



# Security Role Catalog

A RULIS Job Aid

Roles Impacted

All RULIS Users

Last Revised

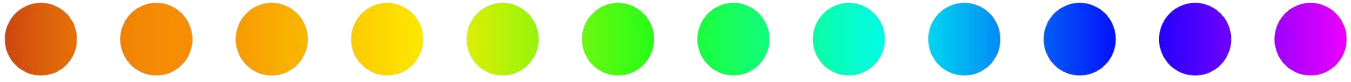
February 2025

## Overview

The Right of Way Division at TxDOT is automating the utility and leasing process with the implementation of RULIS, the Right of Way Utility and Leasing Information System. RULIS makes it possible for utility owners and consultants to manage utility permit applications and leasing in a modern, web-based system. The allocation of these roles is driven by the specific requirements of each business operation.

- **Multiple Security Roles** can be assigned to an internal individual.
- **Requests to Add/Update Security Roles** are reviewed by the employee's supervisor and, in some cases, Lead Champion and the Utility Portfolio section, prior to approval.
- **Security Roles** are designated for districts or divisions
- **Security Roles** available to non-TXDOT staff are referred to as external roles.

New security roles and updates to existing security roles will be made as new **RULIS** functionality is deployed.



User Role	District/Division	Capabilities	Additional Information
<b>Utility Owner</b>	<b>External (Statewide)</b>	<p>Creates and manages Utility Installation Permits</p> <p>Completes Utility Owner Acknowledgment when Utility Installation Permit has been created by a Utility Consultant</p>	Role reserved for Public or Private Utility Company that has the responsibility for the Utility Permit
<b>Utility Consultant</b>	<b>External (Statewide)</b>	Creates and manages Utility Installation Permits	Role reserved for Utility Consultants that are performing work authorized by a Public or Private Utility Company cannot submit the Utility Permit directly to TxDOT without Utility Owner Acknowledgment
<b>District Permit Coordinator</b>	<b>District</b>	<p>Reviews and processes all Utility Installation Permit applications and Utility Installation Permit</p> <p>Amendment applications for their District</p> <p>Assigns SME Reviewers</p> <p>Sends modification requests/requests for additional information to Utility Owner or Utility Consultant</p> <p>Assigns an Inspector to inspect the utility site</p> <p>Determines if an As-Built is mandatory for the Utility Installation Permit</p> <p>Closes the Utility Installation Permit after the utility work is completed and verified</p>	



User Role	District/Division	Capabilities	Additional Information
<b>Maintenance Section</b>	District	<p>SME Reviewer</p> <p>Can review and return submitted Utility Installation Permit applications back to the District Permit Coordinator with recommendations and additional information required</p>	
<b>Area Engineer</b>	District	<p>SME Reviewer</p> <p>Can review and return submitted Utility Installation Permit applications back to the District Permit Coordinator with recommendations and additional information required</p>	Role reserved for Area Engineers only
<b>Utility Coordinator</b>	District	<p>SME Reviewer</p> <p>Can review and return submitted Utility Installation Permit applications back to the District Permit Coordinator with recommendations and additional information required</p>	
<b>District Design Project Manager</b>	District	<p>SME Reviewer</p> <p>Can review and return submitted Utility Installation Permit applications back to the District Permit Coordinator with recommendations and additional information required</p>	
<b>Maintenance Division</b>	Division	<p>SME Reviewer</p> <p>Can review and return submitted Utility Installation Permit applications back to the District Permit Coordinator with recommendations and additional information required</p>	Role reserved for Maintenance Division only



User Role	District/Division	Capabilities	Additional Information
<b>Bridge Division</b>	Division	SME Reviewer  Can review and return submitted Utility Installation Permit applications back to the District Permit Coordinator with recommendations and additional information required	Role reserved for Bridge Division only
<b>Approver</b>	District	Reviews and approves or denies finalized Utility Permit and Utility Permit Amendment packages	Role reserved for District Engineer or Designee only
<b>Construction Overseer</b>	District	Approves or denies the new construction schedule request  Proposes new schedule dates if dates provided by Utility Owner or Utility Consultant does not work	
<b>Inspector</b>	District	Reviews and processes the Utility Installation Permit Inspection  inspecting the utility site to verify work has been completed accurately  Determines if an As-Built is mandatory for the Utility Installation Permit	
<b>District Engineer</b>	District	Initial Exception to Policy Reviewer for Utility Installation Permits	Role reserved for District Engineer or Deputy District Engineer only
<b>Maintenance Division Reviewer</b>	Division	Exception to Policy Reviewer for Permits not connected to a TxDOT Project	Role reserved for Maintenance Division Maintenance Management System and Contracts Section only



User Role	District/Division	Capabilities	Additional Information
<b>Maintenance Division Director</b>	Division	Exception to Policy Approver for Permits not connected to a TxDOT Project	Role reserved for Maintenance Division Director
<b>ROW Division Reviewer</b>	Division	Exception to Policy Reviewer for Permits connected to a TxDOT Project	Role reserved for Right of Way Division Utility Portfolio Section only
<b>ROW Utility Program Lead</b>	Division	Exception to Policy Reviewer for Permits connected to a TxDOT Project	Role reserved for Right of Way Division Utility Portfolio Section Program Lead only
<b>ROW Section Director</b>	Division	Exception to Policy Reviewer for Permits connected to a TxDOT Project	Role reserved for Right of Way Division Utility Portfolio Section Director only
<b>ROW Division Director</b>	Division	Exception to Policy Approver for Permits connected to a TxDOT Project	Role reserved for Right of Way Division Director only
<b>Read-only</b>	Agency wide	View all permits in RULIS	Any user with an @txdot.gov login may login to the system and view permits in read-only mode.

If you have additional questions, please email us at:

[ROW\\_Applications\\_Helpdesk@txdot.gov](mailto:ROW_Applications_Helpdesk@txdot.gov)