



Utility Permit Closeout

A RULIS Job Aid

Roles Impacted

Utility Consultant
Utility Owner
District Permit Coordinator
Inspector

Last Revised

September 23, 2024



Introduction

This job aid will detail the procedure for closing out a utility permit in RULIS, including submitting as-builts and completing construction, in accordance with the **RULIS Utility Permit Application Workflow**. This process requires action from the **District Permit Coordinator, Inspector**, and the **Utility Consultant** or **Utility Owner** who is managing the utility permit.

Process Overview

- [Entering End of Work Date](#)
- [As-Builts](#)
- [Construction Completion Approval](#)
- [Administrative Close](#)



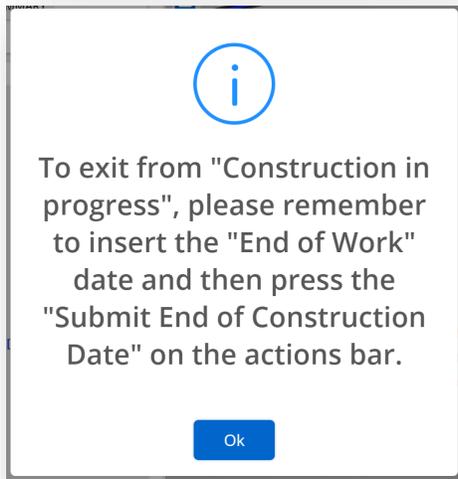
Entering End of Work Date

The RULIS system will automatically send two reminders to the permit holder to enter the **End of Work Date**. The first reminder is 7 days before the **Scheduled End Date** and the second notice is sent 1 day before the **Scheduled End Date**.

1. From **Action Required**, select **Process Application** from the **Action** dropdown to enter the **End of Work Date** on the Utility Permit (/UP).

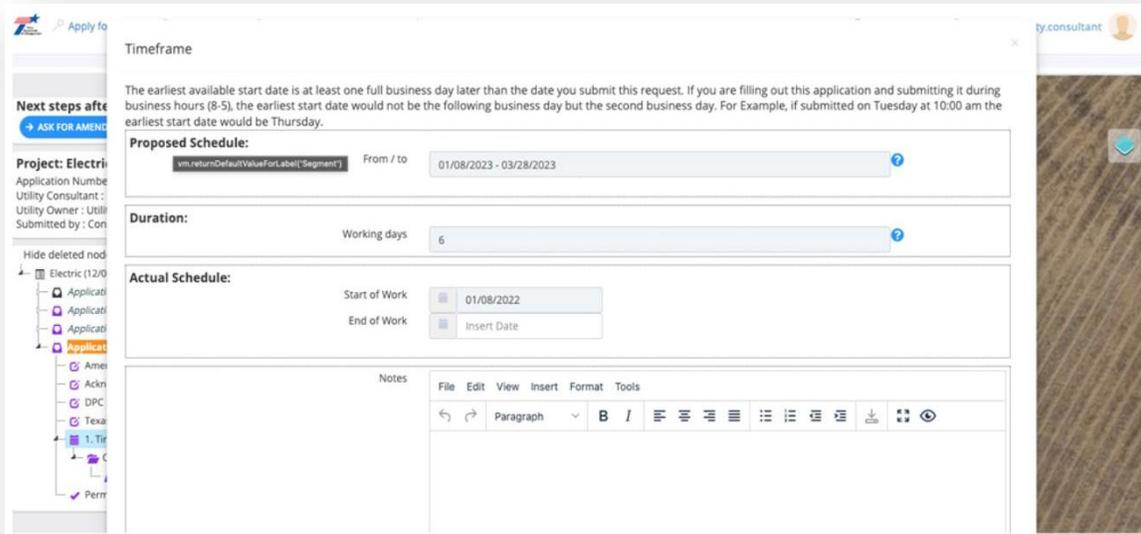
Action	Application Number	State Routes	Status	Status change date	City
ACTION--	00002/20220809/08041/11019	US0190-KG: From milepost 464 To milepost 466	New Schedule Proposal	03/10/2023	
ACTION--	00002/20221207/08260/11325/UP/A	FM1223-KG	Work in Progress	03/09/2023	
ACTION--	0230210/08429/11560/UP	US0084-KG, US0084-LG, US0084-RG	Construction Start Date Entered	03/09/2023	McGregor
ACTION--	00002/20230213/08432/11565		Entering Design	03/08/2023	
ACTION--	00002/20230213/08431/11564		Entering Design	02/13/2023	
ACTION--	00002/20230207/08420/11551		Entering Design	02/07/2023	
ACTION--	00002/20230207/08419/11550		Entering Design	02/07/2023	
ACTION--	00002/20230127/08410/11539		Entering Design	01/27/2023	
ACTION--	00002/20230119/08408/11536		Entering Design	01/19/2023	Georgetown
ACTION--	00002/20230119/08407/11535		Entering Design	01/19/2023	
ACTION--	00002/20230118/08406/11534		Entering Design	01/18/2023	
ACTION--	00002/20230106/08392/11508/UP	UA0077-KG, UA0077-HG, UA0077-KG, UA0077-KG	Construction In Progress	01/06/2023	
ACTION--	00002/20230106/08392/11508		Waiting for As-Built	01/06/2023	

2. A notification will appear when you open the utility permit reminding you to enter the **End of Work Date** and then select the **Submit End of Construction Date** button.





3. The **Submit End of Work Date** button is disabled until you enter the date in the **Timeframe** node. To do this, double click on the **Timeframe** node in the tree and enter the **Actual Schedule: End of Work Date**.



4. After the End of Work Date is entered, the **Submit End of Construction Date** button will become enabled. Select this button to move the permit to a status of **Construction Completed – Waiting for Inspector Approval**. The utility permit will then be sent to the assigned Inspector so they can complete the inspection.



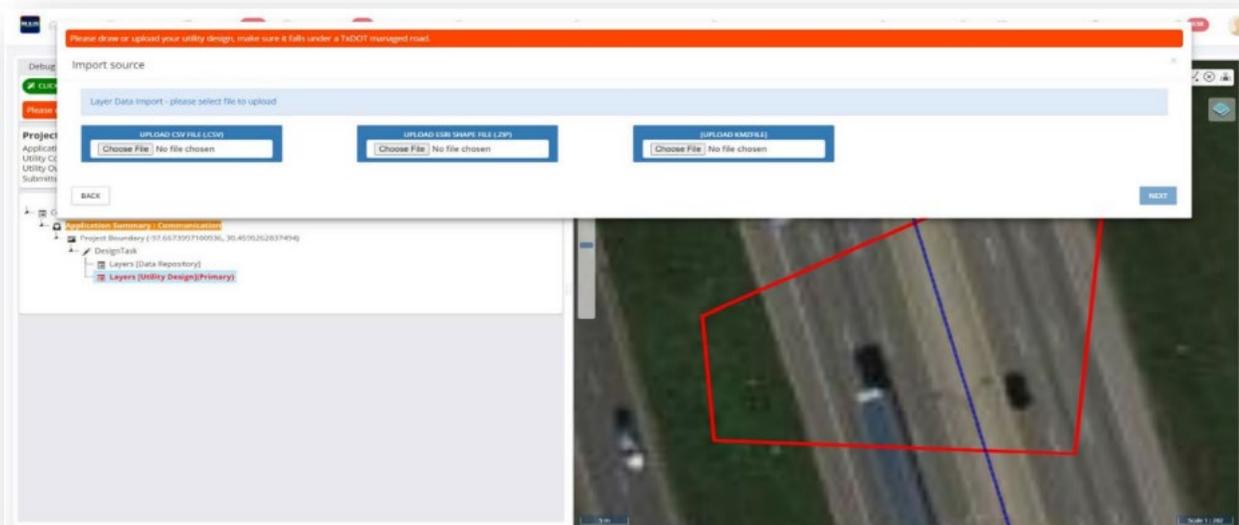


As-Builts

After construction is completed, the **District Permit Coordinator** or **Inspector** will determine whether **As-Builts** are mandatory. For step-by-step guidance on uploading As-Builts, please review the [RULIS Importing Vector Files Job Aid](#).

Uploading as-built data is always recommended, even when not required. If the As-Built data is **not** required, the system will use the original design data to share with others working in the same area.

As-Built data will be reviewed by TxDOT. TxDOT may require modification or adjustments before as-builts are accepted.

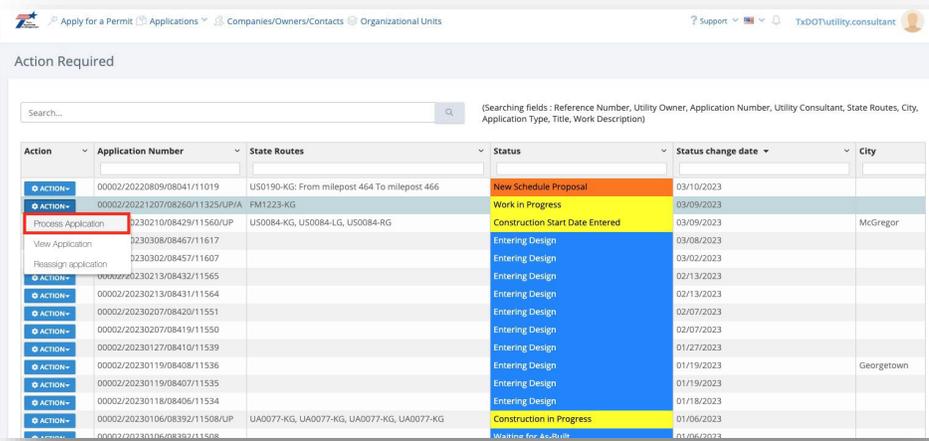




Construction Completion Approval

After the As-BUILTs are accepted by TxDOT, the **Utility Owner** or **Utility Consultant** that is managing the permit will need to **Finalize Construction Completion**.

1. From **Action Required**, select **Process Application** from the **Action** dropdown next to the permit that is in a status of **Construction Completed – Waiting for Inspector Approval**.



2. The **Finalize Construction Completion** button will be enabled. Select this button to move the permit to a status of **Construction Completion Approved**. This is the end of the RULIS utility permit workflow and the permit moves out of the Action Required queue.





Administrative Close

The utility permit will automatically transition to **Administrative Close** after a certain time period if the **Utility Owner** or **Utility Consultant** managing the permit does not select the **Finalize Construction Completion** button, which will only be enabled once As-Builts are accepted by TxDOT.

Design Workflow Status	As-Builts Required	Time Until Administrative Close
Waiting for As-Built	No (optional)	90 Days
Waiting for As-Built (MANDATORY)	Yes	3 Years