

Utility Permit Closeout

A RULIS Job Aid

Roles Impacted

Utility Consultant Utility Owner District Permit Coordinator Inspector Last Revised

September 23, 2024



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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
- <u>As-Builts</u>
- <u>Construction Completion Approval</u>
- 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).

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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.







 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.

The earliest available start d	ate is at least one full busine	ss day l	ater the	an the date	you su	bmit this	request	. If you	are fil	ling ou	t this a	pplica	tion an	nd sul	bmitting it dur	ing
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 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.





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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**.

 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.

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 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		

