



# Deleting or Withdrawing a Utility Permit Application in RULIS

## Introduction

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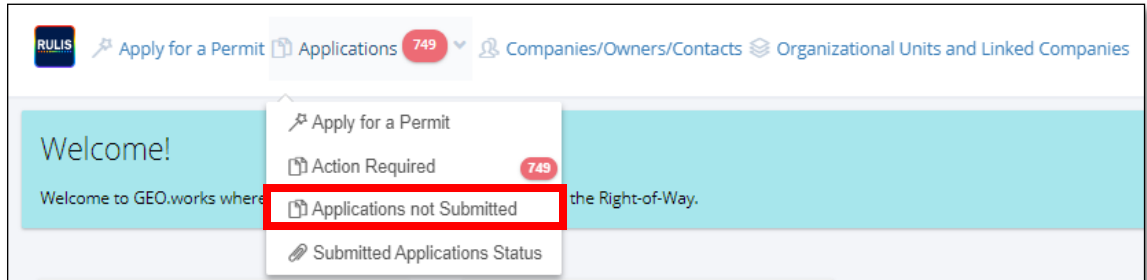
The purpose of this job aid is to explain the steps that a Utility Company or Utility Consultant (Creator/Applicant) would take to delete or withdraw their own utility permit application in RULIS. There are 3 different scenarios that are outlined in this job aid:

1. [Utility permit application has not been submitted.](#)
2. [Utility permit application has been submitted and is pending with TxDOT.](#)
3. [Utility permit application has been submitted and is pending with Creator/Applicant.](#)

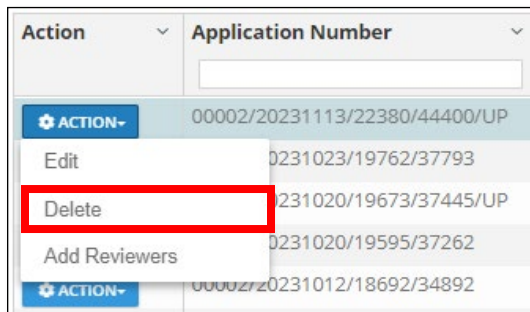
## 1. Utility permit application has not been submitted

If the utility permit application has not yet been submitted to TxDOT, the Creator/Applicant can delete the application on their own within RULIS following the steps below.

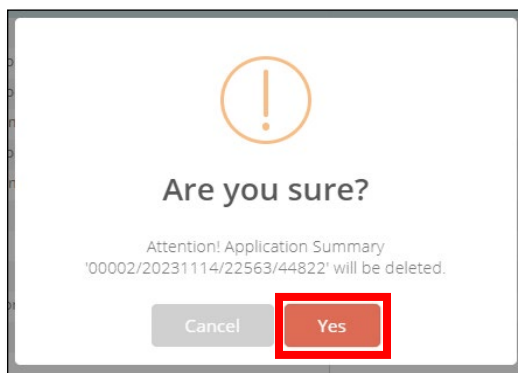
1. From the Applications dropdown, select 'Applications not Submitted.'



2. Select 'Delete' from the Action dropdown next to the application that you want to delete.



3. A pop-up will display asking if you are sure you would like to delete the application. Select 'Yes' and the utility permit application will be deleted from RULIS.



## 2. Utility permit application has been submitted and is pending with TxDOT

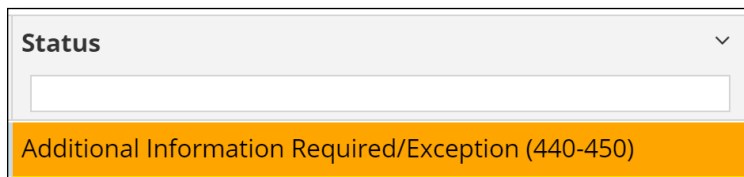
If the utility permit application has been submitted to TxDOT and is pending with the District Permit Coordinator (DPC) or another TxDOT user, the Creator/Applicant will need to work with the DPC to withdraw the application within RULIS following the steps below.

1. The Creator/Applicant will need to email the DPC asking for their utility permit application to be returned to them with a modification request so that it can be withdrawn.
  - a. See the 'UPS Statewide Utility Contact List' on the [RULIS training for external partners webpage](#). This list has the appropriate DPC listed by district.

### TxDOT District utility contacts

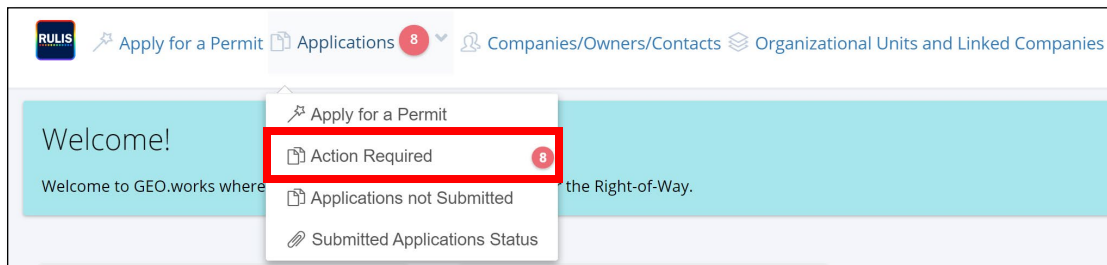
- [UPS Statewide Utility Contact List](#)

2. The DPC will return the utility permit application to the Creator/Applicant with a modification request, changing the status of the application to 'Additional Information Required.'

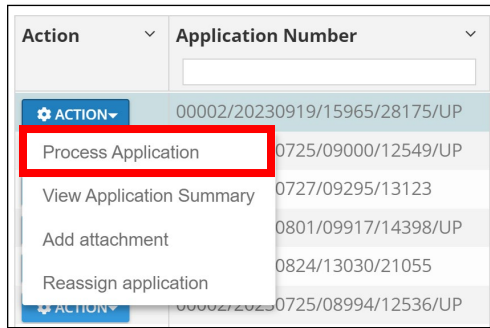


A screenshot of a web application interface showing a dropdown menu for 'Status'. The dropdown is open, and the selected option is 'Additional Information Required/Exception (440-450)', which is highlighted in orange. The dropdown is set against a light gray background with a small downward arrow icon on the right side.

3. From the Dashboard or Applications dropdown, select 'Action Required.'



4. Select 'Process Application' from the Action dropdown next to the application that you want to withdraw.



5. When the application opens, select the 'Application Withdraw' button, changing the status of the application to 'Application Withdraw/Archived After 10 Days.'

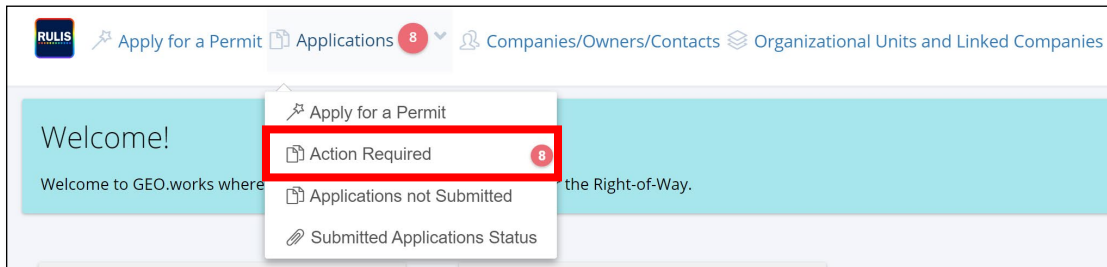


6. If you want to proceed with deleting the permit from the RULIS system, please email your request to [ROW\\_Applications\\_Helpdesk@txdot.gov](mailto:ROW_Applications_Helpdesk@txdot.gov).
7. A RULIS Administrator will confirm with you and the DPC that no work has been done on this permit.
8. After confirming, all workflows related to the permit will be deleted from the RULIS system by an Administrator [design, application, inspection, and amendment(s)] and the Permit Approval document that is stored in OnBase, TxDOT's content management system, will be deleted as well.

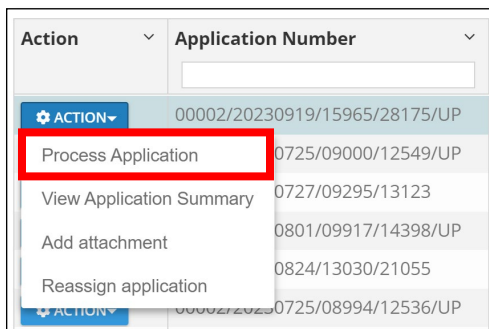
### 3. Utility permit application has been submitted and is pending with Creator/Applicant

If the utility permit application has been submitted to TxDOT and then returned to the Creator/Applicant so that it is in a status of 'Application Withdraw/Archived After 10 Days', the Creator/Applicant can withdraw the application on their own within RULIS following the steps below.

1. From the Dashboard or Applications dropdown, select 'Action Required.'



2. Select 'Process Application' from the Action dropdown next to the application that you want to withdraw.



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3. When the application opens, select the 'Application Withdraw' button, changing the status of the application to 'Application Withdraw/Archived After 10 Days.'



SEE THE ADDITIONAL INFORMATION REQUIRED

Next steps after filling in required data:

SUBMIT MODIFIED APPLICATION APPLICATION WITHDRAW / ARCHIVED AFTER 10 DAYS (280)

The screenshot shows a user interface with a green button at the top that says "SEE THE ADDITIONAL INFORMATION REQUIRED". Below it, the text "Next steps after filling in required data:" is displayed. Underneath this text are two buttons: a blue button on the left that says "SUBMIT MODIFIED APPLICATION" and a red button on the right that says "APPLICATION WITHDRAW / ARCHIVED AFTER 10 DAYS (280)". The red button is highlighted with a red rectangular border.

If you have additional questions, please email  
[ROW\\_Applications\\_Helpdesk@txdot.gov](mailto:ROW_Applications_Helpdesk@txdot.gov)