

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)

Michigan Business One Stop

MICHIGAN.GOV Michigan's Official Web Site

Michigan.gov Home One Stop Home Contact Us

Search

License Search print friendly email this page Like Tweet

Customer Assistance Center

Try Business One Stop Simulator

Resource Center

Michigan's Business Service Center

Over the next few weeks, we will be working to re-engineer this site based on feedback from our customers. Thank you for your patience as we continue to improve our products.

RESEARCH & PLAN

- Tools You Can Use
- Business Entity Search
- Financing Your Business
- Employer Resources
- Taxes: General Information
- Take the One Stop Tour
- Try the One Stop Simulator

START & REGISTER

- To get started, you will need to sign up for a One Stop account, then set up your business. These are ONE TIME ONLY activities.
- Get started now! Register for Business One Stop.

Login ID: Password: Forgot Password? GO

Create an Account/Log In

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

Operate my Existing Business				
Delete	Business Name - One Stop ID			
	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

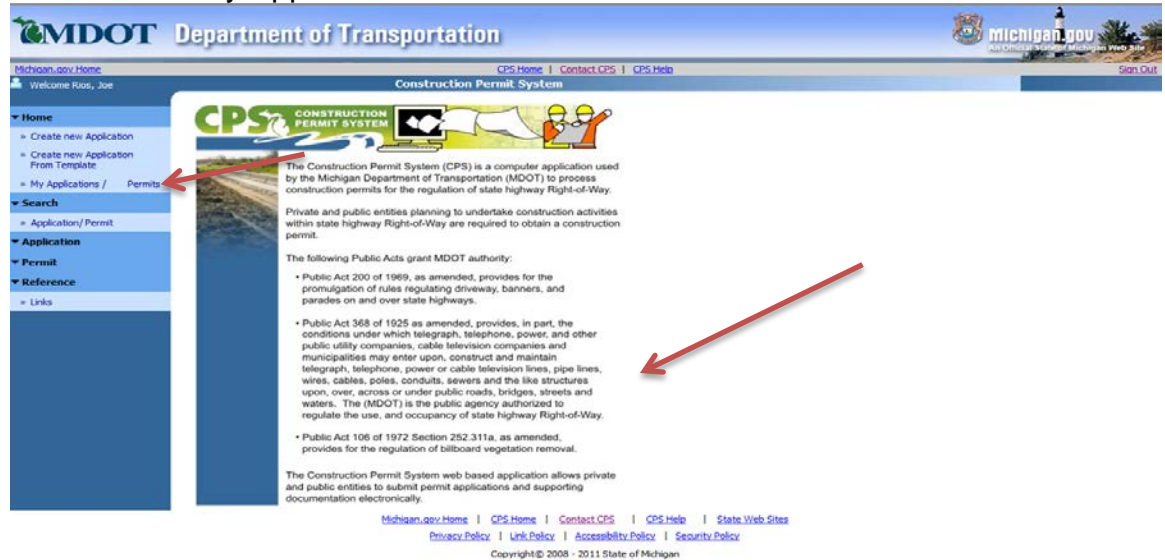
3. Click on the “Right-of-Way Construction Permits (Highway Right-of-Way)”

My Workspace My Filings My Business Profile Go To ...

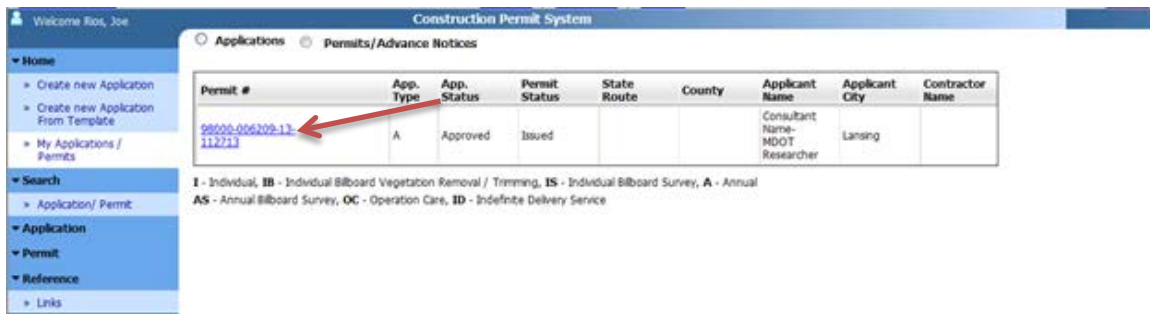
My Tasks Video Guide Print Add a Task

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

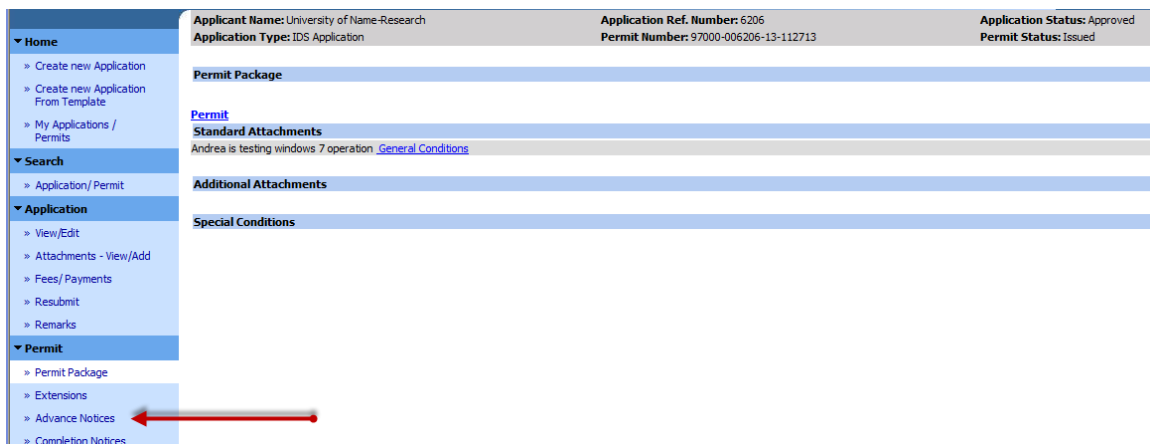
- This takes you to the Home page to MDOT Construction Permit System and click on “My Applications/Permits”.



- Click on the “Permits/Advance Notice” radio button. Then click on the “Permit #” to open the permit.



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



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

The screenshot shows the 'Construction Permit System' interface. The user is logged in as 'Welcome Rios, Joe'. The left sidebar contains navigation links: Home, Search, Application, and Permit. The main content area displays application details for 'University of Name-Research' with application number 6206 and permit number 97000-006206-13-112713. The status is 'Approved' and 'Issued'. Below this, there is a section titled 'Create New Advance Notice' with a 'New' button highlighted by a red arrow. A table titled 'Advance Notice Of Permitted Activity' shows one entry with reference number 355, received on 11/27/2013, with an 'Approved' status and no attachments. Below the table, there are radio buttons for 'Remarks' and 'Print'.

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

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

The screenshot shows the 'Applicant Info (Property or Facility Owner)' section of the 'Construction Permit System'. The user is logged in as 'Welcome Rios, Joe'. The application details for 'Consultant Name-MDOT Researcher' with application number 6209 and permit number 98000-006209-13-112713 are displayed. The status is 'Approved' and 'Issued'. Below this, there are tabs for 'Applicant Info', 'Site Info', 'Advance Notice Info', 'Review Advance Notice', and 'MDOT Use Only'. The 'Applicant Info' tab is selected. The contact information fields are filled with: 'Applicant Name: Consultant Name-MDOT Researcher', 'Mailing Address: 425 West Ottawa', 'City: Lansing', 'State/Province: Michigan', and 'Zip Code: 48906'. The 'Primary Contact' section has fields for 'Contact Name' (with a red arrow pointing to it), 'Phone #' (517-241-2103), 'Ext.' (empty), 'Cell #' (empty), and 'E-Mail' (riosj@michigan.gov). Below the contact information, there is a question: 'If a contractor/consultant is going to be involved in the work, is the contact information known at this time?' with radio buttons for 'Yes' and 'No'. The 'Next' button is highlighted with a red arrow.

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

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

* = Required Fields

Site Info

*State Route Prefix: M Route *State Route Number: 5
City *City Of: test
Township Village
County: Alpena County

Town Range Section (TRS) Info (PR Finder)

Town	Range	Section
T5N	R6W	05

*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
Previous Next

10. 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 Research Type of work activity
*Performed the environmental check for Endangered Species and Archaeology? Yes No
*Lane Closure Proposed: Yes No
[View/Upload attachments](#)
Previous Next

11. 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 Edit

Applicant Name: Consultant Name-MDOT Researcher
 Mailing Address: 425 West Ottawa
 City: Lansing State: MI Zip: 48906
 Primary Contact
 Contact Name: Enter Name of PRINCIPAL INVESTIGATOR
 Phone No: 517-241-2103 Cell Phone No:
 Email Address: riosj@michigan.gov

Site Info Edit

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

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 Research Type of work activity
 Performed the environmental check for Endangered Species and Archaeology? No
 Lane Closure Proposed: No

Attachments

Attachments Not Included.

Previous Submit Advance Notice

Michigan.gov Home | CPE Home | Contact CPE | CPE Help | State Web Site

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

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 Confirmation

Advance Notice is submitted successfully.
 Use the advance notice reference number 356 for all further communication with MDOT.

Home Search 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.