

# Digital Permit Application Instructions

1. Log into MDOT Permit Gateway (MPG) <https://sso.state.mi.us/>
2. Review “My Profile” to ensure that all contact information is correct. If/when any changes are made and saved, click on the “Home” link located on the left hand side of the page.
3. Select the business for which you will be submitting an application for from the drop down menu (if you only have one business, it will automatically be displayed)
4. Select “Internet Highway Advertising Program (IHAP)” from the program drop down menu and click on “Continue”
5. Click on Permit Application from the list of links on the left side of the screen



6. Click on Create/Search



7. Digital Permit Application - type in the permit number associated with the sign face you wish to convert to digital or for the sign face that is existing digital, but you do not have a digital permit. **(If you are applying to construct a brand new sign that will have a digital face(s), follow the Permit Application Instructions located on the Permit Application page).**

8. Answer questionnaire to determine whether your sign is Nonstandard and requires you to surrender three (3) interim permits. Once you have answered the questions, click on continue.
9. Interim Permit Information - Based on your answers, if the sign is nonstandard, you will need to surrender three interim permits and enter them into the interim permit fields that appear.
10. Applicant Information – Your account information is automatically populated when you enter the interim permit number and click on Show Detail.
11. Land Owner Information – If the information is not automatically populated, proceed as follows:
  - \*Click on the magnifying glass
  
  - \*If this is a new landowner that is not already in the system, click on “New”. If you would like to verify that the landowner is new, type in one piece of information for the landowner, and click on search. If the proper landowner is not displayed or if you receive a message No Records Found for the Entered Criteria, click on the New button
  
  - \*Enter the required landowner information and click on Save. The landowner name, city, state and zip code are displayed. Click in the box next to the name and then click on Set Land Owner
12. Page 2 – Sign & Location Information. All sign location information will be populated. If it is not, or there is a required field that needs to be completed, please enter that information. (\*\*If the sign is not in a rural area, you do not need to enter any information). Click on Continue when all information is entered.
13. Page 3 – Zoning, Spacing & Sign Design. All information will be populated. However, you do have the option to update the zoning. Click on Save & Continue

14. Page 4 – View/Attach Documents. You are required to either scan in and attach at this screen, or mail to the Highway Advertising Specialist the following documents:

- \*Form 2495: Acknowledgement & Consent of Landowner
- \*Form 3700: Zoning Certification
- \*Form UP-68: Billboard Sketch Location Map

Attach your documents on this page, or click on the radio button by Skip Document Attachments. Click on Add to Shopping Cart

15. Once added to the shopping cart a confirmation will be displayed that you have successfully added the permits to the shopping cart. Click on “Ok”. The window will close and you will be back on the MDOT Permit Gateway Home Page.
16. The Shopping Cart link is located on the upper left hand side of the MPG Home Page. Click on the Shopping Cart link
17. Click on Checkout
18. Select your Method of Payment by clicking in one of the circles (if you are paying by electronic check, select whether it is “business” or “Personal”). Click “Next”

\* Indicates required field

**Choose method of payment**

Pay by electronic check

\* Account Type:

Pay by credit card

 

19. Enter the required Billing Address information, and the payment information. Click on “Next”
20. Click on “Pay Now”

21. Print your Receipt
  
22. If you have any problems while applying, please contact Melissa Staffeld at (517) 335-2209 or by email at [staffeldm@michigan.gov](mailto:staffeldm@michigan.gov)