

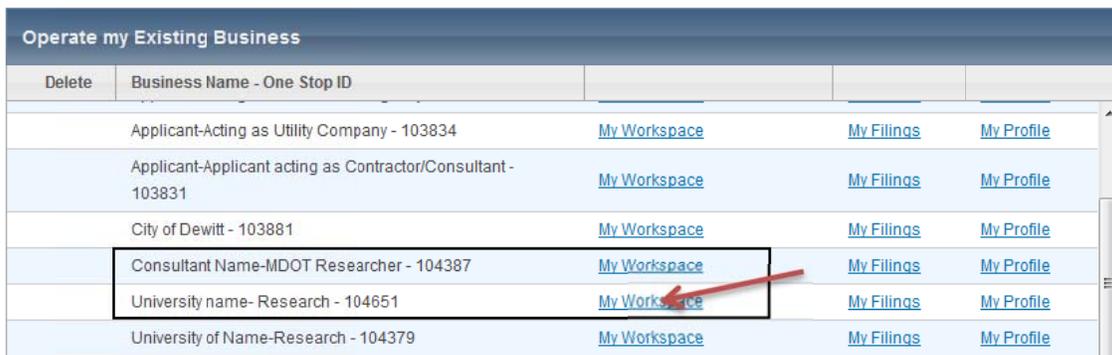
Instructions for Applying Advance Notice for a Permit

The following instructions guide a university principal investigator through the steps to notify MDOT of work planned in the right-of-way. Every time work is done with in the right-of-way, these “advance notice” steps must be taken to obtain a permit. Contacting Joe Rios at 517-241-2103 to navigate through the permitting process is recommended.

1. Login to Michigan Business One Stop (MBOS)



2. On MBOS home page, click on the research workspace under “Operating my Existing Business”



Delete	Business Name - One Stop ID	My Workspace	My Filings	My Profile
	Applicant-Acting as Utility Company - 103834	My Workspace	My Filings	My Profile
	Applicant-Applicant acting as Contractor/Consultant - 103831	My Workspace	My Filings	My Profile
	City of Dewitt - 103881	My Workspace	My Filings	My Profile
	Consultant Name-MDOT Researcher - 104387	My Workspace	My Filings	My Profile
	University name- Research - 104651	My Workspace	My Filings	My Profile
	University of Name-Research - 104379	My Workspace	My Filings	My Profile

3. Click on the “Right-of-Way Construction Permits (Highway Right-of-Way)”



Remove	Task Name	Help
	Right-of-Way Construction Permits (Highway Right-of-Way)	Tell me more
	Select Industry Code	Tell me more

- This takes you to the Home page to MDOT Construction Permit System and click on “My Applications/Permits”.

MDOT Department of Transportation

Michigan.gov Home | Welcome Ross, Joe | Construction Permit System

Home

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- » Application/ Permit

Application

Permit

Reference

- » Links

CPS CONSTRUCTION PERMIT SYSTEM

The Construction Permit System (CPS) is a computer application used by the Michigan Department of Transportation (MDOT) to process construction permits for the regulation of state highway Right-of-Way.

Private and public entities planning to undertake construction activities within state highway Right-of-Way are required to obtain a construction permit.

The following Public Acts grant MDOT authority:

- Public Act 200 of 1969, as amended, provides for the promulgation of rules regulating driveway, banners, and parades on and over state highways.
- Public Act 368 of 1925 as amended, provides, in part, the conditions under which telegraph, telephone, power, and other public utility companies, cable television companies and municipalities may enter upon, construct and maintain telegraph, telephone, power or cable television lines, pipe lines, wires, cables, poles, conduits, sewers and the like structures upon, over, across or under public roads, bridges, streets and waters. The (MDOT) is the public agency authorized to regulate the use, and occupancy of state highway Right-of-Way.
- Public Act 106 of 1972 Section 252.311a, as amended, provides for the regulation of billboard vegetation removal.

The Construction Permit System web based application allows private and public entities to submit permit applications and supporting documentation electronically.

Michigan.gov Home | CPS Home | Contact CPS | CPS Help | State Web Sites
 Privacy Policy | Link Policy | Accessibility Policy | Security Policy
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- Click on the “Permits/Advance Notice” radio button. Then click on the “Permit #” to open the permit.

Construction Permit System

Applications Permits/Advance Notices

Permit #	App. Type	App. Status	Permit Status	State Route	County	Applicant Name	Applicant City	Contractor Name
98000-006-112713	A	Approved	Issued			Consultant Name-MDOT Researcher	Lansing	

I - Individual, IB - Individual Billboard Vegetation Removal / Trimming, IS - Individual Billboard Survey, A - Annual AS - Annual Billboard Survey, OC - Operation Care, ID - Indefinite Delivery Service

- The permit package screen opens. Click on “Advance Notices” screen.

Applicant Name: University of Name-Research Application Ref. Number: 6206 Application Status: Approved
 Application Type: IDS Application Permit Number: 97000-006206-13-112713 Permit Status: Issued

Permit Package

Permit

Standard Attachments

Andrea is testing windows 7 operation [General Conditions](#)

Additional Attachments

Special Conditions

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Application

- » View/Edit
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- » Fees/ Payments
- » Resubmit
- » Remarks

Permit

- » Permit Package
- » Extensions
- » Advance Notices
- » Completion Notices

7. Click the “New” button to create a new advance notice.

Welcome Rios, Joe

Construction Permit System

Applicant Name: University of Name-Research Application Ref. Number: 6206 Application Status: Approved
 Application Type: IDS Application Permit Number: 97000-006206-13-112713 Permit Status: Issued

Create New Advance Notice

←

Advance Notice Of Permitted Activity

Advance Notice Ref. Number	Date Received	Status	Attachments?
355	11/27/2013	Approved	No

Select the radio button for additional options such as print, delete, etc.

8. Remove and Replace contact name with the Principal investigator (may or may not be you) and contact information then click on “Next”.

Welcome Rios, Joe

Construction Permit System

Applicant Name: Consultant Name-MDOT Researcher Application Ref. Number: 6209 Application Status: Approved
 Application Type: Annual Application Permit Number: 98000-006209-13-112713 Permit Status: Issued

Advance Notice Ref. Number: Advance Notice Status:

Applicant Info (Property or Facility Owner)

Applicant Name: Consultant Name-MDOT Researcher
 Mailing Address: 425 West Ottawa
 City: Lansing State/Providence: Michigan Zip Code: 48906

* Primary Contact

* Contact Name: Enter Name of PRINCIPAL INVESTIGATOR ←

* Phone #: 517 - 241 - 2103 Ext: Cell #: ←

* E-Mail: riosj@michigan.gov

If a contractor/consultant is going to be involved in the work, is the contact information known at this time? Yes No

←

9. Enter information required with an asterisk (*)- State Route Prefix, State Route Number, City of, County, Nearest Intersection, Direction from worksite, Distance to nearest intersection, and Side of Road. Click “Next”.

Applicant Name: University of Name-Research Application Ref. Number: 6206 Application Status: Approved
 Application Type: IDS Application Permit Number: 97000-006206-13-112713 Permit Status: Issued

Advance Notice Ref. Number: 357 Advance Notice Status: Draft

* = Required Fields

Site Info

* State Route Prefix: M Route * State Route Number: 5 ←

City * City Of: test ←

Township * County: Alpena County ←

Village

Town Range Section (TRS) Info (PR Finder)

Town: T -- Select -- Range: R -- Select -- Section: -- Select -- Add

Town	Range	Section	
TSN	R6W	05	Delete

* Nearest Intersection: test Direction from worksite to the nearest intersection on the state route: North ←

At Intersection? Yes No

* Distance to the nearest intersection: 0.0 Feet * Side Of Road(Select all that apply): North South East West

 ←

- Enter the "MDOT Job #" and all information required with an asterisk (*)- Date Work to Begin, Proposed Completion Date, # of Work Days to Complete, Work Times from, Description of Work, and Lane Closure Proposed. Click "No" for "Performed environmental check for Endangered Species and Archaeology". Click on "Next" to proceed.

Welcome Rios, Joe

Construction Permit System

Applicant Name: Consultant Name-MDOT Researcher Application Ref. Number: 6209 Application Status: Approved
 Application Type: Annual Application Permit Number: 98000-006209-13-112713 Permit Status: Issued
 Advance Notice Ref. Number: 356 Advance Notice Status: Draft

Applicant Info | Site Info | **Advance Notice Info** | Review Advance Notice | MDOT Use Only

* = Required Fields

Advance Notice Info

MDOT Job #:

Submitted not less than 5 working days and no more than 21 calendar days prior to starting operations. [Additional Information](#)

* Date Work To Begin: 12/05/2013 * Proposed Completion Date: 12/27/2013

* # of Work Days To Complete: 22

* Work Times From: 2 AM * To: 2 PM

* Description Of Work: Enter the Reseach Type of work activity

* Performed the environmental check for Endangered Species and Archaeology? Yes No

* Lane Closure Proposed: Yes No

[View/Upload attachments](#)

- Review and approve entered information for the advance notice then click on the "Submit Advance Notice" button.

Welcome Rios, Joe

Construction Permit System

Applicant Name: Consultant Name-MDOT Researcher Application Ref. Number: 6209 Application Status: Approved
 Application Type: Annual Application Permit Number: 98000-006209-13-112713 Permit Status: Issued
 Advance Notice Ref. Number: 356 Advance Notice Status: Draft

Applicant Info | Site Info | **Advance Notice Info** | Review Advance Notice | MDOT Use Only

Applicant Info

Applicant Name: Consultant Name-MDOT Researcher
 Mailing Address: 425 West Ottawa State: MI Zip: 48906
 City: Lansing

Primary Contact
 Contact Name: Enter Name of PRINCIPAL INVESTIGATOR
 Phone No: 517-241-2103 Cell Phone No:
 Email Address: riosj@michigan.gov

Site Info

State Route: BR32 City Of: Detroit County: Branch County
 Town: T1N Range: R1W Section: 03

Nearest Intersection: test Side of Road: North South East West
 Distance to the nearest intersection: 0.0 Feet Direction from worksite to the nearest intersection on the state route: East

Advance Notice Info

MDOT Job #:

Date Work to Begin: 12/05/2013 Proposed Completion Date: 12/27/2013
 No. of work days to complete: 22
 Work Time From: 2 AM To: 2 PM
 Description of Work: Enter the Reseach Type of work activity
 Performed the environmental check for Endangered Species and Archaeology? No
 Lane Closure Proposed: No

Attachments
 Attachments Not Included.

12. Notification of the advance notice is submitted is shown.

The screenshot displays the 'Construction Permit System' interface. At the top, a header bar shows 'Welcome Rios, Joe' on the left and 'Construction Permit System' in the center. Below the header, a grey bar contains application details: 'Applicant Name: Consultant Name-MDOT Researcher', 'Application Ref. Number: 6209', 'Application Status: Approved', 'Application Type: Annual Application', 'Permit Number: 98000-006209-13-112713', and 'Permit Status: Issued'. A blue banner below this bar reads 'Advance Notice Confirmation'. The main content area shows a green message: 'Advance Notice is submitted successfully. Use the advance notice reference number 356 for all further communication with MDOT.' On the left side, a navigation menu is visible with sections for 'Home' (containing 'Create new Application' and 'My Applications / Permits') and 'Search' (containing 'Application/ Permit').

13. Once the advance notice is approved, the Principal Investigator will receive an email with the approved notice and traffic control details for the work zone. Work can commence.