

Instructions for Applying Advance Notice for a Permit

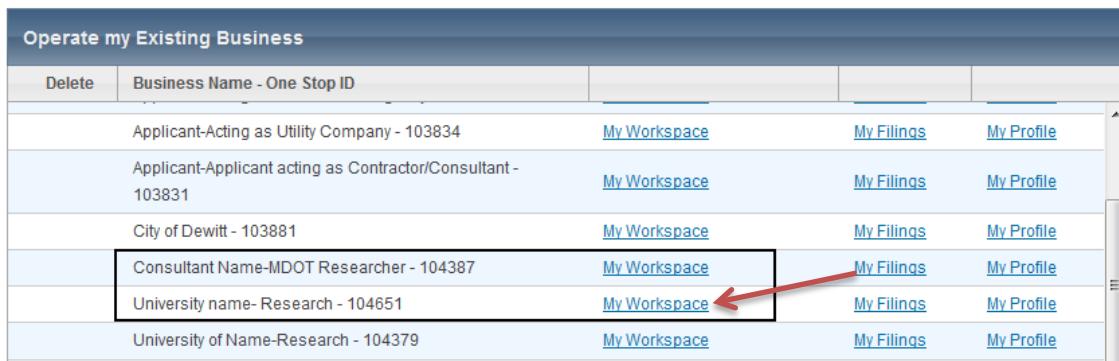
The following instructions guide a university principal investigator through the steps to notify MDOT of work planned in the right-of-way. Every time work is done with in the right-of-way, these “advance notice” steps must be taken to obtain a permit. Contacting Joe Rios at 517-241-2103 to navigate through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

1. Login to Michigan Business One Stop (MBOS)



The image shows the Michigan Business One Stop homepage. At the top, there is a banner with wind turbines and a farm. The title "Michigan Business One Stop" is prominently displayed. The right side features the Michigan.gov logo with the text "Michigan's Official Web Site". The main navigation bar includes "Michigan.gov Home", "One Stop Home", "Contact Us", "Search", "print friendly", "email this page", "Like", and "Tweet". Below the navigation, there is a message about re-engineering the site. The "RESEARCH & PLAN" and "START & REGISTER" sections are visible, each with a list of links and "GO" buttons. The "START & REGISTER" section includes fields for "Login ID" and "Password", a "Forgot Password?" link, and a "Create an Account/Log In" button.

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



The image shows the "Operate my Existing Business" workspace. It is a table with columns for "Delete", "Business Name - One Stop ID", and three buttons: "My Workspace", "My Filings", and "My Profile". The table lists several business names with their corresponding IDs. A red arrow points to the "My Workspace" button for the entry "University name- Research - 104651".

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)



The image shows the "My Tasks" page. At the top, there are buttons for "My Workspace", "My Filings", "My Business Profile", and "Go To ...". Below is a table with columns for "Remove", "Task Name", "Video Guide", "Print", and "Add a Task". The table lists two tasks: "Right-of-Way Construction Permits (Highway Right-of-Way Use)" and "Select Industry Code". A red arrow points to the "Task Name" column for the first task.

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

4. This takes you to the Home page to MDOT Construction Permit System and click on "My Applications/Permits".

Michigan.gov Home | CPS Home | Contact CPS | CPS Help | State Web Sites | Privacy Policy | Link Policy | Accessibility Policy | Security Policy | Copyright © 2008 - 2011 State of Michigan

5. Click on the "Permits/Advance Notice" radio button. Then click on the "Permit #" to open the permit.

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

6. The permit package screen opens. Click on "Advance Notices" screen.

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

Permit Package

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

Additional Attachments

Special Conditions

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 Type: IDS Application Permit Number: 97000-006206-13-112713 Application Status: Approved
Permit Status: Issued

Create New Advance Notice

New 

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.

Remarks

Print

Home Search Application Permit

- » Create new Application
- » Create new Application From Template
- » My Applications / Permits

Application

- » View/Edit
- » Attachments - View/Add
- » Fees/ Payments

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

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

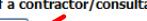
*** Primary Contact**

* Contact Name: Enter Name of PRINCIPAL INVESTIGATOR 

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

* E-Mail: rios@michigan.gov

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

Next 

Home Search Application Permit

- » Create new Application
- » Create new Application From Template
- » My Applications / Permits

Application

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

Permit

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
 Township *City Of: test ←

Village

*County: Alpena County ←

Town Range Section (TRS) Info (PR Finder)

Town	Range	Section	
T5N	R6W	05	<input type="button" value="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 ←

←

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: Work times will be determined by MDOT 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](#) ←

←

11. Review and approve entered information for the advance notice then click on the “Submit Advance Notice” button.

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		
<input type="button" value="Applicant Info"/> <input type="button" value="Site Info"/> <input type="button" value="Advance Notice Info"/> <input type="button" value="Review Advance Notice"/> <input type="button" value="MDOT Use Only"/>		
Applicant Info <input type="button" value="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 <input type="button" value="Edit"/> State Route: BR32 City Of: Detroit County: Branch County Town Range Section T1N R1W 03 Nearest Intersection: test Side of Road: <input checked="" type="checkbox"/> North <input checked="" type="checkbox"/> South <input checked="" type="checkbox"/> East <input checked="" type="checkbox"/> West Distance to the nearest intersection: 0.0 Feet Direction from worksite to the nearest intersection on the state route: East		
Advance Notice Info <input type="button" value="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.		
<input type="button" value="Previous"/> <input type="button" value="Submit Advance Notice"/> 		

[Michigan DOT Home](#) | [COC Home](#) | [Contact COC](#) | [COC Help](#) | [State Work Perms](#)

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

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.		

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.