

# Utility Permit Application

## Quick Reference Guide for External Users

### PERMIT APPLICATION OVERVIEW

Regulated utility agencies (such as Verizon, Comcast, etc.) must apply for a permit prior to starting work on roads maintained by the State Highway Administration (SHA). When completing the Utility Permit Application (UPA) form, agency representatives fill out all sections of the form and identify the work site location by entering accurate intersection or segment data. Once the form is completely and accurately filled, agency reps sign and accept the signature, attach needed documents, and submit the application.

**NOTE:** The link to the on-line form can be found on the MDOT SHA Utility Permit Documents & Information web page. The URL is <https://www.roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=870>.

Sample Utility Permit Application (UPA) Form

**MDOT** MARYLAND DEPARTMENT OF TRANSPORTATION  
 STATE HIGHWAY ADMINISTRATION

**UTILITY PERMIT APPLICATION**

Date: 10/8/2024

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**SECTION I – TYPE OF PERMIT REQUEST (Check One Only)**

Utility Construction Permit                       Utility Relocation Permit (for MDOT SHA Projects)

Utility Construction or Relocation Permit Extension                       Blanket Permit (Utility infrastructure maintenance, Tree trimming & Emergency work)

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**SECTION II – UTILITY INFORMATION**

Company (Name):\* \_\_\_\_\_ Project Contact (Name):\* \_\_\_\_\_

Address:\* \_\_\_\_\_ Title:\* \_\_\_\_\_

City:\* \_\_\_\_\_ State:\* \_\_\_\_\_ Zip:\* \_\_\_\_\_ Email:\* \_\_\_\_\_

Office Phone:\* \_\_\_\_\_ Cell :\* \_\_\_\_\_ Fax : \_\_\_\_\_

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**SECTION III – LOCATION & DESCRIPTION OF FACILITIES UNDER PERMIT**

**A. LOCATION OF WORK**

County: --None--                      Route Prefix : --None--

MDOT SHA Route #: \_\_\_\_\_

Begin Intersection: \_\_\_\_\_ End Intersection: \_\_\_\_\_

Route Name: \_\_\_\_\_

Job ID or Utility Company's Ref. #:\* \_\_\_\_\_

**B. PROPOSED UTILITY WORK**

Description:\*  Intend to deactivate or take out of service?\*

Aerial Work Only/No Excavation                       Underground Work                       Both Aerial and Underground work

Anticipated Start Date:\* mm / dd / yyyy                      Duration of Work:\* \_\_\_\_\_

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**SECTION IV – TRAFFIC CONTROL INFORMATION**

Posted Speed Limit:\* --None--

**TRAFFIC NOTES/TRAFFIC CONTROL PLAN: (Check one only)**

Expressway/Freeway Highway TCP                       Secondary Highway TCP                       Site Specific TCP

Hint: The current date automatically appears when the form opens.

**Important Note:**  
 A red asterisk indicates a required\* field. All required\* fields must be completed. If not, the system generates an error message and form errors, and the data will not be saved.

Each section of the form is listed below and discussed in more detail on the pages that follow.

**Important Note:** If users do not enter application data within 30 minutes of accessing the form, the Utility Permit app will timeout. If the app times out, users must access the UPA form again and re-enter data.

- **Section I - Type of Permit Request** (Check One Only)
- **Section II - Utility Information**
- **Section III - Location & Description of Facilities Under Permit**
  - A. Location of Work
  - B. Proposed Utility Work
- **Section IV - Traffic Control Information**
- **Section V - Questions** (To be completed for Utility Construction and Relocations Permits only)
- **Section VI - Certification**

**SECTION I - TYPE OF PERMIT REQUEST (Check One Only)**

In Section I of the form, agency representatives select the desired type of permit and enter the requested data in the form fields.

Type of Permit Request Options {

**SECTION I - TYPE OF PERMIT REQUEST (Check One Only)**

<input type="checkbox"/> Utility Construction Permit	<input type="checkbox"/> Utility Relocation Permit (for MDOT SHA Projects)
<input type="checkbox"/> Utility Construction or Relocation Permit Extension	<input type="checkbox"/> Blanket Permit (Utility infrastructure maintenance, Tree trimming & Emergency work)

Perform these steps to select a specific type of permit.

- 1** Request one type of permit from the four choices listed below.

**Important Note:**

Be sure to only  check one type of permit, except for the available Utility Construction Permit that requires users to select a second option. Be sure to complete all applicable fields and text boxes.

- Utility Construction Permit**  
 Perform these steps to select a Utility Construction Permit.

**SECTION I - TYPE OF PERMIT REQUEST (Check One Only)**

<input checked="" type="checkbox"/> Utility Construction Permit <input type="checkbox"/> New Build <input checked="" type="checkbox"/> Replacement	<input type="checkbox"/> Utility Relocation Permit (for MDOT SHA Projects)  <input type="checkbox"/> Blanket Permit (Utility infrastructure maintenance, Tree trimming & Emergency work)
<input type="checkbox"/> Utility Construction or Relocation Permit Extension	

- a. Select the **Utility Construction Permit** option for utility constructions.
- b. Select one of the two options below.

- New Build** permit option - select for newly built utility constructions.
- or*
- Replacement** permit option - select for replacement utility constructions.



**Utility Construction or Relocation Permit Extension**

Perform these steps to select a Utility Construction or Relocation Permit Extension.

**SECTION I – TYPE OF PERMIT REQUEST (Check One Only)**

Utility Construction Permit
  Utility Relocation Permit (for MDOT SHA Projects)

**Utility Construction or Relocation Permit Extension**
 Blanket Permit (Utility infrastructure maintenance, Tree trimming & Emergency work)

Permit Number to be extended:

Remarks/Reason for need of extension:

- a. Select **Utility Construction or Relocation Permit Extension** option to extend the permit.
- b. Enter the **permit number** in the Permit Number to be extended field.
- c. Describe **reason for the extension** in the Remarks/Reason for need of extension text box.



**Utility Relocation Permit (for MDOT SHA Projects)**

Perform these steps to select a Utility Relocation Permit.

**SECTION I – TYPE OF PERMIT REQUEST (Check One Only)**

Utility Construction Permit
  **Utility Relocation Permit (for MDOT SHA Projects)**

Utility Construction or Relocation Permit Extension
  Blanket Permit (Utility infrastructure maintenance, Tree trimming & Emergency work)

MDOT SHA Project Number:

- a. Select the **Utility Relocation Permit** option for MDOT SHA-specific projects.
- b. Enter the **project number** in the MDOT SHA Project Number field.



**Blanket Permit**

Select the Blanket Permit that is used for Utility Infrastructure maintenance, Tree trimming, and Emergency work.

**SECTION I – TYPE OF PERMIT REQUEST (Check One Only)**

Utility Construction Permit
  Utility Relocation Permit (for MDOT SHA Projects)

Utility Construction or Relocation Permit Extension
  **Blanket Permit (Utility infrastructure maintenance, Tree trimming & Emergency work)**

2

Next, go to **Section II - Utility Information** to enter utility-specific information.





## B. PROPOSED UTILITY WORK

Representatives select options to enter a description of the planned work.

Proposed Utility Work Options

**B. PROPOSED UTILITY WORK**

Description:\*  Intend to deactivate or take out of service?\*

Aerial Work Only/No Excavation  Underground Work  Both Aerial and Underground work

Anticipated Start Date:\*  Duration of Work:\*

Perform these steps.

**1** Select an option from the **Description:\*** drop-down menu.  
Hint: The online form options will vary depending on the description selected.

**B. PROPOSED UTILITY WORK**

Description:\*  Intend to deactivate or take out of service?\*

Aerial Work Only/No Excavation  Underground Work  Both Aerial and Underground work

Anticipated Start Date:\*  Duration of Work:\*

Proposed Utility Work - Description Menu Options

**Important Note:** When users select the **Description:\*** **Other (Specify)** option, they must also enter notes about proposed work in the **\* text box** (a required field).

**B. PROPOSED UTILITY WORK**

Description:\*  Intend to deactivate or take out of service?\*

\*

Aerial Work Only/No Excavation  Underground Work  Both Aerial and Underground work

Anticipated Start Date:\*  Duration of Work:\*

Description:\* Other (Specify) menu option & \* text box

**2** Respond to the **Intend to deactivate or take out of service?\*** question by selecting **Yes** or **No**.

**B. PROPOSED UTILITY WORK**

Description:\*  Intend to deactivate or take out of service?\*

Aerial Work Only/No Excavation  Underground Work  Both Aerial and Underground work

No Pavement Cuts  Pavement Cut (Trenching/Test Pits)  Trenchless Installation (Specify)

\*

Anticipated Start Date:\*  Duration of Work:\*

**3** Select  checkbox(es) that **best indicate** whether the work is aerial, underground, or both.

**B. PROPOSED UTILITY WORK**

Description:\*  Intend to deactivate or take out of service?\*

Aerial Work Only/No Excavation  Underground Work  Both Aerial and Underground work

No Pavement Cuts  Pavement Cut (Trenching/Test Pits)  Trenchless Installation (Specify)

Anticipated Start Date:\*   Duration of Work:\*

- Aerial Work Only/No Excavation
- Underground Work
- Both Aerial and Underground Work
- No Pavement Cuts
- Pavement Cut (Trenching/Test Pits)
- Trenchless Installation (Specify)

**Important Note:** When users select **Underground Work** or **Both Aerial and Underground Work** options, the No Pavement Cuts, Pavement Cut (Trenching/Test Pits), & Trenchless Installation (Specify) options become available.

**B. PROPOSED UTILITY WORK**

Description:\*  Intend to deactivate or take out of service?\*

Aerial Work Only/No Excavation  Underground Work  Both Aerial and Underground work

No Pavement Cut  Pavement Cut (Trenching/Test Pits)  Trenchless Installation (Specify)

**Important Note:** When users select the **Trenchless Installation (Specify)** option, they must also enter notes in the \* text box which is a required field.

**B. PROPOSED UTILITY WORK**

Description:\*  Intend to deactivate or take out of service?\*

Aerial Work Only/No Excavation  Underground Work  Both Aerial and Underground work

No Pavement Cuts  Pavement Cut (Trenching/Test Pits)  Trenchless Installation (Specify)

\*

Anticipated Start Date:\*   Duration of Work:\*

Trenchless Installation (Specify) option & \* text box

**4** Enter the projected start date in **Anticipated Start Date:\*** field or select a date from  calendar.

**5** Enter a brief description of the extent of work and time frame in the **Duration of Work:\*** field.

**6** Next, go to the **Section IV - Traffic Control Information** to enter traffic-related information.

## SECTION IV - TRAFFIC CONTROL INFORMATION

In Section IV of the form, representatives perform these steps to enter traffic control information.

**Important Note:** All required \* fields must be completed. Otherwise, users will receive an error message, a list of form errors, and data will not be saved.

### POSTED SPEED LIMIT & TRAFFIC NOTES/TRAFFIC CONTROL PLAN

Indicate the posted speed limit and identify the traffic notes/traffic control plan.

- 1 Select the **Posted Speed Limit:**\* ▼ down arrow and select a speed limit (miles per hour) option.

- 2 Select the  checkbox that **best identifies** the Traffic Notes/Traffic Control Plan.

Hint: Check only one option.

- Expressway/Freeway Highway TCP**
- Secondary Highway TCP**
- Site Specific TCP**

**Important Note:** Be aware that the Traffic Control Permits (Lane Closure Permit - LCP) are required for all work performed on MDOT SHA rights-of-ways. Failure to apply for and activate the LCP will nullify a previously approved Utility Permit.

- 3 Next, go to the **Sidewalk Closure & Traffic Control Manager Information** topic below.

## SIDEWALK CLOSURE & TRAFFIC CONTROL MANAGER INFORMATION

Answer the sidewalk closure question and enter the requested Traffic Control Manager information.

- 1 Respond to the **Will sidewalk closure(s) be required to perform this week?** question by clicking the ▼ down arrow and selecting either the **Yes** or **No** option.

- If your response is \* **Yes** to the question, then perform these steps.

Will sidewalk closure(s) be required to perform this work? (Yes/No):\* Yes ▼ ←  
 if yes, a plan for rerouting pedestrian traffic must be included with the application.

- a. Go to **2 Traffic Control Manager** topic below.
- b. Enter the requested information.

or

- If your response is \* **No** to the question, then perform these steps.

Will sidewalk closure(s) be required to perform this work? (Yes/No):\* No ▼ ←

- a. Go to **2 Traffic Control Manager** topic below.
- b. Enter the requested information.

- 2 Click the **Traffic Control Manager:** ▼ down arrow and select either the **Name** or **TBD** option.

Traffic Control Manager:\* TBD ▼  
 SECTION V - QUESTIONS (TBD) completed for Utility Construction and Relocations Permits only  
 None  
 Name  
 TBD

- If you selected **TBD**, go to **3** of this section (below) and complete either **Section V** or **VI**.

or

- If you selected **Name**, enter the requested **Traffic Control Manager** information.

Traffic Control Manager:\* Name ▼  
 Name :\* William Warwick Contact Phone #:\* (410) 345-6789  
 Email: wwarwick@mdot.maryland.g

- a. Enter the **name**, **email address**, and **contact phone number** in the form fields.
- b. Go to **3** of this section (below) and complete either **Section V** or **VI**.

- 3 Go to **Section V - QUESTIONS** and answer the series of questions if you **are only** completing Utility Construction & Relocations Permits.

or

Otherwise, go to **Section VI - Certification**, include plan for rerouting pedestrian traffic, and finish the remaining tasks if you **are not** completing Utility Construction & Relocations Permits exclusively.

**SECTION V - QUESTIONS (To be completed for Utility Construction and Relocation Permits only)**

In Section V, only answer questions if you are completing Utility Construction & Relocation permits exclusively.

**1** Respond to the **#1 Will aerial wires or cables be installed within the public rights-of-way under this permit?** question by clicking the ▼ down arrow and selecting either the **Yes** or **No** option.

- If your response is \* **Yes to question #1**, answer questions **1a - 1e** in the form fields below.

**SECTION V – QUESTIONS (To be completed for Utility Construction and Relocations Permits only)**

**#1** → 1. Will aerial wires or cables be installed within the public rights-of-way under this permit?  
(Yes/No)\* Yes ▼ If yes, complete the following.

a) Total length of aerial utility installations (To be measured longitudinally along the centerline of the utility. Multiple wires or cables on the same poles that provide the same type of utility service shall be measured as one installation.):\* 50 \_\_\_\_\_ LF

b) Total number of new poles to be installed within the public rights-of-way: \* 4 \_\_\_\_\_ each

c) Total number of existing poles to be relocated within the public rights-of-way: \* 6 \_\_\_\_\_ each

d) Total number of new guys to be installed within the public rights-of-way: \* 2 \_\_\_\_\_ each

e) Will placement of facilities comply with MDOT SHA ADA compliance policy: (Yes/No) \* Yes ▼

Only answer questions 1a-1e if your response is **Yes to #1**.

or

- If your response is \* **No to question #1**, go to **2** (below) and answer **question #2** of this section.

**2** Respond to the **#2 Will underground utilities be installed within the public rights-of-way under this permit?** question by clicking the ▼ down arrow and selecting either the **Yes** or **No** option.

- If your response is \* **No to question #2**, go to **3** (below) and answer **question #3** of this section.

or

- If your response is \* **Yes to question #2**, then enter information in the table fields described below.

**#2** → 2. Will underground utilities be installed within the public rights-of-way under this permit?  
(Yes/No)\* Yes ▼ If yes, complete the following:

In the following table list all of the underground utilities to be installed within the public rights-of-way under this permit. (Length shall be measured longitudinally along the utility. Multiple conduits or cables within the same trench that provide the same type of utility service shall be measured as one utility installation. Include manholes and/or handboxes.

**Add Row** **Remove Row**

Location			Length installed under the roadway or paved shoulders	Length outside paved areas
Street	From	To		
Total Length of Underground Utilities:				

Hint: Table fields & buttons are displayed when a user selects **Yes to #2**.

- **Location:** Enter the street name and from/to location details.
- **Length installed under the roadway or paved shoulders:** Enter the length installed (as digits) under the roadway or paved shoulders.
- **Length outside paved areas:** Enter the length installed (as digits) outside of the paved areas.
- **Total Length of Underground Utilities:** Hint: The Total Length of Underground Utilities is an auto-calculated field.

**Add Row** - Click **Add Row** button to **insert a new row** above Total Length of Underground Utilities: row. Hint: When users add the maximum number of rows, a **“Maximum Row Count Reached !!”** message appears at the top of the form.

**Remove Row** - Click **Remove Row** button to **delete a row** above the Total Length of Underground Utilities: row. Hint: When users remove the minimum number of rows, a **“Minimum Row Count Reached !!”** message appears at the top of the form.

3

Respond to the **#3 Will excavation of sidewalk(s) be required to install utilities under this permit?** question by clicking the ▼ down arrow and selecting either the **\*Yes** or **\*No** option.

#3

3. Will excavation of sidewalk(s) be required to install utilities under this permit? (Yes/No) \* Yes ▼

What type of sidewalk will be excavated? (Bituminous concrete, hydraulic cement concrete, brick paver, etc.)

Enter the requested information in text box.

**Note:** Any sidewalk closure(s) shall require a plan for rerouting pedestrian traffic included with this application.

- If your response is **\* Yes** to question **#3**, perform these steps.

- a. Specify the **type of sidewalk to be excavated** (bituminous concrete, hydraulic cement concrete, brick paver, etc.) in the **\* text box**.
- b. Go to **Section VI - Certification**. Be sure to include the **plan for rerouting pedestrian traffic** and finish the remaining tasks.

or

- If your response is **\* No** to question **#3**, go to **Section VI - Certification** and finish the remaining tasks.

## SECTION VI - CERTIFICATION

In Section VI of the form, representatives perform several tasks including reading the Certification Statement, completing Notes area tasks, entering form field data and capturing their signature, uploading requested files, and submitting the application form for processing.

**Important Note:** All required **\*** fields must be completed. Otherwise, users will receive an error message, a list of form errors, and data will not be saved.

## COMPLETE APPLICATION CERTIFICATION & DOCUMENT TASKS

Certify the application and submit the documents listed in the Notes area per the District's request.

1

Read the entire **Certification Statement**.

Certification Statement

### SECTION VI - CERTIFICATION

I hereby certify that I have authorization to make this application and that the information is complete and correct. I understand that false statement or misrepresentations could result in, among other things, revocation of the application or permit.

It is also hereby agreed and understood that in consideration of the approval of this application that: (i) the applicant agrees to all the terms and conditions of the permit issued; and (ii) the proposed construction shall be performed and completed in accordance with all applicable County, State, and Federal laws, rules, regulations and ordinances, and subject to the inspection and control of MDOT SHA; and that all plans and other documents submitted by the applicant for approval by the MDOT SHA in connection with this application are hereby made a material part of this application.

- 2** Scroll down the form, if necessary. Perform all the **Notes area tasks** (#1 to #4a-c) described below. Hint: Refer to the [Upload & Submit File Attachments](#) topic in this guide for more information.

**Important Note:** When required, include the plan for rerouting pedestrian traffic with this application.

Notes tasks  
(#1 to #4a-c)

**Notes:**

1. Submit proof that the Traffic Manager listed on the application is certified. Upload MOT Certification Card.
2. It is the applicant's responsibility to obtain any additional permits, approvals or licenses from other agencies which may be required.
3. For Utility Construction Permits, the applicant must complete Section V.
4. Items A through C below are to be submitted as an electronic copy and as many hard copies as requested by the District.
  - a. A copy of an 8½" X 11" vicinity map (Scale no smaller than 1" = 2000') with the area of work indicated with a colored pen or pencil
  - b. A copy of the plans for the proposed work within the MDOT SHA right-of-way showing the location in relation to the roadway
  - c. A copy of the Traffic Control Plan or applicable standard

- Upload and submit a copy of the **MOT Certification Card** (that belongs to the Traffic Manager listed on the application) as **proof of certification**.
- Obtain any **additional permits, approvals, or licenses** that are required by other agencies.
- Answer the series of **questions in Section V** (for Utility Construction Permits).
- Submit an **electronic file** and as **many hard copies** as requested by District for items below:
  - a copy of an **8½" X 11" vicinity map** (scale no smaller than 1" = 2000) with the area of work indicated using a colored pen or pencil,
  - a copy of the **plans for proposed work** within the MDOT SHA right-of-way showing the location in relation to the roadway, and
  - a copy of the **Traffic Control Plan** or an applicable standard.

## ENTER FORM FIELD DATA & CAPTURE THE SIGNATURE

After reading the Certification Statement and performing the tasks from the Notes area, representatives may enter Certification form field data and capture a signature in the Signature Block.

The screenshot shows a form with the following elements:

- Form Fields:** Includes fields for Print Name\* (Thomas A. Brown), Date\* (06/11/2024), Telephone Number\* ((410) 123-5555), and Email\* (tb@utility.com).
- Signature Block & Capture:** A signature capture area containing a handwritten signature "Thomas A. Brown" and buttons for "Clear Area" and "Accept Signature".
- Confirmation Message:** A message box stating "...tsha--shapartial.sandbox.my.salesforce-sites.com says Signature capture successful. Now please submit the form." with an "OK" button.

Perform these steps to enter form field data and capture a signature in the Signature Block.

- 1** Fill out information in the **form fields**. Hint: Complete all required\* fields.
- **Print Name\*** - Enter your name (First Name, Middle Name or Initial, & Last Name).
  - **Date\*** - Enter the date or select a date from the calendar  (format: mm/dd/yyyy).
  - **Telephone Number\*** - Enter your telephone number (format: (XXX) XXX-XXXX).
  - **Email:\*** - Enter your email address.

- 2 Capture and accept your signature in the **Signature Block** area.
  - **Signature**  
Sign your name using the mouse (or your finger or stylus for touch screens).
  - **Accept Signature**  
Click the **Accept Signature** button to capture and accept your signature.  
Hint: Once you accept the signature, a “capture successful” message appears.  
or
  - **Clear Signature**  
Click the **Clear Area** button to delete the signature from field and rewrite your signature.
- 3 Click **OK** to exit the “capture successful” message. Unless the system generates errors, perform steps 4 and then 5 below.

**Important Note:** If users have not entered data in all the required\* fields, the system generates error messages and form errors, and application form information will not be saved.

The screenshot shows a web form for the Maryland Department of Transportation State Highway Administration. The form title is "UTILITY PERMIT APPLICATION". Below the title, there is a red-bordered box containing an error message: "Error: Will excavation of sidewalk(s) be requir: Validation Error: Value is required." To the right of the error message is a date field with the value "Date: 6/13/2024". Below the error message, the form section is titled "SECTION I - TYPE OF PERMIT REQUEST (Check One Only)".

← Error Message & Form Error

Perform the steps below to resolve any errors, re-enter form field data, and re-capture your signature.

- a. **Complete all the required\* fields** for which system errors were generated.
- b. **Write your signature** and click the **Accept Signature** button to capture.  
Hint: Once you accept the signature, a “capture successful” message appears.
- c. Click **OK** to exit the “capture successful” message.
- d. Perform steps 4 and 5 below.

- 4 Click **Next** to submit the Utility Permit Application.  
An **Upload File as Attachment** screen appears.
- 5 Go to the **Upload & Submit File Attachments** section of this guide.

## UPLOAD & SUBMIT FILE ATTACHMENTS

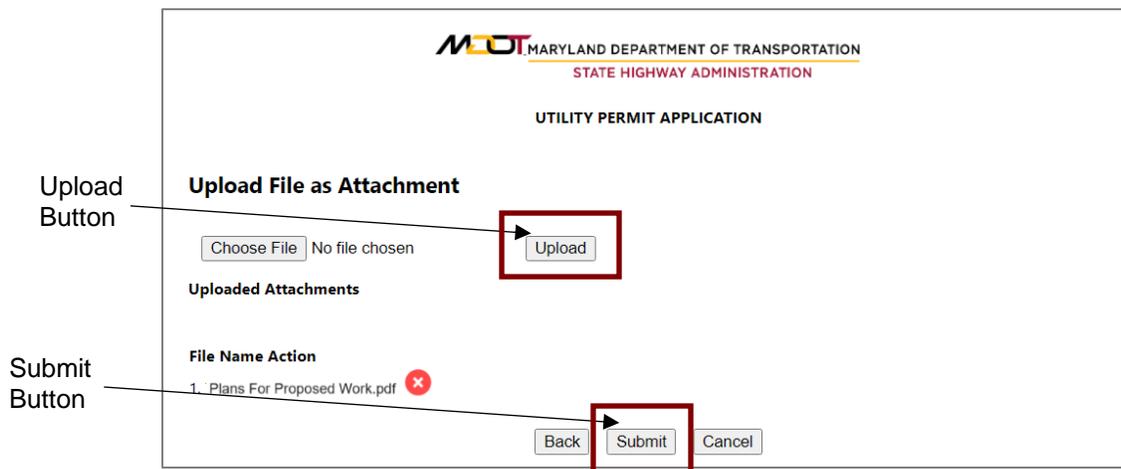
Perform these steps to upload and submit files.

### 1 Select and upload the requested files.

- a. Click the **Choose File** button, **select the file** to be uploaded, and click **Open**.  
The filename appears on the form.



- b. Click **Upload** to attach the file > click **Submit** to submit the form.



### 2 Click the **X tab** of the window to exit the Utility Permit Application or click the **Back to Form** button to fill out a blank application form.

