



# GPAS – Signal Permits for External Applicants

Manual

About this Manual .....	4
Introduction.....	5
Access GPAS.....	5
Create and Login to GPAS Account .....	6
First-Time Login .....	8
Subsequent Logins .....	9
Manage User Profile .....	11
Manage Addresses .....	13
The GPAS Interface .....	14
Review Permit Details and Status.....	16
Search / Sort / Filter Permits.....	17
Search for Signal Permits .....	17
Grid Search.....	17
Map Search .....	20
Filter Permits.....	36
Sort Permits .....	39
Signal Permits Application Process.....	41
Submit a Signal Permit Application .....	43
New.....	44
Revision .....	56
Revision (Permit Not Found) .....	63
Cancel Permit .....	75



# GPAS – Signal Permits External

Review Application Status.....	86
GDOT Review .....	86
GDOT Approval.....	88

## About this Manual

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!



These callouts contain supplementary notes that will help you choose the appropriate settings and provide background info.

### Note



These callouts contain tech tips, productivity tips, and other useful nuggets of information that will make you more efficient.

### Pro Tip



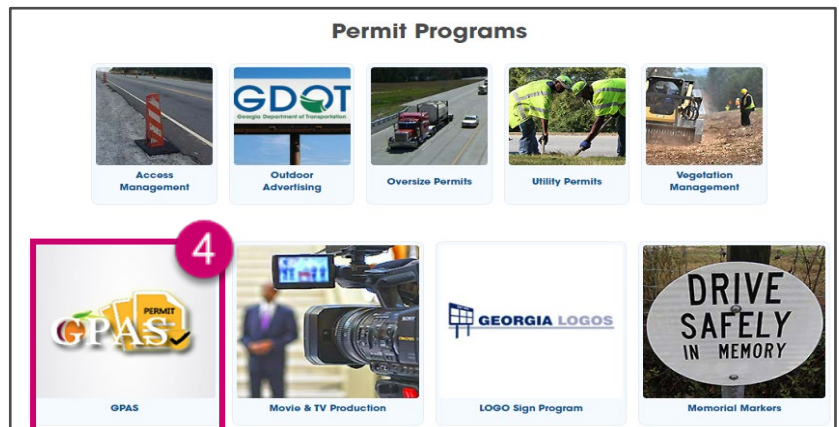
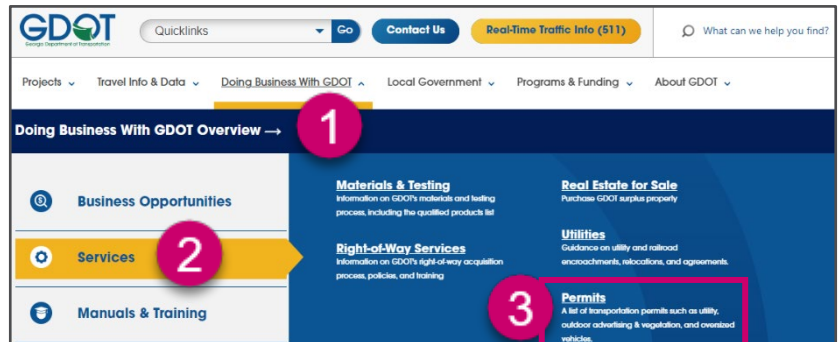
These callouts contain information that will prevent errors from occurring and help you troubleshoot issues.

### Important



### Access GPAS

1. Access GPAS from <https://gpas.dot.ga.gov/> or from the GDOT website navigate to **Doing Business With GDOT**.
2. Select **Services**.
3. Select **Permits**.
4. Select **GPAS**.
5. The GPAS login page will appear.  
  
If this is your first time accessing GPAS, you must first create an account and setup your profile.



Georgia Permit Application System (GPAS)

**EXISTING GPAS USER**

Email \*

Verification Code \*

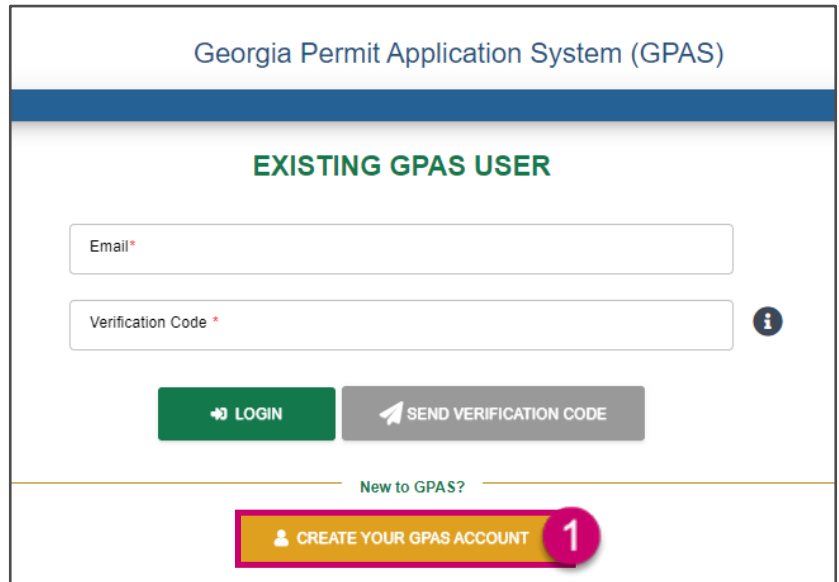
**LOGIN** **SEND VERIFICATION CODE**

New to GPAS?

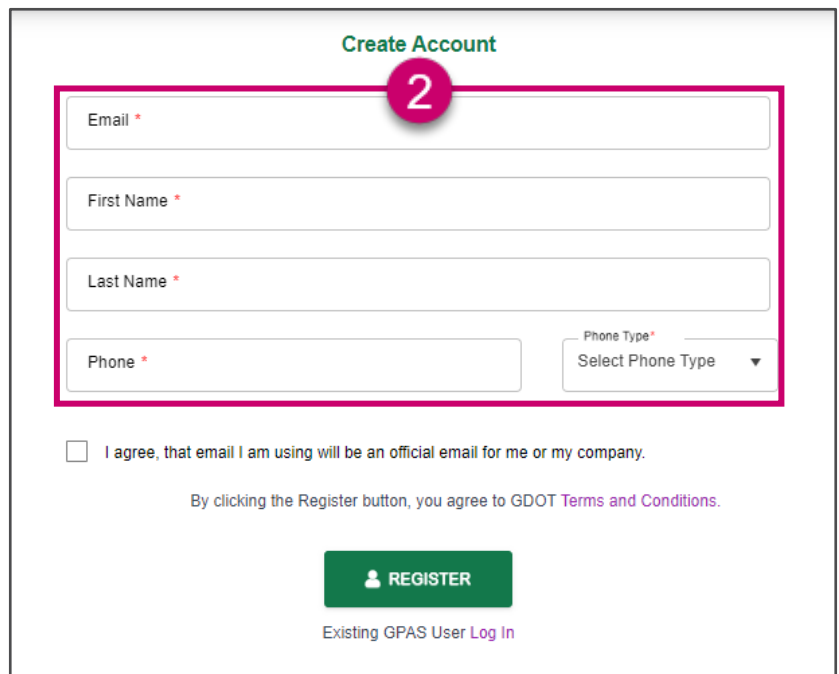
**CREATE YOUR GPAS ACCOUNT**

## Create and Login to GPAS Account

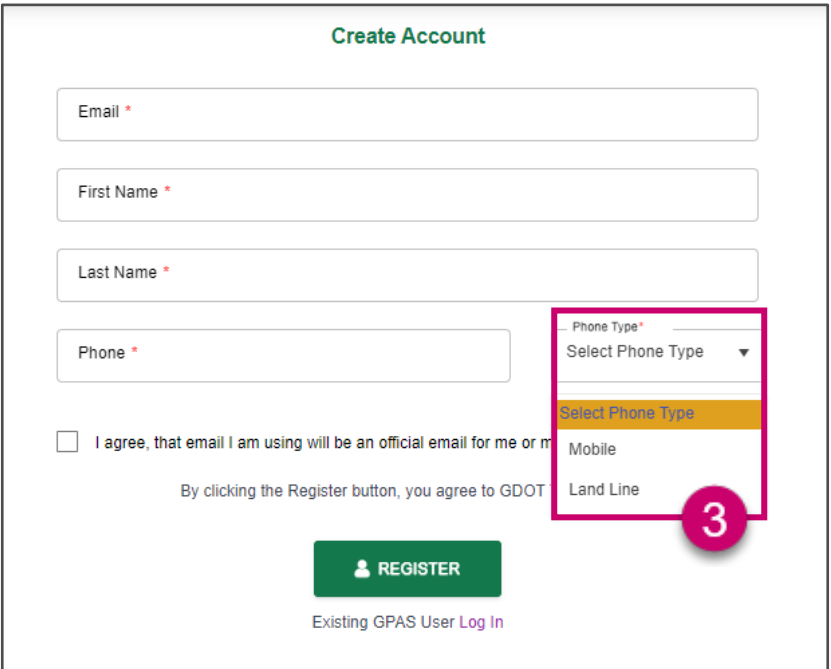
1. To create a GPAS account, select **CREATE YOUR GPAS ACCOUNT**.



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.



**Create Account**

Email \*

First Name \*

Last Name \*

Phone \*

☐ I agree, that email I am using will be an official email for me or my company.

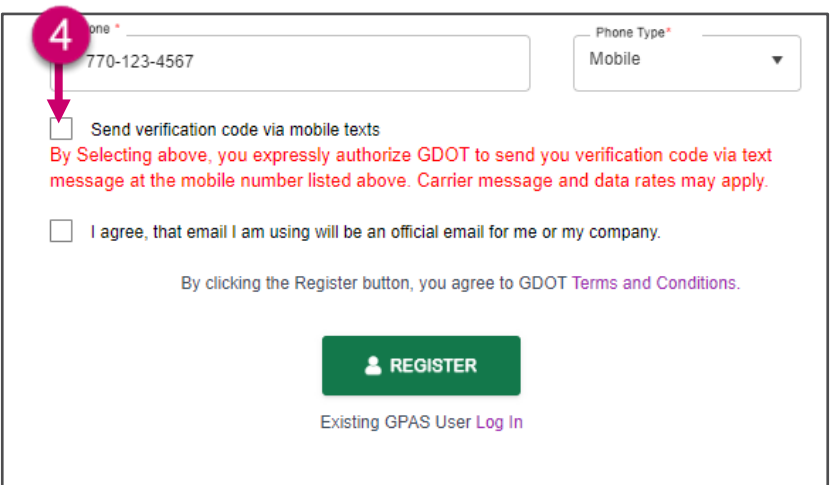
By clicking the Register button, you agree to GDOT Terms and Conditions.

**REGISTER**

Existing GPAS User [Log In](#)

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.



Phone \*

770-123-4567

Phone Type \*

Mobile

☐ Send verification code via mobile texts

By Selecting above, you expressly authorize GDOT to send you verification code via text message at the mobile number listed above. Carrier message and data rates may apply.

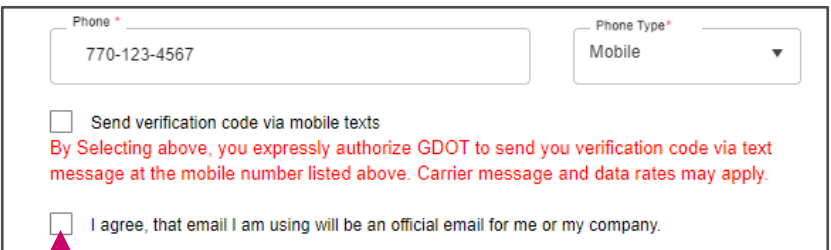
☐ I agree, that email I am using will be an official email for me or my company.

By clicking the Register button, you agree to GDOT Terms and Conditions.

**REGISTER**

Existing GPAS User [Log In](#)

5. Select the checkbox to confirm that the email you entered is the official email for you or your company.



Phone \*

770-123-4567

Phone Type \*

Mobile

☐ Send verification code via mobile texts

By Selecting above, you expressly authorize GDOT to send you verification code via text message at the mobile number listed above. Carrier message and data rates may apply.

☐ I agree, that email I am using will be an official email for me or my 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

☒ Send verification code via mobile texts

By Selecting above, you expressly authorize GDOT to send you verification code via text message at the mobile number listed above. Carrier message and data rates may apply.

☒ I agree, that email I am using will be an official email for me or my company.

By clicking the Register button, you agree to GDOT [Terms and Conditions](#).

 **REGISTER** **6**

Existing GPAS User [Log In](#)

## 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.

Georgia Permit Application System (GPAS)

**EXISTING GPAS USER**

Email \*

Verification Code \*

**C** **LOGIN** **SEND VERIFICATION CODE**

New to GPAS?

**CREATE YOUR GPAS ACCOUNT**



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**.

The screenshot shows the 'Georgia Permit Application System (GPAS)' login interface for an 'EXISTING GPAS USER'. It features two input fields: 'Email' (marked with a red 'a') and 'Verification Code' (marked with an 'i' icon). Below these fields are two buttons: a green 'LOGIN' button and a grey 'SEND VERIFICATION CODE' button (marked with a red 'b'). At the bottom, there is a link 'New to GPAS?' and a yellow button 'CREATE YOUR GPAS ACCOUNT'.

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

The screenshot shows a pop-up window titled 'How would you like to receive new verification code? Please select one of the options below'. It contains three radio button options: 'Text Message' (with a green speech bubble icon), 'Email' (with a green envelope icon), and 'Both' (with an orange speech bubble and envelope icon). Below the options is a text description: 'Receive the verification code in a text message and Email'. At the bottom, there are two buttons: a blue 'SEND' button (marked with a red '2') and a grey 'CANCEL' button.

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

# GPAS – Signal Permits External

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.

The screenshot shows the 'Georgia Permit Application System (GPAS)' login interface. At the top, it says 'Georgia Permit Application System (GPAS)'. Below that is a blue header with the text 'EXISTING GPAS USER'. The main form area contains two input fields: 'Email \*' and 'Verification Code \*'. The 'Email' field is marked with a red 'a' in a circle. The 'Verification Code' field is marked with a red 'b' in a circle and an information icon. Below these fields are two buttons: a green 'LOGIN' button with a red 'c' in a circle, and a grey 'SEND VERIFICATION CODE' button. At the bottom, there is a link 'New to GPAS?' and a yellow button 'CREATE YOUR GPAS ACCOUNT'.



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](mailto:SolutionsCenter@dot.ga.gov).

**Important**

## Manage User Profile

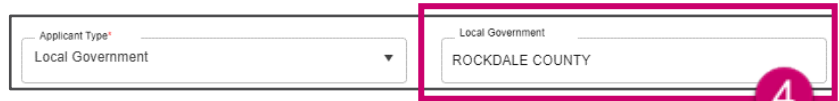
The first time you login to GPAS, you will be prompted to update your user profile.

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.

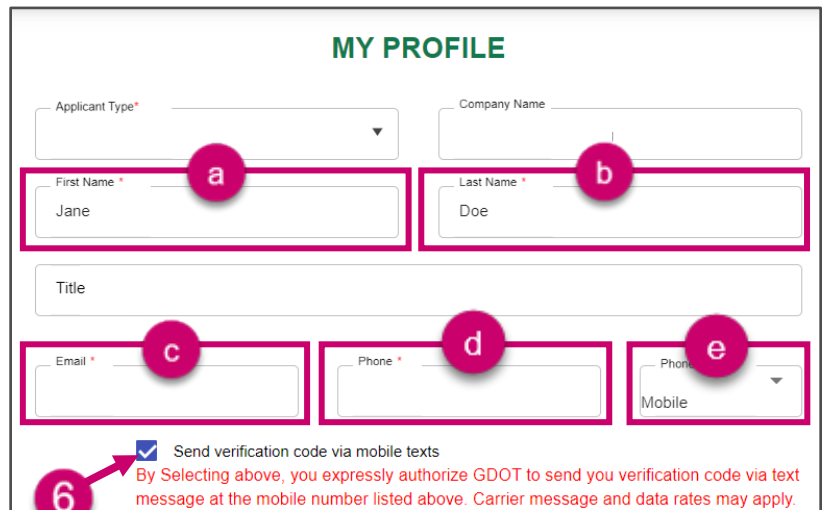


Applicant Type\*  
Local Government ▼

Local Government  
ROCKDALE COUNTY

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:
- First Name
  - Last Name
  - Email
  - Phone
  - Phone Type



**MY PROFILE**

Applicant Type\*  
Company Name

First Name\*  
Jane

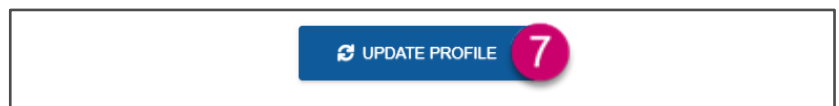
Last Name\*  
Doe

Title

Email\*  
Phone\*  
Phone\*  
Mobile ▼

☒ Send verification code via mobile texts  
By Selecting above, you expressly authorize GDOT to send you verification code via text message at the mobile number listed above. Carrier message and data rates may apply.

7. Select **UPDATE PROFILE** to continue.

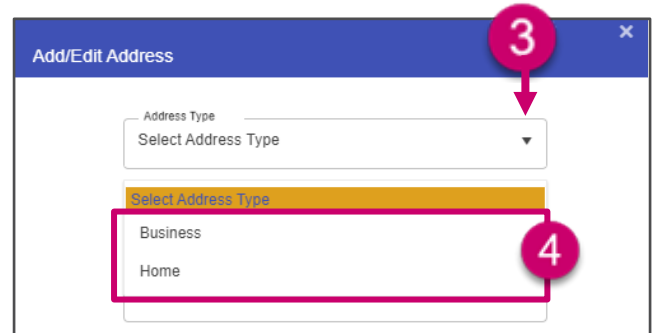
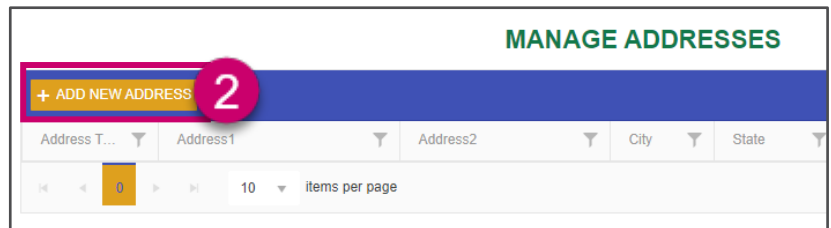
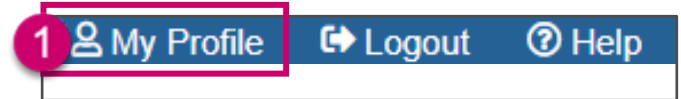


UPDATE PROFILE



## 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**.

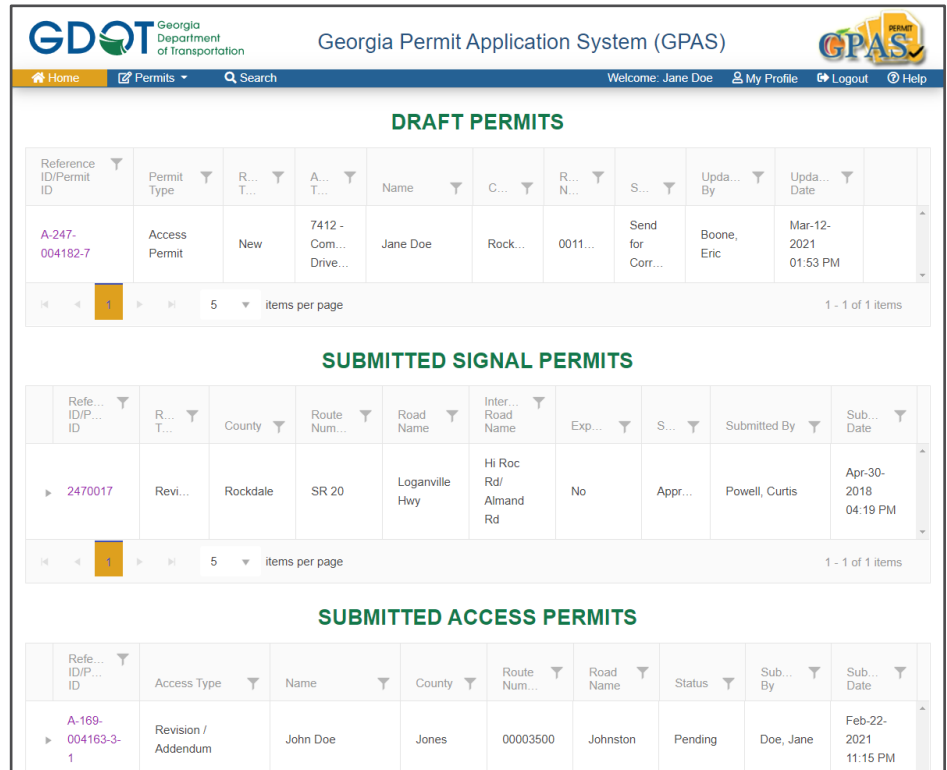


## The GPAS Interface

The GPAS **Home** page shows:

- **DRAFT PERMITS**
- **SUBMITTED SIGNAL PERMITS**
- **SUBMITTED ACCESS PERMITS**

From here you can view the details of submitted permits.



**DRAFT PERMITS**

Reference ID/Permit ID	Permit Type	R... T...	A... T...	Name	C...	R... N...	S...	Upda... By	Upda... Date
A-247-004182-7	Access Permit	New	7412 - Com... Drive...	Jane Doe	Rock...	0011...	Send for Corr...	Boone, Eric	Mar-12-2021 01:53 PM

5 items per page 1 - 1 of 1 items

**SUBMITTED SIGNAL PERMITS**

Refe... ID/P...	R... T...	County	Route Num...	Road Name	Inter... Road Name	Exp...	S...	Submitted By	Sub... Date
▶ 2470017	Revi...	Rockdale	SR 20	Loganville Hwy	Hi Roc Rd/ Almand Rd	No	Appr...	Powell, Curtis	Apr-30-2018 04:19 PM

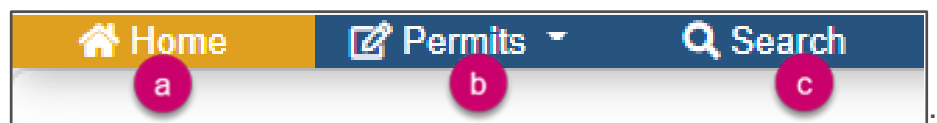
5 items per page 1 - 1 of 1 items

**SUBMITTED ACCESS PERMITS**

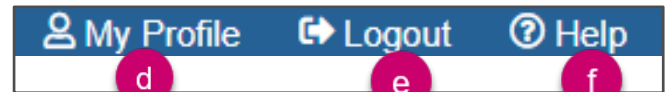
Refe... ID/P...	Access Type	Name	County	Route Num...	Road Name	Status	Sub... By	Sub... Date
▶ A-169-004163-3-1	Revision / Addendum	John Doe	Jones	00003500	Johnston	Pending	Doe, Jane	Feb-22-2021 11:15 PM

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

- Home** – This will bring you back to the GPAS homepage.
- Permits** – From this menu, you have the following options:
  - Apply for Access Permit
  - Apply for Signal Permit
- Search** – Here you can search for Draft or Submitted permits.



From the top right of the **Home** page, you can access the following:

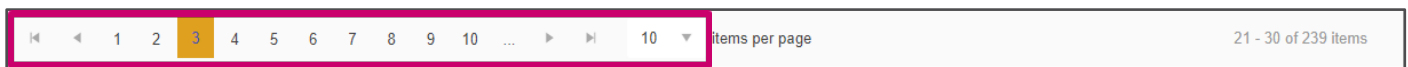


- d. **My Profile** – Update your user profile.
- e. **Logout** – Logout of GPAS.
- f. **Help** – Access help documents for GPAS.

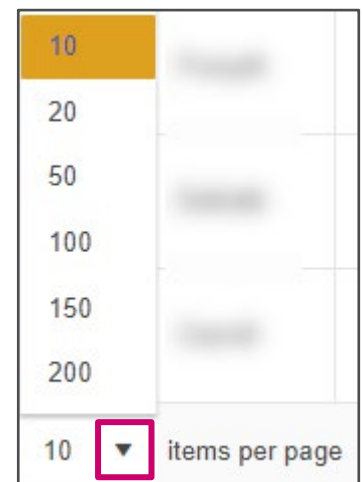
You can filter the lists of permits, by selecting the **Filter** (  ) icon next to any of the columns. You can also sort by selecting the column headings in ascending or descending order.

Reference ID/Permit ID	Permit Type	Req... Type	Acc... Type	Name	Cou...	Route Num...	Status	Updated By	Updated Date	
------------------------	-------------	-------------	-------------	------	--------	--------------	--------	------------	--------------	--

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.

Reference ID/Permit ID	Req... Type	County	Route Number	Road Name	Intersec... Road Name	Expedite	Status	Submitted By	Submitted Date
6-247-001329-7	New	Rockdale		GLENHAVEN CT SW		No	Pending	Doe, Jane	May-25-2021 02:56 PM
2470017	Revision	Rockdale	SR 20	Loganville Hwy	Hi Roc Rd/ Almand Rd	No	Approved	Doe, Jane	Apr-30-2018 04:19 PM

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

2470017	Revision	Rockdale	SR 20	Loganville Hwy	Hi Roc Rd/ Almand Rd	No	Approved	Powell, Curtis	Apr-30-2018 04:19 PM
Group Name		Assigned Date	Assigned To	Status	Status Date	Last Update...	Comments		
Assistant State Traffic Engineer		May-15-2018 02:10 PM	Scott E. Zehngraff	Approved	Jun-08-2018 11:15 AM	Scott E. Zehngraff	06-08-2018 11:15 AM-approved with minor redline to relabel 6S head		
Assistant State Traffic Engineer		May-15-2018 03:33 PM	Aaron Alexander Steede	Reviewed	Jun-06-2018 08:09 AM	Aaron Alexander Steede	06-06-2018 08:09 AM-recommend approval		
Assistant State Traffic Engineer		May-15-2018 03:33 PM	Aaron Alexander Steede	Assigned	May-15-2018 03:33 PM	Aaron Alexander Steede			

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

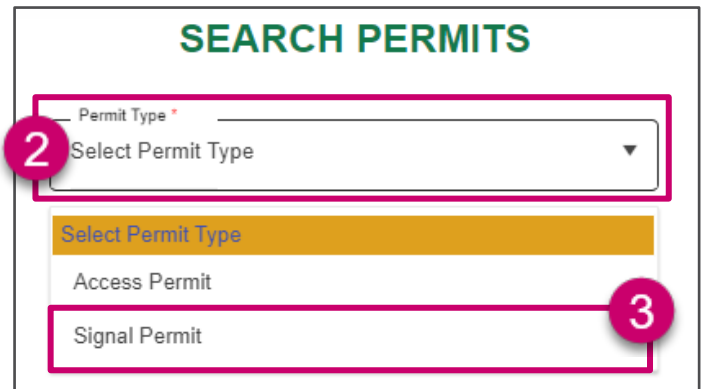
## Search for Signal Permits

### 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**.

**SEARCH PERMITS**

Permit Type  
Signal Permit

Request Type  
Select Request Type

Permit Reference ID

Permit ID

Select Signal Type(s)

County  
Select County

City  
Select City

Route Type  
Select Route Type

Route Number

By Location

Work Performed By  
Select Work Performed By

Equipment Provided By  
Select Equipment Provided By

Maintained By  
Select Maintained By

Select Additional Information Flag(s)

**5** → **SEARCH** **RESET**

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.

Permit ID / Reference ID	Request Type	District	C...	Main R...	R... At	R... N...	R... N...	Inter... Road Name	St...	Com... Date
3704551 NB		District One- Gainesville	Rock...	SR 403	Steve Reyn...		(I-85) NB Exit		Appro...	01/01/1...
	Revision	District Two- Tennille	Rock...	SR 212		0002...		BETHA... RD/BU... BRIDGE RD	Appro...	12/08/2...
	Revision	District Seven- Chamblee	Rock...	SR 20		0000...		J.h. House Elemen...	Appro...	01/01/1...
	Revision	District Seven- Chamblee						J.h. House Elemen...	Appro...	01/01/1...
	Revision	District Seven- Chamblee						J.h. House Elemen...	Appro...	01/01/1...
	Revision	District Seven- Chamblee							Appro...	09/21/1...
	Revision	District Seven- Chamblee							Appro...	09/21/1...
	Revision	District Seven- Chamblee	Rock...	SR 12	SR 20	0001...			Appro...	09/21/1...
	Revision	District Seven- Chamblee	Rock...	SR 12	SR 20	0001...			Appro...	05/30/1...

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

**Note**

1 2 3 4 5 6 7 8 9 10 ... 10 items per page 1 - 10 of 193 items

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.

**REVIEW PERMIT**

**Main Information**

<b>Request Type:</b>	<b>Permit Reference ID:</b>	<b>Asset Number:</b>	<b>Permit ID:</b> 3704551 NB
<b>Signal Type:</b>			
<input type="checkbox"/> Advanced Warning Beacon <input type="checkbox"/> LED Enhanced Device <input type="checkbox"/> Pedestrian Hybrid Beacon <input type="checkbox"/> Rectangular Rapid Flash Beacon	<input type="checkbox"/> Emergency Vehicles Pre-emption <input type="checkbox"/> Other <input type="checkbox"/> Pedestrian Push Buttons <input type="checkbox"/> School Zone Flasher	<input type="checkbox"/> Flashing Beacon <input type="checkbox"/> Pedestrian Heads <input type="checkbox"/> Rail Road Pre-emption <input type="checkbox"/> Stop and Go	
<b>Permit Approved Date:</b> 01/01/1900		<b>Permit Executive Summary:</b>	

**Permit Location**

**County:** Rockdale

<b>City:</b>	<b>GDOT District:</b> District One- Gainesville	<b>Intersecting Road:</b>
<b>Main Route:</b> SR 403	<b>Road Name:</b> (I-85) NB Exit	
<b>Route Number:</b>	<b>Route At:</b> Steve Reynolds Blvd.	
<b>Latitude:</b> 33.565174	<b>US Route:</b>	<b>Interstate:</b>
	<b>Longitude:</b> -84.081419	<b>Mile Point:</b>

**Additional Information**

<input type="checkbox"/> Expedite Permit <input type="checkbox"/> Pedestrian Accommodations <input type="checkbox"/> Use of R9-3A & R9-3B (If Excluded) <input type="checkbox"/> New Left Turn Phasing <input type="checkbox"/> Adding 4th Leg (Formerly "T" Intersection) <input type="checkbox"/> Left Turn Lane on all Approaches <input type="checkbox"/> Written Support For Excluding Pedestrians	<input type="checkbox"/> Protected-Permissive or Protected Only Left Turn Phasing <input type="checkbox"/> Turning Movement Counts <input type="checkbox"/> Contingency <input type="checkbox"/> Crash Monitoring <input type="checkbox"/> Written Support for Excluding Left Turn Lanes <input type="checkbox"/> Is Signal Related to GDOT Project ID?	
<b>Work Performed By:</b>	<b>Equipment Provided By:</b>	<b>Project ID:</b>
<b>Maintained By:</b> Local Government	<b>Special Requirements:</b>	

**Attachments**









Document Type	Document Link	Created By	Date Uploaded
<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">0</div> <div style="margin-right: 5px;">10</div> <div>items per page</div> </div>			

9
→
CLOSE

## 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.

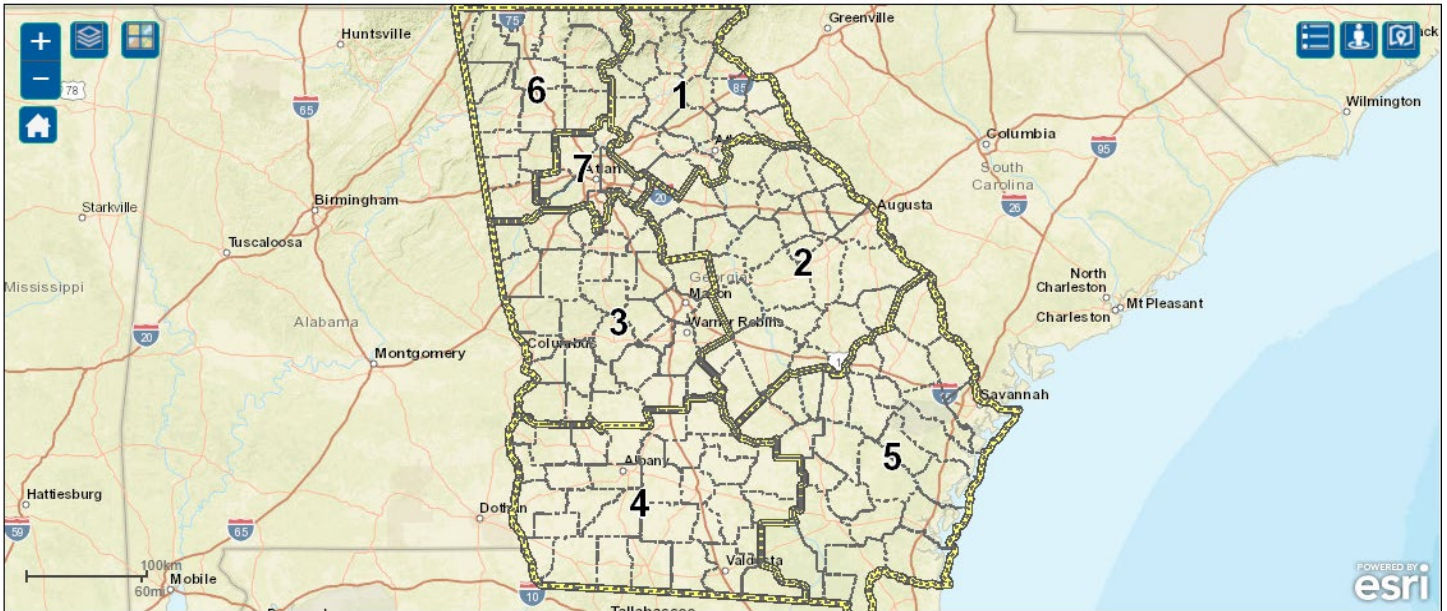
The tools are:

	<b>Default Extent</b>	Resets the map to display all the districts in the state of Georgia.
	<b>Zoom Out</b>	Zooms out the view of the map.
	<b>Zoom In</b>	Zooms in the view of the map.
	<b>Show Hide Data Layers</b>	Shows or hides data layers on the map.
	<b>Switch Basemap</b>	Changes the display of the base map.
	<b>Legend</b>	Displays the definition of the symbols on the map.
	<b>Tri View</b>	Displays the location on online mapping.
	<b>Search by Drawing a Rectangle on the Map</b>	Allows you to search a region on the map by drawing a rectangle around it.



## 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.



# GPAS – Signal Permits External

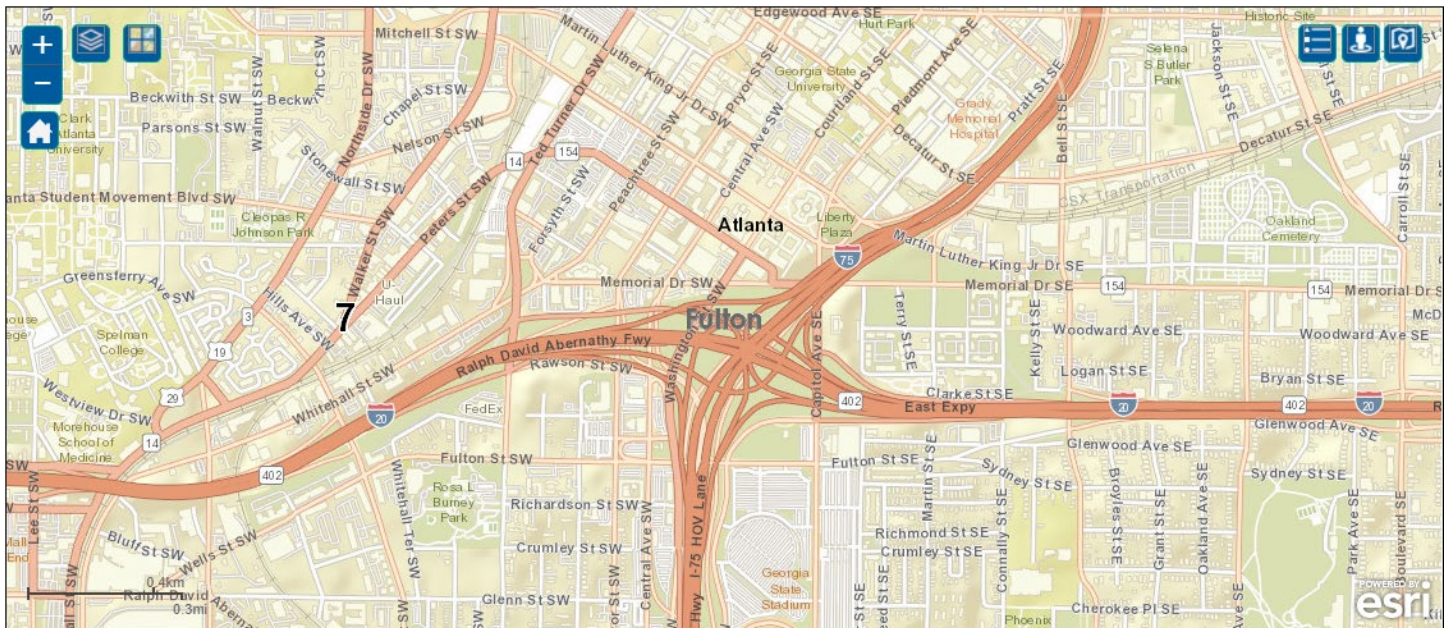


If you are working on a computer, and your computer mouse has a wheel, you can **roll down** the **wheel** to **zoom out**.

**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**



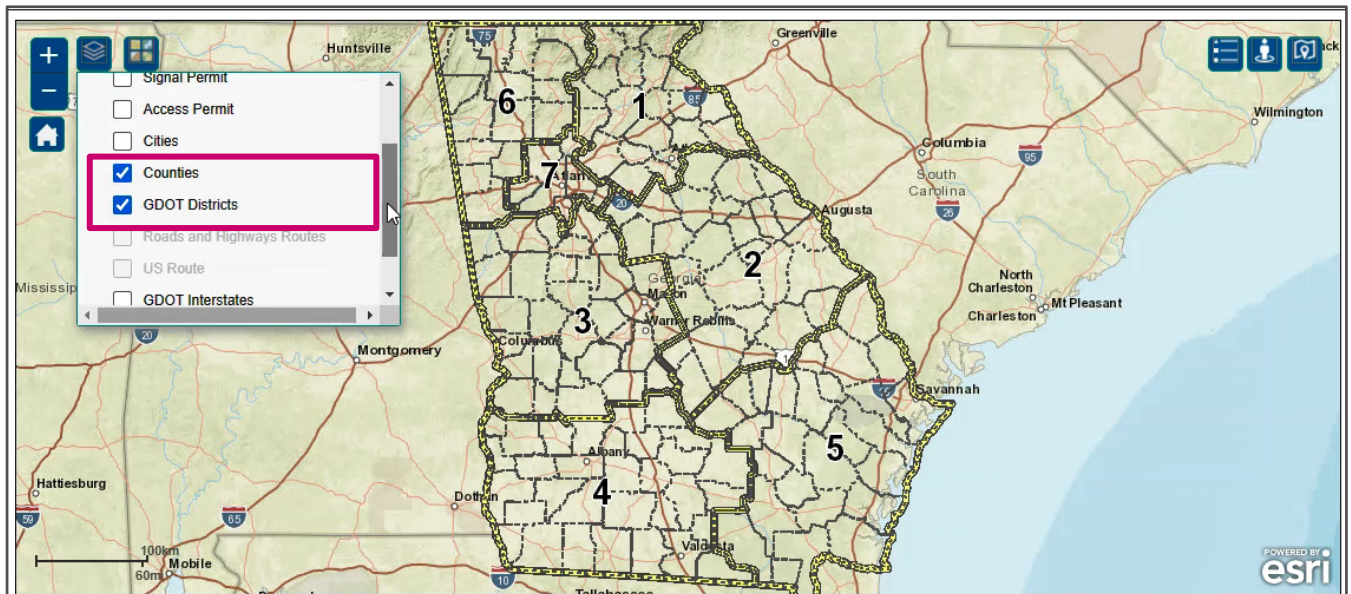
## Show Hide Data Layers

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

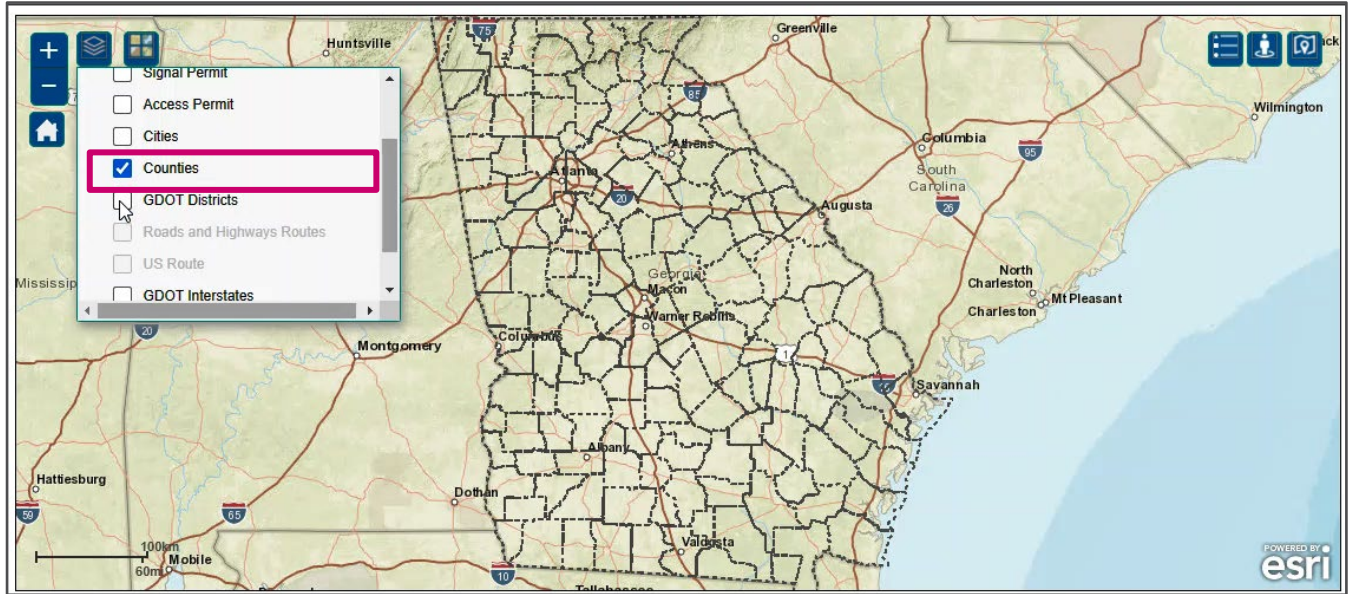
1. Select **Show Hide Data Layers**.
2. Select the right arrow to display the layers.



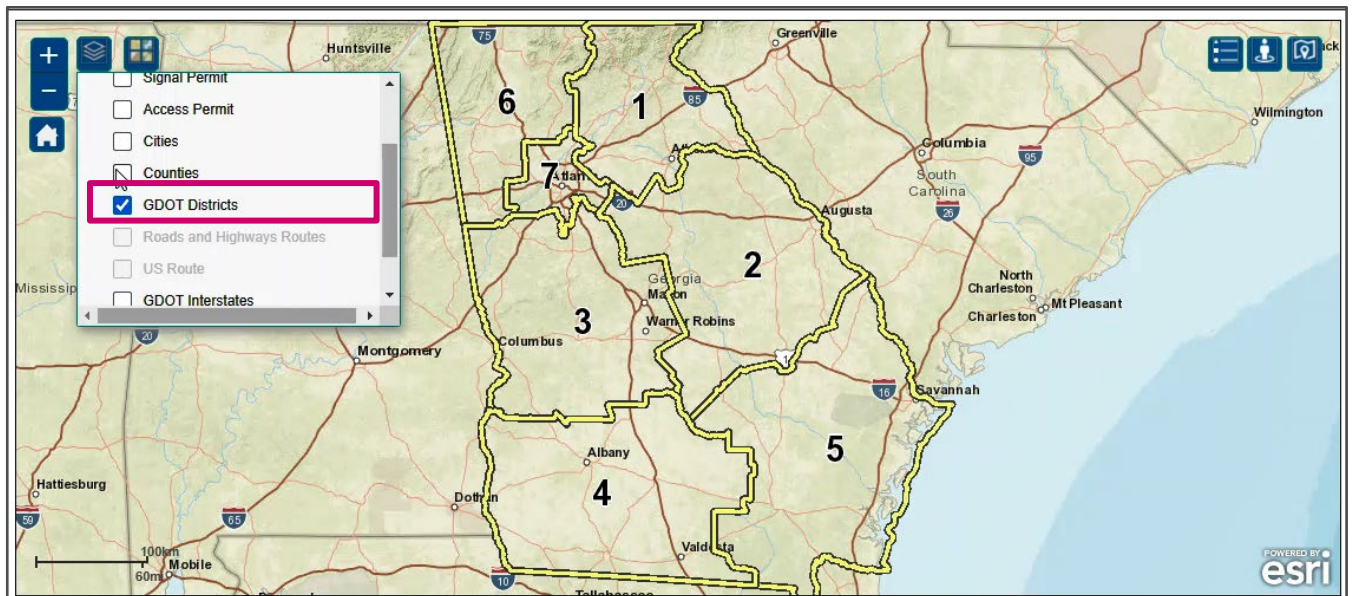
3. By default, the **Counties** and the **GDOT District** layers are visible.



If you deselect the **GDOT District** layer, you will be left with only the **Counties** layer.



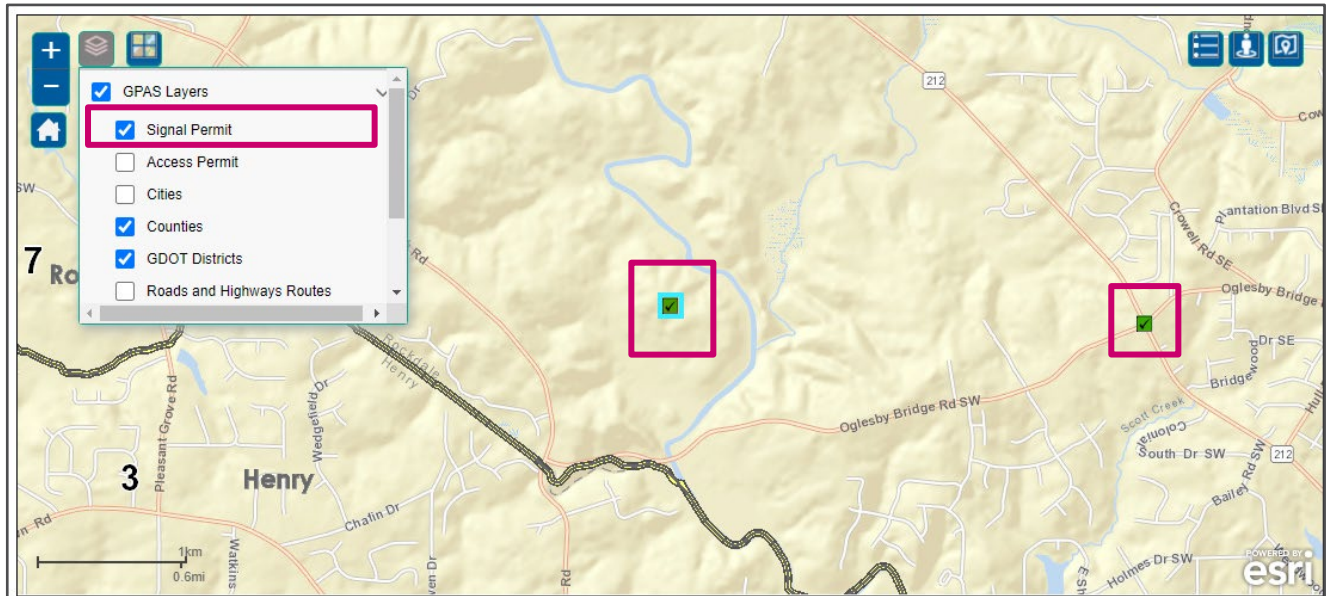
If you deselect instead the **Counties** layer, you will be left with only the **GDOT Districts** layer.



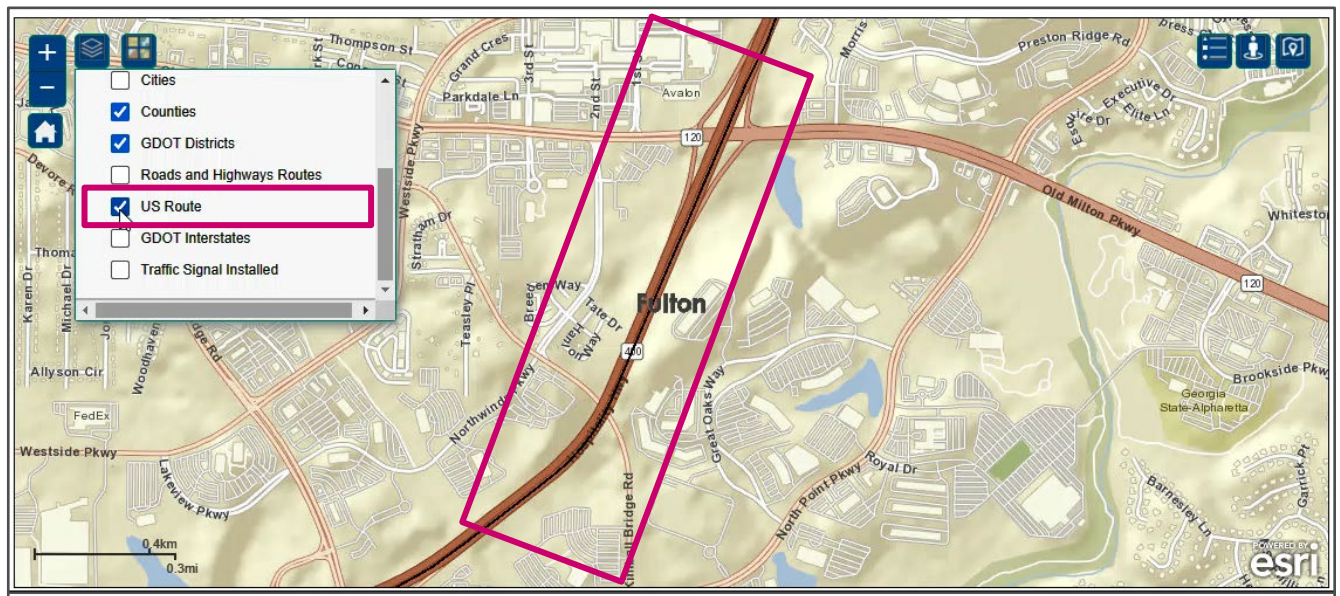


# GPAS – Signal Permits External

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.



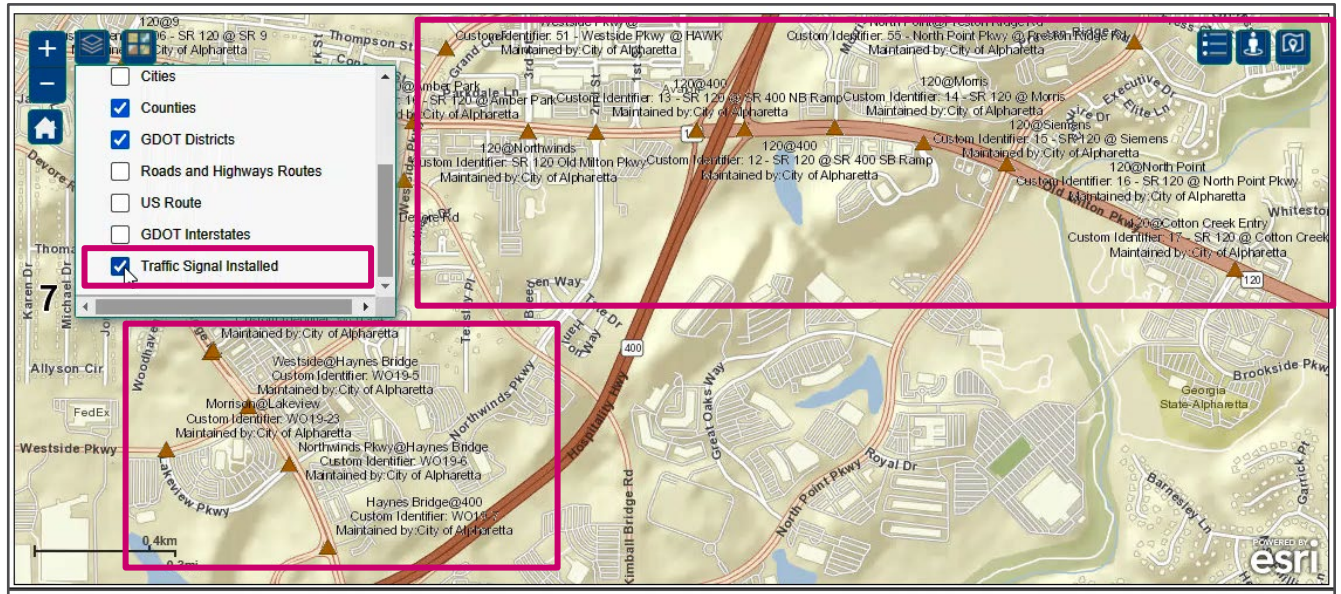
If you select the **US Route** layer, the system will highlight any US Routes visible on the map.






# GPAS – Signal Permits External

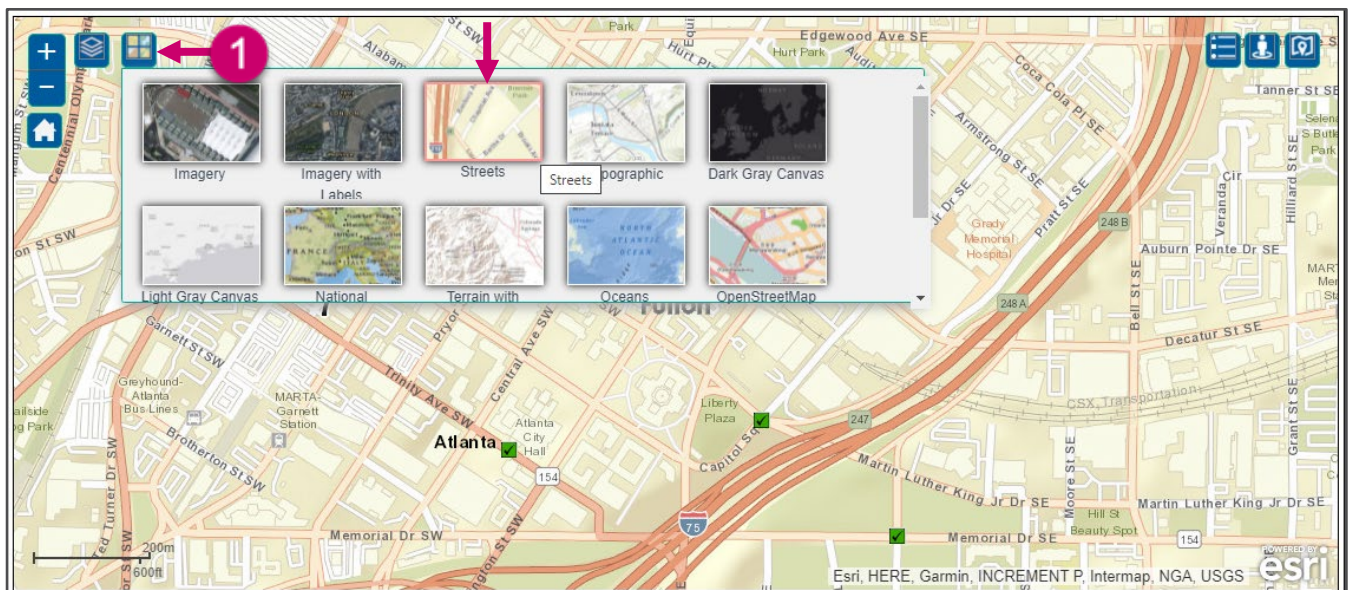
If you select the **Traffic Signal Installed** layer, the system will highlight any Traffic Signals Installed which are visible on the map.



## 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.

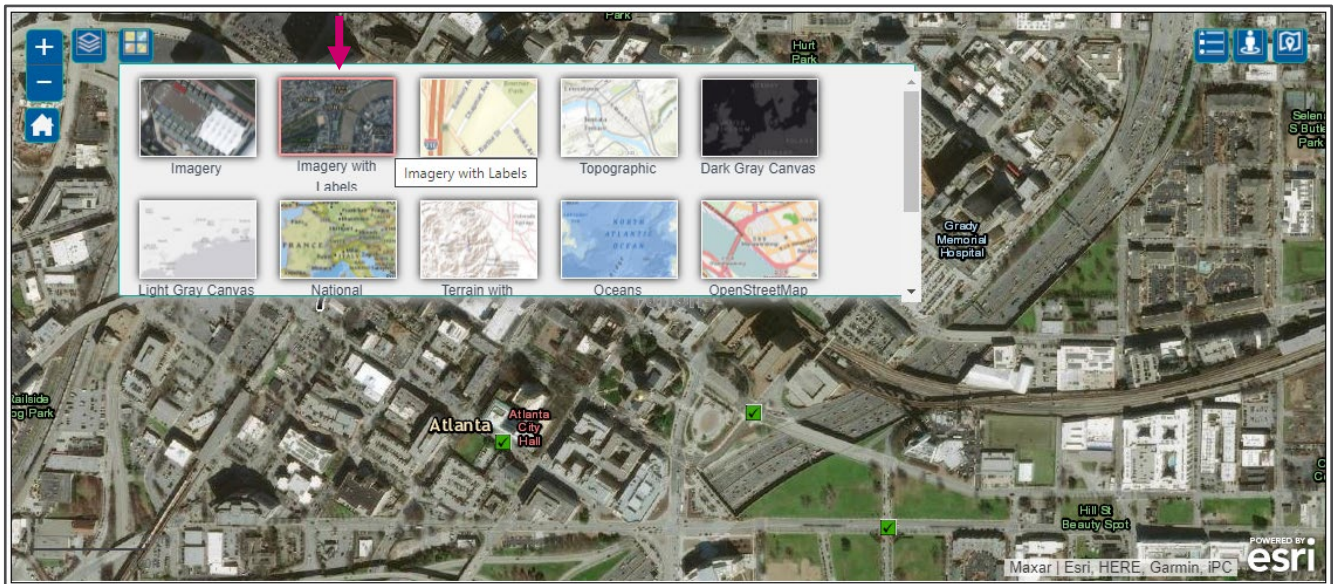




If you select the **Imagery** base map type, the display changes as shown below.



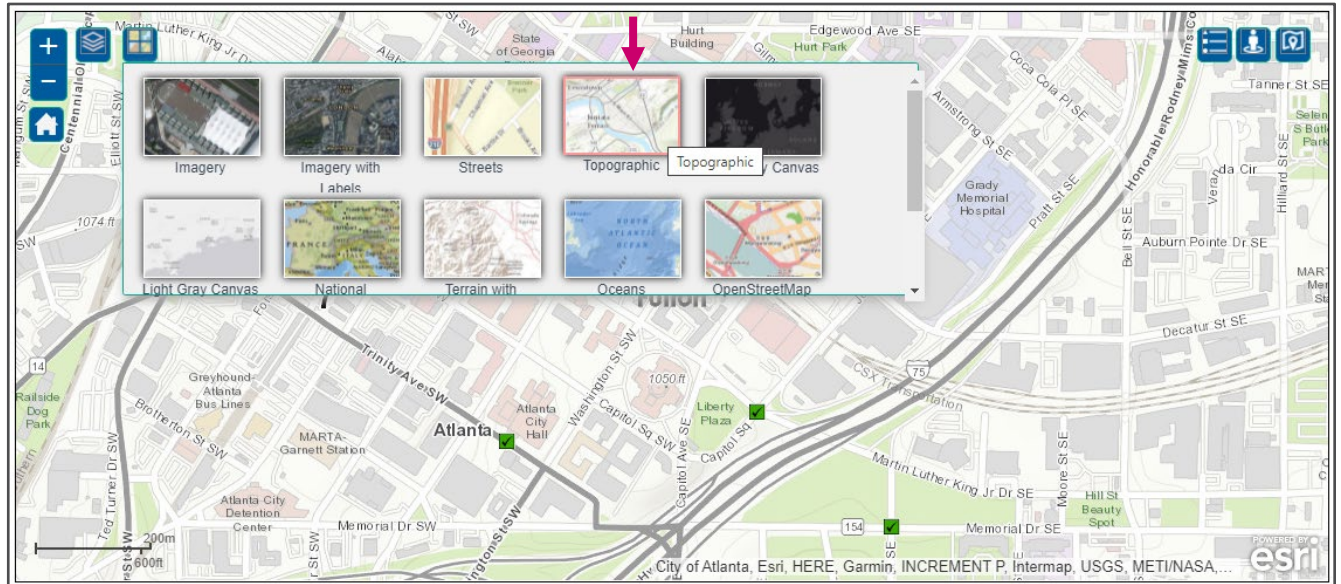
If you select the **Imagery with labels** base map type, the display changes as shown below.



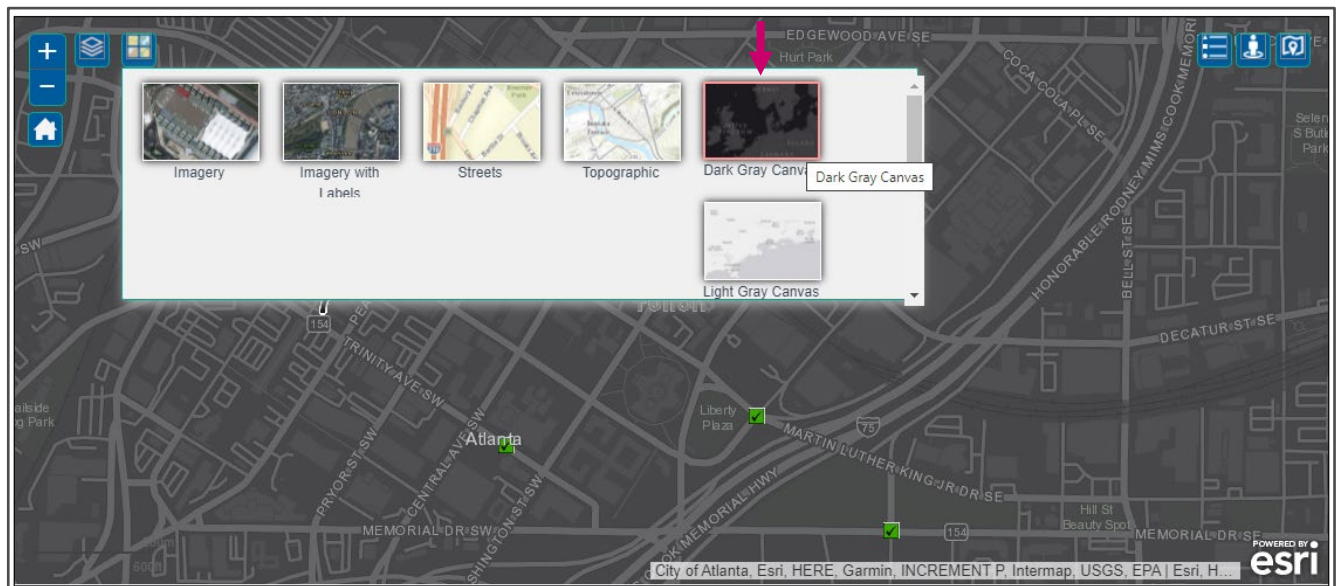


# GPAS – Signal Permits External

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.



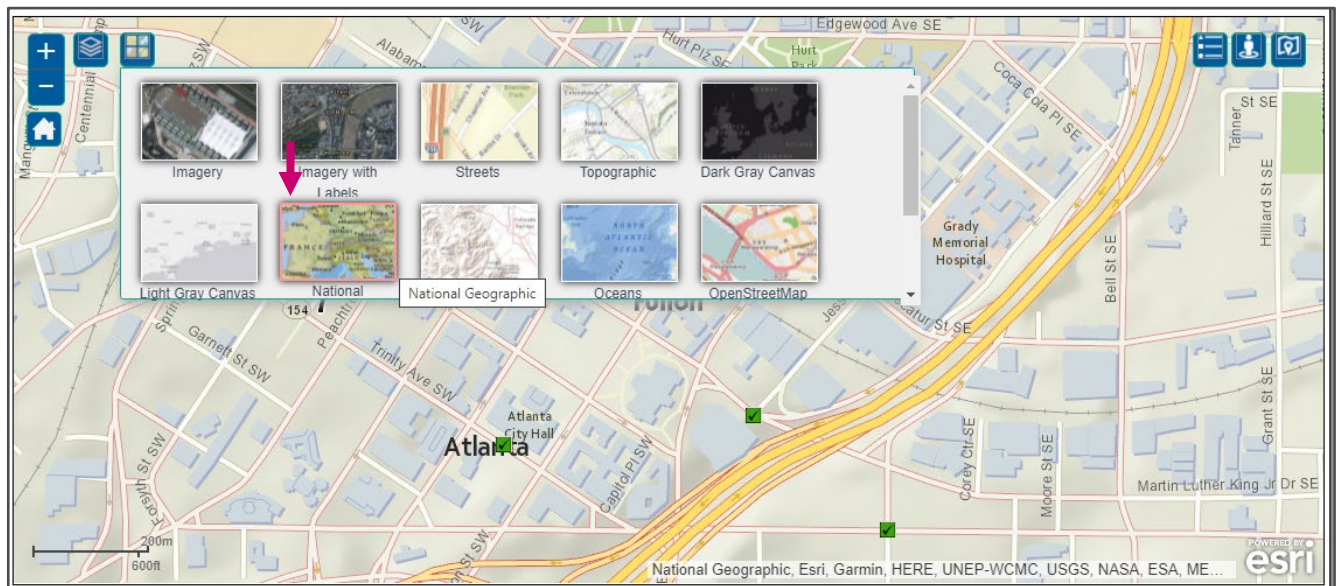


# GPAS – Signal Permits External

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



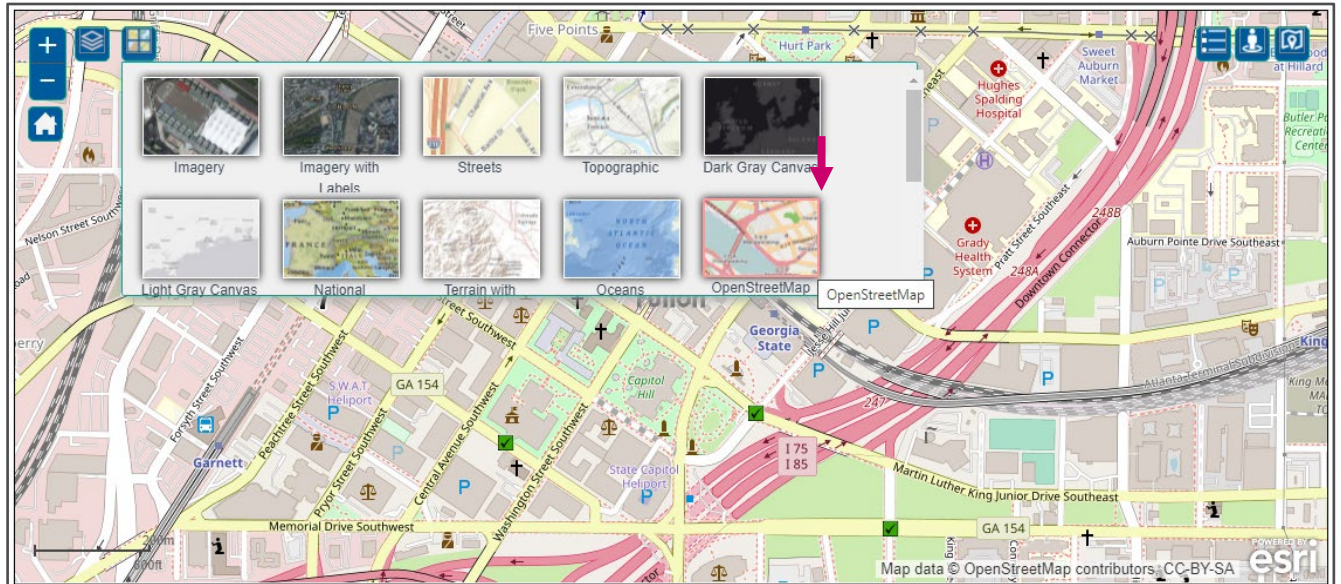
If you select the **National** base map type, the display changes as shown below.



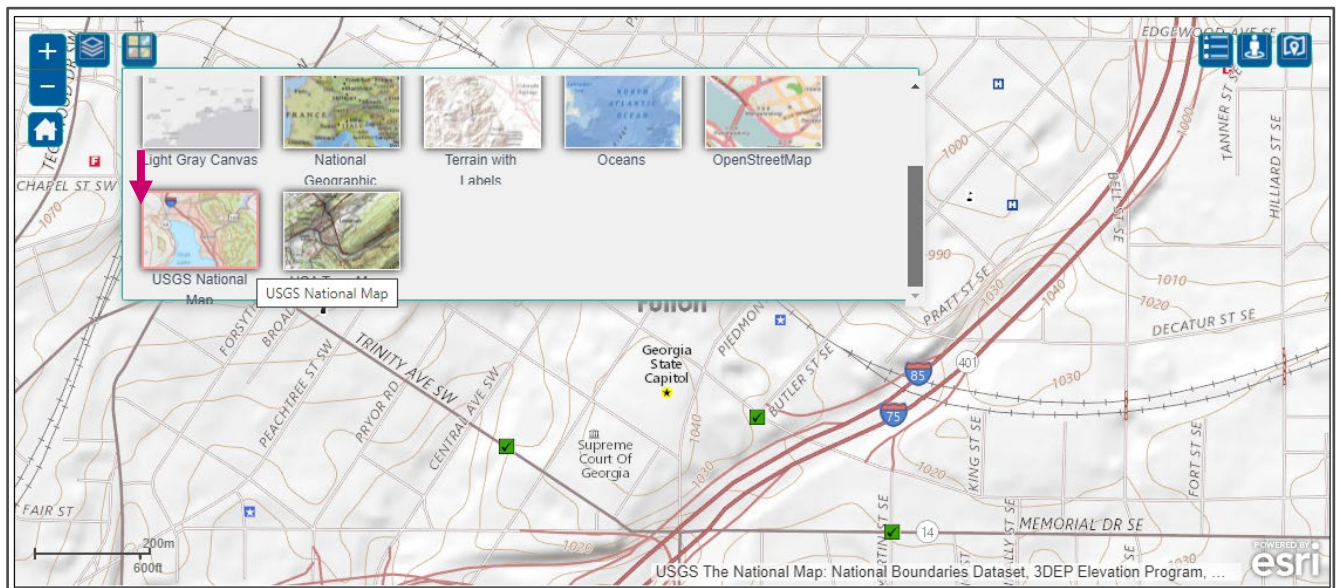


# GPAS – Signal Permits External


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



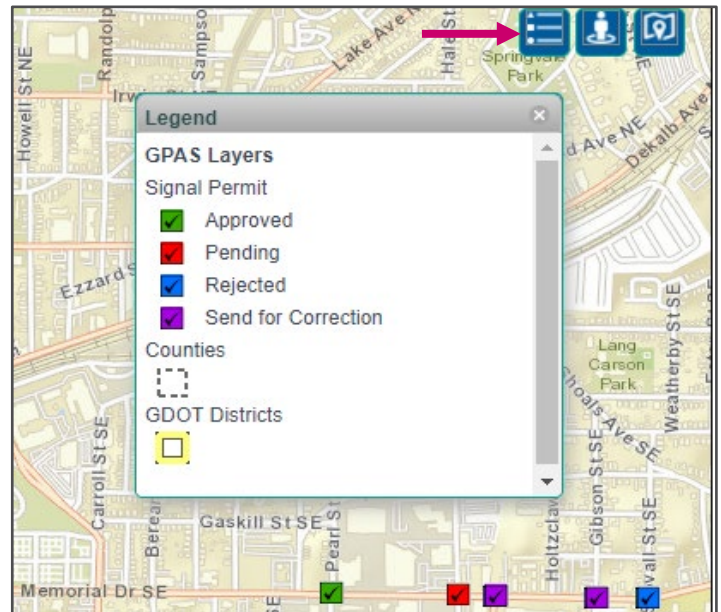
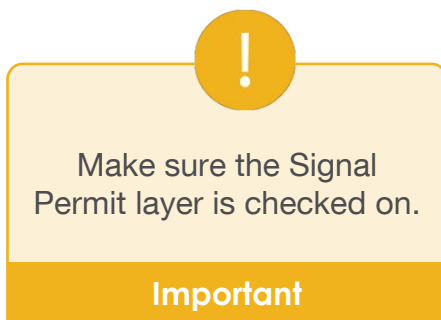
If you select the **USGS National** base map type, the display changes as shown below.



## Legend

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

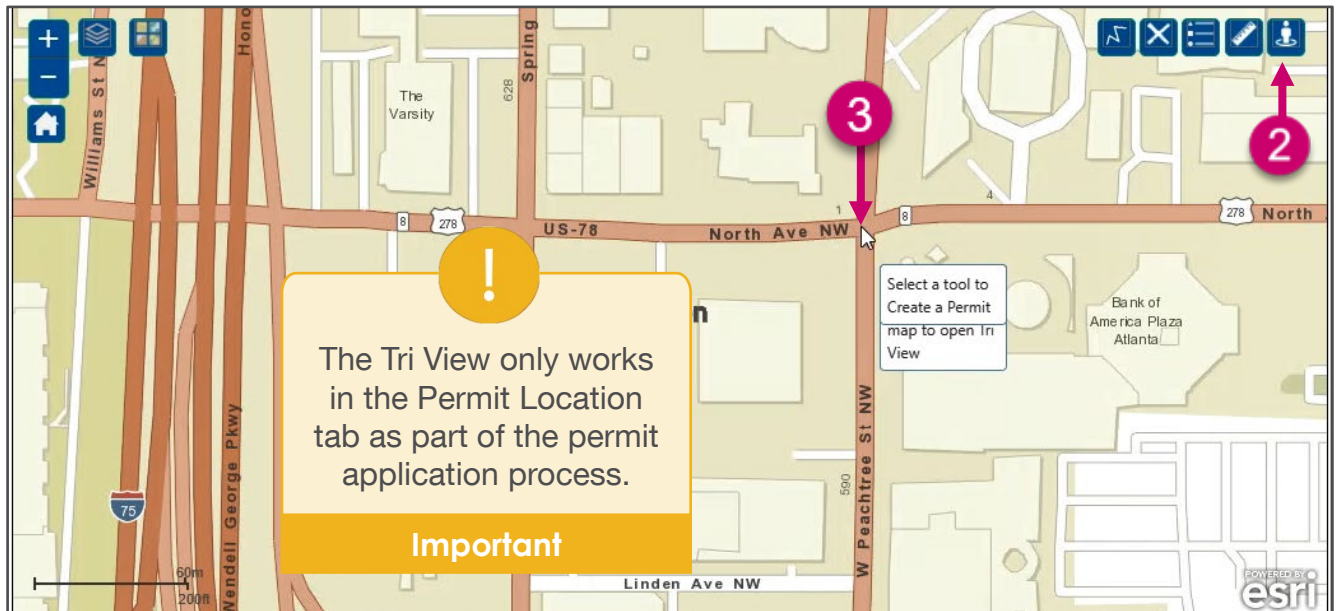
1. Select **Legend**.
2. If necessary, scroll down to see all the items on the legend.



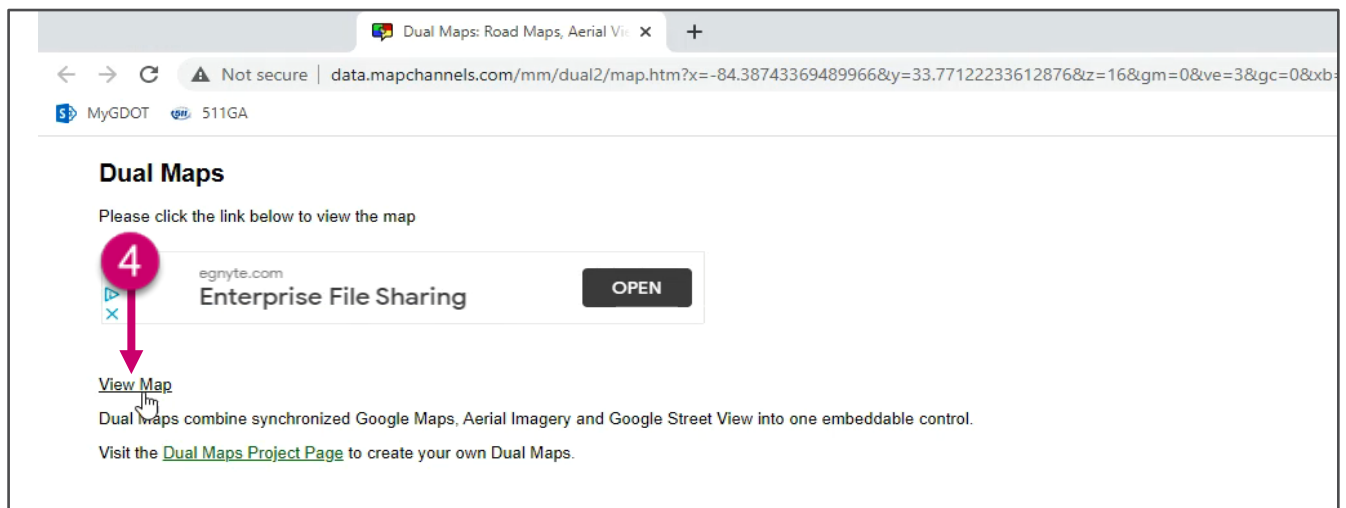
## Tri View

The **Tri View** () 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.



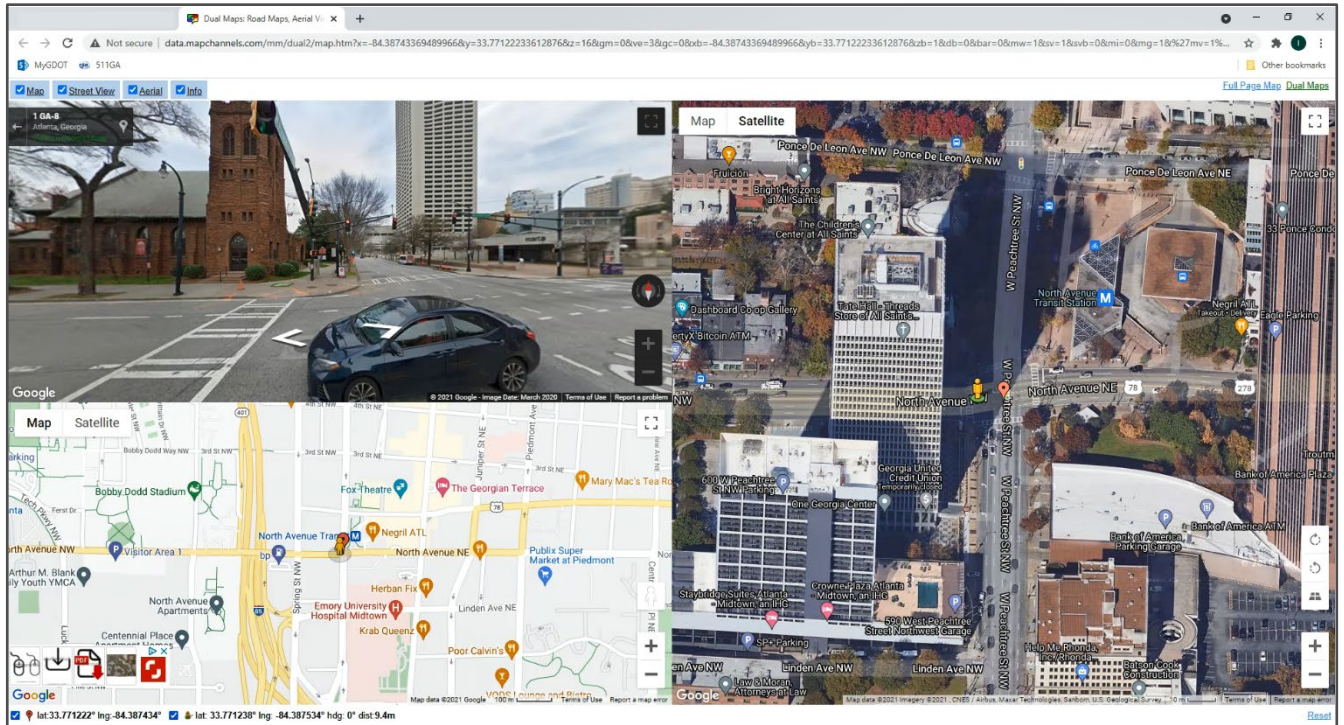
4. Select **View Map**.





# GPAS – Signal Permits External

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

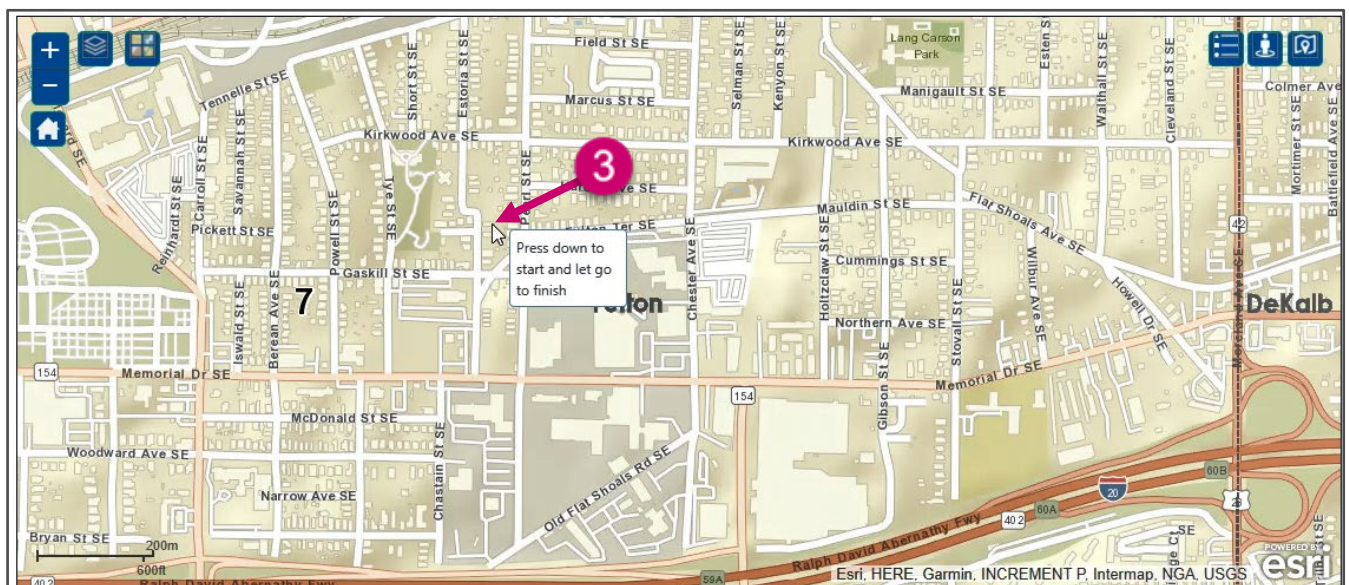
Another option for searching GPAS records is to use the **Search by Drawing a Rectangle on the Map**

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.

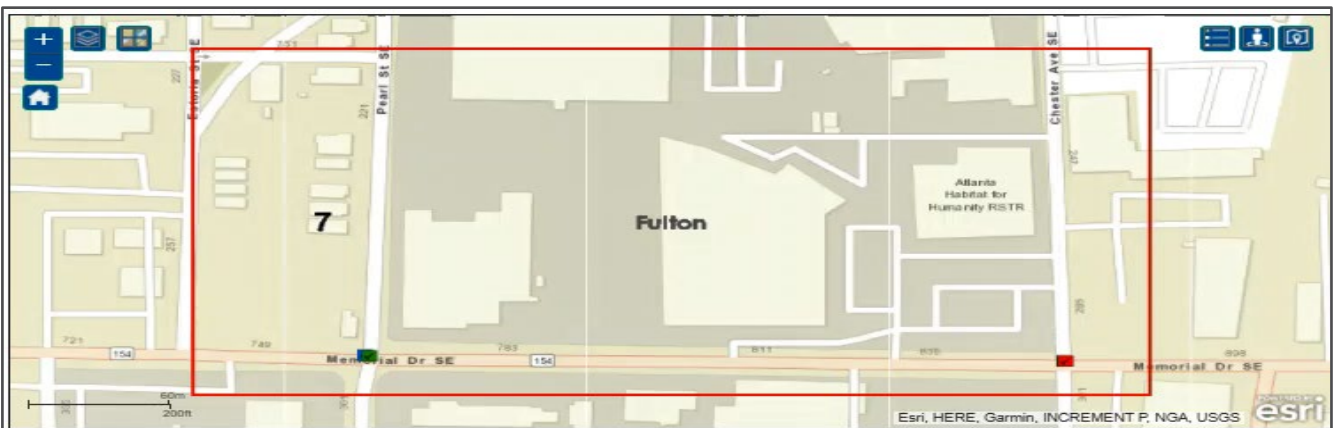




4. Drag the mouse diagonally across the desired area.
5. Release the mouse button to complete drawing the rectangle on the map.



6. The search results are displayed below the marked map.



Permit ID / Reference ID	Req... Type	District	Co...	Main Ro...	Route At	Route Num...	Road Name	Inter... Road Name	St...	Completion Date	
S-121-000228-7	Revision (Permit Not Found)	District Seven-Chamblee	Fulton	SR 154		00206103	Memorial Dr SW	Pearl St	Rejec...		
S-121-000307-7	Revision (Permit Not Found)	District Seven-Chamblee	Fulton	SR 154		00015400	Memorial Dr SW	Pearl St	Appro...	02/11/2019	REVISE
S-121-000299-7	Revision (Permit Not Found)	District Seven-Chamblee	Fulton	SR 154		00015400	Memorial Dr SW	Chester Ave	Appro...	11/26/2018	REVISE
S-121-000229-7	Revision (Permit Not Found)	District Seven-Chamblee	Fulton	SR 154		00015400	Memorial Dr SW	Chester Ave	Pending		

## Filter Permits

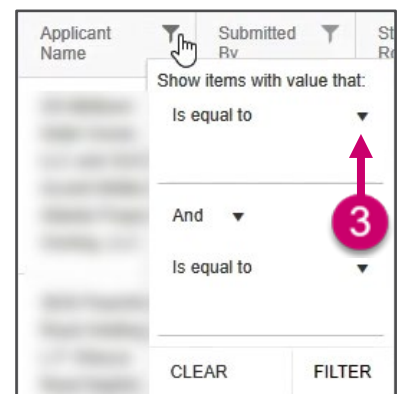
To narrow down the results of any search, you can apply column filters. To apply a column filter:

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

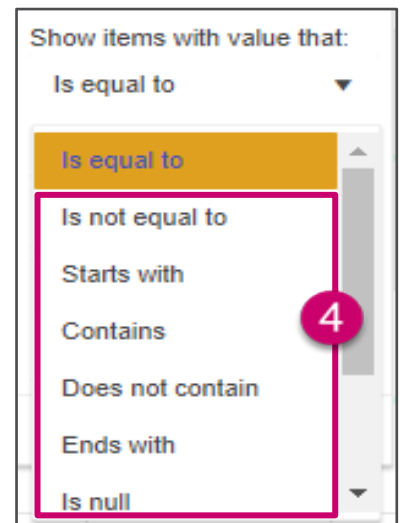
Permit ID / Reference ID	Access Type	District	Cou...	Applicant Name	Submitted By	State Route	Nearest Road	Status	Completion / Release Date
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1

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**.

Applicant Name Submitted Rv St Rv

Show items with value that:

Is equal to

5 City of Atlanta

And

Is equal to

6

CLEAR FILTER 7

8. Notice that the system shows 10 out of 11 records.

Permit ID / Reference ID	Req... Type	District	Co...	Main Ro...	Route At	Route Num...	Road Name	Inter... Road Name	St...	Completion Date	
S-121-000070-7	Revision (Permit Not Found)	District Seven-Chamblee	Fulton			00036403	SR 3	Joe Frank Harris Pkwy Nw	Send for Corre...		
S-121-000074-7	Revision (Permit Not Found)	District Seven-Chamblee	Fulton			00125903	SR 3	Lakewood Ave	Rejec...		
S-121-000073-7	Revision (Permit Not Found)	District Seven-Chamblee	Fulton			00000300	SR 3	Lanngst... Dr	Rejec...		
S-121-000075-7	Revision (Permit Not Found)	District Seven-Chamblee	Fulton			00000300	SR 3	St Johns Ave	Rejec...		
S-121-000076-7	Revision (Permit Not Found)	District Seven-Chamblee	Fulton			00000300	SR 3	Fair Dr	Rejec...		
S-121-000078-7	Revision (Permit Not Found)	District Seven-Chamblee	Fulton			00000300	SR 3	Deckner Ave	Rejec...		
S-121-000080-7	Revision (Permit Not Found)	District Seven-Chamblee	Fulton			00117003	SR 3	Manford Rd	Rejec...		
S-121-000082-7	Revision (Permit Not Found)	District Seven-Chamblee	Fulton	Metro...		00000300	SR 3	Mayland Ave	Appro...	09/05/2018	REVISE
S-121-000083-7	Revision (Permit Not Found)	District Seven-Chamblee	Fulton	Metro...		00000300	SR 3	Lillian Ave	Send for Corre...		
S-121-000086-7	Revision (Permit Not Found)	District Seven-Chamblee	Fulton			00242903	SR 3	Ralph David Abernathy Boulevard	Send for Corre...		

1 2 10 items per page 8 1 - 10 of 11 items

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.

Permit ID / Reference ID	Req... Type	District	Co...	Main Ro...	Route At	Route Num...	Road Name	Inter... Road Name	St...	Completion Date
S-121-000070-7	Revision (Permit Not Found)	District Seven-Chamblee	Fulton			00036403	SR 3	Joe Frank Harris Pkwy Nw	Send for Corre...	
S-121-000083-7	Revision (Permit Not Found)	District Seven-Chamblee	Fulton	Metro...		00000300	SR 3	Lillian Ave	Send for Corre...	
S-121-000086-7	Revision (Permit Not Found)	District Seven-Chamblee	Fulton			00242903	SR 3	Ralph David Abernathy Boulevard	Send for Corre...	
S-121-000088-7	Revision (Permit Not Found)	District Seven-Chamblee	Fulton	Metro...		00000300	SR 3	Atlanta Metropol...	Send for Corre...	

1 10 items per page 9 1 - 4 of 4 items

To remove the filter:

1. Select the filter icon.
2. Select **CLEAR**.

Road Name	Inter... Road Name	St...
1	Show items with value that:	
	Is equal to ▼	
	SR 3	
	And ▼	
	Is equal to ▼	
2	CLEAR FILTER	

## 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.

Permit ID / Reference ID	Req... Type	District	Co...	Main Ro...	Route At	Route Num...	Road Name	Inter... Road Name	St...	Completion Date
<a href="#">S-121-000805-7</a>	Revision	District Seven- Chamblee	Fulton		166	00154002	Grenbriar Parkway	Eastbo... Off-ramp	Appro...	01/01/1900
<a href="#">S-121-000805-7</a>	Revision	District Seven- Chamblee	Fulton		166	00154002	Grenbriar Parkway	Eastbo... Off-ramp	Appro...	07/26/1973
<a href="#">S-121-000142-7</a>	Revision	District Seven- Chamblee	Fulton	SR 3/US 19/US 41		00000300	Metropolitan Pkwy Sw	Lakewood Ave Sw	Appro...	05/03/2014
<a href="#">S-121-000145-7</a>	Revision	District Seven- Chamblee	Fulton	SR 3		00117003	Metropolitan Pkwy	Dill Ave/ma... Rd	Appro...	08/13/2002
<a href="#">S-121-000812-7</a>	Revision	District Seven- Chamblee	Fulton	SR 6		00737903	Camp Creek Pkwy	Centre Pkwy/pr... Lakes	Appro...	08/14/2005
<a href="#">s475970</a>	Revision	District Seven- Chamblee	Fulton	166		00299503	Campbellton Rd	Barge Rd	Appro...	09/16/1970
<a href="#">S-121-000551-7</a>	Revision	District Seven- Chamblee	Fulton	139		00100203	Ralph David Abernathy	Lee Street	Appro...	07/22/2010
<a href="#">S-121-000308-7</a>	Revision	District Seven- Chamblee	Fulton	SR 42/US 23	SR 154	00004200	Moreland Ave	Memorial Dr/arkw... PI	Appro...	07/09/2004
<a href="#">S-121-000308-7</a>	Revision	District Seven- Chamblee	Fulton	SR 42/US 23	SR 154	00004200	Moreland Ave	Memorial Dr/arkw... PI	Appro...	07/04/2013
<a href="#">S-121-000858-7</a>	Revision	District Seven- Chamblee	Fulton	141 CON...	237	00023700	Lenox Raod/ Carson Lane	Piedmont Road	Appro...	01/01/1900

1 2 3 4 5 6 7 8 9 10 items per page 1 - 11

2. Select a column header. Select once, it sorts in ascending order, which is indicated by the arrow pointing up (↑).

Permit ID / Reference ID	Req... Type ↑	District	Co...	Main Ro...	Route At	Route Num...	Road Name	Inter... Road Name	St...	Completion Date
S-886-1-73	null	District Seven- Chamblee	Fulton	SR 154		00197903		East Lake	Appro...	02/14/1973
S-890-1-73	null	District Seven- Chamblee	Fulton	SR 3		00000300		Chapel Street, Leonard, Spelman Lane	Appro...	02/14/1973
S-891-1-73	null	District Seven- Chamblee	Fulton	SR 3		00236803		McDaniel Street and Greenfe...	Appro...	02/14/1973

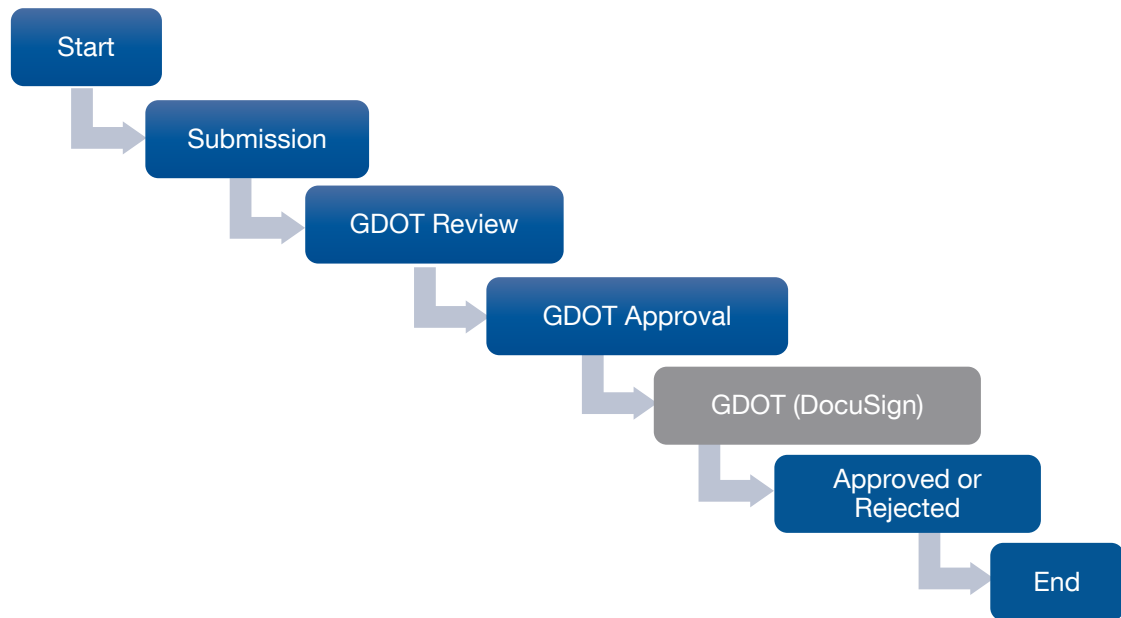
3. Select it again, it sorts in descending order, which is indicated by the arrow pointing down (↓).

Permit ID / Reference ID	Req... Type ↓	District	Co...	Main Ro...	Route At	Route Num...	Road Name	Inter... Road Name	St...	Completion Date
S-121-000867-7	Revision (Permit Not Found)	District Seven- Chamblee	Fulton	141		00014100	PEACHT... RD	SHADO... AVE	Appro...	10/23/2017
S-121-000079-7	Revision (Permit Not Found)	District Seven- Chamblee	Fulton	SR 3 / US 19		00123803	Metropolitan Pkwy	Genne... Ave / Lynnh... Dr	Appro...	09/10/2018
S-121-000081-7	Revision (Permit Not Found)	District Seven- Chamblee	Fulton	SR 3 / US 19/ US 41		00000300	Metropolitan Pkwy	University Ave	Appro...	09/10/2018
S-121-000082-7	Revision (Permit Not Found)	District Seven- Chamblee	Fulton	Metro... Pkwy		00000300	SR 3	Mayland Ave	Appro...	09/05/2018
S-121-000085-7	Revision (Permit Not Found)	District Seven- Chamblee	Fulton	SR 3 / US 19 / US 41		00000300	Metropolitan Pkwy	Shelton Ave	Appro...	09/10/2018
S-121-000307-7	Revision (Permit Not Found)	District Seven- Chamblee	Fulton	SR 154		00015400	Memorial Dr SW	Pearl St	Appro...	02/11/2019
S-121-000310-7	Revision (Permit Not Found)	District Seven- Chamblee	Fulton	SR 154		00015400	Memorial Dr SW	Stovall St	Appro...	02/05/2019

4. Select it again, to no longer sort the list of records.

## Signal Permits Application Process

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.

SUBMITTED SIGNAL PERMITS										
Reference ID/Permit ID	Req... Type	County	Main Route	Road Name	Intersec... Road Name	Expedite	Status	Submitted By	Submitted Date	
▶ S-117-001324-1	Revision (Permit Not Found)	Forsyth	Old Alpharetta Rd	Old Alpharetta Rd	Curie Dr	No	Pending	Jane Doe	May-10-2021 05:03 PM	
▶ S-139-001323-1	New	Hall		athens st		No	Approved	John Smith	Mar-18-2021 10:51 AM	
▶ S-185-001322-4	Revision	Lowndes	SR 94	STATENV... RD	PERIMETER RD	No	Pending	Mary Jane Doe	Mar-03-2021 05:22 PM	
▶ S-051-001321-5	Cancel Permit	Chatham	test			No	Sent for Correction	John Doe	Mar-03-2021 05:20 PM	
▶ S-067-001319-7	New	Cobb	test		test	No	Rejected	John Smith	Nov-20-2020 03:15 PM	

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.

**Click to Expand**

**SUBMITTED SIGNAL PERMITS**

**Permit Status**

Reference ID/Permit ID	Req... Type	County	Main Route	Road Name	Intersec... Road Name	Expedite	Status	Submitted By	Submitted Date
S-121-001328-7	New	Fulton	Peachtree Dunwoody Rd		Dundwoody Springs Dr	No	Pending	James Smith	May-19-2021 09:51 AM

Group Name	Assigned Date	Assigned To	Status	Status Date	Last Update...	Comments
Traffic Engineer Adhoc Approver D7	May-20-2021 09:10:36 AM	John Doe	Assigned	May-20-2021 09:10:36 AM	Jane Doe	05-20-2021 09:10 AM-ADHOC Approver - "John Doe" has been assigned by "Jane Doe"
Traffic Engineer D7	May-19-2021 01:51:23 PM	Jane Doe	Approved	May-20-2021 09:10:35 AM	Jane Doe	05-20-2021 09:10 AM-Please review and if appropriate approve this permit.

**Workflow Status**

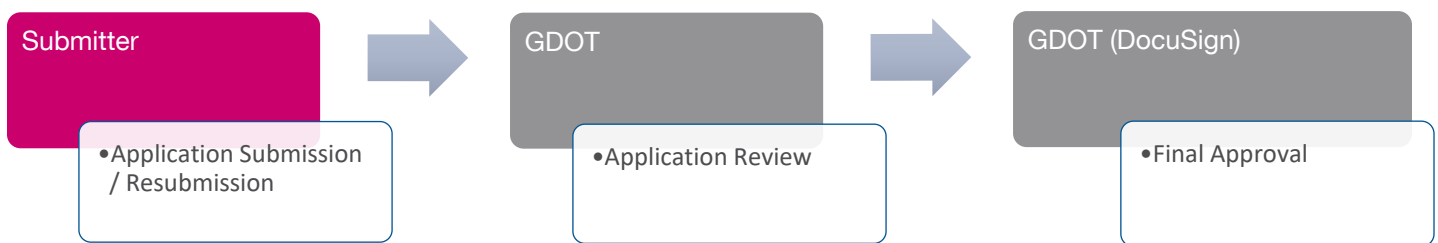


The workflow status continuously changes as the permit enters and leaves the queue of various approvers. A workflow status of **Approved** does not mean that the permit has reached final approval.

**Important**

## 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.

### Note

## New

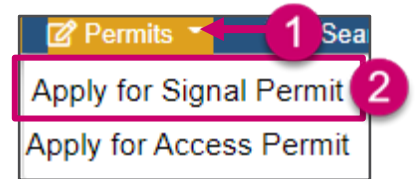
Before you begin, make sure you have the following information:

Applicant/Main Information	Additional Information	
<ul style="list-style-type: none"> <li>Request Type (required):               <ul style="list-style-type: none"> <li>Revision (Permit Not Found)</li> <li>Revision                   <ul style="list-style-type: none"> <li>Permit ID</li> </ul> </li> <li>New</li> <li>Cancel Permit                   <ul style="list-style-type: none"> <li>Permit ID</li> </ul> </li> </ul> </li> <li>Asset Number</li> <li>Signal Type: (required)               <ul style="list-style-type: none"> <li>Advanced Warning Beacon</li> <li>Emergency Vehicles Pre-emption</li> <li>Flashing Beacon</li> <li>LED Enhanced Device</li> <li>Other</li> <li>Pedestrian Heads</li> <li>Pedestrian Hybrid Beacon</li> <li>Pedestrian Push Buttons</li> <li>Rail Road Pre-emption</li> <li>Rectangular Rapid Flash Beacon</li> <li>School Zone Flasher</li> <li>Stop and Go</li> </ul> </li> <li>Permit Executive Summary (required)</li> </ul>	<ul style="list-style-type: none"> <li>Expedite Permit</li> <li>Protected – Permissive or Protected Only Left Turn Phasing</li> <li>Contingency</li> <li>Pedestrian Accommodations</li> <li>Turning Movement Counts</li> <li>Crash Monitoring</li> <li>Use of R9-3A &amp; R9-3B (If Excluded)</li> <li>Is Signal Related To GDOT Project ID?               <ul style="list-style-type: none"> <li>Related Project ID</li> <li>Related Project Manager Name</li> <li>Related Project Manager Email</li> </ul> </li> <li>Written Support for Excluding Left Turn Lanes</li> <li>Written Support For Excluding Pedestrians               <ul style="list-style-type: none"> <li>Select Term: (required)                   <ul style="list-style-type: none"> <li>Long Term</li> <li>Short Term</li> </ul> </li> </ul> </li> <li>Work Performed By:               <ul style="list-style-type: none"> <li>Developer</li> <li>GDOT District</li> <li>GDOT TSEF</li> <li>Local Government</li> <li>Project</li> <li>RTOP</li> <li>Signal Maintenance Contract</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Hydro Study Required? Y/N               <ul style="list-style-type: none"> <li>Date Hydro Study to be Submitted</li> </ul> </li> <li>Utility Letters Required? Y/N               <ul style="list-style-type: none"> <li>Date Utility Letters to be Submitted</li> </ul> </li> <li>Bond Type: Blanket Bond, Letter of Escrow or Performance Bond</li> <li>Bond Amount</li> </ul>
		<b>Additional Information -Cont.</b> <ul style="list-style-type: none"> <li>Equipment Provided By:               <ul style="list-style-type: none"> <li>Developer</li> <li>GDOT District</li> <li>GDOT TSEF</li> <li>Local Government</li> <li>Project</li> <li>RTOP</li> <li>Signal Maintenance Contract</li> </ul> </li> <li>Maintained By: (required)               <ul style="list-style-type: none"> <li>GDOT</li> <li>Local Government</li> </ul> </li> <li>Special Requirements</li> </ul>
<b>Permit Location</b> <ul style="list-style-type: none"> <li>District County (required)</li> <li>City</li> <li>Road Name</li> <li>Intersecting Road</li> <li>Route Number</li> <li>Route At</li> <li>US Route</li> <li>Interstate</li> <li>Mile Point</li> <li>Main Route</li> <li>Latitude (auto-populated)</li> <li>Longitude (auto-populated)</li> </ul>		<b>Attachments</b> <ul style="list-style-type: none"> <li>Design (required)</li> <li>Traffic Study (required)</li> <li>Application (required)</li> <li>Miscellaneous</li> </ul>



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.

A screenshot of the 'SIGNAL PERMIT APPLICATION' form. The form has four tabs: 'MAIN INFORMATION' (active), 'PERMIT LOCATION', 'ADDITIONAL INFORMATION', and 'ATTACHMENTS'. Under 'MAIN INFORMATION', there is a 'Request Type\*' dropdown menu with 'Select Request Type' as the placeholder. A red circle with the number 1 points to this dropdown. To the right is an 'Asset Number' input field. Below these are 'Signal Type:\*' checkboxes for various signal types: Advanced Warning Beacon, LED Enhanced Device, Pedestrian Hybrid Beacon, Rectangular Rapid Flash Beacon, Emergency Vehicles Pre-emption, Other, Pedestrian Push Buttons, School Zone Flasher, Flashing Beacon, Pedestrian Heads, Rail Road Pre-emption, and Stop and Go. At the bottom is a 'Permit Executive Summary (max 500 characters) \*' text area. A green 'NEXT' button and a grey 'CANCEL' button are at the bottom right. The footer contains copyright information for the Georgia Department of Transportation.

2. Select **New**.

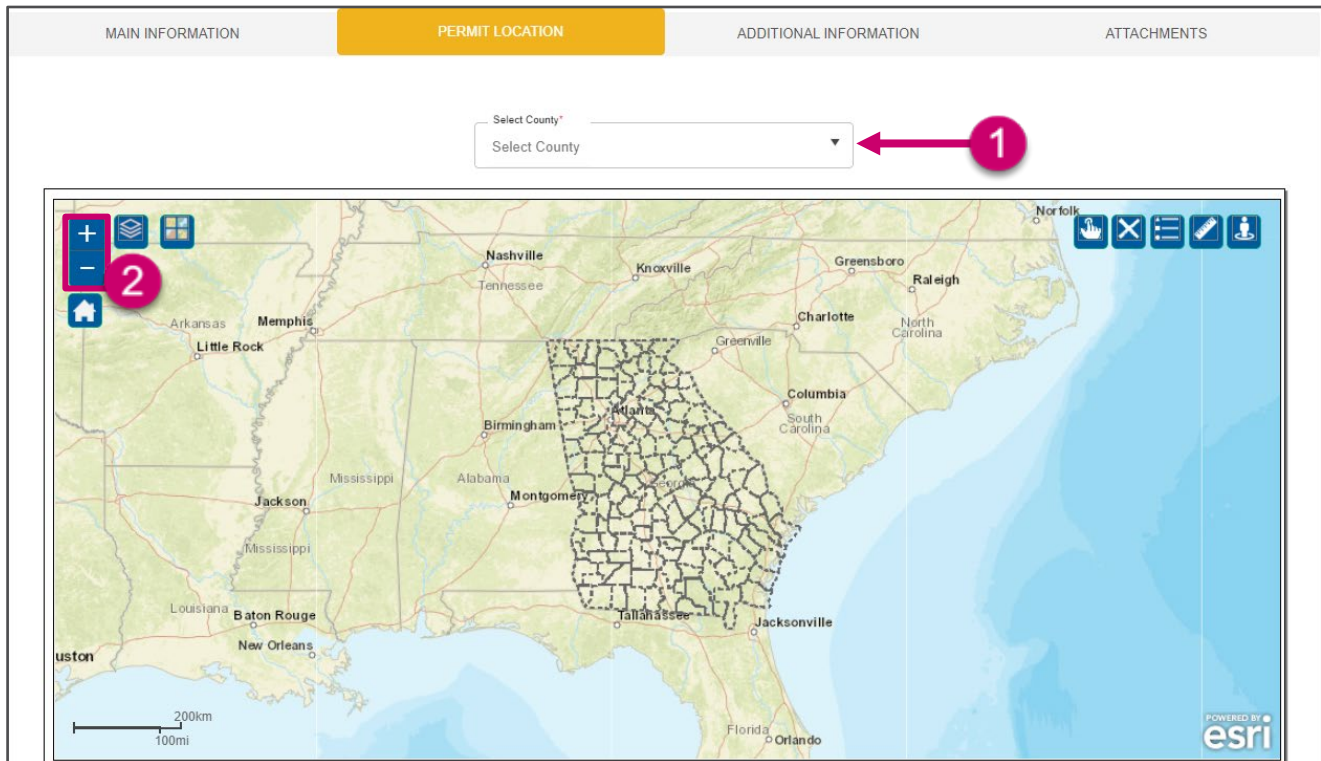
A screenshot of the 'Request Type\*' dropdown menu. The menu is open, showing options: 'Select Request Type' (highlighted in orange), 'Revision (Permit Not Found)', 'Revision', 'New' (highlighted with a red circle and the number 2), and 'Cancel Permit'.

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

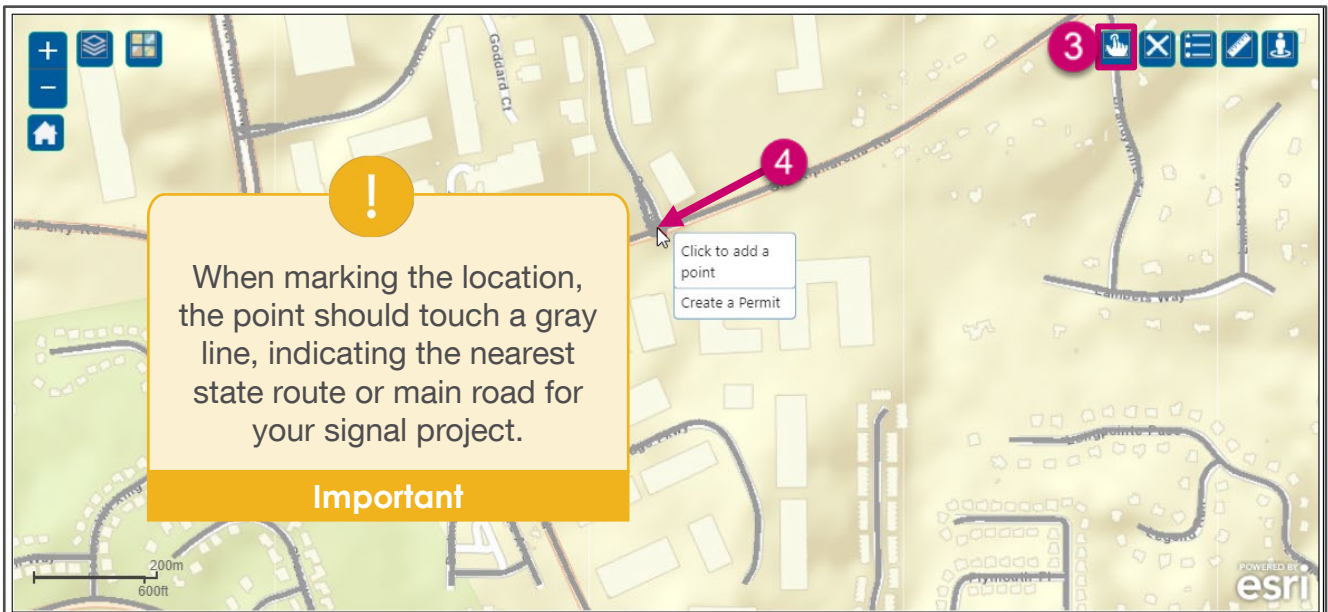
1. Select the county for the permit location from the **Select County** drop-down list.
2. Use the mouse or the - / + buttons to zoom into the permit location on the map at the street level.



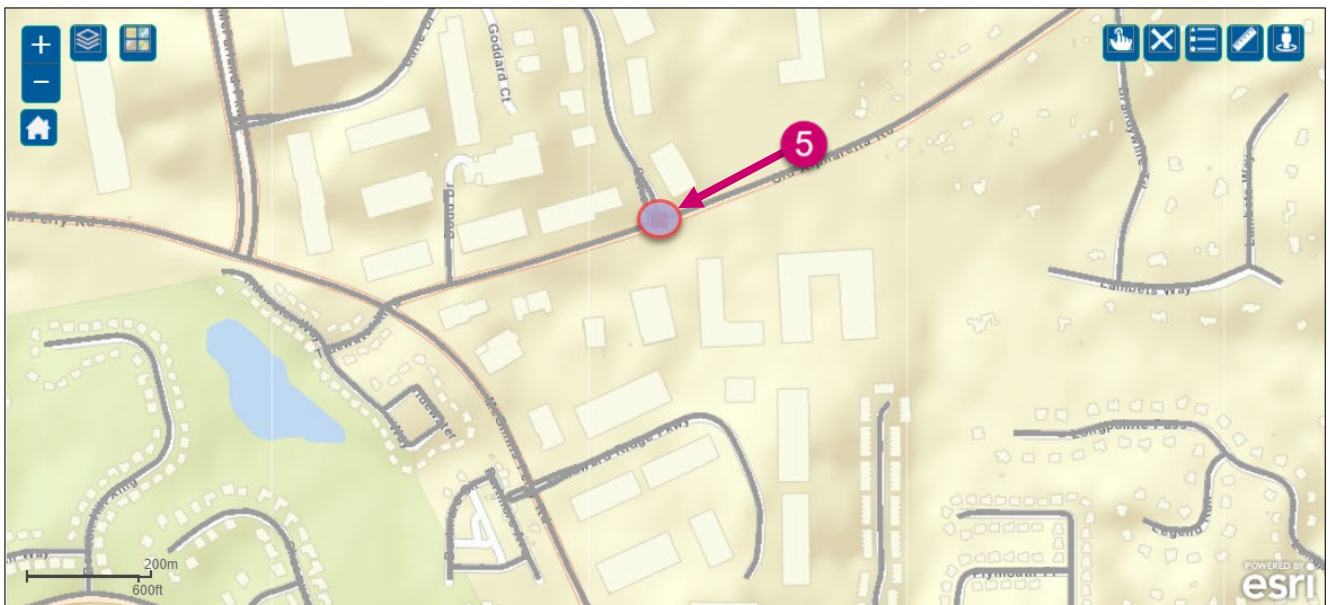
If necessary, you can use the Map Search to aid you in the selection of the permit location.

**Pro Tip**

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.



## GPAS – Signal Permits External

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**.

6

City

Route Number  
00004900

US Route

Latitude  
34.100516

GDOT District  
District One- Gainesville

Road Name  
Old Alpharetta Rd

Main Route  
Old Alpharetta Rd

Interstate

Longitude  
-84.208435

Intersecting Road  
Curie Dr

Route At

Mile Point  
0

← PREVIOUS ⌂ CANCEL

7
SAVE
→ NEXT

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

### Note

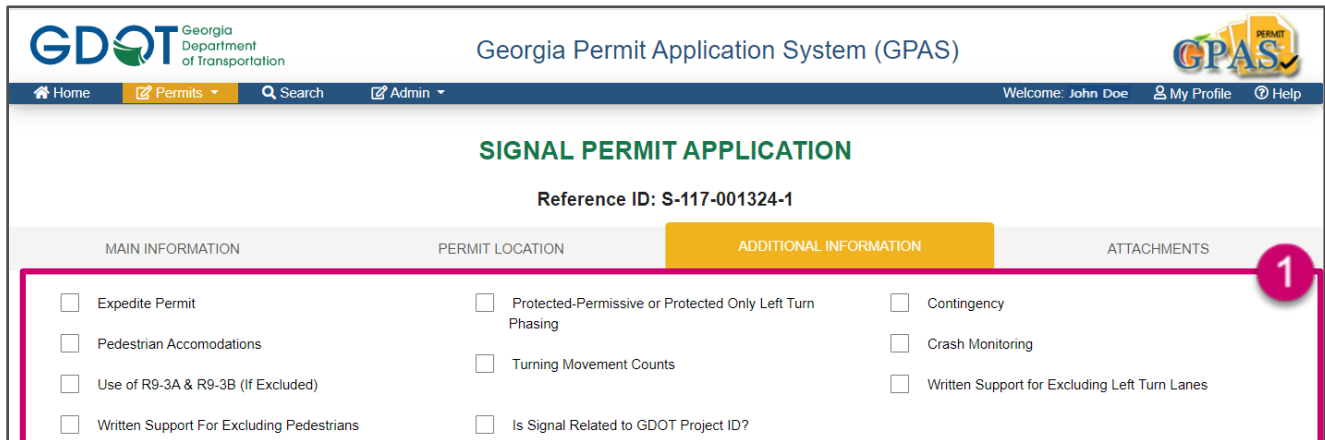
The system will generate a **Permit Reference ID** only upon successfully completing the **Permit Location** tab.

### Note

DRAFT PERMITS										
Reference ID/Permit ID	Permit Type	Req... Type	Acc... Type	Name	Cou...	Route Num...	Status	Updated By	Updated Date	
A-117-004174-1-1	Access Permit	New	Revision / Addend...	360 Forsyth, LLC	Forsyth	00066500	Draft	Jane Doe	Mar-10-2021 03:25 PM	<span style="background-color: #f0f0f0; padding: 2px 5px; border: 1px solid #ccc;">✕</span>
S-117-001320-1	Signal Permit	New		CITY OF COVINGTON	Forsyth	00024700	Send for Correction	John Smith	Feb-17-2021 10:50 AM	

## Additional Information Tab

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



**GPAS** Georgia Department of Transportation

Georgia Permit Application System (GPAS)

Welcome: John Doe | My Profile | Help

**SIGNAL PERMIT APPLICATION**

Reference ID: S-117-001324-1

MAIN INFORMATION | PERMIT LOCATION | **ADDITIONAL INFORMATION** | ATTACHMENTS

☐ Expedite Permit

☐ Pedestrian Accommodations

☐ Use of R9-3A & R9-3B (If Excluded)

☐ Written Support For Excluding Pedestrians

☐ Protected-Permissive or Protected Only Left Turn Phasing

☐ Turning Movement Counts

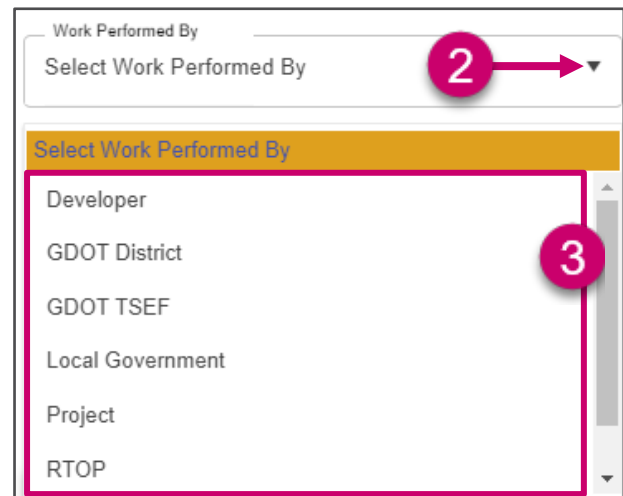
☐ Is Signal Related to GDOT Project ID?

☐ Contingency

☐ Crash Monitoring

☐ Written Support for Excluding Left Turn Lanes

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.



Work Performed By

Select Work Performed By

Select Work Performed By

Developer

GDOT District

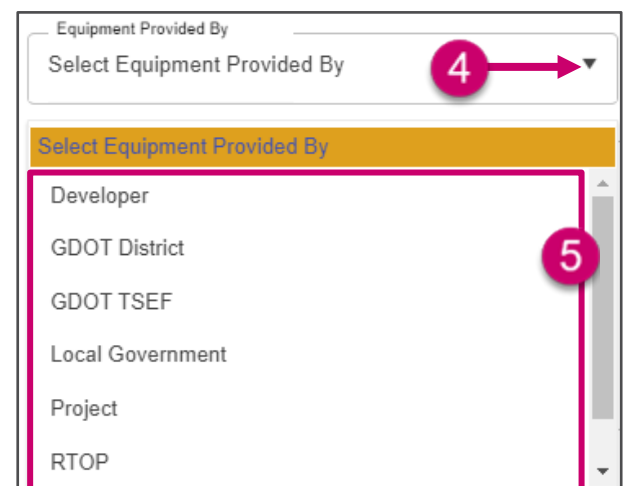
GDOT TSEF

Local Government

Project

RTOP

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.



Equipment Provided By

Select Equipment Provided By

Select Equipment Provided By

Developer

GDOT District

GDOT TSEF

Local Government

Project

RTOP

# GPAS – Signal Permits External

6. Expand the **Maintained By** drop-down list.
7. Select the appropriate **Maintained By** option.
8. Enter any special requirements.
9. Select **NEXT**.

Maintained By\*

Select Maintained By

Select Maintained By

GDOT

Local Government

**SIGNAL PERMIT APPLICATION**

Reference ID: S-117-001324-1

MAIN INFORMATION	PERMIT LOCATION	ADDITIONAL INFORMATION	ATTACHMENTS
<input type="checkbox"/> Expedite Permit <input checked="" type="checkbox"/> Pedestrian Accommodations <input type="checkbox"/> Use of R9-3A & R9-3B (If Excluded) <input checked="" type="checkbox"/> Written Support For Excluding Pedestrians Select Term:* <input type="radio"/> Long Term <input checked="" type="radio"/> Short Term Work Performed By Developer Maintained By* Local Government	<input type="checkbox"/> Protected-Permissive or Protected Only Left Turn Phasing <input type="checkbox"/> Turning Movement Counts <input type="checkbox"/> Is Signal Related to GDOT Project ID?	<input type="checkbox"/> Contingency <input type="checkbox"/> Crash Monitoring <input type="checkbox"/> Written Support for Excluding Left Turn Lanes	

Special Requirements  
None.

← PREVIOUS CANCEL SAVE → NEXT

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## 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.

### SIGNAL PERMIT APPLICATION

Reference ID: S-117-001324-1

MAIN INFORMATION
PERMIT LOCATION
ADDITIONAL INFORMATION
ATTACHMENTS

**Note:** Traffic Study file needs to be limited to 25 MB for New Permit. All other attachments are limited to 100 MB per file.

Document Type	Upload	Document Link	Date Uploaded
▶ Design *	<div style="border: 2px solid #e91e63; padding: 5px; display: inline-block;">SELECT PDF ONLY</div>		
▶ Traffic Study *	<div style="border: 2px solid #e91e63; padding: 5px; display: inline-block;">SELECT PDF ONLY</div>		
▶ Application *	<div style="border: 2px solid #e91e63; padding: 5px; display: inline-block;">SELECT PDF ONLY</div>		
Miscellaneous	<div style="border: 2px solid #e91e63; padding: 5px; display: inline-block;">SELECT PDF ONLY</div>		
▶ Permit			

← PREVIOUS
⌂ CANCEL

SAVE
REVIEW & SUBMIT



2. Select the file.
3. Select **Open**.

**SIGNAL PERMIT APPLICATION**  
Reference ID: S-117-001324-1

MAIN INFORMATION	PERMIT LOCATION	ADDITIONAL INFORMATION	ATTACHMENTS												
<p><b>Note:</b> Traffic Study file needs to be limited to 25 MB for New Permit. All other attachments</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Document Type</th> <th style="width: 80%;">Upload</th> </tr> </thead> <tbody> <tr> <td>Design *</td> <td><div style="border: 1px solid #ccc; padding: 5px; text-align: center;">SELECT PDF ONLY</div></td> </tr> <tr> <td>Traffic Study *</td> <td><div style="border: 1px solid #ccc; padding: 5px; text-align: center;">SELECT PDF ONLY</div></td> </tr> <tr> <td>Application *</td> <td><div style="border: 1px solid #ccc; padding: 5px; text-align: center;">SELECT PDF ONLY</div></td> </tr> <tr> <td>Miscellaneous</td> <td><div style="border: 1px solid #ccc; padding: 5px; text-align: center;">SELECT PDF ONLY</div></td> </tr> <tr> <td>Permit</td> <td></td> </tr> </tbody> </table>				Document Type	Upload	Design *	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;">SELECT PDF ONLY</div>	Traffic Study *	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;">SELECT PDF ONLY</div>	Application *	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;">SELECT PDF ONLY</div>	Miscellaneous	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;">SELECT PDF ONLY</div>	Permit	
Document Type	Upload														
Design *	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;">SELECT PDF ONLY</div>														
Traffic Study *	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;">SELECT PDF ONLY</div>														
Application *	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;">SELECT PDF ONLY</div>														
Miscellaneous	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;">SELECT PDF ONLY</div>														
Permit															

Open

« Proj... » Files for Access Per...

Search Files for Access Perm...

Name	Status	Type	Size	Date modified
Application	✓	Microsoft Edge P...	33 KB	2/18/2021 9:35 A
County Council Resolution	✓	Microsoft Edge P...	33 KB	2/18/2021 9:35 A
Design	✓	Microsoft Edge P...	33 KB	2/18/2021 9:35 A
Hydrology Report	✓	Microsoft Edge P...	33 KB	2/18/2021 9:35 A
Irrigation Plan	✓	Microsoft Edge P...	33 KB	2/18/2021 9:35 A
Landscaping Irrigation Sheets	✓	Microsoft Edge P...	33 KB	2/18/2021 9:35 A
Letter of Request	✓	Microsoft Edge P...	33 KB	2/18/2021 9:34 A
Plans	✓	Microsoft Edge P...	33 KB	2/18/2021 9:35 A
Traffic Study	✓	Microsoft Edge P...	33 KB	2/18/2021 9:35 A
Urban Plan Study	✓	Microsoft Edge P...	33 KB	2/18/2021 9:35 A
Utility Letter	✓	Microsoft Edge P...	33 KB	2/18/2021 9:35 A

File name:  Adobe Acrobat Document

Open Cancel

4. Wait while the system uploads the file.

MAIN INFORMATION	PERMIT LOCATION	ADDITIONAL INFORMATION	ATTACHMENTS								
<p><b>Note:</b> Traffic Study file needs to be limited to 25 MB for New Permit. All other attachments are limited to 100 MB per file.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Document Type</th> <th style="width: 20%;">Upload</th> <th style="width: 30%;">Document Link</th> <th style="width: 30%;">Date Uploaded</th> </tr> </thead> <tbody> <tr> <td>Design *</td> <td> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;">SELECT PDF ONLY</div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Uploading...</p> <div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background: #ccc; margin-right: 5px;"></div> <div> <p>Design.pdf</p> <p>32.85 KB</p> </div> </div> </div> </td> <td></td> <td></td> </tr> </tbody> </table>				Document Type	Upload	Document Link	Date Uploaded	Design *	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;">SELECT PDF ONLY</div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Uploading...</p> <div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background: #ccc; margin-right: 5px;"></div> <div> <p>Design.pdf</p> <p>32.85 KB</p> </div> </div> </div>		
Document Type	Upload	Document Link	Date Uploaded								
Design *	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;">SELECT PDF ONLY</div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Uploading...</p> <div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background: #ccc; margin-right: 5px;"></div> <div> <p>Design.pdf</p> <p>32.85 KB</p> </div> </div> </div>										

# GPAS – Signal Permits External

- The system will display a document link next to the file once it has been uploaded successfully.

MAIN INFORMATION		PERMIT LOCATION	ADDITIONAL INFORMATION	ATTACHMENTS
<p><b>Note:</b> Traffic Study file needs to be limited to 25 MB for New Permit. All other attachments are limited to 100 MB per file.</p>				
Document Type	Upload	Document Link	Date Uploaded	
► Design *	SELECT PDF ONLY	DSGN_S-117-001325-1.PDF	05/13/2021	DELETE
► Traffic Study *	SELECT PDF ONLY			

- You may upload several files under the **Miscellaneous** section.
- Select **REVIEW & SUBMIT**.


SIGNAL PERMIT APPLICATION				
Reference ID: S-117-001324-1				
MAIN INFORMATION		PERMIT LOCATION	ADDITIONAL INFORMATION	ATTACHMENTS
<p><b>Note:</b> Traffic Study file needs to be limited to 25 MB for New Permit. All other attachments are limited to 100 MB per file.</p>				
Document Type	Upload	Document Link	Date Uploaded	
► Design *	SELECT PDF ONLY	DSGN_S-117-001324-1.PDF	05/10/2021	DELETE
► Traffic Study *	SELECT PDF ONLY	STDY_S-117-001324-1.PDF	05/10/2021	DELETE
► Application *	SELECT PDF ONLY	APPL_S-117-001324-1.PDF	05/10/2021	DELETE
Miscellaneous	SELECT PDF ONLY	Utility Letter.pdf County Council Resolution.pdf	05/13/2021 05/13/2021	DELETE ALL
► Permit				

← PREVIOUS
⌂ CANCEL

7
SAVE
REVIEW & SUBMIT

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## 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**.

**REVIEW PERMIT**  
Please review your permit details below before submitting.

**Main Information**

Request Type: New Permit Reference ID: S-117-001324-1 Asset Number: Permit ID:

**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

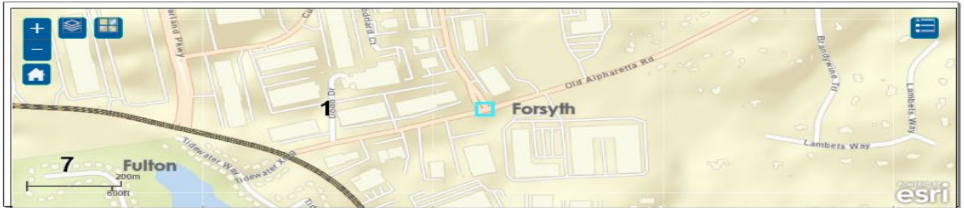
☐ Rectangular Rapid Flash Beacon ☒ School Zone Flasher ☒ Stop and Go

Requestor: FORSYTH COUNTY Permit Approved Date:

Permit Executive Summary: Test for training.

**Permit Location**

County: Forsyth



City: GDOT District: District One- Gainesville  
Main Route: Old Alpharetta Rd Road Name: Old Alpharetta Rd Intersecting Road: Curie Dr  
Route Number: 00004900 Route At:  
Latitude: 34.100358 US Route: Longitude: -84.208979 Interstate:  
Mile Point: 0

**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? ☐ Written Support for Excluding Left Turn Lanes

☒ Written Support For Excluding Pedestrians

☐ Long Term ☒ Short Term

Work Performed By: Local Government Equipment Provided By: Local Government Project ID:

Maintained By: Local Government Special Requirements:

**Attachments**

Document Type	Document Link	Created By	Date Uploaded
Application	APPL_S-117-001324-1.PDF	Marin, Ana	05/10/2021
Design	DSGN_S-117-001324-1.PDF	Marin, Ana	05/10/2021
Traffic Study	STDY_S-117-001324-1.PDF	Marin, Ana	05/10/2021
Miscellaneous			
Permit			

10 Items per page 1 - 5 of 5 items

☐ I acknowledge that I am authorized to submit this permit request on behalf of my city/county, and that my city/county will be responsible for providing electricity to this traffic control device.

**SUBMIT** **CANCEL**

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## Revision

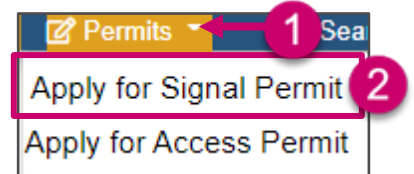
Before you begin, make sure you have the following information:

Applicant/Main Information	Additional Information	
<ul style="list-style-type: none"> <li>Request Type (required):               <ul style="list-style-type: none"> <li>Revision (Permit Not Found)</li> <li>Revision                   <ul style="list-style-type: none"> <li>Permit ID</li> </ul> </li> <li>New</li> <li>Cancel Permit                   <ul style="list-style-type: none"> <li>Permit ID</li> </ul> </li> </ul> </li> <li>Asset Number</li> <li>Signal Type: (required)               <ul style="list-style-type: none"> <li>Advanced Warning Beacon</li> <li>Emergency Vehicles Pre-emption</li> <li>Flashing Beacon</li> <li>LED Enhanced Device</li> <li>Other</li> <li>Pedestrian Heads</li> <li>Pedestrian Hybrid Beacon</li> <li>Pedestrian Push Buttons</li> <li>Rail Road Pre-emption</li> <li>Rectangular Rapid Flash Beacon</li> <li>School Zone Flasher</li> <li>Stop and Go</li> </ul> </li> <li>Permit Executive Summary (required)</li> </ul>	<ul style="list-style-type: none"> <li>Expedite Permit</li> <li>Protected – Permissive or Protected Only Left Turn Phasing</li> <li>Contingency</li> <li>Pedestrian Accommodations</li> <li>Turning Movement Counts</li> <li>Crash Monitoring</li> <li>Use of R9-3A &amp; R9-3B (If Excluded)</li> <li>Is Signal Related To GDOT Project ID?               <ul style="list-style-type: none"> <li>Related Project ID</li> <li>Related Project Manager Name</li> <li>Related Project Manager Email</li> </ul> </li> <li>Written Support for Excluding Left Turn Lanes</li> <li>Written Support For Excluding Pedestrians               <ul style="list-style-type: none"> <li>Select Term: (required)                   <ul style="list-style-type: none"> <li>Long Term</li> <li>Short Term</li> </ul> </li> </ul> </li> <li>Work Performed By:               <ul style="list-style-type: none"> <li>Developer</li> <li>GDOT District</li> <li>GDOT TSEF</li> <li>Local Government</li> <li>Project</li> <li>RTOP</li> <li>Signal Maintenance Contract</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Hydro Study Required? Y/N               <ul style="list-style-type: none"> <li>Date Hydro Study to be Submitted</li> </ul> </li> <li>Utility Letters Required? Y/N               <ul style="list-style-type: none"> <li>Date Utility Letters to be Submitted</li> </ul> </li> <li>Bond Type: Blanket Bond, Letter of Escrow or Performance Bond</li> <li>Bond Amount</li> </ul>
		<p><b>Additional Information -Cont.</b></p> <ul style="list-style-type: none"> <li>Equipment Provided By:               <ul style="list-style-type: none"> <li>Developer</li> <li>GDOT District</li> <li>GDOT TSEF</li> <li>Local Government</li> <li>Project</li> <li>RTOP</li> <li>Signal Maintenance Contract</li> </ul> </li> <li>Maintained By: (required)               <ul style="list-style-type: none"> <li>GDOT</li> <li>Local Government</li> </ul> </li> <li>Special Requirements</li> </ul>
<p><b>Permit Location</b></p> <ul style="list-style-type: none"> <li>District County (required)</li> <li>City</li> <li>Road Name</li> <li>Intersecting Road</li> <li>Route Number</li> <li>Route At</li> <li>US Route</li> <li>Interstate</li> <li>Mile Point</li> <li>Main Route</li> <li>Latitude (auto-populated)</li> <li>Longitude (auto-populated)</li> </ul>		<p><b>Attachments</b></p> <ul style="list-style-type: none"> <li>Design (required)</li> <li>Traffic Study</li> <li>Application</li> <li>Miscellaneous</li> </ul>



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.

### SIGNAL PERMIT APPLICATION

MAIN INFORMATION
PERMIT LOCATION
ADDITIONAL INFORMATION
ATTACHMENTS

**Request Type\***

Select Request Type ▼

**Signal Type:\***

☐ Advanced Warning Beacon  
☐ LED Enhanced Device  
☐ Pedestrian Hybrid Beacon  
☐ Rectangular Rapid Flash Beacon

☐ Emergency Vehicles Pre-emption  
☐ Other  
☐ Pedestrian Push Buttons  
☐ School Zone Flasher

☐ Flashing Beacon  
☐ Pedestrian Heads  
☐ Rail Road Pre-emption  
☐ Stop and Go

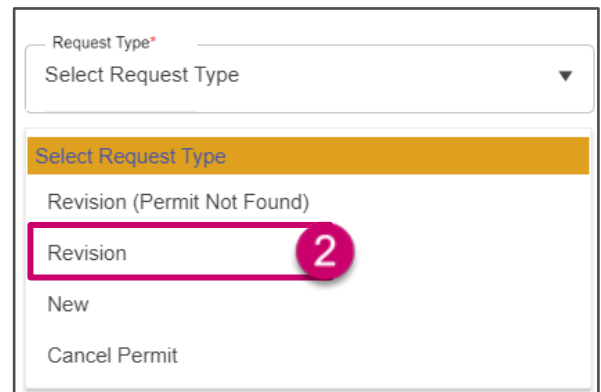
**Asset Number**

**Permit Executive Summary (max 500 characters) \***

→ NEXT
⌂ CANCEL

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2. Select **Revision**.



Request Type\*

Select Request Type

Select Request Type

Revision (Permit Not Found)

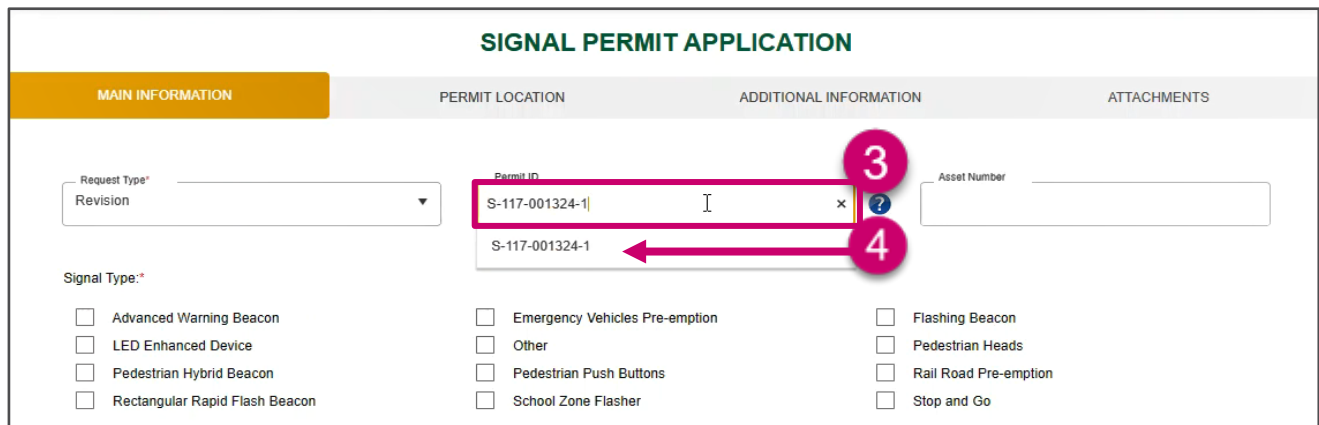
**Revision**

New

Cancel Permit

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.



**SIGNAL PERMIT APPLICATION**

MAIN INFORMATION PERMIT LOCATION ADDITIONAL INFORMATION ATTACHMENTS

Request Type\*  
Revision

Permit ID  
S-117-001324-1

Asset Number

Signal Type:\*

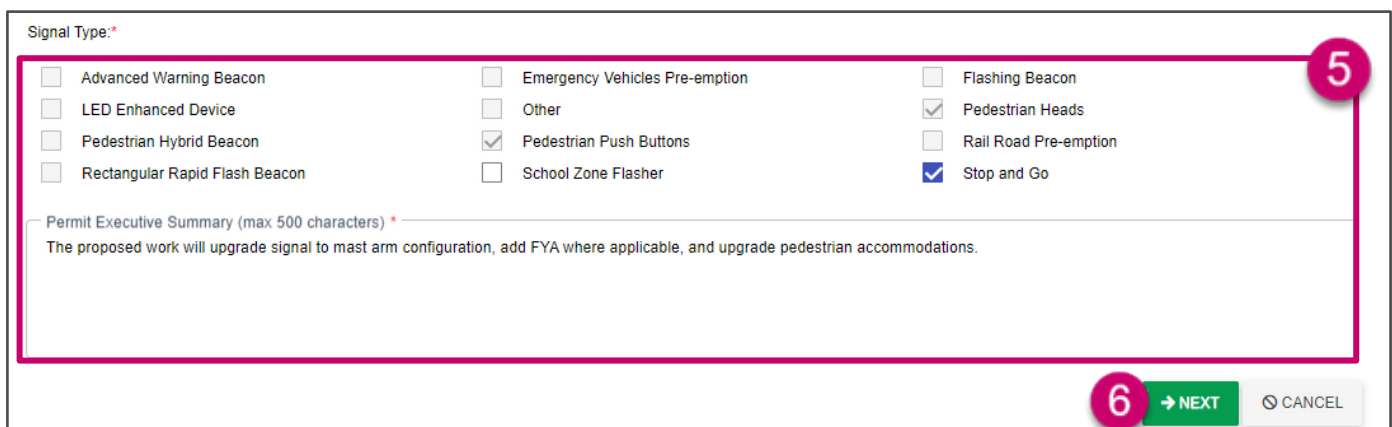
☐ Advanced Warning Beacon  
☐ LED Enhanced Device  
☐ Pedestrian Hybrid Beacon  
☐ Rectangular Rapid Flash Beacon

☐ Emergency Vehicles Pre-emption  
☐ Other  
☐ Pedestrian Push Buttons  
☐ School Zone Flasher

☐ Flashing Beacon  
☐ Pedestrian Heads  
☐ Rail Road Pre-emption  
☐ Stop and Go

5. If necessary, make the appropriate changes.

6. Select **NEXT**.



Signal Type:\*

☐ Advanced Warning Beacon  
☐ LED Enhanced Device  
☐ Pedestrian Hybrid Beacon  
☐ Rectangular Rapid Flash Beacon

☐ Emergency Vehicles Pre-emption  
☐ Other  
☒ Pedestrian Push Buttons  
☐ School Zone Flasher

☐ Flashing Beacon  
☒ Pedestrian Heads  
☐ Rail Road Pre-emption  
☒ Stop and Go

Permit Executive Summary (max 500 characters) \*

The proposed work will upgrade signal to mast arm configuration, add FYA where applicable, and upgrade pedestrian accommodations.

**6** → NEXT CANCEL

# GPAS – Signal Permits External

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

**SIGNAL PERMIT APPLICATION**

Reference ID: S-117-001324-1

MAIN INFORMATION
PERMIT LOCATION
ADDITIONAL INFORMATION
ATTACHMENTS

Select County\*  
 Forsyth ▼

GDOT District District One- Gainesville		
City <input style="width: 90%;" type="text" value="Alpharetta"/>	Road Name <input style="width: 90%;" type="text" value="Old Alpharetta Rd"/>	Intersecting Road <input style="width: 90%;" type="text" value="Curie Dr"/>
Route Number <input style="width: 90%;" type="text" value="00004900"/>	Main Route <input style="width: 90%;" type="text" value="Old Alpharetta Rd"/>	Route At <input style="width: 90%;" type="text"/>
US Route <input style="width: 90%;" type="text"/>	Interstate <input style="width: 90%;" type="text"/>	Mile Point <input style="width: 90%;" type="text" value="0"/>
Latitude <input style="width: 90%;" type="text" value="34.100358"/>	Longitude <input style="width: 90%;" type="text" value="-84.208979"/>	

← PREVIOUS
○ CANCEL

8

SAVE
→ NEXT

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

Reference ID: S-117-001324-1

MAIN INFORMATION	PERMIT LOCATION	ADDITIONAL INFORMATION	ATTACHMENTS
<div> <input type="checkbox"/> Expedite Permit           <input type="checkbox"/> New Left Turn Phasing           <input type="checkbox"/> Contingency         </div> <div> <input checked="" type="checkbox"/> Pedestrian Accommodations           <input type="checkbox"/> Adding 4th Leg (Formerly "T" Intersection)           <input type="checkbox"/> Crash Monitoring         </div> <div> <input type="checkbox"/> Use of R9-3A &amp; R9-3B (If Excluded)           <input type="checkbox"/> Left Turn Lane on all Approaches           <input type="checkbox"/> Written Support for Excluding Left Turn Lanes         </div> <div> <input checked="" type="checkbox"/> Written Support For Excluding Pedestrians            Select Term:  <input checked="" type="radio"/> Long Term <input type="radio"/> Short Term         </div> <div> <input type="checkbox"/> Is Signal Related to GDOT Project ID?         </div> <div>           Work Performed By: Local Government         </div> <div>           Equipment Provided By: Local Government         </div> <div>           Maintained By: Local Government         </div> <div>           Special Requirements         </div>			
<div> <div>← PREVIOUS</div> <div>○ CANCEL</div> </div>		<div> <div>10</div> <div>SAVE</div> <div>→ NEXT</div> </div>	

11. Upload any attachments needed for the access permit application revision.  
12. When all documentation has been uploaded, select **REVIEW & SUBMIT**.

MAIN INFORMATION	PERMIT LOCATION	ADDITIONAL INFORMATION	ATTACHMENTS
Click  to view all historical attachments <b>Note:</b> Traffic Study file needs to be limited to 25 MB for New Permit. All other attachments are limited to 100 MB per file.			
Document Type	Upload	Document Link	Date Uploaded
▶ Design *	<div>SELECT PDF ONLY</div>	DSGN_S-117-001324-1.PDF	05/24/2021
▶ Traffic Study	<div>SELECT PDF ONLY</div>		
Redlines	<div>SELECT PDF ONLY</div>		
▶ Application	<div>SELECT PDF ONLY</div>		
Miscellaneous	<div>SELECT PDF ONLY</div>		
▶ Permit			
<div> <div>← PREVIOUS</div> <div>○ CANCEL</div> </div>		<div> <div>12</div> <div>SAVE</div> <div>● REVIEW &amp; SUBMIT</div> </div>	



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**.

## REVIEW PERMIT

Please review your permit details below before submitting.

**Main Information**

Request Type: Revision      Permit Reference ID: S-117-001324-1      Asset Number:      Permit ID: S-117-001324-1

**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

Requestor: FORSYTH COUNTY      Permit Approved Date:

Permit Executive Summary: Test revision for training.

**Permit Location**

County: Forsyth

City: Alpharetta      GDOT District: District One- Gainesville      Road Name: Old Alpharetta Rd      Intersecting Road: Curie Dr

Main Route: Old Alpharetta Rd      Route A1:      Route Number: 00004900      US Route:      Interstate:      Mile Point: 0

Latitude: 34.100358      Longitude: -84.208979

**Additional Information**

☐ Expedite Permit      ☐ New Left Turn Phasing      ☐ Contingency  
☒ Pedestrian Accommodations      ☐ Adding 4th Leg (Formerly "T" Intersection)      ☐ Crash Monitoring  
☐ Use of R9-3A & R9-3B (if Excluded)      ☐ Left Turn Lane on all Approaches      ☐ Written Support for Excluding Left Turn Lane  
☒ Written Support For Excluding Pedestrians      ☐ Is Signal Related to GDOT Project ID?

☒ Long Term      ☐ Short Term

Work Performed By: Local Government      Equipment Provided By: Local Government      Project ID:

Maintained By: Local Government      Special Requirements: None at this time.

**Attachments**

Click to view all historical attachments

Document Type	Document Link	Created By	Date Uploaded
Design	DSGN_S-117-001324-1 PDF	Marin, Ana	05/24/2021
Application			
Miscellaneous			
Permit			
Redlines			
Traffic Study			

1 - 5 of 6 items

14

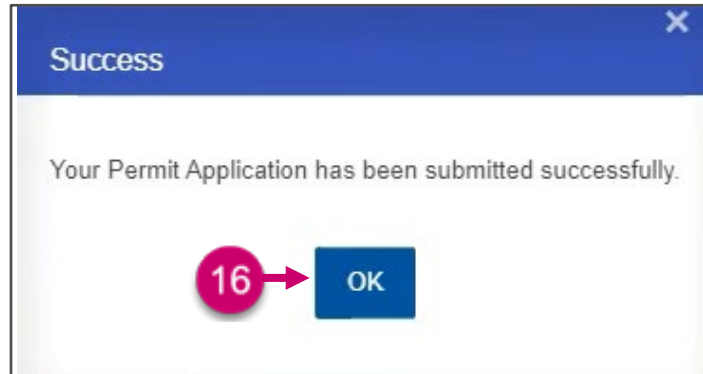
☒ I acknowledge that I am authorized to submit this permit request on behalf of my city/county; and that my city/county will be responsible for providing electricity to this traffic control device.\*

15

**SUBMIT**      CANCEL

# GPAS – Signal Permits External

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.

SUBMITTED SIGNAL PERMITS										
Reference ID/Permit ID	Req... Type	County	Main Route	Road Name	Intersec... Road Name	Expedite	Status	Submitted By	Submitted Date	
▶ S-117-001324-1	Revision	Forsyth	Old Alpharetta Rd	Old Alpharetta Rd	Curie Dr	No	Pending	John Doe	May-24-2021 03:12 PM	▲
▶ S-121-001326-7	Cancel Permit	Fulton	Holcomb Bridge Rd	SR 140		No	Approved	Jen Smith	May-19-2021 10:01 AM	
▶ S-121-001328-7	New	Fulton	Peachtree Dunwoody Rd		Dundwoody Springs Dr	No	Approved	John Doe	May-19-2021 09:51 AM	
▶ S-121-001326-7	Revision (Permit Not Found)	Fulton	Holcomb Bridge Rd	SR 140		No	Approved	Mary J. Doe	May-19-2021 08:17 AM	
▶ S-121-001327-7	New	Fulton		Martin Rd	Tralimore Dr	Yes	Approved	Jen Smith	May-18-2021 09:51 AM	▼

1 2 3 4 5 6 7 8 9 10 ... 5 items per page 1 - 5 of 1251 items

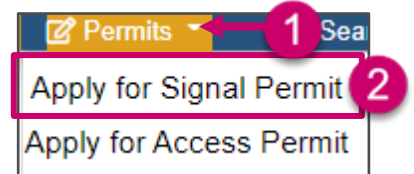
## Revision (Permit Not Found)

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

Applicant/Main Information	Additional Information	
<ul style="list-style-type: none"> <li>Request Type (required):               <ul style="list-style-type: none"> <li>Revision (Permit Not Found)</li> <li>Revision                   <ul style="list-style-type: none"> <li>Permit ID</li> </ul> </li> <li>New</li> <li>Cancel Permit                   <ul style="list-style-type: none"> <li>Permit ID</li> </ul> </li> </ul> </li> <li>Asset Number</li> <li>Signal Type: (required)               <ul style="list-style-type: none"> <li>Advanced Warning Beacon</li> <li>Emergency Vehicles Pre-emption</li> <li>Flashing Beacon</li> <li>LED Enhanced Device</li> <li>Other</li> <li>Pedestrian Heads</li> <li>Pedestrian Hybrid Beacon</li> <li>Pedestrian Push Buttons</li> <li>Rail Road Pre-emption</li> <li>Rectangular Rapid Flash Beacon</li> <li>School Zone Flasher</li> <li>Stop and Go</li> </ul> </li> <li>Permit Executive Summary (required)</li> </ul>	<ul style="list-style-type: none"> <li>Expedite Permit</li> <li>Protected – Permissive or Protected Only Left Turn Phasing</li> <li>Contingency</li> <li>Pedestrian Accommodations</li> <li>Turning Movement Counts</li> <li>Crash Monitoring</li> <li>Use of R9-3A &amp; R9-3B (If Excluded)</li> <li>Is Signal Related To GDOT Project ID?               <ul style="list-style-type: none"> <li>Related Project ID</li> <li>Related Project Manager Name</li> <li>Related Project Manager Email</li> </ul> </li> <li>Written Support for Excluding Left Turn Lanes</li> <li>Written Support For Excluding Pedestrians               <ul style="list-style-type: none"> <li>Select Term: (required)                   <ul style="list-style-type: none"> <li>Long Term</li> <li>Short Term</li> </ul> </li> </ul> </li> <li>Work Performed By:               <ul style="list-style-type: none"> <li>Developer</li> <li>GDOT District</li> <li>GDOT TSEF</li> <li>Local Government</li> <li>Project</li> <li>RTOP</li> <li>Signal Maintenance Contract</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Hydro Study Required? Y/N               <ul style="list-style-type: none"> <li>Date Hydro Study to be Submitted</li> </ul> </li> <li>Utility Letters Required? Y/N               <ul style="list-style-type: none"> <li>Date Utility Letters to be Submitted</li> </ul> </li> <li>Bond Type: Blanket Bond, Letter of Escrow or Performance Bond</li> <li>Bond Amount</li> </ul>
		<h3>Additional Information -Cont.</h3> <ul style="list-style-type: none"> <li>Equipment Provided By:               <ul style="list-style-type: none"> <li>Developer</li> <li>GDOT District</li> <li>GDOT TSEF</li> <li>Local Government</li> <li>Project</li> <li>RTOP</li> <li>Signal Maintenance Contract</li> </ul> </li> <li>Maintained By: (required)               <ul style="list-style-type: none"> <li>GDOT</li> <li>Local Government</li> </ul> </li> <li>Special Requirements</li> </ul>
<h3>Permit Location</h3> <ul style="list-style-type: none"> <li>District County (required)</li> <li>City</li> <li>Road Name</li> <li>Intersecting Road</li> <li>Route Number</li> <li>Route At</li> <li>US Route</li> <li>Interstate</li> <li>Mile Point</li> <li>Main Route</li> <li>Latitude (auto-populated)</li> <li>Longitude (auto-populated)</li> </ul>		<h3>Attachments</h3> <ul style="list-style-type: none"> <li>Design (required)</li> <li>Traffic Study</li> <li>Application</li> <li>Miscellaneous</li> </ul>

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.

### SIGNAL PERMIT APPLICATION

MAIN INFORMATION
PERMIT LOCATION
ADDITIONAL INFORMATION
ATTACHMENTS

**Request Type\***

Select Request Type ▼

**Signal Type:\***

☐ Advanced Warning Beacon  
☐ LED Enhanced Device  
☐ Pedestrian Hybrid Beacon  
☐ Rectangular Rapid Flash Beacon

☐ Emergency Vehicles Pre-emption  
☐ Other  
☐ Pedestrian Push Buttons  
☐ School Zone Flasher

☐ Flashing Beacon  
☐ Pedestrian Heads  
☐ Rail Road Pre-emption  
☐ Stop and Go

**Asset Number**

**Permit Executive Summary (max 500 characters) \***

→ NEXT
⌂ CANCEL

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2. Select **Revision (Permit Not Found)**.

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

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

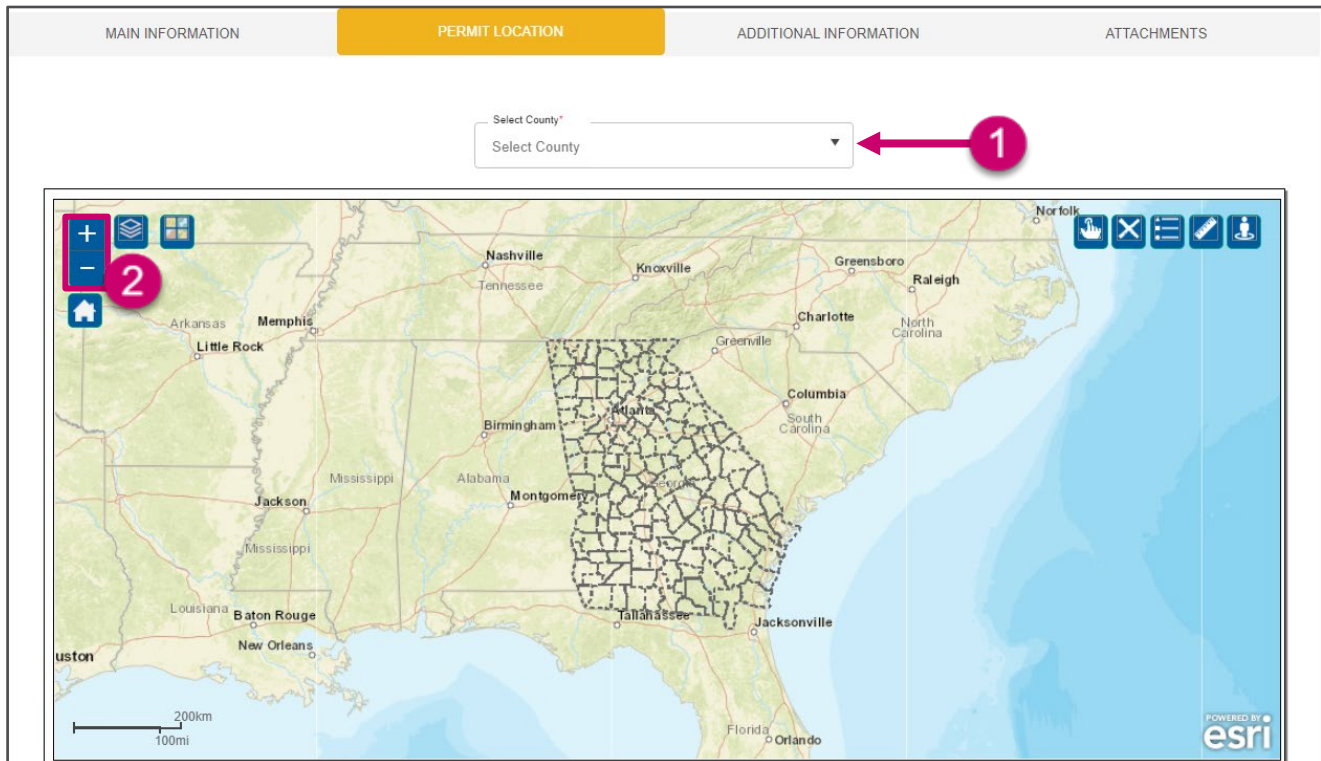
5. Enter the **Permit Executive Summary**.

6. Select **NEXT**.

Or you may select to **CANCEL** the permit application.


## Permit Location Tab

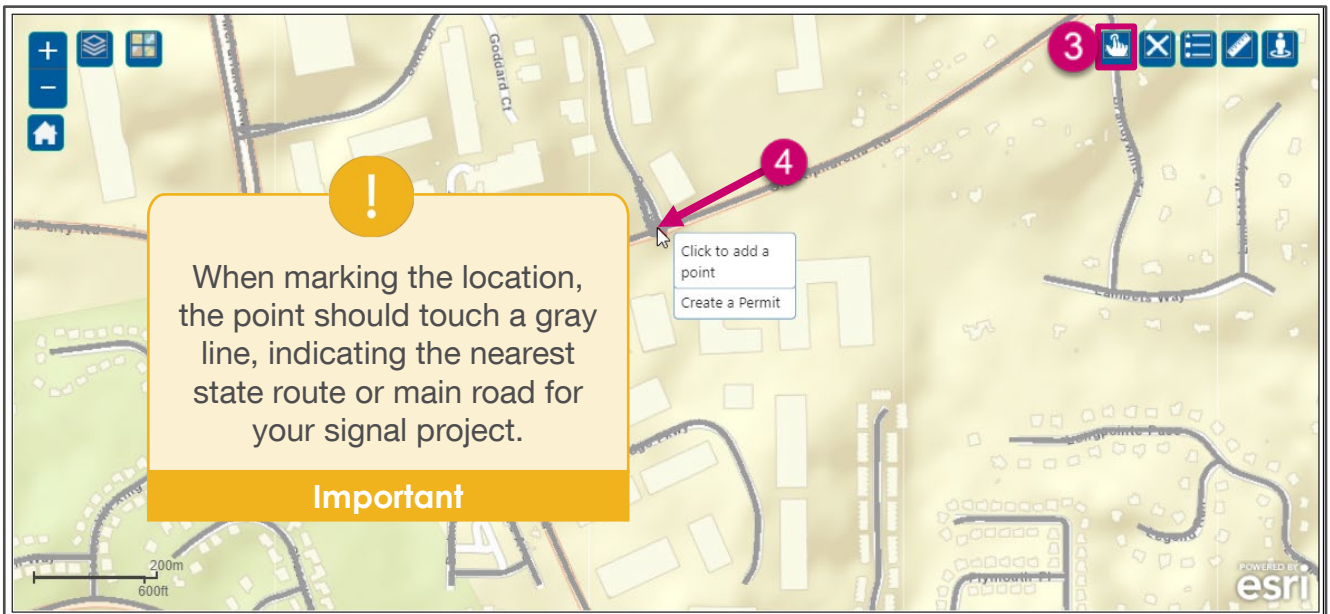
1. Select the county for the permit location from the **Select County** drop-down list.
2. Use the mouse or the - / + buttons to zoom into the permit location on the map at the street level.



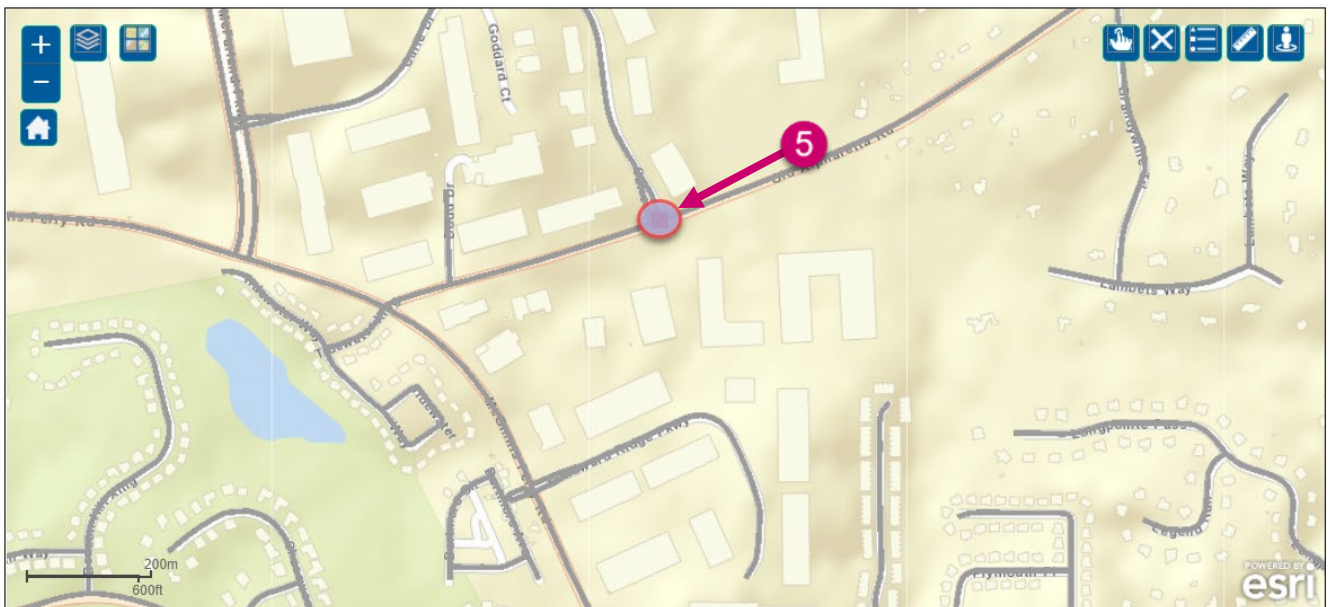
If necessary, you can use the Map Search to aid you in the selection of the permit location.

**Pro Tip**

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.



## GPAS – Signal Permits External

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**.

6

City

Route Number

US Route

Latitude

GDOT District  
District One- Gainesville

Road Name  
Old Alpharetta Rd

Main Route  
Old Alpharetta Rd

Interstate

Longitude  
-84.208435

Intersecting Road  
Curie Dr

Route At

Mile Point  
0

← PREVIOUS

○ CANCEL

7

SAVE → NEXT

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**

DRAFT PERMITS										
Reference ID/Permit ID	Permit Type	Req... Type	Acc... Type	Name	Cou...	Route Num...	Status	Updated By	Updated Date	
A-117-004174-1-1	Access Permit	New	Revision / Addend...	360 Forsyth, LLC	Forsyth	00066500	Draft	Jane Doe	Mar-10-2021 03:25 PM	×
S-117-001320-1	Signal Permit	New		CITY OF COVINGTON	Forsyth	00024700	Send for Correction	John Smith	Feb-17-2021 10:50 AM	



## Additional Information Tab

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



**GPAS** Georgia Department of Transportation

Georgia Permit Application System (GPAS)

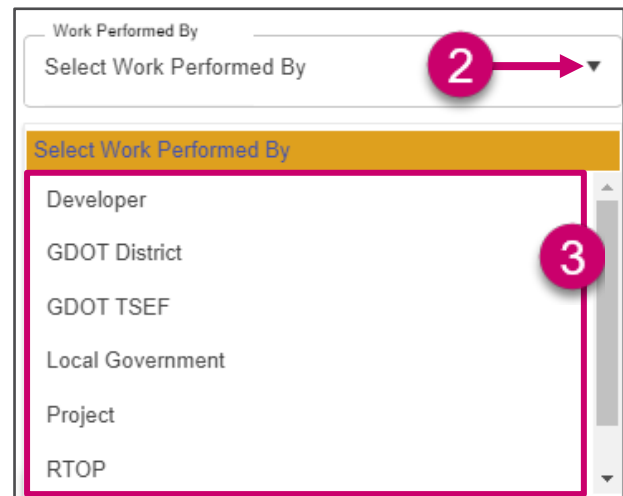
Welcome: John Doe | My Profile | Help

**SIGNAL PERMIT APPLICATION**

Reference ID: S-117-001324-1

MAIN INFORMATION	PERMIT LOCATION	ADDITIONAL INFORMATION	ATTACHMENTS
<input type="checkbox"/> Expedite Permit <input type="checkbox"/> Pedestrian Accommodations <input type="checkbox"/> Use of R9-3A & R9-3B (If Excluded) <input type="checkbox"/> Written Support For Excluding Pedestrians	<input type="checkbox"/> Protected-Permissive or Protected Only Left Turn Phasing <input type="checkbox"/> Turning Movement Counts <input type="checkbox"/> Is Signal Related to GDOT Project ID?	<input type="checkbox"/> Contingency <input type="checkbox"/> Crash Monitoring <input type="checkbox"/> Written Support for Excluding Left Turn Lanes	

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.

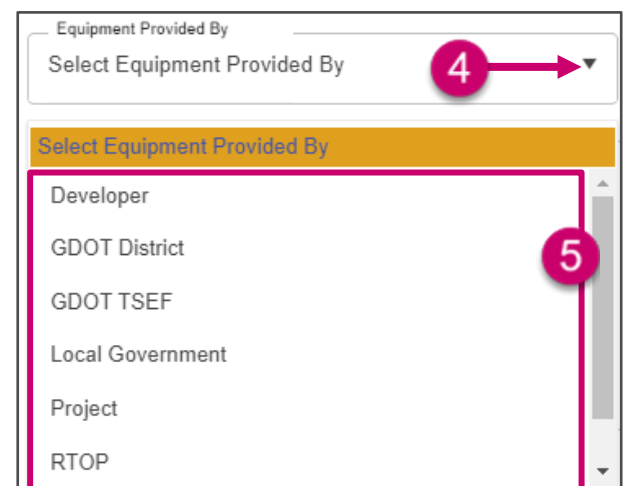


Work Performed By

Select Work Performed By

Select Work Performed By

- Developer
- GDOT District
- GDOT TSEF
- Local Government
- Project
- RTOP



Equipment Provided By

Select Equipment Provided By

Select Equipment Provided By

- Developer
- GDOT District
- GDOT TSEF
- Local Government
- Project
- RTOP

# GPAS – Signal Permits External

6. Expand the **Maintained By** drop-down list.
7. Select the appropriate **Maintained By** option.
8. Enter any special requirements.
9. Select **NEXT**.

Maintained By\*

Select Maintained By

Select Maintained By

GDOT

Local Government

**SIGNAL PERMIT APPLICATION**

Reference ID: S-117-001324-1

MAIN INFORMATION    PERMIT LOCATION    **ADDITIONAL INFORMATION**    ATTACHMENTS

☐ Expedite Permit

☒ Pedestrian Accomodations

☐ Use of R9-3A & R9-3B (If Excluded)

☒ Written Support For Excluding Pedestrians

Select Term:\*

☐ Long Term ☒ Short Term

Work Performed By

Developer

Maintained By\*

Local Government

Equipment Provided By

Developer

☐ Protected-Permissive or Protected Only Left Turn Phasing

☐ Turning Movement Counts

☐ Is Signal Related to GDOT Project ID?

☐ Contingency

☐ Crash Monitoring

☐ Written Support for Excluding Left Turn Lanes

Special Requirements

None.

← PREVIOUS    CANCEL

SAVE    → NEXT

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## 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.

### SIGNAL PERMIT APPLICATION

Reference ID: S-117-001324-1

MAIN INFORMATION
PERMIT LOCATION
ADDITIONAL INFORMATION
ATTACHMENTS

Note: Traffic Study file needs to be limited to 25 MB for New Permit. All other attachments are limited to 100 MB per file.

Document Type	Upload	Document Link	Date Uploaded	
▶ Design *	SELECT PDF ONLY			
▶ Traffic Study *	SELECT PDF ONLY			
▶ Application *	SELECT PDF ONLY			
Miscellaneous	SELECT PDF ONLY			
▶ Permit				

← PREVIOUS
⌂ CANCEL

SAVE
REVIEW & SUBMIT

2. Select the file.
3. Select **Open**.

**SIGNAL PERMIT APPLICATION**  
Reference ID: S-117-001324-1

MAIN INFORMATION	PERMIT LOCATION	ADDITIONAL INFORMATION	ATTACHMENTS												
<p><b>Note:</b> Traffic Study file needs to be limited to 25 MB for New Permit. All other attachments</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Document Type</th> <th>Upload</th> </tr> </thead> <tbody> <tr> <td>Design *</td> <td><a href="#">SELECT PDF ONLY</a></td> </tr> <tr> <td>Traffic Study *</td> <td><a href="#">SELECT PDF ONLY</a></td> </tr> <tr> <td>Application *</td> <td><a href="#">SELECT PDF ONLY</a></td> </tr> <tr> <td>Miscellaneous</td> <td><a href="#">SELECT PDF ONLY</a></td> </tr> <tr> <td>Permit</td> <td></td> </tr> </tbody> </table>				Document Type	Upload	Design *	<a href="#">SELECT PDF ONLY</a>	Traffic Study *	<a href="#">SELECT PDF ONLY</a>	Application *	<a href="#">SELECT PDF ONLY</a>	Miscellaneous	<a href="#">SELECT PDF ONLY</a>	Permit	
Document Type	Upload														
Design *	<a href="#">SELECT PDF ONLY</a>														
Traffic Study *	<a href="#">SELECT PDF ONLY</a>														
Application *	<a href="#">SELECT PDF ONLY</a>														
Miscellaneous	<a href="#">SELECT PDF ONLY</a>														
Permit															

Open

« Proj... » Files for Access Per...

Search Files for Access Perm...

Name	Status	Type	Size	Date modified
Application	✓	Microsoft Edge P...	33 KB	2/18/2021 9:35 A
County Council Resolution	✓	Microsoft Edge P...	33 KB	2/18/2021 9:35 A
Design	✓	Microsoft Edge P...	33 KB	2/18/2021 9:35 A
Hydrology Report	✓	Microsoft Edge P...	33 KB	2/18/2021 9:35 A
Irrigation Plan	✓	Microsoft Edge P...	33 KB	2/18/2021 9:35 A
Landscaping Irrigation Sheets	✓	Microsoft Edge P...	33 KB	2/18/2021 9:35 A
Letter of Request	✓	Microsoft Edge P...	33 KB	2/18/2021 9:34 A
Plans	✓	Microsoft Edge P...	33 KB	2/18/2021 9:35 A
Traffic Study	✓	Microsoft Edge P...	33 KB	2/18/2021 9:35 A
Urban Plan Study	✓	Microsoft Edge P...	33 KB	2/18/2021 9:35 A
Utility Letter	✓	Microsoft Edge P...	33 KB	2/18/2021 9:35 A

File name:  Adobe Acrobat Document

**Open** Cancel

4. Wait while the system uploads the file.

MAIN INFORMATION	PERMIT LOCATION	ADDITIONAL INFORMATION	ATTACHMENTS								
<p><b>Note:</b> Traffic Study file needs to be limited to 25 MB for New Permit. All other attachments are limited to 100 MB per file.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Document Type</th> <th>Upload</th> <th>Document Link</th> <th>Date Uploaded</th> </tr> </thead> <tbody> <tr> <td>Design *</td> <td> <div style="border: 1px solid #ccc; padding: 5px; width: 150px;"> <a href="#">SELECT PDF ONLY</a>            Uploading...  <div style="display: flex; align-items: center;"> <div> <b>Design.pdf</b>            32.85 KB </div> </div> </div> </td> <td></td> <td></td> </tr> </tbody> </table>				Document Type	Upload	Document Link	Date Uploaded	Design *	<div style="border: 1px solid #ccc; padding: 5px; width: 150px;"> <a href="#">SELECT PDF ONLY</a>            Uploading...  <div style="display: flex; align-items: center;"> <div> <b>Design.pdf</b>            32.85 KB </div> </div> </div>		
Document Type	Upload	Document Link	Date Uploaded								
Design *	<div style="border: 1px solid #ccc; padding: 5px; width: 150px;"> <a href="#">SELECT PDF ONLY</a>            Uploading...  <div style="display: flex; align-items: center;"> <div> <b>Design.pdf</b>            32.85 KB </div> </div> </div>										

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

MAIN INFORMATION		PERMIT LOCATION	ADDITIONAL INFORMATION	ATTACHMENTS
<p><b>Note:</b> Traffic Study file needs to be limited to 25 MB for New Permit. All other attachments are limited to 100 MB per file.</p>				
Document Type	Upload	Document Link	Date Uploaded	
► Design *	<input type="button" value="SELECT PDF ONLY"/>	DSGN_S-117-001325-1.PDF	05/13/2021	<input type="button" value="DELETE"/>
► Traffic Study *	<input type="button" value="SELECT PDF ONLY"/>			


6. You may upload several files under the **Miscellaneous** section.  
7. Select **REVIEW & SUBMIT**.

SIGNAL PERMIT APPLICATION				
Reference ID: S-117-001324-1				
MAIN INFORMATION		PERMIT LOCATION	ADDITIONAL INFORMATION	ATTACHMENTS
<p><b>Note:</b> Traffic Study file needs to be limited to 25 MB for New Permit. All other attachments are limited to 100 MB per file.</p>				
Document Type	Upload	Document Link	Date Uploaded	
► Design *	<input type="button" value="SELECT PDF ONLY"/>	DSGN_S-117-001324-1.PDF	05/10/2021	<input type="button" value="DELETE"/>
► Traffic Study *	<input type="button" value="SELECT PDF ONLY"/>	STDY_S-117-001324-1.PDF	05/10/2021	<input type="button" value="DELETE"/>
► Application *	<input type="button" value="SELECT PDF ONLY"/>	APPL_S-117-001324-1.PDF	05/10/2021	<input type="button" value="DELETE"/>
Miscellaneous	<input type="button" value="SELECT PDF ONLY"/>	Utility Letter.pdf County Council Resolution.pdf	05/13/2021 05/13/2021	<input type="button" value="DELETE ALL"/>
► Permit				

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## 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**.

**REVIEW PERMIT**  
Please review your permit details below before submitting.

**Main Information**

Request Type: New Permit Reference ID: S-117-001324-1 Asset Number: Permit ID:

**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

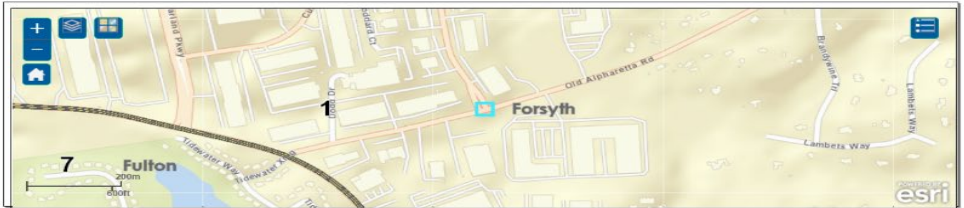
☐ Rectangular Rapid Flash Beacon ☒ School Zone Flasher ☒ Stop and Go

Requestor: FORSYTH COUNTY Permit Approved Date:

Permit Executive Summary: Test for training.

**Permit Location**

County: Forsyth



City: GDOT District: District One- Gainesville  
Main Route: Old Alpharetta Rd Road Name: Old Alpharetta Rd Intersecting Road: Curie Dr  
Route Number: 00004900 Route At:  
Latitude: 34.100358 US Route: Longitude: -84.208979 Interstate:  
Mile Point: 0

**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? ☐ Written Support for Excluding Left Turn Lanes

☒ Written Support For Excluding Pedestrians

☐ Long Term ☒ Short Term

Work Performed By: Local Government Equipment Provided By: Local Government Project ID:

Maintained By: Local Government Special Requirements:

**Attachments**

Document Type	Document Link	Created By	Date Uploaded
Application	APPL_S-117-001324-1.PDF	Marin, Ana	05/10/2021
Design	DSGN_S-117-001324-1.PDF	Marin, Ana	05/10/2021
Traffic Study	STDY_S-117-001324-1.PDF	Marin, Ana	05/10/2021
Miscellaneous			
Permit			

10 Items per page 1 - 5 of 5 items

☐ I acknowledge that I am authorized to submit this permit request on behalf of my city/county, and that my city/county will be responsible for providing electricity to this traffic control device.

**SUBMIT** **CANCEL**

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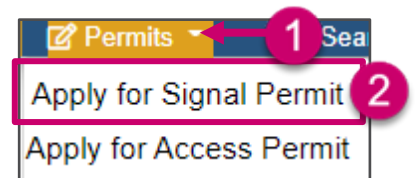
## Cancel Permit

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

Applicant/Main Information	Additional Information	
<ul style="list-style-type: none"> <li>Request Type (required):               <ul style="list-style-type: none"> <li>Revision (Permit Not Found)</li> <li>Revision                   <ul style="list-style-type: none"> <li>Permit ID</li> </ul> </li> <li>New</li> <li>Cancel Permit                   <ul style="list-style-type: none"> <li>Permit ID (required)</li> </ul> </li> </ul> </li> <li>Asset Number</li> <li>Signal Type:               <ul style="list-style-type: none"> <li>Advanced Warning Beacon</li> <li>Emergency Vehicles Pre-emption</li> <li>Flashing Beacon</li> <li>LED Enhanced Device</li> <li>Other</li> <li>Pedestrian Heads</li> <li>Pedestrian Hybrid Beacon</li> <li>Pedestrian Push Buttons</li> <li>Rail Road Pre-emption</li> <li>Rectangular Rapid Flash Beacon</li> <li>School Zone Flasher</li> <li>Stop and Go</li> </ul> </li> <li>Permit Executive Summary (editable)</li> </ul>	<ul style="list-style-type: none"> <li>Expedite Permit</li> <li>Protected – Permissive or Protected Only Left Turn Phasing</li> <li>Contingency</li> <li>Pedestrian Accommodations</li> <li>Turning Movement Counts</li> <li>Crash Monitoring</li> <li>Use of R9-3A &amp; R9-3B (If Excluded)</li> <li>Is Signal Related To GDOT Project ID?               <ul style="list-style-type: none"> <li>Related Project ID</li> <li>Related Project Manager Name</li> <li>Related Project Manager Email</li> </ul> </li> <li>Written Support for Excluding Left Turn Lanes</li> <li>Written Support For Excluding Pedestrians               <ul style="list-style-type: none"> <li>Select Term: (required)                   <ul style="list-style-type: none"> <li>Long Term</li> <li>Short Term</li> </ul> </li> </ul> </li> <li>Work Performed By:               <ul style="list-style-type: none"> <li>Developer</li> <li>GDOT District</li> <li>GDOT TSEF</li> <li>Local Government</li> <li>Project</li> <li>RTOP</li> <li>Signal Maintenance Contract</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Hydro Study Required? Y/N               <ul style="list-style-type: none"> <li>Date Hydro Study to be Submitted</li> </ul> </li> <li>Utility Letters Required? Y/N               <ul style="list-style-type: none"> <li>Date Utility Letters to be Submitted</li> </ul> </li> <li>Bond Type: Blanket Bond, Letter of Escrow or Performance Bond</li> <li>Bond Amount</li> </ul> <p><b>Additional Information -Cont.</b></p> <ul style="list-style-type: none"> <li>Equipment Provided By:               <ul style="list-style-type: none"> <li>Developer</li> <li>GDOT District</li> <li>GDOT TSEF</li> <li>Local Government</li> <li>Project</li> <li>RTOP</li> <li>Signal Maintenance Contract</li> </ul> </li> <li>Maintained By:               <ul style="list-style-type: none"> <li>GDOT</li> <li>Local Government</li> </ul> </li> <li>Special Requirements</li> </ul> <p><b>Attachments (editable)</b></p> <p><b>Legend:</b></p> <ul style="list-style-type: none"> <li><span style="background-color: #ff00ff; width: 15px; height: 10px; display: inline-block;"></span> Editable</li> <li><span style="background-color: #808080; width: 15px; height: 10px; display: inline-block;"></span> Not Editable</li> </ul>

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.

### SIGNAL PERMIT APPLICATION

MAIN INFORMATION
PERMIT LOCATION
ADDITIONAL INFORMATION
ATTACHMENTS

**Request Type\***

Select Request Type ▼

**Signal Type:\***

☐ Advanced Warning Beacon  
☐ LED Enhanced Device  
☐ Pedestrian Hybrid Beacon  
☐ Rectangular Rapid Flash Beacon

☐ Emergency Vehicles Pre-emption  
☐ Other  
☐ Pedestrian Push Buttons  
☐ School Zone Flasher

☐ Flashing Beacon  
☐ Pedestrian Heads  
☐ Rail Road Pre-emption  
☐ Stop and Go

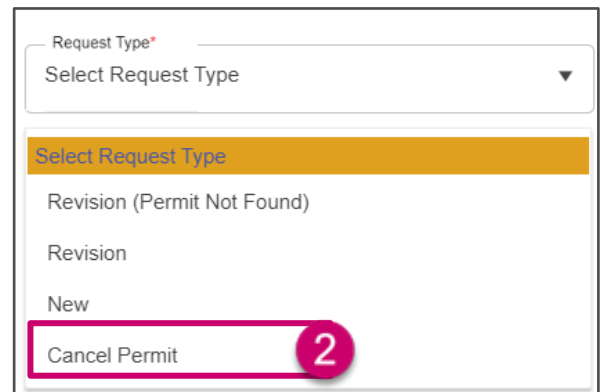
**Asset Number**

**Permit Executive Summary (max 500 characters) \***

→ NEXT
↻ CANCEL

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2. Select **Cancel Permit**.



Request Type\*

Select Request Type

Select Request Type

Revision (Permit Not Found)

Revision

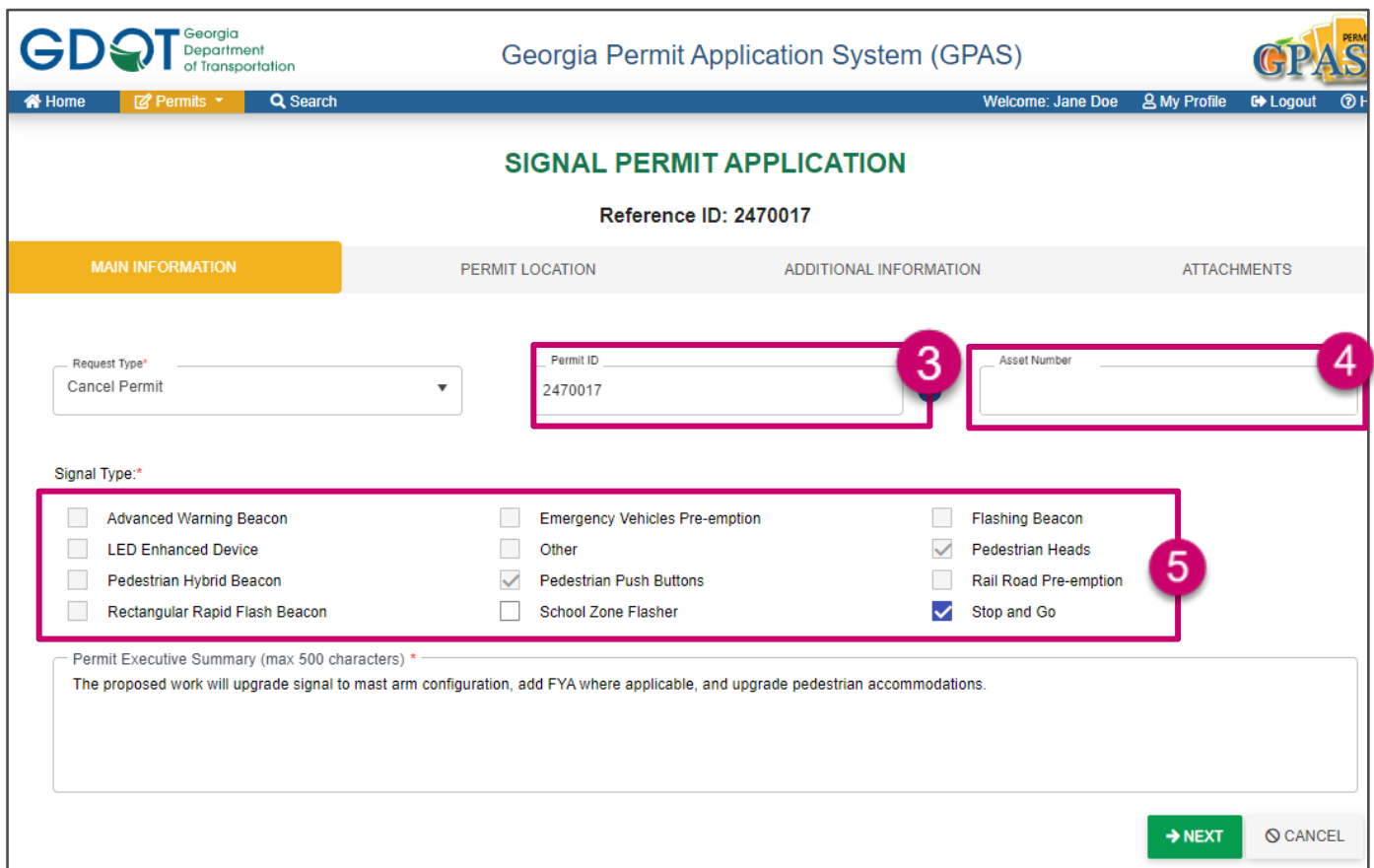
New

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.



GDOT Georgia Department of Transportation

Georgia Permit Application System (GPAS)

Home Permits Search Welcome: Jane Doe My Profile Logout

## SIGNAL PERMIT APPLICATION

Reference ID: 2470017

MAIN INFORMATION PERMIT LOCATION ADDITIONAL INFORMATION ATTACHMENTS

Request Type\*

Cancel Permit

Permit ID

2470017

Asset Number

Signal Type:\*

☐ Advanced Warning Beacon  
☐ LED Enhanced Device  
☐ Pedestrian Hybrid Beacon  
☐ Rectangular Rapid Flash Beacon

☐ Emergency Vehicles Pre-emption  
☐ Other  
☒ Pedestrian Push Buttons  
☐ School Zone Flasher

☐ Flashing Beacon  
☒ Pedestrian Heads  
☐ Rail Road Pre-emption  
☒ Stop and Go

Permit Executive Summary (max 500 characters) \*

The proposed work will upgrade signal to mast arm configuration, add FYA where applicable, and upgrade pedestrian accommodations.

→ NEXT CANCEL

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.

**GDOT** Georgia Department of Transportation

Georgia Permit Application System (GPAS)

Welcome: Jane Doe My Profile Logout

## SIGNAL PERMIT APPLICATION

Reference ID: 2470017

**MAIN INFORMATION** PERMIT LOCATION ADDITIONAL INFORMATION ATTACHMENTS

Request Type\*  
Cancel Permit

Permit ID  
2470017

Asset Number

Signal Type:\*

- ☐ Advanced Warning Beacon
- ☐ LED Enhanced Device
- ☐ Pedestrian Hybrid Beacon
- ☐ Rectangular Rapid Flash Beacon
- ☐ Emergency Vehicles Pre-emption
- ☐ Other
- ☒ Pedestrian Push Buttons
- ☐ School Zone Flasher
- ☐ Flashing Beacon
- ☒ Pedestrian Heads
- ☐ Rail Road Pre-emption
- ☒ Stop and Go

Permit Executive Summary (max 500 characters) \*

The proposed work will upgrade signal to mast arm configuration, add FYA where applicable, and upgrade pedestrian accommodations.

7 → **NEXT** CANCEL





## 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**.

### SIGNAL PERMIT APPLICATION

Reference ID: S-247-001331-7

MAIN INFORMATION
PERMIT LOCATION
ADDITIONAL INFORMATION
ATTACHMENTS

☒ Pedestrian Accommodations  
☐ Use of R9-3A & R9-3B (If Excluded)  
☐ Written Support For Excluding Pedestrians  
Work Performed By  

Signal Maintenance Contract

☐ New Left Turn Phasing  
☐ Adding 4th Leg (Formerly "T" Intersection)  
☐ Left Turn Lane on all Approaches  
☐ Is Signal Related to GDOT Project ID?  
Equipment Provided By  

Signal Maintenance Contract

○ ○

☐ Contingency  
☐ Crash Monitoring  
☐ Written Support for Excluding Left Turn Lanes

Maintained By\*  

GDOT

**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.

← PREVIOUS
⊘ CANCEL

💾 SAVE
→ NEXT

## 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.

### SIGNAL PERMIT APPLICATION

Reference ID: S-247-001331-7

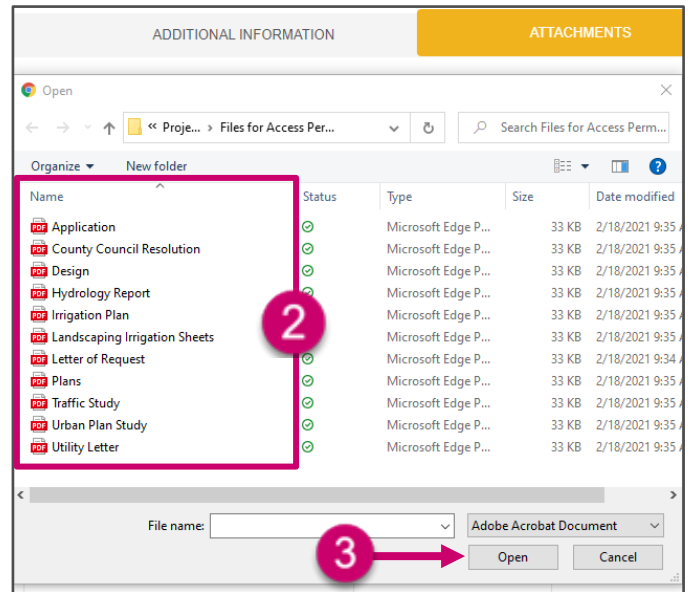
MAIN INFORMATION
PERMIT LOCATION
ADDITIONAL INFORMATION
ATTACHMENTS

Click to view all historical attachments  
**Note:** Traffic Study file needs to be limited to 25 MB for New Permit. All other attachments are limited to 100 MB per file.

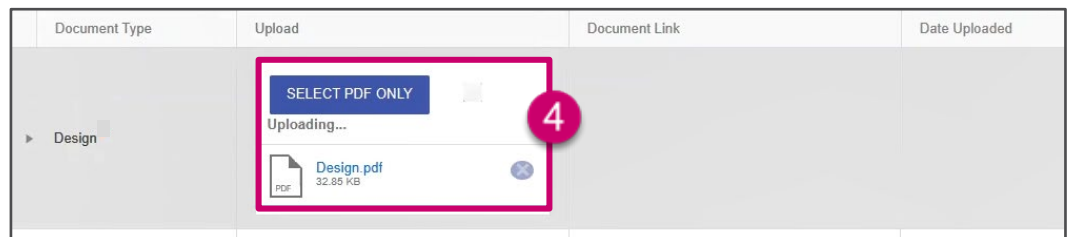
Document Type	Upload	Document Link	Date Uploaded
▶ Design	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <div style="background-color: #2980b9; color: white; padding: 2px 10px; border-radius: 3px;">SELECT PDF ONLY</div> </div>		
▶ Application			
Miscellaneous	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <div style="background-color: #2980b9; color: white; padding: 2px 10px; border-radius: 3px;">SELECT PDF ONLY</div> </div>		
▶ Permit			
Redlines			
▶ Traffic Study			

# GPAS – Signal Permits External

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.

MAIN INFORMATION		PERMIT LOCATION	ADDITIONAL INFORMATION	ATTACHMENTS
<p><b>Note:</b> Traffic Study file needs to be limited to 25 MB for New Permit. All other attachments are limited to 100 MB per file.</p>				
Document Type	Upload	Document Link	Date Uploaded	
► Design *	<input type="button" value="SELECT PDF ONLY"/>	<div>DSGN_S-117-001325-1.PDF</div>	05/13/2021	<input type="button" value="DELETE"/>


6. You may upload several files under the **Miscellaneous** section.
7. Select **REVIEW & SUBMIT**.

Miscellaneous	<input type="button" value="SELECT PDF ONLY"/>	<div>Utility Letter.pdf</div> <div>County Council Resolution.pdf</div>	<div>×</div> <div>×</div>	<div>05/13/2021</div> <div>05/13/2021</div>	<input type="button" value="DELETE ALL"/>
► Permit					

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## 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**.

**REVIEW PERMIT**  
Please review your permit details below before submitting.

**Main Information**

Request Type: New Permit Reference ID: S-117-001324-1 Asset Number: Permit ID:

**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

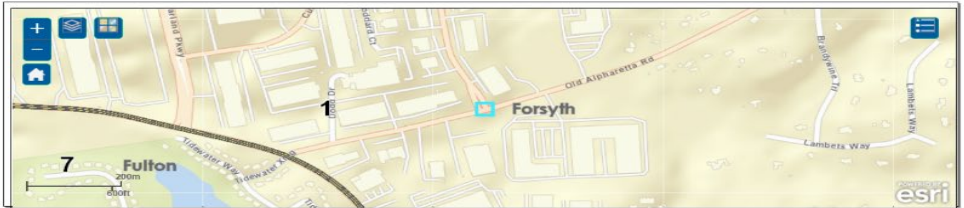
☐ Rectangular Rapid Flash Beacon ☒ School Zone Flasher ☒ Stop and Go

Requestor: FORSYTH COUNTY Permit Approved Date:

Permit Executive Summary: Test for training.

**Permit Location**

County: Forsyth



City: GDOT District: District One- Gainesville  
Main Route: Old Alpharetta Rd Road Name: Old Alpharetta Rd Intersecting Road: Curie Dr  
Route Number: 00004900 Route At:  
Latitude: 34.100358 US Route: Longitude: -84.208979 Interstate:  
Mile Point: 0

**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? ☐ Written Support for Excluding Left Turn Lanes

☒ Written Support For Excluding Pedestrians

☐ Long Term ☒ Short Term

Work Performed By: Local Government Equipment Provided By: Local Government Project ID:

Maintained By: Local Government Special Requirements:

**Attachments**

Document Type	Document Link	Created By	Date Uploaded
Application	APPL_S-117-001324-1.PDF	Marin, Ana	05/10/2021
Design	DSGN_S-117-001324-1.PDF	Marin, Ana	05/10/2021
Traffic Study	STDY_S-117-001324-1.PDF	Marin, Ana	05/10/2021
Miscellaneous			
Permit			

10 Items per page 1 - 5 of 5 items

☐ I acknowledge that I am authorized to submit this permit request on behalf of my city/county, and that my city/county will be responsible for providing electricity to this traffic control device.

**SUBMIT** **CANCEL**

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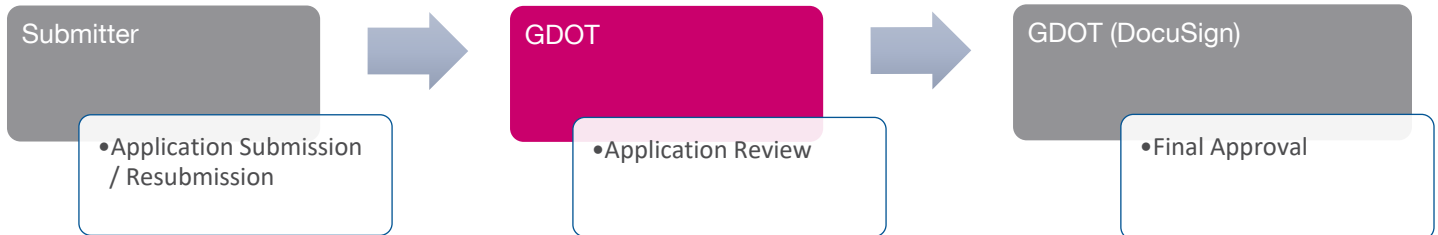
# GPAS – Signal Permits External

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

SUBMITTED SIGNAL PERMITS										
Reference ID/Permit ID	Req... Type	County	Route Number	Road Name	Intersec... Road Name	Expedite	Status	Submitted By	Submitted Date	
▶ S-247-001331-7	Cancel Permit	Rockdale	SR 20	Loganville Hwy	Hi Roc Rd/ Almand Rd	No	Pending	Doe, Jane	May-27-2021 09:15 AM	
▶ S-247-001329-7	New	Rockdale		GLENHAVEN CT SW		No	Pending	Doe, Jane	May-25-2021 02:56 PM	
▶ S-247-001331-7	Revision	Rockdale	SR 20	Loganville Hwy	Hi Roc Rd/ Almand Rd	No	Approved	Powell, Curtis	Apr-30-2018 04:19 PM	

## Review Application Status

### GDOT Review



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 SIGNAL PERMITS										
Reference ID/Permit ID	Req... Type	County	Route Number	Road Name	Intersec... Road Name	Expedite	Status	Submitted By	Submitted Date	
▶ S-247-001329-7	New	Rockdale		GLENHAVEN CT SW		No	Pending	Doe, Jane	May-25-2021 02:56 PM	
▶ 2470017	Revision	Rockdale	SR 20	Loganville Hwy	Hi Roc Rd/ Almand Rd	No	Approved	Powell, Curtis	Apr-30-2018 04:19 PM	

1 - 2 of 2 items



Submitted permits cannot be edited unless they have been sent back for corrections.

**Note**

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**.

	Reference ID/Permit ID	Req... Type	County	Route Number	Road Name	Intersec... Road Name	Expedite	Status	Submitted By	Submitted Date
	6-247-001329-7	New	Rockdale		GLENHAVEN CT SW		No	Pending	Doe, Jane	May-25-2021 02:56 PM
1	2470017	Revision	Rockdale	SR 20	Loganville Hwy	Hi Roc Rd/ Almand Rd	No	Approved	Doe, Jane	Apr-30-2018 04:19 PM

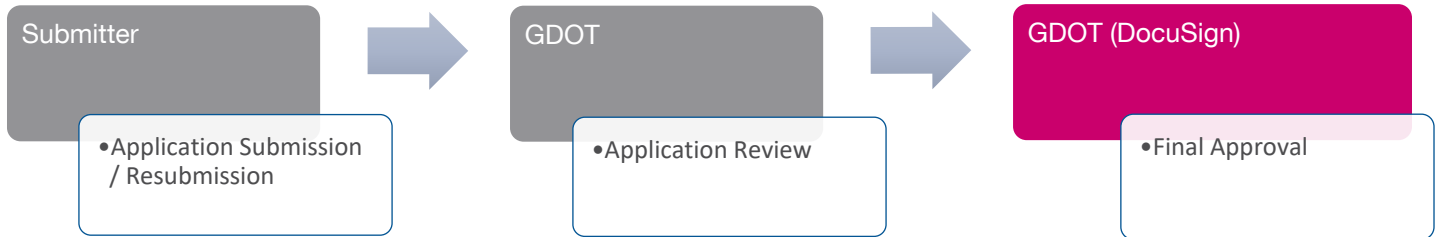
2. You will see where in the approval process your permit is, when it was assigned and the permit workflow status.

2

2470017	Revision	Rockdale	SR 20	Loganville Hwy	Hi Roc Rd/ Almand Rd	No	Approved	Powell, Curtis	Apr-30-2018 04:19 PM
Group Name	Assigned Date	Assigned To	Status	Status Date	Last Update...	Comments			
Assistant State Traffic Engineer	May-15-2018 02:10 PM	Scott E. Zehngraff	Approved	Jun-08-2018 11:15 AM	Scott E. Zehngraff	06-08-2018 11:15 AM-approved with minor redline to relabel 6S head			
Assistant State Traffic Engineer	May-15-2018 03:33 PM	Aaron Alexander Steede	Reviewed	Jun-06-2018 08:09 AM	Aaron Alexander Steede	06-06-2018 08:09 AM-recommend approval			
Assistant State Traffic Engineer	May-15-2018 03:33 PM	Aaron Alexander Steede	Assigned	May-15-2018 03:33 PM	Aaron Alexander Steede				

3. By selecting the **Reference ID/Permit ID** link, you will see the details of your permit as it was submitted.

## GDOT Approval



Once your permit application has been approved, the permit status in GPAS will be **Approved** and the system will generate the **Permit**.

SUBMITTED SIGNAL PERMITS										
Reference ID/Permit ID	Req... Type	County	Main Route	Road Name	Intersec... Road Name	Expedite	Status	Submitted By	Submitted Date	
▶ S-117-001324-1	Revision (Permit Not Found)	Forsyth	Old Alpharetta Rd	Old Alpharetta Rd	Curie Dr	No	Pending	Jane Doe	May-10-2021 05:03 PM	
▶ S-139-001323-1	New	Hall		athens st		No	Approved	John Smith	Mar-18-2021 10:51 AM	
▶ S-185-001322-4	Revision	Lowndes	SR 94	STATENV... RD	PERIMETER RD	No	Pending	Mary Jane Doe	Mar-03-2021 05:22 PM	
▶ S-051-001321-5	Cancel Permit	Chatham	test			No	Sent for Correction	John Doe	Mar-03-2021 05:20 PM	

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

SUBMITTED SIGNAL PERMITS										
Reference ID/Permit ID	Req... Type	County	Main Route	Road Name	Intersec... Road Name	Expedite	Status	Submitted By	Submitted Date	
▶ S-121-001327-7	New	Fulton		Martin Rd	Trailmore Dr	Yes	Approved	Jane Doe	May-18-2021 09:51 AM	

Attachments			
Document Type	Document Link	Created By	Date Uploaded
▶ Application	APPL_S-121-001327-7.PDF	Jane Doe	05/18/2021
▶ Design	DSGN_S-121-001327-7.PDF	Jane Doe	05/18/2021
▶ Traffic Study	STDY_S-121-001327-7.PDF	Jane Doe	05/18/2021
Miscellaneous			
▶ Permit	PRMT_S-121-001327-7.PDF	Jane Doe	05/18/2021

10 Items per page 1 - 5 of 5 items