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Contacts

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Thank You!

Questions?

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