



CDOT Other Transportation and Public Way Permits

Helicopter Lift



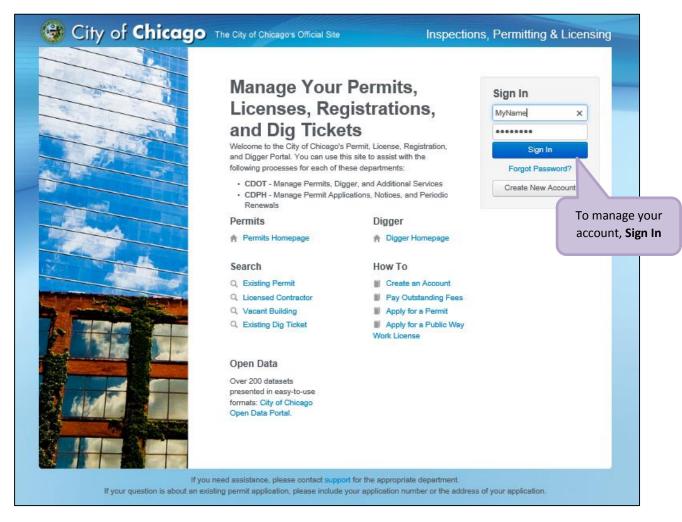
# **Table of Contents**

1. Application Type	
Signing In to the E-Permit Application	
Creating a New Permit	
2. Basic Job Information	
3. Application Information	
Emergency Contacts	
4. Helicopter Lift Information	
Location Information	
Public Right-of-Way Information	10
5. Legal Agreements	11
6. Status	12
7. Sign Out	13

## 1. Application Type

### Signing In to the E-Permit Application

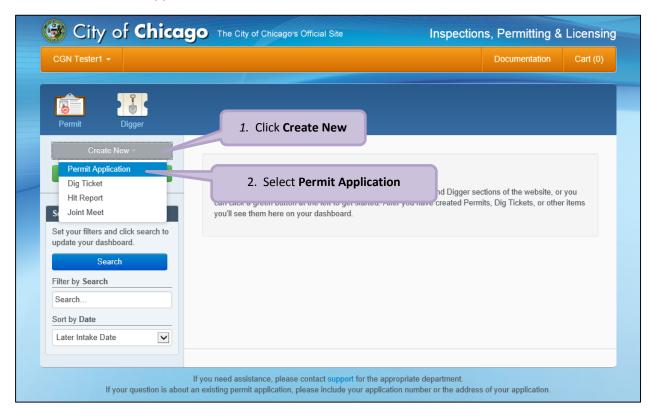
To manage your account, sign in using your credentials and click **Sign In**.



### Creating a New Permit

To create a new permit:

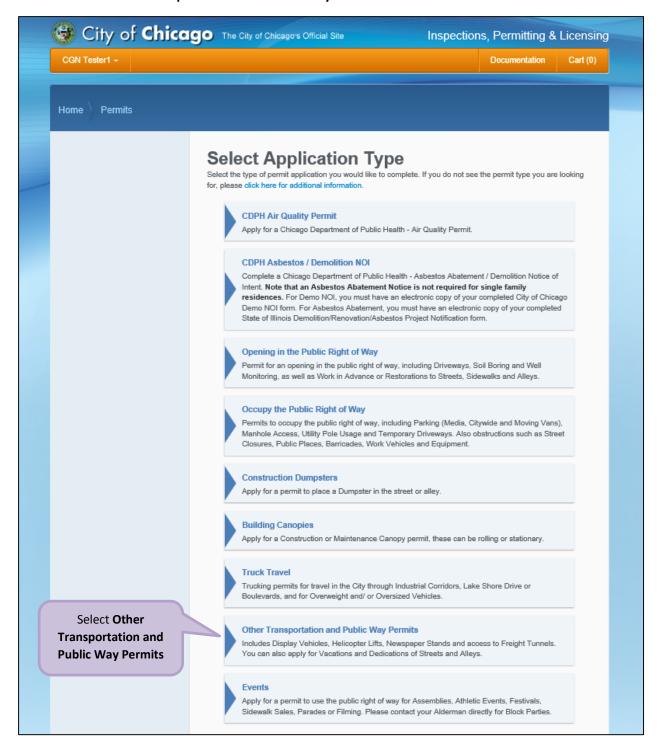
- Click the Create New drop-down
- Select Permit Application





#### On the **Select Application Type** screen:

• Select Other Transportation and Public Way Permits

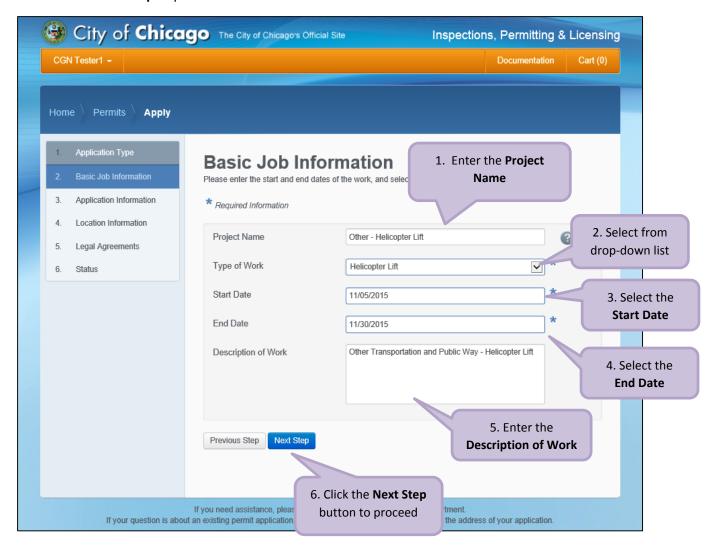


Note: You may not have as many options of permits dependent on the types of licenses you have.

### 2. Basic Job Information

#### Enter the Basic Job Information:

- Enter the Project Name (optional)
- Select the **Type of Work** from the drop-down (required)
  - Select Helicopter Lift
- Select the **Start Date** from the **Calendar** pop-up (required)
- Select the End Date from the Calendar pop-up (required)
- Enter the **Description of Work** (optional)
- Click Next Step to proceed

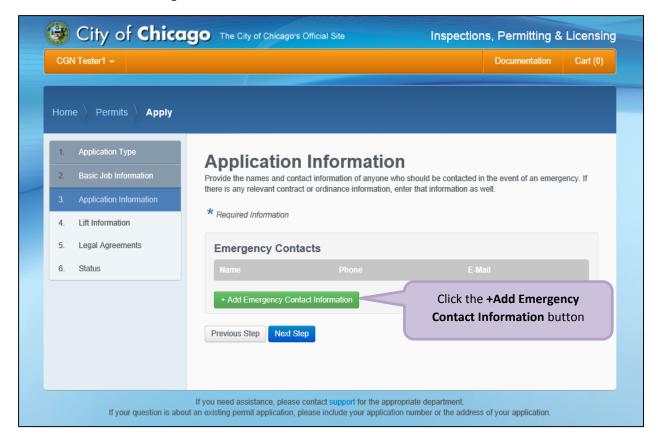


## 3. Application Information

#### **Emergency Contacts**

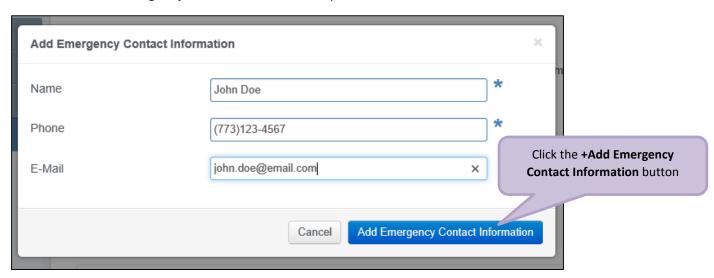
Add **Emergency Contact** information:

 Click the +Add Emergency Contact Information button to display the Add Emergency Contact Information dialog box



#### To Add Emergency Contact Information:

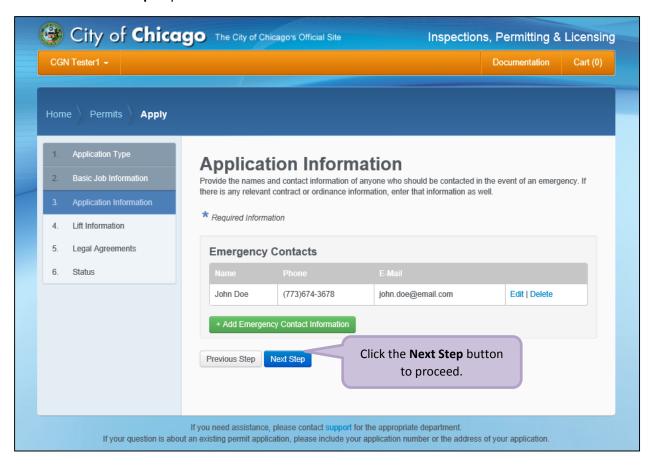
Click Add Emergency Contact Information to proceed





Your Emergency Contacts have been added:

• Click **Next Step** to proceed.

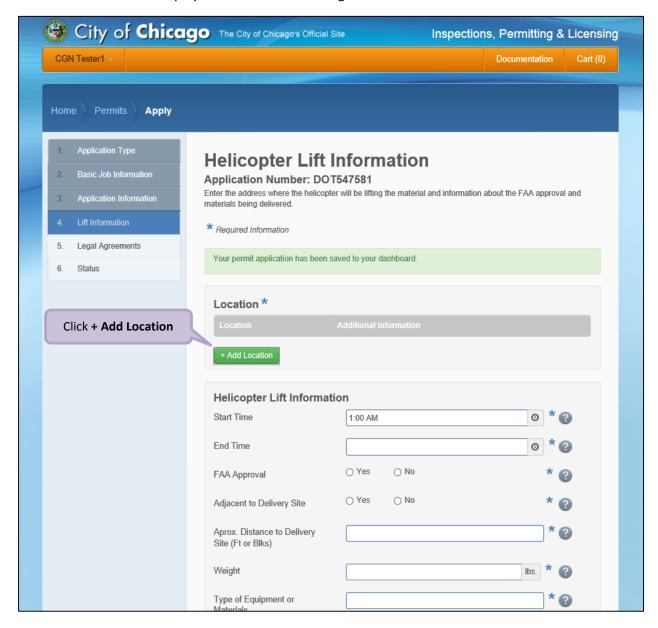


# 4. Helicopter Lift Information

Note: At this point, your permit application has been saved to your dashboard and the **Application Number** has been created.

#### **Location Information**

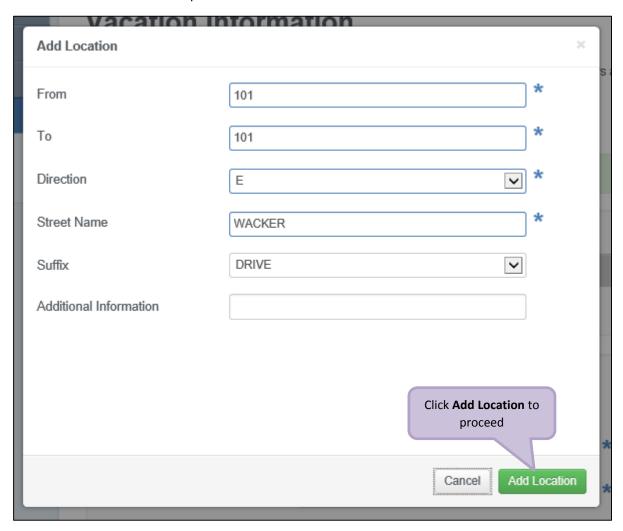
Click + Add Location to display the Add Location dialog box.

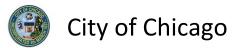




Enter the following in the Add Location Information dialog box:

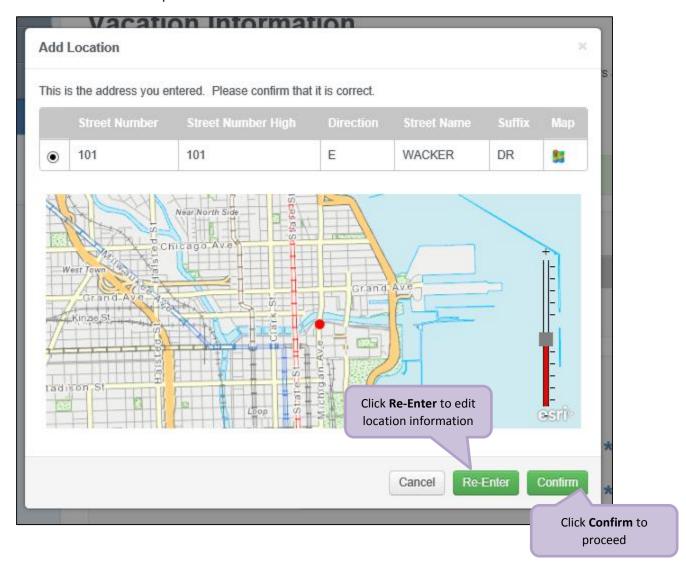
- Enter the **street number** in the **From** field (required)
- Enter the **street number** in the **To** field (required)
- Select the **Direction** from the drop-down (required)
- Enter/Select the **Street Name** (required)
- Select the **Suffix** from the drop-down (optional)
- Enter Additional Information (optional)
- Click Add Location to proceed





Review and confirm the address you entered:

- Click **Re-Enter** to edit location information
- Click Confirm to proceed



#### **Public Right-of-Way Information**

The Location Information has been added:

Click Add Location Information as needed, and repeat previous steps

Enter the following information in the **Freight Tunnel Access Information**:

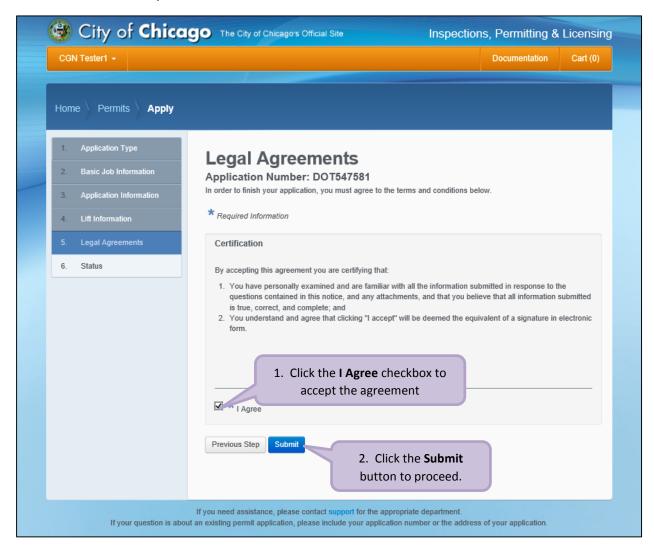
- Enter the Start Time from the Clock pop-up (required)
- Enter the **End Time** from the **Clock** pop-up (required)
- Select Yes or No for FAA Approval (required)
- Select Yes or No for Adjacent to Delivery Site (required)
- Enter the Approx. Distance to Delivery Site (Ft or Blks) (required)
- Enter the Weight in *pounds* (required)
- Enter the **Type of Equipment or Materials** (required)
- Click Next Step to proceed



## 5. Legal Agreements

The Legal Agreements must be acknowledged:

- Read the **Certification** legal agreement
- Click the I Agree checkbox (required)
- Click **Submit** to proceed

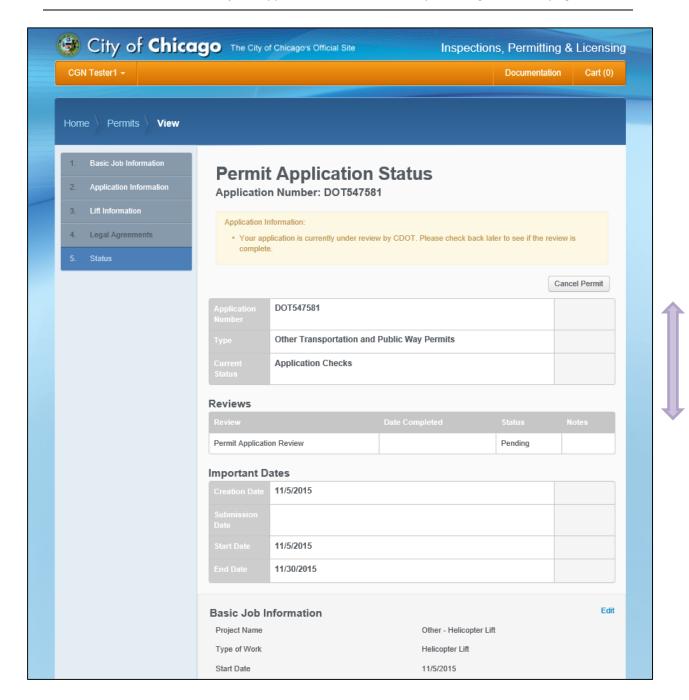


### 6. Status

Congratulations! You have finished entering the permit application.

The application is being processed and has been sent to CDOT for review.

Note: The remainder of the application can be viewed by scrolling down this page.



## 7. Sign Out

When finished, be sure to sign out:

- Click the drop-down arrow beside your name
- Click Sign Out to log off of the E-Permit application

