

# ePermitting Basic Training

## Welcome to ePermitting!

PennDOT's secure system allows you to create, submit, track and print Highway Occupancy Permit applications online!

This presentation will show you the features of the online system and guide you through the basic application process.

# ePermitting Basic Training

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## Lesson 1

### ePermitting Overview

How ePermitting works

Making the transition from the paper M945A form to ePermitting

ePermitting is designed to process applications for Highway Occupancy Permits (HOP) online. The web-based system:

- Eliminates the need to mail paper forms and documents.
- Lets Engineering Firms collaborate online with the Applicant Team, with paperless attachments and email notifications.
- Eliminates the need for multiple copies and mailings.
- Improves review efficiency and speed.
- Decreases the time from application to permit issuance.
- Enables fast application organization and tracking.
- Generates issued permits available for printing.

## Key Features

- Create and submit a new application online.  
ePermitting processes applications for:
  - Highway Occupancy Permits (HOPs)
  - Supplemental Permits
  - Emergency Permits
  - Requests for Emergency Permit Cards (EPCs)
- Locate applications quickly:
  - Application Quick Search
  - Advanced Search

## Key Features

- Easy-to-use online displays:
  - Logical, well-organized screens and menus
  - Standard buttons and entry screens
  - Links and back buttons for fast navigation
  - User messages and instructions
- Flexible attachment of electronic documents
- Automated movement through the application review cycle

## Key Features

- Automatic email notifications to inform users of status changes and new activity
- Display of current application status and key details
- Fast selection of standardized information such as permit type, review comments and permit conditions
- Automatic generation and online access to response letters and issued permits

## Key Features

- Online tracking of PennDOT review efforts
- Complete display of all processing activities
- Summary displays and management reports
- Online publishing of permits and correspondence in PDF format
- Preparation of court recording notices, when required

## Key Features

- Automatic application number and permit number generation
- Tracking by dates
  - Submission Date
  - Permit Issue Date
  - Permit Expiration Date
  - Physical Work Completion Date
  - Permit Close-Out Date
- Online collaboration and access of multiple Business Partners (Coapplicants and Engineering Firms)

# ePermitting Overview

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## Electronic completion of M-945A form information...

M-945A (4-04) APPLICATION FOR HIGHWAY OCCUPANCY PERMIT 188284  
PENNDOT INSTRUCTIONS ON REVERSE ENGINEERING DISTRICT

Application	Inspection 1	Inspection 2	Inspection 3
441/459 Ref. No.			
Unit Fee			
Number of Units	1		
Item Fee			

Applicant/Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Post Office: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_

County: \_\_\_\_\_  
Township/Boro: \_\_\_\_\_  
Date work is scheduled to begin: \_\_\_\_\_  
Approximate date when work will be completed: \_\_\_\_\_

If utility: Opening over 36" along and/or across highway \_\_\_\_\_ FT. \_\_\_\_\_ FT. \_\_\_\_\_ FT.  
(IN PARALLEL) (IN SHOULDER) (OFFSIDE SHOULDER)

If utility:  Installation  Emergency Repair - E.P.C. No. \_\_\_\_\_ Entry No. \_\_\_\_\_  
 Repair  Replace  Service Connection or Disconnection  Removal

If driveway: Anticipated average daily traffic: ADT cars \_\_\_\_\_ ADT trucks \_\_\_\_\_ ADT buses \_\_\_\_\_ TOTAL ADT \_\_\_\_\_

Is any portion of the property reserved for a person with a disability or a severely disabled veteran?  Yes  No

STATE ROUTE LOCATION DESCRIPTION OF PROPOSED WORK

S.R.	Segment	Offset(s)	S.R.	Segment	Offset(s)
-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----

Print NAME of APPLICANT'S CONSULTANT(S) \_\_\_\_\_ PHONE: \_\_\_\_\_  
Print CONTACT PERSON'S NAME \_\_\_\_\_ PHONE: \_\_\_\_\_

Under and subject to all the conditions, restrictions and regulations prescribed by the Pennsylvania Department of Transportation (see in particular 67 PA Code, Chapters 203/212, 441 and 459) and on the issued Permit, Form M-945P, and attachments thereto. The applicant certifies that this application, information and documentation therein or required by the Department is accurate, pursuant to 18 PA C.S. §4904 relating to false swearing to authorities, and that it has or will have all insurance and other security required by the Department prior to performing any work authorized by the Permit.

The Applicant is (an individual) (a partnership) (a corporation incorporated under the laws of \_\_\_\_\_)

DATE SIGNED: \_\_\_\_\_ Print APPLICANT'S NAME \_\_\_\_\_  
WITNESS OR ATTEST \_\_\_\_\_ SIGNED BY: \_\_\_\_\_  
TITLE OF SIGNATORY \_\_\_\_\_ TITLE OF SIGNATORY \_\_\_\_\_

Plans are Satisfactory?  YES  NO (Returned on \_\_\_\_\_)  
Traffic Control Plan consistent with Chapter 203/212  YES  NO (Returned on \_\_\_\_\_)

Driveway Classification(s) \_\_\_\_\_ MU \_\_\_\_\_ LV \_\_\_\_\_ MV \_\_\_\_\_ HV \_\_\_\_\_

M-930  was  was not used.  
Limited Access Highway  is  is not involved.  
Continuous Inspection  is  is not planned.  
Drainage Problem  is  is not anticipated.  
Permit  will  will not be recorded.

On-Site Review by \_\_\_\_\_ (SIGNATURE) \_\_\_\_\_ (DATE)

DISTRICT PERMIT OFFICE

penNSYLVANIA DEPARTMENT OF TRANSPORTATION EPS ePERMITTING SYSTEM

Application: CREATE APPLICATION

Applicant/Owner: Garnet Inc  
Address Line 1: \_\_\_\_\_  
Address Line 2: \_\_\_\_\_  
City: \_\_\_\_\_  
State: PA  
Postal Code: 17110

Paper Application Number: \_\_\_\_\_  
BP ID: 000038  
Phone Number: (717) 123-4567 Ext: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email Address: jmmalik@pa.gov  
Created By: Andy Applette/PennDOT BP-000038

Application Details information

District: 03  
County: Dauphin  
Municipality: HARRISBURG

Permit Group: HGP  
Permit Type: Driveway  
Permit Sub Type: Minimum Limit (<50 ADT)  
Permit Use: Residential  
Permit Sub Use: Single-Family Detached Housing

You are currently logged in as Andy Applette. If this is incorrect, please [login](#). Your session will timeout in 30 minutes.

Release 1.0  
Session size: 0 kb  
Copyright © 2011 Pennsylvania Department of Transportation. All Rights Reserved.  
Penndot Privacy Policy  
Tue Jan 24 13:29:36 EST 2012  
Office Shared User/Time

Information entered on the M-945A form can be entered quickly on ePermitting entry screens.

Many of the fields are completed automatically.

# ePermitting Overview

1

## Electronic submission authorization...

M-945A (4-04) APPLICATION FOR HIGHWAY OCCUPANCY PERMIT 188284  
PENNDOT INSTRUCTIONS ON REVERSE ENGINEERING DISTRICT

Application	Inspection 1	Inspection 2	Inspection 3
441/459 Ref. No.			
Unit Fee			
Number of Units	1		
Item Fee			

Applicant/Owner: Address, Post Office, Zip Code, Phone, County, Township/Boro, Date work is scheduled to begin, Approximate date when work will be completed.

If utility: Opening over 36" long and/or across highway (IN PARALLEL) FT. (IN SHOULDER) FT. (OFFSIDE SHOULDER) FT.  
If utility:  Installation  Emergency Repair - E.P.C. No. Entry No.  Repair  Replace  Service Connection or Disconnection  Removal  
If driveway: Anticipated average daily traffic: ADT cars, ADT trucks, ADT buses, TOTAL ADT.

Is any portion of the property reserved for a person with a disability or a severely disabled veteran?  Yes  No

STATE ROUTE LOCATION	DESCRIPTION OF PROPOSED WORK
Segment Offset(s) S.R.	

PRINT NAME OF APPLICANT'S CONSULTANT(S) PHONE: \_\_\_\_\_  
PRINT CONTACT PERSON'S NAME PHONE: \_\_\_\_\_

Under and subject to all the conditions, restrictions and regulations prescribed by the Pennsylvania Department of Transportation (see in particular 67 PA Code, Chapters 203/212, 441 and 459) and on the issued Permit, Form M-945P, and attachments thereto. The applicant certifies that this application, information and documentation therein or required by the Department is accurate, pursuant to 18 PA C.S. §4904 relating to false swearing to authorities, and that it has or will have all insurance and other security required by the Department prior to performing any work authorized by the Permit.

The Applicant is (an individual) (a partnership) (a corporation incorporated under the laws of \_\_\_\_\_)

DATE SIGNED: \_\_\_\_\_ PRINT APPLICANT'S NAME \_\_\_\_\_ SIGNED BY: \_\_\_\_\_  
WITNESS OR ATTEST \_\_\_\_\_ TITLE OF SIGNATORY \_\_\_\_\_

Plans are Satisfactory?  YES  NO (Returned on \_\_\_\_\_)  
Traffic Control Plan consistent with Chapter 203/212  YES  NO (Returned on \_\_\_\_\_)  
Driveway Classification(s) MU LV MV HV  
M-930  was  was not used.  
Limited Access Highway  is  is not involved.  
Continuous Inspection  is  is not planned.  
Drainage Problem  is  is not anticipated.  
Permit  will  will not be recorded.  
On-Site Review by (SIGNATURE) (DATE)

DISTRICT PERMIT OFFICE

**Submission Authorization Confirmation**

The applicant is :

- An individual
- A corporation
- A partnership
- A limited liability corporation
- A governmental organization.

By clicking "I Agree", I hereby submit the equivalent of my signature -

- 1) Verifying that I am authorized to make this application as an individual owner of the property or as a legally authorized representative of the owner of the property;
- 2) Certifying that the information and documentation in this application or required by the Department is accurate, under penalty of perjury pursuant to 18 Pa. C.S. § 4904. (relating to the misdemeanor offense of unsworn falsification to authorities); and
- 3) Indicating my acceptance of all conditions, restrictions and regulation prescribed by the Department (see in particular 67 Pa. Code, Chapters 212, 441 and 459) and on the issued permit, form M-945P and the attachments thereto.

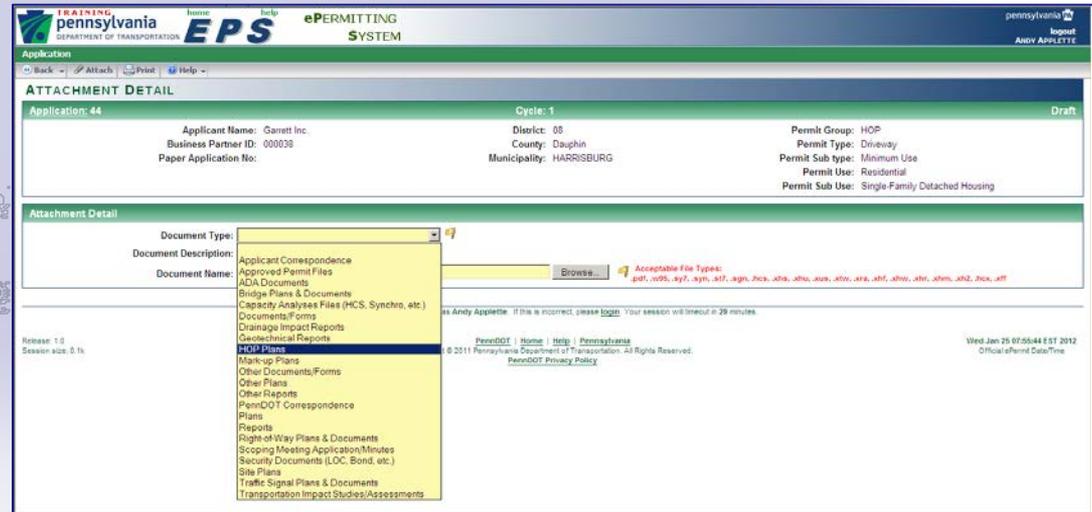
This verification window appears when an application is submitted. It serves as an “electronic signature.” The Applicant or Agent selects the type of Applicant and clicks “I Agree” to accept PennDOT terms and conditions.

## Electronic document submission...



ePermitting reduces preparation time and postage/duplication costs.

Electronic attachments eliminate the need to copy and mail or hand-deliver forms and documents.



The screenshot displays the Pennsylvania ePermitting System interface. At the top, it features the Pennsylvania Department of Transportation logo and the 'EPS ePERMITTING SYSTEM' branding. The user is logged in as Andy Applette. The main section is titled 'ATTACHMENT DETAIL' and shows application information for Application: 44, Cycle: 1, and status: Draft. Applicant details include Name: Garrett Inc., Business Partner ID: 000038, and Paper Application No. Other details include District: 05, County: Dauphin, Municipality: HARRISBURG, Permit Group: HOP, Permit Type: Driveway, Permit Sub type: Minimum Use, Permit User: Residential, and Permit Sub User: Single Family Detached Housing. A dropdown menu for 'Document Type' is open, listing various categories such as Applicant Correspondence, Approved Permit Files, ADA Documents, Bridge Plans & Documents, Capacity Analysis Files (HCS, Synchro, etc.), Documents/Forms, Drainage Impact Reports, Geotechnical Reports, and DOT Plans. The DOT Plans category is currently selected. A 'Browse...' button is visible next to the document name field. The interface also includes a session timer (29 minutes), a release level (1.0), and a copyright notice for 2011.

# ePermitting Overview

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## Fast, easy status tracking and follow-up...



ePermitting reduces the time it takes to follow up on an application in process.

Applicants can view the status and progress of all their applications online instantly.

**TRAINING** pennsylvania DEPARTMENT OF TRANSPORTATION **EPS** Home Help **ePERMITTING SYSTEM** pennsylvania Andy Applette

Application: 41 Cycle: 1 **Under Review**

Applicant Name: Applette Inc. District: 01 Permit Group: IOP  
Business Partner ID: 000031 County: Crawford Permit Type: Driveway  
Paper Application No: Municipality: ATHENS Permit Sub type: Low Volume  
Permit Use: Industrial/Agricultural  
Permit Sub Use: Farming

Event	Reviewer/Responder/Approver	Reviewer/Responder/Approver Type	Status	Event TS
Reviewer Complete	Laura Limon	District Level 2 Reviewer	Complete	1/24/2012 04:16:57 PM
Reviewer Opened Application	Laura Limon	District Level 2 Reviewer	Complete	1/24/2012 03:42:36 PM
Reviewer Assigned	Laura Limon	District Level 2 Reviewer	Complete	1/24/2012 03:39:37 PM
Assignment Made - Reviewer	Billy Barry	District Level 1 Reviewer	Processing	1/24/2012 03:39:37 PM
Reviewer Opened Application	Billy Barry	District Level 1 Reviewer	Processing	1/24/2012 12:45:10 PM
Receiver Complete	Laura Limon	District Receiver	Complete	1/24/2012 12:42:02 PM
Assignment Made - Reviewer	Laura Limon	District Receiver	Complete	1/24/2012 12:22:34 PM
Reviewer Assigned	Billy Barry	District Level 1 Reviewer	Processing	1/24/2012 12:22:34 PM
Receiver Processing Application	Laura Limon	District Receiver	Complete	1/24/2012 12:02:51 PM

You are currently logged in as Andy Applette. If this is incorrect, please [login](#). Your session will timeout in 29 minutes.

Release: 1.0 PennDOT | Home | Help | Pennsylvania  
Copyright © 2011 Pennsylvania Department of Transportation. All Rights Reserved. PennDOT Privacy Policy Wed Jan 25 08:16:54 EST 2012  
Official ePermit Date/Time

# ePermitting Overview

1

Immediate permit printing, with no mail delay...



When a permit is issued, Applicants are notified by email.

The issued permit is available in PDF format for viewing, printing and saving.

Court recording notices are available in PDF format, if needed.



The screenshot shows the Pennsylvania Department of Transportation ePermitting System interface. The main window displays permit details for Application 24, Cycle 1, issued to Applette Inc. in Lackawanna County, PA. A callout box highlights a PDF preview of the 'Highway Occupancy Permit' document, which includes the following information:

Highway Occupancy Permit		Permit No. 91919191
Name and Address of Permittee: Applette Inc. District 1.0 District 1.0, PA 17110	County: Lackawanna County Contact Number: (570) 586-2211 Issuing District Office: 04 District Contact Number: (570) 963-4067 Municipalities: MOOSIC Borough	Issue Date: 7/10/2012 Expiration Date: 1/10/2013 Application Number: 24 Account Number: 65432324 Permit Fee: 90.00

Immediately upon completion of the work Permittee shall notify the permit office where application was made. Subject to all the conditions, restrictions, and regulations prescribed by the Pennsylvania Department of Transportation, case in particular 67 Pa. Code, Chapter 211, 441 and 459 and State Highway Law, 36 P.S. Section 670 - 411, 420 and 421 and subject to the plans, special conditions, or restrictions herein set forth or attached hereto. This permit shall be located at the work site and shall be available for inspection by any police officer or Department representative.

## Improved organization and fast retrieval of information...



Applicant Owner	Application	County	SB	Segments	Status	Permit Sub Type	Submit	Response	Issue	Expire	Permit	Permit Type	District	Eng Firm	Cycle	Created By
Applette Inc.	1	Crawford	12	34 - 56	Draft	High Volume	01/19/2012	01/19/2012				Driveway	01		1	Andy Applette
Applette Inc.	24	Crawford	5	2 - 3	Returned For Revisions	High Volume	01/19/2012					Driveway	01		1	Andy Applette
Applette Inc.	25	Crawford	5	2 - 3	Under Review	Non-Utility Structure	01/19/2012					Miscellaneous	01	Applette, Andy	1	Andy Applette
Applette Inc.	41	Crawford	6	880 - 880	Under Review	Low Volume	01/24/2012					Driveway	01	Applette, Andy	1	Andy Applette
Mike Grudzinski	26	Venango	1	1 - 1	Withdrawn	Medium Volume						Driveway	01		2	Andy Applette

A flexible online search helps all users locate application information quickly.

PennDOT management reports help keep the review process on track.

## Lesson 2

### ePermitting System Basics

How to work with ePermitting screens

How to get things done with action buttons and links

How ePermitting roles keep the application process moving

## Logical entry screens

TRAINING pennsylvania DEPARTMENT OF TRANSPORTATION EPS ePERMITTING SYSTEM pennsylvania logout ANDY APPLLETTE

Application

CREATE APPLICATION

Application:

Applicant/Owner: Garrett Inc.  
Address Line 1: Address  
Address Line 2:  
City: City  
State: PA  
Postal Code: 17110

Cycle:

Paper Application Number:  
BP ID: 000038  
Phone Number: (717) 123-4567 Ext:  
Fax Number:  
Email Address: mmalik@pa.gov  
Created By: Andy Applette/PennDOT BP-000038

Application Details Information

District: 00  
County: Dauphin  
Municipality: HARRISBURG [Edit]

Permit Group: HQP  
Permit Type: Driveway  
Permit Sub Type: Minimum Use, <50 ADT  
Permit Use: Residential  
Permit Sub Use: Single-Family Detached Housing

You are currently logged in as Andy Applette. If this is incorrect, please [login](#). Your session will timeout in 28 minutes.

Release: 1.0  
Session size: 0.1k

PennDOT | Home | Help | Pennsylvania  
Copyright © 2011 Pennsylvania Department of Transportation. All Rights Reserved.  
PennDOT Privacy Policy

Tue Jan 24 13:28:36 EST 2012  
Official ePermit Date/Time

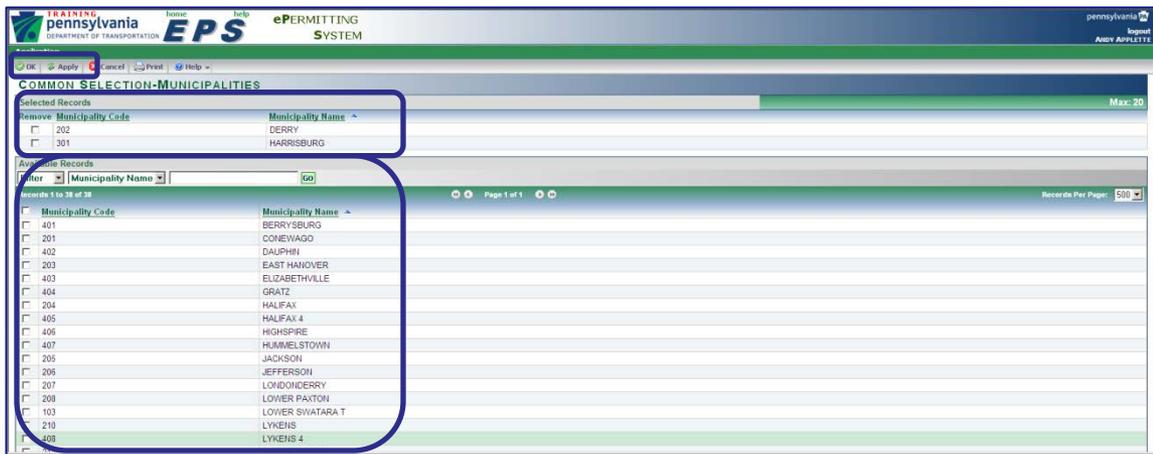
ePermitting makes it easy to enter information quickly.

Data fields are clearly marked on each screen for easy entry.

Repeated data are supplied automatically, too. For example, when an Applicant with a Business Partner ID creates a new application, the name and contact information associated with the Business Partner ID are displayed automatically.

Dropdown boxes let you enter information with a single click. **Add** and **Edit** buttons move you to convenient selection lists.

## Fast data selection screens



### Find and select data quickly.

All ePermitting search screens and lookups are designed for fast retrieval of information.

All **Available Records** are listed at the bottom. Click a column heading to sort by column or complete the search fields to display only selected information.

After you locate your selection(s), click one or more checkboxes.

Click the **Apply** button to move your choice(s) to the **Selected Records** list at the top of the screen.

Simply click **OK** to complete your selection.

## Fluid movement between screens

The screenshot displays the Pennsylvania ePermitting System interface. At the top, there is a navigation bar with the Pennsylvania Department of Transportation logo, 'EPS', and 'ePERMITTING SYSTEM'. Below this is a toolbar with 'Back', 'Print', and 'Help' buttons. The main content area is titled 'APPLICATION INFORMATION' and shows details for 'Application: 24'. It includes fields for Applicant/Owner, Address Lines, City, State, Postal Code, Paper Application Number, BP ID, Phone Number, Fax Number, Email Address, and Created By. Below this is 'Application Details Information' with fields for District, County, Municipality, Permit Group, Permit Type, Permit Sub Type, and Permit Use. At the bottom, there is a navigation menu with 'Application Setup', 'Internal', 'Workflow', and 'Permit' sections. The 'Application Setup' section is highlighted with a red box and contains a list of links: Applicant Team, Attachments, Work Summary and Locations, Application Identification, Fee Information, and Application Summary. The footer contains release information, copyright notice, and session details.

Action buttons and links move you through the steps quickly.

Buttons in the toolbar and on the screens display the available choices for the next action to take.

Links move quickly from screen to screen with a single click.

## Roles lay the groundwork for application processing.

- Each user is assigned a role that defines the tasks that can be performed (Applicant, Receiver, Reviewer, etc.).
- Roles restrict access to information for data security and confidentiality.
- Roles control the assignment and selection of Applicant Team and Review Team members.
- Roles trigger email notifications and direct the movements of applications through the “workflow.”

## Key ePermitting roles

- **Applicant:** assigned to Business Partners (Applicants and Engineering Firms) who prepare and submit applications.
- **Receiver:** assigned to PennDOT staff members who process submitted applications.
- **Reviewer:** assigned to PennDOT staff members responsible for reviewing applications before a permit can be issued.
- **Responder:** assigned to PennDOT staff members who issue a response to the Applicant Team after a review is complete.

## Applicants:

- Create applications and enter information.
- Attach documents needed for application review.
- Submit (and withdraw) applications.
- Add Co-applicants and Engineering Firms to the Applicant Team.
- View all applications associated with their Business Partner ID.
- View the progress of applications under review.
- View and print response letters and permits.

## “Agents” for Applicants:

- Create applications and enter information on behalf of an Applicant.
- Attach documents needed for application review.
- Submit (and withdraw) applications on behalf of the Applicant.
- Add Co-applicants and Engineering Firms to the Applicant Team.
- View all applications associated with their Business Partner ID.
- View the progress of applications under review.
- View and print response letters and permits.

## Co-applicants:

- Assist with completing applications for permits they will hold jointly with the Applicant.
- Attach documents needed for application review.
- Add Engineering Firms to the Applicant Team.
- View all applications associated with their Business Partner ID.
- View the progress of applications under review.

## Engineering Firms:

- Can serve as Agents for the Applicant to create and submit applications on the Applicant's behalf.
- Assist with completing applications for permits when they are included in an Applicant Team.
- Attach documents needed for application review.
- Add Engineering Firms to the Applicant Team.
- View all applications associated with their Business Partner ID.
- View the progress of applications under review.

## District and County Receivers:

- Review submitted applications.
- Edit submitted application information, if needed.
- Enter additional district/county permit information, if needed.
- Assign at least one “Level 1” Reviewer.
- Attach documents.
- Process the application as “Received.”
- Create and submit applications “on behalf” of Applicants.

## Review Team:

At least one Level 1 Reviewer is assigned to each application. Additional Level 2, Level 3, Level 4 and Level 5 Reviewers can be added as needed to assist with the review process.

Reviewers can be assigned for four key areas of responsibility to review applications and provide comments or instructions:

- County
- District
- Central Office
- Federal Highway Administration (FHWA)

## Reviewers:

- View all applications assigned to them.
- Edit or enter selected application information.
- Add information about work or requirements.
- Enter review comments, if needed.
- Enter conditions for permit issuance, if needed.
- Attach supporting documents, if needed.
- Assign additional Reviewers to the Review team, if needed.

## Responders:

- View all applications assigned to them.
- Edit or enter selected application information.
- Add additional information about work or requirements.
- Consolidate or finalize comments and conditions entered by the Review Team.
- Prepare the response letter and post the response.
- Attach supporting documents and the permit, if issued.
- Assign additional “Approvers” to review the application.

## Data Correctors:

A special district level role, the assigned Data Corrector is authorized to maintain application information at all stages of processing:

- Correct or append Applicant information if corrections are needed after submission.
- Enter additional or missing information while the application is under review.
- Add close-out dates and expiration dates after a permit has been issued.
- Make corrections as needed to ensure application accuracy and completeness.

## Inspectors:

- May be assigned to issued permits.
- Access My Reimbursements & Inspections Work Queue.
- Create reimbursable records for issued permits.
- Attach M-371A forms to reimbursable records.
- Ready reimbursable records for authorization.

## Lesson 3

### Getting Started with ePermitting

Who can register as an ePermitting user

Roles assigned to ePermitting users

How to login

## Online Access to ePermitting

ePermitting is accessible from any Internet Browser.

Go to the Pennsylvania Department of Transportation home page:

**<http://dot.state.pa.us/>**

Follow the links for:

**Services & Software > DOT Online Services > EPS**

You can login with your ePermitting user ID and password.

If you are not registered, click the link below the login fields to register as a new user.

## Registering as an ePermitting Business Partner

Three different methods of registration are available, depending on the type of access you need:

- **ECMS Partners**

Existing ECMS (Engineering Construction and Management System) Business Partners can add ePermitting access to their accounts.

- **ePermitting Business Partners**

Companies who need multiple IDs can create a new ECMS Business Partner account with access only to ePermitting.

- **Express Login**

Infrequent or one-time permit Applicants can create a single-user account.

## The “Applicant” Role for PennDOT Business Partners

Your Business Partner ID allows you to use ePermitting to:

- Create an application as an Applicant for a permit or supplement that will be issued in your name.
- Create an application as an Agent for a homeowner or business that does not have a Business Partner account.
- Serve as Coapplicant on an Applicant Team for permits issued to multiple Applicants.
- Serve as an Engineering Firm on an Applicant Team for any application.

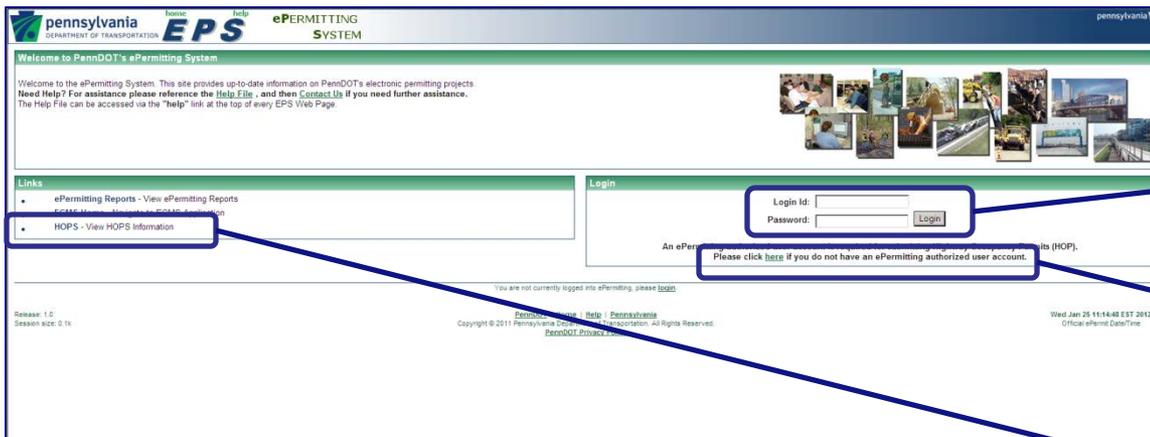
## “Internal” Roles for ePermitting

Based on their responsibilities, PennDOT employees are assigned roles to participate in the review process at three different levels:

- County
- District
- Central Office

An additional Reviewer role is available for Federal government employees who may be assigned when applications require review by the Federal Highway Administration.

## ePermitting Login



The Login screen provides secured access to ePermitting.

When you access ePermitting, the Login screen allows you to enter your secure **Login ID** and **Password**.

The opening screen contains a link to the Registration page for users who need to open a new Business Partner account.

A public link opens a page displaying Highway Occupancy Permit regulations and helpful information about permits.

## Protecting Your LoginID and Password

Your Business Partner ID or PennDOT employee ID provides secured information about:

- Ongoing projects and permit/supplement applications
- Contact information
- Your work in progress
- Your electronic signatures and approvals.

Keep your LoginID and password secure.

## Lesson 4

### Creating a Highway Occupancy Permit Application

Applicant and Agent responsibilities

Creating an application

Building an Applicant Team

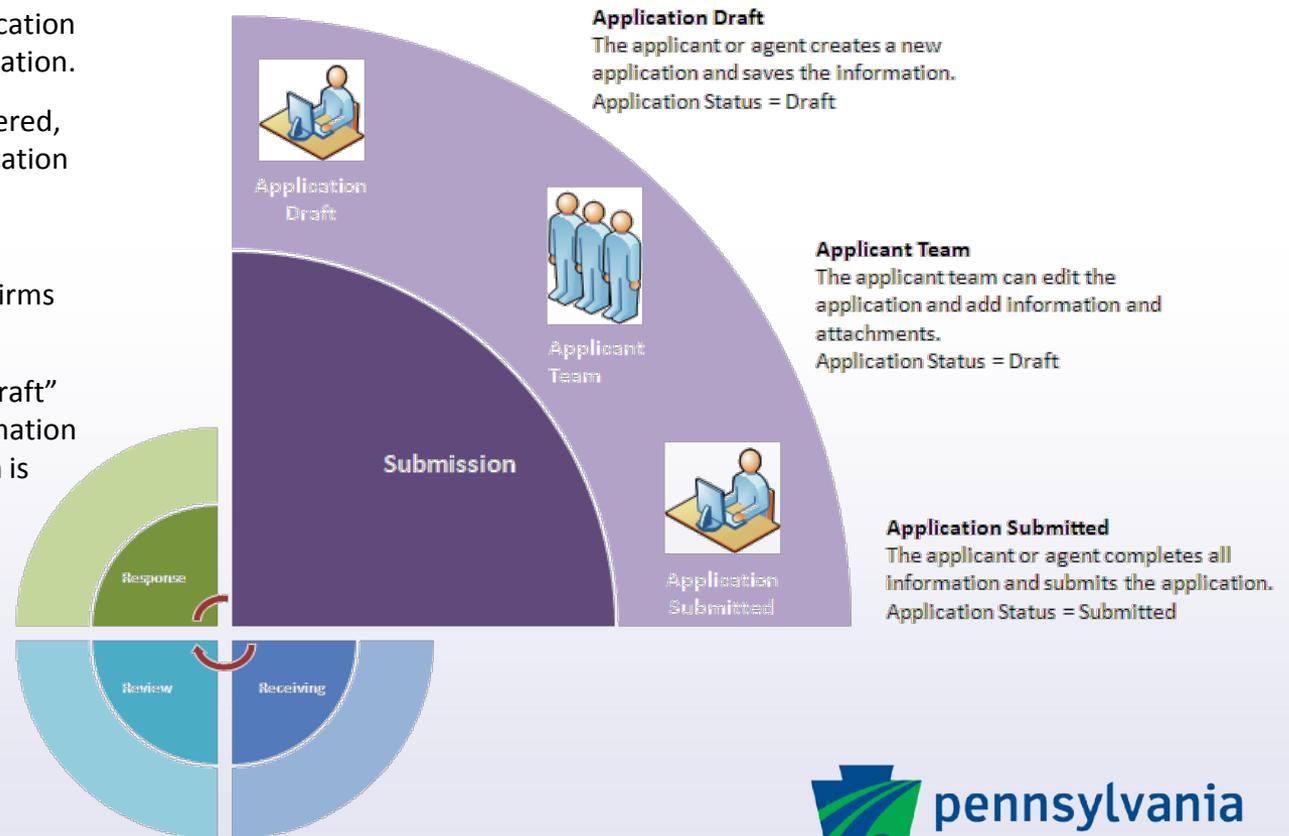
## Application Cycle: Submission Process

The Applicant starts the application cycle by creating a new application.

After basic information is entered, the Applicant saves the application and a number is assigned.

The Applicant can add other Coapplicants or Engineering Firms to the Applicant Team.

The application remains in “Draft” status until all required information is entered and the application is submitted.



# Creating a HOP Application

4

## ePermitting Login

Welcome to PennDOT's ePermitting System

Welcome to the ePermitting System. This site provides up-to-date information on PennDOT's electronic permitting projects. **Need Help?** For assistance please reference the [Help File](#), and then [Contact Us](#) if you need further assistance. The Help File can be accessed via the "help" link at the top of every EPS Web Page.

**Links**

- ePermitting Reports - View ePermitting Reports
- ECMS Home - Navigate to ECMS Application
- HOPS - View HOPS Information

**Login**

Login ID:

Password:

An ePermitting authorized user account is required for submitting Highway Occupancy Permits (HOP). Please click [here](#) if you do not have an ePermitting authorized user account.

You are not currently logged into ePermitting, please [login](#).

Release: 1.0  
Session size: 0.1h

[PennDOT](#) | [Home](#) | [Help](#) | [Pennsylvania](#)  
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[PennDOT Privacy Policy](#)

Wed Jan 25 11:14:48 EST 2012  
Office: ePermit Data/Dev

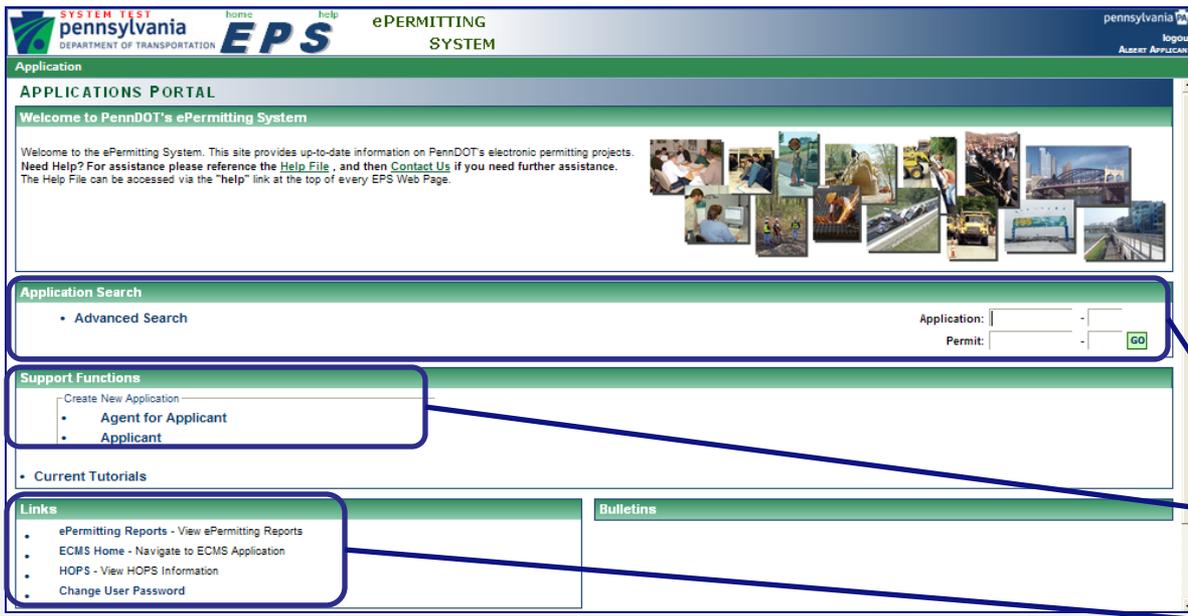
Login to  
ePermitting to begin.

Type your **LoginID**.

Type your **Password**.

Click the **Login** button.

## ePermitting Portal



The Portal begins the process.

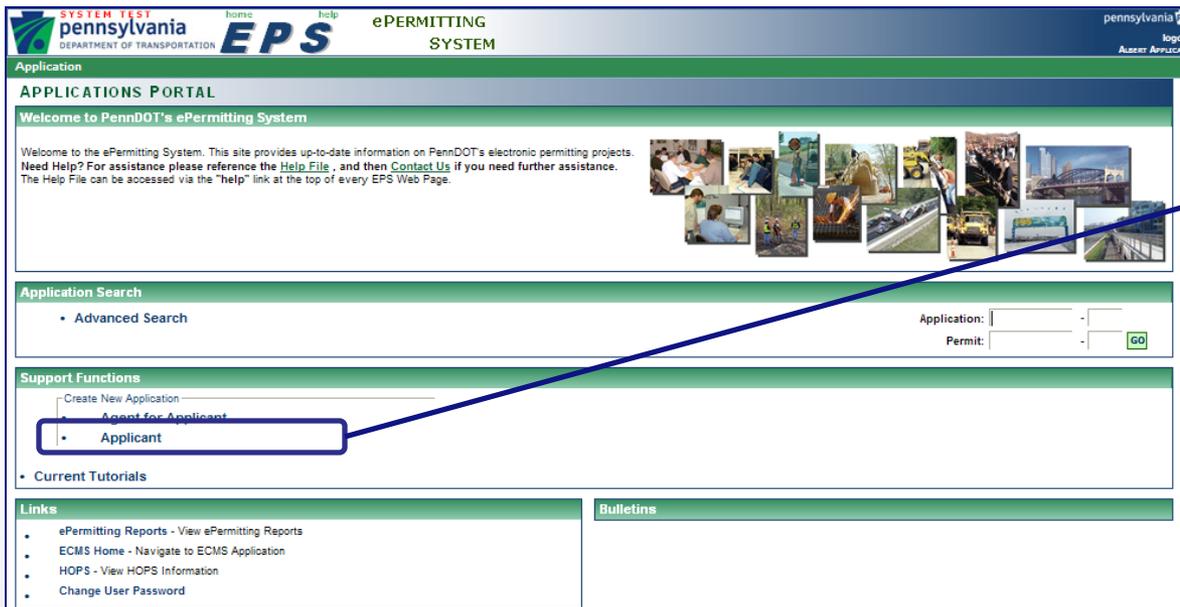
Every time you login, the **Applications Portal** screen appears.

This opening screen has options to open an existing application or start a new one. Use the **Advanced Search** and **Application Search** to find existing applications quickly.

Two **Create New Application** options are available for Applicants. For PennDOT users, an option to create an application **On Behalf Of Applicant** is available.

Additional links move to special features, such as access to HOPS regulations.

## Create Application as “Applicant”



To apply for a permit in your name, create the application as **Applicant**.

On the **Applications Portal** screen, use the **Applicant** option to apply for a HOP permit on behalf of yourself or your company.

Click **Applicant** to continue.

## Create Application as “Applicant”

Start a new application on the Create Application screen.

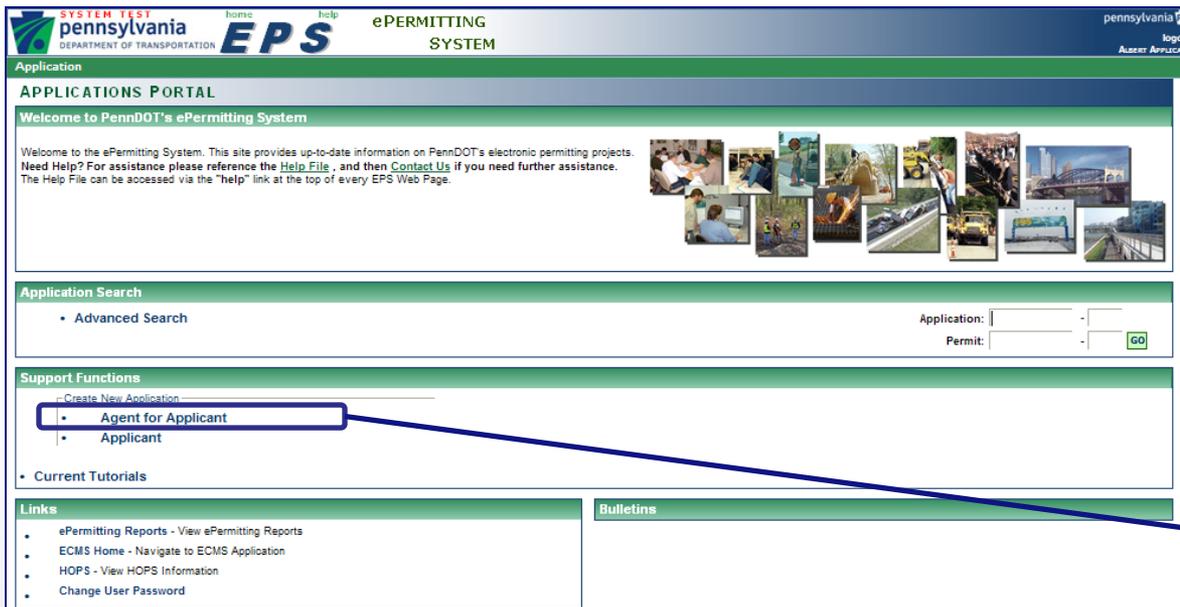
When you create an application for yourself, the information associated with your Business Partner ID is retrieved automatically.

To change information for this application only, click in a field to edit it. A flag indicates that an entry in the fields is required.

If the information is correct, you can continue with the **Application Details** information.

Before continuing, let’s look at the other way to create an application as an agent.

## Create Application as “Agent”



### Apply for a permit on behalf of another Applicant.

You can use your Business Partner ID to create and submit an application on behalf of another company or individual.

This option is useful for Engineering Firms or contractors who need to apply for a permit on behalf of a client.

On the **Applications Portal** screen, click the **Agent for Applicant** option.

## Create Application as “Agent”

The Create Application screen lets you enter Applicant information.

When you create an application as an agent, the fields are blank so you can identify the permit holder.

If the application is for an individual who is not a Business Partner, such as a private homeowner or small business, type the information manually. A flag indicates that an entry in the field is required.

If you are applying on behalf of another Business Partner, click the magnifying glass beside the **BP ID** to open the Selection screen, then select the Applicant to complete the fields automatically.

## Application Details Information

The Create Application screen stores important information about the requested permit.

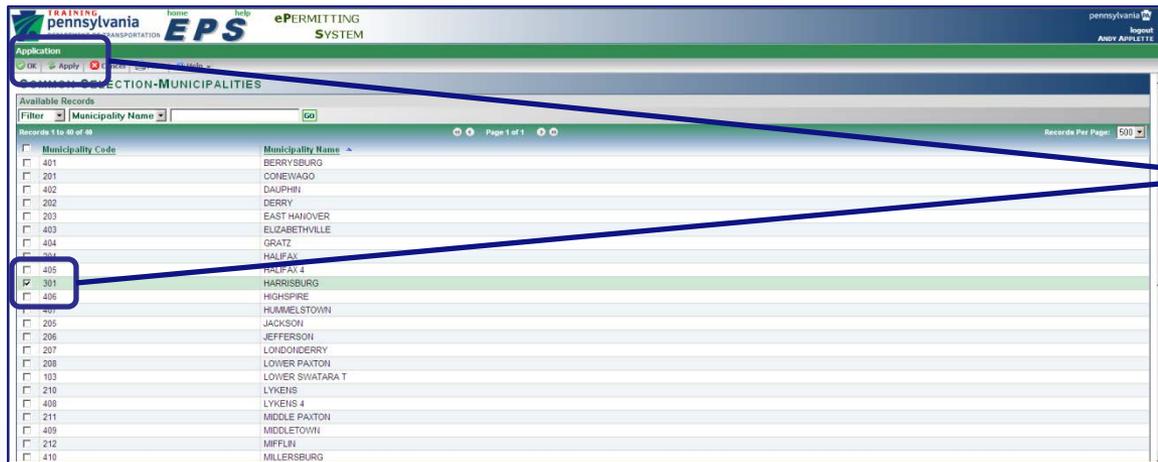
As you create an application as an Applicant or Agent, enter basic details about the application.

Select the **District** where the work will occur from the dropdown list.

Select the **County** from the dropdown. (Only the counties in the selected district appear.)

You must indicate at least one municipality. Click **EDIT** to open the Selection screen for municipalities.

## Application Details – Select Municipality



Select up to 20 municipalities on the same application.

To select a municipality, locate it in the **Available Records** section. (Sort the list by clicking a column heading, if needed.)

Click one or more checkboxes to select one or more municipalities.

Click the **Apply** button to add the checked municipalities to the **Selected Records** list.

Click the **OK** button to add the municipalities to the application and return to the Application Information screen.

## Application Details Information

TRAINING pennsylvania EPS ePERMITTING SYSTEM

Application: Cycle:

Applicant Owner:    
Address Line 1:    
Address Line 2:    
City:    
State:    
Postal Code:

Phone Number:   Ext:    
Fax Number:    
Email Address:    
Created By: Andy ApplettePennDOT BP-000038

Application Details Information

District:    
County:    
Municipality:

Permit Group:    
Permit Type:    
Permit Sub Type:    
Permit Use:    
Permit Sub Use:

You are currently logged in as Andy Applette. If this is incorrect, please [login](#). Your session will timeout in 20 minutes.

Release: 1.0  
Session size: 0.1k

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Thu Jan 26 07:55:08 EST 2012  
Critical ePermit Date/Time

Complete the Permit Type and Use fields to finish creating the application.

HOP permits are issued for driveway, utility or miscellaneous work. Select the **Permit Type** and associated **Permit Subtype** from the dropdowns.

Select the **Permit Use** and associated **Permit Sub Use** from the dropdowns.

After all the required fields are complete, click the **Save & Exit** button to save your work and create the application.

## Application Information Screen

The screenshot displays the 'Application Information' screen in the Pennsylvania ePermitting System. At the top, there is a navigation bar with 'Back', 'Submit', 'Withdraw', 'Print', and 'Help' buttons. A message states 'The information was successfully saved.' The main section is titled 'APPLICATION INFORMATION' and shows 'Application: 15023' with a 'Cycle' dropdown set to '1' and a 'Draft' status. An 'EDIT' button is located next to the application number. Below this, there are two sections: 'Application Details Information' and 'Application Setup'. The 'Application Details Information' section includes fields for District, County, Municipality, Permit Group, Permit Type, Permit Sub Type, Permit Use, and Permit Sub Use. The 'Application Setup' section is a table with four columns: 'Internal', 'Workflow', and 'Permit'. The 'Internal' column contains links for 'Applicant Team', 'Attachments', 'Work Summary and Locations', 'Application Identification', 'Fee Information', and 'Application Summary'. The 'Workflow' column contains links for 'Review Team' and 'Response Letter'. The 'Permit' column contains links for 'Permit Information' and 'Permit'. At the bottom, there is a login status message and footer information including release date, session size, copyright, and privacy policy.

The main screen for application information

After you save the Create Application screen, the main Application Information screen appears. A number is assigned and your application is in “Draft” status. To return to this screen at any time, click the word “**Application**” beside the application number.

Click the **EDIT** buttons to change any of the details you entered.

Click the links in the **Application Setup** section to enter information you need to complete the application and submit it to PennDOT.

## Building an Applicant Team

The screenshot displays the Pennsylvania ePERMITTING SYSTEM interface. At the top, it shows the Pennsylvania Department of Transportation logo and the user 'ANDY APPLETTTE'. A navigation bar includes 'Back', 'Submit', 'Withdraw', 'Print', and 'Help'. A yellow message bar states 'The information was successfully saved.' The main content area is titled 'APPLICATION INFORMATION' and shows details for application 15023, including applicant information, paper application number, and contact details. Below this is 'Application Details Information' showing district, county, and permit type. At the bottom, there are four tabs: 'Application Setup', 'Internal', 'Workflow', and 'Permit'. The 'Application Setup' tab is active and contains a list of links, with 'Applicant Team' highlighted by a blue box. A blue arrow points from this box to the text on the right side of the slide.

### The Applicant Team is responsible for preparing the application

Your draft application will need additional information before submission. If other parties will be involved in the application process, create an Applicant Team.

Click the **Applicant Team** link to assign additional participants. They can access the application and receive emails.

Coapplicants are named on issued permits.

Engineering firms help prepare the application and submit important information to PennDOT.

## Applicant Team Information Screen

Application: 15023 Cycle: 1 Draft

Applicant Name: Applette Inc. District: 01 Permit Group: HOP  
Business Partner ID: 000031 County: Crawford Permit Type: Driveway  
Paper Application No: Municipality: BEAVER Permit Sub type: Medium Volume (1,501 to 3,000 ADT)  
Permit Use: Residential  
Permit Sub Use: Sub-division (Less than 100 Units)

**CoApplicant Firm Info** [EDIT]

ID	Firm Name	Applicant Name	Business Partner ID	Email	Phone Number
No records found.					

**Engineering Firm Info** [EDIT]

ID	Firm Name	Firm Contact	Business Partner ID	Email	Phone Number
No records found.					

**Applicant Contact Info** [EDIT]

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Release: 2.0  
Session size: 0.1K  
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Wed Jul 18 09:23:19 EDT 2012  
Official ePermit DateTime

### Add Coapplicants and Engineering Firms

The Applicant Team comprises Business Partners who need to access and edit the application.

Click **EDIT** to enter notes or special contact information in the **Applicant Contact Info** field or to add one or more Coapplicants or Engineering Firms.

If you create an application as Agent, add your own Business Partner ID as an Engineering Firm so you receive all email notifications.

After you select members of the Applicant Team, click **Save & Exit**.

## Coapplicant Team Information Screen

Application

Back Save Save & Exit Save & New Print Help

### COAPPLICANT INFORMATION

CoApplicant Information

CoApplicant Firm Name:	<input type="text"/>	Business Partner ID:	<input type="text"/>
Applicant Name:	<input type="text"/>	Phone Number:	<input type="text"/>
Address Line 1:	<input type="text"/>	Fax Number:	<input type="text"/>
Address Line 2:	<input type="text"/>	Email Address:	<input type="text"/>
City:	<input type="text"/>		
State:	<input type="text"/>		
Postal Zip Code:	<input type="text"/>		

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Release: 2.0  
Session size: 0.1k

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Wed Jul 18 09:38:10 EDT 2012  
Official ePermit DataTime

### Add Coapplicants and Engineering Firms

Enter information on Coapplicants or Engineering Firms.

To locate existing Coapplicants or Engineering Firms quickly, click the Lookup icon to move to the search screen.

After you enter information or select a Coapplicant or Engineering Firm using the search, click **Save & Exit**.

## Applicant Team Selection

Business Partner	Applicant Name	BP ID	Email	Phone
Carson Inc.	Appletta, Andy	000032	mimays@pa.gov	(717) 123-4567
Carson Inc.	Appletta, Andy	000033	jkriese@pa.gov	(717) 123-4567
Dodge Inc.	Appletta, Andy	000034	rokretschm@pa.gov	(717) 123-4567
Ellis Inc.	Appletta, Andy	000035	c-chrifost@pa.gov	(717) 123-4567
Franklin Inc.	Appletta, Andy	000036	ravicolli@pa.gov	(717) 123-4567
Garrett Inc.	Appletta, Andy	000038	mmalik@pa.gov	(717) 123-4567
Hightower	Appletta, Andy	000039	jtheys@pa.gov	(717) 123-4567
Ingle's Inc.	Appletta, Andy	000040	cousnyder@pa.gov	(717) 123-4567
Jeffrey's Inc.	Appletta, Andy	000041	jbrosnan@pa.gov	(717) 123-4567
Komen Inc.	Appletta, Andy	000042	rimarker@pa.gov	(717) 123-4567
Booker's Inc.	Appletta, Bary	000032	mimays@pa.gov	(717) 123-4567
Booker's Inc.	Appletta, Carla	000032	mimays@pa.gov	(717) 123-4567
Ingle's Inc.	Applicant, Andrew	000040	cousnyder@pa.gov	(717) 123-4567
Carson Inc.	Eight, User	000033	jkriese@pa.gov	(717) 123-4567
Dodge Inc.	Eleven, User	000034	rokretschm@pa.gov	(717) 123-4567
Ellis Inc.	Five, Applicant	000035	c-chrifost@pa.gov	(717) 123-4567
Booker's Inc.	Five, User	000032	mimays@pa.gov	(717) 123-4567
Dodge Inc.	Four, Applicant	000034	rokretschm@pa.gov	(717) 123-4567
Booker's Inc.	Four, User	000032	mimays@pa.gov	(717) 123-4567
	Cruz, Johan	B00044		
	Cruz, Johan	B00045		
	Cruz, Johan	B00047	suneyors@landsg.com	(570) 724-3395

Select a Coapplicant or Engineering Firm for your team.

To select a member of the Applicant Team, locate it in the **Available Records** section. (Sort the list by clicking a column heading, if needed.)

Click the plus sign beside an entry to select it and return to the Coapplicant Team Information screen.

Click **Save & Exit** to continue or click **Save & New** to select another Coapplicant or Engineering Firm.

## Applicant Team Information Screen

**Application**  
Back | Print | Help

**APPPLICANT TEAM INFORMATION**  
Application: 15023 Cycle: 1 Draft

Applicant Name: Applette Inc.	District: 01	Permit Group: HOP
Business Partner ID: 000031	County: Crawford	Permit Type: Driveway
Paper Application No:	Municipality: BEAVER	Permit Sub type: Medium Volume (1,501 to 3,000 ADT)
		Permit Use: Residential
		Permit Sub Use: Sub-division (Less than 100 Units)

**CoApplicant Firm Info** [EDIT]

ID	Firm Name	Applicant Name	Business Partner ID	Email	Phone Number	
1	Carson Inc.	Applette, Andy	000033	jkrisz@pa.gov	(717) 123-4567	Delete
2	Booker's Inc.	Applette, Andy	000032	mimays@pa.gov	(717) 123-4567	Delete

**Engineering Firm Info** [EDIT]

ID	Firm Name	Firm Contact	Business Partner ID	Email	Phone Number
No records found.					

**Applicant Contact Info** [EDIT]

You are currently logged in as **Andy Applette**. If this is incorrect, please [login](#). Your session will timeout in 29 minutes.

Release: 2.0  
Session size: 0.1k

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Wed Jul 18 09:46:56 EDT 2012  
Official ePermit Date/Time

The Applicant Team can prepare the application.

After you enter information for Coapplicants and Engineering Firms, or select them from the search, click **Save & Exit** to return to the Applicant Team Information screen.

The members of your Applicant Team can access the application to add information. Only the Applicant or the Agent who created the application can submit it to PennDOT.

The application remains in “Draft” status until the application is prepared and submitted.

Click **Back** to continue.

## Lesson 5

### Entering Required Information

Work Summaries and Locations

Application Identification

Fee Information

## Work Summaries, Identification and Fees

**Application Information**

Application: 15023 Cycle: 1 Draft

Applicant/Owner: Applette Inc.  
Address Line 1: District 1.0  
Address Line 2:  
City: District 1.0  
State: PA  
Postal Code: 17110

Paper Application Number:  
BP ID: 000031  
Phone Number: (717) 123-4567 Ext:  
Fax Number:  
Email Address: mmorningst@pa.gov  
Created By: Andy Applette/PennDOT BP-000031

**Application Details Information**

District: 01  
County: Crawford  
Municipality: BEAVER

Permit Group: HOP  
Permit Type: Driveway  
Permit Sub Type: Medium Volume( 1,501 to 3,000 ADT )  
Permit Use: Residential  
Permit Sub Use: Sub-division (Less than 100 Units)

**Application Setup**

- Applicant Team
- Attachments
- Work Summary and Locations
- Application Identification
- Fee Information
- Application Summary

**Internal**

- Checklist Information
- Reference Information

**Workflow**

- Review Team
- Response Letter

**Permit**

- Permit Information
- Permit

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Release: 2.0  
Session size: 0.1k

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Wed Jul 16 09:17:19 EDT 2012  
Official ePermit Date/Time

### Entering information needed for processing.

After the application is created and the Applicant Team is selected, it is easy to enter the information PennDOT needs to review in order to issue a permit.

At least one work summary is required. Click **Work Summary and Locations**.

Important Application Identification information is required. Click **Application Identification**.

Applicants also can review and enter **Fee Information** required for the application.

## Work Summary and Locations Screen

**Application**  
Application: 15023      Cycle: 1      Draft

Applicant Name: Applette Inc.	District: 01	Permit Group: HOP
Business Partner ID: 000031	County: Crawford	Permit Type: Driveway
Paper Application No:	Municipality: BEAVER	Permit Sub type: Medium Volume (1,501 to 3,000 ADT)
		Permit Use: Residential
		Permit Sub Use: Sub-division (Less than 100 Units)

**Work and Location Details**  
*No records found.* **ADD**

You are currently logged in as Andy Applette. If this is incorrect, please [login](#). Your session will timeout in 29 minutes.

Release: 2.0      Session size: 0.1k      PennDOT | Home | Help | Pennsylvania      Copyright © 2011 Pennsylvania Department of Transportation. All Rights Reserved.      Wed Jul 18 12:35:31 EDT 2012      PennDOT Privacy Policy      Official ePermit DataTime

At least one work summary is required.

From the Application Information screen, click **Work Summary and Locations** to add a summary of the work to be completed and specify the work location.

Click the **ADD** button to proceed to the entry screen.

Enter a separate work summary to describe each work location affected or each type of work to be performed at the same location, such as removing a pole or accessing an underground utility line.

## Manage Work and Locations Screen

**MANAGE WORK AND LOCATIONS**

Application: 22849 Cycle: 1 Draft

Applicant Name: Best Contractor Services District: 02 Permit Group: HOP  
Business Partner ID: 000373 County: Potter Permit Type: Driveway  
Paper Application No: Municipality: KEATING TOWNSHIP Permit Sub type: Medium Volume (1,501 to 3,000 ADT)  
Permit Use: Residential  
Permit Sub Use: Sub-division (Less than 100 Units)

**Work Summary:** Add driveway to residential development

(Maximum characters: 2000)  
Character(s): 1061

If Required:

County	S.R.
Potter	0044

**Location Detail**

From	To
Segment(s) 0020	0100
Offset(s) 1234	1234
Driveway Indicator	Left

Driveway Indicator (Please base Driveway Indicator on ascending offsets)

[Pavement History](#): View the pavement history for this work location

[Video Log](#): Help in identifying this work location's correct SR, Segment, and Offsets

[MPMS IQ](#): View planned or in-progress construction projects at or near this work location

Enter a summary of work and specify its location.

The Manage Work and Locations screen stores information about each instance of work for which the highway occupancy permit is needed.

Click the **Work Summary** field and type a brief explanatory summary about the work to be performed.

Complete the **County**, **State Route**, **Segment** and **Offset** fields to specify the location. For driveway applications, you must select a **Driveway Indicator** (left/right) based on ascending road offsets.

## Locations Links

**MANAGE WORK AND LOCATIONS**  
Application: 22849 Cycle: 1 Draft

Applicant Name: Best Contractor Services District: 02 Permit Group: HOP  
Business Partner ID: 000373 County: Potter Permit Type: Driveway  
Paper Application No: Municipality: KEATING TOWNSHIP Permit Sub type: Medium Volume (1,501 to 3,000 ADT)  
Permit Use: Residential  
Permit Sub Use: Sub-division (Less than 100 Units)

**Work and Location Details**

Work Summary: Add driveway to residential development

(Maximum characters: 2000)  
Characters left: 1961

If Required:

County	S.R.
Potter	0044

**Location Detail**

From	To
Segment(s): 0020	0100
Offset(s): 1234	1234
Driveway Indicator: Left	

(Please base Driveway Indicator on ascending offsets)

**Pavement History:** View the pavement history for this work location

**Video Log:** Help in identifying this work location's correct SR, Segment, and Offsets

**MPMS IQ:** View planned or in-progress construction projects at or near this work location

You may want additional information.

There are three web site links on the Manage Work and Locations page. The purpose of these links is to provide you with information regarding the location.

To enter the location information and view the pavement history of the location, click on **Pavement History**.

For help finding the exact segments and offsets, click **Video Log** to access the interactive Video Log.

To view planned or in progress projects at or near the work location, click on **MPMS IQ**.

## Pavement History– View Route

Year	Description
2007	SURFACE TREATMENT- SEAL COAT / Depth: 0 (in.) / Year: 2007
2005	SURFACE TREATMENT- SEAL COAT / Depth: 0 (in.) / Year: 2005 SPAV_HMA WRG.64-22, 19.0MM.L / Depth: 2 (in.) / Year: 2005
1999	LEVEL BITUM WEARING CRSE ID2 / Depth: 0.5 (in.) / Year: 1999
1988	BITUMINOUS WEARING CRSE ID-2 / Depth: 1.5 (in.) / Year: 1988
1980	SURFACE TREATMENT- SEAL COAT / Depth: 0 (in.) / Year: 1980
1972	BITUMINOUS WEARING CRSE FB-1 / Depth: 3 (in.) / Year: 1972
1953	CRUSHED AGGREGATE BASE CRSE / Depth: 3 (in.) / Year: 1953

View the pavement history of the work location.

Clicking on Pavement History will open the Interactive Straight Line Environment (ISLE) web site.

Select Pavement History as the **Current Template**. Then, select the **County**, **Route**, and **Segment** of the work location.

Doing so will show the pavement history, by year, of the work location.

## Video Log – Select Route



**PennDOT’s Video Log locates segment and offset information.**

The Video Log displays images of selected state routes and highways to help you identify your work location.

When you select a route, the video display moves along the route, segment by segment, just as if you were driving it.

Complete the fields to select and view a section of roadway and the travel direction.

Click **Submit** to open the video window.

## Video Log – View Route



Find location information using the video display controls.

Click the play icon (▶) to “drive” along the selected route. Click the stop icon (■) to pause the display.

The forward and back arrows move the display one segment at a time.

As you move along the route, the segment and offset information displays in the upper right window.

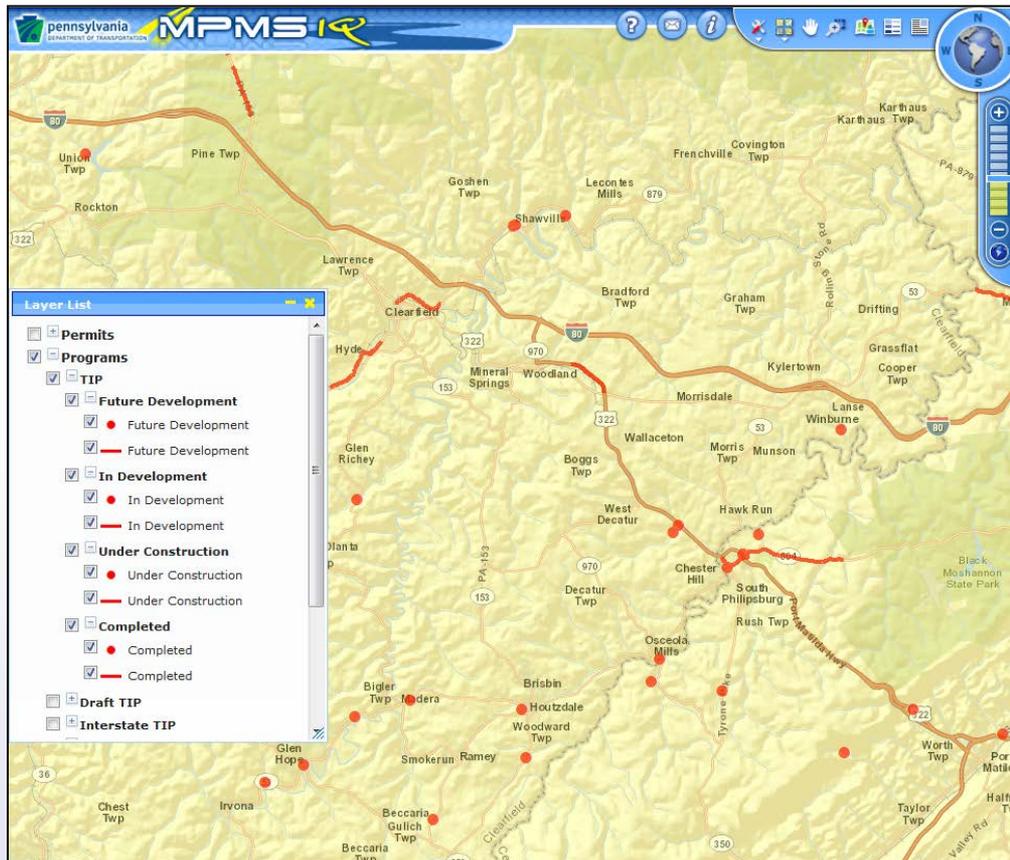
Continue displaying the route until you locate the required segment and offset information.

Close the Video Log window to return to ePermitting.

# Entering Required Information

5

## MPMS IQ



See other planned or in progress projects.

Clicking on MPMS IQ will access the Multi-Modal Project Mapping System Interactive Query. The map displayed will be for the location information you entered on the Manage Work and Locations page.

## Save Work and Locations Information

**SYSTEM TEST** home help pennsylvania DEPARTMENT OF TRANSPORTATION **EPS** ePERMITTING SYSTEM pennsylvania logout ANDY APPLET TED02

Application: Emergency  
Back Save Save & Exit Save & New Print Help

### MANAGE WORK AND LOCATIONS

Application: 22849 Cycle: 1 Draft

**Applicant Name:** Best Contractor Services  
**Business Partner ID:** 000373  
**Paper Application No:**

**District:** 02  
**County:** Potter  
**Municipality:** YEATING TOWNSHIP

**Permit Group:** HOP  
**Permit Type:** Driveway  
**Permit Sub type:** Medium Volume (1,501 to 3,000 ADT)  
**Permit Use:** Residential  
**Permit Sub Use:** Sub-division (Less than 100 Units)

#### Work and Location Details

**Work Summary:** Add driveway to residential development  
(Maximum characters: 2000)  
Characters left: 1961

**If Required:**

County	S.R.
Potter	0044

**Location Detail**

Segment(s)	From	To
	0020	0100

Offset(s): 1234 1234  
Driveway Indicator: Left

(Please base Driveway Indicator on ascending offsets)

[Pavement History](#): View the pavement history for this work location  
[Video Log](#): Help in identifying this work location's correct SR, Segment, and Offsets  
[MPMS IQ](#): View planned or in-progress construction projects at or near this work location

Add one or more work summaries to your application.

Enter the required information in the summary and location fields.

If you have another work summary to enter, click **Save & New** to open a new Manage Work and Locations screen.

After entering all work summary information, click **Save & Exit** to save your work and continue.

## Location Validation

SYSTEM TEST  
pennsylvania  
DEPARTMENT OF TRANSPORTATION

home help  
**EPS**  
ePERMITTING SYSTEM

pennsylvania  
logout  
ANDY APPLETTE04

Application Emergency

Back Save Save & Exit Save & New Print Help

### MANAGE WORK AND LOCATIONS

Application: 22703 Cycle: 1

Applicant Name: CLP & Associates  
Business Partner ID: 000355  
Paper Application No:

#### Messages from Field Validations

- This work location includes one or more sections that are Posted and Bonded.

If you have any questions, please contact the District Permit Manager, Bob Kretschmer at (570) 963-4067

OK

#### Work and Location Details

Work Summary: Add Driveway to residential developm

(Maximum characters: 2000)  
Characters left: 1961

If Required:

County: Lackawanna S.R.: 3004

Location Detail	From	To
Segment(s)	0020	0060
Offset(s)	0000	3465
Driveway Indicator	Right	

(Please base Driveway Indicator on ascending offsets)

[Pavement History](#): View the pavement history for this work location

[Video Log](#): Help in identifying this work location's correct SR, Segment, and Offsets

[MDMS ID](#): View planned or in progress construction projects

You may want to know what else is going on at this location.

Upon saving the Manage Work and Locations page, EPS will check other systems to determine if the location has planned maintenance, limited access, planned or in progress construction or is posted or posted and bonded. EPS will also check to determine if there are any other open (not closed-out) issued permits for the identified location. **If EPS finds any of these, you will receive an alert**, which does not prevent you from exiting or submitting the application. It is for informational purposes only for both the Applicant Team and for PennDOT.

## Work and Location Details

Application: 15023 Cycle: 1 Draft

Applicant Name: Applette Inc. District: 01 Permit Group: HOP  
Business Partner ID: 000031 County: Crawford Permit Type: Driveway  
Paper Application No: Municipality: BEAVER Permit Sub type: Medium Volume (1,501 to 3,000 ADT)  
Permit Use: Residential  
Permit Sub Use: Sub-division (Less than 100 Units)

Work ID	Work Summary	County	S.R.	From Segment	To Segment	From Offset	To Offset	
1	Add driveway for residential development	Crawford	0027	0050	0050	337	387	Delete

You are currently logged in as **Andy Applette**. If this is incorrect, please [login](#). Your session will timeout in 29 minutes.

Release: 2.0 Session size: 0.1k PennDOT | Home | Help | Pennsylvania Copyright © 2011 Pennsylvania Department of Transportation. All Rights Reserved. PennDOT Privacy Policy Wed Jul 18 12:43:59 EDT 2012 Official ePermit Date/Time

Display or edit your work summaries.

The Work Summary and Locations screen displays the details for the work information you entered. You can return to it at any time by clicking **Work Summary and Locations** from the main Application Information screen.

Click **ADD** to enter a new summary.

Click the **Work ID** number to edit an existing summary.

Click **Delete** to remove a summary from the list.

## Application Identification Information

**Application Information**

Application: 15023 Cycle: 1 Draft

Applicant/Owner: Applette Inc.  
Address Line 1: District 1.0  
Address Line 2:  
City: District 1.0  
State: PA  
Postal Code: 17110

Paper Application Number:  
BP ID: 000031  
Phone Number: (717) 123-4567 Ext:  
Fax Number:  
Email Address: mmominget@pa.gov  
Created By: Andy Applette/PennDOT.BP-000031

**Application Details Information**

District: 01  
County: Crawford  
Municipality: BEAVER

Permit Group: HOP  
Permit Type: Driveway  
Permit Sub Type: Medium Volume( 1.501 to 3.000 ADT )  
Permit Use: Residential  
Permit Sub Use: Sub-division (Less than 100 Units)

**Application Setup**

- Applicant Team
- Attachments
- Work Summary and Locations
- Application Identification
- Fee Information
- Application Summary

**Internal**

- Checklist Information
- Reference Information

**Workflow**

- Review Team
- Response Letter

**Permit**

- Permit Information
- Permit

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Release: 2.0  
Session size: 0.1k

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Enter important details required for permit review.

In addition to work and location, PennDOT requires you to identify any special circumstances that may affect the issuance of a permit.

Application Identification information is required for all permit types. The entry screens are customized for easy entry of identification information.

From the main Application Information screen, click **Application Identification**.

## Application Identification – Driveway

**APPLICATION IDENTIFICATION**

Application: 15023      Cycle: 1      Draft

Applicant Name: Applette Inc.	District: 01	Permit Group: HOP
Business Partner ID: 000031	County: Crawford	Permit Type: Driveway
Paper Application No:	Municipality: BEAVER	Permit Sub type: Medium Volume (1,501 to 3,000 ADT)
		Permit Use: Residential
		Permit Sub Use: Sub-division (Less than 100 Units)

**Additional Details**

Date work is scheduled to begin : 07/18/2012  
Approximate date when work will be completed : 08/22/2013

Pre-EPS Application: No

**Driveway**

Anticipated Average Daily Traffic (ADT)

Cars :	50
Trucks :	
Buses :	
Total :	

Is any portion of the property reserved for a person with a disability or a severely disabled veteran?  Yes

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Complete the fields needed for a driveway permit.

If you are applying for a driveway permit, you must indicate the work dates. Click the calendar icon to select the dates when work will begin and end.

Complete the daily traffic fields and indicate if the driveway is reserved for a disabled person.

Click **Save & Exit** to return to the Application Information screen.

## Application Identification – Utility

**APPLICATION IDENTIFICATION**

Application: 15026      Cycle: 1      Draft

Applicant Name: Applette Inc.	District: 01	Permit Group: HOP
Business Partner ID: 000031	County: Crawford	Permit Type: Utility
Paper Application No:	Municipality: BEAVER	Permit Sub type: Above Ground
		Permit Use: Gas

**Additional Details**

Date work is scheduled to begin :

Approximate date when work will be completed :

Pre-EPS Application: No

**Utility**

Installation :	<input type="text" value="No"/>	E.P.C. No.	<input type="text"/>	Line No.	<input type="text"/>
Emergency Repair :	<input type="text" value="No"/>				
Repair :	<input type="text" value="No"/>				
Replace :	<input type="text" value="No"/>				
Removal :	<input type="text" value="No"/>				

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**Complete the fields for a utility permit.**

For utility permits, identification of the type of installation, repair or removal is required.

Click the calendar icon to select the dates when work will begin and end.

Complete the installation, repair and removal dropdowns.

Click **Save & Exit** to return to the Application Information screen.

## Fee Information

**Application**  
Application: 15023 Cycle: 1 DraR

**Application Information**

Applicant/Owner: Applette Inc. Address Line 1: District 1.0 Address Line 2: City: District 1.0 State: PA Postal Code: 17110	Paper Application Number: BP ID: 000031 Phone Number: (717) 123-4567 Ext: Fax Number: Email Address: mmorningst@pa.gov Created By: Andy Applette/PennDOT BP-000031
--	---

**Application Details Information**

District: 01 County: Crawford Municipality: BEAVER	Permit Group: HOP Permit Type: Driveway Permit Sub Type: Medium Volume( 1,501 to 3,000 ADT ) Permit Use: Residential Permit Sub Use: Sub-division (Less than 100 Units)
--	---

**Application Setup**

<ul style="list-style-type: none"><li>Applicant Team</li><li>Attachments</li><li>Work Summary and Locations</li><li>Application Identification</li><li><b>Fee Information</b></li><li>Application Summary</li></ul>	<b>Internal</b> <ul style="list-style-type: none"><li>Checklist Information</li><li>Reference Information</li></ul>	<b>Workflow</b> <ul style="list-style-type: none"><li>Review Team</li><li>Response Letter</li></ul>	<b>Permit</b> <ul style="list-style-type: none"><li>Permit Information</li><li>Permit</li></ul>
---	---	---	---

Release: 2.0  
Session size: 0.1k

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### View and enter information about application fees.

Fees may apply to a requested highway occupancy permit.

ePermitting helps you determine and enter the fees to be paid before the review process can be begin.

All fee information is verified during application review.

From the main Application Information screen, click **Fee Information**.

## Fee Information Screen

Application: 15023      Cycle: 1      Draft

Applicant Name: Applette Inc.      District: 01      Permit Group: HOP  
Business Partner ID: 000031      County: Crawford      Permit Type: Driveway  
Paper Application No:      Municipality: BEAVER      Permit Sub type: Medium Volume (1,501 to 3,000 ADT)  
Permit Use: Residential  
Permit Sub Use: Sub-division (Less than 100 Units)

Fee Description	Regulation Section	Regulation Reference No.	Unit Fee	Number Of Units	Item Fee
No records found.					
					Permit Fee: 0.00

Fee Paid Information

Payment By:

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Add fees and information about your payment method.

To locate and add fees for the application, click the **ADD FEE** button.

Use the **Payment By** field to indicate your payment method.

If you have a utility billing account with PennDOT, you can select the **Billing Account** for invoicing.

If you are paying by check, you can select **Check / Money Order**.

# Entering Required Information

5

## Fee Selection Screen

COMMON SELECTION - FEE - REFERENCE NO

Selected Records

Remove	Permit Group	Fee Section	Fee Sub Section	Fee Type Code	Fee Desc	Fee Amt
<input type="checkbox"/>	HOP	441	B.3	GP	Inspection Fee - Medium Volume Driveway	35.00
<input type="checkbox"/>	HOP	441	A.1.iii	PI	Issuance Fee - Medium Volume Driveway	40.00

Available Records

Filter: Fee Section Go

Records 1 to 49 of 49 Page 1 of 1 Records Per Page: 500

Permit Group	Fee Section	Fee Sub Section	Fee Type Code	Fee Desc	Fee Amt	
<input type="checkbox"/>	HOP	441	A.1.i	PI	Issuance Fee - Minimum Use Driveway	15.00
<input type="checkbox"/>	HOP	441	A.1.ii	PI	Issuance Fee - Low Volume Driveway	30.00
<input type="checkbox"/>	HOP	441	A.1.iv	PI	Issuance Fee - High Volume Driveway	50.00
<input type="checkbox"/>	HOP	441	A.2	PI	Application Fee - Supplements	10.00
<input type="checkbox"/>	HOP	441	B.1	GP	Inspection Fee - Minimum Use Driveway	10.00
<input type="checkbox"/>	HOP	441	B.2	GP	Inspection Fee - Low Volume Driveway	20.00
<input type="checkbox"/>	HOP	441	B.4	GP	Inspection Fee - High Volume Driveway	50.00
<input type="checkbox"/>	HOP	441	C.1	EX	Exemption - The Commonwealth	0.00
<input type="checkbox"/>	HOP	441	C.2	EX	Exempt - Commonwealth Political Subdivisions	0.00
<input type="checkbox"/>	HOP	441	C.3	EX	Exempt - Commonwealth Governmental Authorities	0.00
<input type="checkbox"/>	HOP	441	C.4	EX	Exemption - The Federal Government	0.00
<input type="checkbox"/>	HOP	441	C.5	EX	Exemption - Charitable Organizations	0.00
<input type="checkbox"/>	HOP	441	D	AI	Additional Inspection Fees	0.00
<input type="checkbox"/>	HOP	441	E.1	RP	Refund Processing Fee	-10.00
<input type="checkbox"/>	HOP	441	NA1	MI	Issuance Fee Miscellaneous	20.00
<input type="checkbox"/>	HOP	441	NA2	MI	Inspection Fee Miscellaneous	20.00
<input type="checkbox"/>	HOP	441	B.5.i	GP	Inspection Fee Seismograph - First Mile	50.00
<input type="checkbox"/>	HOP	441	B.5.ii	GP	Inspection Fee Seismograph - Additional Mile	5.00
<input type="checkbox"/>	HOP	441	B.6	GP	Inspection Fee - Non-Emergency Test Hole	5.00
<input type="checkbox"/>	HOP	459	A.1	PA	Permit Application Fee	50.00
<input type="checkbox"/>	HOP	459	A.2	PA	Application Fee - Supplements	10.00
<input type="checkbox"/>	HOP	459	A.3	PA	Application Fee - Emergency Permit Cards	5.00
<input type="checkbox"/>	HOP	459	B.1.i.A	GP	Inspection Fee - Opening in Pavement (/100 ft)	40.00
<input type="checkbox"/>	HOP	459	B.1.i.B	GP	Inspection Fee - Opening in Pavement (/100 ft)	20.00

### Select fees individually.

The Fee Selection screen lists information for all applicable fees in the **Available Records** section.

Locate the fees that apply to the type of permit you require. Click a column heading to sort the list as needed.

Click the checkbox beside one or more fees. Click **Apply** to add the fees to the **Selected Records** section.

Click **OK** to save the fees and return to the **Fee Information** screen.

## Fee Paid Information – Check or Money Order

The screenshot displays the Pennsylvania ePermitting System interface. At the top, it shows the Pennsylvania Department of Transportation logo and the 'EPS ePERMITTING SYSTEM' branding. The user is logged in as Andy Applette. The main section is titled 'FEE INFORMATION' and shows details for Application: 15023, Cycle: 1, and Draft status. Applicant information includes Applette Inc., District: 01, County: Crawford, and Municipality: BEAVER. Permit details include Permit Group: HOP, Permit Type: Driveway, Permit Sub type: Medium Volume (1,501 to 3,000 ADT), Permit Use: Residential, and Permit Sub Use: Sub-division (Less than 100 Units).

Fee Description	Regulation Section	Regulation Reference No.	Unit Fee	Number Of Units	Item Fee
Inspection Fee - Medium Volume Driveway	441	B.3	35.00	1	35.00
Issuance Fee - Medium Volume Driveway	441	A.1.iii	40.00	1	40.00
					Permit Fee: 75.00

The 'Fee Paid Information' section is highlighted with a blue box. It includes a 'Payment By' dropdown menu set to 'Check or Money Order', a 'Check or Money Order No.' field, a 'Fee Paid Date' field with a calendar icon, a 'Blanket Security Amount' of 500,000.00, a 'Verification of Insurance' checkbox checked 'Yes', and a 'Construction/Restoration Cost Estimate' field.

At the bottom of the page, there is a login status message: 'You are currently logged in as Andy Applette. If this is incorrect, please login. Your session will timeout in 29 minutes.' Footer information includes 'Release: 2.0', 'Session size: 0.1k', 'Copyright © 2011 Pennsylvania Department of Transportation. All Rights Reserved.', and 'Wed Jul 18 13:06:34 EDT 2012'.

Indicate your payment method.

Click the **ADD FEE** button to select the fees for the application. The fees you select are listed for reference and the total is calculated for you.

If you are paying by check or money order, select the option from the **Payment By** dropdown.

Do not complete the **Fee Paid Date** or **Check Number** fields. PennDOT will enter this information when the application is processed.

You can add construction cost estimates for your records.

## Fee Paid Information – Billing Account

**Application**  
Application: 15026      Cycle: 1      DraR

Applicant Name: Applette Inc.      District: 01      Permit Group: HOP  
Business Partner ID: 000031      County: Crawford      Permit Type: Utility  
Paper Application No:      Municipality: BEAVER      Permit Sub type: Above Ground  
Permit Use: Gas

Fee Description	Regulation Section	Regulation Reference No.	Unit Fee	Number Of Units	Item Fee
Inspection Fee - Opening in Pavement (/100 ft)	459	B.1.i.A	40.00	1	40.00
Permit Application Fee	459	A.1	50.00	1	50.00
					Permit Fee: 90.00

**Fee Paid Information**

Payment By: **Billing Account** (dropdown menu highlighted)

Account No:  

Blanket Security Amount: 500,000.00

Verification of Insurance: Yes

Construction/Restoration Cost Estimate:

**BILL TO**

Billing Name:   
Billing Address Line1:   
Billing Address Line2:   
Billing City:   
Billing State:   
Billing ZIP Code:

Billing Contact Name:   
Billing Contact Telephone Number:   
Billing Contact Extension:   
Billing Email Address:

You are currently logged in as Andy Applette. If this is incorrect, please [login](#). Your session will timeout in 29 minutes.

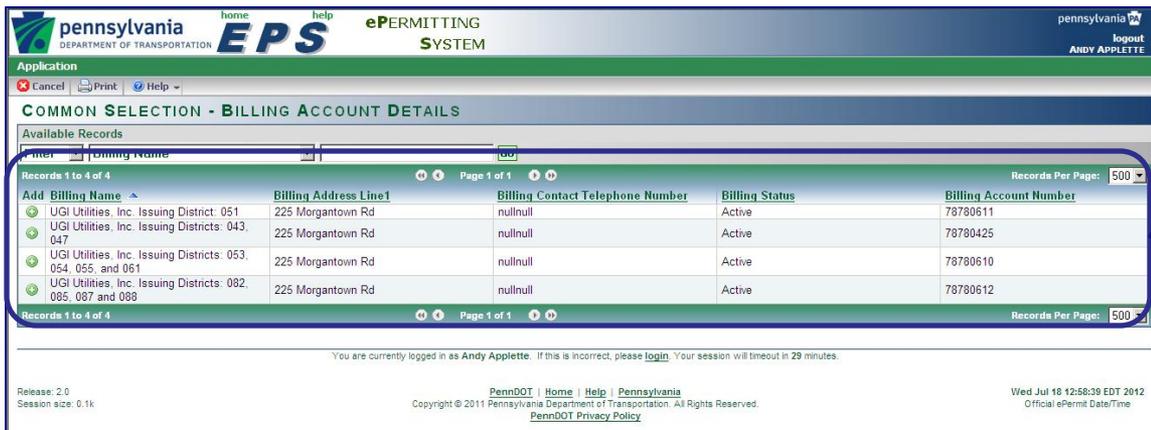
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Utility billing accounts are invoiced monthly.

If your utility company has established a billing account, select the **Billing Account** option from the **Payment By** dropdown.

Click the **Lookup** icon to search for your billing account information.

## Billing Account Selection Screen



Select your billing account.

Use the selection list to locate your billing account.

Click the **plus** sign beside the account to select it.

Your account information is entered on the **Fee Information** screen. Continue to add fees as needed. Remember to click **Save** to save your information.

Note that fees for issued permits are invoiced to the billing account the first business day of each month. Billing account information is managed by PennDOT using the CIMS module of ePermitting.

# Entering Required Information

5

## Saving Fee Information

**Application**  
Application: 15023 Cycle: 1 Draft

Applicant Name: Applette Inc. District: 01 Permit Group: HOP  
Business Partner ID: 000031 County: Crawford Permit Type: Driveway  
Paper Application No: Municipality: BEAVER Permit Sub type: Medium Volume (1,501 to 3,000 ADT)  
Permit Use: Residential  
Permit Sub Use: Sub-division (Less than 100 Units)

Fee Description	Regulation Section	Regulation Reference No.	Unit Fee	Number Of Units	Item Fee
Inspection Fee - Medium Volume Driveway	441	B 3	35.00	1	35.00
Issuance Fee - Medium Volume Driveway	441	A.1.iii	40.00	1	40.00
					Permit Fee: 75.00

**Fee Paid Information**

Payment By:

Check or Money Order No:

Fee Paid Date:

Blanket Security Amount: 500,000.00

Verification of Insurance: Yes

Construction/Restoration Cost Estimate:

**Audit Information**

Created By	Created On	Modified By	Modified On
Andy Applette/PennDOT BP-000031	07/18/2012	Andy Applette/PennDOT BP-000031	07/18/2012

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Save your fees to activate the links.

As you complete the **Fee Information** screen, click **Save** to save your work.

The links for each fee become active.

Click a link to move to the fee's detail screen to change the unit quantity.

Click **Save & Exit** to return to the Application Information screen.

# Entering Required Information

5

## Fee Detail Screen

**TRAINING** pennsylvania DEPARTMENT OF TRANSPORTATION **EPS** home help ePERMITTING SYSTEM pennsylvania logout ANDY APPLETTTE

Application: 15023 Cycle: 1 Draft

Applicant Name: Applette Inc.	District: 01	Permit Group: HOP
Business Partner ID: 000031	County: Crawford	Permit Type: Driveway
Paper Application No:	Municipality: BEAVER	Permit Sub type: Medium Volume (1,501 to 3,000 ADT)
		Permit Use: Residential
		Permit Sub Use: Sub-division (Less than 100 Units)

Fee Detail

Regulation Section: 441
Regulation Reference No. <input type="text" value="B.3"/>
Unit Fee: <input type="text" value="\$35.00"/>
Number Of Units: <input type="text" value="1"/>

You are currently logged in as Andy Applette. If this is incorrect, please [login](#). Your session will timeout in 29 minutes.

Release: 2.0 Session size: 0.1k PennDOT | Home | Help | Pennsylvania Copyright © 2011 Pennsylvania Department of Transportation. All Rights Reserved. PennDOT Privacy Policy Wed Jul 18 13:21:39 EDT 2012 Official ePermit Date/Time

**Change the number of units for multiple fees on the same application.**

When you click a fee, the Fee Detail screen appears.

The **Regulation Section** for the permit type is displayed.

If you have more than one unit of the same fee, type the Number of Units in the field.

Click **Delete** to remove the fee from the list.

Click **Save & Exit** to save the information and return to the **Fee Information** screen.

## Fee Information – Fee Totals

Application: 15023 Cycle: 1 Draft

Applicant Name: Applette Inc. District: 01 Permit Group: HOP  
Business Partner ID: 000031 County: Crawford Permit Type: Driveway  
Paper Application No: Municipality: BEAVER Permit Sub type: Medium Volume (1,501 to 3,000 ADT)  
Permit Use: Residential  
Permit Sub Use: Sub-division (Less than 100 Units)

Fee Description	Regulation Section	Regulation Reference No.	Unit Fee	Number Of Units	Item Fee
Inspection Fee - Medium Volume Driveway	441	B 3	35.00	1	35.00
Issuance Fee - Medium Volume Driveway	441	A.1.iii	40.00	1	40.00
					Permit Fee: 75.00

Fee Paid Information

Payment By:  [Check or Money Order]

Check or Money Order No:

Blanket Security Amount: 500,000.00

Fee Paid Date:

Verification of Insurance: Yes

Construction/Restoration Cost Estimate:

Audit Information

Created By	Created On	Modified By	Modified On
Andy Applette/PennDOT BP-000031	07/18/2012	Andy Applette/PennDOT BP-000031	07/18/2012

Manage the fees entered for the application.

After you **Save** the fee information, ePermitting lists the selected fees and calculates the total.

Click **ADD FEE** to add another fee.

Click a fee's **Description** to return to its **Fee Detail** screen and edit the information.

To delete a fee, click the **Fee Description** to access its **Fee Detail** screen. Click the **Delete** button that appears on the toolbar.

Remember to click **Save** or **Save & Exit** to save your work as you go.

## Lesson 6

# Attaching Documents

Document Types

Document Formats

Pennsylvania Typical Application (PATA) Documents

Reference Materials and Forms

## Electronic Document Attachment

The screenshot displays the 'APPLICATION INFORMATION' page for application 3451. The interface includes a top navigation bar with 'pennsylvania DEPARTMENT OF TRANSPORTATION EPS ePERMITTING SYSTEM' and a user profile for 'DISTRICT RECEIVER'. The main content area is divided into several sections: 'APPLICATION INFORMATION' (with fields for Applicant/Owner, Address, Paper Application Number, and Contact Info), 'Application Details Information' (with fields for District, County, Municipality, Permit Group, and Permit Type), and 'Application Setup' (with sub-sections for Attachments, Internal, Workflow, and Permit). The 'Attachments' sub-section is highlighted with a blue box. A blue arrow points from the 'Attachments' box to the text on the right. At the bottom, there is a session timeout notice and footer information including 'Release: 2.2', 'Copyright © 2011 Pennsylvania Department of Transportation', and 'Tue Aug 07 08:46:50 EDT 2012'.

Save time and costs with electronic attachments.

Click the **Attachments** option to include electronic copies of forms, drawings, engineering plans, photographs or other important correspondence. PennDOT also adds attachments during application review.

Documents can be attached and viewed by all members of the Applicant Team and Review Team.

Note that attachments are stored and archived for each cycle of application review. If an application is resubmitted, documents from a previous submission cannot be changed.

# Attaching Documents

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## Application Attachments Screen

**SYSTEM TEST** pennsylvania DEPARTMENT OF TRANSPORTATION **EPS** home help ePERMITTING SYSTEM pennsylvania PA logout ANDY APPLETTE04

Application: 22703 Cycle: 1 Draft

Applicant Name: CLP & Associates District: 04 Permit Group: HOP  
Business Partner ID: 000355 County: Wayne Permit Type: Driveway  
Paper Application No: Municipality: DAMASCUS TOWNSHIP Permit Sub type: High Volume (3,001 ADT and higher)  
Permit Use: Lodging  
Permit Sub Use: Hotels, Motels and Other Lodging

**Permanent Records**

Suppl Application	Suppl Cycle	Document Type	Document Description	Attached By	Date Attached	Document Name	Document size(MB)
<i>No records found.</i>							

**Attachments** ADD

Cycle	Document Type	Document Description	Attached By	Date Attached	Document Name	Document Size(MB)	
1	Documents/Forms		James Lampkin/PennDOT BP-002984	12/19/2012 12:00:00 AM	950AA (LOCATION #10).pdf	0.18 MB	Delete
1	Documents/Forms		James Lampkin/PennDOT BP-002984	12/14/2012 12:00:00 AM	950A (LOCATION #10).pdf	0.29 MB	Delete
1	Site Plans		James Lampkin/PennDOT BP-002984	12/14/2012 12:00:00 AM	2012-12-11 - Lackawanna HOP Plans - Sealed_Part2 1.pdf	1.21 MB	Delete
1	Documents/Forms		James Lampkin/PennDOT BP-002984	12/14/2012 12:00:00 AM	DEED (LOCATION #10).pdf	4.52 MB	Delete
1	Documents/Forms		James Lampkin/PennDOT BP-002984	12/14/2012 12:00:00 AM	950AA (LOCATION #10) NOT SIGNED.pdf	0.41 MB	Delete
1	Documents/Forms		James Lampkin/PennDOT BP-002984	12/14/2012 12:00:00 AM	950A (LOCATION #10).pdf	0.29 MB	Delete
1	Traffic Signal Plans & Documents		James Lampkin/PennDOT BP-002984	12/14/2012 12:00:00 AM	2012-12-11 - Lackawanna HOP Plans - Sealed_Part2 2.pdf	0.20 MB	Delete

**PATA Documents** ADD

Records 0 to 0 of 0 Page 1 of 1 Records Per Page: 5

Document Name	Attached By	Date Attached
<i>No records found.</i>		

Attach one or more documents to your application.

Click **ADD** to select documents for attachment.

All documents are linked to the application and stored in PennDOT's Electronic Document Management System.

Document storage and access are secure. Only members of the Applicant Team for the application and PennDOT staff have access to view or manage attachments.

## Attachment Detail Screen

**Attachment Detail**

Application: 15023 Cycle: 1 [Details](#)

Applicant Name: Applette Inc.	District: 01	Permit Group: HOP
Business Partner ID: 000031	County: Crawford	Permit Type: Driveway
Paper Application No:	Municipality: BEAVER	Permit Sub type: Medium Volume (1,501 to 3,000 ADT)
		Permit Use: Residential
		Permit Sub Use: Sub-division (Less than 100 Units)

**Attachment Detail**

Document Type:

Document Description:

Document Name:  [Browse...](#)

Acceptable File Types:  
.pdf, .w95, .x77, .syn, .x17, .sgn, .hcs, .xls, .xhu, .xus, .xtw, .xra, .xhf, .xhw, .xhr, .xhm,  
.xh2, .hcx, .xfl, .xls, .xlsx

You are currently logged in as Andy Applette. If this is incorrect, please [login](#). Your session will timeout in 29 minutes.

Release: 2.0  
Session size: 0.1k

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Identify and attach your document.

The Attachment Detail screen stores information about the documents and accesses a browse window to help you find your files.

Simply select a **Document Type**, enter a **Document Description** and **Browse** for the file you wish to attach.

After completing the fields, click the **Attach** button in the toolbar.

Click **Back** to return to the Application Attachments screen and continue.

## Attachment Document Types

The screenshot shows the Pennsylvania ePermitting System interface. At the top, there are navigation links for 'home', 'help', and 'logout'. The main header includes 'pennsylvania DEPARTMENT OF TRANSPORTATION EPS ePERMITTING SYSTEM'. Below this is the 'ATTACHMENT DETAIL' section for application 15023, cycle 1, in a 'Draft' status. The applicant information includes Applicant Name (Applette Inc.), Business Partner ID (000031), Paper Application No., District (01), County (Crawford), and Municipality (BEAVER). The permit information includes Permit Group (HOP), Permit Type (Driveway), Permit Sub type (Medium Volume (1,501 to 3,000 ADU)), Permit Use (Residential), and Permit Sub Use (Sub-division (Less than 100 Units)).

The 'Attachment Detail' section is partially visible, showing a 'Document Type' dropdown menu that is open. The dropdown list includes the following items:

- Applicant Correspondence
- Approved Permit Files
- ADA Documents
- Bridge Plans & Documents
- Capacity Analyses Files (HCS, Synchro, etc.)
- Documents/Forms
- Drainage Impact Reports
- Geotechnical Reports
- HOP Plans
- Mark-up Plans
- Other Documents/Forms
- Other Plans
- Other Reports
- PennDOT Correspondence
- Permit
- Plans
- Recording document
- Reports
- Right-of-Way Plans & Documents
- Scoping Meeting Application/Minutes
- Security Documents (LOC, Bond, etc.)
- Site Plans
- Traffic Signal Plans & Documents
- Transportation Impact Studies/Assessments

Below the dropdown menu, there is a 'Document Description' field, a 'Document Name' field, and a 'Browse...' button. To the right of the 'Browse...' button, there is a list of 'Acceptable File Types' including .pdf, .doc, .docx, .xls, .xlsx, .syn, .skt, .sgn, .hcs, .xhs, .xhu, .xus, .xtw, .xra, .xhf, .xhw, .xbr, .xhm, .xst, .hox, .xfl, .xls, .xlsx.

Identify the attachment by Document Type.

To help keep attachments organized, a specific **Document Type** is assigned to each attachment.

Click the type that describes the document you are attaching.

## Document Description and File

The screenshot shows the 'ATTACHMENT DETAIL' page in the Pennsylvania ePermitting System. The page is divided into several sections:

- Application Information:** Application: 15023, Cycle: 1, District: 01, County: Crawford, Municipality: BEAVER, Permit Group: HOP, Permit Type: Driveway, Permit Sub type: Medium Volume (1,501 to 3,000 ADT), Permit Use: Residential, Permit Sub Use: Sub-division (Less than 100 Units).
- Attachment Detail:** Document Type: Plans, Document Description: Driveway Plans - Original, Document Name: I:\PDKBHOME2K01\User\c-louisly\print.pdf.

A blue callout box highlights the 'Document Description' and 'Document Name' fields, indicating where to enter the document details. A 'Browse...' button is located next to the 'Document Name' field.

Name your document and browse for the file.

Type a detailed **Document Description** in the field.

Click **Browse** to open your computer's **Choose File to Upload** selection window. Browse to the folder and file to attach and click **Open** to select it. The selected file's path and filename appear in the **Document Name** field.

You can select document files, up to 20 megabytes each, in standard PDF format or selected engineering formats.

Click the **Attach** button to attach your file and continue.

## Application Attachments Screen - PATA

SYSTEM TEST pennsylvania DEPARTMENT OF TRANSPORTATION EPS ePERMITTING SYSTEM pennsylvania DEPARTMENT OF TRANSPORTATION

Application: 3451 Cycle: 1 Received

Applicant Name: Blue Grass Engineering District: 02 Permit Group: HOP  
Business Partner ID: 000002 County: Elk Permit Type: Driveway  
Paper Application No: Municipality: MILLSTONE Permit Sub type: Local Road  
Permit Use: Institutional  
Permit Sub Use: Other Institutional Facility

Cycle	Document Type	Document Description	Attached By	Date Attached	Document Name	ADD
No records found.						

Document ID	Document Name	ADD
003749549	publication 213_13	

You are currently logged in as District Receiver. If this is incorrect, please [login](#). Your session will timeout in 29 minutes.

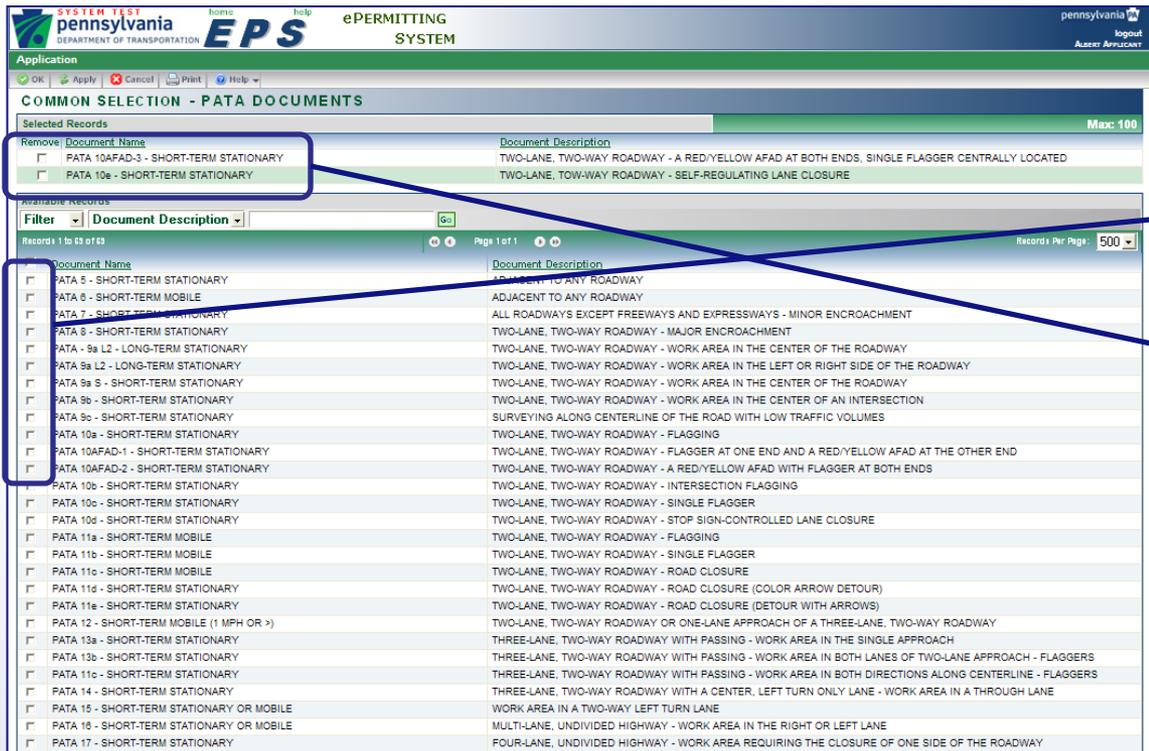
Release: 2.2 Session size: 0.1k PennDOT | Home | Help | Pennsylvania Copyright © 2011 Pennsylvania Department of Transportation. All Rights Reserved. PennDOT Privacy Policy Tue Aug 07 08:48:41 EDT 2012 Official ePermit Date/Time

### Attach Pennsylvania Typical Application (PATA) documents.

Click **ADD** in the PATA Documents section to select and attach the latest version of a required publication.

Like other attachments, PATA documents are linked to the application and stored in PennDOT's Electronic Document Management System.

## PATA Documents Common Selection Screen



Document sorts by name or description are possible.

Select as many PATA publications as necessary, then click **Apply** or **OK** to add the selected records to the application.

Publications attachments can be **removed** by selecting a document from the **Selected Records** section and clicking **OK** or **Apply**.

## Managing Document Attachments

Select and view any document attached to your application.

The Application Attachments window lists all documents attached to the current application.

Click the **ADD** button to add a new attachment.

Click the **Document Type** for a document to open a new window and view the complete document.

Click **Delete** to remove a document attachment. You can delete only documents you attached.

Click **Add** then **Remove** to remove **PATA** documents from the list.



home help

**EPS** ePERMITTING SYSTEM

pennsylvania PA

logout

ANDY APPLETTE04

Application Emergency

APPLICATION ATTACHMENTS

**Application: 22703** **Cycle: 1** **Draft**

Applicant Name: CLP & Associates	District: 04	Permit Group: HOP
Business Partner ID: 000355	County: Wayne	Permit Type: Driveway
Paper Application No:	Municipality: DAMASCUS TOWNSHIP	Permit Sub type: High Volume (3,001 ADT and higher)
		Permit Use: Lodging
		Permit Sub Use: Hotels, Motels and Other Lodging

**Permanent Records**

Suppl Application	Suppl Cycle	Document Type	Document Description	Attached By	Date Attached	Document Name	Document size(MB)
No records found.							

**Attachments** **ADD**

Cycle	Document Type	Document Description	Attached By	Date Attached	Document Name	Document Size(MB)	
1	Documents/Forms		James Lampkin/PennDOT BP-002984	12/19/2012 12:00:00 AM	950AA (LOCATION #10).pdf	0.18 MB	Delete
1	Documents/Forms		James Lampkin/PennDOT BP-002984	12/14/2012 12:00:00 AM	950A (LOCATION #10).pdf	0.29 MB	Delete
1	Site Plans		James Lampkin/PennDOT BP-002984	12/14/2012 12:00:00 AM	2012-12-11 - Lackawanna HOP Plans - Sealed_Part2 1.pdf	1.21 MB	Delete
1	Documents/Forms		James Lampkin/PennDOT BP-002984	12/14/2012 12:00:00 AM	DEED (LOCATION #10).pdf	4.52 MB	Delete
1	Documents/Forms		James Lampkin/PennDOT BP-002984	12/14/2012 12:00:00 AM	950AA (LOCATION #10) NOT SIGNED.pdf	0.41 MB	Delete
1	Documents/Forms		James Lampkin/PennDOT BP-002984	12/14/2012 12:00:00 AM	950A (LOCATION #10).pdf	0.29 MB	Delete
1	Traffic Signal Plans & Documents		James Lampkin/PennDOT BP-002984	12/14/2012 12:00:00 AM	2012-12-11 - Lackawanna HOP Plans - Sealed_Part2 2.pdf	0.20 MB	Delete

**PATA Documents** **ADD**

Records 1 to 2 of 2 Page 1 of 1 Records Per Page: 5

Document Name	Document Description	Attached By	Date Attached
PATA 10a - SHORT-TERM STATIONARY	TWO-LANE, TWO-WAY ROADWAY - FLAGGING	Andy Applette04/PennDOT BP-000355	08/26/2013 01:20:52 PM
PATA 10AFAD-3 - SHORT-TERM STATIONARY	TWO-LANE, TWO-WAY ROADWAY - A RED/YELLOW AFAD AT BOTH ENDS, SINGLE FLAGGED CENTRALLY LOCATED	Andy Applette04/PennDOT BP-	08/26/2013 01:20:52 PM

# Attaching Documents

6

## Permanent Records

**SYSTEM TEST** home help pennsylvania PA  
 DEPARTMENT OF TRANSPORTATION **EPS** ePERMITTING SYSTEM logout ANDY APPLETTE04

Application Emergency  
 Back Save Save & Exit Print Help

**APPLICATION ATTACHMENTS**

Application: 22703 Cycle: 1 Draft

Applicant Name: CLP & Associates District: 04 Permit Group: HOP  
 Business Partner ID: 000355 County: Wayne Permit Type: Driveway  
 Paper Application No: Municipality: DAMASCUS TOWNSHIP Permit Sub type: High Volume (3,001 ADT and higher)  
 Permit Use: Lodging  
 Permit Sub Use: Hotels, Motels and Other Lodging

**Permanent Records**

Suppl Application	Suppl Cycle	Document Type	Document Description	Attached By	Date Attached	Document Name	Document size(MB)
No records found.							

**Attachments** ADD

Cycle	Document Type	Document Description	Attached By	Date Attached	Document Name	Document Size(MB)	
1	Documents/Forms		James Lampkin/PennDOT BP-002984	12/19/2012 12:00:00 AM	950AA (LOCATION #10).pdf	0.18 MB	Delete
1	Documents/Forms		James Lampkin/PennDOT BP-002984	12/14/2012 12:00:00 AM	950A (LOCATION #10).pdf	0.29 MB	Delete
1	Site Plans		James Lampkin/PennDOT BP-002984	12/14/2012 12:00:00 AM	2012-12-11 - Lackawanna HOP Plans - Sealed_Part2 1.pdf	1.21 MB	Delete
1	Documents/Forms		James Lampkin/PennDOT BP-002984	12/14/2012 12:00:00 AM	DEED (LOCATION #10).pdf	4.52 MB	Delete
1	Documents/Forms		James Lampkin/PennDOT BP-002984	12/14/2012 12:00:00 AM	950AA (LOCATION #10) NOT SIGNED.pdf	0.41 MB	Delete
1	Documents/Forms		James Lampkin/PennDOT BP-002984	12/14/2012 12:00:00 AM	950A (LOCATION #10).pdf	0.29 MB	Delete
1	Traffic Signal Plans & Documents		James Lampkin/PennDOT BP-002984	12/14/2012 12:00:00 AM	2012-12-11 - Lackawanna HOP Plans - Sealed_Part2 2.pdf	0.20 MB	Delete

**PATA Documents** ADD

Records 1 to 2 of 2 Page 1 of 1 Records Per Page: 5

Document Name	Document Description	Attached By	Date Attached
PATA 10a - SHORT-TERM STATIONARY	TWO-LANE, TWO-WAY ROADWAY - FLAGGING	Andy Applette04/PennDOT BP-000355	08/26/2013 01:20:52 PM
PATA 10AFAD-3 - SHORT-TERM STATIONARY	TWO-LANE, TWO-WAY ROADWAY - A RED/YELLOW AFAD AT BOTH ENDS, SINGLE FLAGGED CENTRALLY LOCATED	Andy Applette04/PennDOT BP-	08/26/2013 01:20:52 PM

The Permanent Records section is an organizational tool.

At this point, no documents are ever purged from EPS. However, some documents, such as permit and supplement records are automatically added to the Permanent Records section. Additionally, PennDOT EPS users have the ability to copy a document from the Attachments section to the Permanent Records section.

This is simply an easy way for PennDOT and the Application Team to view the most important documents associated with the application/permit.

## Reference Material and Forms

**SYSTEM TEST**  
pennsylvania DEPARTMENT OF TRANSPORTATION  
EPS ePERMITTING SYSTEM

Application Work Queue  
Back Notes Print Help

### APPLICATION INFORMATION

Application: 3451 Cycle: 1 Received

<b>Applicant/Owner:</b> Blue Grass Engineering <b>Address Line 1:</b> 555 Walnut Street <b>Address Line 2:</b> <b>City:</b> Harrisburg <b>State:</b> PA <b>Postal Code:</b> 17108	<b>Paper Application Number:</b> BP ID: 000002 <b>Phone Number:</b> (717) 999-4444 Ext. <b>Fax Number:</b> (717) 705-4101 <b>Email Address:</b> c-jbricker@pa.gov <b>Created By:</b> Albert Applicant/PennDOT BP-000002
--	--

**Application Details Information**

<b>District:</b> 02 <b>County:</b> Elk <b>Municipality:</b> MILLSTONE	<b>Permit Group:</b> HOP <b>Permit Type:</b> Driveway <b>Permit Sub Type:</b> Local Road <b>Permit Use:</b> Institutional <b>Permit Sub Use:</b> Other Institutional Facility
---	---

<b>Application Setup</b> <ul style="list-style-type: none"><li>• Applicant Team</li><li>• Attachments</li><li>• Work Summary and Locations</li><li>• Application Identification</li><li>• Fee Information</li><li>• <b>Reference Material and Forms</b></li></ul>	<b>Internal</b> <ul style="list-style-type: none"><li>• Checklist Information</li><li>• Reference Information</li><li>• Application Notes</li></ul>	<b>Workflow</b> <ul style="list-style-type: none"><li>• Review Team</li></ul>	<b>Permit</b> <ul style="list-style-type: none"><li>• Permit Information</li></ul>
---	---	---	--

You are currently logged in as District Receiver. If this is incorrect, please login. Your session will timeout in 29 minutes.

Release: 2.2  
Session size: 0.1k  
PennDOT | Home | Help | Pennsylvania  
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PennDOT Privacy Policy  
Tue Aug 07 08:44:50 EDT 2012  
Official ePermit Date/Time

Select publications and forms from a convenient list.

Click the **Reference Material and Forms** link in the **Application Setup** section of the **Application Information** screen.

The Reference Material and Forms screen contains links to all reference documents and forms for user convenience.

## Reference Material and Forms

The screenshot shows the 'REFERENCE MATERIAL AND FORMS' page in the Pennsylvania ePERMITTING SYSTEM. The page is organized into three main sections:

- Highway Occupancy Forms:** This section contains a list of 30 forms, including M-945H Acknowledgment - Reimbursement Obligation for Application Review (Utility), M-950H Acknowledgment Reimbursement Obligation for Application Review (Driveway), M-945I - Indemnification Agreement (Utility), M-945K Highway Restoration and Maintenance Bond (Utility), M-945L - Irrevocable Letter of Credit (Utility), M-945R - Resolution, M-945RC Document Recording Copy, M-945U - Acknowledgement of Additional Restoration Obligation (Utility), M-945XB - Blanket Verification of Insurance (Utility), M-945Y - Notice of Dispute, M-946 - Access Covenant (Driveway), M-947 - Drainage Release (Driveway), M-948 - Assignment of Permit or License, M-949A Utility Sketch - Single Pole Plan (Utility), M-949B Utility Sketch - Multi Pole Plan (Utility), M-949C Utility Sketch - Surface Opening Plan (Utility), M-950AA - Applicant's Authorization for Agent to Apply for HOP, M-950D1 - Deed Fee Simple (No Monetary Consideration), M-950D2 - Deed of Easement (No Monetary Consideration), M-950IA Indemnification Agreement (Driveway), M-950IC Declaration of Covenant (Use with M-945I & M-950IA, ID and IDW), M-950ID Indemnification Drainage (Driveway), M-950IDW Indemnification - Design Waiver (Driveway), M-950K - Obligation Bond (Driveway), M-950K1 - Blanket Obligation Bond (Driveway), M-950L - Irrevocable Letter of Credit (Driveway), M-950MPC - Land Use Questionnaire (Driveway), M-950RFO Release of Fee Owner (Driveway), M-950RT Release of Tenant (Driveway), M-950R1 Access Approval Procedure Worksheet and Sample Letter (Driveway), and M-950S - Measuring Driveway Sight Distances (Driveway).
- Highway Occupancy Regulations and Publications:** This section includes Policies and Procedures for Transportation Impact Studies, Drainage Impact Report Guidelines, Publication 282 Highway Occupancy Permit Guidelines, Minimum Use Driveway Design for Unconventional Well Sites, HOP Storm Water Facility Guidebook, Publication 213 - Temporary Traffic Control Guidelines, Chapter 441 - Access to and Occupancy of Highways by Driveways and Local Roads, and Chapter 459 - Occupancy of Highways by Utilities.
- Checklists:** This section lists HOP Driveway Application Submission Checklist and HOP Utility Application Submission Checklist.

A blue bracket highlights the 'Highway Occupancy Forms' section, indicating that these forms are the focus of the subsequent text.

### Select forms from a convenient list.

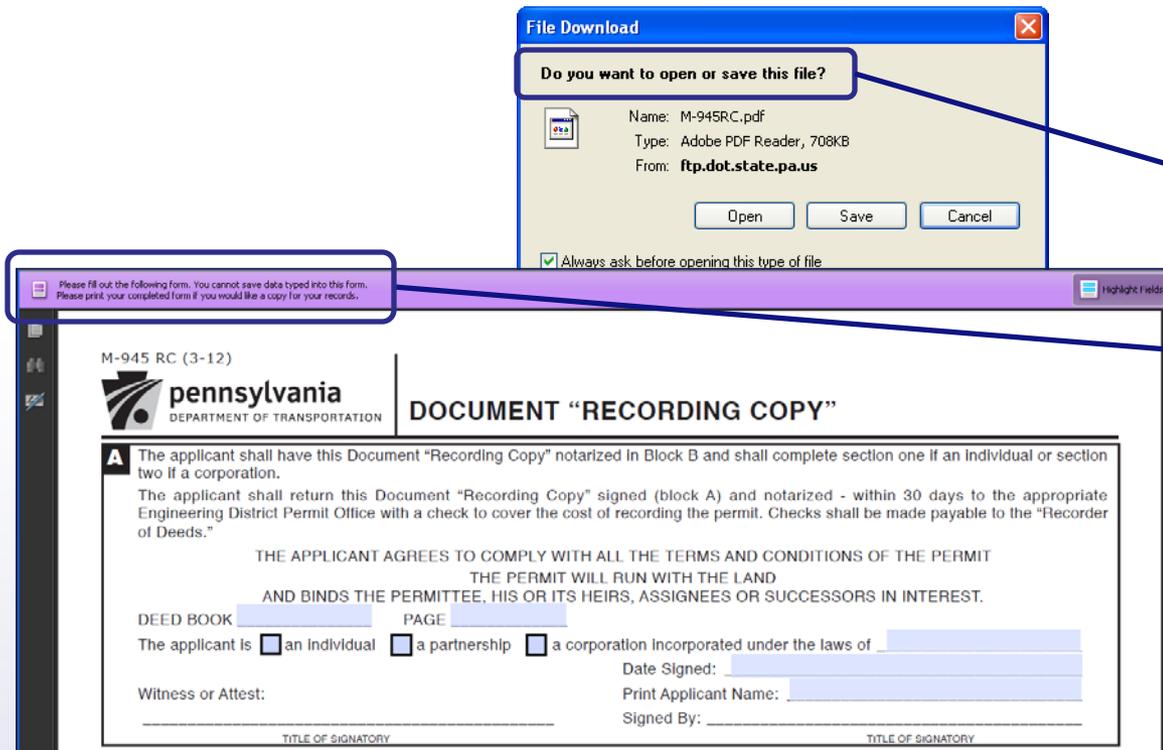
The Reference Material and Forms screen lists all reference documents and forms for user convenience.

Each listing is a link that is used to open and save a document.

If a form is already **writable**, it can be completed, saved and attached to the application.

If the form is **not writable**, it can be printed, completed, scanned, and attached.

## Reference Material and Forms



**Standard download prompts guide you through the process.**

A series of prompts display, depending on the document type being opened.

If a document is not enterable, Adobe displays instructions to explain what you should do next.

For this example, you need to fill it out, print it, get signatures, have it notarized, scan for your records, and return it to PennDOT.

## Lesson 7

### Submitting an Application

Submitting applications you prepare

Withdrawing applications

## Application Checklist

An application is ready to submit after:

- Applicant Information is entered;
- Coapplicants and Engineering Firms are entered (if needed);
- Application Identification information is entered;
- Work Summaries and Locations are entered;
- Fee Information is entered;
- Application Attachments are uploaded.

# Submitting an Application

7

## Application Information Screen

**Application**  
Back Submit Withdraw Print Help

The information was successfully saved. (0005)

### APPLICATION INFORMATION

Application: 15023 Cycle: 1 Draft

Applicant/Owner: Applette Inc.  
Address Line 1: District 1.0  
Address Line 2:  
City: District 1.0  
State: PA  
Postal Code: 17110

Paper Application Number:  
BP ID: 000031  
Phone Number: (717) 123-4567 Ext:  
Fax Number:  
Email Address: mmorningst@pa.gov  
Created By: Andy Applette/PennDOT BP-000031

**Application Details Information** EDIT

District: 01  
County: Crawford  
Municipality: BEAVER

Permit Group: HOP  
Permit Type: Driveway  
Permit Sub Type: Medium Volume( 1,501 to 3,000 ADT )  
Permit Use: Residential  
Permit Sub Use: Sub-division (Less than 100 Units)

Application Setup	Internal	Workflow	Permit
<ul style="list-style-type: none"><li>Applicant Team</li><li>Attachments</li><li>Work Summary and Locations</li><li>Application Identification</li><li>Fee Information</li><li><b>Application Summary</b></li></ul>	<ul style="list-style-type: none"><li>Checklist Information</li><li>Reference Information</li></ul>	<ul style="list-style-type: none"><li>Review Team</li><li>Response Letter</li></ul>	<ul style="list-style-type: none"><li>Permit Information</li><li>Permit</li></ul>

You are currently logged in as Andy Applette. If this is incorrect, please [login](#). Your session will timeout in 29 minutes.

Release: 2.0  
Session size: 0.1k  
PennDOT | Home | Help | Pennsylvania  
Copyright © 2011 Pennsylvania Department of Transportation. All Rights Reserved.  
PennDOT Privacy Policy  
Wed Jul 18 09:17:19 EDT 2012  
Official ePermit Date/Time

### Review your application with the Application Summary.

A convenient summary display enables you to check the information entered on your application before you submit it to PennDOT.

Review the information carefully before submitting it to avoid unnecessary returns and resubmissions.

The summary can be printed as a single document for your files.

Click **Application Summary** to review all your information.

## Application Summary Screen

**APPLICATION SUMMARY**  
Application: 15023 Cycle: 1 Draft

Applicant/Owner: Applette Inc.  
Address Line 1: District 1.0  
Address Line 2:  
City: District 1.0  
State: PA  
Postal Code: 17110

Paper Application Number:  
BP ID: 000031  
Phone Number: (717) 123-4567 Ext:  
Fax Number:  
Email Address: mmorningst@pa.gov  
Created By: Andy Applette/PennDOT BP-000031

**Application Details Information**

District: 01  
County: Crawford  
Municipality: BEAVER

Permit Group: HOP  
Permit Type: Driveway  
Permit Sub Type: Medium Volume(1,501 to 3,000 ADT)  
Permit Use: Residential  
Permit Sub Use: Sub-division (Less than 100 Units)

**CoApplicant Firm Info**

Firm Name	Applicant Name	Business Partner ID	Email	Phone Number
Carson Inc.	Applette, Andy	000033	jkns@pa.gov	(717) 123-4567
Booker's Inc.	Applette, Andy	000032	mimays@pa.gov	(717) 123-4567

**Engineering Firm Info**

Firm Name	Applicant Name	Business Partner ID	Email	Phone Number
<i>No records found.</i>				

**Applicant Contact Info**

**Work and Location Details**

Work ID: 1  
Work Summary: Add driveway for residential development

County	S.R.
Crawford	0027

**Location Detail**

From	To
0000	0000

**Work Description**

Work Description ID	Work Description Code	Work Description
<i>No records found.</i>		

View all information in a single display.

The Application Summary displays all information entered for an application.

Access it at any time during the process to review all the details.

Click the **Print** button in the toolbar to open the summary as a single document in a new window. You can copy and paste the information into another document, if needed. A printer icon in the new window generates the summary to a selected printer or PDF file.

# Submitting an Application

7

## Submit Options

The screenshot displays the Pennsylvania ePERMITTING SYSTEM interface. At the top, the navigation bar includes the Pennsylvania Department of Transportation logo, the 'EPS' logo, and the text 'ePERMITTING SYSTEM'. A user is logged in as 'ANDY APPLLETTE'. The main content area is titled 'APPLICATION INFORMATION' and shows details for application 15023. A blue box highlights the 'Submit' button in the toolbar. The application details include:

- Applicant/Owner: Applette Inc.
- Address Line 1: District 1.0
- Address Line 2: District 1.0
- City: District 1.0
- State: PA
- Postal Code: 17110
- Paper Application Number: BP ID: 000031
- Phone Number: (717) 123-4567 Ext:
- Fax Number:
- Email Address: mms@dot.pa.gov
- Created By: Andy Applette/PennDOT/EP-000031

Below this, the 'Application Details Information' section shows:

- District: 01
- County: Crawford
- Municipality: BEAVER
- Permit Group: HOP
- Permit Type: Driveway
- Permit Sub Type: Medium Volume( 1,501 to 3,000 ADT )
- Permit Use: Residential
- Permit Sub Use: Sub-division (Less than 100 Units)

The bottom section is divided into four tabs: 'Application Setup', 'Internal', 'Workflow', and 'Permit'. The 'Application Setup' tab is active, showing a list of links: Applicant Team, Attachments, Work Summary and Locations, Application Identification, Fee Information, and Application Summary. The 'Internal' tab shows Checklist Information and Reference Information. The 'Workflow' tab shows Review Team and Response Letter. The 'Permit' tab shows Permit Information and Permit.

At the bottom of the page, there is a session status message: 'You are currently logged in as Andy Applette. If this is incorrect, please [login](#). Your session will timeout in 29 minutes.' The footer includes release information (Release: 2.0, Session size: 0.1k), copyright notice (Copyright © 2011 Pennsylvania Department of Transportation), and the PennDOT Privacy Policy link. The date and time are shown as 'Wed Jul 19 14:36:15 EDT 2012'.

## Submit your prepared application to PennDOT.

After you have entered the required fields, the **Submit** button appears in the toolbar of the Application Information screen.

Click **Submit** to submit the application to PennDOT for review. When you submit an application, the status changes from “Draft” to “Submitted.”

After the application is submitted, you can view the information, but you cannot make changes. If PennDOT “returns” an application to you for more information, it moves back to “Draft” status and starts a new cycle.

## Submission Authorization Confirmation

**Submission Authorization Confirmation**

The applicant is :

- An individual
- A corporation
- A partnership
- A limited liability corporation
- A governmental organization.

By clicking "I Agree", I hereby submit the equivalent of my signature -

1) Verifying that I am authorized to make this application as an individual owner of the property or as a legally authorized representative of the owner of the property;

2) Certifying that the information and documentation in this application or required by the Department is accurate, under penalty of perjury pursuant to 18 Pa. C.S. § 4904. (relating to the misdemeanor offense of unsworn falsification to authorities); and

3) Indicating my acceptance of all conditions, restrictions and regulation prescribed by the Department (see in particular 67 Pa. Code, Chapters 212, 441 and 459) and on the issued permit, form M-945P and the attachments thereto.

Your electronic agreement completes the submission process.

After you click **Submit**, the **Submission Authorization Confirmation** window appears.

Click one of the buttons to indicate the type of Applicant.

To complete the submission process, click **I AGREE**.

To exit the window and keep the application in “Draft” status without submitting it, click **I DISAGREE**. You can continue to edit the document until it is submitted.

## Withdrawing an Application

**Application**  
Back Submit **Withdraw** Logout Help

**APPLICATION INFORMATION**  
Application: 15023 Cycle: 1 Draft

Applicant/Owner: Applette Inc. Paper Application Number: 000031  
Address Line 1: District 1.0 BP ID: 000031  
Address Line 2: Phone Number: (717) 123-4567 Ext: [EDIT]  
City: District 1.0 Fax Number:  
State: PA Email Address: mmorningst@pa.gov  
Postal Code: 17110 Created By: Andy Applette/PennDOT BP-000031

**Application Details Information** [EDIT]

District: 01 Permit Group: HOP  
County: Crawford Permit Type: Driveway  
Municipality: BEAVER Permit Sub Type: Medium Volume( 1,501 to 3,000 ADT )  
Permit Use: Residential  
Permit Sub Use: Sub-division (Less than 100 Units)

Application Setup	Internal	Workflow	Permit
<ul style="list-style-type: none"><li>Applicant Team</li><li>Attachments</li><li>Work Summary and Locations</li><li>Application Identification</li><li>Fee Information</li><li>Application Summary</li></ul>	<ul style="list-style-type: none"><li>Checklist Information</li><li>Reference Information</li></ul>	<ul style="list-style-type: none"><li>Review Team</li><li>Response Letter</li></ul>	<ul style="list-style-type: none"><li>Permit Information</li><li>Permit</li></ul>

You are currently logged in as **Andy Applette**. If this is incorrect, please [login](#). Your session will timeout in 29 minutes.

Release: 2.0 PennDOT | Home | Help | Pennsylvania  
Session size: 0.1k Copyright © 2011 Pennsylvania Department of Transportation. All Rights Reserved. Wed Jul 18 14:36:15 EDT 2012  
[PennDOT Privacy Policy](#) Official ePermit Date/Time

**Withdraw an application if work is cancelled.**

After an application is submitted, the Applicant or agent can use the withdraw option.

Click **Withdraw** to cancel the submission.

**Important Note:** If you withdraw an application, it cannot be edited or resubmitted. Use the **Withdraw** option only if you are certain the application is not needed.

## Lesson 8

### Email Notifications

Automatic notifications are sent to members of the Applicant Team and Review Team when needed.

Status changes trigger email notifications.

## **Automated Email Notifications keep work on track.**

To expedite application processing, ePermitting generates emails to the email addresses associated with each user login.

- The Applicant Team receives email notifications when an application starts the review process, when a response is posted, when issued permits are available and when inactive applications are due for withdrawal.
- Emails notify the Review Team when an application is assigned and when a response is posted.
- Reminders notify the Review Team when activities are overdue.

# Email Notifications

8

Email Type	Recipients	Purpose
Application Submitted	Receiver	Every business day, ePermitting generates an email to all Receivers listing all “Submitted” applications available for their review.
Application Received	Applicant Coapplicant Engineering Firms	The Applicant Team is notified when a submitted application is received. The application status changes from “Submitted” to “Received.”
Review Team Assigned	Reviewers Approvers	Every business day, ePermitting generates an email to all members of the Review Team listing applications that have been assigned to them.
24-Hour Reminder	Receivers Reviewers Responders Approvers	If no activity has been recorded on an application under review within 24 hours, ePermitting generates a reminder email.
Response	Applicant Team Review Team	When a response is posted, an email is generated to all members of the Applicant Team and all assigned Reviewers and Approvers. The response to the Applicant Team includes a link to the Cover Letter and Response letter.
Reviewers Complete	Responder	Every business day, ePermitting generates an email to all Responders listing all “Under Review” applications available for their response.
Permit Issued	Applicant Team	After an approved permit or conditional permit has been issued, the Applicant Team is notified by email.
Withdrawal Reminders	Applicant Team	Returned applications are withdrawn automatically after 180 days. Reminders to resubmit are sent at 30-, 60-, 90- and 150-day intervals.

## Sample Email Notification

To: [Applicant email address]  
CC: [Co-Applicants email addresses]; [Engineering Firms email addresses]; [Predetermined email addresses]  
BCC: [Responder's email address]  
Subject: [Subject Line]  
RE: Application: [Application ID]  
Applicant: [Applicant Name]  
Permit: [Permit ID]

[Email Text]

Click on the following link, or paste it in your web browser to access ePermitting:

[ePermitting Link Text]

---

PennDOT ePermitting – PLEASE DO NOT REPLY TO THIS EMAIL

### Email keeps ePermitting users informed.

ePermitting automatically generates emails when an action is performed.

This sample shows a response email sent to an Applicant after a response is posted.

Clicking the link moves directly to the ePermitting Login page so the Applicant can login and view the response letter.

## Lesson 9

### Managing Applications

Locating applications with the Quick Search and Advanced Search

Tracking application status

Understanding the application review process

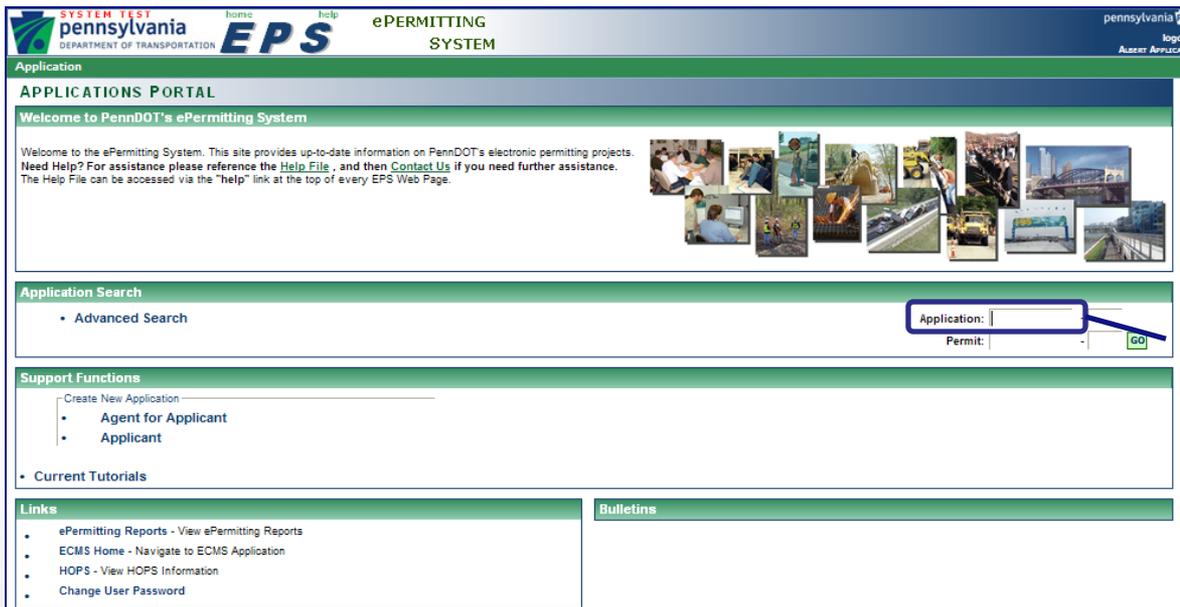
Resubmitting a corrected application

## Applications Portal

Use the Portal to locate applications quickly to:

- Return to a “Draft” application for editing.
- View the status of an application that is “Submitted” or “Under Review.”
- Identify the Review Team and find contact information.
- Track multiple in-process applications.
- Open an application to view and print an issued permit or other important documents.

## Quick Application Search



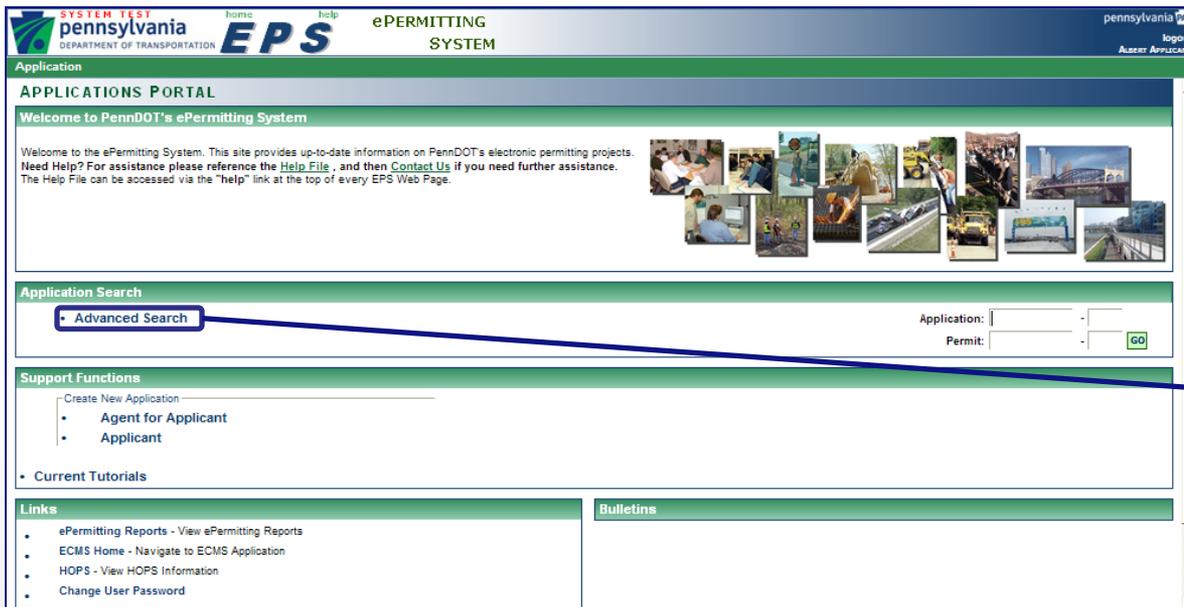
### Locate any application by number.

When you login to ePermitting, the Applications Portal screen appears.

To open an application quickly, type its application number into the first box of the **Application** field.

Click **GO** to move directly to its Application Information screen.

## Advanced Search



Find one or more applications quickly with a flexible search.

The Advanced Search lets you find applications using virtually any combination of information.

From the Applications Portal screen, click **Advanced Search** to begin the search process.

## Search Type

The screenshot shows the 'APPLICATION SEARCH' interface. At the top, there is a navigation bar with 'SYSTEM TEST', 'pennsylvania DEPARTMENT OF TRANSPORTATION', 'EPS', 'ePERMITTING SYSTEM', and 'pennsylvania DEPARTMENT OF TRANSPORTATION'. Below this is a search bar with 'APPLICATION SEARCH' and a 'Request Type' dropdown menu set to 'Permit Application'. The 'Search Criteria' section includes fields for Applicant/Owner, Engineering Firm, Created By, Reviewer User ID, Business Partner ID, Supplement Application, Status, Permit Type, Permit Sub Type, Permit Use, Permit Sub Use, Application, Permit, Billing Account Num, District, County, Municipality, State Route, Segment, and Date. A red box highlights the 'Request Type' dropdown, and a red arrow points from it towards the text on the right.

Search for permit applications or supplement applications.

The Advanced Search lets you find both permit applications and supplement applications.

To search for a permit application, select **Permit Application** as the Request Type.

Selecting Permit Application versus Supplement Application will change the Search Criteria options, as appropriate.

## Application Search Screen

### Define your search.

The Advanced Search lets you find applications using information entered in one or more fields.

Click any of the selection boxes to find specific data.

For text fields, type any combination of characters. Type an asterisk (\*) before and after as a "wild card."

You must complete at least one field.

Click **Search** to locate the applications.

Click **Clear** to clear the fields and make new search selections.

## Application Search Results Screen

Applicant/Owner	Application	County	SR	Segments	Status	Permit Sub Type	Submit	Response	Issue	Expire	Permit	Permit Type	District	Eng Firm	Cycle	Created By
Elis Inc.	21	Dauphin	422	1 - 2	Building Response	Low Volume	01/19/2012					Driveway	08	Ingle's Inc.	1	All G Roles
Garrett Inc.	43	Dauphin	230	100 - 110	Submitted	Minimum Use	01/24/2012					Driveway	08		1	Andy Applette
Garrett Inc.	44	Dauphin	-	-	Draft	Minimum Use						Driveway	08		1	Andy Applette
Garrett Inc.	46	Dauphin	-	-	Draft	Minimum Use						Driveway	08		1	Andy Applette
Garrett Inc.	49	Dauphin	312	80 - 90	Submitted	Minimum Use	01/26/2012					Driveway	08	Applette Barry	1	Andy Applette
Garrett Inc.	50	Dauphin	-	-	Draft	Subsurface						Utility	08		1	Andy Applette

View your applications.

The Application Search Results screen lists all the applications included in your search.

Click any column heading to sort the list by that column. Click the heading a second time to sort the column in reverse order.

To open an application, click its **Application Number**.

To start a new search, click **Refine Search** in the toolbar.

## Application Status Codes

Changes in status move the application to the next step and generate emails. All status changes are time-stamped for tracking purposes.

- **Draft:** The application is created but not submitted.
- **Submitted:** The application is submitted.
- **Received:** PennDOT has received the application.
- **Under Review:** An assigned Review Team is reviewing the application.
- **Building Response:** The review is complete and response is pending.
- **Permit Issued or Permit Denied:** The response is issued.
- **Returned for More Information:** The application is returned to the Applicant and must be resubmitted (in a new cycle).

## Viewing Application Status

The screenshot displays the 'ePERMITTING SYSTEM' interface for application 15023. The status is 'Under Review'. The interface is divided into several sections:

- APPLICATION INFORMATION:** Applicant/Owner: Applette Inc., Address Line 1: District 1.0, Address Line 2: District 1.0, City: District 1.0, State: PA, Postal Code: 17110. Paper Application Number: 000031, BP ID: 000031, Phone Number: (717) 123-4567 Ext: [blank], Fax Number: [blank], Email Address: mmorningst@pa.gov, Created By: Andy Applette/PennDOT BP-000031.
- Application Details Information:** District: 01, County: Crawford, Municipality: BEAVER. Permit Group: HOP, Permit Type: Driveway, Permit Sub Type: Medium Volume (1,501 to 3,000 ADT), Permit Use: Residential, Permit Sub Use: Sub-division (Less than 100 Units).
- Application Setup:** A table with four columns: Application Setup, Internal, Workflow, and Permit. The 'Workflow' column contains a link for 'Review Team' which is highlighted with a blue box and a blue arrow pointing to the right.

At the bottom, it shows the user is logged in as Andy Applette, session will timeout in 29 minutes, and the date is Thu Jul 19 07:48:27 EDT 2012.

**Review Team activity is available for viewing.**

When an application is in-process, all users can see its progress through the workflow.

On the Application Information screen, click **Review Team** to view the reviewers assigned to the application and the current review status.

## Review Team Screen

**REVIEW TEAM**  
Application: 15023 Cycle: 1 Under Review

Applicant Name: Applette Inc. District: 01 Permit Group: HOP  
 Business Partner ID: 000031 County: Crawford Permit Type: Driveway  
 Paper Application No: Municipality: BEAVER Permit Sub type: Medium Volume (1,501 to 3,000 ADT)  
 Permit Use: Residential  
 Permit Sub Use: Sub-division (Less than 100 Units)

**Receivers**

Level	Name	Status	Assigned Date	Complete Date	Phone	Email	Consulting Firm
1	Laura Limon	Complete	07/19/2012 07:47:41 AM	07/19/2012 07:49:06 AM	(123) 456-7890	mmorningst@pa.gov	

**County Reviewers**

Level	Name	Status	Assigned Date	Complete Date	Phone	Email	Consulting Firm
1	Billy Barry	Assigned	07/19/2012 07:49:00 AM		(123) 456-7890	mmorningst@pa.gov	

**District Reviewers**  
No records found.

**Central Office Reviewers**  
No records found.

**Federal Reviewers**  
No records found.

**Responders**  
No records found.

**Approvers**

### View Review Team information.

Details for all Review Team activity are listed, including the name of the reviewer, the review status and the date activity was completed.

To see a complete history of the application's progress in a single screen, click the status in the upper right corner.

## Work Flow Events

### Track the application's history.

When you click an application's status, the Work Flow Events screen lists all the activities performed, the person (and role) who performed it, the outcome status and the time performed.

Access the status tracking option any time you need to follow-up on an application.

**Application**  
Application: 15023      Cycle: 1      Under Review

Applicant Name: Applette Inc.      District: 01      Permit Group: HOP  
Business Partner ID: 000031      County: Crawford      Permit Type: Driveway  
Paper Application No:      Municipality: BEAVER      Permit Sub type: Medium Volume (1,501 to 3,000 ADT)  
Permit Use: Residential  
Permit Sub Use: Sub-division (Less than 100 Units)

Event	Reviewer/Responder/Approver	Reviewer/Responder/Approver Type	Status	Event TS
Receiver Complete	Laura Limon	District Receiver	Complete	07/19/2012 07:49:02 AM
Assignment Made - Reviewer	Laura Limon	District Receiver	Complete	07/19/2012 07:48:56 AM
Reviewer Assigned	Billy Barry	County Level 1 Reviewer	Assigned	07/19/2012 07:48:56 AM
Receiver Processing Application	Laura Limon	District Receiver	Complete	07/19/2012 07:47:36 AM

You are currently logged in as **Andy Applette**. If this is incorrect, please [login](#). Your session will timeout in 29 minutes.

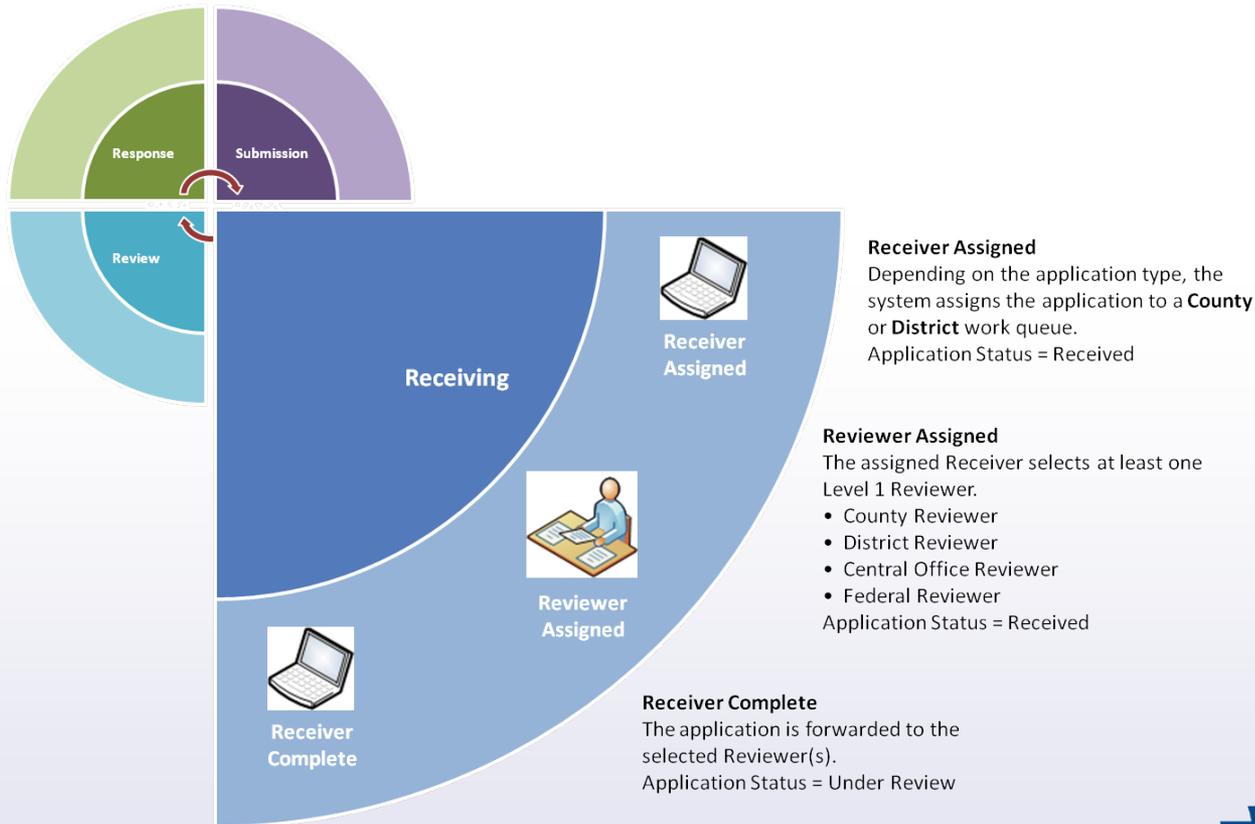
Release: 2.0      Session size: 0.1k      PennDOT | Home | Help | Pennsylvania      Copyright © 2011 Pennsylvania Department of Transportation. All Rights Reserved.      Thu Jul 19 07:55:04 EDT 2012  
[PennDOT Privacy Policy](#)      Official ePermit Date/Time

## Understanding the Review Process

ePermitting moves applications through the workflow automatically:

- Receivers are notified by email when an application is submitted.
- After verifying the information, Receivers assign an appropriate Level 1 Reviewer for County, District, Central Office of FHWA review.
- Level 1 Reviewers are notified by email about an assignment. They review the application and assign additional Reviewers as needed.
- When a review is completed, the application is forwarded to an appropriate Responder.

## Application Cycle: Receiving Process



## Application Cycle: Review Process

### Review Complete

After adding comments and/or conditions, Reviewers mark their review as Complete. After all Reviewers have completed their reviews, the application is forwarded to the Responder.

Application Status = Pending Response

### Review Team – Levels 2, 3, 4 and 5

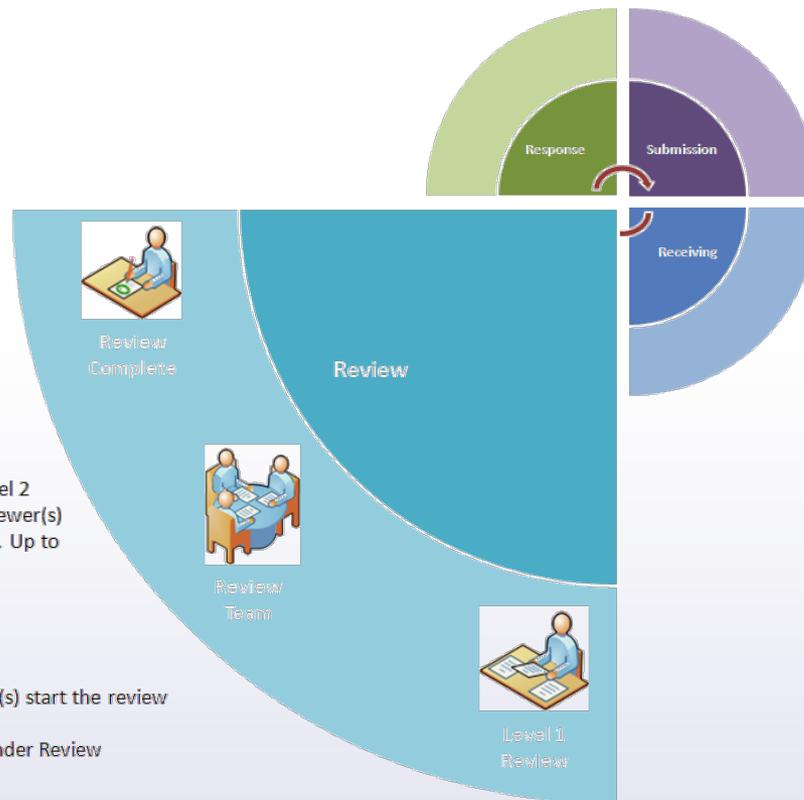
Each Level 1 Reviewer(s) may assign Level 2 Reviewers as needed. Each Level 2 Reviewer(s) may assign Level 3 Reviewers as needed. Up to five levels of review are available.

Application Status = Under Review

### Level 1 Review

The assigned Reviewer(s) start the review process.

Application Status = Under Review



## Understanding the Response Process

The Responder, and optional Approvers, are notified when a review is complete. They consolidate all comments and conditions and post a response to the Applicant Team, after the response is approved by an Authorizer.

- **Permit Issued:** The application is approved. The Response Letter and Permit can be printed and all review details and comments can be viewed online.
- **Return for More Information:** The application is returned. The Applicant can open the application, add information and resubmit it in “Cycle 2.”
- **Permit Denied:** The permit cannot be issued.

## Application Cycle: Response Process

### Response Issued

After the Responder (and Approvers) have marked their response Complete, the Applicant Team is notified by email that the Response has been issued.

If the permit is approved, the cycle is complete.

If the permit is not approved, the application can be resubmitted and a new cycle begins.

Application Status = Permit Issued /  
Permit Denied /  
Return for Additional Information

### Approvers – Levels 1 and 2

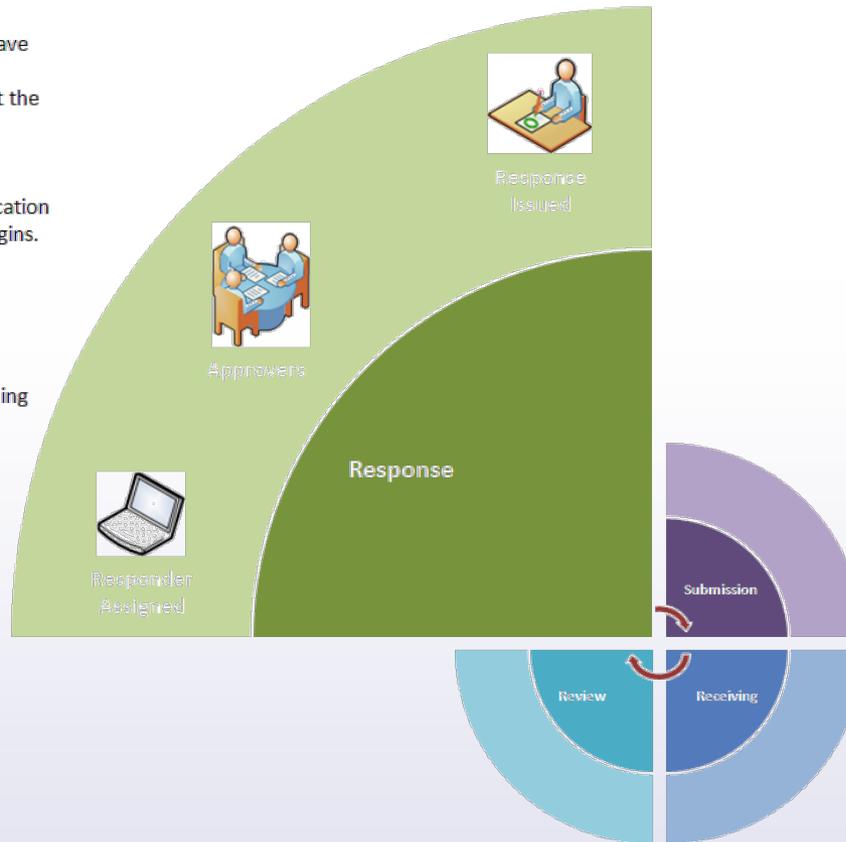
The Responder has the option of assigning additional Approvers.

Application Status = Building Response

### Responder Assigned

After the review is complete, the application moves to the Responder Work Queue so a Responder can select it and begin the response.

Application Status = Building Response



## Sample Response Letter

PENNDOT Engineering District [District]-0  
[Response-Letter-Date]

Application No. [Application ID] County: [County-Name]  
Status: [Application Status] SR: [State-Road] Segment: [Segment] Offset: [Offset]  
RE: [Response-Letter-Type] Permit: [Permit-ID]  
[Applicant-Name]  
[Applicant-Address-Line-1]  
[Applicant-Address-Line-2]  
[Applicant-City] [Applicant-State] [Applicant-Zip-Code]  
Dear Applicant:  
[Response-Letter-Text]  
If you have any questions regarding this matter, you may contact [District-Permit-Manager-Name], District Permit Manager, at [District-Permit-Manager-Phone-Number]

Sincerely,  
[District-Executive-Name]  
District Executive

---

PENNDOT Engineering District [District]-0  
Review Comments for Application No. [Application ID]  
[Response-Letter-Date]

[Section-Name]	
[Seq #]	[Review Comment]
[Seq #]	[Review Comment]
[Section-Name]	
[Seq #]	[Review Comment]
[Seq #]	[Review Comment]

### Automatic generation of response.

ePermitting automatically creates a response letter after a response is posted.

This sample shows the information included on a response letter after an application is complete.

### Permit Issued

If a permit is issued, a PDF copy is available for viewing and printing.

### Returned for Revisions

If more information is required, the application will be moved to the next cycle in "Draft" status. Complete or correct the information and resubmit it.

## Returned Applications

The screenshot shows the Pennsylvania ePermitting System interface. At the top, there are navigation links for 'home', 'help', and 'logout ANDY APPLLETTE'. The main header reads 'pennsylvania DEPARTMENT OF TRANSPORTATION EPS ePERMITTING SYSTEM'. Below the header, there is a navigation bar with 'Back', 'Update For Resubmit', 'Print', and 'Help' buttons. The main content area is titled 'APPLICATION INFORMATION' and shows 'Application: 15023' with a 'Cycle: 1' dropdown menu. A red box highlights the 'Returned For Revisions' status. The application details include Applicant/Owner (Applette Inc.), Address Line 1 (District 1.0), Address Line 2, City (District 1.0), State (PA), and Postal Code (17110). Paper Application Number is 000031, BP ID is 000031, Phone Number is (717) 123-4567 Ext., Fax Number, Email Address is mmorningst@pa.gov, and Created By is Andy Applette/PennDOT BP-000031. The 'Application Details Information' section shows District: 01, County: Crawford, Municipality: BEAVER, Permit Group: HOP, Permit Type: Driveway, Permit Sub Type: Medium Volume(1,501 to 3,000 ADT.), and Permit Use: Residential. The 'Application Setup' section is divided into four tabs: Application Setup (Applicant Team, Attachments, Work Summary and Locations, Application Identification, Fee Information, Application Summary), Internal (Checklist Information, Reference Information), Workflow (Review Team, Response Letter), and Permit (Permit Information). At the bottom, there is a login status message: 'You are currently logged in as Andy Applette. If this is incorrect, please login. Your session will timeout in 29 minutes.' The footer contains release information (Release: 2.0, Session size: 0.1k), copyright notice (Copyright © 2011 Pennsylvania Department of Transportation. All Rights Reserved. PennDOT Privacy Policy), and date/time (Thu Jul 19 08:05:13 EDT 2012, Official ePermit Date/Time).

Applications can be resubmitted with additional information.

If PennDOT requires more information before issuing a permit, the application will be “Returned for Revisions.” You will be notified by email.

Open the application and click **Update for Resubmit**.

## Resubmitting Applications

**Application Information**

Application: 15023 Cycle: 2 Draft

Applicant/Owner: Applette Inc.  
Address Line 1: District 1.0  
Address Line 2:  
City: District 1.0  
State: PA  
Postal Code: 17110

Paper Application Number:  
BP ID: 000031  
Phone Number: (717) 123-4567 Ext:  
Fax Number:  
Email Address: mmorningst@pa.gov  
Created By: Andy Applette\PennDOT BP-000031

**Application Details Information**

District: 01 Permit Group: HOP  
County: Crawford Permit Type: Driveway  
Municipality: BEAVER Permit Sub Type: Medium Volume( 1,501 to 3,000 ADT )  
Permit Use: Residential  
Permit Sub Use: Sub-division (Less than 100 Units)

Application Setup	Internal	Workflow	Permit
<ul style="list-style-type: none"><li>• Applicant Team</li><li>• Attachments</li><li>• Work Summary and Locations</li><li>• Application Identification</li><li>• Fee Information</li><li>• Application Summary</li></ul>	<ul style="list-style-type: none"><li>• Checklist Information</li><li>• Reference Information</li></ul>	<ul style="list-style-type: none"><li>• Review Team</li><li>• Response Letter</li></ul>	<ul style="list-style-type: none"><li>• Permit Information</li><li>• Permit</li></ul>

You are currently logged in as Andy Applette. If this is incorrect, please [login](#). Your session will timeout in 28 minutes.

Release: 2.0  
Session size: 0.1k

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[PennDOT Privacy Policy](#)

Thu Jul 19 08:05:29 EDT 2012  
Official ePermit Date/Time

### Cycles keep track of resubmitted applications.

When you update a returned application for resubmission, it moves to the next “cycle.”

Add or modify the information as requested by the PennDOT Review Team.

Click **Submit** to resubmit the application for review.

Click **Withdraw** if you no longer require the permit.

Note that returned applications are automatically withdrawn if not resubmitted after 180 days.

## Lesson 10

### Issued Permits

Viewing and printing an issued permit

Court Recording Notices (Conditional Approval)

## Viewing and Printing Issued Permits

Issued Highway Occupancy Permits are available online.

- When the permit is issued, PennDOT notifies the Applicant Team by email.
- Open the application to view information about the issued permit.
- View and print the permit directly from ePermitting.
- If court recording is required, a conditional permit is issued. The Court Recording Notice is emailed to you for easy completion and submission.

## Viewing Permit Information

**APPLICATION INFORMATION**

Application: 24 Cycle: 1 **Permit Issued**

Applicant/Owner: Applette Inc.  
Address Line 1: District 1.0  
Address Line 2:  
City: District 1.0  
State: PA  
Postal Code: 17110

Paper Application Number:  
BP ID: 000031  
Phone Number: (717) 123-4567 Ext:  
Fax Number:  
Email Address: c-jalawren@pa.gov  
Created By: Andy Applette/PennDOT BP-000034

**Application Details Information**

District: 04  
County: Lackawanna  
Municipality: MOOSIC

Permit Group: HOP  
Permit Type: Utility  
Permit Sub Type: Subsurface  
Permit Use: Miscellaneous

**Application Setup**

- Applicant Team
- Attachments
- Work Summary and Locations
- Application Identification
- Fee Information
- Application Summary

**Internal**

- Checklist Information
- Reference Information

**Workflow**

- Review Team
- Response Letter

**Permit**

- Permit Information
- Permit

You are currently logged in as Andy Applette. If this is incorrect, please [login](#). Your session will timeout in 29 minutes.

Release: 2.0  
Session size: 0.1k

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Thu Jul 19 08:51:48 EDT 2012  
Official ePermit Date/Time

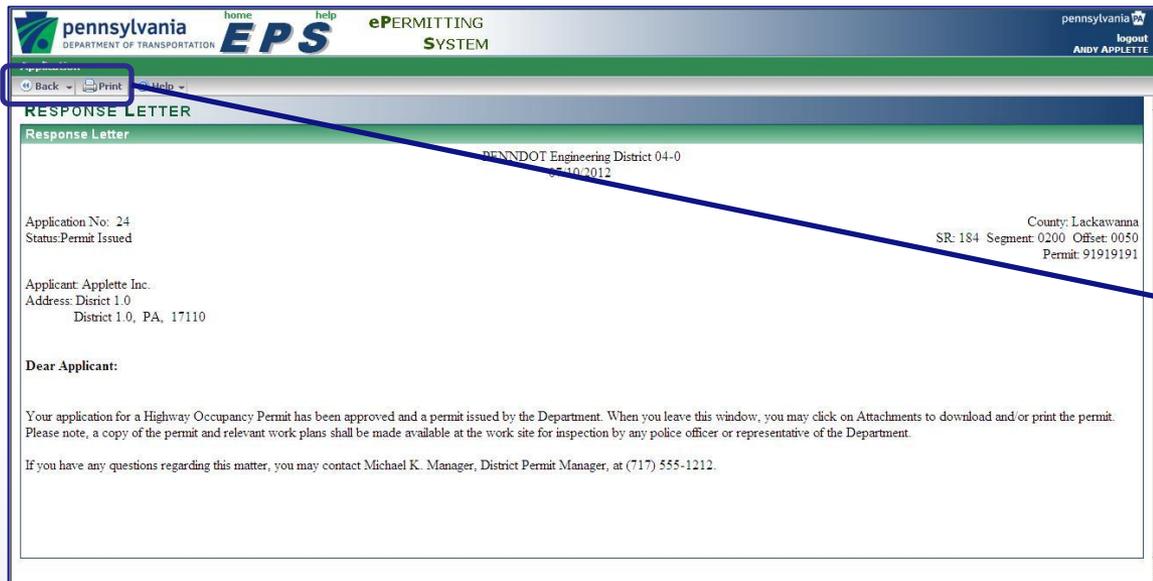
An email notifies the Applicant Team when a permit is issued.

Permit information and a printable version of the permit are available as soon as the permit is issued.

After receiving notification, open the application in ePermitting.

Click any of the links to view **Review Team** comments, the **Response Letter**, **Permit Information** or the printable **Permit**.

## Response Letter Screen



The Response Letter is available for viewing.

Click the **Response Letter** link to view a copy of the letter.

The letter contains important details and contact information.

Click **Print** to print a copy for your records.

Click **Back** to return to the **Application Information** screen.

## Permit Information Screen

**Application**  
Application: 20203 Cycle: 1 Permit Issued

Applicant Name: Amanda Apple	District: 02	Permit Group: HOP
Business Partner ID: B00218	County: Potter	Permit Type: Driveway
Paper Application No:	Municipality: HOMER, KEATING, ULYSSES, AUSTIN	Permit Sub type: Medium Volume (1,501 to 3,000 ADT)
		Permit Use: Lodging
		Permit Sub Use: Hotels, Motels and Other Lodging

**Permit Information**

Permit No: 02022520	Issue Date: 01/07/2013	Received Recording Notice Date:
Supplement Permit No:	Close-Out Date:	Permit Recorded Date:
Supplement Expiration Date:	Expiration Date: 12 Months	Physical Work Completion Date: <input type="text"/>

**Audit Information**

Created By	Created On	Modified By	Modified On
Randy Responder/PennDOT	01/07/2013	Randy Responder/PennDOT	01/07/2013

You are currently logged in as Albert Applicant. If this is incorrect, please [login](#). Your session will timeout in 28 minutes.

Release: 3.0  
Session size: 0.1k

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Thu Jan 31 10:00:09 EST 2013  
Official ePermit Date/Time

View important data and details about the permit.

When PennDOT issues a permit, important information, such as the permit number and the effective dates, are entered in ePermitting.

Click **Permit Information** to view the details.

Click **Back** to return to the **Application Information** screen.

## Printable Permit

The screenshot shows the Pennsylvania ePERMITTING SYSTEM interface. At the top, there are navigation links for 'home', 'help', and 'logout ANDY APPLETTTE'. The main header includes the Pennsylvania Department of Transportation logo and 'EPS SYSTEM'. Below this, the 'Application' screen displays details for 'Application: 24' and 'Cycle: 1', with a 'Permit Issued' status. The application details include Applicant Name (Applette Inc.), Business Partner ID (000031), Paper Application No., District (04), County (Lackawanna), Municipality (MOOSIC), Permit Group (HOP), Permit Type (Utility), Permit Sub type (Subsurface), and Permit Use (Miscellaneous). A blue box highlights the 'Permit' link and the print controls (print icon, page number 1/1, zoom 98.2%, and search field). Below this, the printable permit PDF is shown, titled 'Highway Occupancy Permit' with Permit No. 919191. The PDF includes a table with permit details and a disclaimer at the bottom.

Highway Occupancy Permit		Permit No. 919191
Name and Address of Permittee: Applette Inc. District 1.0		County: Lackawanna Issue Date: 7/10/2012
District 1.0, PA 17110		County Contact Number: (570) 586-2211 Expiration Date: 1/10/2013
		Issuing District Office: 04 Application Number: 24
		District Contact Number: (570) 963-4067 Account Number: 65432324
		Municipalities: MOOSIC Borough Permit Fee: 90.00

Immediately upon completion of the work Permittee shall notify the permit office where application was made. Subject to all the conditions, restrictions, and regulations prescribed by the Pennsylvania Department of Transportation, (see in particular 67 Pa. Code, Chapter 212, 441 and 459 and State Highway Law, 36 P.S. Section 670 - 411, 420 and 421 ) and subject to the plans, special conditions, or restrictions herein set forth or attached hereto. This permit shall be located at the work site and shall be available for inspection by any police officer or Department representative.

The permit is available in PDF format.

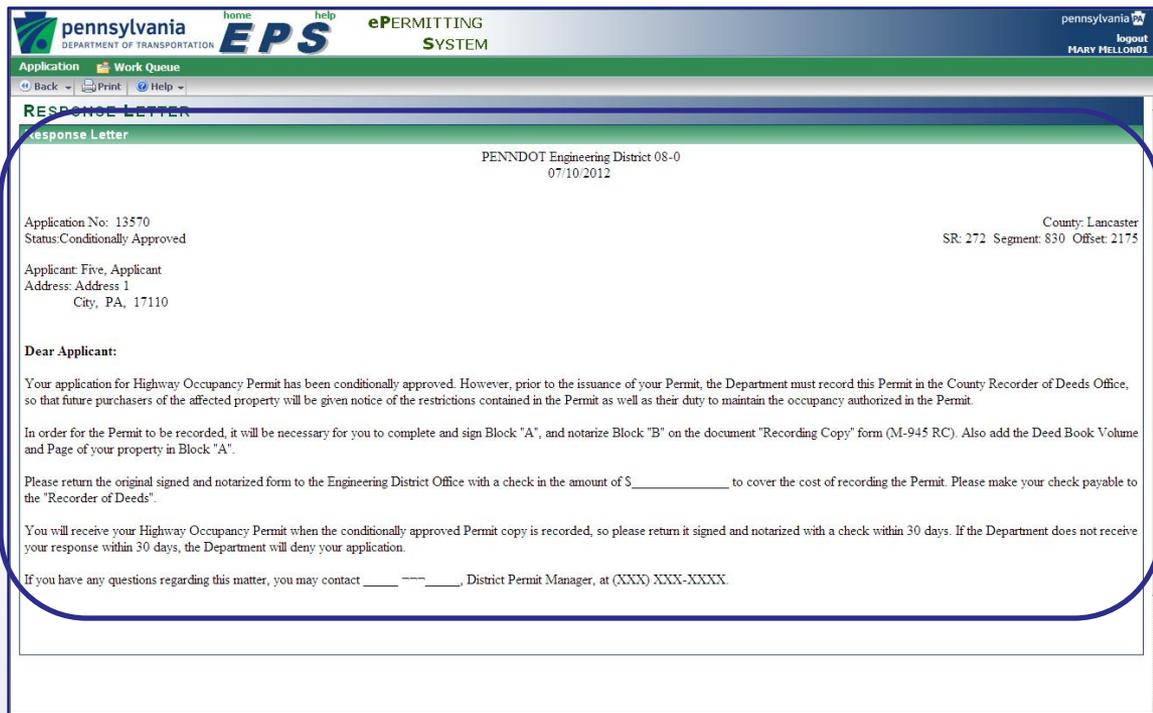
Click the **Permit** link to view the PDF copy of issued permit.

Use the print controls to view the full text of the permit, print the permit or save a copy on your computer.

All the information you need, including permit details, itemized work summaries, and all permit conditions are included on the permit.

Click **Back** to return to the **Application Information** screen.

## Conditional Permit for Court Recording



If court recording is required, PennDOT makes it easy to respond.

If your permit requires court recording, the permit is "Conditionally Approved."

Your notification email contains an attachment with the Recording Copy form you need.

Simply complete the form and submit it with your check to PennDOT.

After court recording is complete, your final permit will be issued and you will be notified by email.

## Lesson 11

### Utility Invoicing

Customer and Billing Accounts

Monthly Invoicing

## Creating Customer Accounts and Billing Accounts

A utility company can establish a master “customer account” with PennDOT Central Office. After the main account is created, multiple “billing accounts” for invoicing to different addresses can be created for invoicing.

- Each customer account or billing account includes basic details such as address and contact information.
- Insurance and security information can be recorded for each customer account.
- After a billing account is established, fees for all issued permits and supplements are invoiced monthly.

## ePermitting generates invoices automatically.

After a billing account has been established:

- The billing account is selected on the **Fee Information** screen of all new permit applications.
- After a permit or supplement is issued, the fee is billed on the first business day of the following month.
- ePermitting's Customer Information Management System (CIMS) records and tracks all billing account and invoicing activity.

## Sample Invoice



**Comptroller Operations**  
AR PENNDOT - NON APPRAS  
P O Box 15758  
Harrisburg, PA 17101

ePermitting Invoice

Windstream Pennsylvania, LLC  
109 Crytzer Rd  
Kittanning, PA 16201

Invoice Summary	
Statement Date	1/1/2012
Account Number	78780422
Invoice Number	7878042220101
Invoice Amount	\$4,012.45

Monthly Billing Statement for Highway Occupancy Permits						Invoice No. 7878042220101
Permit Number	District	County	Municipality(s)	State Route(s)	Date Issued	Permit Fee
001030416	1-0	Crawford	Athens Borough Bloomfield Township	0008 0006	12/04/2011	\$70.00
001030417	1-0	Crawford	Hayfield Township	1003	12/08/2011	\$70.00
001030417	1-0	Crawford	Hayfield Township	1003	12/08/2011	\$70.00
001030417	1-0	Crawford	Hayfield Township	1003	12/08/2011	\$70.00
001030417	1-0	Crawford	Hayfield Township	1003	12/08/2011	\$70.00
001030417	1-0	Crawford	Hayfield Township	1003	12/08/2011	\$70.00

<b>No. of Permits</b>	Make Check payable to: PENNDOT Please include invoice number on Check	<b>Total Fee</b>
6		\$4,012.45

Payment Due Upon Receipt

Please direct any inquiries relating to permits and permit fees to 717-787-3620

**Invoices for all issued permits and supplements assigned to a billing account are generated monthly.**

If you assign a billing account to an application, the fees applied to the application are invoiced when the permit or supplement is issued.

The invoice is emailed as a PDF attachment.

All application fees accrued for the month are included.

A summary section shows the total amount of fees.

Invoices are generated for each billing account.

## Lesson 12

### Emergency Permitting

The Emergency Permit Certificate  
Creating an Emergency Permit Application

## Emergency Permitting

Often utility companies need to perform work immediately, with no time to apply for a Highway Occupancy Permit. Only those companies who have been authorized by PennDOT to perform emergency work can do so without an issued permit.

## Changes to Emergency Permitting

With the release of EPS 5.0, PennDOT re-engineered the emergency permitting process. The previous process of ordering Emergency Permit Cards (EPCs) is now obsolete. Utilities currently in possession of non-expired EPCs can continue to use them until they expire.

As soon as possible, but at least before your EPCs expire, follow the instructions found in this lesson for obtaining an Emergency Permit Certificate, which is the replacement for EPCs.

The sooner you switch from EPCs to the Emergency Permit Certificate, the sooner you can use the new emergency permitting functionality in EPS.

## The Emergency Permit Certificate

An Emergency Permit Certificate is the authorization from PennDOT allowing a utility company to perform emergency work without an issued Highway Occupancy Permit.

If your company performs emergency work and does not have any EPCs, has EPCs that are expiring shortly, and does not currently have an active Emergency Permit Certificate, then your company needs an Emergency Permit Certificate.

## Emergency Permit Certificates and BPIDs

Certificates are linked to Business Partner IDs. Therefore, if your company has multiple BPIDs, a certificate is needed for each BPID.

Each BPID authorized to perform emergency work needs one certificate that is applicable within the entire state of Pennsylvania.

PennDOT can create certificates for utility companies who do not have a BPID; although, you are strongly encouraged to become an ePermitting business partner and use ePermitting for all your Highway Occupancy permitting needs.

## About Emergency Permit Certificates

### Emergency Permit Certificates:

- Are free
- Can be requested on-line through ePermitting
- Are applicable statewide
- Can be printed on-demand
- Expire after one year
- Can be renewed on-line through ePermitting

## Requesting an Emergency Permit Certificate On-Line



### It is easy to request an Emergency Permit Certificate using EPS

Log in to EPS to access the Applications Portal page.

From the green toolbar at the top of the page, click on **Emergency** and then **Request Certificate**.

Note that this option will not be available if your BPID already has an active Emergency Permit Certificate.

Selecting Request Certificate will open the Create Emergency Permit Certificate page.

## The Create Emergency Permit Certificate Page

**SYSTEM TEST**  
pennsylvania  
DEPARTMENT OF TRANSPORTATION

home help  
**EPS**

ePERMITTING  
SYSTEM

pennsylvania PA  
logout  
ANDY APPLETTE04

Application Emergency

Submit Help

### CREATE EMERGENCY PERMIT CERTIFICATE

**Applicant Owner Name:** CLP & Associates  
**Address Line 1:** 660-8 Geneva Drive  
**Address Line 2:**  
**City:** Mechanicsburg  
**State:** PA  
**Postal Code:** 17055

**BPID:** 000355  
**Phone Number:** (717) 123-4567 **Ext:**   
**Fax Number:**   
**Email Address:** c-arutkows@pa.gov  
**Created By:** Andy Applette04/PennDOT BP-000355

#### EPC Details Information

**District:**    
**County:**

A PennDOT Emergency Permit Certificate authorizes the certificate holder to perform emergency work statewide.

Please select the District where your primary facilities are located. That District will be responsible for issuing and maintaining this certificate.

You are currently logged in as **Andy Applette04**. If this is incorrect, please [login](#). Your session will timeout in 28 minutes.

Release: 5.0  
Session size: 0.1k

PennDOT | Home | Help | Pennsylvania  
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[PennDOT Privacy Policy](#)

Mon Aug 26 11:46:04 EDT 2013  
Official ePermit Date/Time

Only basic information is needed.

Much of the information needed on this page will be populated for you, based on your login credentials. Only some of the fields are editable.

The **email address** entered here will be used by the system to send emails regarding certificate renewals and status changes.

While your certificate will be valid statewide, select the **District** or the District and **County** with which you work most often.

## Submitting the Certificate Request to PennDOT

**SYSTEM TEST**  
pennsylvania DEPARTMENT OF TRANSPORTATION  
home EPS help  
ePERMITTING SYSTEM  
pennsylvania PA  
logout ANDY APPLLETTE04

Application Emergency  
Submit Help

### CREATE EMERGENCY PERMIT CERTIFICATE

Applicant Owner Name: CLP & Associates	BPID: 000355
Address Line 1: 660-8 Geneva Drive	Phone Number: (717) 123-4567 Ext: <input type="text"/>
Address Line 2:	Fax Number: <input type="text"/>
City: Mechanicsburg	Email Address: c-arutkows@pa.gov
State: PA	Created By: Andy Applette04/PennDOT BP-000355
Postal Code: 17055	

#### EPC Details Information

District: 04  
County:

A PennDOT Emergency Permit Certificate authorizes the certificate holder to perform emergency work statewide.

Please select the District where your primary facilities are located. That District will be responsible for issuing and maintaining this certificate.

You are currently logged in as **Andy Applette04**. If this is incorrect, please [login](#). Your session will timeout in 23 minutes.

Release: 5.0  
Session size: 0.1k  
PennDOT | Home | Help | Pennsylvania  
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PennDOT Privacy Policy  
Mon Aug 26 11:46:04 EDT 2013  
Official ePermit Date/Time

Simply click on the **Submit** button.

When you are finished reviewing and modifying the contact information to be on the certificate, click on the **Submit** button.

Much like a permit application, PennDOT will receive your request and PennDOT will respond to your request.

Certificate requests can be denied or issued.

## Printing your Emergency Permit Certificate

M-940C (02/13)



**pennsylvania**  
DEPARTMENT OF TRANSPORTATION

**Emergency Permit Certificate**  
BPID: 000378 / Certificate ID: 09000103

EXPIRATION DATE This Certificate not valid after 08-27-2014
--

This certifies that an authorized representative of **BLUE RIDGE CABLE** of 111 STATE ST., BLAIN, AK 35345 is granted permission to make EMERGENCY REPAIRS involving the placing of utility facilities or opening of the surface within Pennsylvania State Highway right-of-way provided that:

- (1) When an emergency occurs, the utility facility owner notifies the District Office immediately by logging into the Emergency Permit System (EPS) at <http://www.dot14.state.pa.us/EPS/home/home.jsp> and creating an Emergency Permit Application; OR,
- (2) The utility facility owner notifies the District Office by telephone during the hours of 8:00 A.M. to 4:00 P.M., Monday through Friday.
- (3) The utility facility owner applies for a Highway Occupancy Permit within 15 days to confirm and set forth, in detail, any work performed as a result of the emergency.

This Emergency Permit Certificate is issued by the Department of Transportation for the express purpose of making emergency repairs in advance of applying for a Permit, and the permission hereby conferred may be revoked by the Department upon noncompliance with the requirements hereof and with all conditions, restrictions, and regulations prescribed by the Department and within the Highway Occupancy Permit. Exceptions on the use of this Certificate are contained in Chapter 459.

Barry J. Schoch, P.E.  
Secretary of Transportation

BY NICHOLE MERTENS, District Permit Manager Issue Date 08-27-2013

---

Under and subject to all minimum conditions, restrictions, and regulations prescribed by the PA Department of Transportation (see in particular 67 PA Code, Chapters 441 and 459) and on the original permit.

### Access your certificate

Once PennDOT responds to your request for a certificate, the email address identified on the Create page will receive an email. If PennDOT has issued a certificate to your company, the certificate will be attached to the email.

You can also access the certificate by logging in to EPS and selecting **Emergency>Display Certificate** from the green toolbar.

Access the Emergency Permit Certificate page to **Resend** the certificate via email, at any time.

Regardless of how you access it, you can print as many copies of the certificate as needed.

## Renewing Your Emergency Permit Certificate

**SYSTEM TEST** home help ePERMITTING SYSTEM pennsylvania PA  
DEPARTMENT OF TRANSPORTATION **EPS** ANDY APPLLETTE09  
Application Emergency  
Renew Send Certificate Help

### EMERGENCY PERMIT CERTIFICATE

Certificate ID:09000103	BPID:000378	Active
Applicant Owner Name: Blue Ridge Cable	City: Blain	Phone Number: (717) 123-4567 Ext: [EDIT]
Address Line 1: 111 State St.	State: AK	Email Address: c-arutkows@pa.gov
Address Line 2:	Postal Code: 35345	Fax Number:
Certificate for District: 09	Issue Date: 8/27/2013	Expiration Date: 10/11/2013
County:	Created By: Andy Applette09/PennDOT BP-000378	

Certificate Generated

M-940C (02/13)

### Emergency Permit C

BPID: 000378 / Certificate ID

EXPIRATION DA  
This Certificate not valid after

This certifies that an authorized representative of BLUE R

It is even easier to renew an expiring certificate.

Emergency Permit Certificates are good for one year from the issuance date.

45 days prior to the expiration of your certificate, you will have the option to renew it. Simply log in to EPS, select **Emergency>Display Certificate** from the green toolbar, and then click on the **Renew** button.

Your certificate is automatically renewed! You can print it out immediately.

30 days prior to the expiration of your certificate, an email will be sent as a reminder to renew it.

## Inactive Emergency Permit Certificates

In the unlikely event that PennDOT REVOKES your certificate OR if your certificate expires, your certificate will become inactive.

If you need a certificate and yours is currently inactive, you will need to call your PennDOT district permit office and request that your certificate be reactivated.

## In the Event of an Emergency

Once you have an active Emergency Permit Certificate, you are authorized to perform emergency work without first receiving a Highway Occupancy Permit.

In the event of an Emergency, it is important you follow this procedure:

- 1 At the time of the emergency, have someone in your organization contact PennDOT.
- 2 Within 15 days of the emergency, submit a permit application for the work to PennDOT.

## Contacting PennDOT

You can contact PennDOT in regards to an emergency 24/7 via EPS by *starting* an emergency permit application. Doing so has several benefits:

- You are simultaneously contacting PennDOT AND starting your required emergency permit application.
- If the work is currently ongoing, any district emergency contacts such as media, authorities, government officials, etc. will be automatically notified as well.
- You will receive an email notification to remind you to complete your permit application within 15 days.

## Contact PennDOT and Start Your Emergency Permit Application



Start from the portal page.

Log in to EPS. From the green toolbar, select **Emergency > Create Emergency Application** OR click on the **Applicant** link under the Create Emergency Permit Application section.

The Create Emergency Application page will display.

## The Create Emergency Application Page

**Application**    Emergency

Back   Save   Save & Exit   Print   Help

### CREATE EMERGENCY APPLICATION

Application:	Cycle:
Applicant/Owner: Best Contractor Services	Paper Application Number: <input type="text"/>
Address Line 1: 555 First Street	BP ID: 000373
Address Line 2:	Phone Number: (717) 123-4567    Ext: <input type="text"/>
City: Hometown	Fax Number: <input type="text"/>
State: PA	Email Address: c-arutkows@pa.gov
Postal Code: 17555	Created By: Andy Applette02/PennDOT BP-000373

#### Application Details Information

District:	SR: <input type="text"/>	Permit Group: HOP
County: <input type="text"/>	Segment: <input type="text"/>	Permit Type: Utility
Municipality: <input type="text"/> <a href="#">EDIT</a>	Offset: <input type="text"/>	Permit Sub Type: <input type="text"/>
	Work Status: <input type="text"/>	

Description:

(Maximum characters: 2000)  
Characters left: 2000

You are currently logged in as Andy Applette02. If this is incorrect, please [login](#). Your session will timeout in 29 minutes.

**Only the important information is needed.**

The contact information section will automatically populate with information related to your BPID.

Creating an emergency application is very much like creating a non-emergency application, except only the most important information is needed right away.

## Contact PennDOT and Start Your Emergency Permit Application

The screenshot shows the 'CREATE EMERGENCY APPLICATION' form in the Pennsylvania ePERMITTING SYSTEM. The form is divided into two main sections: 'Application' and 'Application Details Information'. The 'Application' section contains fields for Applicant/Owner, Address Line 1 and 2, City, State, Postal Code, Paper Application Number, BP ID, Phone Number, Ext, Fax Number, Email Address, and Created By. The 'Application Details Information' section contains fields for District, County, Municipality, SR, Segment, Offset, Work Status, Permit Group, Permit Type, and Permit Sub Type. A large text area for 'Description' is also present. The form includes navigation buttons like Back, Save, Save & Exit, Print, and Help. The user is logged in as Andy Applette02.

Application		Cycle:	
Applicant/Owner:	Best Contractor Services	Paper Application Number:	<input type="text"/>
Address Line 1:	555 First Street	BP ID:	000373
Address Line 2:		Phone Number:	(717) 123-4567 Ext: <input type="text"/>
City:	Hometown	Fax Number:	<input type="text"/>
State:	PA	Email Address:	c-arutkows@pa.gov
Postal Code:	17555	Created By:	Andy Applette02/PennDOT BP-000373

Application Details Information		
District:	SR: <input type="text"/>	Permit Group: HOP
County: <input type="text"/>	Segment: <input type="text"/>	Permit Type: Utility
Municipality: <input type="text"/>	Offset: <input type="text"/>	Permit Sub Type: <input type="text"/>
	Work Status: <input type="text"/>	
Description: <input type="text"/>		
(Maximum characters: 2000) Characters left: 2000		

Only the important information is needed.

Enter the rest of the information on this page.

Pinpoint the location of the emergency as best you can.

If the work has already been completed, select a **Work Status** of Complete and enter the date it was completed.

If the work is currently ongoing, select a Work Status of Pending and select the current **Road Status**. Be sure to provide as detailed a **Description** as possible as this information is provided in emails to PennDOT and other contacts.

## That's It!

The top screenshot shows the 'CREATE EMERGENCY APPLICATION' form. The 'Save & Exit' button is highlighted with a blue box. A blue arrow points from this button to the bottom screenshot.

The bottom screenshot shows the 'EMERGENCY APPLICATION INFORMATION' page for application 22880. The status is 'Draft'. The page displays the following information:

- Application:** 22880, Cycle: 1
- Applicant/Owner:** Best Contractor Services
- Address Line 1:** 555 First Street
- Address Line 2:** [Blank]
- City:** Hometown
- State:** PA
- Postal Code:** 17555
- Paper Application Number:** [Blank]
- BP ID:** 000373
- Phone Number:** (717) 123-4567
- Fax Number:** [Blank]
- Email Address:** c.arutkows@pa.gov
- Created By:** Andy Applette02/PennDOT BP-000373

**Application Details Information:**

- District:** 02
- County:** Potter
- Municipality:** KEATING TOWNSHIP
- SR:** 0144
- Segment:** 0210
- Offset:** [Blank]
- Work Status:** Complete
- Date work completed:** 08/26/2013
- Permit Group:** HOP
- Permit Type:** Utility
- Permit Sub Type:** Above Ground
- Permit Use:** Water

**Application Setup:**

- Applicant Team
- Attachments
- Work Summary and Locations
- Application Identification
- Fee Information
- Application Summary
- Reference Material and Forms

**Internal:**

- Checklist Information
- Reference Information

**Workflow:**

- Review Team
- Response Letter

**Permit:**

- Permit Information
- Permit

## Just Save & Exit.

Once you have entered the information on the Create Emergency Application page, click **Save & Exit**.

- PennDOT will be notified of the emergency.
- The Emergency Application Information page will be displayed.
- You can continue to work on this application now, or later. Just remember to submit it within 15 days.

## Lesson 13

# Supplements

Creating and Submitting Supplement Applications

Accessing Supplement Applications

Supplement Features

## Types of Supplements

Applicant Team Members or an Agent for the Applicant can create two types of supplements in EPS:

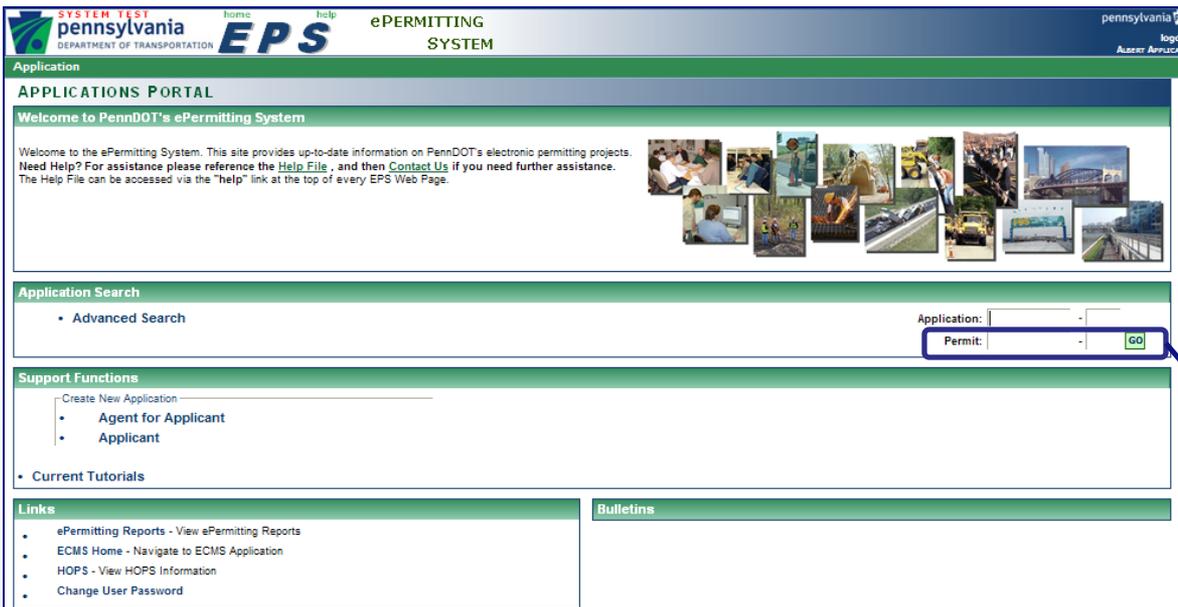
- Create a **Time Extension** Supplement if the permitted work will not be completed by the permit Expiration Date.
- Create a **Change in Work** Supplement if there is a change in the work to be done as it is described on the permit.

## Eligible Permits

There are some preconditions to being able to create a supplement for a permit.

- The permit must have a status of Permit Issued.
- The permit can not have a Closed-Out date.
- Utility and Miscellaneous permits can not have an Expiration Date more than 30 days passed.
- There can be only one supplement for each Type in process at any given time for a single permit. For example, once a Time Extension supplement is created for a permit, another Time Extension supplement cannot be created for that permit until the first one has been reviewed by PennDOT and a response posted for it.

## Find the Permit Application



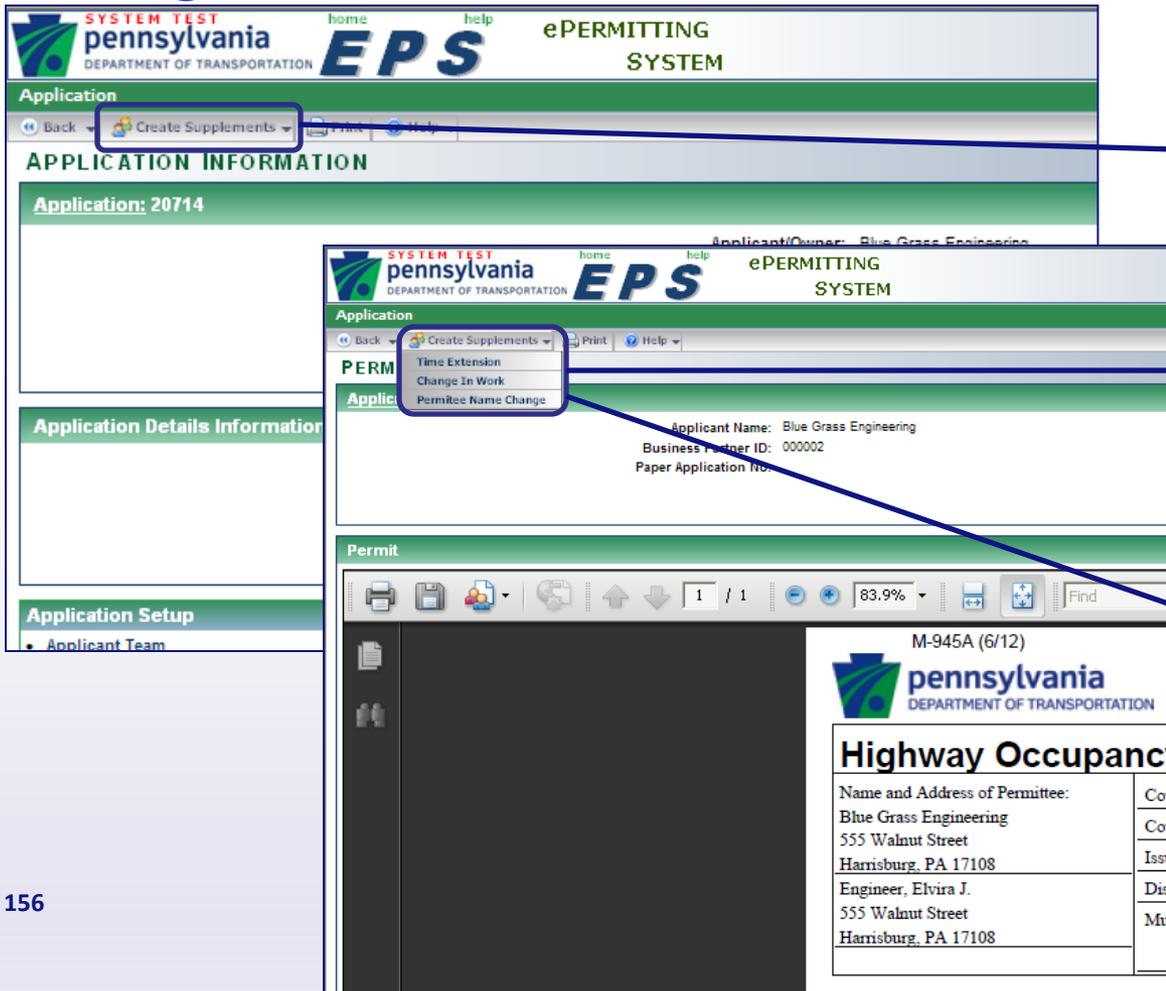
### Access the permit application.

After a permit is issued, supplements can be created for it.

To begin the supplement process, access the permit for which you want to create a supplement. Use the **Advanced Search** or the **Application Search**.

In addition, because the permit is issued, you can **search by Permit Number**. Searching by Permit Number will access the Permit page for that number.

## Getting Started



### Select Create Supplements and the Supplement Type.

If the permit meets the before-mentioned conditions, there will be a **Create Supplements** button on the toolbar on the Application Information page as well as the Permit page.

Clicking on the Create Supplements button will display the **Supplement Type** options available to you for the permit.

Selecting a Type option will display the Create Supplement page for that type.

Select **Permittee Name Change** if there is a change of Applicant or Co-Applicant. Doing so will provide a link to the appropriate form to fill out and send to PennDOT.

## Create Supplement Page

SYSTEM TEST  
pennsylvania DEPARTMENT OF TRANSPORTATION  
home help  
EPS ePERMITTING SYSTEM  
pennsylvania  
logout  
ALBERT APPLICANT

Application  
Save Save & Exit Print Help

**CREATE SUPPLEMENT**

Supplement Application: Cycle: 1

Application Number: 20714 Permit Number: 02022527

Supplement Type: Time Extension

Supplement Expiration Date: [dropdown] Current Expiration Date: 01/31/2014

Applicant's Supplement Description and Justification: [text area]

(Maximum characters: 2000)  
Characters left: 2000

You are currently logged in as Albert Applicant. If this is incorrect, please [login](#). Your session will timeout in 29 minutes.

Release: 3.0  
Session size: 0.1k  
PennDOT | Home | Help | Pennsylvania  
Copyright © 2011 Pennsylvania Department of Transportation. All Rights Reserved.  
PennDOT Privacy Policy  
Fri Feb 01 09:55:07 EST 2013  
Official ePermit Date/Time

Start your application on the **Create Supplement page**.

The fields available on the **Create Supplement page** will depend upon the type of supplement you are creating.

For a Time extension, use the **Supplement Expiration Date** field to specify if you are extending the permit expiration date by 6 months, 12 months, or until a specific date.

Regardless of the type, you will always need to enter a **justification** for the supplement.

## Supplement Application Information

**SYSTEM TEST** pennsylvania DEPARTMENT OF TRANSPORTATION **EPS** home help ePERMITTING SYSTEM

Application

Save Save & Next Submit Withdraw Print Help

The information was successfully saved.

### SUPPLEMENT APPLICATION INFORMATION

Links:

- Home
- Advanced Search

Actions:

- Save
- Save & Next
- Withdraw

Setup Internal Workflow Supplement

Information Identification Fee Information Attachments Attachments History Supplement Summary

Supplement Application: 01

Application Number: 20714

Applicant Name: Blue Grass Engineering  
Business Partner ID: 000002  
Supplement Type: Time Extension

Created By: Albert Applicant/PennDOT BP-000002

Supplement Expiration Date: 12 Months

Applicant's Supplement Description and Justification: Work is not yet complete due to unexpected weather emerg

**A new look for existing functionality.**

When you are finished on the Create Supplement page, click on Save & Exit to display the **Supplement Application Information** page.

While it looks different, the Supplement Application Information page functions the same as the Application Information page used when creating a permit application. The same pages (Attachments, Fees, etc.) are available from here, in folder tab format.

## Supplement Application Information

SYSTEM TEST pennsylvania DEPARTMENT OF TRANSPORTATION EPS ePERMITTING SYSTEM

Application

Save Save & Next Submit Withdraw Print Help

The information was successfully saved.

### SUPPLEMENT APPLICATION INFORMATION

Links:

- Home
- Advanced Search

Actions:

- Save
- Save & Next
- Withdraw

Setup Internal Workflow Supplement

Information Identification Fee Information Attachments Attachments History Supplement Summary

Supplement Application: 01

Application Number: 20714

Applicant Name: Blue Grass Engineering  
Business Partner ID: 000002  
Supplement Type: Time Extension

Created By: Albert Applicant/PennDOT BP-000002

Supplement Expiration Date: 12 Months

Applicant's Supplement Description and Justification: Work is not yet complete due to unexpected weather emerge

### New Navigation

The Supplement Application Information page will always open to the Setup>Information tab.

Setup is the Tab and Information is the sub-tab. You will always know which Tab/Sub-Tab you are on, as it will be highlighted.

Click on tabs to open them, or use the new navigation options on the left to navigate through the tabs.

## Other Features

The screenshot displays the 'SUPPLEMENT APPLICATION INFORMATION' page in the Pennsylvania ePermitting System. The page is titled 'Supplement Application: 01' and is currently in 'Draft' status. Key details include:

- Application Number:** 20714
- Permit Number:** 02022527
- Applicant Name:** Blue Grass Engineering
- Business Partner ID:** 000002
- Supplement Type:** Time Extension
- Created By:** Albert Applicant/PennDOT BP-000002
- Permit Group:** HOP
- Permit Type:** Driveway
- Permit Sub type:** High Volume (3,001 ADT and higher)
- Permit Use:** Lodging
- Permit Sub Use:** Hotels, Motels and Other Lodging
- Supplement Expiration Date:** 12 Months
- Current Expiration Date:** 01/31/2014
- New Expiration Date:** 01/31/2015
- Applicant's Supplement Description and Justification:** Work is not yet complete due to unexpected weather emergencies.

The interface includes navigation tabs for 'Setup', 'Internal', 'Workflow', and 'Supplement', and sub-tabs for 'Information', 'Identification', 'Fee Information', 'Attachments', 'Attachments History', and 'Supplement Summary'. A 'Withdraw' button is visible in the top toolbar. The bottom of the page shows audit information and a login status message.

There are many similarities between permit and supplement applications.

Until a supplement application is submitted, it will be in **Draft** status.

A new supplement application will always start out in **Cycle 1**. If, after you submit it, PennDOT returns the application to you for revisions, you can update the application for resubmittal. The cycle will change accordingly.

Just like a permit application, you can Withdraw a supplement application at any time until PennDOT posts a response.

## Numbers and Links

**SYSTEM TEST** pennsylvania DEPARTMENT OF TRANSPORTATION **EPS** home help ePERMITTING SYSTEM pennsylvania ALBERT APPLICANT logout

Application Save Save & Next Submit Withdraw Print Help

### SUPPLEMENT APPLICATION INFORMATION

Links: [Home](#), [Advanced Search](#)

Actions: [Save](#), [Save & Next](#), [Withdraw](#)

Supplement Application: 01

Application Number: 20714 Permit Number: 02022527

Applicant Name: Blue Grass Engineering District: 02 Permit Group: HOP  
Business Partner ID: 000002 County: Potter Permit Type: Driveway  
Supplement Type: Time Extension Municipality: HOMER, KEATING, ULYSSES Permit Sub type: High Volume (3,001 ADT and higher)  
Created By: Albert Applicant/PennDOT BP-000002 Permit Use: Lodging  
Permit Sub Use: Hotels, Motels and Other Lodging

Supplement Expiration Date: 12 Months Current Expiration Date: 01/31/2014  
New Expiration Date: 01/31/2015

Applicant's Supplement Description and Justification: Work is not yet complete due to unexpected weather emergencies.  
(Maximum characters: 2000) Characters left: 1937

Audit Information			
Created By	Created On	Modified By	Modified On
Albert Applicant/PennDOT BP-000002	02/01/2013	Albert Applicant/PennDOT BP-000002	02/01/2013

161 You are currently logged in as Albert Applicant. If this is incorrect, please [login](#). Your session will timeout in 28 minutes.

The supplement is always associated with the permit.

The first supplement created for a permit will be '01.' The second supplement created will be '02,' etc. At any time, click on the Supplement Application link to return to the Setup>Information tab.

The **permit number** is displayed. Click on the link to go to the Permit Page.

The **permit application number** is displayed. Click on the link to go to the Application Information page for the permit application.

## Setup>Information Tab

**SYSTEM TEST** pennsylvania DEPARTMENT OF TRANSPORTATION **EPS** home help ePERMITTING SYSTEM pennsylvania login ALBERT APPLICANT

Application

Save Save & Next Submit Withdraw Print Help

**SUPPLEMENT APPLICATION INFORMATION**

Links: Home Advanced Search

Actions: Save Save & Next Withdraw

Setup Internal Workflow Supplement

Information Identification Fee Information Attachments Attachments History Supplement Summary

Supplement Application: 01 Cycle: 1 Draft

Application Number: 20714 Permit Number: 02022527

Applicant Name: Blue Grass Engineering District: 02 Permit Group: HOP  
 Business Partner ID: 000002 County: Potter Permit Type: Driveway  
 Supplement Type: Time Extension Municipality: HOMER, KEATING, ULYSSES Permit Sub type: High Volume (3,001 ADT and higher)  
 Created By: Albert Applicant/PennDOT BP-000002 Permit Use: Lodging  
 Permit Sub Use: Hotels, Motels and Other Lodging

Supplement Expiration Date: 12 Months Current Expiration Date: 01/31/2014  
 New Expiration Date: 01/31/2015

Applicant's Supplement Description and Justification: Work is not yet complete due to unexpected weather emergencies.

(Maximum characters: 2000)  
 Characters left: 1937

**Audit Information**

Created By	Created On	Modified By	Modified On
Albert Applicant/PennDOT BP-000002	02/01/2013	Albert Applicant/PennDOT BP-000002	02/01/2013

You are currently logged in as Albert Applicant. If this is incorrect, please login. Your session will timeout in 28 minutes.

## Setup the Supplement

Regardless of the type of supplement you are creating, the **Setup>Information** tab is available and contains Header information and the information entered on the Create Supplement page, which is still editable.

## Setup>Work Summary and Locations Tab

The screenshot displays the 'ePERMITTING SYSTEM' interface for an 'ALBERT APPLICANT'. The main section is titled 'WORK SUMMARY AND LOCATIONS' and includes a navigation menu with tabs for 'Setup', 'Internal', 'Workflow', and 'Supplement'. The 'Supplement' tab is active, showing a 'Supplement Application: 02' in 'Cycle: 1' status, marked as a 'Draft'.

Key information displayed includes:

- Application Number:** 20714
- Permit Number:** 02022527
- Applicant Name:** Blue Grass Engineering
- District:** 02
- Permit Group:** HOP
- Business Partner ID:** 000002
- County:** Potter
- Permit Type:** Driveway
- Supplement Type:** Change in Work
- Municipality:** HOMER, KEATING, ULYSSES
- Permit Sub type:** High Volume (3,001 ADT and higher)
- Created By:** Albert Applicant/PennDOT BP-000002
- Permit Use:** Lodging
- Permit Sub Use:** Hotels, Motels and Other Lodging

A table titled 'Work and Location Details' is shown below, with one entry:

Work ID	Work Summary	County	S.R.	From Segment	To Segment	From Offset	To Offset	
1	Remove Sidewalk	Potter	1234	1234	1234	1234	1234	Delete

At the bottom of the page, a status message reads: 'You are currently logged in as Albert Applicant. If this is incorrect, please login. Your session will timeout in 29 minutes.'

Add, edit, or delete work summaries, as needed.

When creating a Change in Work supplement, the **Work Summary and Locations** tab is available for you to enter updated information regarding the work to be performed as part of the permit.

The Work Summaries on the original permit application or the most recently issued Change in Work supplement are automatically populated on the new supplement.

## Setup>Identification Tab

**SYSTEM TEST** pennsylvania DEPARTMENT OF TRANSPORTATION **EPS** ePERMITTING SYSTEM pennsylvania ALBERT APPLICANT

Application: Save Save & Next Submit Withdraw Print Help

**IDENTIFICATION**

Links: Home, Advanced Search

Actions: Save, Save & Next, Withdraw

Supplement Application: 02 Cycle: 1 Draft

Application Number: 20714 Permit Number: 02022527

Applicant Name: Blue Grass Engineering District: 02 Permit Group: HOP  
 Business Partner ID: 000002 County: Potter Permit Type: Driveway  
 Supplement Type: Change in Work Municipality: HOMER, KEATING, ULYSSES Permit Sub type: High Volume (3,001 ADT and higher)  
 Created By: Albert Applicant/PennDOT BP-000002 Permit Use: Lodging  
 Permit Sub Use: Hotels, Motels and Other Lodging

**Additional Details**

Date work is scheduled to begin: 02/28/2013 Pre-EPS Application: No  
 Approximate date when work will be completed: 01/31/2014

**Driveway**

Anticipated Average Daily Traffic (ADT)

Cars: 0  
 Trucks: 0  
 Buses: 0  
 Total: 0

Is any portion of the property reserved for a person with a disability or a severely disabled veteran?

**Audit Information**

Created By	Created On	Modified By	Modified On
Albert Applicant/PennDOT BP-000002	02/01/2013 01:51:58 PM	Albert Applicant/PennDOT BP-000002	02/01/2013 01:51:58 PM

You are currently logged in as Albert Applicant. If this is incorrect, please login. Your session will timeout in 29 minutes.

Continue to create the supplement application as you would a permit application.

The Setup>Identification tab is the same as the Application Identification tab on the permit application.

You must still enter the dates work is supposed to begin and end; although, they will automatically be populated with the dates on the original permit or the most recently issued supplement.

## Setup>Fee Information Tab

**Application**

SYSTEM TEST pennsylvania DEPARTMENT OF TRANSPORTATION **EPS** home help ePERMITTING SYSTEM pennsylvania ALBERT APPLICANT

Application: Supplement Application: 02 Cycle: 1 Draft

Application Number: 20714 Permit Number: 02022527

Applicant Name: Blue Grass Engineering District: 02 Permit Group: HOP  
 Business Partner ID: 000002 County: Potter Permit Type: Driveway  
 Supplement Type: Change in Work Municipality: HOMER, KEATING, ULYSSES Permit Sub type: High Volume (3,001 ADT and higher)  
 Created By: Albert Applicant/PennDOT BP-000002 Permit Use: Lodging  
 Permit Sub Use: Hotels, Motels and Other Lodging

Fee Description	Regulation Section	Regulation Reference No.	Unit Fee	Number Of Units	Item Fee
Application Fee - Supplements	441	A.2	10.00	1	10.00
					Permit Fee: 10.00

Fee Paid Information  
 Payment By:

Add, edit, delete fees as needed.

The **Setup>Fee Information** tab is the same as the Fee Information page on the permit application, except that the application fees and any exemptions are automatically selected for you.

You can still opt to pay by Billing Account and select the appropriate billing account.

## Setup>Attachments Tab

**SYSTEM TEST** pennsylvania DEPARTMENT OF TRANSPORTATION **EPS** home help ePERMITTING SYSTEM pennsylvania ALBERT APPLICANT

Application: Attach Submit Withdraw Print Help

**ATTACHMENTS**

Links: Home, Advanced Search

Actions: Attach, Withdraw

Setup Internal Workflow Supplement

Information Work Summary and Locations Identification Fee Information Attachments Attachments History Supplement Summary

**Supplement Application: 02** Cycle: 1 Draft

Application Number: 20714 Permit Number: 02022527

Applicant Name: Blue Grass Engineering District: 02 Permit Group: HOP  
 Business Partner ID: 000002 County: Potter Permit Type: Driveway  
 Supplement Type: Change in Work Municipality: HOMER, KEATING, ULYSSES Permit Sub type: High Volume (3,001 ADT and higher)  
 Created By: Albert Applicant/PennDOT BP-000002 Permit Use: Lodging  
 Permit Sub Use: Hotels, Motels and Other Lodging

Suppl Application	Suppl Cycle	Suppl Status	Document Type	Document Description	Attached By	Date Attached	Document Name	Document Size(KB)
<i>No records found.</i>								

**Supplements Attachment Detail**

Document Type:

Document Description:

Document Name:  Browse...

Acceptable File Types: .pdf, .w95, .sy7, .syn, .st7, .sgn, .hcs, .xhs, .xhu, .xus, .xtw, .xra, .xhf, .xhw, .xhr, .xhm, .xh2, .hcx, .xff, .xls, .xlsx

You are currently logged in as Albert Applicant. If this is incorrect, please login. Your session will timeout in 28 minutes.

Attach documents to your supplement application.

The Setup>Attachments tab is the same as the Attachments page on the permit application.

## Setup>Attachments History Tab

**Issued Permit and Supplement Documents**

Suppl Application	Suppl Cycle	Cycle	Status	Document Type	Document Description	Attached By	Date Attached	Document Name	Document Size(KB)
	1	Permit Issued	Permit	System attached permit document	Randy Responder/PennDOT	01/31/2013 02:53:34 PM	Permit-02022527.pdf	24 KB	

**Attachments**

Suppl Application	Suppl Cycle	Cycle	Status	Document Type	Document Description	Attached By	Date Attached	Document Name	Document Size(KB)
1	1	Draft	Other Plans		Albert Applicant/PennDOT BP-000002	02/01/2013 02:15:38 PM	chw_folio_us1843941.pdf	56 KB	
	1	Permit Issued	Permit	System attached permit document	Randy Responder/PennDOT	01/31/2013 02:53:34 PM	Permit-02022527.pdf	24 KB	

View the permit and supplement history of attachments.

The **Setup>Attachments History** tab is a convenient means of viewing a list of and/or accessing any documents attached to the original permit application and all supplements associated with the permit application.

Attachments to the permit and to other supplements are listed.

Attachments to the current supplement are also listed.

## Setup>Supplement Summary Tab

**Supplement Application: 01**      Cycle: 1      Draft

**Application Number:** 20714      **Permit Number:** 02022527

**Applicant Name:** Blue Grass Engineering      **District:** 02      **Permit Group:** HOP  
**Business Partner ID:** 000002      **County:** Potter      **Permit Type:** Driveway  
**Supplement Type:** Time Extension      **Municipality:** HOMER, KEATING, ULYSSES      **Permit Sub type:** High Volume (3,001 ADT and higher)

**Created By:** Albert Applicant/PennDOT BP-000002      **Permit Use:** Lodging  
**Permit Sub Use:** Hotels, Motels and Other Lodging

**Supplement Expiration Date:** 01/31/2015      **Current Expiration Date:** 01/31/2014  
**New Expiration Date:** 01/31/2015

**Applicant's Change Description:** Work is not yet complete due to unexpected weather emergencies.  
(Maximum characters: 2000)  
 Characters left:

Fee Description	Regulation Section	Regulation Reference No.	Unit Fee	Number Of Units	Item Fee
Application Fee - Supplements	441	A.2	10.00	2	20.00

**View and/or print the supplement application.**

The **Setup>Supplement Summary** tab provides you with a central location for all information entered on the application, just like the Application Summary on the permit application.

This tab is display-only.

## Submit Supplement

**SYSTEM TEST** home help **pennsylvania** **EPS** ePERMITTING SYSTEM  
DEPARTMENT OF TRANSPORTATION

Application  
Save Save & Next **Submit** Withdraw Print Help

The information was successfully saved.

### SUPPLEMENT APPLICATION INFORMATION

Links:  
• [Home](#)  
• [Advanced Search](#)

Actions:  
• [Save](#)  
• [Save & Next](#)  
• [Withdraw](#)

Setup Internal Workflow Supplement  
Information Identification Fee Information Attachments Attachments History Supplement Summary

Supplement Application: 01

Application Number: 20714

Applicant Name: Blue Grass Engineering  
Business Partner ID: 000002  
Supplement Type: Time Extension

Created By: Albert Applicant/PennDOT/EP 000002

#### Submission Authorization Confirmation

The applicant is :

- An individual
- A corporation
- A partnership
- A limited liability corporation
- A governmental organization.

By clicking "I Agree", I hereby submit the equivalent of my signature -

1) Verifying that I am authorized to make this application as an individual owner of the property or as a legally authorized

I AGREE I DISAGREE

Submit the supplement application just like a permit application.

When you are finished with the supplement application and are ready to submit it to PennDOT, you can do so from any Setup tab except the Supplement Summary tab.

Simply click on the **Submit** button.

You will receive the same **Submission Authorization Confirmation** as when you submit a permit application.

The status of the application will change to Submitted.

The Review Process for a supplement is the same as it is for a permit.

## Accessing a Supplement

**SYSTEM TEST** home help **ePERMITTING** pennsylvania DEPARTMENT OF TRANSPORTATION **EPS** SYSTEM **ALBERT APPLICANT** logout

Application: 20714 Cycle: 1 Permit Issued

**APPLICATION INFORMATION**

Applicant/Owner: Blue Grass Engineering  
Address Line 1: 555 Walnut Street  
Address Line 2:  
City: Harrisburg  
State: PA  
Postal Code: 17108

Paper Application Number:  
BP ID: 000002  
Phone Number: (717) 717-7171 Ext:  
Fax Number:  
Email Address: c-anutkows@pa.gov  
Created By: District Receiver/PennDOT

**Application Details Information**

District: 02  
County: Potter  
Municipality: HOMER  
KEATING  
ULYSSES

Permit Group: HOP  
Permit Type: Driveway  
Permit Sub Type: High Volume( 3,001 ADT and higher )  
Permit Use: Lodging  
Permit Sub Use: Hotels, Motels and Other Lodging

Application Setup	Internal	Workflow	Permit
<ul style="list-style-type: none"><li>Applicant Team</li><li>Attachments</li><li>Work Summary and Locations</li><li>Application Identification</li><li>Fee Information</li><li>Application Summary</li><li>Reference Material and Forms</li></ul>	<ul style="list-style-type: none"><li>Checklist Information</li><li>Reference Information</li></ul>	<ul style="list-style-type: none"><li>Review Team</li><li>Response Letter</li></ul>	<ul style="list-style-type: none"><li>Permit Information</li><li><b>Supplement List</b></li></ul>

You are currently logged in as **Albert Applicant**. If this is incorrect, please [login](#). Your session will timeout in 29 minutes.

Release: 3.0  
Session size: 0.1k

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Fri Feb 01 15:28:58 EST 2013  
Official ePermit Date/Time

You can get to a supplement from the permit application.

Once the first supplement for a permit is created, a new link appears in the Permit section of the Application Information page: **Supplement List**.

Clicking on Supplement List will display the Supplement List page.



## Supplement Issued

Setup	Internal	Workflow	Supplement
Supplement Information		Supplement	
Supplement Application: 03		Cycle: 1	
Application Number: 19942		Permit	
Applicant Name: ACW TEST	District: 02		
Business Partner ID:	County: Potter		
Supplement Type: Permittee Name Change	Municipality: CLARA, PLEASANT VALLEY, SWEDEN, ULYSSES		
Created By: Albert Applicant/PennDOT BP-000002			
Supplement			
M-945S (10/12)			
			
<b>Highway Occupancy Permit Supplement</b>		Supplement Number: 02022514- 01	
Name and Address of Permittee:	Original Permit Number: 02022514	Supplement Type: Permittee Name Change	
ACW TEST	Permit Type: Driveway	Supplement Fee: 10.00	
55 Better House Way	Permit Sub Type: Local Road	Account Number:	
Mechanicsburg, PA 17050	Permit Application Number: 19942	Supplement Issue Date: 12/18/2012	
	Municipalities: Clara Township, Pleasant Valley Township, Sweden Township, Ulysses Township	Permit Expiration Date: 12/13/2013	
		County Contact Number: (814) 274-9181	

You will be notified when PennDOT issues your supplement.

Upon supplement issuance, the Applicant Team will receive an email.

Access the supplement via the link on the email or Search.

You can always find the issued supplement on the Supplement>Supplement tab.

You can print this page and/or print the automatically attached supplement from the Attachments page.

## Supplement Features

M-945S (10/12)



Highway Occupancy Permit Supplement		Supplement Number: 02022514- 01
Name and Address of Permittee: ACW TEST 55 Better House Way Mechanicsburg, PA 17050	Original Permit Number: 02022514	Supplement Type: Permittee Name Change
	Permit Type: Driveway	Supplement Fee: 10.00
	Permit Sub Type: Local Road	Account Number:
	Permit Application Number: 19942	Supplement Issue Date: 12/18/2012
	Municipalities: Clara Township Pleasant Valley Township Sweden Township Ulysses Township	Permit Expiration Date: 12/13/2013
	County: Potter	County Contact Number: (814) 274-9181
Issuing District Office: 2-0	District Contact Number: (814) 765-0512	

*Commonwealth of Pennsylvania  
Under and subject to all the minimum conditions, restrictions and regulations prescribed by the PA Department of Transportation (see in particular 67 PA Code, Chapters 441 and 459) and on the original permit.*

Change Description	Supplement No. 02022514-01
Changing Name due to Marriage.	

Supplement Conditions	Supplement No. 02022514-01
1 of 2 RESTORATION SECURITY SHALL BE SUBMITTED TO THE DEPARTMENT AT LEAST 30 DAYS PRIOR TO START OF WORK. NO WORK MAY BE PERFORMED UNTIL SECURITY IS APPROVED.	
2 of 2 CONTACT COUNTY PERMIT INSPECTOR AT LEAST 3 WORK DAYS PRIOR TO START OF WORK AT ____-	

An issued supplement looks much like an issued permit.

Upon supplement issuance, the **Supplement Number** is generated.

The Supplement Number is the Permit Number with an added two digit sequential number (01, 02, etc).

The first supplement issued for the permit will be 01, the second 02...

The permit justification, as edited by PennDOT, will appear on the supplement.

Any Supplement Conditions added by PennDOT will be on the supplement.

## Quick Search for Supplements

**SYSTEM TEST**  
pennsylvania  
DEPARTMENT OF TRANSPORTATION  
PennDOT

home help  
**EPS** ePERMITTING SYSTEM

pennsylvania PA  
logout  
ALBERT APPLICANT

Application

### APPLICATIONS PORTAL

Welcome to PennDOT's ePermitting System

Welcome to the ePermitting System. This site provides up-to-date information on PennDOT's electronic permitting projects.  
**Need Help? For assistance please reference the [Help File](#), and then [Contact Us](#) if you need further assistance.**  
The Help File can be accessed via the "help" link at the top of every EPS Web Page.

**Application Search**

- **Advanced Search**

Application:

Permit:

**Support Functions**

Create New Application

- **Agent for Applicant**
- **Applicant**

- **Current Tutorials**

**Links**

- **ePermitting Reports** - View ePermitting Reports
- **ECMS Home** - Navigate to ECMS Application
- **HOPS** - View HOPS Information
- **Change User Password**

**Bulletins**

**The Quick Search can be even Quicker.**

Once you know the Supplement Number for a supplement application (1, 2, 3, etc.), you can enter that number into the second Application field on the portal page to **Search by Permit Application Number plus Supplement Number**. Doing so will open the Supplement Application Information page.

Once the Supplement is issued, you can enter the issued Supplement Number (01, 02, 03, etc.) into the second Permit field on the portal page to **Search by Permit Number plus Supplement Number**. Doing so will open the Supplement page.

## Advanced Search for Supplements

**SYSTEM TEST** home help pennsylvania DEPARTMENT OF TRANSPORTATION **EPS** ePERMITTING SYSTEM pennsylvania DEPARTMENT OF TRANSPORTATION **logout** ALBERT APPLICANT

Application

Back Search Clear Print Help

### SUPPLEMENT SEARCH

Search Type

Request Type: Supplement

#### Search Criteria

Applicant/Owner:	<input type="text"/>	Application:	<input type="text"/> - <input type="text"/>
Engineering Firm:	<input type="text"/>	Paper Application:	<input type="text"/>
Created By:	<input type="text"/>	Permit:	<input type="text"/> - <input type="text"/>
Reviewer User ID:	<input type="text"/>	Billing Account Num:	<input type="text"/>
Business Partner ID:	<input type="text"/>	Is Department Error:	<input type="text"/>
Supplement Application:	<input type="text"/>	District:	01 ▲ 02 03 04 05 ▼
Status:	Building Response ▲ Conditionally Approved Denied Draft Incomplete ▼	County:	Adams ▲ Allegheny Armstrong Beaver Bedford ▼
Supplement Type:	Change in Work Fee Change Permittee Name Change Time Extension	Municipality:	<input type="text"/>
		State Route:	<input type="text"/>
		Segment:	<input type="text"/>
		Date:	<input type="text"/> From: <input type="text"/>
		To:	<input type="text"/>

**Tailor your search for the supplement.**

For Advanced Search, selecting a **Request Type** of Supplement displays the Supplement Search page, with fields tailored to searching for supplements.

Otherwise, the Advanced Search for supplements functions the same as the Advanced Search for permit applications.

## Lesson 14

### Post Issuance Activities

Entering the Physical Work Completion Date

Editing Engineering Firm Information

## Entering a Physical Work Completion Date

The screenshot displays the Pennsylvania ePermitting System interface. At the top, there are logos for 'SYSTEM TEST pennsylvania DEPARTMENT OF TRANSPORTATION', 'EPS', and 'ePERMITTING SYSTEM'. The user is logged in as 'ALBERT APPLICANT'. The main content area is titled 'PERMIT INFORMATION' and shows details for Application 20203, Cycle 1. A 'Physical Work Completion Date' field is highlighted with a red circle, and a calendar pop-up is shown with the date 02/28/2013 selected. The calendar is for February 2013, with the 28th highlighted in blue. Below the permit information, there is an 'Audit Information' table and a footer with release and copyright information.

Created By	Created On	Modified By
Randy Responder/PennDOT	01/07/2013	Randy Responder/PennDOT

Keep the permit information up to date.

Once the permitted work has been completed, you can indicate that on the Permit Information page by selecting or entering a **Physical Work Completion Date**.

## Adding an Engineering Firm

**SYSTEM TEST** pennsylvania DEPARTMENT OF TRANSPORTATION **EPS** home help **ePERMITTING SYSTEM** pennsylvania PA **logout** ALBERT APPLICANT

Application: 20049 Cycle: 1 Permit Issued

Applicant Name: Blue Grass Engineering District: 02 Permit Group: HOP  
Business Partner ID: 000002 County: Potter Permit Type: Driveway  
Paper Application No: Municipality: ULYSSES Permit Sub type: Local Road  
Permit Use: Institutional  
Permit Sub Use: Military Facility

**CoApplicant Firm Info**

Firm Name	Applicant Name	Business Partner ID	Email	Phone Number
No records found.				

**Engineering Firm Info** EDIT

ID	Firm Name	Firm Contact	Business Partner ID	Email	Phone Number	Status
1		Ernie Engineer		c-arutkows@pa.gov	7777777777	Active

**Applicant Contact Info**

You are currently logged in as **Albert Applicant**. If this is incorrect, please [login](#). Your session will timeout in 29 minutes.

Release: 3.0  
Session size: 0.1k

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[PennDOT Privacy Policy](#)

Mon Feb 04 13:13:12 EST 2013  
Official ePermit Date/Time

You can keep the engineering firm information up to date.

After a permit has been issued, as an Applicant Team Member, you can **add an Engineering Firm** to the permit application record.

To do so, access the **Applicant Team Information** page of the permit application.

Click on the **Edit** button in the Engineering Firm Info section and add an engineering firm, the same way you do for an application in Draft status.

## Deactivating Engineering Firms

You can not delete engineering firms from an issued permit record; however, you can **deactivate** them. A deactivated engineering firm:

- Will not receive Applicant Team email notifications pertaining to that permit.
- Will not be able to create a supplement for that permit.
- Will not be able to view any supplements created after being inactivated.
- Will not be able to edit the Applicant Team page.

## Deactivating an Engineering Firm

**SYSTEM TEST** home help pennsylvania PA DEPARTMENT OF TRANSPORTATION **EPS** ePERMITTING SYSTEM ALBERT APPLICANT logout

Application: 20049 Cycle: 1 Permit Issued

Applicant Name: Blue Grass Engineering District: 02 Permit Group: HOP  
Business Partner ID: 000002 County: Potter Permit Type: Driveway  
Paper Application No: Municipality: ULYSSES Permit Sub type: Local Road  
Permit Use: Institutional  
Permit Sub Use: Military Facility

**CoApplicant Firm Info**

Firm Name	Applicant Name	Business Partner ID	Email	Phone Number
No records found.				

**Engineering Firm Info** EDIT

ID	Firm Name	Firm Contact	Business Partner ID	Email	Phone Number	Status
1		Ernie Engineer		c-arutkows@pa.gov	7777777777	Active

**Applicant Contact Info**

You are currently logged in as **Albert Applicant**. If this is incorrect, please [login](#). Your session will timeout in 29 minutes.

Release: 3.0 PennDOT | Home | Help | Pennsylvania Mon Feb 04 13:13:12 EST 2013  
Session size: 0.1k Copyright © 2011 Pennsylvania Department of Transportation. All Rights Reserved. Official ePermit Date/Time  
[PennDOT Privacy Policy](#)

Access the Applicant Team Information Page to deactivate an Engineering Firm.

On the Applicant Team Information page, click on the **hyperlink** for the Engineering Firm member you want to deactivate.

The Engineering Firm Information page for that Engineering Firm member will display.

## Deactivating an Engineering Firm

SYSTEM TEST pennsylvania DEPARTMENT OF TRANSPORTATION EPS ePERMITTING SYSTEM pennsylvania ALBERT APPLICANT

Application: Back Save Save & Exit Save & New Action Print Help

**ENGINEERING FIRM INFORMATION**

Engineering Firm Information

Engineering Firm Name:	Business Partner ID:
Applicant Name: Ernie Engineer	Phone Number: 717.568.1234
Address Line 1: 55 Testing Way	Fax Number:
Address Line 2:	Email Address: c-arutkows@pa.gov
City: Mechanicsburg	
State: PA	
Postal Zip Code: 17050	

You are currently logged in as Albert Applicant. If this is incorrect, please login. Your session will timeout in 28 minutes.

Release: 3.0  
Session size: 0.1k

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PennDOT Privacy Policy

Mon Feb 04 15:04:38 EST 2013  
Official ePermit Date/Time

### Deactivate the Engineering Firm member.

On the Engineering Firm Information page, click on **Action>Deactivate** option.

Then, click on **Save & Exit**.

Back on the Applicant Team Information page, the Engineering Firm will now be listed with a status of **Inactive**.

You can always go back and **Reactivate** the Engineering Firm, if necessary.

## Lesson 15

### Inspection and Closeout

CIMS Inspection Accounts

Notify PennDOT

Inspection Cost Invoicing

## CIMS Inspection Accounts

A permittee who is issued a permit that requires continuous inspection (condition code 318) will be required to have an ECMS BPID, a CIMS Customer Account, and at least one CIMS Billing Account used for inspection cost invoicing.

- Acquiring an ECMS BPID
- Acquiring a CIMS Customer Account
- Acquiring a CIMS Billing Account

## CIMS Inspection Accounts

### Acquiring a BPID

Navigate to the ePermitting system:  
<https://www.dot14.state.pa.us/EPS/home/home.jsp>

Click the **here** hyperlink in the Login section

Partner ID (BP ID)	Description	Requirements	Action
<b>ePermitting Business Partner</b> Businesses that wish to create a business partner account with multiple users only to access ePermitting.	Businesses that apply for or work with highway occupancy permits on a regular basis, such as developers, retail chains and engineering firms. Multiple employees in your company can be assigned individual user IDs.	A new BP ID for "ePermitting only" will be created for you. You must assign a Security Administrator at your company to manage individual user IDs and privileges.	<b>Form Request</b> Complete the <a href="#">ePermitting Business Partner form</a> and e-mail the form to <a href="mailto:PA-pdeCMSecurity@pa.gov">PA-pdeCMSecurity@pa.gov</a> . After the account is created, a new BP ID will be assigned and your Security Administrator can add users.
<b>Single-User ePermitting ID</b> Businesses and individuals who apply for a single or occasional permit. This streamlined process is specifically designed for infrequent applicants.	One-time or occasional users, such as small business owners, private engineering firms or homeowners.	A single ePermitting user ID will be created for your use.	<b>Express Login</b> Use this Express Login <a href="#">link</a> to create a single-user account.
<b>New ECMS Business Partner</b> Businesses that wish to apply for a new ECMS Business Partner ID for ePermitting and other services.	A business seeking to become an ECMS business partner to use ePermitting and other software or services on a regular basis. Multiple employees in your company can be assigned individual user IDs.	A Security Administrator will be assigned to manage individual user IDs and privileges.	<b>ECMS Registration</b> Register for a Business Partner ID online at <a href="#">Business Partner Registration</a> .

Business partners who apply for or work with highway occupancy permits only can acquire a BPID for EPS only by following instructions for an ePermitting Business Partner

Business partners who wish to access ECMS in addition to EPS can acquire a BPID for both systems by following instructions for a New ECMS Business Partner

## CIMS Inspection Accounts



### Request for ECMS Business Partner Log In Credentials E-Permitting ONLY

**NOTE:** Please provide complete information. Incomplete applications will delay processing of business partner credentials.

Company Name:		Date Submitted:	
Applicant Last Name:		Applicant First Name:	

Applicant Signature:

Applicant Title

Business Address:

City, State, Zip

Check here	Role Requested
<input type="checkbox"/>	E-Permitting Business Partner SECURITY ADMINISTRATOR
This role has the ability to create users for their organization and grant one or more of the following two roles.	
<input type="checkbox"/>	Applicant (Applicant, Co-Applicant, Engineering Firm)
<input type="checkbox"/>	Business Partner Read-Only

PLEASE E-MAIL COMPLETED APPLICATION TO:  
[RA-pdECMDSecurity@pa.gov](mailto:RA-pdECMDSecurity@pa.gov)

**ECMD Use Only:**

Entered By: \_\_\_\_\_

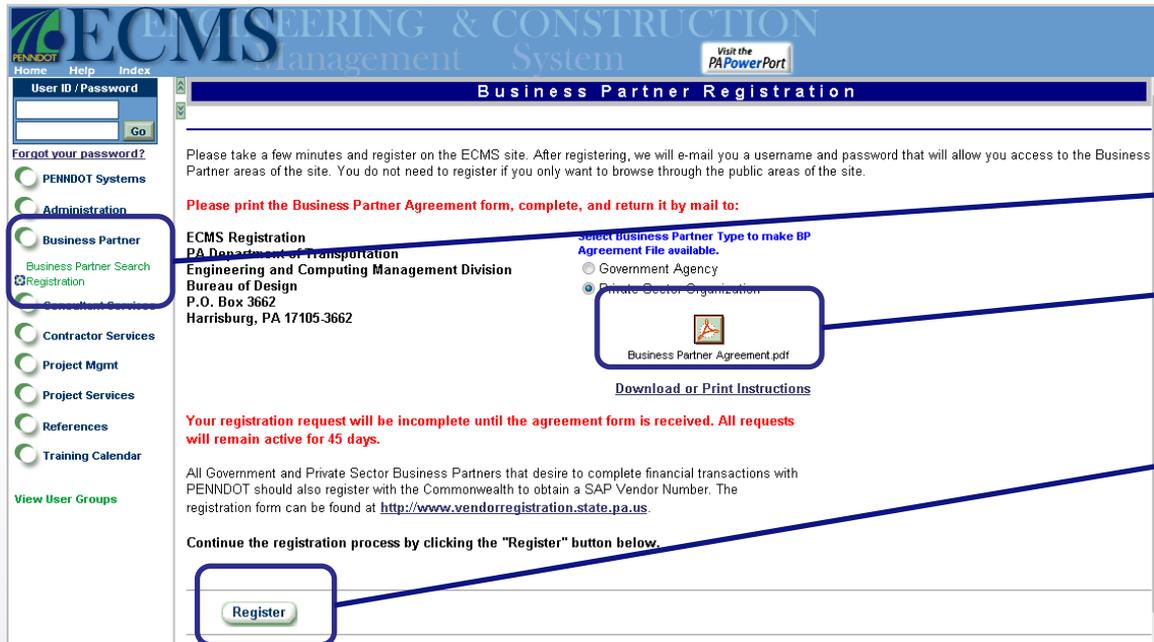
Entered Date: \_\_\_\_\_

### Acquiring a BPID (for access to EPS only)

Complete the request form and email it per instructions in the form

When the registration process is complete, the business partner's EPS Administrator will receive an email with their EPS User ID and password

## CIMS Inspection Accounts



### Acquiring a BPID (for access to ECMS and EPS)

Navigate to the ECMS Home page (<http://www.dotdom2.state.pa.us/>)

Click **Business Partner**, then **Registration**

Fill out the agreement form and mail it to ECMS (per instructions in the form)

Click the **Register** button, and complete all mandatory fields in each tab

When the registration process is complete, the business partner's ECMS Administrator will receive an email with their ECMS User ID and password

## CIMS Inspection Accounts

After successfully registering for and acquiring an ECMS BPID, notify the PennDOT District Permit Manager to request that they set up your CIMS Customer and Billing Accounts for inspection cost invoicing.

District	Permit Manager / Contact	Phone #	Email
1	Michele Morningstar	814-678-7156	<a href="mailto:mmorningst@pa.gov">mmorningst@pa.gov</a>
2	Nicholas Ninosky	814-765-0512	<a href="mailto:nninosky@pa.gov">nninosky@pa.gov</a>
3	Jim Krise	570-368-4290	<a href="mailto:jkrise@pa.gov">jkrise@pa.gov</a>
4	Bob Kretschmer	570-963-4067	<a href="mailto:rokretchm@pa.gov">rokretchm@pa.gov</a>
5	Brian Boyer	610-871-4465	<a href="mailto:briboyer@pa.gov">briboyer@pa.gov</a>
6	Rich Avicolli	610-205-6795	<a href="mailto:ravicolli@pa.gov">ravicolli@pa.gov</a>
8	Mazhar Malik	717-787-8789	<a href="mailto:mmalik@pa.gov">mmalik@pa.gov</a>
9	Nichole Mertens	814-696-7260	<a href="mailto:nmertens@pa.gov">nmertens@pa.gov</a>
10	Courtney Snyder	724-357-2831	<a href="mailto:cousnyder@pa.gov">cousnyder@pa.gov</a>
11	John Brosnan	412-429-4804	<a href="mailto:jbrosnan@pa.gov">jbrosnan@pa.gov</a>
12	Rick Marker	724-439-7310	<a href="mailto:rimerker@pa.gov">rimerker@pa.gov</a>

## Notifying PennDOT

A permittee who is issued a permit will be able to notify PennDOT about the status of the permitted work in EPS.

- Permitted Work Ready to Start
- Permitted Work Completed and Ready for Closeout

## Notifying PennDOT

The screenshot displays the PennDOT ePERMITTING SYSTEM interface. At the top, there are navigation links for 'home', 'help', and 'logout'. The user is logged in as 'ANDY APPLETTE02'. The main content area shows application details for 'APPL' with a 'Notify PennDOT' menu option highlighted. A blue arrow points from this menu option to the text on the right. Below the menu, the application details are organized into sections: 'Application Details Information', 'Application Setup', 'Internal', 'Workflow', and 'Permit'. The 'Permit' section includes 'Permit Information', 'Permit', 'Supplement List', and 'Inspections & Closeout'. At the bottom, a status bar indicates the user is logged in as 'Andy Applette02' and the session will timeout in 29 minutes.

<b>Application/Owner:</b> Best Contractor Services	<b>Paper Application Number:</b>
<b>Address Line 1:</b> 555 First Street	<b>BP ID:</b> 000373
<b>Address Line 2:</b>	<b>Phone Number:</b> (717) 123-4567 Ext:
<b>City:</b> Hometown	<b>Fax Number:</b>
<b>State:</b> PA	<b>Email Address:</b> timjohnso@pa.gov
<b>Postal Code:</b> 17555	<b>Created By:</b> Andy Applette02/PennDOT BP-000373

<b>Application Details Information</b>	
<b>District:</b> 02	<b>Permit Group:</b> HOP
<b>County:</b> Clearfield	<b>Permit Type:</b> Miscellaneous
<b>Municipality:</b> BECCARIA TOWNSHIP	<b>Permit Sub Type:</b> Curb, Sidewalk, Drainage, or Other
	<b>Permit Use:</b> Auxiliary Lane

<b>Application Setup</b>	<b>Internal</b>	<b>Workflow</b>	<b>Permit</b>
<ul style="list-style-type: none"><li>• Applicant Team</li><li>• Attachments</li><li>• Work Summary and Locations</li><li>• Application Identification</li><li>• Fee Information</li><li>• Application Summary</li><li>• Reference Material and Forms</li></ul>	<ul style="list-style-type: none"><li>• Checklist Information</li><li>• Reference Information</li></ul>	<ul style="list-style-type: none"><li>• Review Team</li><li>• Response Letter</li></ul>	<ul style="list-style-type: none"><li>• Permit Information</li><li>• Permit</li><li>• Supplement List</li><li>• Inspections &amp; Closeout</li></ul>

### Permitted Work Ready to Start

From any screen for an issued permit, click the **Notify PennDOT** menu option

Then click the **Ready to Begin Work** option



## Inspection Cost Invoicing

Permittees (with an issued permit that requires continuous inspection) are required to reimburse PennDOT for the cost of inspection.

The ePermitting system will generate and send an invoice to the email address of the selected CIMS Billing Account contact (of the Permittee) for any inspection costs that have been submitted by an Inspector (via an M-371A form) and approved by PennDOT in EPS.

- Invoices generated twice-per-month (1<sup>st</sup> business day and 1<sup>st</sup> business day after the 15<sup>th</sup>)
- Invoice attached to email sent to CIMS Billing Account contacts
- Hyperlink in body of email to EPS Invoice Portal screen

## Inspection Cost Invoicing

**From:** ePermitting ST Help [<mailto:perndotopermittingshelp@pa.gov>]  
**Sent:** Tuesday, November 26, 2013 4:59 PM  
**To:**  
**Subject:** System Test ePermitting - PennDOT Monthly Invoice for Highway Occupancy Permit (HOP) Inspection Costs (Sent on: 11/26/2013 04:58:46 PM)

**Statement Date:**11/26/2013  
**Account Name:**Best Contractor Services  
**Account Number:**78781367  
**Invoice Number:**78781367131126IC  
**Invoice Amount:**\$7,500.00

Your monthly HOP invoice is attached.

Please direct any inquiries relating to permits and permit fees to 717-787-3620.

**PENNDOT EPERMIT - PLEASE DO NOT REPLY TO THIS EMAIL**

 **pennsylvania**  
DEPARTMENT OF TRANSPORTATION  
Comptroller Operations AR PENNDOT - NON APRAS  
PO Box 15738  
Harrisburg, PA 17101

ePermitting Invoice

Best Contractor Services  
9999  
Clearfield, pa 16830

Invoice Summary	
Statement Date	11/26/2013
Account Number	78781367
Invoice Number	78781367131126IC

Billing Statement for Highway Occupancy Permits Inspection Costs					Invoice No. 78781367131126IC
Permit Number	District	County	State Route(s)	Pav Period Ending	Inspection Cost
02022548	2-0	Clearfield	0453	11/26/2013	\$2,500.00
02022548	2-0	Clearfield	0453	11/28/2013	\$5,000.00
<b>No. of Items:</b> 2					<b>Total Cost</b> \$7,500.00

Make check payable to PENNDOT.  
Please include invoice number on the check.

Payment due upon receipt.

Please direct inquiries or questions related to inspection fees to the appropriate district office.

## Invoice Email

The email address used for the CIMS Billing Account selected for a permit requiring continuous inspection may receive emails from EPS with an attached invoice.

Click the **hyperlink** to access the Invoice Portal in EPS containing all relevant reimbursement records and M-371A forms.

Open the **attachment** to view the invoice.

## Inspection Cost Invoicing

Invoice Number	Billing Acct Number	Invoice Type	Customer Acct Number	Billing Acct Name	Statement Date	Invoice Amount	Amount Applied	Days Since Statement Date	Payment Status	Date Paid	Security Type	Reimbursements	Security Amount
<a href="#">787804221312041C</a>	78780422	<a href="#">Inspection Fees</a>	78780600	Windstream Pennsylvania, LLC	11/04/2013	300.00	300.00		Paid	2013-12-05	Bond	<a href="#">M-371</a>	300000.00
<a href="#">787804231312041C</a>	78780423	<a href="#">Inspection Fees</a>	78780671	Markwest Liberty Midstream & Resources, LLC	11/04/2013	1779.55		35	Not Paid		Bond	<a href="#">M-371</a>	500000.00
<a href="#">787804241312041C</a>	78780424	<a href="#">Inspection Fees</a>	78780601	Frontier Communications	11/04/2013	1002800.00	6000.00	35	Partially Paid	2013-12-05	Letter of Credit	<a href="#">M-371</a>	454545.00
<a href="#">787804251312041C</a>	78780425	<a href="#">Inspection Fees</a>	78780609	UGI Utilities, Inc. Issuing Districts: 043, 047	11/04/2013	35450.00	35450.00		Paid	2013-12-05	Bond	<a href="#">M-371</a>	300000.00

### Invoice Portal

Click the **Invoice Number** hyperlink in the Invoice Number column to view the invoice (PDF).

Click the **Invoice Type** hyperlink in the Invoice Type column to view any applicable securities.

Click the **M-371** hyperlink in the Reimbursements column to view the applicable M-371A form.

## Lesson 16

### Assign, Cancel, or Revoke Permits

Assignment

Cancellation

Revocation

## Assignment

- When the name of the Permittee and/or Co-Applicant must be changed when the permit is in a status of Closed-Out, PennDOT considers this to be an Assignment.
- Assignment is also used when ownership of an installed facility changes (after the permit is Closed).
- Submit a completed M-948 form to request that a permit (in Closed status) be assigned.
- PennDOT will review the request, and if there are no issues, will assign the permit to the new permittee(s).

## Assignment

**SYSTEM TEST** pennsylvania DEPARTMENT OF TRANSPORTATION **EPS** home help ePERMITTING SYSTEM pennsylvania PA logout ANDY AKITA08

Demo Links HOP Emergency BDL Invoice Portal

Back Assignment Help

### APPLICATION INFORMATION

Application: 45778 Cycle: 1 Close

<b>Applicant/Owner:</b> Blue Knight LLC	<b>Paper Application Number:</b>
<b>Address Line 1:</b> 555 Walnut Street	<b>BP ID:</b> 000003
<b>Address Line 2:</b>	<b>Phone Number:</b> (111) 111-1111 Ext:
<b>City:</b> Harrisburg	<b>Fax Number:</b>
<b>State:</b> PA	<b>Email Address:</b> c-ppalumbo@pa.gov
<b>Postal Code:</b> 17108	<b>Created By:</b> Andy Akita08/PennDOT BP-000003

#### Application Details Information

<b>District:</b> 08	<b>Permit Group:</b> HOP
<b>County:</b> Dauphin	<b>Permit Type:</b> Miscellaneous
<b>Municipality:</b> HARRISBURG CITY	<b>Permit Sub Type:</b> Non-Utility Structure

Application Setup	Internal	Workflow	Permit
<ul style="list-style-type: none"><li>Applicant Team</li><li>Attachments</li><li>Work Summary and Locations</li><li>Application Identification</li><li>Fee Information</li><li>Application Summary</li><li>Reference Material and Forms</li></ul>	<ul style="list-style-type: none"><li>Checklist Information</li><li>Reference Information</li></ul>	<ul style="list-style-type: none"><li>Review Team</li><li>Response Letter</li></ul>	<ul style="list-style-type: none"><li>Permit Information</li><li>Inspections &amp; Closeout</li><li>Closed Permit</li></ul>

You are currently logged in as **Andy Akita08**. If this is incorrect, please [login](#). Your session will timeout in **29** minutes.

### Initiate Assignment

Access the applicable permit (in Closed status) via Quick or Advanced Search.

Click the Assignment button on the menu bar to initiate an Assignment.

**Note:** you will be unable to initiate an Assignment if there is another Assignment in progress.

## Assignment

**SYSTEM TEST**  
pennsylvania  
DEPARTMENT OF TRANSPORTATION

home help  
**EPS**

ePERMITTING  
SYSTEM

pennsylvania PA  
logout  
ANDY AKITA08

Demo Links HOP Emergency BOL Invoice Portal

Ok Cancel Print Help

### ASSIGNMENT OF PERMIT OR LICENSE

#### Information

To assign this permit or to correct the information for any permittee, please mail form M-948 (Assignment of Permit or License) to the applicable Engineering District office. Form M-948 is located on the PennDOT website [link here](#). Please note that once an assignment is processed by PennDOT, you will no longer have access to the permit documentation. Please save any records for your files prior to submitting this form.

Following are instructions for completing Form M-948:  
**Section 1** is completed by the present Permittee (Assigner). Enter the name of the new owner, new owner's address, the Permit number, the issuance date of the Permit, and a short description of work (e.g., install Minimum Use driveway with drainage). The present owner will also enter the municipality where he/she resides and the current date, then print the name as it appears on the Permit, sign and identify the signer's title. The signature shall be attested and the attestor's signature shall be titled.  
**Section 2** is completed by the new Permittee (assignee). Enter the Permit number, the municipality where the new owner resides, the current date, the printed name or company of the new owner, the new owner's signature and signer's title. The signature shall be attested and the attestor's signature shall be titled.

Note:  
• It is recommended that proof of ownership be provided (e.g., a recorded deed to the property).  
• A \$10.00 fee is required for an assignment made prior to the permit being closed out. This fee is waived for assignments made after the permit is closed out. If the permit has not been closed out, please include a check or money order in the amount of \$10.00 with your submission.  
• If the NEW PERMITTEE wishes to view and maintain the permit via the ePermitting system in the future, please print this page, enter the permit number, new permittee's name and ePermitting Business Partner ID\* number below and include this page with your submission:

PERMIT Number: \_\_\_\_\_  
NEW PERMITTEE Name: \_\_\_\_\_  
NEW PERMITTEE Business Partner ID No.: \_\_\_\_\_

\*To register for an ePermitting Business Partner ID, click [link here](#).

You are currently logged in as **Andy Akita08**. If this is incorrect, please [login](#). Your session will timeout in **29** minutes.

Release: 7.0 PennDOT | Home | Help | Pennsylvania Tue Mar 13 16:09:08 EDT 2014

## Assignment Instructions

As an Applicant or Agent for the Applicant, you will not actually be able to initiate the assignment in EPS.

When you click the Assignment button, you will be directed to a page reflecting the instructions for initiating an Assignment.

Follow the instructions, and PennDOT will complete the Assignment on your behalf.

Click the OK or Cancel button to exit the instructions page, and return to the Application record in EPS.

## Cancellation

- A permit can be cancelled if unused.
- Contact PennDOT to request that a permit (in Issued or Under Inspection status) be cancelled.
- PennDOT will review the request, and if there are no issues, will cancel the permit in EPS.
- Cancelling a permit also cancels any issued supplements, and withdraws any draft or in-process supplements.

## Cancellation

**Highway Occupancy Permit** Permit No.: 08082277

Name and Address of Permittee: Blue Knight LLC 555 Walnut Street Harrisburg, PA 17108	County: Dauphin County Contact No.: (717) 783-0156 Issuing District Office: 8-0 District Contact No.: (717) 787-8789 Municipalities: Harrisburg City	Issue Date: 5/12/2014 Expiration Date: 5/12/2015 Application No.: 45772 Account No.: Permit Fee: 0.00
--	--	---

*Immediately upon completion of the work Permittee shall notify the permit office where application was made. Subject to all the conditions, restrictions, and regulations prescribed by the Pennsylvania Department of Transportation, (see in particular 67 Pa. Code, Chapter 212, 441 and 459 and State Highway Law, 36 P.S. Section 670 - 411, 420 and 421 ) and subject to the plans, special conditions, or restrictions herein set forth or attached hereto. This permit shall be located at the work site and shall be available for inspection by any police officer or Department representative.*

Location and Description of Work		Permit No.: 08082277
1 of 1	State Route #: 3012 Segment(s): From 0000 To 0030 Offset(s): From 0000 To 0000	138: Replace Sidewalk and Curb

**Acknowledgement of Completion**

Permit work has been completed: \_\_\_\_\_  
Secretary of Transportation

Date: \_\_\_\_\_  
Michael C. Keiser, P.E.

By: \_\_\_\_\_  
District Executive

## Cancelled Permit

After PennDOT completes the cancellation, EPS generates a cancelled version of the Permit (PDF) and sends it to the applicant team.

The status of the record in EPS is also updated to Cancelled.

Any refunds will need to be processed outside of EPS.

## Revocation

- PennDOT may revoke a permit (in Issued, Under Inspection or Closed status) in EPS for a number of reasons, such as:
  - Failure to comply with regulations
  - Failure to comply with permit conditions
  - Non-payment of fees
- Revoking a permit also revokes any issued supplements, and withdraws any draft or in-process supplements.

## Revocation

**SYSTEM TEST** pennsylvania DEPARTMENT OF TRANSPORTATION **EPS** ePERMITTING SYSTEM pennsylvania DEPARTMENT OF TRANSPORTATION

M-945P (6/12)

**Highway Occupancy Permit** Permit No.: 08082256

Name and Address of Permittee: Blue Knight LLC 555 Walnut Street Harrisburg, PA 17108	County: Dauphin County Contact No.: (717) 783-0156 Issuing District Office: 8-0 District Contact No.: (717) 787-8789 Municipalities: Harrisburg City	Issue Date: 4/14/2014 Expiration Date: 4/14/2015 Application No.: 45289 Account No.: Permit Fee: 0.00
--	--	---

Immediately upon completion of the work Permittee shall notify the permit office where application was made. Subject to all the conditions, restrictions, and regulations prescribed by the Pennsylvania Department of Transportation, (see in particular 67 Pa. Code, Chapter 212, 441 and 459 and State Highway Law, 36 P.S. Section 670 - 411, 420 and 421 ) and subject to the plans, special conditions, or restrictions herein set forth or attached hereto. This permit shall be located at the work site and shall be available for inspection by any police officer or Department representative.

<b>Location and Description of Work</b> Permit No.: 08082256	
1 of 1	State Route #: 3012 Segment(s): From 0000 To 0030 Offset(s): From 0000 To 0000
138: Replace Sidewalk and Curb	

Acknowledgement of Completion All work was completed consistent with permit and regulations Date: 04/14/2014 By: max	Barry J Schoch, P.E. Secretary of Transportation Michael C. Keiser, P.E. District Executive
---	--

**Permit**

- Permit Information
- Supplement/Assignment Links
- Inspections & Closeout
- Revoked Permit

000003  
(111) 111-1111 Ext:  
c-ppalumbo@pa.gov  
Andy Akit08/PennDOT BP-000003

HOP  
Miscellaneous  
Non-Utility Structure

Revoked

## Revoked Permit

After PennDOT completes the revocation, EPS generates a revoked version of the Permit (PDF).

The status of the record in EPS is also updated to Revoked.

## Lesson 17

### Getting Help with ePermitting

Determine whom to call

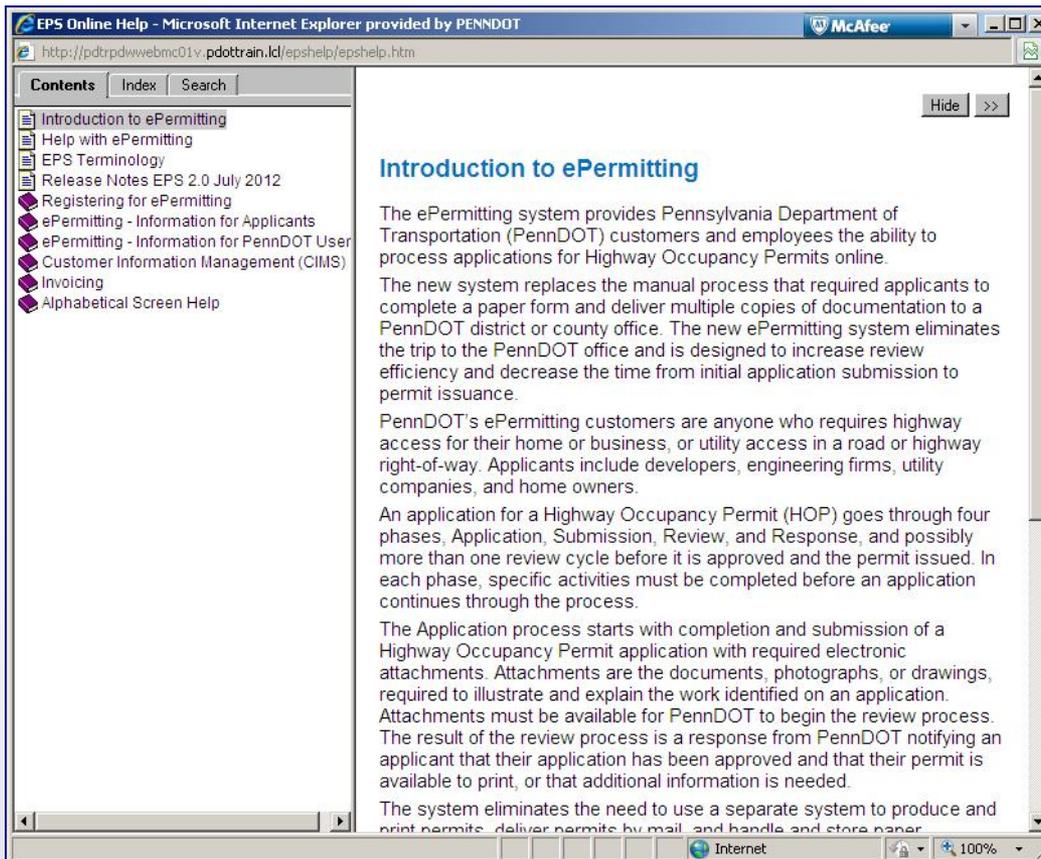
Online Help

## Identifying the Type of Help You Need

To ensure that you get the assistance you need and as quickly as possible, please follow these simple steps:

- Locate the type of problem you are having on Problem Types list.
- Identify whom to contact for the problem type.

## Online Help



### View information and instructions online.

Click the **Help** button from any screen to access online help.

Information for each user screen is available.

Click the **Contents** tab to view all help sections or “books.” Click a book to open it and view its topics. Click a topic to display the text.

Click the **Index** tab to locate topic information alphabetically.

Click the **Search** tab to locate specific information.

## Contacts for Different Types of Problems

PROBLEM TYPES	CONTACT
<b>General Help Information</b>	EPS Online Help
<b>ePermitting Data Corrections, Business Process, or Functionality Questions</b> <ul style="list-style-type: none"><li>• Data Correction</li><li>• ePermitting business process questions</li><li>• Identifying work locations and descriptions</li><li>• All ePermitting system function related questions</li><li>• File Attachments: Policy, Attach, Find, Change</li></ul>	District Permit Manager
<b>ePermitting System Errors</b> <ul style="list-style-type: none"><li>• System Down</li><li>• Web Page Not Found</li></ul>	PennDOT IT Service Desk at 717-783-8330 Toll Free 855-783-8330
<b>ePermitting Security and Registration Issues</b> <ul style="list-style-type: none"><li>• ePermitting Login/ User ID / Password</li><li>• Security Roles: Add/Edit/Delete/Change</li></ul>	ECMD Helpdesk 717-783-7711

### Locate the correct contacts.

In the Help File, click “Help with ePermitting” in the main table of contents.

The types of problems are listed, with instructions on whom to contact.