Georgia Department of Transportation

Getting Started in GUPS

The Georgia Utility Permitting System for Utility Encroachment Permit Applications

Let's get started using the GUPS system!

Note: Periodically, GUPS training classes may be available through the District Utilities Office. Please contact the District Utility Engineer for possible training opportunities.

In order to utilize the GUPS system, please follow this sequence:

1) Utilize the GUPS "**Training Site**" prior to using the live "**Production Site**". The "**Training Site**" is available as a **practice site** for becoming familiar with GUPS application process before submitting an actual permit application. Additionally, GUPS customers can find materials to use to create training presentations, documents, etc. on the "**Help Site**". Links to these two sites can be found in the GUPS Handout Information on the GDOT Utility Permitting web page:

    www.dot.ga.gov/doingbusiness/utilities/Pages/Permitting.aspx

2) After practicing the permitting application process via the "**Training Site**", first-time users to the "**Production Site**" must apply for GUPS membership and register as a New Member Group. Step-by step Instructions for applying for GUPS membership can be found via the link to the GUPS Membership Application Process on the GDOT Utility Permitting web page shown above.

3) Once you register as a New Member Group, you will receive an e-mail confirmation from GDOT that will contain your Member Group Code, User ID, Password, privileges and restrictions.

4) Once the Member Group Code, User ID, and Password have been obtained, you will be able to set up additional users and apply for a GUPS utility permit.

   Please note the following:

   ▪ The user IDs and passwords are case sensitive. These must be typed exactly as they were entered into the system.
   ▪ If all of the information required for your permit is not available, it is possible to save the information that has already been placed in GUPS by clicking on the **save** and **exit** buttons. The information entered will remain in the system for 30 days before being deleted. Please make a note of the permit number. In order to access an existing incomplete permit, the permit number will be required.
   ▪ Once the submittal process is complete, if there is a problem with the permit, please contact the District Utilities Office. They can send the application back to you to be revised. Once revised, you can re-submit the permit to the District for review.
   ▪ You will be notified by mail or phone once the permit is approved or denied.