



RULIS Utilities: Adding People Before and After Permit Submission

A RULIS Job Aid

Roles Impacted

Utility Consultant
Utility Owner

Last Revised

January 3, 2024



Introduction

A Utility Owner must apply for a permit with TxDOT when they need to install a new facility on TxDOT Right of Way, to perform maintenance on a facility on TxDOT Right of Way, or to perform an adjustment to a facility on TxDOT Right of Way required due to a transportation project. The individual who created the permit has control over the permit until they allow others to manage the application. To **add people** to the application, you must provide them access. This job aid describes the process for adding an individual before and after the permit submission.

Topics

- [Adding People Before Permit Application Submission](#)
- [Adding People After Permit Application Submission](#)



Adding People Before Permit Application Submission

When you begin a new Utility Permit application, you have the option to let other people manage the application.

Project Information
Communication

Begin a new Permit Application.

Utility Owner: 1561 - TEST TEST

Other Owner: SELECT...

Utility Owner submits the permit without any Consultant

Project Title: Communication (12/20/2023 07:55:33 am)

Code: Associated TxDOT Connect Utility ID (leave blank if not applicable)

Utility Company Project Code:

Let other people manage this application

CANCEL APPLY FOR A PERMIT

Check the box on the bottom of the page, “Let other people manage application”.

Project Information
Communication

Begin a new Permit Application.

Utility Owner: 1561 - TEST TEST

Other Owner: SELECT...

Utility Owner submits the permit without any Consultant

Project Title: Communication (12/20/2023 07:55:33 am)

Code: Associated TxDOT Connect Utility ID (leave blank if not applicable)

Utility Company Project Code:

Let other people manage this application

Other Users: [Field]

Organizational Units: [Field]

Utility A/BB: [Field]

Users Email: [Field]

CANCEL APPLY FOR A PERMIT



Select the **team** from the list displayed under the **Organizational Units** section.

The screenshot shows a web application interface for applying for a permit. The 'Communication' section is highlighted. Under 'Project Information', there are fields for 'Project title', 'Code: Associated TxDOT Connect Utility ID (leave blank if not applicable)', and 'Utility Company Project Code'. Below this, the 'Users Authorized To Make the Request' section is visible, showing a list of users with checkboxes. The 'Users emails' field is empty. The 'Apply for a Permit' button is located at the bottom right of the form.

Check the **box** next to the people on the list to who you would like to grant access.

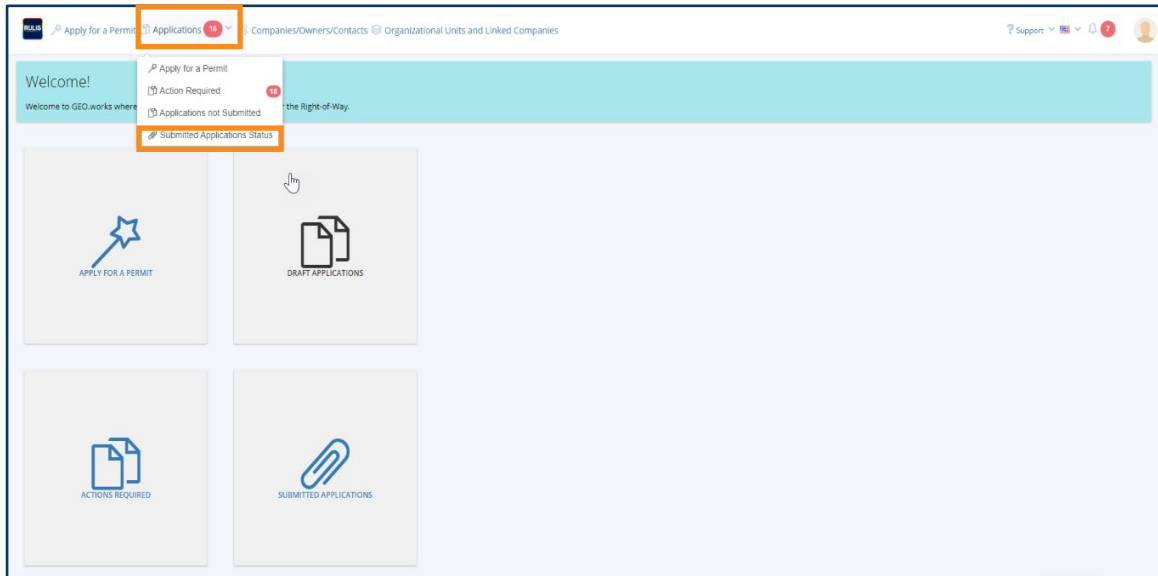


You can also add users who are not on the list by entering their emails under “**Users emails**”, as long as they have a RULIS user account.



Adding People After Permit Application Submission

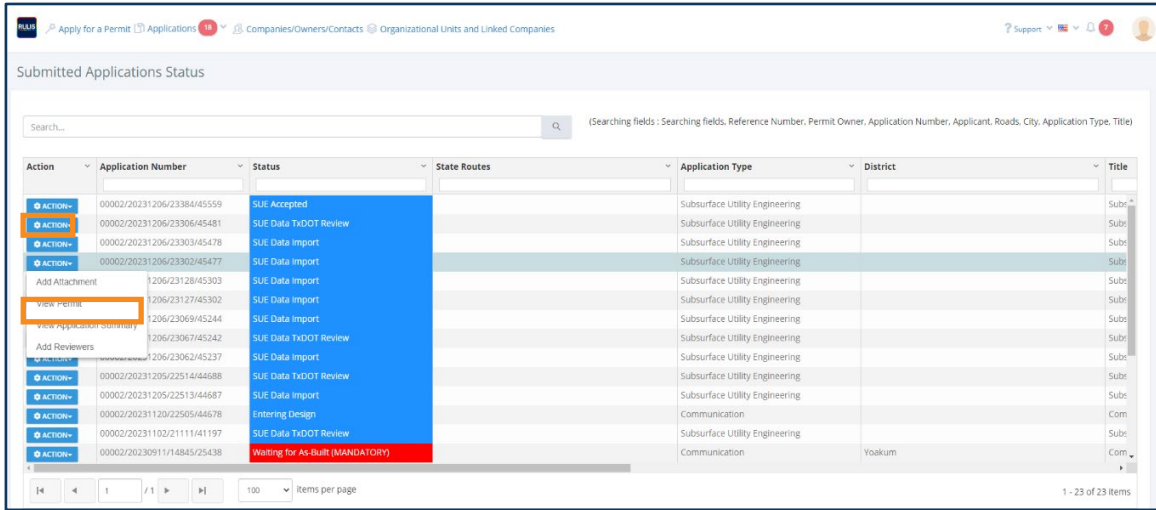
On the main dashboard you will need to select the proper options to open the **submitted application page**.



1. Select the **Application** icon on the top task bar and click on the **blue** downward arrow.
2. Select **Submitted Applications Status** from the dropdown menu.



In this screen it is important to have your **application number** available.



1. On the **Submitted Application Status** screen, select the **blue Action** button next to the application you've chosen.
2. From the drop-down menu, select **Add Reviewers**.



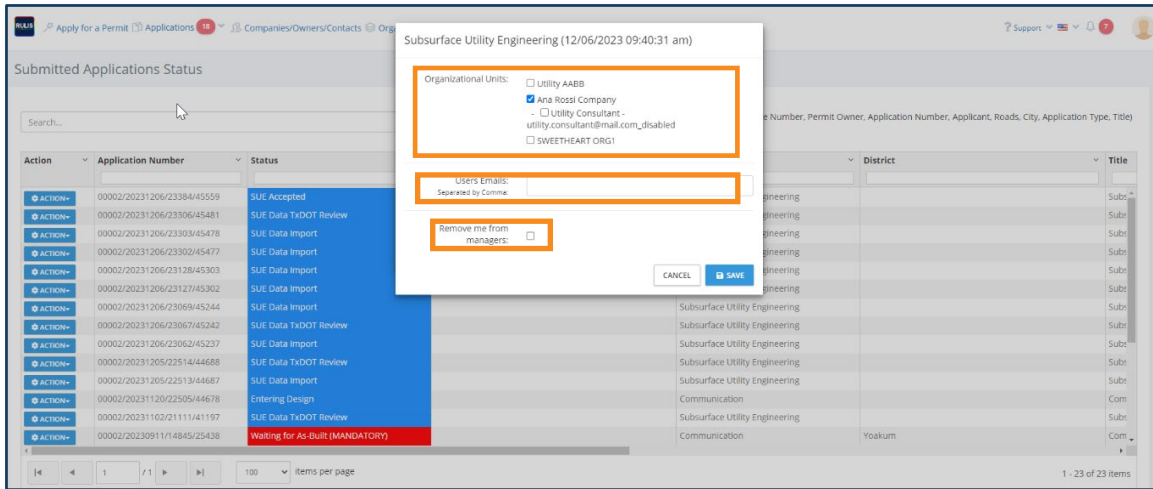
The pop-up window that opens will display the name of the Project Title (i.e., Subsurface Utility Engineering, Petroleum and Gaseous Materials, etc.)



This defaults to the Utility Type followed by date and time the application was created unless the Consultant or Owner edits the Project Title.

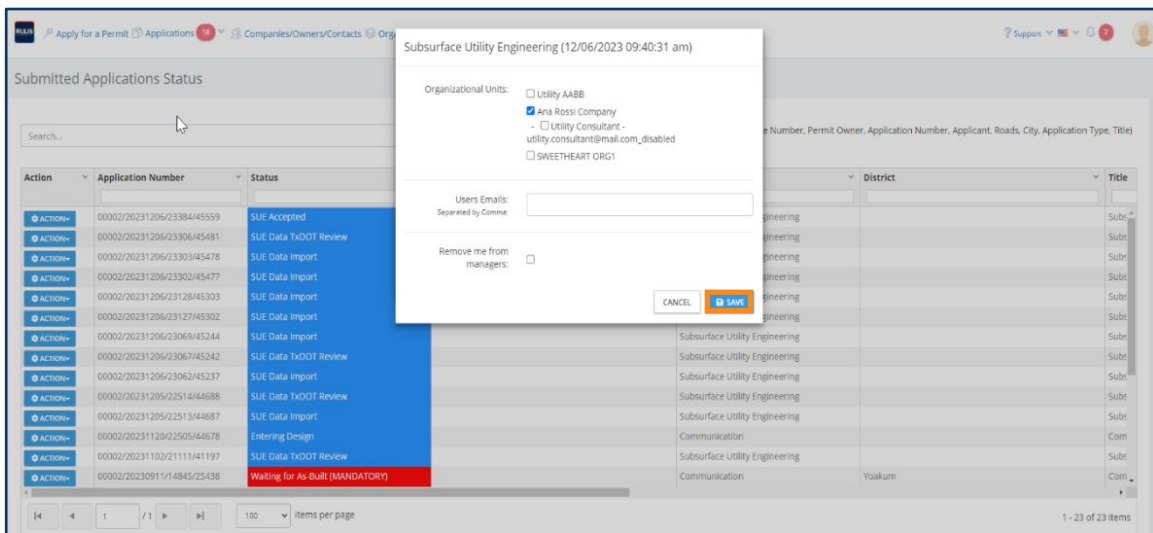


Now, you are ready to select the individual(s) to a Utility Permit Application.



Once the window opens:

1. Select the individual(s) to be added from the **Organizational Units** and click on the box to select, or you can:
2. Enter the **User(s) Email(s) address** if the individual(s) are not listed under the **Organizational Units**, using commas to separate if adding more than one person.
3. You can also select the box to **remove** yourself from managers as an option.



Click Save.



Action	Application Number	Status	State Routes	Application Type	District	Title
ACTION+	00002/20231206/233844/45559	SUE Accepted		Subsurface Utility Engineering		Subsur
ACTION+	00002/20231206/233064/45481	SUE Data TxDOT Review		Subsurface Utility Engineering		Subsur
ACTION+	00002/20231206/233039/45478	SUE Data Import		Subsurface Utility Engineering		Subsur
ACTION+	00002/20231206/233027/45477	SUE Data Import		Subsurface Utility Engineering		Subsur
ACTION+	00002/20231206/231284/45303	SUE Data Import		Subsurface Utility Engineering		Subsur
ACTION+	00002/20231206/231274/45302	SUE Data Import		Subsurface Utility Engineering		Subsur
ACTION+	00002/20231206/230694/45244	SUE Data Import		Subsurface Utility Engineering		Subsur
ACTION+	00002/20231206/230677/45242	SUE Data TxDOT Review		Subsurface Utility Engineering		Subsur
ACTION+	00002/20231206/230624/45237	SUE Data Import		Subsurface Utility Engineering		Subsur
ACTION+	00002/20231205/225144/44688	SUE Data TxDOT Review		Subsurface Utility Engineering		Subsur
ACTION+	00002/20231205/225134/44687	SUE Data Import		Subsurface Utility Engineering		Subsur
ACTION+	00002/20231120/225054/44678	Ordering Design		Communication		Comm
ACTION+	00002/20231102/211114/41197	SUE Data TxDOT Review		Subsurface Utility Engineering		Subsur
ACTION+	00002/20230911/148452/25438	Waiting for AS-Built (MANDATORY)		Communication	Yoakum	Comm

Once the selection is saved you will get a blue pop-up box appear on the top right-hand corner of the screen indicating **Successfully Saved**.