



INDOT Electronic Permit System

CUSTOMERS

Version 1.0

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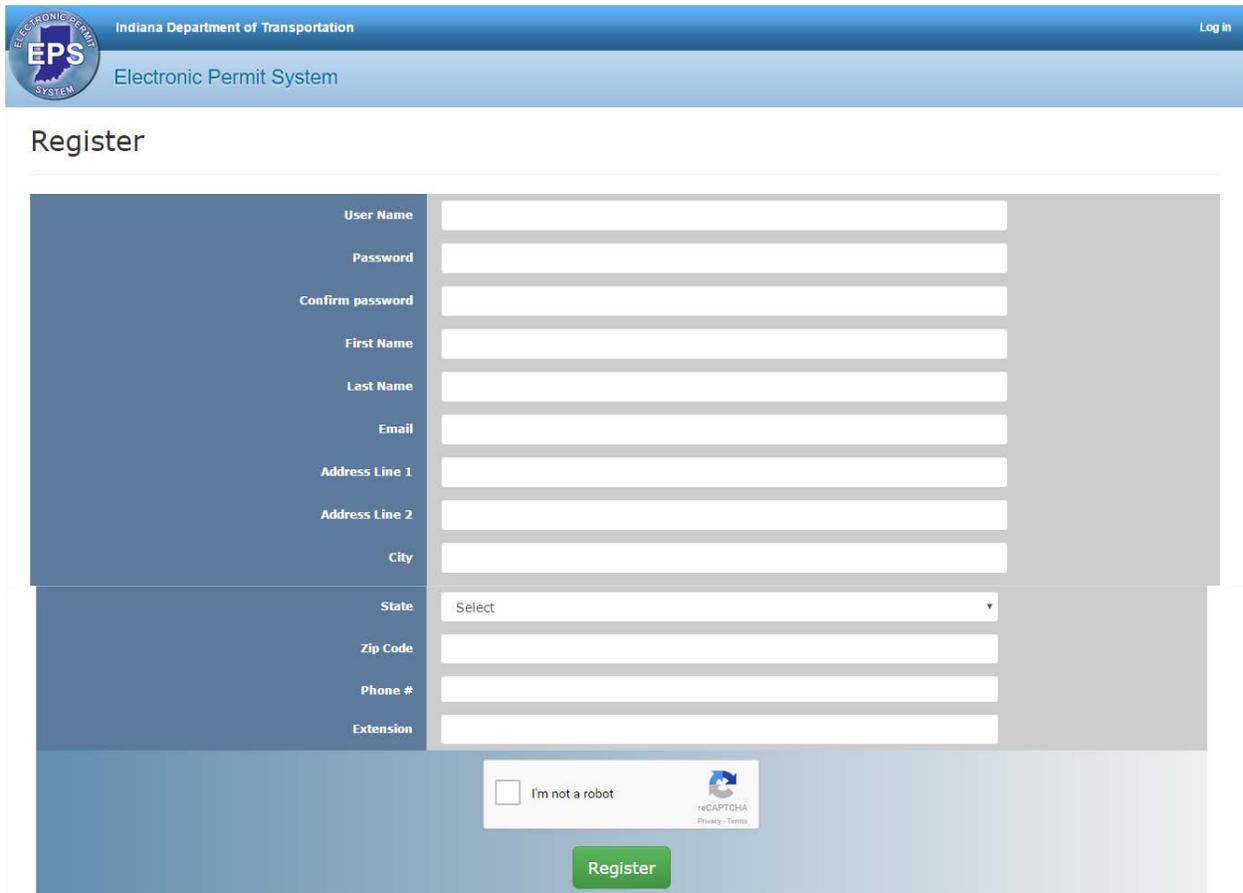
System Set Up

Logging In

To log in to EPS, go to <http://eps.indot.in.gov>. Both INDOT Employees and INDOT Customers use the site; select the type of User in the upper right corner of the Log In box by clicking in the radio button next to **Customers**.

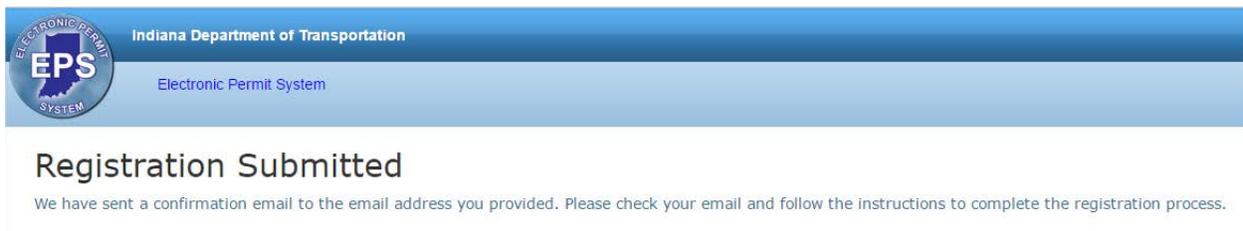
The screenshot shows the login interface for the Electronic Permit System (EPS). At the top, there is a blue header with the Indiana Department of Transportation logo on the left, the text "Indiana Department of Transportation" in the center, and a "Log in" link on the right. Below the header, the page title "Electronic Permit System" is displayed. The main content area is divided into two sections. On the left is a "Login" form with a blue header. It contains two radio buttons: "INDOT Users" (unselected) and "Customers" (selected). Below the radio buttons are two input fields labeled "Username" and "Password". At the bottom of the form are two links: "Register for a new account" and "Forgot username/password", and a blue "Log in" button. On the right side of the page, there is a heading "Electronic Permit System" followed by a welcome message: "Welcome to the Electronic Permit System (EPS). If you are a returning user, please log in using your EPS username and password. If you do not have an EPS account, click on 'Register for a new account'. If you are a first time user, after logging in, please review the help screens by clicking the help link in the upper right corner of each page." Below this message is a link: "If you have any questions or problems using EPS, please contact the IOT Helpdesk."

INDOT Customers should enter their EPS specific Username and Password. INDOT Customers without an EPS account should register for an EPS account. To register for a new account, click on the **Register for a new account** link in the Log in box. The Registration screen automatically displays after the link is clicked. Complete the fields as indicated and click **Register** to register to create an EPS log in.



The screenshot shows the 'Register' page of the Indiana Department of Transportation's Electronic Permit System. The page has a blue header with the EPS logo and the text 'Indiana Department of Transportation' and 'Electronic Permit System'. A 'Log in' link is visible in the top right corner. The main content area is titled 'Register' and contains a registration form. The form fields are: User Name, Password, Confirm password, First Name, Last Name, Email, Address Line 1, Address Line 2, City, State (a dropdown menu with 'Select' as the current selection), Zip Code, Phone #, and Extension. Below the form is a reCAPTCHA widget with the text 'I'm not a robot' and a 'Register' button.

After clicking **Register**, the registration confirmation screen displays.



The screenshot shows the 'Registration Submitted' page of the Indiana Department of Transportation's Electronic Permit System. The page has a blue header with the EPS logo and the text 'Indiana Department of Transportation' and 'Electronic Permit System'. The main content area is titled 'Registration Submitted' and contains the text: 'We have sent a confirmation email to the email address you provided. Please check your email and follow the instructions to complete the registration process.'

An email is automatically sent from EPS to the email address provided during registration. Follow the instructions in the email to complete the registration process.

Thank you for registering your EPS account. Please click the following link to complete the registration process: [Confirm Account](#).

If links are not available in your email client, copy and paste the following URL into your browser:

<https://epsqa.indot.in.gov/Users/Account/ConfirmEmail?userId=2460741&code=Xy%2FrMxqO1GqejAW2KTsvBcGhrTPP3PDY5A1Tc2ianVA5367%2FprLnPiS6F30Zy6mIBPaCAkH73%2FgPmAyVRISemvT%2FJk9h2DV2ObBr14FpTY6wX687GavSz8Vuj%2BKDLsaXQSHk0c7I7o7QLIXmn%2FZWFXe%2FmBSTs0FBIJs1pb7OR3U%3D>

Forgot Username/Password

If the Username or Password is forgotten, click on the **Forgot username/password** link under the login button.

Indiana Department of Transportation
Electronic Permit System

EPS SYSTEM

Login

INDOT Users Customers

Username

Password

Register for a new account

Forgot username/password Log in

Electronic Permit System

Welcome to the Electronic Permit System (EPS). If you are a returning user, please log in using your EPS username and password. If you do not have an EPS account, click on "Register for a new account". If you are a first time user, after logging in, please review the help screens by clicking the help link in the upper right corner of each page.

If you have any questions or problems using EPS, please contact the IOT Helpdesk.

Enter the email address associated with the account and click **Send Email** to have the system resend the username/password.

Indiana Department of Transportation
Electronic Permit System

EPS SYSTEM

Log in

Forgot your password?

Enter your email address below to receive instructions to reset your password.

Email

Send Email



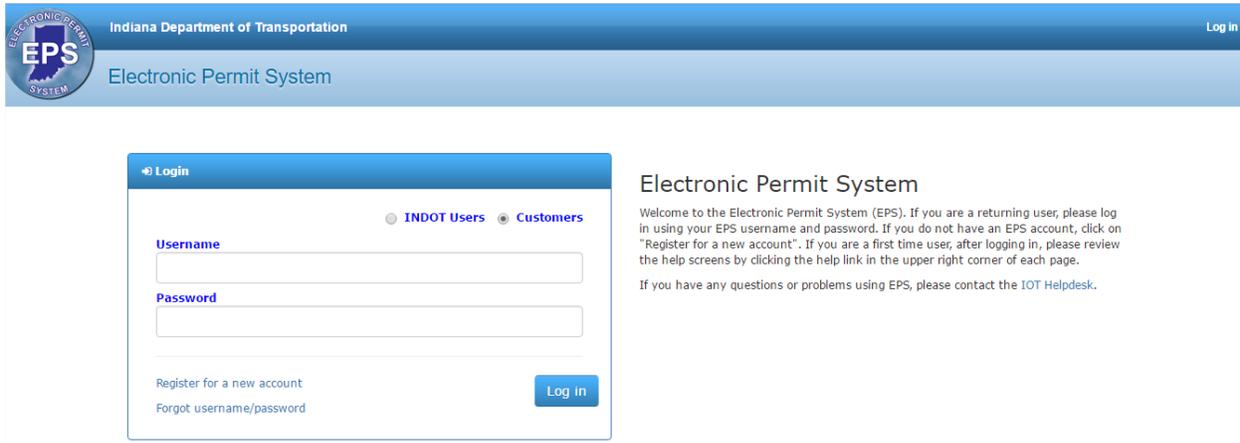
The EPS Administrator does not have the ability to reset usernames or passwords. However, if the User forgets which email address is associated with the account the EPS Administrator can see and reset the email address associated with an account.

Logout

To log out of the system, click on the **Logout** text in the upper right corner of the screen. The **Logout** text turns blue when the cursor moves over the text.



The User is taken to the Login screen.



Roles and Permissions

Users are assigned Roles and Tokens, giving them permissions to certain site features. Users without permissions to certain features see grayed out records and options (or no options/icons at all) on those screens.

Menu

The features of EPS are separated into categories and can be accessed by using the menus at the top of the screen. The menus are available from any page in EPS.



Click on a menu or hover over it to display any submenus. Click on a submenu option to display that section of EPS.

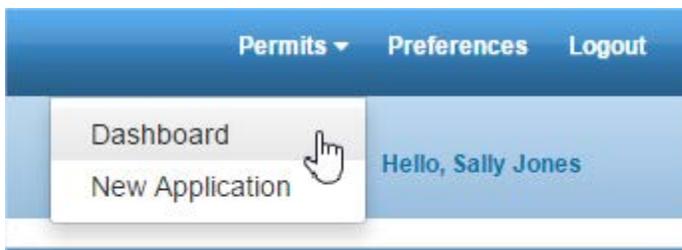


Table Tools

Certain features are the same any time a table is used in EPS. These include navigating using Panel Pages, the Items on a Panel Page, Hyperlinks, Sorting, Columns, Filtering, Grouping Columns and Exporting to Microsoft Excel.

Panel Pages

Use the **Next**  and **Previous**  buttons to navigate to subsequent pages or click the **End**  or **Beginning**  buttons to jump to the very last or very first page.



Permit ID	Project Name	Location	County	Route	Area	Start Date	End Date
T0000097723	Pole Line	Communicat...	Hancock	SR 9	46.39		
T0000097684	Railroad	Road Closure					
T0000097703	Railroad	Traffic Diversion	Knox	US 50		04/30/2016	
T0000097682	Cut Road	Tree Trimming	Hamilton	main st	15	04/29/2016	05/12/2016
T0000097683	Driveway	Minor Commercial	Marion	I 65	111.58	04/29/2016	
T0000097352	5555 Outdoor Sign	Billboard	Allen	SR 3	182.31	04/28/2016	04/30/2016 04/30/2017
T0000097351	Cut Road	Tree Trimming	Marion	I 69	201.52	04/28/2016	
T0000097746	E16GDW0001 Driveway	Minor Commercial	Marion	I 70	90.99	03/14/2016	04/29/2016 05/31/2017
T0000097721	E16GDW0001 Driveway	Minor Commercial	Marion	I 70	90.99	03/14/2016	04/29/2016 04/29/2017
T0000097722	E16GDW0001 Driveway	Minor Commercial	Marion	I 70	90.99	03/14/2016	04/29/2016 04/29/2017

Page 1 of 2 10 items per page

The Status Bar changes depending on what Panel page is displayed. For example, the Status Bar below displays on Page 2 and shows Items 11-17 of 17.

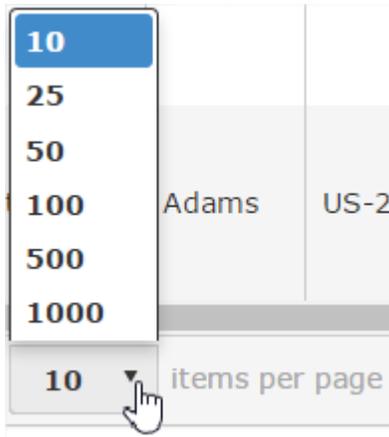


Page 2 of 2 10 items per page 11 - 17 of 17 items

Items on each Panel Page

By default, Panels display 10 Items per Page. However, this may be changed.

Click on the **Items per Page** dropdown and select 10, 25, 50, 100, 500 or 1000 from the list.



Hyperlinks

Text in the columns, such as the Tracking # or Permit #, sometimes displays as blue. Clicking on the text will take the User away from the table and open up the Permit application.

Tracking #	Permit #	Type	Subtype	County
T0000097350		Driveway	Minor Commercial	Marion

Sorting

Data in Panels may be sorted in ascending or descending order numerically (smallest to largest or largest to smallest), alphabetically (A to Z or Z to A) or by date and time (oldest to newest or newest to oldest).

Click on the column heading of the field to be sorted. In the example below, the list of Permits is sorted by the County (ascending) by clicking once on the County column heading. A triangle indicating the direction of the sort appears next to the column heading.

Tracking #	Permit #	Type	Subtype	County	Road	Start RRP	Submit Date	Issue Date	Exp Date	Status
T0000097723		Pole Line	Communicat...	Hancock	SR 9	46.39				Entered
T0000097684		Railroad	Road Closure							Entered
T0000097703		Railroad	Traffic Diversion	Knox	US 50		04/30/2016			Submitted
T0000097682		Cut Road	Tree Trimming	Hamilton	main st	15	04/29/2016	05/12/2016		Denied

To re-sort (descending), click again on the column heading.

Tracking #	Permit #	Type	Subtype	County	Road	Start RRP	Submit Date	Issue Date	Exp Date	Status
T0000097352	5555	Outdoor Sign	Billboard	Allen	SR 3	182.31	04/28/2016	04/30/2016	04/30/2017	Revoked
T0000097682		Cut Road	Tree Trimming	Hamilton	main st	15	04/29/2016	05/12/2016		Denied
T0000097723		Pole Line	Communicat...	Hancock	SR 9	46.39				Entered
T0000097703		Railroad	Traffic Diversion	Knox	US 50		04/30/2016			Submitted



By default, Panels display sorted by the first column.

Sorts are not saved. The next time the Panel is opened, it is sorted by the first column.

Columns can also be sorted by clicking on the small arrow in the far right of the column to display the dropdown menu. Select to **Sort Ascending** or **Sort Descending**. Click on the arrow again to display the menu again and change the sort.

Permits/Applications + New Permit						
Tracking #	Permit #	Type	Subtype	County	Road	Start RRP
T0000097723		Pole Line	Communicat...	Hancock		
T0000097684		Railroad	Road Closure			
T0000097703		Railroad	Traffic Diversion	Knox		
T0000097682		Cut Road	Tree	Hamilton		

Columns

Users can control which columns display in a table by clicking on any of the column headings. Hover over **Columns** submenu to display a list of all available columns to display for a Table. Any columns currently on display have a check mark in the check box to the left of the column name. Click in an empty check box to make the column visible. Click in any box with a check mark to remove the check mark and hide the column.

Permits/Applications + New Permit							
Tracking #	Permit #	Type	Subtype	County	Road	Start RRP	Submit Date
T0000097723		Pole Line	Communicat...	Hancock			
T0000097684		Railroad	Road Closure				
T0000097703		Railroad	Traffic Diversion	Knox			
T0000097682		Cut Road	Tree Trimming	Hamilton			
T0000097683		Driveway	Minor Commercial	Marion	I 65	111.58	
T0000097352	5555	Outdoor Sign	Billboard	Allen	SR 3	182.31	
T0000097351		Cut Road	Tree Trimming	Marion	I 69	201.52	
T0000097746	E16GDW0001	Driveway	Minor Commercial	Marion	I 70	90.99	
T0000097721	E16GDW0001	Driveway	Minor Commercial	Marion	I 70	90.99	
T0000097722	E16GDW0001	Driveway	Minor Commercial	Marion	I 70	90.99	
T0000097350	E16GDW0001	Driveway	Minor Commercial	Marion	I 70	90.99	



Column display selections are not saved. The next time the Panel is opened, all default columns display.

Filtering Information

Data in Panels may be filtered so only particular content displays. For example, the **Permits** table below shows that there are 16 items. A filter may be applied so that only those Permits with a **Status = "Submitted"** are shown in the list.

Permits/Applications + New Permit										
Tracking #	Permit #	Type	Subtype	County	Road	Start RRP	Submit Date	Issue Date	Exp Date	Status
T0000097723		Pole Line	Communicat...	Hancock	SR 9	46.39				Entered
T0000097684		Railroad	Road Closure							Entered
T0000097703		Railroad	Traffic Diversion	Knox	US 50		04/30/2016			Submitted
T0000097682		Cut Road	Tree Trimming	Hamilton	main st	15	04/29/2016	05/12/2016		Denied
T0000097683		Driveway	Minor Commercial	Marion	I 65	111.58	04/29/2016			In Progress
T0000097352	5555	Outdoor Sign	Billboard	Allen	SR 3	182.31	04/28/2016	04/30/2016	04/30/2017	Revoked
T0000097351		Cut Road	Tree Trimming	Marion	I 69	201.52	04/28/2016			Customer Info Requested
T0000097746	E16GDW0001	Driveway	Minor Commercial	Marion	I 70	90.99	03/14/2016	04/29/2016	05/31/2017	Addendum Created
T0000097721	E16GDW0001	Driveway	Minor Commercial	Marion	I 70	90.99	03/14/2016	04/29/2016	04/29/2017	Addendum Created
T0000097722	E16GDW0001	Driveway	Minor Commercial	Marion	I 70	90.99	03/14/2016	04/29/2016	04/29/2017	Addendum Created

Page 1 of 2 10 items per page 1 - 10 of 16 items

Users can filter information in a table by clicking on any of the column headings. Hover over **Filter** submenu to display the filter fields.

Permits/Applications + New Permit										
Tracking #	Permit #	Type	Subtype	County	Road	Start RRP	Submit Date	Issue Date	Exp Date	Status
T0000097723		Pole Line	Communicat...	Hancock	SR 9	46.39				Entered
T0000097684		Railroad	Road Closure							Entered
T0000097703		Railroad	Traffic Diversion	Knox	US 50		04/30/2016			Submitted
T0000097682		Cut Road	Tree Trimming	Hamilton	main st	15	04/29/2016	05/12/2016		
T0000097683		Driveway	Minor Commercial	Marion	I 65	111.58	04/29/2016			
T0000097352	5555	Outdoor Sign	Billboard	Allen	SR 3	182.31	04/28/2016	04/30/2016	04/30/2017	
T0000097351		Cut Road	Tree Trimming	Marion	I 69	201.52	04/28/2016			
T0000097746	E16GDW0001	Driveway	Minor Commercial	Marion	I 70	90.99	03/14/2016	04/29/2016	05/31/2017	
T0000097721	E16GDW0001	Driveway	Minor Commercial	Marion	I 70	90.99	03/14/2016	04/29/2016	04/29/2017	

Sort Ascending

Sort Descending

Columns

Filter

Show items with value that:

Contains

And

Contains

Filter Clear

Select the **operator** “Is equal to” from the dropdown menu and enter the **value** “Submitted” in the text box (not case sensitive). A list and description of available operators is below.

Operator	Description
Contains	Enter any character(s) or number(s) in the value to include in the results (no wildcards). For example, Type Contains “crash” would return all records with the word “crash” as their Type.
Does not Contain	Enter any character(s) or number(s) in the value to exclude from the results. For example, Type Does not Contain “crash” would return all records that do not have the word “crash” as their Type.
Is equal to	Enter the exact value to include in the results
Is not equal to	Enter the exact value to not include in the results
Ends With	



Depending on the type of field, the filter might be a text box, selecting a value from a dropdown (like **County** or **Status**), or a date field with a calendar.

Show items with value that:

Contains ▾

--Select County-- ▾

And ▾

Contains ▾

--Select County-- ▾

Filter Clear

Show items with value that:

Equal to ▾

And ▾

Equal to ▾

Filter Clear

To apply a second filter, select “And” or “Or” from the dropdown and complete a second filter. Click **Filter** to filter the table, or click **Clear** to return to the table without applying the filter. To apply additional filters to the filtered list, click on the **Filter** submenu in the column to filter.

The filtered list of 1 record displays.

Permits/Applications + New Permit										
Tracking #	Permit #	Type	Subtype	County	Road	Start RRP	Submit Date	Issue Date	Exp Date	Status
T00000927203		Railroad	Traffic Diversion	Knox	US 50		04/30/2016			Submitted

Page 1 of 1 | 15 items per page | 1 - 1 of 1 items

The column menu icon will have a white box around it once a filter is applied. To remove the Filter, click on the column name and select the **Filter** submenu. Click **Clear** to remove any filters on the column.

Permits/Applications + New Permit										
Tracking #	Permit #	Type	Subtype	County	Road	Start RRP	Submit Date	Issue Date	Exp Date	Status
T00000927203		Railroad	Traffic Diversion	Knox	US 50		04/30/2016			Submitted

Page 1 of 1 | 15 items per page

Companies + New Company

Name	Street Address
SJ Enterprises	123 Main St Indianapolis, IN 46204
B&T Construction	444 3rd Ave Indianapolis, IN 46204
Midwest Consulting	333 3rd Ave Indianapolis, IN 46204

Page 1 of 1 | 10 items per page

Show items with value that:

- Contains Submitted
- And
- Contains

Filter Clear

Export to Microsoft Excel

Information in Panels may be exported to Excel by clicking on the **Export to Excel**  icon in the title bar of the Panel.

Permits/Applications + New Permit										
Tracking #	Permit #	Type	Subtype	County	Road	Start RRP	Submit Date	Issue Date	Exp Date	Status
T00000927223		Pole Line	Communicat...	Hancock	SR 9	46.39				Entered
T00000927684		Railroad	Road Closure							Entered
T00000927203		Railroad	Traffic Diversion	Knox	US 50		04/30/2016			Submitted
T00000927682		Cut Road	Tree Trimming	Hamilton	main st	15	04/29/2016	05/12/2016		Denied

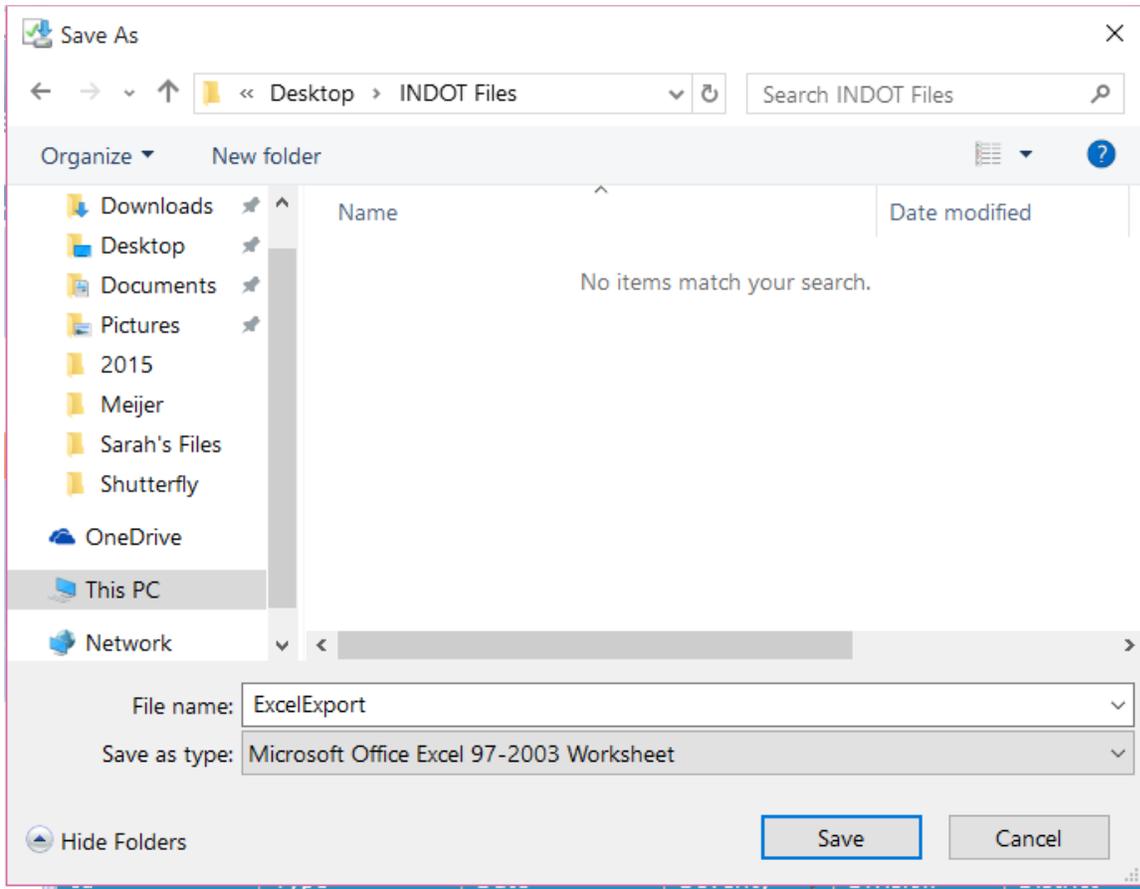
At the File Download dialog box, click on the **Open** button to view the data in Excel or click the **Save** button to save the data in an Excel file.



If saving, choose the location to store the file and click on the **Save** button.



By default, the file type is Microsoft Excel 97-2003 Worksheet.



The download's progress displays in a dialog box, as shown below. When complete, click on the **Open** button to view the data in Excel or click on the **Open Folder** button to open the file's location.



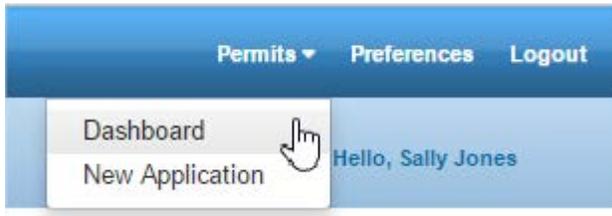
Whether viewing or opening from a saved file, the data displays in Microsoft Excel.



Unless a Filter has been applied, every record in the list is exported.

Permits

The Permits menu provides access to the Permit Dashboard and starting a New Application.



Permit Dashboard

The Permit Dashboard provides quick access to any Permit applications associated with the User's account as well as a place to add and update Company information (when applicable).



Permits/Applications

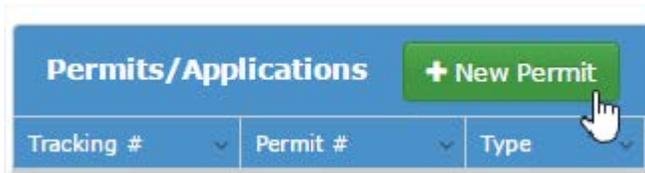
The **Permits/Applications** section allows Users to add, view and edit permit applications. All of the user's created permits display, as well as any permits associated with the companies the user is associated with. See [Companies](#) for more information on companies.

Tracking #	Permit #	Type	Subtype	County	Road	Start RRP	Submit Date	Issue Date	Exp Date	Status
T0000097723		Pole Line	Communicat...	Hancock	SR 9	46.39				Entered
T0000097684		Railroad	Road Closure							Entered
T0000097703		Railroad	Traffic Diversion	Knox	US 50		04/30/2016			Submitted
T0000097682		Cut Road	Tree Trimming	Hamilton	main st	15	04/29/2016	05/12/2016		Denied
T0000097683		Driveway	Minor Commercial	Marion	I 65	111.58	04/29/2016			In Progress
T0000097352	5555	Outdoor Sign	Billboard	Allen	SR 3	182.31	04/28/2016	04/30/2016	04/30/2017	Revoked
T0000097351		Cut Road	Tree Trimming	Marion	I 69	201.52	04/28/2016			Customer Info Requested

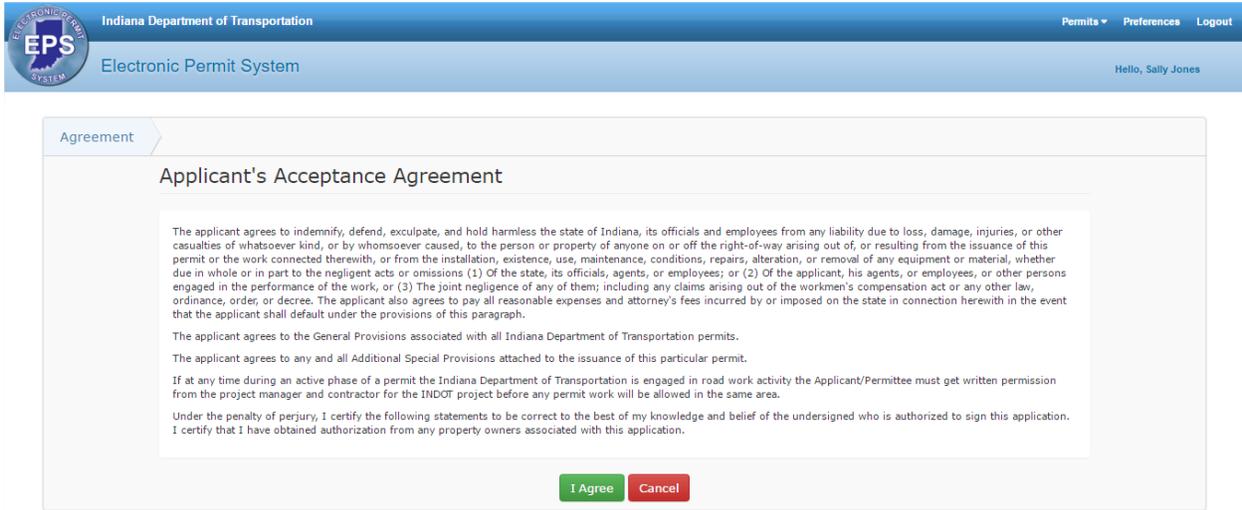


Permits created by other company users that have NOT been submitted (in a status of Entered) will NOT display in the Permits table.

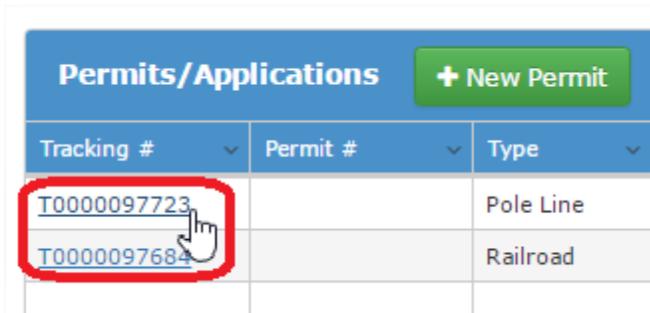
To add a new permit application, click on the **New Permit** button in the **Permits** table header.



The screen will refresh and display the beginning of the permit application.



To edit or view an existing permit application, click on the blue tracking # (or permit # once issued) to open the permit application.



In the Permits table header, there are four icons that allow users to **Export to Excel** , **Clear Filter** , **Save Filter**  and **Apply Saved Filters** .



Tracking #	Permit #	Type	Subtype	County	Road	Start RRP	Submit Date	Issue Date	Exp Date	Status
T0000097723		Pole Line	Communicat...	Hancock	SR 9	46.39				Entered
T0000097684		Railroad	Road Closure							Entered
T0000097703		Railroad	Traffic Diversion	Knox	US 50		04/30/2016			Submitted
T0000097682		Cut Road	Tree Trimming	Hamilton	main st	15	04/29/2016	05/12/2016		Denied

Click on the **Export to Excel**  icon to export the Permits table to Excel. [Click here](#) for more information on exporting to Excel.

Click on the **Clear Filter**  icon to clear any filters applied to the table. [Click here](#) for more information on filtering.

Click on the **Save Filter**  icon to save the current filters and column selections/order for future use. [Click here](#) for more information on filtering. Enter a name for the group of filters and check the **Default** check box if this filter should be used by default each time the table is displayed.



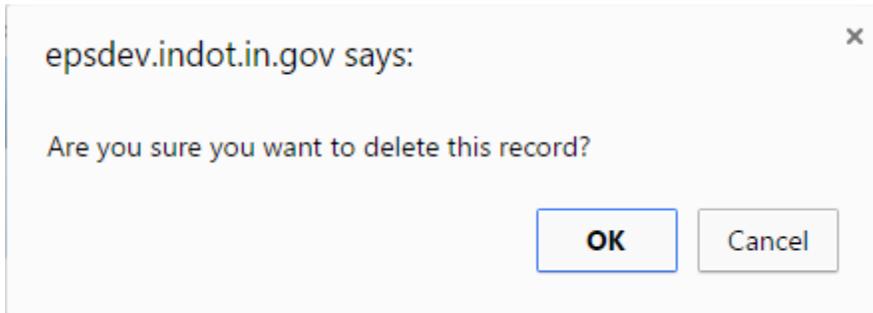

If no filters have been applied to the table, there is no filter to save.

Click on the **Apply Saved Filters**  icon to apply a saved group of filters to the Permits table. The list of saved filters displays. The filter selected as the Default filter has **true** in the Default column; all others have **false** in the Default column. Users can **Delete** , **Edit**  or **Apply**  saved filters.

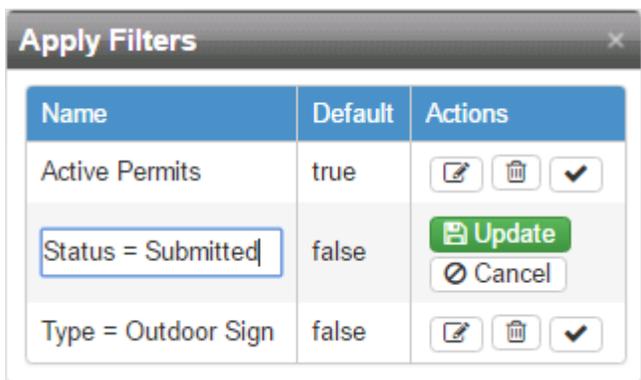


Name	Default	Actions
Entered	false	  

Click **Delete**  to delete a saved filter. Click **OK** at the confirmation message to delete the record, or click **Cancel** to return to the table without deleting the record.



Click **Edit**  to edit the name of a saved filter. Make any necessary changes and click **Update** to save the changes or click **Cancel** to return to the **Apply Filters** table without making changes.



Click **Apply**  to apply a saved filter. The **Permits** table will update to display records matching the saved filter.

Companies

The **Companies** section allows Users to associate themselves to a company.

To add a new company, click on the **New Company** button in the **Companies** table.

The screenshot displays the Indiana Department of Transportation Electronic Permit System (EPS) interface. At the top left is the EPS logo, and the header text reads "Indiana Department of Transportation" and "Electronic Permit System". Below the header is a navigation bar with "Permits/Applications" and a green "+ New Permit" button. A table below shows a single entry with "Tracking #" T0000097703 and "Type" Railroad. Below the table is a pagination control showing "Page 1 of 1" and "15" items per page. The "Companies" section is below, featuring a green "+ New Company" button and a table with the following entries:

Name
SJ Enterprises
B&T Construction
Midwest Consulting

At the bottom of the Companies section is a pagination control showing "10" items per page.

Enter the company information and click **Save** to save the company or click **Cancel** to return to the Permit Dashboard without adding a new company.

Add Company

Name	<input type="text"/>
Street Address	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Upon saving the new company information, the screen will reload to display the Company Details page. Click **Edit** to edit company information. Click **Back to List** to return to the Permit Dashboard.

Company Details

[Edit](#) | [Back to List](#)

Name	SJ Enterprises
Street Address	123 Main St
Address Line 2	
City	Indianapolis
State	IN
Zip Code	46204

Manage Users

+ Add New User				
Name	Email	Phone	Admin	
Susan Johnson	jonese03@company.com	(317) 555-5555	<input type="checkbox"/>	<input type="checkbox"/>
Sally Jones	jones@company.com	(317) 555-5555	<input checked="" type="checkbox"/>	



The Company Details screen is available to Company Administrators and can be accessed after the company is created by clicking on the **Edit** link in the Company table on the Permit Dashboard screen.

Companies + New Company				
Name	Street Address	Role	Actions	
SJ Enterprises	123 Main St Indianapolis, IN 46204	Admin	Edit	
B&T Construction	444 3rd Ave Indianapolis, IN 46204	Admin	Edit	
Midwest Consulting	333 3rd Ave Indianapolis, IN 46204	Admin	Edit	

10 items per page

The user who created the company will automatically be assigned the Admin role for the company. To add additional users, click on the **Add New User** button.

Manage Users

Name	Email	Phone	Admin	
Susan Johnson	jonese03@company.com	(317) 555-5555	<input type="checkbox"/>	
Sally Jones	jones@company.com	(317) 555-5555	<input checked="" type="checkbox"/>	

[+ Add New User](#)



Only Company Administrators have the ability to add users to the Company.

Fill out the email address, name and phone number of the Company user. Click in the check box by **Admin** if the user will be an administrator. Marking a user as an Admin allows them to add users to the company and edit the company information. Click **Update** to add the user or click **Cancel** to return to the Manage Users table without adding a company user.

AddUser ✕

Email	<input style="width: 90%;" type="text"/>
Name	<input style="width: 90%;" type="text"/>
Phone	<input style="width: 90%;" type="text"/>
Admin	<input type="checkbox"/>

Update
Cancel



If the new company user already has an EPS account, EPS will recognize the email address and will override anything manually entered with the new user's registered information.

The new company user is added to the table. Click in the check box to mark the user as an admin. Marking a user as an Admin allows them to add users to the company and edit the company information. Click the **Delete** icon to remove the user from the company.

Manage Users

Name	Email	Phone	Admin	
Susan Johnson	jonese03@company.com	(317) 555-5555	<input type="checkbox"/>	
Sally Jones	jones@company.com	(317) 555-5555	<input checked="" type="checkbox"/>	

[+ Add New User](#)

Once a user is added to a company, the company will automatically show up on the Permit Dashboard upon the User's log in. Users can be associated with more than one company.

Any permits associated with a user's company will display in the **Permits/Applications** table, even if the user did not create the permit application.

New Permit Application/Entered Permit Application

To start a new permit application, either select **New Application** from the **Permits** menu or click **New Permit** on the Permit Dashboard screen.

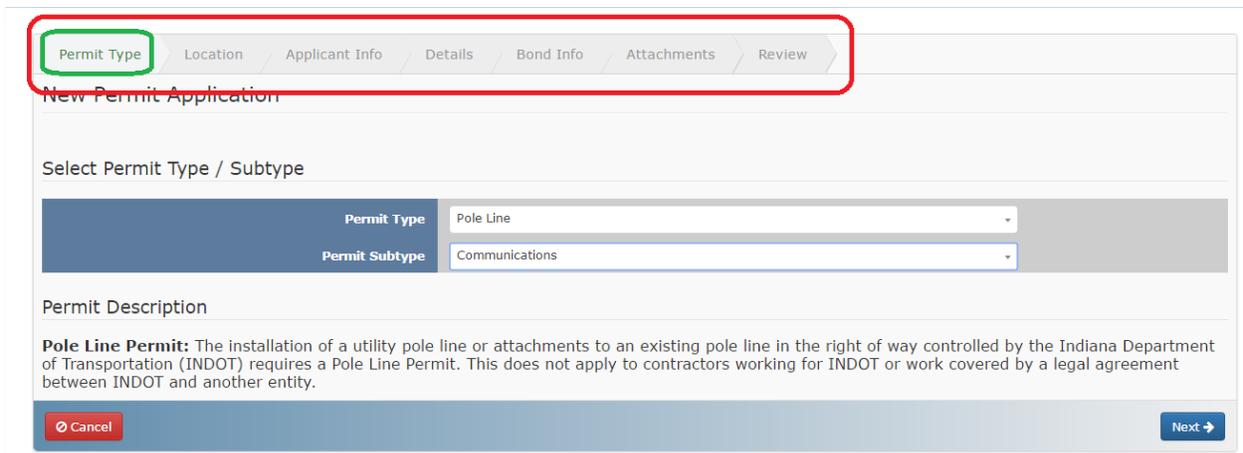


Tracking #	Permit #	Type	Subtype	County	Road	Start RRP	Submit Date	Issue Date	Exp Date	Status
T0000097723		Pole Line	Communicat...	Hancock	SR 9	46.39				Entered
T0000097684		Railroad	Road Closure							Entered
			Traffic							

A Permit Application is divided into sections; each section is explained below. Each application requires basic information and certain Permit Types require special informational sections, which are noted in the headers below.

Progress Bar, Next/Save, Required Fields, Back, and Cancel

At the top of the screen, the **Progress Bar** displays the different steps in the Permit Application process and where the User is in that process.



New Permit Application

Select Permit Type / Subtype

Permit Type: Pole Line
Permit Subtype: Communications

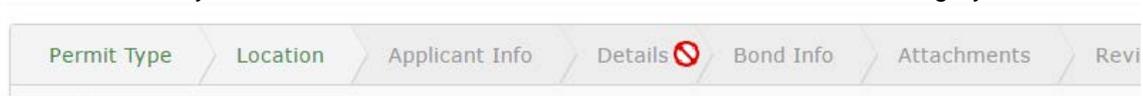
Permit Description

Pole Line Permit: The installation of a utility pole line or attachments to an existing pole line in the right of way controlled by the Indiana Department of Transportation (INDOT) requires a Pole Line Permit. This does not apply to contractors working for INDOT or work covered by a legal agreement between INDOT and another entity.

Cancel Next



If a User has not yet accessed a section via the **Next** button, the title text will be grey.



Permit Type Location Applicant Info Details Bond Info Attachments Review

Click the **Next** button to progress to the next screen in the application process. Each time the **Next** button is clicked, the application data is saved.

After clicking the **Next** button on the Permit Type screen the Permit is assigned a Tracking Number and is given the permit status as **Entered**. If you leave the Permit Application screen by any way except clicking **Cancel** the application will be saved and displayed in the Permit Dashboard Permit table. Click on the **Tracking Number** to open the Application on the screen last saved/visited.

Permits/Applications + New Permit										
Tracking #	Permit #	Type	Subtype	County	Road	Start RRP	Submit Date	Issue Date	Exp Date	Status
T0000097684		Railroad	Road Closure							Entered
T0000097723		Pole Line	Communicat...	Hancock	SR 9	46.39				Entered
T0000097940		Cut Road	Tree Trimming							Entered

Each screen has required fields that must be completed before moving to the next section. If a required field is not completed when the **Next** button is clicked, a warning message will alert the User which fields are incomplete and a warning icon displays by the incomplete field. Once all required fields are complete the **Next** button will take the User to the next section.

To return to a previous application screen, click the **Back** button.

A screenshot of a web form. On the left, there are three input fields labeled 'Contact Phone', 'Extension', and 'Contact Email'. On the right, there are three corresponding empty input boxes. At the bottom of the form, there is a blue bar containing a red 'Cancel' button on the left and a blue 'Next' button on the right. A red box highlights the 'Back' button, which is a blue button with a left-pointing arrow, located between the 'Cancel' and 'Next' buttons.

To **Cancel** a permit application, click on the **Cancel** button at the bottom left of the screen.

A screenshot of the 'New Permit Application' screen. At the top, there is a navigation bar with tabs: 'Permit Type', 'Location', 'Applicant Info', 'Details', 'Bond Info', 'Attachments', and 'Review'. Below the navigation bar, the title 'New Permit Application' is displayed. Underneath, there is a section 'Select Permit Type / Subtype' with two dropdown menus. The first dropdown is labeled 'Permit Type' and has 'Pole Line' selected. The second dropdown is labeled 'Permit Subtype' and has 'Communications' selected. Below the dropdowns, there is a 'Permit Description' section with a paragraph of text: 'Pole Line Permit: The installation of a utility pole line or attachments to an existing pole line in the right of way controlled by the Indiana Department of Transportation (INDOT) requires a Pole Line Permit. This does not apply to contractors working for INDOT or work covered by a legal agreement between INDOT and another entity.' At the bottom of the screen, there is a blue bar with a red 'Cancel' button on the left and a blue 'Next' button on the right.

At the confirmation window, click **Yes** to cancel the application and delete it from the system, or click **No** to return to the permit application without removing the application.

A screenshot of a confirmation dialog box titled 'Cancel Permit Application'. The dialog has a close button (X) in the top right corner. The main text asks 'Are you sure you want to cancel?'. Below the text are two buttons: a green 'Yes' button and a white 'No' button.

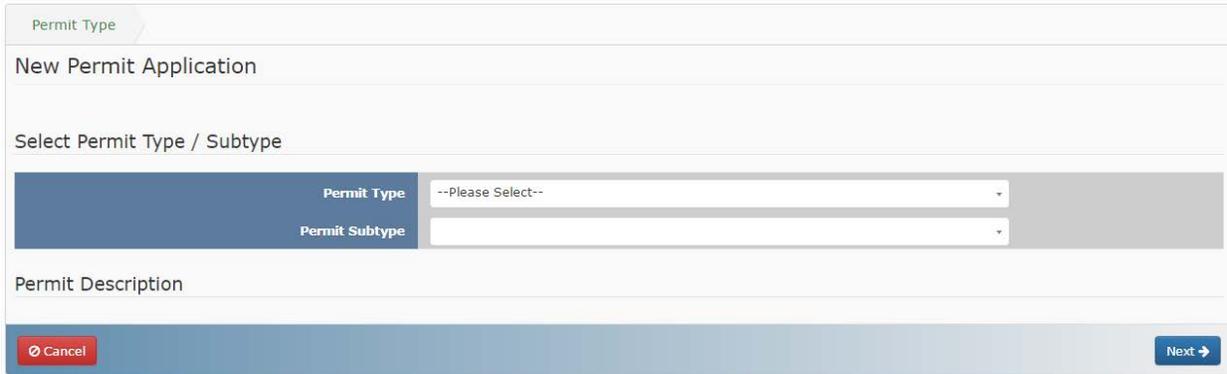
Agreement – ALL PERMIT TYPES

Read the terms and click **I Agree** to accept the terms and start the application or **Cancel** to stop the application creation process.

A screenshot of the 'Applicant's Acceptance Agreement' screen. At the top, there is a blue bar with the word 'Agreement'. Below the bar, the title 'Applicant's Acceptance Agreement' is displayed. The main content area contains several paragraphs of text: 'The applicant agrees to indemnify, defend, exculpate, and hold harmless the state of Indiana, its officials and employees from any liability due to loss, damage, injuries, or other casualties of whatsoever kind, or by whomsoever caused, to the person or property of anyone on or off the right-of-way arising out of, or resulting from the issuance of this permit or the work connected therewith, or from the installation, existence, use, maintenance, conditions, repairs, alteration, or removal of any equipment or material, whether due in whole or in part to the negligent acts or omissions (1) Of the state, its officials, agents, or employees; or (2) Of the applicant, his agents, or employees, or other persons engaged in the performance of the work, or (3) The joint negligence of any of them; including any claims arising out of the workmen's compensation act or any other law, ordinance, order, or decree. The applicant also agrees to pay all reasonable expenses and attorney's fees incurred by or imposed on the state in connection herewith in the event that the applicant shall default under the provisions of this paragraph.' 'The applicant agrees to the General Provisions associated with all Indiana Department of Transportation permits.' 'The applicant agrees to any and all Additional Special Provisions attached to the issuance of this particular permit.' 'If at any time during an active phase of a permit the Indiana Department of Transportation is engaged in road work activity the Applicant/Permittee must get written permission from the project manager and contractor for the INDOT project before any permit work will be allowed in the same area.' 'Under the penalty of perjury, I certify the following statements to be correct to the best of my knowledge and belief of the undersigned who is authorized to sign this application. I certify that I have obtained authorization from any property owners associated with this application.' At the bottom of the screen, there are two buttons: a green 'I Agree' button and a red 'Cancel' button.

Permit Type – ALL PERMIT TYPES

Select the **Permit Type** from the Permit Type dropdown. The **Permit Subtype** dropdown menu options change based on the selected Permit Type. Once the Permit Type and Permit Subtype are selected, click **Next** to continue the permit application process or click **Cancel** to return to **Permit Dashboard** without creating a permit application.



Permit Type

New Permit Application

Select Permit Type / Subtype

Permit Type --Please Select--

Permit Subtype

Permit Description

Cancel Next →



Once a Permit Type and Subtype are selected and the **Next** button is clicked, the Permit Type and Subtype cannot be changed. In order to change the Permit Type or Subtype the original permit application must be **Cancelled** and then a new application needs to be created.

Checklist – Only for All Driveway Subtypes EXCEPT Private

The Checklist section displays a listing of the information needed to submit a Commercial Driveway permit application. Click on the blue **Click here** links to open PDFs of information as necessary. Once the User has all required documentation, proceed to the next section by clicking on the **Next** button.

Permit Type > Checklist > Location > Applicant Info > Details > Driveway Details > Bond Info > Attachments > Review

Checklist for Commercial Driveways

Before submitting an application for a commercial driveway, please review this checklist to see what information will be needed during the application process. Note that all documents that are to be attached are required to be in PDF format. This includes any plans, studies, drawings or forms. For more information on the PDF format, [click here](#)

- The commercial driveway application. During the application process, the system will request information that will automatically populate the driveway application. This will include a description and location of the project as well as applicant and bond information and the company that they represent.
- Driveway plans will need to be attached. The following must be shown on these plans:
 - A design of the access points with dimensions sufficiently obvious so a qualified contractor could build from the plans.
 - The R/W, centerline, curbs, medians, existing pavement markings, crossovers, ditch lines, existing drains and location of each, drawn at engineer's scale of 1" = 20' / 1" = 30'
 - Existing lane widths and proposed lane alterations if applicable. NOTE: If lane alignments are altered, full width resurfacing will more than likely be required, from beginning to end of project.
 - Line drawing, 500 feet each direction from property line indicating access point and intersections. Drawn at engineers's scale 1" = 50'.
 - On site drainage - before and after grading must be shown on a grading plan or contoured on the driveway for additional runoff caused by the improvement.
 - Side ditch pipes will be a minimum of 15 inches, but drainage should be calculated to determine if larger pipes are required.
 - Drives requiring deceleration lanes and tapers must be shown.
 - A site plan showing parking area and buildings must accompany this application.
 - Proposed traffic control plan.
 - All Major Commercial Driveway Applications (access requiring auxiliary lanes) must include cross sections from beginning to end of project.
- Driveway Permit Bond (Form 41523). The bond should be in an amount sufficient to cover all the work proposed in the right of way. If there is a question regarding the amount of the bond, then consult with the permit inspector. Note that the bond and application must bear the same name (Property Owner). You can obtain a blank bond form by clicking [here](#).
- Projects that disturb more than once acre must include a drainage impact study. Projects requiring drainage impact studies must be designed using a 50 year storm with a release rate no more than 10 year predeveloped runoff. Calculations should be performed in a manner that will generate hydrographs. If any local ordinance is more restrictive, then they must be adhered to.
- Power of Attorney. In the file attachment step of creating an application, you will be requested to attach a document (in PDF format) that shows that the agent signing the bond has the authority to sign on behalf of the insurance company. This document needs to be notarized.
- Proof of Ownership - In the file attachment step of creating an application, you will be requested to attach a document (in PDF format) that shows that you have title insurance. All liens, easements or any other encumbrances on the property must be disclosed in this document.
- Legal Description (Warranty Deed) - In the file attachment step of creating an application, you will be requested to attach a warranty deed and a legal description of the property (in PDF format).
- A document (in PDF format) will be required that describes the anticipated traffic that will be generated. Please include the number of vehicles per hour at the peak hour, the number of vehicles per day, and the speed limit. Please review the Driveway Permit Manual here for details regarding driveway permit application requirements. Note the threshold values in Section 32 to determine if a traffic study will be required.
- Developments with frontages in excess of 400 feet will more than likely be required to relinquish the remaining access rights through an Access Control Deed.
- Additional documentation or support information may be requested depending upon any unique circumstances that may be revealed during the review process. You will be contacted if additional information is needed.

Location – FOR ALL PERMIT TYPES except Railroad

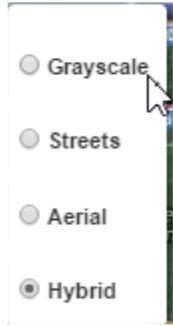
Indicate the location associated with the permit application in the **Location** section. Use the mouse scroll

wheel to zoom in and out, or use the zoom in/out buttons  to zoom in and out. Enter an address,

city, intersection, etc in the **Search box**  and click **Enter** to zoom to a specific area on the map. Click and drag to move the map if necessary. Click the **Layer Selector**



in the upper right corner of the map to select the map display from Hybrid to another selection



(grayscale, streets, aerial)

The initial map is zoomed out to display the state of Indiana and the Permit Details fields are blank.

Permit Type Location Applicant Info Details Bond Info Attachments Review

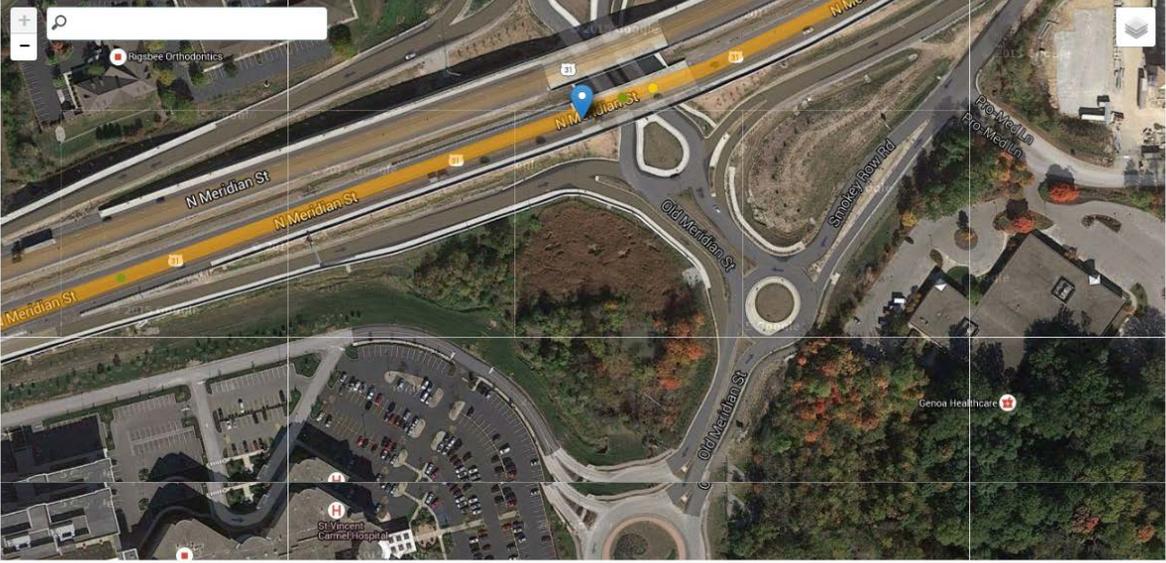
Select Location

Please click on the district investigator area map:
To navigate the map, use the mouse wheel to zoom in/out, click and drag the map to pan, or use the navigation tools in the toolbar. To create a permit, click on the map to identify the desired permit location.

Permit Map

Click on the map in the exact location of the desired permit application. A blue pin will appear on the map to indicate the permit application location. If the permit application location pin is in the wrong location, click on the map again in the correct location to move the pin. The Permit Description fields will automatically populate based on the location of the pin.

Permit Map



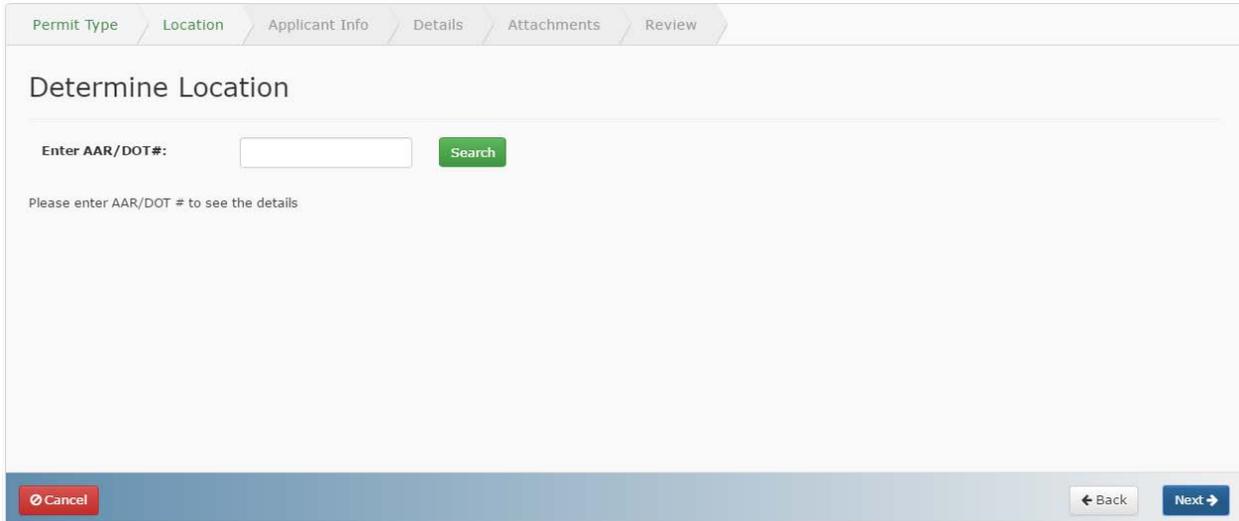
Permit Description

District	GREENFIELD
County	HAMILTON
Investigator	Sandy Landrum
Investigator Phone	(W)765-675-7402-Ext.6 (C)317-402-1823
Road	US 31
Start RRP	127.69
Longitude	-86.14202629777084
Latitude	39.98444128252372

[Cancel](#) [Back](#) [Next](#)

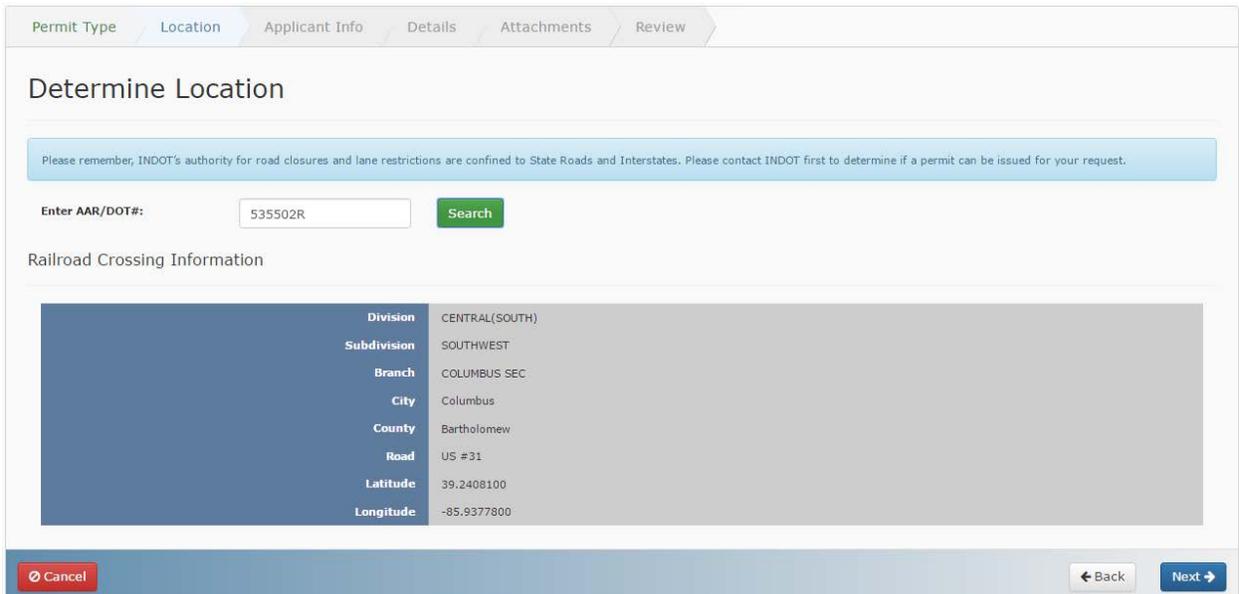
Location – Railroad

For Railroad permit applications, the Location section begins by asking for the AAR or DOT#. Enter the AAR or DOT# in the box and click **Search** to view more details.



The screenshot shows the 'Determine Location' form in the 'Location' tab. The breadcrumb trail includes 'Permit Type', 'Location', 'Applicant Info', 'Details', 'Attachments', and 'Review'. The form title is 'Determine Location'. Below the title is a text input field labeled 'Enter AAR/DOT#:' which is currently empty. To the right of the input field is a green 'Search' button. Below the input field is a message: 'Please enter AAR/DOT # to see the details'. At the bottom of the form, there is a red 'Cancel' button on the left and 'Back' and 'Next' buttons on the right.

The Railroad Crossing information displays based on the entered value, and is not editable.



The screenshot shows the 'Determine Location' form after a search. The breadcrumb trail is the same. A blue informational banner at the top reads: 'Please remember, INDOT's authority for road closures and lane restrictions are confined to State Roads and Interstates. Please contact INDOT first to determine if a permit can be issued for your request.' The 'Enter AAR/DOT#:' input field now contains the value '535502R'. Below this is the 'Railroad Crossing Information' section, which displays a table of details. At the bottom, there is a red 'Cancel' button on the left and 'Back' and 'Next' buttons on the right.

Division	CENTRAL(SOUTH)
Subdivision	SOUTHWEST
Branch	COLUMBUS SEC
City	Columbus
County	Bartholomew
Road	US #31
Latitude	39.2408100
Longitude	-85.9377800



If an invalid number is entered, the search results will be blank. The permit application cannot move forward until a valid AAR/DOT# is entered.

Determine Location

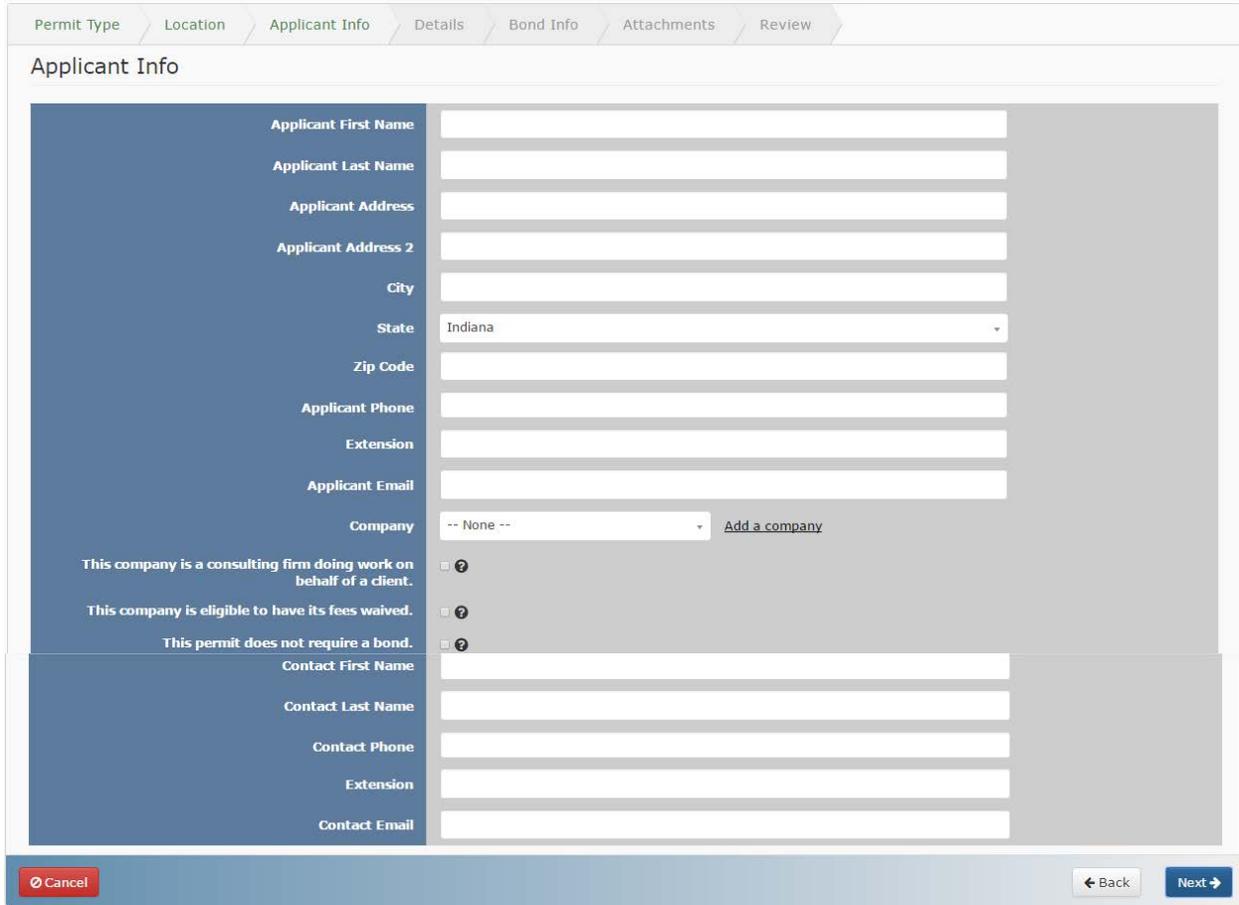
Enter AAR/DOT#:

Railroad Crossing Information

Division	Subdivision	Branch	City	County	Road	Latitude	Longitude

Applicant Info – FOR ALL PERMIT TYPES except Railroad

Fill out the Applicant Information as requested. Click on the black question mark  next to select fields for more information on the specific field.



The screenshot shows a web form titled "Applicant Info" with a navigation bar at the top containing tabs for "Permit Type", "Location", "Applicant Info", "Details", "Bond Info", "Attachments", and "Review". The form is divided into two main sections: "Applicant Info" and "Contact Info".

Applicant Info Section:

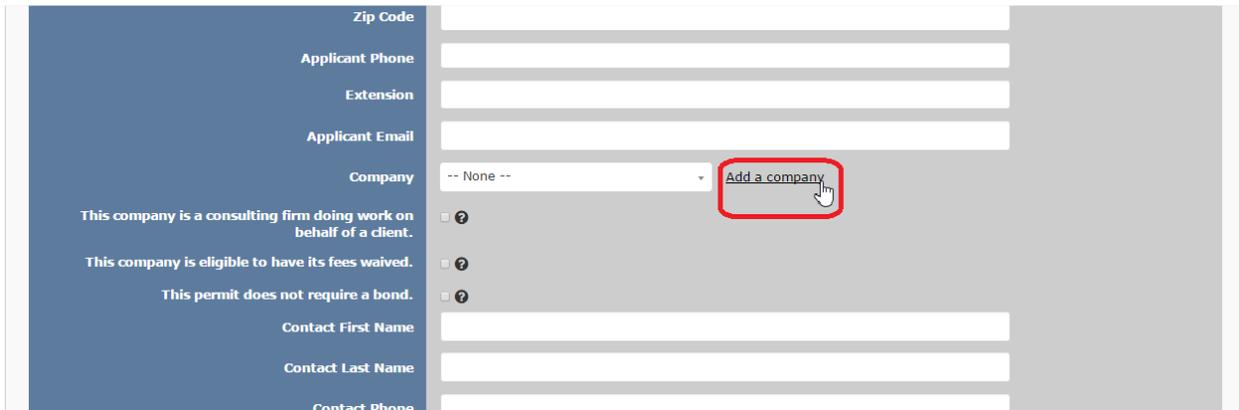
- Applicant First Name:
- Applicant Last Name:
- Applicant Address:
- Applicant Address 2:
- City:
- State:
- Zip Code:
- Applicant Phone:
- Extension:
- Applicant Email:
- Company: [Add a company](#)
- ? This company is a consulting firm doing work on behalf of a client.
- ? This company is eligible to have its fees waived.
- ? This permit does not require a bond.

Contact Info Section:

- Contact First Name:
- Contact Last Name:
- Contact Phone:
- Extension:
- Contact Email:

At the bottom of the form, there are three buttons: "Cancel" (red), "Back" (grey), and "Next" (blue).

If the company is not already in the **Company** dropdown, click on the **Add a company** link.



This is a close-up view of the "Company" dropdown menu in the form. The dropdown is currently set to "-- None --". To the right of the dropdown is a link labeled "Add a company" which is highlighted with a red rectangular box. A mouse cursor is pointing at the link. Below the dropdown are three checkboxes with question marks, corresponding to the options in the first screenshot.

The **Add Company** screen opens. Enter information as necessary and click **Save** to save the company information or click **Cancel** to return to the permit application without adding a company.

Add Company

Name	<input type="text"/>
Street Address	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>

Save Cancel

After saving the new company information, the **Company Details** screen displays the company information. See [Companies](#) for more information on managing users and editing company details. Click on **Back to Permit** to return to the permit application and resume entering Applicant Info.

Company Details

Edit **Back to Permit**

Name	Midwest Consulting
Street Address	333 3rd Ave
Address Line 2	
City	Indianapolis
State	IN
Zip Code	46204

Manage Users

Name	Email	Phone	Admin	
Sally Jones	jones@company.com	(317) 555-5555	<input checked="" type="checkbox"/>	

The newly added company displays in the **Company** dropdown.

<p>Company</p> <p>This company is a consulting firm doing work on behalf of a client.</p> <p>This company is eligible to have its fees waived.</p> <p>This permit does not require a bond.</p> <p>Contact First Name</p>	<p>-- None --</p> <p><input type="text"/></p> <p>-- None --</p> <p>SJ Enterprises</p> <p>B&T Construction</p> <p>Midwest Consulting</p>	<p>Add a company</p>
---	---	--------------------------------------

If the Applicant is a consulting firm doing work on behalf of a Client, click in the check box **This company is a consulting firm doing work on behalf of a client**. Clicking in this box adds a new section to the permit application – Client Info. See [Client Info](#) for more information.

<p>This company is a consulting firm doing work on behalf of a client.</p>	<p><input checked="" type="checkbox"/> ?</p>
---	--

Applicant Info – Railroads

Fill out the Applicant Information as requested. Click on the black question mark  next to select fields for more information on the specific field.

Permit Type > Location > **Applicant Info** > Details > Attachments > Review

Applicant Info

Applicant First Name	<input type="text"/>
Applicant Last Name	<input type="text"/>
Applicant Address	<input type="text"/>
Applicant Address 2	<input type="text"/>
City	<input type="text"/>
State	Indiana <input type="text"/>
Zip Code	<input type="text"/>
Applicant Phone	<input type="text"/>
Extension	<input type="text"/>
Applicant Email	<input type="text"/>
Company	-- None -- <input type="text"/> Add a company
<input type="checkbox"/>  INDOT, please review my application for possible fee waiver	
Contact First Name	<input type="text"/>
Contact Last Name	<input type="text"/>
Contact Phone	<input type="text"/>
Extension	<input type="text"/>
Contact Email	<input type="text"/>

Client Info – Only for Consulting firms doing work on behalf of a Client

For Consulting firms doing work on behalf of a client, an additional Client Info section is added to the Permit Application.

The screenshot shows a web application interface with a navigation bar at the top containing the following tabs: Permit Type, Location, Applicant Info, Client Info (highlighted with a red box), Details, Bond Info, Attachments, and Review. Below the navigation bar, the 'Client Company Info' section contains a form with the following fields: Name, Address, Address 2, City, State (a dropdown menu currently showing 'Indiana'), and Zip Code. Below this is the 'Client Contact Info' section with fields for Name, Phone, Phone Extension, and Email. At the bottom of the form, there are three buttons: a red 'Cancel' button, a grey 'Back' button, and a blue 'Next' button.

Fill out the Client Company Info in the **Client Company Info** section. See the chart below for information on what information to fill out in the Client Info sections:

Permit Type	Client Company Info
Cut Road, Pole Line and Miscellaneous	Owner of Utility
Driveway	Owner of Property
Outdoor Sign	Owner of Billboard

Fill out the Client Contact Info with the information of the contact person at the Client Company.

Consultants will also have to fill out and attach the Consultant Consent form in the **Attachments** section.

The screenshot shows the 'Attachments' section of the permit application form. The navigation bar at the top includes the following tabs: Permit Type, Location, Applicant Info, Client Info, Details, Bond Info, Attachments (highlighted with a red box), and Review. The main content area is titled 'Attach Files' and contains a blue information box with the text: 'Consulting firms filing permit applications for clients must attach a consent form signed by the client. The form can be found here: consultant_consent.pdf'. Below this box is a 'Select File...' button, a 'File Title*' input field, and an 'Upload' button. At the bottom, there is a table with the following columns: File Title, File Name, File Size, Date Uploaded, and Actions. A small note at the bottom of the form reads: '*If you do not see the file you have just uploaded, please click here to reload the grid'.

Details – FOR ALL PERMIT TYPES

Complete the details as necessary. Many of the fields are pre-populated based on the Permit Type and Location information entered earlier in the application process. Additional (or fewer) fields may display based on the type of Permit.

Permit Type > Location > Applicant Info > **Details** > Bond Info > Attachments > Review

Application - Details

Permit Type	Pole Line
Permit Subtype	Miscellaneous
Road	I 70
County	Marion
Start RRP	92.21
End RRP	<input type="text"/>
District	Greenfield
Investigator	Andrea Throneburg
Investigator Phone	317-467-3938
This company is eligible to have its fees waived.	No
Project Start Date	<input type="text"/> 
Project End Date	<input type="text"/> 
Project Location	<input type="text"/>
Project Description	<input type="text"/>
Project Purpose	<input type="text"/>
Customer Work Order #	<input type="text"/>

The project location should be identified from the nearest state road intersection and from the nearest city street or county road intersection. (ie. 2 Miles South of US-40 and 150ft north of Davis Rd)

Driveway Details – Only for All Driveway Subtypes

Complete the fields on the Driveway Details screen as necessary. Many fields are required and need to be completed in order to move forward with the permit process or save. Review the questions and ensure all the answers are readily available before starting to fill in the screen.

Permit Type
Checklist
Location
Applicant Info
Details
Driveway Details
Bond Info
Attachments
Review

Driveway Details

Please answer the following questions regarding the details of your proposed driveway. * Everything in red is required.

Property Owner Name*

Designer Name*

Designer Firm Name*

Name of Development

Contractor Name

Does the driveway join to a curbed section of road?* Yes No

Is there an existing sidewalk along the road way?* Yes No

Choose the type of driveway surface*

Enter the width of the driveway in feet*

Enter the radii of the driveway in feet.*

Entrance side of the drive

Exit side of the drive

Is parking allowed on the street? Yes No

Pipe Requirements

Is a pipe required? Yes No

If so, what size (in inches)?

If so, choose the type of pipe that will be used

Turn Lane Requirements

Is a right turn lane required? Yes No

If so, how long (in feet)?

Is a left turn lane required? Yes No

If so, how long (in feet)?

Is a passing blister required? Yes No

Distance from centerline of roadway to the right of way or property line in feet*

Distance from edge of pavement to the flow line of the ditch (if a ditch exists), in feet

Size of the nearest upstream pipe within 0.25 mile of proposed driveway, in inches

Direction of flow in ditch (e.g. north or south for odd numbered roads and east or west for even numbered roads)*

Distance from centerline of driveway to each property line (e.g. 30 feet from east property line and 150 feet from west property line)*

Distance from Property line feet

Distance from Property line feet

Driveway is on which side of the roadway (e.g. north or south for even numbered roads and east or west for odd numbered roads)*

Cross Pipe Information:

Is there a cross pipe under the highway within 500 feet of the proposed driveway? Yes No

If so, what size the cross pipe, (in inches)?

If so, how far and what direction is it from the driveway? (e.g. 200 feet east from driveway)

Guard Rail Information:

Is there any guardrail within 500 feet of the proposed driveway? Yes No

If so, how far and what direction is it from the driveway? (e.g. 200 feet east from driveway)

Approximate sight distance from the proposed driveway, in feet
Refer to the [Driveway Permit Manual](#) for assistance in determining the sight distance.

Nearby Driveways*:

What is the distance to the nearest driveway on the same side of the road, in feet?

In what direction is that driveway from the proposed driveway?

What is the distance to the nearest driveway on the other side of the road, in feet?

In what direction is that driveway from the proposed driveway?

Is the driveway along a State or US Route that is designated as being Limited Access?* Yes No

By submitting this permit application, the applicant attests to the fact that all persons having interest in the subject land being accessed, including but not limited to mortgagees, lessees, optionors, lien holders and holders of other encumbrances shall join with the fee simple holder in the application. The applicant also attests that they have the consent of all interested parties to the land and have informed all such parties that they along with the applicant consent to the conditions of the application and shall be bound equally thereafter by the conditions of the permit which may be issued to the permittee. Please enter the details of the interested parties below.

If the driveway is along a State or US Route that is designated as being Limited Access, then a warning message displays alerting the User that additional information will be required.

Is the driveway along a State or US Route that is designated as being Limited Access?* Yes No

Additional information will be needed to complete the processing of your request. You will be contacted to supply the additional information within two days after you submit the application.

By submitting this permit application, the applicant attests to the fact that all persons having interest in the subject land being accessed, including but not limited to mortgagees, lessees, optionors, lien holders and holders of other encumbrances shall join with the fee simple holder in the application. The applicant also attests that they have the consent of all interested parties to the land and have informed all such parties that they along with the applicant consent to the conditions of the application and shall be bound equally thereafter by the conditions of the permit which may be issued to the permittee. Please enter the details of the interested parties below.

Sign Details – Only for Outdoor Signs

Complete the fields on the Sign Details screen as necessary. Many fields are required and need to be completed in order to move forward with the permit process or save. Review the questions and ensure all the answers are readily available before starting to fill in the screen.

Permit Type > Location > Applicant Info > Details > **Sign Details** > Property Owner > Attachments > Review

Sign Details

Please answer the following questions regarding the details of your proposed billboard. * Everything in red is required.

Sign Location Diagram*

- Grade Intersection, Limited Access** [\(View\)](#)
Signs located along grade intersections on limited access right of way highways located outside
- Grade Intersection, Other** [\(View\)](#)
Signs located along grade intersections of other billboard controlled highways
- Interchanges** [\(View\)](#)
Signs located adjacent to interchanges on highways with limited access right of way and located outside municipal limits
- Limited Access Right of Way** [\(View\)](#)
Signs located in Limited Access Right of Way
- Non-Limited Access Right of Way** [\(View\)](#)
Signs located along non-limited access right of way adjacent to billboard controlled highways
- Other** [\(View\)](#)
Signs located along grade intersections of other billboard controlled highways
- Unzoned Area** [\(View\)](#)
Signs located in unzoned counties and adjacent to billboard controlled highways

Does the sign principally advertise activities taking place on the property where the sign is located?* Yes No

Road: SR 3
County: Allen

Existing or proposed sign*

Direction of travel*
(if possible, choose direction so that the sign is on the right side as you travel)

Side of highway*

Estimated build date*

Estimated feet to nearest sign*
(excluding Official, Directional, On-premise and 'For Sale' signs)

Feet from right-of-way line of highway*

Estimated distance and direction from sign to nearest intersection / ramp*
This sign is feet of the intersection / ramp:

Primary zoning classification*

City or county permit number, if any

Within city limits* Yes No

Can the sign be seen from a scenic byway?* Yes No

Was any zoning action taken by the applicant or the property owner for the purpose of erecting a billboard after March 15, 1986? Yes No

Estimated Height*: (in feet, from ground to top of sign face)

Width of Face*: (in feet, between widest points)

Height of Face*: (in feet, between highest points)

Area of Face: 0 square feet

Sign Type*

Number of Supports*

Material*

Illuminated* Yes No

Changeable Message Sign* Yes No

If the zoning classification is **Unzoned Industrial** or **Unzoned Commercial**, an additional dropdown field needs to be completed.

Primary zoning classification*

Identify qualifying commercial or industrial activity*

City or county permit number, if any

If the zoning classification is **Other** a text box appears for additional explanation.

Primary zoning classification*	Other (agricultural, residential, etc.)
Explain zoning classification*	<input type="text"/>
City or county permit number, if any	<input type="text"/>

If the outdoor sign is within city limits a text box appears to denote the controlling municipality.

Within city limits*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Denote controlling municipality*	<input type="text"/>
Can the sign be seen from a scenic byway?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Was any zoning action taken by the applicant or the property owner for the purpose of erecting a billboard after March 15, 1986?*	<input type="radio"/> Yes <input checked="" type="radio"/> No

The Area of the sign is automatically calculated based on the entries for height and width of face.

Estimated Height:*	<input type="text" value="15"/>	(in feet, from ground to top of sign face)
Width of Face*	<input type="text" value="20"/>	(in feet, between widest points)
Height of Face*	<input type="text" value="10"/>	(in feet, between highest points)
Area of Face	200 square feet	

If the **Sign Type** is selected as Other a text field appears to specify the sign type.

Height of Face*	<input type="text" value="10"/>	(in feet, between highest points)
Area of Face	200 square feet	
Sign Type*	Other	Specify* <input type="text"/>
Number of Supports*	<input type="text"/>	

If the **Material** is selected as Other a text field appears to specify the material type.

Number of Supports*	<input type="text"/>	
Material*	Other	Specify* <input type="text"/>
Illuminated*	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Changeable Message Sign*	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Property Owner – Only for Outdoor Signs

Complete the Property Owner details as necessary.

Permit Type > Location > Applicant Info > Details > Sign Details > **Property Owner** > Attachments > Review

Property Owner Details

First Name	<input type="text"/>
Last Name	<input type="text"/>
Street Address	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State	Indiana
Zip Code	<input type="text"/>
Phone Number	<input type="text"/>
Phone Extension	<input type="text"/>
Email	<input type="text"/>

Bond Info – FOR ALL PERMIT TYPES

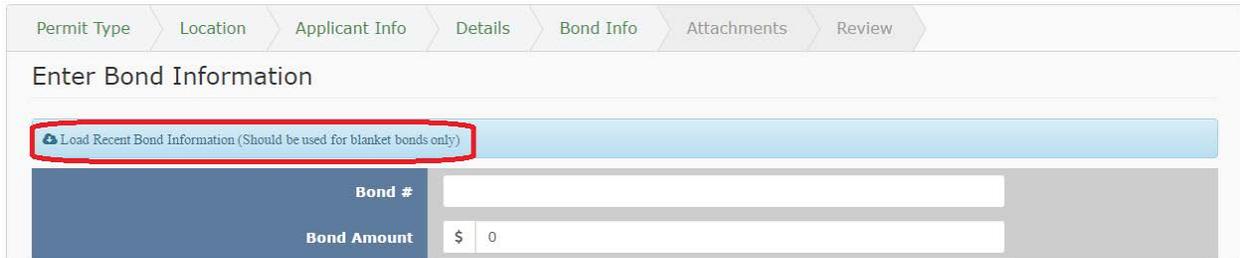
Enter the Bond information as necessary.

Permit Type > Location > Applicant Info > Details > **Bond Info** > Attachments > Review

Enter Bond Information

Bond #	<input type="text"/>
Bond Amount	\$ <input type="text" value="0"/>
Bond Company	<input type="text"/>
Bond Effective Date	<input type="text"/> <input type="button" value="Calendar"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State	Indiana
Zip Code	<input type="text"/>
Contact Person	<input type="text"/>
Contact Phone	<input type="text"/>
Phone Extension	<input type="text"/>
Contact Email	<input type="text"/>

Click on the **Load Recent Bond Information** text to load the most recent bond information. This option should be used for blanket bonds only. If no previous bond information exists the screen will refresh but none of the fields will populate.



Permit Type > Location > Applicant Info > Details > Bond Info > Attachments > Review

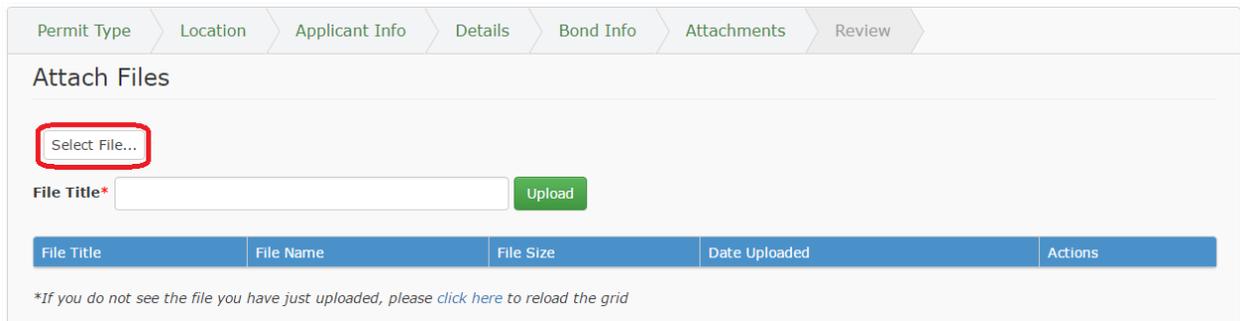
Enter Bond Information

[Load Recent Bond Information \(Should be used for blanket bonds only\)](#)

Bond #	<input type="text"/>
Bond Amount	\$ 0

Attachments – FOR ALL PERMIT TYPES

Add any necessary files to the Permit Application on the **Attachments** screen. Click on the **Select File...** button to select the file to upload.



Permit Type > Location > Applicant Info > Details > Bond Info > Attachments > Review

Attach Files

[Select File...](#)

File Title*

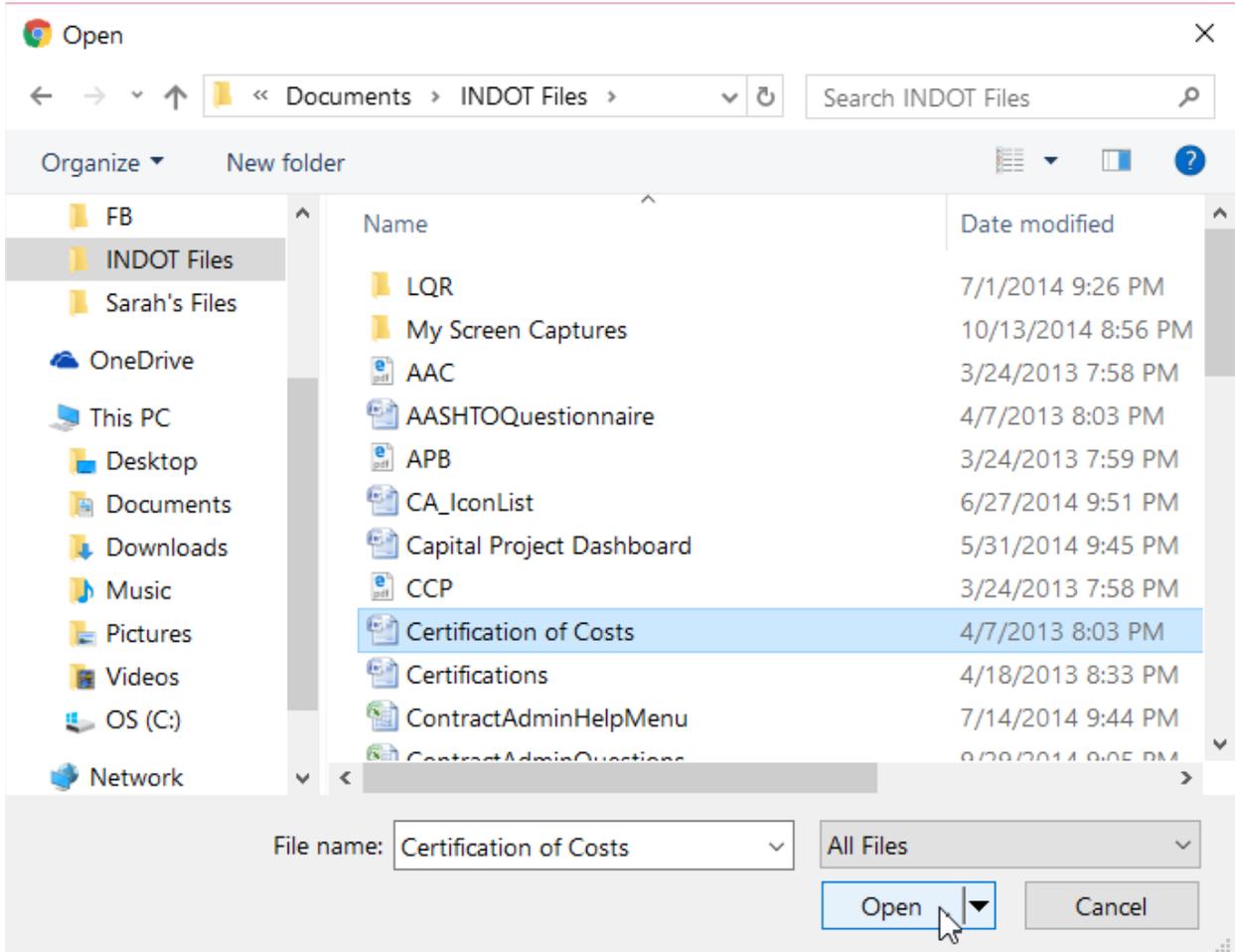
File Title	File Name	File Size	Date Uploaded	Actions
------------	-----------	-----------	---------------	---------

**If you do not see the file you have just uploaded, please click here to reload the grid*

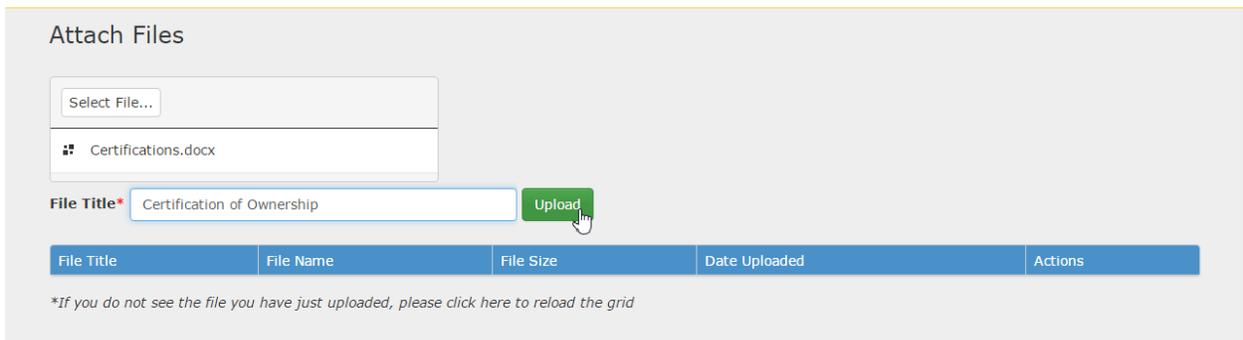


Multiple files can be added as attachments but they must be uploaded one at a time.

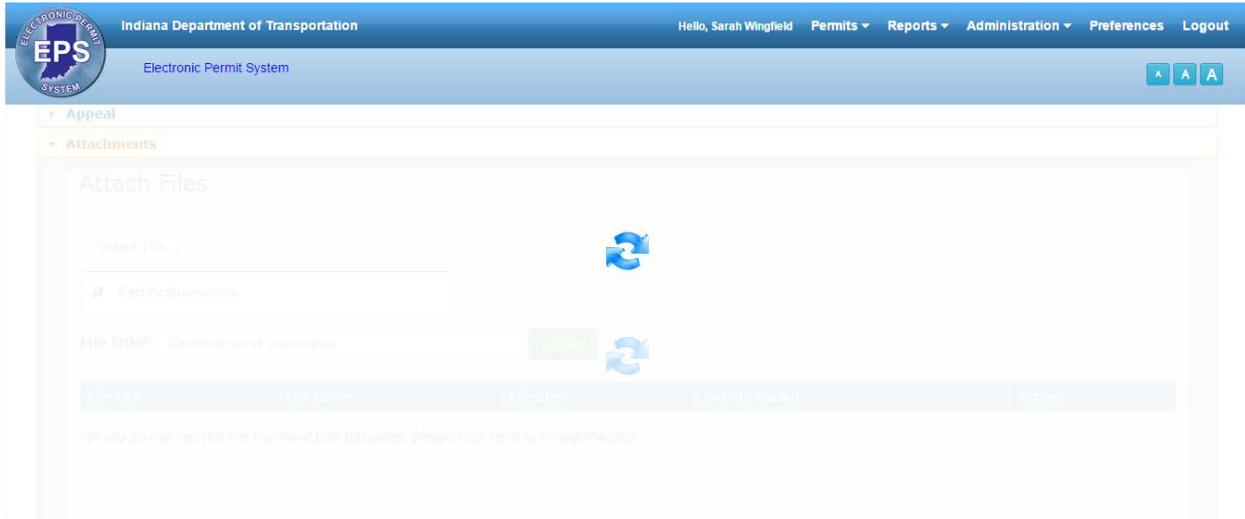
Navigate to the document location on your computer. Click on the document to upload. Click **Open** to add the document to the queue.



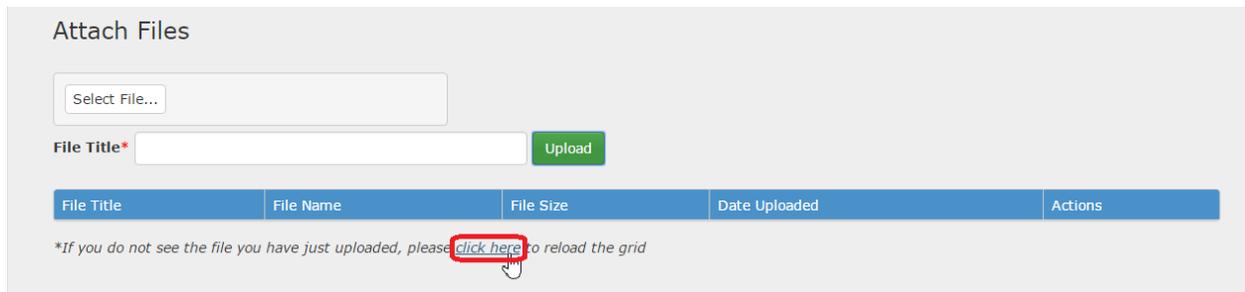
Enter the title of the document and click on the **Upload** button to begin uploading the document.



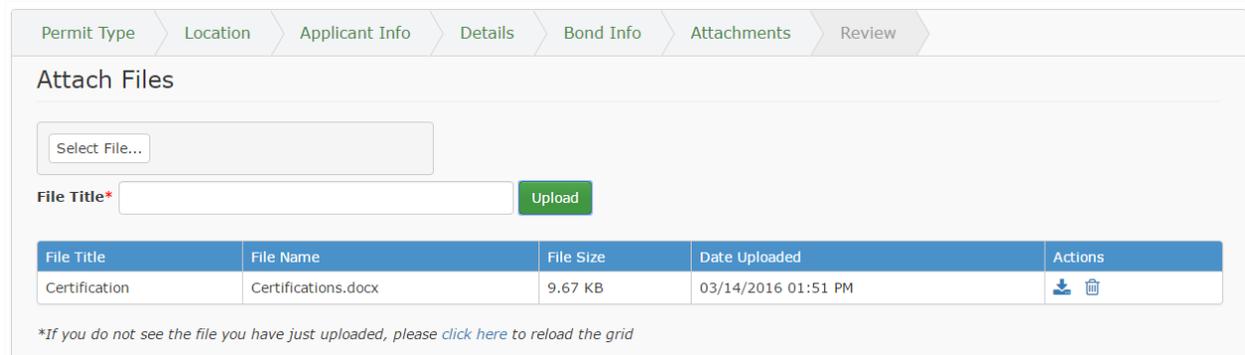
While the document is uploading the screen might display a rotating working arrow. Once the upload is complete the arrows will disappear.



If the document is not visible in the table after the arrows disappear then click on the text that says “click here” to reload the table. The document should display after clicking **click here**.



Continuing uploading files as necessary. Click on the **Download Document**  icon to download and view a copy of the document. Click on **Delete**  to remove the attachment from EPS.



For Consultants filling out applications on behalf of a client, the **Consultant Consent** form must be filled out and attached to the permit application. Click on the blue consultant_consent.pdf link, complete the form and upload as described above.

Review – FOR ALL PERMIT TYPES

Review all the entered information and pay for the permit application on the **Review** screen. Select the permit application payment method by clicking in the check box next to the desired choice – via instant access or subscriber payment. Click **Submit** to submit the permit application and proceed to the payment screen.



For more information on the payment types, hover or click on the **Which payment method should I choose?** text. Descriptions on each of the types of payment options should help clarify which payment type to choose.

The user is taken to the payment screen. Select between making a credit card payment or a Subscriber payment.

Credit Card Payment

If paying by credit card, select payment type from the dropdown and click **Next**.

The screenshot shows the NIP eGovernment payment interface. At the top left is the NIP logo with the tagline "the people behind eGovernment" and "20 YEARS". A progress bar at the top indicates four steps: 1. Payment Type (highlighted), 2. Customer Info, 3. Payment Info, and 4. Submit Payment.

The main content area is titled "Payment" and contains a section for "Payment Type". It features a dropdown menu labeled "Payment Type *" with the text "Select One" and a green "Next >" button.

Below the "Payment Type" section are sections for "Customer Information" and "Payment Info", which are currently empty.

On the right side, there is a "Transaction Summary" box showing a table with the following data:

Permit Fee DW	\$150.00
Total Includes Request and IN.gov Online Fees	\$150.00

Below the summary is a "Need Help?" section with the text: "Select Payment Method and Continue to proceed with payment."

Enter the customer information and click Next to continue or click Cancel to return to the Permit Application without submitting payment.

1 Payment Type 2 Customer Info 3 Payment Info 4 Submit Payment

Payment

Payment Type ✓

Credit Card

Customer Information

Complete all required fields [*]

Country

First Name * Last Name *

Address *

Address 2

City * State *

ZIP/Postal Code *

Phone * Email *

[Next >](#)

Payment Info

[Cancel](#)

Transaction Summary

Permit Fee PL	\$55.00
Total Includes Request and IN.gov Online Fees	\$55.00

Need Help?

Please complete the Customer Information Section

Need Help?

Please complete the Customer Information Section

Click **Edit** to edit the entered customer information. Enter the credit card information as required and click **Next** to complete the transaction.

NIIC the people behind eGovernment
20 YEARS

1 Payment Type 2 Customer Info 3 Payment Info 4 Submit Payment

Payment

Payment Type ✓

Credit Card

Customer Information ✓ [Edit](#)

Address
Eric Jones
123 Main St
Indianapolis, IN 46204

Phone
3175555555

Country
United States

Email Address
jonese@company.com

Payment Info

Complete all required fields [*]

Credit Card Number *

Credit Card Type *    

Expiration Month *

Expiration Year *

Name on Credit Card *

[Next >](#)

[Cancel](#)

Transaction Summary

Permit Fee PL	\$55.00
Total Includes Request and IN.gov Online Fees	\$55.00

Need Help?

You have selected to pay by credit card. Complete Customer Information section and Payment Info section.

Transaction Summary

Total Includes Request and IN.gov Online Fees	\$55.00
--	----------------

Need Help?

You have selected to pay by credit card. Complete Customer Information section and Payment Info section.

Click the **Edit** button in either the Customer Information or Payment Info sections to edit the entered information. When ready, click **Submit Payment** to submit the payment.

NIC the people behind eGovernment
20 YEARS

1 Payment Type 2 Customer Info 3 Payment Info 4 Submit Payment

Payment

Payment Type ✓

Credit Card

Customer Information ✓

Address
Eric Jones
123 Main St
Indianapolis, IN 46204

Phone
3175555555

Country
United States

Email Address
jonese@company.com

Payment Info ✓

Credit Card
Visa ****1111
Exp. 10/2019

Name on Credit Card
Eric Jones

Cancel **Submit Payment**

Transaction Summary

Permit Fee PL	\$55.00
Total Includes Request and IN.gov Online Fees	\$55.00

Need Help?

Review payment information. You may edit Billing and Payment Method here if needed by clicking the Edit button. When complete, select the Submit Payment button.

Need Help?

Review payment information. You may edit Billing and Payment Method here if needed by clicking the Edit button. When complete, select the Submit Payment button.

Subscriber Payment

If paying as a Subscriber, enter the subscriber Username and Password and click **Next**.

The screenshot shows the 'Payment' form with the following sections:

- Payment Type:** Subscriber Account (checked with a green checkmark).
- Customer Information:** Includes input fields for 'User Name' and 'Password', and a 'Next >' button. A note says 'Complete all required fields [*]'. A 'Cancel' button is at the bottom left.
- Transaction Summary:** A table showing 'Permit Fee PL \$55.00' and 'Total Includes Request and IN.gov Online Fees \$55.00'.
- Need Help?:** Text providing support contact information: 'For support with making a payment, please call in.gov at: Phone - 317-233-2010 - Feature #1 Toll Free - 1-800-236-5446 - Feature #1'.

The information associated with the account displays. Click **Submit Payment** to have fees invoiced at a later date.

The screenshot shows the 'Payment' form with the following sections:

- Payment Type:** Subscriber Account (checked with a green checkmark).
- Customer Information:** Includes an 'Edit' button and a green checkmark.
- Subscriber User:** epstest
- Address:** Fred James, IN Gov Cntr N Rm N725, Indianapolis, IN 46204
- Phone:** 232-5387
- Country:** United States
- Email Address:** scott.mcdonald@egov.com
- Payment Info:** This is a Subscriber Account transaction. You will be invoiced at a later date.
- Transaction Summary:** A table showing 'Permit Fee PL \$55.00' and 'Total Includes Request and IN.gov Online Fees \$55.00'.
- Need Help?:** Text providing support information: 'Review payment information. You may edit Billing and Payment Method here if needed by clicking the Edit button. When complete, select the Submit Payment button.'
- Buttons:** 'Cancel' and 'Submit Payment' (green) are at the bottom.

Once submitted (the method does not matter), the Review screen displays with a confirmation message that the Permit was successfully submitted. Click **Done** to return to the Permit Dashboard.

Permit Application Submitted

Your application has been received by INDOT and will be reviewed.

Tracking #	T0000097351
Permit Type	Cut Road
Permit Subtype	Tree Trimming
District	Greenfield
Status	Submitted
Company	
County	Marion
Road	I 69
Submit Date	4/28/2016 9:04:03 PM

Print Done

The permit application status changes from **Entered** to **Submitted** in the Permit Dashboard.

Permits + New Permit											
Tracking #	Permit #	Type	Subtype	County	Road	Start RRP	Submit Date	Issue Date	Status		
T0000097351		Cut Road	Tree Trimming	Marion	I 69	201.52			Entered		
T0000097352		Outdoor Sign	Billboard	Allen	SR 3	182.31			Entered		
T0000097350		Driveway	Minor Commercial	Marion	I 70	90.99	03/14/2016		Submitted		

Page 1 of 1 25 items per page 1 - 3 of 3 items

Submitted Permit Application

Once a permit application is submitted, the application can be viewed and printed, but not edited. Click on the blue section headers to expand the section and view more details on the entered information. Click

the **Print**  icon to print a copy of the application.


 Indiana Department of Transportation
 Electronic Permit System

 Hello, Sally Jones Permits Preferences Logout

Permit Details Print

Summary

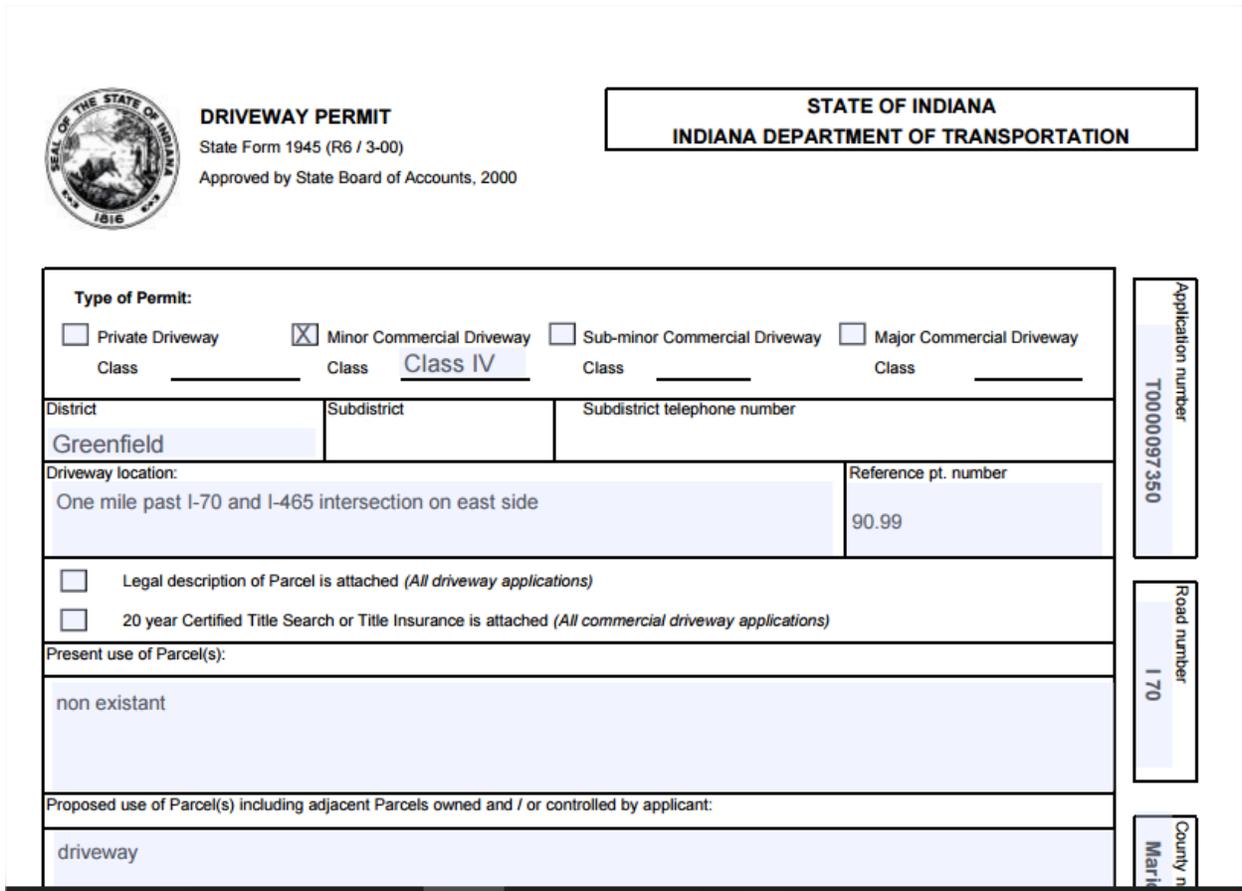
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #4f81bd; color: white; padding: 2px;">Tracking #</td><td>T0000097350</td></tr> <tr><td style="background-color: #4f81bd; color: white; padding: 2px;">Permit #</td><td></td></tr> <tr><td style="background-color: #4f81bd; color: white; padding: 2px;">Permit Type</td><td>Driveway</td></tr> <tr><td style="background-color: #4f81bd; color: white; padding: 2px;">Permit Subtype</td><td>Minor Commercial</td></tr> <tr><td style="background-color: #4f81bd; color: white; padding: 2px;">District</td><td>Greenfield</td></tr> <tr><td style="background-color: #4f81bd; color: white; padding: 2px;">Status</td><td>Submitted</td></tr> <tr><td style="background-color: #4f81bd; color: white; padding: 2px;">County</td><td>Marion</td></tr> <tr><td style="background-color: #4f81bd; color: white; padding: 2px;">Start RRP</td><td>90.99</td></tr> <tr><td style="background-color: #4f81bd; color: white; padding: 2px;">End RRP</td><td>90.99</td></tr> <tr><td style="background-color: #4f81bd; color: white; padding: 2px;">Customer Work Order #</td><td>tt4444</td></tr> </table>	Tracking #	T0000097350	Permit #		Permit Type	Driveway	Permit Subtype	Minor Commercial	District	Greenfield	Status	Submitted	County	Marion	Start RRP	90.99	End RRP	90.99	Customer Work Order #	tt4444	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #4f81bd; color: white; padding: 2px;">Applicant Name</td><td>Sally Jones</td></tr> <tr><td style="background-color: #4f81bd; color: white; padding: 2px;">Applicant Email</td><td>jones@company.com</td></tr> <tr><td style="background-color: #4f81bd; color: white; padding: 2px;">Company</td><td>SJ Enterprises</td></tr> <tr><td style="background-color: #4f81bd; color: white; padding: 2px;">Submit Date</td><td>3/14/2016 5:37:23 PM</td></tr> <tr><td style="background-color: #4f81bd; color: white; padding: 2px;">Issue Date</td><td></td></tr> <tr><td style="background-color: #4f81bd; color: white; padding: 2px;">Road</td><td>I 70</td></tr> <tr><td style="background-color: #4f81bd; color: white; padding: 2px;">Expiration Date</td><td></td></tr> <tr><td style="background-color: #4f81bd; color: white; padding: 2px;">Investigator</td><td>Andrea Throneburg</td></tr> <tr><td style="background-color: #4f81bd; color: white; padding: 2px;">Investigator Phone</td><td>317-467-3938</td></tr> <tr><td style="background-color: #4f81bd; color: white; padding: 2px;">Investigator Email</td><td>athroneburg@indot.in.gov</td></tr> </table>	Applicant Name	Sally Jones	Applicant Email	jones@company.com	Company	SJ Enterprises	Submit Date	3/14/2016 5:37:23 PM	Issue Date		Road	I 70	Expiration Date		Investigator	Andrea Throneburg	Investigator Phone	317-467-3938	Investigator Email	athroneburg@indot.in.gov
Tracking #	T0000097350																																								
Permit #																																									
Permit Type	Driveway																																								
Permit Subtype	Minor Commercial																																								
District	Greenfield																																								
Status	Submitted																																								
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Start RRP	90.99																																								
End RRP	90.99																																								
Customer Work Order #	tt4444																																								
Applicant Name	Sally Jones																																								
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Issue Date																																									
Road	I 70																																								
Expiration Date																																									
Investigator	Andrea Throneburg																																								
Investigator Phone	317-467-3938																																								
Investigator Email	athroneburg@indot.in.gov																																								

Driveway Details
 Application Details
 Project Information
 Bond Information

Page 50 of 60

The screen refreshes and displays a PDF of the application. To return to the EPS website application,

click on the browser Back button 



DRIVEWAY PERMIT
State Form 1945 (R6 / 3-00)
Approved by State Board of Accounts, 2000

STATE OF INDIANA
INDIANA DEPARTMENT OF TRANSPORTATION

Type of Permit:
 Private Driveway Minor Commercial Driveway Sub-minor Commercial Driveway Major Commercial Driveway
 Class _____ Class Class IV Class _____ Class _____

District: Greenfield Subdistrict: _____ Subdistrict telephone number: _____

Driveway location: One mile past I-70 and I-465 intersection on east side Reference pt. number: 90.99

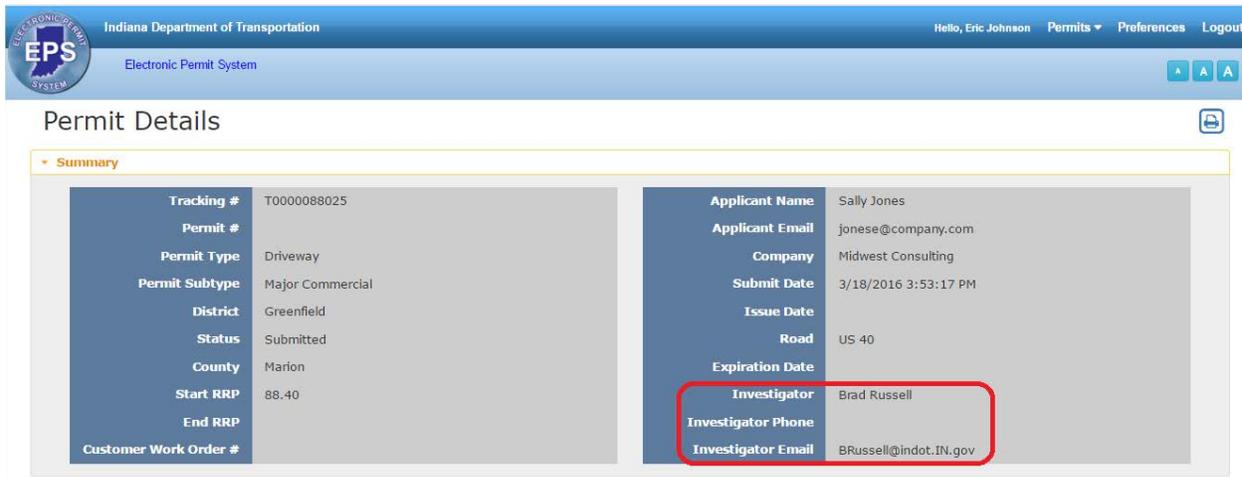
Legal description of Parcel is attached (*All driveway applications*)
 20 year Certified Title Search or Title Insurance is attached (*All commercial driveway applications*)

Present use of Parcel(s):
non existant

Proposed use of Parcel(s) including adjacent Parcels owned and / or controlled by applicant:
driveway

Application number: T0000097350
 Road number: I 70
 County number: Marion

The Investigator assigned to the permit is listed in the **Summary** section, along with their phone number and email address.



Indiana Department of Transportation Hello, Eric Johnson Permits Preferences Logout

Electronic Permit System

Permit Details

Summary

Tracking #	T0000088025	Applicant Name	Sally Jones
Permit #		Applicant Email	jonese@company.com
Permit Type	Driveway	Company	Midwest Consulting
Permit Subtype	Major Commercial	Submit Date	3/18/2016 3:53:17 PM
District	Greenfield	Issue Date	
Status	Submitted	Road	US 40
County	Marion	Expiration Date	
Start RRP	88.40	Investigator	Brad Russell
End RRP		Investigator Phone	
Customer Work Order #		Investigator Email	BRussell@indot.IN.gov

The Details sections and Bond Information section display content from the permit application, and is view only (non-editable). The **Project Start and End Date** section is editable. Enter the project start and end dates and click **Save** to save the information.

Please enter the date when the project will start, as well as the date when the project will finish.

Project Start Date	<input type="text"/>	
Project End Date	<input type="text"/>	

[Save](#)

The **Messages** section displays any messages associated with the project. Click on the blue Subject text to open and read the message.

Receive email notifications when messages are posted here

[+ Add Message](#)

Subject	Author	Date
Investigator Transfer	Brad Russell	03/18/2016 05:19:39 PM

Click on the **Add Message** button to add a message that will be sent to (and visible to) the permit Community – the Investigator, Permit Manager, any Reviewers and the customer.

Receive email notifications when messages are posted here

[+ Add Message](#)

Subject	Author	Date
Investigator Transfer	Brad Russell	03/18/2016 05:19:39 PM

Enter the information as necessary and click **Update** to add the message or click **Cancel** to return to the permit application without adding the message.

The **Attachments** section displays any attachments associated with the permit application. In addition to any attachments uploaded during the permit application creation process, some documents are automatically added to the application when it is submitted. Click the **Download Attachment**  icon to download the attachment.

▶ Driveway Details
▶ Application Details
▶ Project Information
▶ Bond Information
▶ Project Start and End Date
▶ Messages
▶ Attachments

File Title	File Name	File Size	Date Uploaded	Uploaded By	
All Permits PDF	Title VI Assurances.pdf	18.96 KB	03/18/2016 03:53 PM	Eric Johnson	
Non Billboard 1	Traffic Control Plan.pdf	138.09 KB	03/18/2016 03:53 PM	Eric Johnson	
Non Billboard 2	GENERAL PROVISIONS.pdf	15.68 KB	03/18/2016 03:53 PM	Eric Johnson	

Any charges related to the application display in the **Charges** section. Click the **Pay Now** button to pay any outstanding charges.

▼ Charges				
				+ Pay Now
Date	Description	Due Date	Amount	
03/18/2016 03:53:17 PM	Permit Fee		\$600.00	
			Total:	\$0.00

In Process Actions

When a Permit is submitted the status changes from **Entered** to **Submitted** and the approval process begins on the INDOT side. There are multiple approval steps on the INDOT side; once the first step is taken, the status changes from **Submitted** to **In Process**. The status will remain **In Process** until a final approval or denial decision is made.

If a request for more information from the Customer is made by the Investigator, the status changes to **Customer Info Request**.

If a permit application is denied, the status changes to **Denied** and the application can only be printed.

The screenshot shows the 'Permit Details' page in the Electronic Permit System. The header includes the Indiana Department of Transportation logo, the user name 'Hello, Susan Johnson', and navigation links for 'Permits', 'Preferences', and 'Logout'. The main content area is titled 'Permit Details' and contains a 'Summary' section with two columns of information.

Summary	
Tracking #	T0000097687
Permit #	
Permit Type	Cut Road
Permit Subtype	Monitoring Wells
District	Greenfield
Status	Denied
County	Hancock
Start RRP	46.29
End RRP	
Customer Work Order #	
Applicant Name	Sally Jones
Applicant Email	jonese@company.com
Company	
Submit Date	4/29/2016 11:01:19 AM
Issue Date	4/29/2016 11:10:15 AM
Road	SR 9
Expiration Date	
Investigator	Jones, Joanne
Investigator Phone	3174673442
Investigator Email	jjones2@indot.in.gov

If a permit is cancelled, the status changes to **Cancelled** and the permit can only be printed.

The screenshot shows the 'Permit Details' page in the Electronic Permit System for a cancelled permit. The layout is similar to the previous screenshot, but the status is 'Cancelled' and the permit subtype is 'Landscape'.

Summary	
Tracking #	T0000097693
Permit #	
Permit Type	Cut Road
Permit Subtype	Landscape
District	Greenfield
Status	Cancelled
County	Hancock
Start RRP	46.39
End RRP	
Customer Work Order #	
Applicant Name	Sally Jones
Applicant Email	jonese@company.com
Company	
Submit Date	4/30/2016 11:30:30 AM
Issue Date	4/30/2016 11:59:13 AM
Road	SR 9
Expiration Date	
Investigator	Jones, Joanne
Investigator Phone	3174673442
Investigator Email	jjones2@indot.in.gov

Below the summary table, there are three expandable sections: 'Application Details', 'Project Information', and 'Bond Information'.

Active Permit Actions

Once a permit has been approved the application status changes to **Active** and the **Request Extension**



and **Addendum**



icons are available.

Indiana Department of Transportation
Hello, Sarah Jones Permits ▾ Preferences Logout

Electronic Permit System

Permit Details

Summary

Tracking #	T0000087998	Applicant Name	Sally Jones
Permit #	E16GCR0012	Applicant Email	jonese@company.com
Permit Type	Cut Road	Company	SJ Enterprises
Permit Subtype	Communications	Submit Date	3/18/2016 3:44:48 PM
District	Greenfield	Issue Date	3/18/2016 9:43:05 PM
Status	Active	Road	US 36
County	Marion	Expiration Date	03/18/2017
Start RRP	71.61	Investigator	Brad Russell
End RRP		Investigator Phone	
Customer Work Order #		Investigator Email	BRussell@indot.IN.gov

Click **Request Extension**  to request an extension on an active permit. Enter the new Expiration date and add Comments. Click **Submit** to request the extension, click **Clear** to clear any entered data, or click the grey  to return to the permit without requesting an extension.

Request Extension

New Expiration Date 

Comments

Clear Submit



Click **Addendum** to create an addendum to an existing Active permit. The information entered into the original permit will be copied over to a new Permit Application, and the new Permit Application will receive its own Tracking # and the status will be **Addendum Created**.

Indiana Department of Transportation									
Electronic Permit System									
Permits/Applications + New Permit									
Tracking #	Permit #	Type	Subtype	County	Road	Start RRP	Submit Date	Issue Date	Status
T0000097684		Railroad	Road Closure						Entered
T0000097682		Cut Road	Tree Trimming	Hamilton	main st	15	04/29/2016		Submitted
T0000097683		Driveway	Minor Commercial	Marion	I 65	111.58	04/29/2016		In Progress
T0000097683		Driveway	Minor Commercial	Marion	I 65	111.58	04/29/2016		In Progress
T0000097683		Driveway	Minor Commercial	Marion	I 65	111.58	04/29/2016		In Progress
T0000097352		Outdoor Sign	Billboard	Allen	SR 3	182.31	04/28/2016		Submitted
T0000097351		Cut Road	Tree Trimming	Marion	I 69	201.52	04/28/2016		Customer Info Requested
T0000097690	E16GDW0001	Driveway	Minor Commercial	Marion	I 70	90.99	03/14/2016	04/29/2016	Addendum Created
T0000097350	E16GDW0001	Driveway	Minor Commercial	Marion	I 70	90.99	03/14/2016	04/29/2016	Active

Page 1 of 1 25 Items per page 1 - 9 of 9 items

Click on the blue Tracking # to open the addendum. Complete the permit application information, making updates where necessary, as described in the [New Permit Application](#) section.

Preferences

The **Preferences** screen allows Users to edit their User Profile information and update their password.

The screenshot shows the Preferences page for the Indiana Department of Transportation's Electronic Permit System. The user is identified as Sally Jones. The page is divided into two main sections: 'Edit User Profile' and 'Change Password'.

Edit User Profile:

User Name	sjones
First Name	Sally
Last Name	Jones
Address Line 1	123 Main St
Address Line 2	
City	Indianapolis
State	Indiana
Zip Code	46204
Phone #	(317) 555-5555
Extension	
Email	sjones@company.com

Change Password:

Current Password	<input type="password"/>
New Password	<input type="password"/>
Confirm New Password	<input type="password"/>

Buttons: Save Profile, Change Password

To update User Profile information, make changes as necessary and click **Save Profile** to save the updates.

Edit User Profile

User Name	sjones
First Name	Sally
Last Name	Jones
Address Line 1	123 Main St
Address Line 2	
City	Indianapolis
State	Indiana ▼
Zip Code	46204
Phone #	(317) 555-5555
Extension	
Email	sjones@company.com

[Save Profile](#)



Any system emails and password resets will be sent to the email address listed in the profile.

To change the User password, first enter the current password. Then enter a new password and retype to confirm. Click **Change Password** to save the changed password.

Change Password

Current Password

 New Password

 Confirm New Password

Permit Type and Subtype Table

Use the table below as a reference for the different permit types and subtypes used to create a permit application.

Permit Type	Permit Subtypes
Pole Line	Communications Miscellaneous Electric
Cut Road	Environmental Spill Monitoring Wells Tree Trimming Landscape Communications Gas Electric Water Railroad Crossing Steam Miscellaneous Drainage Logo Cell Tower Sewer
Driveway	Private Major Commercial Major Road Approach Minor Commercial Minor Road Approach
Outdoor Sign	Billboard
Miscellaneous	Banner Road Closure Coffee Safety Stops Miscellaneous Adopt a Highway

