

Alaska DOT&PF Permitting Application Software

Utility Permit Staff Training Guide

Role: Reviewer

This document is a desktop guide on how to operate the new Alaska DOT&PF Permitting Application Software for Utility Permits. It is specifically written for those acting in the role of reviewer.

Access the DOT&PF employee portal:

<https://adotak.workflow.opengov.com>

Login with your State of Alaska email. You will not need to enter a password as we have Single Sign On access. If you have trouble signing in, please contact Kelly Summers at Kelly.summers@alaska.gov

WHERE THINGS ARE

Inbox

Upon login, you are directed to your Inbox.



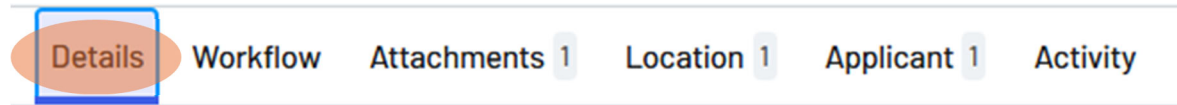
Here you see all the permit applications that are currently assigned to you.

Using the dropdowns located in the upper right-hand corner of the left side of the screen, the user may filter and sort the permits assigned to them by status (Active, Complete, On Hold, Reject, Inactive, or Skip), task (All Tasks, Approval, Payment, or Inspection), and due date (Oldest First or Newest First).

From your inbox, select the permit you wish to review, and click “Open Task” in the upper right corner.

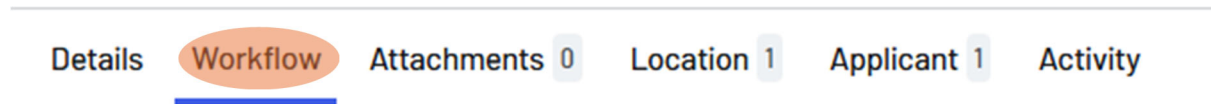


Details Tab



The “Details” tab displays all the data entry fields associated with the utility permit application. This information is broken down into several sections. Additional information on each section is provided below under “**STEP 2: DOT&PF – Permit Application Review**”. Please note that which sections you see can vary with each permit application.

Workflow Tab



This tab displays the process steps associated with the permit (left side), and step-specific details (right side). The tasks listed will vary depending on the information entered into the system. The step color reflects the Record Status (Blue = Active, Green = Complete, Orange = On Hold, Red = Rejected, White = Inactive/Skipped). The table below shows all workflow steps in the utility permit application process. The steps with gray highlight are associated with the role of utility permit writer and are not discussed in this guide. Please refer to the Utility Permit Writer Staff Training guide for information on those workflow steps.

Workflow Step	Step Name
1	DOT&PF – Assign Reviewers
2	DOT&PF – Permit Application Review
3a	DOT&PF – Functional Group Technical Review
3b	DOT&PF - Produce Draft Permit for Aviation Leasing Review (only when on airport property)
3c	DOT&PF – Functional Group Technical Review: Select Reviewers from among: Aviation Leasing (only when on airport property), Environmental, Highway Design, Maintenance & Operations, Planning, Right-of-way Property Management, Traffic Safety (functional groups can be added or deleted as needed)
4	DOT&PF – Address Technical Comments
5	DOT&PF – Draft Permit for Review
6	DOT&PF – Regional Utility Engineer or Utility Lead Review
7	DOT&PF – Reimbursable Utility Inspection Agreement (when required)
8	DOT&PF – Request Permittee Signature
9a	Utility – Signature
9b	Utility – Permit Fee

10	DOT&PF – Updated Draft Permit for Final Review
11	DOT&PF – Regional Utility Engineer Signature/Execution
12a	DOT&PF – Fully Executed Utility Permit
12b	DOT&PF – Waiver of Sovereign Immunity (when required)
13a	Utility – Construction Notification
13b	DOT&PF – Assign Inspectors (when required)
14a	DOT&PF – Construction Inspection(s) (when required)
14b	DOT&PF – Amendment Review/Execution (when required)
15	Utility – Amendment Fee (when required)

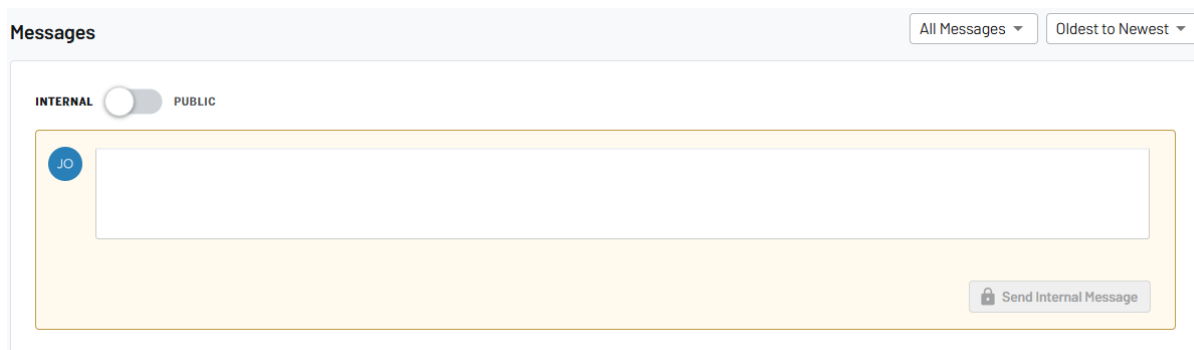
Attachments Tab



This is where documents are uploaded by the applicant. A Design Drawing is required to be uploaded by the applicant with all permit applications.

HOW TO MESSAGE INTERNAL STAFF

At any step in the Workflow, you can send a message to internal staff. To do this, click the “Workflow” tab. On the right side of the screen, locate the message section and verify the toggle is on “Internal”. In the text box type “@name” (first name last name) and if that person has an account, their name will auto-fill. You can tag multiple individuals in each message. Type your message in the text box, then select “Send Internal Message”. The staff you tagged will receive an email prompting them to login to the permit application.



HOW TO REVIEW INFORMATION SUBMITTED BY THE APPLICANT

Download the attachments that were submitted by the applicant under the “Attachments” tab. Then review the information submitted by the applicant under the “Details” tab. The “Details” tab displays all the data entry fields associated with the utility permit application. Some of these data entry fields were entered by the applicant, and some were entered by the permit writer. The fields that the permit writer entered are identified by a padlock icon. The information is broken down into several sections which have been outlined below. Please note that which sections you see can vary with each permit application. Required data entry fields are denoted with an asterisk icon. All sections are explained below:

1. *Contact & Company Information*: This is information the utility company entered.
2. *Application*: This is information the utility company entered. The permit writer filled in the Route ID, Mile Points, Reimbursement Eligibility, and Amendment Required checkbox if applicable.
3. *Electrical and Communications Facilities*: This is information the utility company entered.
4. *Pipe Carriers*: This is information the utility company entered.
5. *Structures*: This is information the utility company entered.
6. *Additional Questions*: This is information the utility company entered. The permit writer indicated if Permit Inspections are required, and if a Reimbursable Utility Inspection Agreement is required.
7. *Permit Fee Calculation*: The permit writer input the fee information.
8. *Lane Closure Permit – Not in Use*: This section has been inserted to accommodate future system developments.
9. *Special Provisions*: The permit writer selected which Utility Permit Special Provisions are needed in the permit.
10. *Acknowledgement*: The utility company’s signed acceptance to abide by the terms and conditions stipulated by the utility permit, agreement to comply with all applicable laws and regulations
11. *Electronic Signature*: The permit writer requests the utility company sign the permit electronically after the Regional Utility Engineer has approved the draft permit.
12. *Permit Construction*: The permit writer indicates whether Permit Amendments are required and if Permit Inspections are required.
13. *Permit Inspection*: The permit writer inputs the Inspection Date and uploads the Inspection Report.
14. *Amendment Review/Execution*: The permit writer uploads Utility Amendment Request, indicates Amendment Type and Fee Amount, then uploads the Finalized Amendment.

REVIEWER-RELATED WORKFLOW STEPS EXPLAINED

STEP 3b: DOT&PF – Produce Draft Permit for Aviation Leasing Review (only when on airport property)

This step produced a draft permit for use in Aviation Leasing’s Lease Application Review Committee (LARC) Review. Here the applicant’s and DOT&PF’s information is integrated into the *Draft* template for review. If you are an Aviation Leasing Reviewer, click on this workflow step to review the draft permit in addition to reviewing the applicant-submitted information as described above.

STEP 3c: DOT&PF – Functional Group Technical Review

The permit writer selects which functional groups should review the permit application.

STEP 5: DOT&PF – Draft Permit for Review

This workflow step contains the draft permit for review.

STEP 6: DOT&PF – Regional Utility Engineer or Utility Lead Review

When the draft permit is ready for review by the Regional Utility Engineer or Utility Lead, the permit writer assigns this step to them. The selected reviewer receives an email alerting them that a draft permit is waiting for review. Click on the link in the email to be taken to the permit application, then click the workflow step “DOT&PF – Draft Permit for Review” to view the draft permit. Review the information submitted by the applicant as described above under “**HOW TO REVIEW INFORMATION SUBMITTED BY THE APPLICANT**”.

To submit comments to the permit writer, see above section “**HOW TO MESSAGE INTERNAL STAFF**”. If changes are requested, the permit writer will make the changes and send the reviewer an internal message to review the updated draft permit. The reviewer receives an email alerting them that the draft permit is ready for review again. Click on the link in the email to be taken to the permit application, then click the workflow step “DOT&PF – Draft Permit for Review” to review the updated draft permit. If additional changes are required, submit them again as just described.

To approve the draft permit, click “complete step” at the bottom right corner of the screen to complete the step.

STEP 10: DOT&PF – Updated Draft Permit for Final Review

This workflow step contains the updated draft permit for final review.

STEP 11: DOT&PF – Regional Utility Engineer Signature/Execution

When the updated draft permit is ready for final review by the Regional Utility Engineer, the permit writer assigns this step to them. Review the updated draft permit and submit comments or approve as described above under “**STEP 6: DOT&PF – Regional Utility Engineer or Utility Lead Review**”. To approve the updated draft permit, click “complete step” at the bottom right corner of the screen to complete the step.

STEP 12a: DOT&PF – Fully Executed Utility Permit

Immediately upon completion of the prior step, a fully executed permit is created and automatically sent to the applicant.

STEP 12b: DOT&PF – Waiver of Sovereign Immunity (when required)

Immediately upon completion of the prior step, but only if the utility is Tribally owned, the Waiver of Sovereign Immunity is created and automatically sent to the applicant.
