EPS Guide: How to Apply for a Permit

INDOT utilizes the Electronic Permit System (EPS) to provide an entirely online permit application process. This system not only allows for electronic submissions of applications but also serves as the primary means of communication between INDOT and the public regarding the status of permit applications. The system also functions as an agency archive of all current and past permits. This quick guide is intended to give a basic understanding of how to use EPS to apply for an INDOT permit.

Customer Account Setup

Should a customer not have a pre-existing account, then one must be created. To register for a new account:

1. Access EPS and ensure the "Customers" radial is selected
2. Click on "Register for a new account" at the bottom left of the login box
3. Fill out the fields on the "Register" screen as indicated and click the green "Register" button located at the bottom of the page

Note: Accounts should be made for individuals, even if you are affiliated with a larger company. EPS has the ability to tie individual accounts to an overarching company to enable multiple users to submit permits on behalf of a single entity.

Application Submittal

After logging into EPS, click on the "New Permit" button in the "Permits/Applications" table or select "New Application" from the "Permits" drop-down menu on the EPS homepage. From here, applicants must:

1. Select the permit type (e.g., "Broadband Access") and subtype (e.g., "Longitudinal Fiber") from the associated drop-down menus
2. Following type and subtype selection, indicate whether the project has Americans with Disabilities Act (ADA) considerations which must be accounted for and fill in any other fields presented before clicking "Next"
3. Indicate the exact location of permitted work on the "Select Location" screen. Zoom functionality is available to assist in choosing the exact location of permitted work on the screen. Should the project consist of a run in INDOT right-of-way, please select either the start point as the location in this step. After verifying the correct location has been selected, fill in additional fields, particularly start and end RRP for longitudinal runs, and click "Next"
4. Fill out applicant information as indicated on the screen. This information may contain some auto-filled options based on your EPS profile, but always verify this information. Options on this screen will also be available for consultants submitting applications on behalf of a client. Complete all information as best as possible and click "Next"
5. Fill in information on the "Application – Details" page. Many of these fields may pre-populate based on previous entries but the applicant should verify that all information is correct. To expedite the application review process, please provide detailed and complete information. After filling in this page, click "Next"

6. In the case that a bond is required for permitted work to take place, information should be input on the “Enter Bond Information Screen”. It is vital that this information is complete and accurate, and that bond information is sent to INDOT before work takes place. After entering bond information, click “Next”
7. On the “Attach Files” screen, upload any attachments relevant to the application. Multiple files can be added as attachments, but they must be uploaded one at a time. Provide clear descriptions of what each attachment is in order to expedite the review process. Typical attachments include, but are not limited to, plans, deeds, bonds, and forms. Click “Next” after all attachments are uploaded
8. Review all application information and acknowledge that the application meets INDOT requirements. Following this, click “Submit Application” or “Save for Later”
    a. If “Submit Application” is selected:
        i. A screen will appear to collect electronic payment. Payment to INDOT may be made through card or an IN.gov monthly subscriber payment (typically used for entities which submit a high number of permit applications)
        ii. Following submission of payment information, the application is assigned a number and a confirmation email is sent
    b. If “Save for Later” is selected:
        i. All information, except attachments and acknowledgements, is saved and can be resumed later under “Action Items” on the EPS homepage.

Note: The above is a potential workflow through the INDOT permit application process. Exact questions and information requested might vary based on selected permit type and subtype. INDOT review timeframes do not begin until the complete application has been submitted and payment has been received.

Application Action Items

INDOT may require more information or actions from an applicant in order to process a permit application. All such requests will be made through EPS, which will send notification to the email associated with the application. Action items can also be seen under “Action Items” on the EPS homepage. A lack of responsiveness from the applicant can result in delays to the application review process and even denial of a submitted permit application.

Review Submitted and Approved Permits

Submitted and approved permits can be seen on the EPS homepage. Click the Tracking Number or Permit Number links to be taken to the respective application/permit.

Requesting a Permit Extension

Most INDOT permits expire one year after issuance. Should an applicant need more time to complete permitted work, an extension may be requested. Permit extensions may be requested through EPS by clicking the “Request Extension” button next to the applicable permit, entering reasoning for the extension, and clicking “Submit”. Permit extensions are issued at the sole discretion of INDOT and are not guaranteed.

⚠ *Note: additional information can be found on the INDOT Permits Website. Questions concerning permits, applications, and the submission process can be sent to INDOT Customer Service or the respective district permit investigator*

Created by the Indiana Department of Transportation (INDOT) Permits Division