

Accessing the Construction Permit System through MDOT Permit Gateway (MPG)

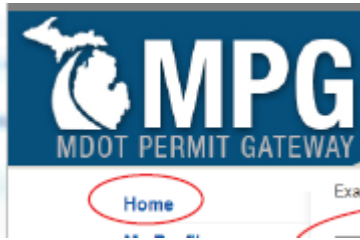
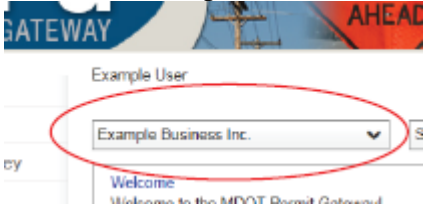
Purpose The Michigan Department of Transportation (MDOT) uses the Construction Permit System (CPS) for requesting and issuing construction permits. This document provides the information you need to access the system and obtain a permit.

Four Steps To obtain a permit you need to complete four basic steps. Detailed instructions are provided below. Steps one only needs to be completed the first time you use CPS. **Note: If you have already registered and created your MPG profile, you can skip to step two.**

1. Access MDOT Permit Gateway (MPG)

Step	Action
a	Follow the instructions at this link to register on MPG: New Customer Registration

2. Access CPS


Step	Action
a	Click "Home" on the MPG Screen. 
b	Select your desired business in the first drop down box: 

Step	Action
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c In the second drop down select “Right-of-Way Construction Permit System (CPS)”:




c



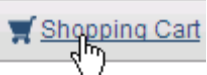

Note: If you are the owning agency, you are considered the applicant. If you are completing work on behalf of the owning agency, you are a Consultant/Contractor. For example, Meijer may hire someone to design and construct a new driveway. Meijer is the applicant, who they hire is the contractor/consultant. You may then delegate authority to the the other party if necessary, which allows the other party to view the application/permit, by following the instructions provided in “Delegating a Business in MPG”.

c CPS will open. The main window is shown below.



Step	Action
d	Complete the steps necessary to obtain your permit in CPS. While you are working in CPS, you can click either Contact CPS CPS Help CPS Help or Contact CPS at the top of the window if you need assistance.
	When CPS opens, it opens in a new window. MPG will remain open, and you can return to it by clicking the button for it on the task bar at the bottom of your window.

3. Pay for Your Permit

Step	Action
a	Once you have finished using CPS to apply for your permit, click Add to Shopping Cart . CPS will display a message indicating that the permit has been added to your shopping cart. Click the link in the message to close CPS and pay for the permit in MPG. Click here to close CPS application and make payment.
b	CPS will close. In MPG, click the Shopping Cart link. Follow the prompts on the MPG screens to pay your permit fees. 
	Your permit application will not be submitted until you pay for it in MPG.