



Propose New Schedule

A RULIS Job Aid

Roles Impacted

Utility Consultant
Utility Owner
District Permit Coordinator
Inspector

Last Revised

February 2025



Introduction

This job aid will explain how to use the Propose New Schedule functionality in RULIS to change the timeframe on a utility permit. An Amendment will still be required if you need to update the design, traffic control, or highway design along with the timeframe.

Process Overview

- [External: Propose New Schedule](#)
- [Internal: Approve/Deny New Schedule Proposal](#)
- [New Schedule Approval Form](#)



External: Propose New Schedule

1. Open a Utility Permit (/UP) or Utility Permit Amendment (/UP/A) that is in one of the following application statuses:
 - a. **Permit Approved – Waiting for Construction Start Date**
 - b. **Waiting for Construction Start Date – First Reminder**
 - c. **Waiting for Construction Start Date – Second Reminder**
 - d. **Construction Start Date Entered**
 - e. **Construction in Progress**
 - f. **Waiting for Construction End – First Reminder**
 - g. **Waiting for Construction End – Second Reminder**

2. Select the **Propose New Schedule** button.

CLICK HERE TO FILL IN THE DATA

Next steps after filling in required data:

→ ASK FOR AMENDMENT → **PROPOSE NEW SCHEDULE** → CONFIRM START OF CONSTRUCTION

Project: Communication (06/24/2024 11:18:54 am) **Status: Waiting for Construction Start - First Reminder (1 week prior)**

Permit Count: 8/2024 Of 24/06/2024 11:46:02
 Document Handle: UTIL166566 Of 24/06/2024 11:46:49
 Application Number: 00002/20240624/33671/55889/UP
 Utility Consultant: 1561a - test test
 Utility Owner: 1561a - test test
 Submitted by: Owner Permit (Permit.owner@mail.com_disabled)

DOWNLOAD PERMIT
SUMMARY

3. A pop-up window will display asking if you want to send the permit to the next status, **New Schedule Proposal**. Select **Yes** to proceed.

Proceed to the next status

Do you really want to send this application to "New Schedule Proposal"status?

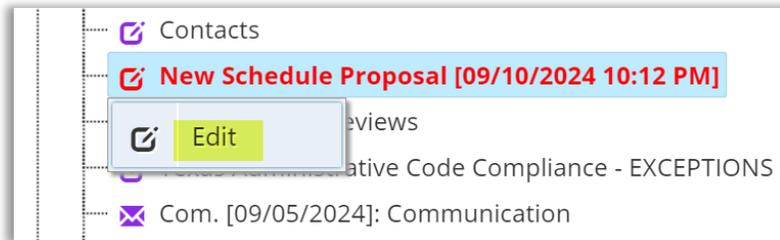
NO YES



- If you receive a **Post Construction Certificate** when proposing a new schedule, you can bypass this by selecting **Send**.

- If the **Application Summary** opens, select **Back to Detail View**. Please note, you may have to refresh your screen.

- Locate and right click **New Schedule Proposal** in the tree. Select **Edit**.



- The **New Schedule Proposal** page will display, and you can select whether you want to **Change Schedule Start Date**, **Change Schedule End Date**, or you can select both.
 - You will be required to enter a **Schedule Modification Justification/Explanation**.



8. After you have inserted your **New Schedule Proposal** and **Schedule Modification Justification/Explanation**, select **Next**.

New Schedule Proposal

Insert New Schedule Proposal:

Change Schedule Start Date

Change Schedule End Date

Schedule Modification Justification/Explanation

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Enter Justification/Explanation here.

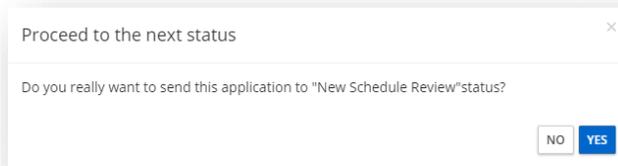
PREVIOUS NEXT



9. The Application Summary will display. Select **Submit New Schedule Request** to send the request to the District Permit Coordinator and Inspector to review.



10. A pop-up window will display asking if you want to send the permit to the next status, **New Schedule Review**. Select **Yes** to proceed.



11. A pop-up window will display informing you that the permit has successfully been sent to the next status and the new status of the permit is now in **New Schedule Review**.

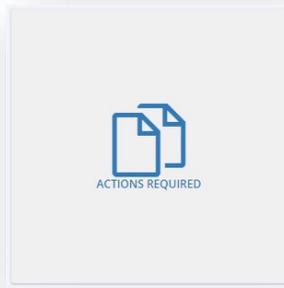




Internal: Approve/Deny New Schedule Proposal

After an applicant has submitted their **New Schedule Proposal**, it will be routed to the District Permit Coordinator and Inspector for that District. Either role can review and approve or deny the **New Schedule Proposal**.

1. Select **Actions Required** from your RULIS home page or from the Applications dropdown.



2. Select **Process Application** from the **Action** dropdown next to the Utility Permit that is in a status of **New Schedule Review**.

Action Required

Search... (Searching fields : Reference Number, Permit Owner, Application Number, Applicant, Roads, City, Application Type, Title, Work Description)

Action	Application Number	State Routes	Status	Status change date	City
ACTION+	00002/20240606/33670/55881/UP/	FM2767-K: From milepost 676+0.15 To milepost 676+0.55...	New Schedule Review	08/06/2024	
Process Application	0724/33673/55909/UP/I	TL0290-L: At milepost 129.127	Inspector Assignment	07/24/2024	
View Application Summary	0606/33670/55881/UP/I	FM2767-K: From milepost 676+0.15 To milepost 676+0.555	Inspector Assignment	07/23/2024	
Add attachment	0606/33670/55881/UP/I	FM2767-K: From milepost 676+0.15 To milepost 676+0.555	Inspector Assignment	07/23/2024	
Reassign application	0606/33670/55881/UP/I	FM2767-K: From milepost 676+0.15 To milepost 676+0.555	Inspector Assignment	07/17/2024	
APPLICATION	0606/33670/55881/UP/I	FM2767-K: From milepost 676+0.15 To milepost 676+0.555	Inspector Assignment	07/17/2024	



3. On the **New Schedule Review** page, the District Permit Coordinator or Inspector can review the **Proposed New Schedule**.
 - a. To **Approve** the **Proposed New Schedule**, select **Yes** in the **Review** box. You have the option to add **Notes**.

New Schedule Review

Requester Proposal:
New Schedule Start Proposed: 07/31/2024
New Schedule End Proposed: 10/31/2024
Justification:
Enter Justification/Explanation here.

Review
Do you approve the Proposed New Schedule?
 Yes
 No

Notes

File Edit View Insert Format Tools
← → **B** *I* [List icons] [Link icon] [Image icon]

PREVIOUS NEXT

- b. To **Deny** the **Proposed New Schedule**, select **No** in the **Review** box. You are required to add **Notes**.

New Schedule Review

Requester Proposal:
New Schedule Start Proposed: 07/31/2024
New Schedule End Proposed: 10/31/2024
Justification:
Enter Justification/Explanation here.

Review
Do you approve the Proposed New Schedule?
 Yes
 No

Add Justification

File Edit View Insert Format Tools
← → **B** *I* [List icons] [Link icon] [Image icon]

Enter Justification here.

PREVIOUS NEXT

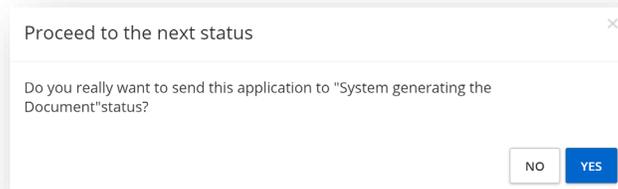
4. After completing the **Review**, select **Next**.



- The Application Summary will display. Select **Approve** or **Deny**, depending on your Review, to complete the **New Schedule Review**. In this example, I will **Approve** the **Proposed New Schedule**.



- A pop-up window will display asking if you want to send the permit to the next status, **System generating the Document**. Select **Yes** to proceed.



- A pop-up window will display informing you that the permit has successfully been sent to the next status and the new status of the permit is now **System generating the Document**.



- After the New Schedule Approval form is generated, the status of the utility permit will revert to **New Schedule Approved**.



- ✓ The applicant can send a **New Schedule Proposal** for **review** multiple times for the same utility permit, even if a previous proposal was denied.
- ✓ Every time a **New Schedule Proposal** is **Approved** the system will send an email to the Inspector/DPC (depending on who has the inspection process assigned), the person who acknowledged the permit, and the applicant.

New Schedule Approval Form

After the **Proposed New Schedule** has been **Approved**, a **New Schedule Approval** form will be automatically generated within RULIS. The form will be available to download from the **Application Summary** on the utility permit.

NEW SCHEDULE APPROVAL
Permit issued date: 06-06-2024

TO:	test test	Date:	07-23-2024
	1561a	Application/Permit No.:	00002/20240606/33670/55881/UP
	151 .5262	District:	Tyler

Highway	Control Section	Maintenance Section	County
FM2767-K: From milepost 676+0.15 To milepost 676+0.555	0424-07		Smith
SH0031-K: At milepost 700+1.252	0424-07		Smith
SL0323-L: From milepost 3.076 To milepost 3.275	0424-07		Smith
SL0323-R: From milepost 3.003 To milepost 3.189	0424-07		Smith
FM2767-K: At milepost 676+0.555	0424-07		Smith
FM2767-K: At milepost 676+0.488	0424-07		Smith
FM2767-K: At milepost 676+0.416	0424-07		Smith
SL0323-L: At milepost 2.998	0424-07		Smith
SL0323-L: At milepost 3.399	0424-07		Smith
SL0323-R: At milepost 3.259	0424-07		Smith
FM2767-K: At milepost 676+0.06	0424-07		Smith
FM2767-K: At milepost 676+0.34	0424-07		Smith
FM2767-K: At milepost 676+0.548	0424-07		Smith
FM2767-K: From milepost 676+0.15 To milepost 676+0.555	0424-07		Smith
FM2767-K: From milepost 676+0.15 To milepost 676+0.555	0424-07		Smith
FM2767-K: From milepost 676+0.15 To milepost 676+0.555	0424-07		Smith
FM2767-K: From milepost 676+0.15 To milepost 676+0.555	0424-07		Smith
FM2767-K: From milepost 676+0.15 To milepost 676+0.555	0424-07		Smith
FM2767-K: From milepost 676+0.15 To milepost 676+0.555	0424-07		Smith

New Schedule Approved dates: from 07/22/2024 to 02/11/2025
You are required to keep a copy of this Approval at the job site.