

GUPS

GUPS (Georgia Utilities Permit System) is Georgia DOT's online application system for Utility Facility Encroachment Permits. This system provides an interface for finding the precise map location of work being permitted.

Permit Application Basics

Prepare the following information for any permit application:

- The permit type
- The county
- The route type
- The route number
- Beginning and ending mile points, with a point of reference
- A paragraph of work description
- The details regarding the components of installation
- Physical information about the installation
- The dates the work begins and ends
- Contact information for responsible parties

Entering A Permit

To start your permit application, prepare your materials, then login to GUPS.

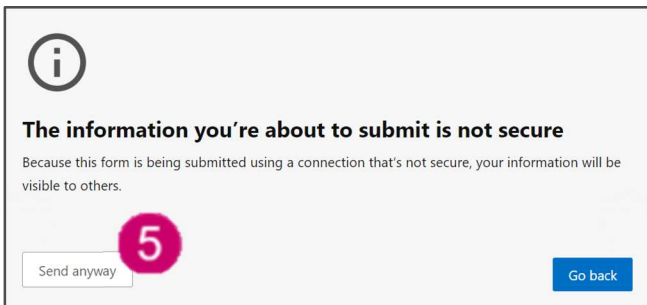
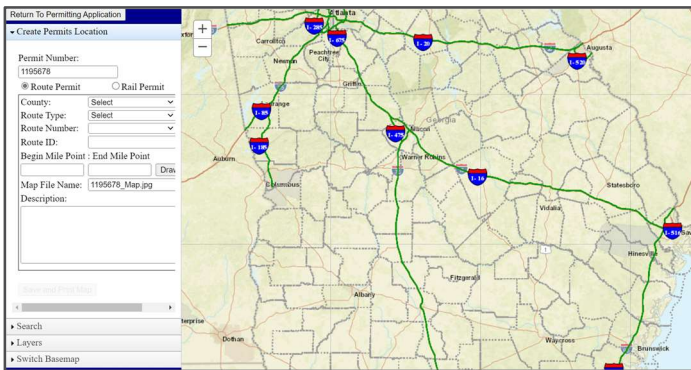
1. Click the **Permit Processing** radio button.
2. Click **Continue**.

3. On the Apply for New Permit / Utility Type screen, select **the appropriate permit type**.
4. Select **Continue**.

As you go through the permit, if you need to fill in additional details later, use the **Save and Exit** button. Make a note of the permit number, and you can use it to find and update your application.

Pro Tip

- After you select the Utility type, answer any questions if prompted and then you will be taken to the Location Information map. If you see a page stating that “The information you’re about to submit is not secure,” select **Send anyway**.

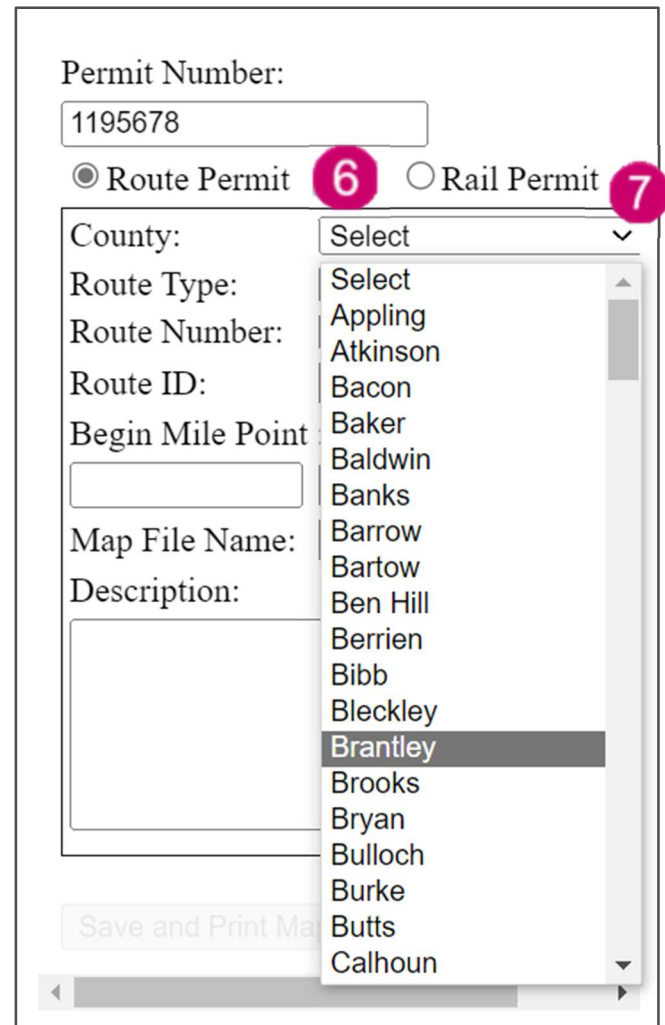
All tools and buttons are now located in the left pane.

Important

If you are not allowed to apply for a permit in the county you select, the application will alert you. If you feel this restriction is in error, contact GDOT Office of Utilities.

Pro Tip

- A Permit Number will automatically populate the field. Select the radio button for either **Route Permit** or **Rail Permit**.
- Select a **County** for the permit.



8. Select a **Route Type**

Permit Number:
1195678

☒ Route Permit ☐ Rail Permit

County: Brantley

Route Type: Select **8**

Route Number: Select

Route ID: 1 - State Routes (SR)
2 - County Road (CR)
3 - City Street (CS)
4 - County Line Road (CL)
5 - Unofficial Road/ Railroad Crossing Road
6 - Ramp (RP)
7 - Private Road (PV)
8 - Public Road (PR)/Non-Accepted Road
9 - Collector-Distributor (CD)

Begin Mile Point:

Map File Name:

Description:

9. Select a Route **Number**.

Permit Number:
1195678

☒ Route Permit ☐ Rail Permit

County: Brantley

Route Type: 1 - State Routes (SR) **9**

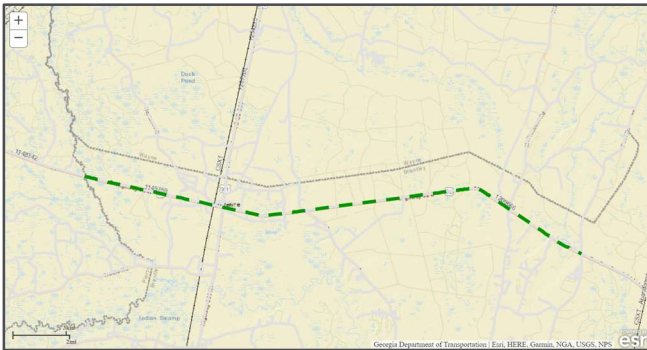
Route Number: Select

Route ID: Select

Begin Mile Point: 001500
002300
003200
011000
012100
052000

Map File Name:

Description:



Route ID will automatically be populated, and the map will zoom to that location on the map with the route indicated by a green dashed line.

If you experience any issues with the map, please refresh the browser and try drawing the route again.

Important

10. To set the Begin Mile Point and End Mile Point, select the **Draw** button.

Return To Permitting Application

▼ Create Permits Location

Permit Number:

1195688

☒ Route Permit

☐ Rail Permit

County:

Brantley

Route Type:

1 - State Routes (SR)

Route Number:

003200

Route ID:

0251003200

Begin Mile Point : End Mile Point

Draw

Map File Name:

1195688_Map.jpg

To get the most accurate beginning and ending mile point, zoom into the green line before selecting a point.

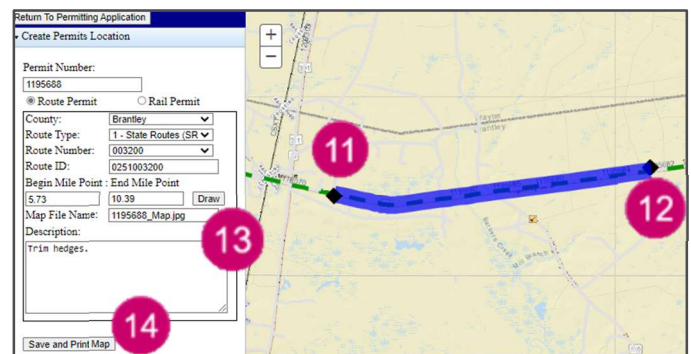
Pro Tip

11. Click on the route to set a point for the **Begin Mile Point**.

12. Click on the route again to select an **End Mile Point**.

13. Type any details into in the **Description** field.

14. Click the **Save and Print Map** button, after a moment, the application will redirect you back to the permit form.



15. Depending on the permit type, there will be multiple questions for you to answer before you can view the uploaded map. For example, here it asks for the Begin and End Date of the permit.



Apply for New Permit Apply by Project I.D. Update Saved Application

Please enter the Vegetation Permit information:

Type: Chemical
Mowing
Pruning

Begin Date: 

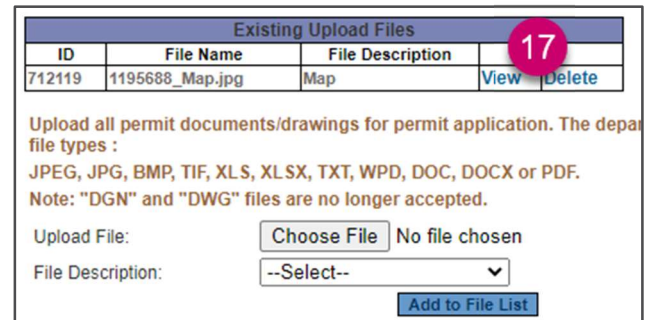
End Date: 

16. On the Drawing Upload page as shown in the left pane, it is possible to download the map where the Begin and End Point was indicated.



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

17. Click on View to download the map image to your Downloads folder.



Existing Upload Files			
ID	File Name	File Description	
712119	1195688_Map.jpg	Map	View Delete

Upload all permit documents/drawings for permit application. The default file types :
JPEG, JPG, BMP, TIF, XLS, XLSX, TXT, WPD, DOC, DOCX or PDF.
Note: "DGN" and "DWG" files are no longer accepted.

Upload File: No file chosen

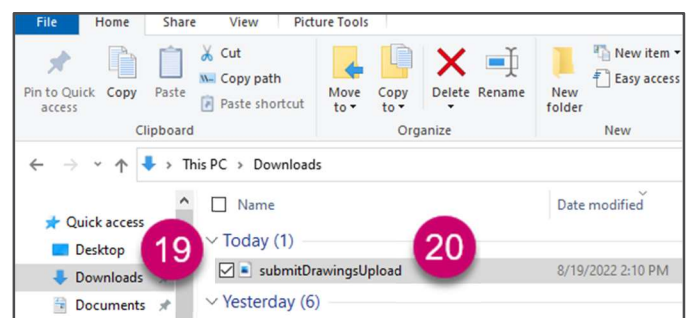
File Description:

18. To view your map image, use your File Explorer icon on your Task bar at the bottom of your desktop.

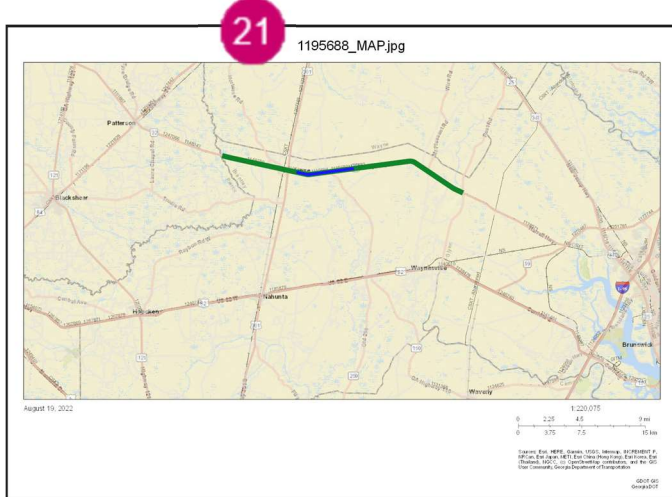


19. Go to your Downloads folder.

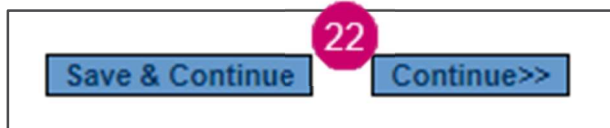
20. Open latest submitDrawingUpload.jpg to view the map file.



21. When the image is open, the permit number will be displayed at the top of the image.



22. Back in GUPS, click **Save & Continue** or **Continue** to continue answering questions concerned with your permit type.



23. After answering any final questions for the permit type, review the information entered and click **Submit**.

Member Group: 100000 User ID: trainer1 Permit ID: 1195684

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

Please review the information you entered for Permit application:
The work category applicable to your project is Vegetation in Brantley county/counties.

Location Information
The Utility Installation location was narrowed down to
Beginning MilePoint 10.65 and Ending MilePoint 4.85 on route number 0251003200

General Encroachment Information
Traffic Control Type is Detailed Traffic Control Plan

Work Description	Full description	Work Days Estimate	3	Bridge and Wall Attachments	No
Facility	Crossing	Vegetation Type	Pruning	Begin Date	Nov 15, 2022
Placement Type					
End Date	Nov 17, 2022				

Drawings Upload
Upload #1 File Name 1195684_Map.jpg File Description Map

Blasting Information
Blasting Required is No.

General Utility Adjustment Schedule
Adjustment Schedule Required is No.

Save & Exit Submit

To use the browser to print a summary of what has been submitted, right-click on the browser window and select Print.

Pro Tip

Before you exit the GUPS application, make a note of your permit number, and consider printing the application for your records. Permits often take weeks to process. If you needed to contact the Office of Utilities, you would need the permit identification number to ask about your status.

Note

Once the EULA is accepted, you will receive a copy of the actual permit.

Note