



**Illinois Department of Transportation**

Office of Highways Project Implementation / Region 1 / District 1  
201 West Center Court / Schaumburg, Illinois 60196-1096

# IDOT District 1

# Utility Permit

# Guide

*Guidance for Utility Work Within State Highway Right-of-Way*

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# SECTION 1 - PURPOSE AND SCOPE

*This Guide is organized to generally follow the lifecycle of a utility permit, beginning with permit applicability and preparation, continuing through application submittal and construction, and concluding with restoration, documentation, closeout, and ongoing obligations. Applicants are encouraged to review Sections 3 through 6 before preparing a permit application, and Sections 7 through 10 prior to construction. Section 15 highlights common issues that delay review.*

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## 1.1 Purpose

This Utility Permit Guide provides clear, structured guidance for public utilities and municipalities seeking utility permits to install, maintain, modify, relocate, or remove facilities within Illinois Department of Transportation (IDOT) State highway right-of-way (ROW) in District 1.

The guide is intended to:

- Summarize the governing laws, rules, and Department requirements applicable to utility occupancy of State ROW.
- Describe the typical workflow for preparing and submitting a utility permit application.
- Identify the typical plans, plan elements, exhibits, traffic control considerations, and documentation typically reviewed during permit processing.
- Explain how special circumstances such as emergency work, test holes, bridge attachments, variances, and non-standard traffic control are addressed.
- Improve submittal quality and reduce avoidable resubmittals.

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## 1.2 Scope

This Guide applies to utility work proposed within State highway ROW under IDOT jurisdiction in District 1, including Cook, DuPage, Kane, Lake, McHenry, and Will Counties.

Facilities commonly covered by this guide include, but are not limited to, gas, electric, telecommunications, potable water, and sanitary sewer facilities.

This guide does not apply to:

- County or municipal roadways not under IDOT jurisdiction.
- Storm sewer systems that are part of highway drainage.
- Highway access permits or traffic-only permits.

*In the City of Chicago, utility work within IDOT ROW is also subject to coordination with the [City of Chicago and the Office of Underground Coordination \(OUC\)](#), as applicable.*

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## 1.3 Relationship to Governing Authorities

Utility work within IDOT right-of-way (ROW) is governed by applicable statutes, administrative rules, and the specific terms and conditions of an issued permit.

This Guide is informational in nature and does not replace or supersede governing law, permit conditions, approved plans, or written Department directives. In the event of a conflict, the order of precedence is: (1) applicable Federal or State statute; (2) Illinois Administrative Code; (3) permit conditions; (4) approved plans; and (5) this Guide.

# SECTION 2 - WHAT A UTILITY PERMIT IS AND IS NOT

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## 2.1 What a Utility Permit Is

A utility permit is written consent issued by IDOT, authorizing a permittee to install, maintain, modify, relocate, or remove utility facilities within State highway ROW, subject to the terms and conditions of the permit and applicable law. Pursuant to Section 9-113 of the Illinois Highway Code (605 ILCS 5/9-113), no utility facilities may be placed within State highway ROW without written consent. A utility permit authorizes only the specific work, location, and methods described in the approved application, plans, and permit conditions associated with the permit.

*Utility permits are issued pursuant to IDOT's statutory authority to regulate the use and occupancy of State highway ROW in the public interest. All work must be performed within the approved limits and in a manner that protects the highway, the traveling public, and existing facilities.*

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## 2.2 What a Utility Permit Is Not

A utility permit does not:

- Convey a property right, easement, or leasehold interest.
- Grant exclusive or permanent occupancy rights.
- Authorize entry onto private property or affect the rights of third parties.
- Supersede or replace permits, approvals, or requirements imposed by other agencies.
- Waive sovereign immunity or create third-party beneficiary rights.
- Relieve the permittee of responsibility for compliance with applicable laws, regulations, or permit conditions.

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## 2.3 Permittee Responsibility

The permittee is the entity to whom the utility permit is issued and is responsible for full compliance with the permit and applicable requirements. "Utility permits are issued only to utility owners or municipalities that own or operate the facilities. Contractors may perform work on behalf of the permittee but may not be the permit holder.

The permittee is responsible for:

- All work performed under the permit.
- Actions of contractors, subcontractors, consultants, and agents.
- Costs associated with installation, maintenance, restoration, relocation, or removal of facilities.
- Traffic control, restoration, and compliance with permit conditions.

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## 2.4 Future Removal or Relocation

Utility facilities permitted to occupy State highway ROW remain subject to removal, relocation, or modification when required for highway construction, maintenance, or safety purposes in accordance with applicable law and Department direction.

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## 2.5 No Acceptance or Certification Implied

Issuance of a utility permit, acceptance of plans, receipt or acceptance of as-built documentation, or performance of inspections does not constitute certification, warranty, or acceptance of utility facilities by IDOT.

*IDOT does not certify the accuracy of utility records and is not the authoritative repository for third-party utility asset data. Utility records are maintained for coordination, reference, and highway purposes only.*

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# SECTION 3 - WHEN A UTILITY PERMIT IS REQUIRED

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## 3.1 General Requirement for a Utility Permit

A utility permit is required for utility activities that involve entering or using IDOT ROW for work related purposes, including construction, maintenance, staging, traffic control, or temporary access associated with utility operations.

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## 3.2 Common Activities Requiring a Permit

A utility permit is typically required for the following activities when they involve work-related use of IDOT State highway ROW:

- Installation of new utility facilities.
- Replacement, relocation, or modification of existing utility facilities.
- Maintenance or repair activities that disturb pavement, shoulders, sidewalks, slopes, or other highway features.
- Removal of existing facilities, or retirement of facilities that remain in place.
- Utility work performed as part of or in support of a department-initiated highway Public Improvement (PI) project, including utility relocations, adjustments, removals, retirements, or installations required to accommodate the highway project.
- Temporary use of IDOT ROW to support utility work occurring outside the ROW, including staging, access, or encroachment by equipment or personnel.
- Establishment of traffic control, work zones, or temporary access within the ROW in support of utility operations.

This list is not exhaustive. The need for a permit is determined based on work related use or encroachment within the ROW, not ordinary travel through the ROW.

Utility permits may be issued for work associated with Department-initiated Public Improvement projects (PI permits) or for utility-initiated work not associated with a highway project (non-PI permits). The permit requirements and review process apply to both, subject to the context and scope of the work.

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## 3.3 Maintenance and Repair Activities

All maintenance and repair activities within the highway right-of-way (ROW) require either a utility permit or coordination with IDOT. This includes any work that:

- Impacts traffic or pedestrian operations,
- Disturbs pavement, shoulders, sidewalks, slopes, or drainage features,
- Involves excavation, traffic control, or equipment access,
- Affects roadside safety.

Vegetation management and tree trimming within the ROW also require a permit or coordination when they involve work-related use of the ROW or affect any of the above conditions. Even routine trimming that does not disturb the ROW or traffic must be coordinated based on location and circumstances.

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### **3.4 Emergency Verbal Authorization**

Emergency utility work necessary to protect public safety or restore essential service may proceed prior to issuance of a written permit when authorized by the Department.

In such cases, the utility must contact the appropriate Area Utility Coordinator during normal business hours, or the District 1 Communications Center after hours, on weekends, or on State holidays; implement appropriate traffic control measures; and submit a complete utility permit application and all supporting documentation after the emergency condition has been addressed, within 5 to 10 business days or as otherwise directed by the Department.

Emergency authorization does not waive permit requirements or relieve the permittee of responsibility for compliance with Department standards, traffic control requirements, restoration of the right-of-way, or required documentation.

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#### **When Used**

Emergency verbal authorization may be used for conditions such as gas leaks, electric outages, telecommunications fiber cuts, water main breaks, sewer failures, or other situations requiring immediate action to protect public safety or restore essential service.

Repeated use of verbal authorizations for non-emergency work may result in suspension of verbal authorization privileges.

Emergency water or sewer work that affects traffic operations must also be coordinated with the Traffic Access Permits Section at [DOT.D1.TrafficPermits@illinois.gov](mailto:DOT.D1.TrafficPermits@illinois.gov) and the District 1 Communications Center at 847-705-4612.

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#### **Notification and Authorization Process**

During normal business hours, the utility must contact the appropriate Area Utility Coordinator directly to report the emergency condition and request verbal authorization.

After hours, on weekends, or on State holidays:

- The utility must immediately contact the District 1 Communications Center.
- The Communications Center will notify the appropriate Department staff and document the emergency notification.

In all cases:

1. The utility must provide accurate location information, scope of work, and anticipated traffic impacts at the time of notification.
2. Department direction shall be followed regarding traffic control, staging, and restoration.
3. A verbal authorization number will be issued by the Department's Utilities Unit, typically the next business day.
4. The verbal authorization number must be referenced in all follow-up correspondence and submittals.

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## Follow-Up Written Submittal

A complete utility permit application, including OPER 1113, plans, and traffic control documentation, must be submitted within 5 to 10 business days, or as soon as reasonably possible after the emergency condition has been addressed.

Failure to submit a complete follow-up package may jeopardize future permit approvals or verbal authorization privileges.

As part of the follow-up submittal, the permittee shall provide, where applicable and reasonably available:

- JULIE ticket(s)
- Start and stop times of emergency work
- Traffic control log, including device deployment times
- Location photographs, if safe to obtain.

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## Applicant Responsibilities

The permittee shall:

- Maintain traffic control in accordance with the MUTCD and the Illinois Supplement, even during emergency conditions.
- Ensure proper restoration of the right-of-way and adjacent facilities.
- Comply with all Department standards, specifications, and permit conditions.

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## 3.5 Determination of Permit Applicability

The Department retains the authority to determine whether a utility permit is required based on the proposed work, location, and potential impacts to the highway ROW.

When uncertainty exists, applicants should assume that a permit is required and submit a complete application for review.

### Long Continuous Installations

For administrative and coordination purposes, long continuous underground utility installations within District 1 may be required to be segmented into multiple permit applications based on length, location, or coordination needs. This approach is intended to facilitate review, inspection, and construction coordination and does not establish a fixed maximum length applicable to all permits.

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### **3.6 Small Cell and Wireless Facilities**

A utility permit application is required for the installation, modification, or removal of Small Cell or wireless facilities within IDOT State highway right-of-way.

Permit applications for Small Cell installations shall include, as applicable:

- Written authorization from the pole or structure owner, typically the municipality or owning agency.
- Confirmation that Small Cell facilities will utilize a separate electrical service for energy usage.
- Structural analysis and calculations stamped by a licensed Structural Engineer (SE), where facilities are mounted on structures.
- Identification of all equipment, cabinets, and appurtenances proposed within the ROW.

Requests to install Small Cell equipment on IDOT owned facilities is strictly prohibited.

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# SECTION 4 - BEFORE YOU APPLY: APPLICANT PREPARATION

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## 4.1 General Approach

Pre-submittal coordination with the Department's Utilities Unit is not required for most utility permit applications. Applicants should expect to prepare and submit a complete permit application package for review without prior coordination. IDOT review, comments, and determinations occur through the formal permit process after submittal. Pre-submittal coordination is intentionally limited. It is not intended to function as informal plan review, design assistance, or confirmation of permit approval.

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## 4.2 Applicant Preparation Prior to Submittal

Before submitting a utility permit application, applicants are expected to complete necessary preparation and coordination activities outside of the Department's Utilities Unit, including the following.

### ROW Verification

Applicants are responsible for confirming whether proposed work is located within IDOT ROW using available records, plats, plans, and utility information.

Questions regarding ROW ownership, limits, or jurisdiction may be directed to [DOT.D1.ROW@illinois.gov](mailto:DOT.D1.ROW@illinois.gov).

*IDOT staff do not collect or compile third-party utility records as part of the permit process. Their role is limited to responding to questions when they arise or resolving disputes when conflicting information cannot otherwise be reconciled.*

### Utility Conflict Identification

The Department does not maintain or provide a consolidated public utility atlas or utility location maps. Utility owners are responsible for maintaining records of their own facilities and for providing location information through direct coordination and the JULIE/DIGGER system, as applicable.

Department records and as-built plans generally pertain to Department owned facilities and infrastructure. Requests for the Department facility records are handled separately and are not a substitute for utility coordination or locating responsibilities.

*Permit plans must reflect known existing conditions to the extent reasonably available at the time of submittal.*

### Traffic Control Feasibility

Applicants should determine whether the proposed work can be accommodated using established IDOT traffic control standards for short-duration, daytime work or a custom Maintenance of Traffic (MOT) plan. Where work cannot be safely accommodated using standard details, applicants must prepare a custom MOT plan prior to permit submittal. Applicants are encouraged to review applicable IDOT traffic control standards and District 1 guidance prior to permit submittal.

## **Detours**

If a detour is anticipated, the detour concept must be presented to and approved by the District Detour Committee in advance of permit submittal. Detour Committee review is conceptual in nature and allows the detour concept to be approved for up to one year, during which detailed engineering, staging, and coordination can be developed and incorporated into the permit submittal.

## **Overnight and Non-Standard Work Hours**

Utility work is typically expected to occur during established daytime work windows. Overnight lane closures and non-standard work hours are not preferred and require advance justification.

Where overnight work or non-standard hours are anticipated, this must be identified during permit preparation. Approval of such work is determined through permit conditions and prior Traffic review. Requests that are not coordinated in advance may be denied.

## **Environmental and Resource Coordination**

Applicants are responsible for identifying and coordinating environmental considerations associated with the proposed work, including wetlands or waters, floodplains, forest preserves or protected lands, sensitive environmental areas, and tree removal or vegetation disturbance.

Where applicable, environmental permits, clearances, or coordination must be completed prior to permit issuance. IDOT may withhold permit approval pending confirmation that required environmental coordination has been addressed.

## **Third-Party Coordination**

Applicants are responsible for completing required coordination with other agencies or stakeholders, including municipalities, railroads, airports, the Illinois Tollway, and the City of Chicago / Office of Underground Coordination (OUC).

Applicants should not rely on IDOT permit issuance as a substitute for completing other required approvals.

## **Americans with Disabilities Act (ADA) Considerations**

Applicants are responsible for evaluating whether proposed utility work will impact pedestrian facilities subject to the Americans with Disabilities Act (ADA), including curb ramps, sidewalks, detectable warnings, and pedestrian routes. Where work affects ADA-regulated elements, applicants should assess compliance and identify any required work during project preparation, as such requirements may affect scope, traffic control, coordination, and restoration.

## **Internal Readiness**

Applicants should ensure that:

- Location information should include clear cross-street references and, where appropriate, additional identifying information such as stationing or geographic coordinates to eliminate ambiguity.
- Permit plans are final, scalable, and internally reviewed.
- Utility locations are dimensioned from the ROW line and from at least one additional fixed roadway reference such as back of curb, edge of pavement, centerline, or another clearly identifiable roadway feature.
- The permit application (OPER 1113) matches the submitted plans.
- Traffic control plans are included and consistent with the proposed work.
- Special circumstances requiring additional review (bridge attachments, variances, environmental constraints, access-controlled facilities, non-standard traffic control, winter moratorium exceptions) are clearly identified at the time of submittal to allow appropriate routing and parallel review.

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## **4.3 Limited Pre-Submittal Coordination with IDOT Utilities Unit**

Pre-submittal coordination with the Department's Utilities Unit may be appropriate in limited, higher-impact situations and should be directed to the assigned Area Utility Coordinator.

Examples include bridge attachments, work on or adjacent to access-controlled highways, full roadway closures or long-duration lane closures, non-obvious variances to accommodation standards, winter moratorium exceptions requiring advance consideration, and utility work associated with active Department Public Improvement (PI) projects where sequencing or constructability presents unusual risk.

Where proposed installations clearly deviate from standard accommodation due to obvious physical constraints, a formal variance request may not be necessary and can typically be addressed through normal permit review.

*Pre-submittal coordination is informational only and does not constitute approval, conditional approval, or priority review.*

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## **4.4 Activities Discouraged Prior to Submittal**

Applicants should not rely on pre-submittal coordination to submit draft or incomplete plans for informal review, seek confirmation that a permit will be approved, request IDOT to collect or supply utility records, request IDOT to design or select traffic control, or treat coordination as a required step in the permit process.

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# SECTION 5 - THE PERMIT APPLICATION PACKAGE

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## 5.1 General Application Expectations

A complete utility permit application package is required for IDOT review. Incomplete or inconsistent submittals may delay review or require resubmittal.

The permit application, plans, traffic control information, and supporting materials collectively form the basis for IDOT's review and may become enforceable conditions of the issued permit.

Utility permit applications are reviewed by the Department's Utilities Unit, with internal coordination as needed with other IDOT bureaus.

For Public Improvement (PI) permits, project-specific permit conditions may supersede general guidance contained in this Guide.

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## 5.2 Permit Application Form (OPER 1113)

All utility permit applications must be submitted using the current IDOT Utility Permit Application form (OPER 1113).

The application must clearly identify:

- The utility owner or municipality applying for the permit.
  - The entity responsible for ownership and maintenance of the facility.
- A primary contact person with authority to respond to review comments.
- The State route and limits of work.
- A clear description of the proposed work.
- Anticipated traffic control impacts, if any.
- Contractor information, if known at the time of submittal. *If not known, update the Department as soon as it is known.*

Utility permits are issued only to utility owners or municipalities. Contractors may perform work but may not be the permit holder.

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## 5.3 Location Information

The application and plans must provide sufficient location information to clearly identify the limits of the proposed work within IDOT ROW.

Location information must include, at a minimum:

- State route designation (e.g., IL 59, US 14).
- Municipality (town or city).
- County.

In District 1, permits must not span multiple counties. If proposed work crosses a county boundary, **separate permit applications are required.**

The limits of work must be clearly described using **from-to references tied to identifiable roadway names**, such as:

From [Street A] to [Street B], *Generic descriptions such as "various locations" are not acceptable.*

Location descriptions should be sufficiently specific to allow the work to be readily identified in the field and during future coordination. Descriptions relying solely on generalized limits or vague references may be deemed insufficient.

Utility locations must be dimensioned from the **ROW line** and from at least **one additional fixed roadway reference**, such as:

- Back of curb,
- Edge of pavement,
- Centerline,
- Or another clearly identifiable roadway feature.

Additional identifying information such as cross-street names, stationing, or geographic coordinates may be required where location clarity cannot otherwise be achieved.

This dual-reference approach improves clarity during review, inspection, and future coordination.

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## 5.4 Description of Proposed Work

The application must include a concise but complete description of the proposed work, including:

- Utility type, size, and material.
- Nature of the work (installation, replacement, relocation, maintenance, retirement, or removal).
- Method of installation (open cut, bore, jack and bore, HDD, aerial, etc.).
- Whether the work is associated with a department initiated Public Improvement (PI) project or is utility-initiated (Non-PI).

Descriptions must be specific and consistent with the submitted plans.

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## 5.5 Plans and Supporting Exhibits

All utility permit applications must include plans and supporting exhibits sufficient to evaluate the proposed work.

Plans must be:

- Legible & prepared to an engineering scale suitable for review.

IDOT roadway design and survey work is typically performed using the Illinois State Plane Coordinate System (NAD83) and NAVD88, in accordance with IDOT standards. Utility plans and as-built documentation are not required to conform to [IDOT CADD standards](#) or IDOT software platforms; however, applicants are strongly urged to provide CADD or GIS files when available to improve review efficiency and reduce conflicts.

Acceptable GIS and CADD file formats (listed in order of preference):

### CADD

- MicroStation (.dgn)
- AutoCAD (.dwg) Version 2018 or lower
- Universal format (.dxf)

### GIS

- Shapefile (must include .shp, .dbf, .shx, and .prj)
- File Geodatabase (GDB)

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## 5.6 Traffic Control Information

Traffic control information must be included with every permit application package.

For work that impacts traffic operations (lane closures, shoulder closures, sidewalk closures, or other restrictions), the application must include:

- Applicable IDOT standard details, or
- A custom Maintenance of Traffic (MOT) plan where standard details do not apply.

For off-road operations where work and equipment remain outside traveled ways and no lane closure is required, traffic control documentation may be limited; however, applicable off-road operation standards and any required work zone delineation must still be included in the permit package. Applicants are responsible for ensuring traffic control plans comply with the MUTCD, the Illinois Supplement to the MUTCD, and applicable IDOT standards.

### Detours

Where a detour is anticipated, the detour concept must be presented to and approved by the District Detour Committee in **advance** of permit submittal.

Detour Committee review is conceptual in nature and is intended to:

- Confirm that the proposed detour route is acceptable in principle.
- Allow the detour concept to be approved **for up to one year**, during which detailed engineering, staging, and coordination can be developed.
- Enable the detour to be incorporated into the utility permit plans and MOT submittal when the permit application is submitted.

*Early detour concept approval helps align utility scheduling, traffic operations, and permit review, and avoids delays caused by late-stage detour changes.*

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## 5.7 Identification of Special Circumstances

Applications involving special circumstances must clearly identify those conditions at the time of submittal to allow appropriate routing and parallel review.

### Examples include:

- Bridge attachments.
- Variances to accommodation standards.
- Work on or adjacent to access-control highways.
- Small Cell or wireless facility installations.
- Environmental sensitivities.
- Highway Authority Agreements
- Non-standard traffic control or overnight work.
- Winter moratorium exceptions.
- Utility work associated with active PI projects requiring sequencing coordination.

*IDOT will coordinate internal reviews as needed. This may include review by the Bureau of Traffic or other IDOT units depending on the proposal. Applicants should not attempt to self-direct internal routing.*

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# SECTION 6 - PLANS AND SUPPORTING EXHIBITS

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## 6.1 General Plan Requirements

All utility permit applications must include plans and supporting exhibits sufficient to clearly describe the proposed work and its relationship to the State highway ROW.

Plans are required for all utility permits, including Public Improvement (PI) and non-PI permits.

Plans must be prepared in a professional, legible, and scalable format that allows accurate interpretation of locations, offsets, limits of work, and potential impacts to the highway.

Hand sketches, screenshots, or non-scalable exhibits are not acceptable.

---

## 6.2 Plan Scale and Readability

Plans must be submitted at an engineering scale suitable for review and measurement.

Plans must be scalable, meaning distances, offsets, and limits of work can be reliably measured from the document.

IDOT District 1 commonly reviews roadway and utility plans prepared at standard engineering scales. Applicants are encouraged to use commonly accepted plan scales where practicable to improve clarity and review efficiency.

*Alternate scales may be accepted where appropriate, provided the plans remain scalable, legible, and suitable for review.*

---

## 6.3 Datum and Coordinate Reference

IDOT roadway design and survey work is typically performed using:

- Illinois State Plane Coordinate System (NAD83) for horizontal reference, and
- NAVD88 for vertical reference.

Utility permit plans and as-built documentation are **not required** to conform to IDOT's internal coordinate systems or survey methods. However, the following information must be clearly identified on the plans or in accompanying documentation:

- Horizontal coordinate system and datum used.
- Vertical datum used, if elevation information is provided.
- If vertical information is not provided, this must be explicitly stated.

Identification of datum and coordinate reference is required for record clarity and future coordination. Plans will not be rejected solely because they use a different coordinate system or datum, provided the information is clearly documented.

*For as-built documentation requirements related to datum and coordinate reference, see Section 10.3.*

---

## 6.4 Utility Location Dimensioning

Utility locations must be dimensioned from the **ROW line** and from at least **one additional fixed roadway reference**, such as:

- Back of curb,
- Edge of pavement,
- Centerline,
- Or another clearly identifiable roadway feature.

*Dimensioning must be sufficient to allow the location of facilities to be reasonably interpreted during construction, inspection, and future coordination.*

---

## 6.5 Plan Content and Installation Method Context

Plans must clearly show, as applicable:

- Proposed utility alignment and limits of work.
- Existing utilities and facilities to the extent reasonably available.
- Method of installation (open cut, bore, jack and bore, HDD, aerial, etc.).
- Size, type, and material of proposed facilities.
- Areas of disturbance within the ROW.
- Traffic control limits and staging, if applicable.
- Restoration areas and general restoration intent.

Where utility facilities are exposed during open-cut construction, plans and records are expected to reflect the level of confidence associated with direct observation.

Where trenchless or non-exposing methods are used, plans shall depict entry and exit pits, anticipated depth profile, known clearances to utilities and structures, and the tracking method to be used. A summary of tracking information shall be provided with the as-built documentation.

Where proposed work affects pedestrian facilities, plans should clearly depict impacted areas to allow evaluation of restoration and coordination needs, including those related to ADA obligations.

*This information is provided for record clarity and coordination purposes and does not constitute certification of utility locations by IDOT.*

---

## 6.6 Special Circumstances and Additional Plan Detail

Additional plan detail may be required where special circumstances are involved, including but not limited to:

- Bridge attachments.
- Installations under pavement.
- Work within access-controlled areas.
- Environmentally sensitive locations.
- Variances to accommodation standards.
- Winter moratorium exceptions.
- Non-standard traffic control or staging.

*Such conditions must be clearly identified on the plans and in the permit application to allow appropriate routing and parallel review.*

# SECTION 7 - CONSTRUCTION PHASE REQUIREMENTS

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## 7.1 Permit in Hand Before Work Begins

Utility work within IDOT State highway ROW must not begin until a utility permit has been issued.

Permit issuance authorizes work only within the scope, limits, methods, and conditions approved. Any work performed outside of approved permit conditions is subject to corrective action.

---

## 7.2 Pre-Construction Notifications

The permittee is responsible for providing required notifications prior to beginning work, as specified in the permit conditions.

Where traffic control, lane closures, detours, or non-standard work hours are involved, notifications must be provided in advance to allow coordination with Traffic operations and other affected parties.

*Failure to provide required notifications may result in delays, work stoppage, or modification of permitted activities.*

---

## 7.3 Construction in Accordance with Approved Plans

All construction must be performed in accordance with the approved permit, plans, and supporting exhibits.

The permittee is responsible for ensuring that contractors, subcontractors, and field personnel are familiar with permit conditions and approved plans prior to commencing work.

Construction methods, limits of disturbance, and staging must remain consistent with what was approved unless a formal amendment is authorized.

---

## 7.4 Traffic Control During Construction

Traffic control must be installed, maintained, and removed in accordance with the approved traffic control plans and applicable standards.

Traffic control devices must be in place **before** work begins and must remain in effect for the duration of work activities that affect traffic or pedestrian movement. Devices shall be regularly checked for operational effectiveness and removed promptly once work activities have commenced.

Traffic control must not be modified, reduced, or removed without authorization, except where work is fully complete and no longer impacts the ROW.

---

## 7.5 Work Hours and Field Conditions

Utility work is typically expected to occur during approved daytime work windows, Monday through Friday, 9:00 am to 3:00 pm.

## **Holiday Period Work Restrictions**

During any legal holiday period recognized by the State of Illinois, no broken pavement, open holes, trenches, barricades, cones, drums, or other traffic control devices shall remain on or adjacent to the traveled way. All lanes shall be fully restored and opened to traffic prior to the start of the holiday period.

Exceptions to this requirement will only be permitted when all the following conditions are met:

- The issued permit explicitly authorizes overnight or continuous lane closures during the applicable holiday period.
- The Department has reviewed and approved the request as part of a written variance or special permit condition.
- The Department determines that full restoration prior to the holiday period is impractical due to the nature of the work.

Absent an explicit written authorization from the Department, holiday period lane closures and incomplete restorations are prohibited.

***The legal holidays will include:***

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day

***The length of the holiday period shall vary as follows, depending on the day of the week the legal holiday falls on or is observed.***

<b>Day holiday is observed</b>	<b>Length of holiday period</b>
Sunday	3 pm Friday – 11:59 pm Sunday
Monday	3 pm Friday – 11:59 pm Monday
Tuesday	3 pm Friday – 11:59 pm Tuesday
Wednesday	3 pm Tuesday – 11:59 pm Wednesday
Thursday	3 pm Wednesday – 11:59 pm Sunday
Friday	3 pm Thursday – 11:59 pm Sunday
Saturday	3 pm Thursday – 11:59 pm Sunday

On weekends, excluding holidays, roadways with Average Daily Traffic (ADT) of  $\geq 25,000$ , all lanes shall be open to traffic from 3:00 pm Friday to midnight Sunday except where impractical.

***Unapproved changes to work hours are not permitted and may result in suspension of work.***

---

## **7.6 Protection of Highway and Existing Facilities**

The permittee is responsible for protecting:

- The roadway
- Shoulders
- Sidewalks
- Drainage features
- Traffic control devices
- Existing utilities and highway facilities

Damage to highway features or existing facilities must be addressed promptly and in accordance with permit conditions and Department direction.

---

## **7.7 Work Area Management**

Construction activities, materials, equipment, and staging must remain within the approved work area and must not encroach into travel lanes, shoulders, or other restricted areas except as authorized.

Work areas must always be maintained in a safe and orderly condition.

During working hours, all vehicles and/or nonoperating equipment which are parked, two hours or less, shall be parked at least 8 ft (2.5 m) from the open traffic lane. For other periods of time during working and for all nonworking hours, all vehicles, materials, and equipment shall be parked or stored as follows:

- (a) When the project has adequate right-of-way, vehicles, materials, and equipment shall be located a minimum of 30 ft (9 m) from the pavement.
- (b) When adequate ROW does not exist, vehicles, materials, and equipment shall be located a minimum of 15 ft (4.5 m) from the edge of any pavement open to traffic.
- (c) Behind temporary concrete barrier, vehicles, materials, and equipment shall be located a minimum of 24 in. (600 mm) behind free standing barrier or a minimum of 6 in. (150 mm) behind barrier that is either pinned or restrained according to Article 704.04. The 24 in. or 6 in. measurement shall be from the base of the non-traffic side of the barrier.
- (d) Behind other man-made or natural barriers meeting the approval of the Engineer.

---

## **7.8 Coordination During Construction**

The permittee must coordinate with the Department's Utilities Unit as required during construction.

Questions, conflicts, or conditions that differ from what was anticipated in the approved plans shall be communicated clearly and promptly. Differing field conditions do not authorize deviation from approved plans without explicit approval.

---

# SECTION 8 - CONSTRUCTION PHASE COORDINATION, AMENDMENTS, AND EXTENSIONS

*THIS SECTION APPLIES AFTER A UTILITY PERMIT HAS BEEN ISSUED AND WORK IS UNDERWAY, AND ADDRESSES COORDINATION, CHANGES, AND EXTENSIONS THAT MAY ARISE DURING CONSTRUCTION.*

---

## 8.1 General Coordination During Construction

Conditions encountered during construction may differ from what was anticipated during permit review.

The permittee is responsible for coordinating with the Department's Utilities Unit when conditions arise that may affect the approved work, permit conditions, or use of the ROW.

**If revisions in the field are required, work shall stop in the affected area until coordination occurs with the Department's Utilities Unit Area Utility Coordinator.**

Field conditions do not authorize deviation from approved plans.

---

## 8.2 Minor Field Adjustments

Minor field adjustments that do **not** materially change:

- Utility alignment
- Depth
- Method of installation
- Traffic control
- Limits of disturbance
- Compliance with accommodation standards

*may be addressed through coordination with the Department Utilities Unit without requiring a formal permit amendment, so long as the change is documented in the as-built.*

*The determination of whether an adjustment is considered minor rests with the Department Utilities Unit.*

---

## 8.3 Changes Requiring a Permit Amendment

A formal permit amendment is required when proposed changes materially affect any of the following:

- Utility location or alignment
- Depth of installation
- Method of installation
- Traffic control, staging, or approved work hours
- Limits of disturbance or restoration requirements
- Compliance with accommodation standards or approved variances

Work must not proceed with such changes until written approval is received from the Department Utilities Unit.

*Changes requiring an amendment shall be coordinated in accordance with Section 8.6.*

---

## 8.4 Discovery of Unknown Facilities or Conditions

When unknown utilities, structures, or site conditions are encountered:

- Work in the affected area shall stop as necessary to avoid damage or unsafe conditions.
- The permittee shall notify the Department Utilities Unit promptly.
- Proposed adjustments must be reviewed and approved prior to proceeding.

*Discovery of unknown conditions does not eliminate permit requirements or authorize deviation from approved plans.*

---

## 8.5 Unsafe Conditions

The permittee is responsible for always maintaining safe work conditions.

If unsafe conditions are present, work shall not proceed until conditions are corrected or direction is provided by the Department Utilities Unit.

***IDOT reserves the right to require work to stop where unsafe conditions or non-compliance with permit conditions are observed.***

---

## 8.6 Permit Amendments and Extensions

**Permit amendments** address **changes in scope or conditions** of the approved work.

**Permit extensions** address **additional time** needed to complete work without changing the approved scope.

Requests for permit amendments or permit extensions shall be coordinated directly with the assigned Department Area Utility Coordinator and must be approved prior to continuing work outside the original permit terms. Approved amendments and extensions shall be documented in writing and incorporated into the permit record by the Department. Requests for permit amendments or extensions should be submitted prior to the permit expiration date. Requests submitted after expiration may be denied and are subject to Department discretion based on the circumstances and compliance history of the permittee.

### Permit Amendments

When requesting a permit amendment, applicants should submit only the plan sheets that have changed, clearly identifying revisions (e.g., bubbled or otherwise noted), along with a brief cover letter or email explaining the proposed change.

### Permit Extensions

When requesting a permit extension, applicants should submit a cover letter or email explaining the reason additional time is needed and providing a proposed revised schedule for completing the permitted work. No revised plans are required unless changes to the approved work are also being requested.

*Approval of a permit extension does not authorize changes to alignment, method of installation, traffic control, or other permit conditions unless such changes are explicitly approved through a separate permit amendment. Changes approved during construction shall be reflected in subsequent as-built documentation, as applicable.*

---

# SECTION 9 - CLEANUP AND RESTORATION

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## 9.1 General Restoration Obligation

All areas disturbed by permitted utility work within IDOT State highway ROW shall be restored to a condition **equal to or better than** that which existed prior to construction.

Restoration is a material condition of the utility permit and shall be performed in accordance with:

- 92 Ill. Adm. Code § 530.250
- The IDOT Standard Specifications for Road and Bridge Construction
- Applicable District 1 details
- Approved permit plans and conditions

---

## 9.2 Restoration Outcomes

Restoration expectations apply to all disturbed areas, including but not limited to:

- Pavement and shoulders
- Sidewalks and driveways
- Curb and gutter
- Parkways and landscaped areas
- Temporary access or staging areas

Restored surfaces shall be durable, stable, and free of settlement, ponding, or drainage issues that could affect roadway safety or maintenance.

---

### Americans with Disabilities Act (ADA) Compliance

Restoration of pedestrian facilities affected by permitted utility work shall comply with applicable Americans with Disabilities Act (ADA) requirements.

Where compliant pedestrian facilities, including curb ramps, sidewalks, detectable warnings, or pedestrian routes, are disturbed by the permitted work, they shall be restored in a compliant condition.

Where non-compliant pedestrian facilities are directly impacted by the permitted work, limited upgrades may be required to restore a compliant pedestrian route. Such upgrades may extend beyond the immediate area of disturbance where necessary to maintain route continuity, including associated corners of an intersection, as applicable.

ADA compliance obligations arise from the nature and extent of the permitted work and are the responsibility of the permittee. Issuance of a utility permit, acceptance of plans, inspection activities, or administrative closeout does not constitute verification or certification of ADA compliance by the Department.

These restoration requirements are intended to implement Title II program access obligations. Where restoration of a compliant pedestrian route necessitates work beyond the immediate area of disturbance, IDOT may condition the permit accordingly, consistent with applicable PROWAG criteria and the scope of the permitted work.

---

## 9.3 Test Hole Restoration Requirements

Test holes within IDOT ROW shall be restored as follows:

- Restoration shall use IDOT-approved non-shrink grout
- The finished surface shall be flush with the surrounding pavement and shall reasonably match adjacent texture and color
- Test holes shall be limited to small-diameter core openings (typically 4–6 inches)
- Wet jetting or boring methods are not permitted for test hole restoration

*These requirements apply regardless of pavement type and are intended to ensure safety, durability, and long-term maintenance compatibility.*

---

## 9.4 Pavement Restoration

In paved areas, pavement restoration shall adhere to the following principles:

- Pavement shall be sawcut to neat, stable lines parallel or perpendicular to the flow of traffic
- Feathered or irregular pavement edges are not acceptable
- Portland cement concrete pavement restoration shall generally involve full-panel replacement, taking existing joints and panels into account
- Composite pavements shall be restored in kind, with proper bonding between layers

These requirements establish restoration expectations and do not replace detailed specifications or permit-specific conditions.

---

## 9.5 Temporary Access Drives, Turf, and Parkway Restoration

Temporary access drives, construction pads, or staging areas within the ROW shall be **removed upon completion of work**, unless otherwise approved.

Parkways, turf, and landscaped areas shall be restored to:

- Pre-construction grades
- Pre-construction surface condition
- Proper drainage and appearance consistent with surrounding areas

*Restoration shall avoid creating uneven surfaces, drainage issues, or long-term maintenance concerns.*

---

## 9.6 Trench Backfill Concepts

This section provides general guidance and does **not** establish construction standards independent of the utility permit.

### Pipe Zone and Initial Backfill

Utilities are expected to provide appropriate bedding and initial backfill in the pipe zone consistent with:

- Utility owner standards
- Manufacturer requirements
- Approved permit plans

## **Backfill Above the Pipe Zone**

Backfill above the pipe zone shall:

- Be compatible with the surface restoration, including placement of any required intermediate layers to support the final surface
- Provide adequate support to prevent settlement, deformation, or premature surface failure
- Meet the performance intent of applicable permit conditions and accepted engineering practice

## **Controlled Low-Strength Material (CLSM)**

CLSM may be an acceptable backfill option in certain paved locations where identified in:

- Utility permit conditions
- Approved permit plans
- Applicable IDOT standards
- Situations where achieving proper compaction with other materials is impractical

---

## **9.7 Utility Cover**

Utilities shall provide minimum cover in accordance with:

- Utility owner requirements
- Manufacturer specifications
- Utility permit conditions
- Applicable IDOT standards and applicable federal requirements, where relevant

*Cover requirements vary by utility type, size, and location and are determined by the utility and addressed during permit review.*

---

## **9.8 Inspection Considerations**

Inspection activities may be conducted to verify that:

- Restoration achieves an equal or better condition
- Work complies with permit conditions
- No safety, drainage, or maintenance issues are created
- Work zones, methods, and restoration protect the traveling public
- Roadway infrastructure is preserved
- Long-term maintenance impacts are minimized

*Inspection verification does not establish construction standards beyond those required by the permit and applicable authorities. **Inspection activities are intended to verify field outcomes and do not substitute for contractor responsibility or utility compliance with applicable standards.***

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# SECTION 10 - AS-BUILT SUBMITTALS

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## 10.1 As-Built Requirement and Timing

As-built documentation shall be submitted for all permitted utility work **within 30 calendar days of completion** of work within IDOT State highway ROW.

Submission of as-built documentation is a permit requirement and is necessary for recordkeeping, future coordination, and maintenance planning.

Failure to submit as-built documentation within the required timeframe may delay permit closeout or result in follow-up action.

---

## 10.2 Purpose and Use of As-Built Documentation

As-built documentation is required to provide an accurate record of what was constructed.

As-built submittals are used by IDOT for:

- Coordination reference,
- Future planning and design awareness,
- Maintenance and operational context.

As-built documentation does not constitute acceptance of construction work, certification of utility location accuracy, or approval of deviations from permit conditions.

---

## 10.3 Datum and Coordinate Reference

As-built documentation shall clearly identify:

- The horizontal coordinate system and datum used.
- The vertical datum used, if elevation information is provided.
- If vertical information is not provided, this shall be explicitly stated.

IDOT roadway design and survey work is typically performed using the Illinois State Plane Coordinate System (NAD83) and NAVD88 vertical datum. As-built documentation is **not required** to conform to IDOT's internal coordinate systems; however, identification of the datum used is required for record clarity.

As-built documentation will not be rejected solely because it uses a different coordinate system or datum, provided the information used is clearly identified.

---

## 10.4 Method of Data Capture and Confidence Context

As-built documentation shall describe how the utility location information was obtained, including whether measurements were:

- Captured during construction
- Observed directly during open-cut installation
- Obtained through trenchless installation tracking
- Derived from post-construction detection or survey methods

Where utility facilities were exposed during construction, as-built documentation is expected to reflect the higher level of confidence associated with direct observation.

Where trenchless tracking methods are used, as-built documentation should include best-available horizontal offsets (target  $\pm 1$  ft) and vertical depth (target  $\pm 2$  ft), where available. These targets are informational only and do not constitute survey certification.

*This information is requested solely to provide context regarding data confidence and is not intended to require survey certification, impose survey standards, or establish enforceable accuracy thresholds.*

---

## 10.5 Reference to ASCE 75-22

When as-built documentation is requested, IDOT District 1 may reference **ASCE 75-22, Standard Guideline for Recording and Exchanging Utility Infrastructure Data**, as guidance for understanding how utility information is documented.

*Reference to ASCE 75-22 is informational and does not impose mandatory compliance, certification, or specific deliverable formats unless explicitly required by permit conditions.*

---

## 10.6 Format and Submittal

As-built documentation shall be submitted electronically in a format suitable for review and record retention, upon Department request.

As-built documentation may be submitted in PDF format and may be accompanied by CADD or GIS files where available. As with permit plans, provision of digital files is encouraged but not required unless specified in permit conditions.

---

## 10.7 Relationship to Inspection and Permit Closeout

Submission and acceptance of as-built documentation is an administrative requirement and is separate from inspection activities. Inspection activities may occur after construction and after as-built submittal for verification purposes. Inspection findings do not retroactively invalidate an otherwise complete and timely as-built submittal.

**As-built documentation does not relieve the permittee of responsibility to correct deficiencies identified through inspection or subsequent coordination.**

---

## **10.8 Use of Utility As-Built Documentation**

Utility as-built documentation submitted to IDOT is maintained for coordination and reference purposes only.

IDOT does not certify the accuracy of utility records and is not intended to serve as the authoritative repository for utility asset data. Responsibility for the accuracy and completeness of utility facility records remains with the utility.

---

# SECTION 11 - INSPECTIONS AND VERIFICATION

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## 11.1 Purpose of Inspections

Inspections may be conducted to verify that utility work within IDOT State highway ROW:

- Is being performed in accordance with the issued permit and approved plans,
- Is maintaining safe conditions for the traveling public and workers,
- Does not create drainage, structural, or maintenance issues.

Inspections are conducted for verification and oversight purposes and do not constitute continuous supervision of the work.

---

## 11.2 Authority to Inspect

The Department Utilities Unit may conduct field inspections at any time during or after construction.

*The presence or absence of an inspection does not relieve the permittee of responsibility for compliance with permit conditions, applicable laws, or restoration obligations.*

---

## 11.3 Unsafe or Non-Compliant Conditions

If unsafe conditions or non-compliance with permit conditions are observed:

- Work may be required to stop in the affected area,
- Corrective action may be required prior to resuming work.

*The permittee is responsible for maintaining safe conditions AT ALL TIMES.*

---

## 11.4 Relationship to As-Built Documentation

Inspection activities are separate from the requirement to submit as-built documentation.

Submission or acceptance of as-built documentation does not replace inspection activities, and inspection findings do not retroactively invalidate an otherwise complete and timely as-built submittal.

---

## 11.5 No Permit Acceptance Implied

Inspection activities **do not** constitute acceptance of construction work, approval of construction methods, or certification that work complies with all applicable standards.

Responsibility for construction quality, compliance, and correction of deficiencies remains with the permittee.

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# SECTION 12 - PERMIT CLOSEOUT

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## 12.1 Administrative Closeout

Permit closeout is an administrative action taken by the Department's Utilities Unit to indicate that permitted work has been completed and that, if required, documentation has been received.

Permit closeout **does not** constitute acceptance of construction work, certification of compliance, or approval of construction methods.

---

## 12.2 Requirements for Closeout

A utility permit may be considered for closeout after:

- The permitted work has been completed,
- Required documentation has been submitted, including as-built documentation when requested by permit condition,
- Known issues identified during coordination or inspection have been addressed or appropriately documented.

The Department Utilities Unit may delay closeout where required information is missing, or unresolved issues remain.

---

## 12.3 Relationship to Inspections and Restoration

Permit closeout is separate from inspection activities and restoration verification.

Completion of permit closeout does not relieve the permittee of responsibility to:

- Correct deficiencies identified through inspection,
- Address settlement or restoration failures,
- Comply with ongoing permit obligations.

---

## 12.4 Record Retention and Future Coordination

Permit records, including plans, correspondence, and as-built documentation, are retained by IDOT for coordination and reference purposes.

Permit closeout does not limit IDOT's ability to reference permit records for future projects, maintenance activities, or coordination.

---

# SECTION 13 - ONGOING OBLIGATIONS

## 13.1 Maintenance and Operation

The permittee is responsible for the continued operation and maintenance of permitted utility facilities located within IDOT State highway ROW.

Permit closeout does not transfer ownership, maintenance responsibility, or liability to IDOT.

Utility facilities must be maintained in a condition that does not create a safety hazard, interfere with highway operations, or adversely affect roadway infrastructure.

---

## 13.2 Future Highway Projects and Adjustments

Utility facilities permitted to occupy IDOT ROW remain subject to relocation, modification, or removal when required for:

- Highway construction,
- Highway maintenance,
- Safety improvements,
- Drainage or geometric corrections,
- Or other Department purposes.

Such work shall be performed by the permittee in accordance with applicable law, permit conditions, and Department direction.

Issuance or closeout of a utility permit does not guarantee that facilities may remain in place indefinitely.

---

## 13.3 Retired Facilities Remaining in the ROW

When utility facilities are taken out of service and remain within the ROW, they must be **retired** and clearly documented as such.

Retirement of facilities does not eliminate the permittee's responsibility for:

- Accurate documentation,
- Future coordination,
- Or removal if required by the Department for highway purposes.

*Where retired or inactive facilities remaining within the ROW subsequently fail, collapse, or otherwise create a condition that affects the highway or its operation, the permittee remains responsible for coordination, corrective action, and restoration of the affected right-of-way as directed by the Department.*

---

## 13.4 Changes in Ownership or Responsibility

If ownership or operational responsibility for a permitted utility facility change, the owner is responsible for notifying the Department Utilities Unit.

Responsibility for compliance with permit conditions and applicable requirements must be clearly maintained through ownership transitions.

---

## 13.5 Continuing Coordination

The permittee is expected to cooperate with IDOT in future coordination efforts involving permitted facilities, including:

- Project development,
- Design coordination,
- Construction planning,
- Emergency response,
- Or maintenance activities.

*Ongoing coordination obligations exist independently of permit closeout status.*

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# SECTION 14 - VARIANCES, DENIALS, APPEALS, AND ENFORCEMENT

## 14.1 Variances to Accommodation Policy

In certain circumstances, strict application of utility accommodation policy may not be feasible due to physical constraints, existing conditions, or project-specific considerations.

Requests for variances shall be evaluated on a case-by-case basis by the Department's Utilities Unit based on factors such as:

- Safety,
- Highway operations,
- Constructability,
- Long-term maintenance impacts,
- Compatibility with existing facilities.

Approval of a variance is discretionary and may include conditions necessary to protect the highway and the public.

---

## 14.2 Denial of Permit Applications

The Department's Utilities Unit may deny a utility permit application where the proposed work:

- Conflicts with highway safety or operations,
- Is incompatible with current or planned highway use,
- Cannot be reasonably accommodated within the ROW,
- Fails to comply with applicable laws or permit requirements.

Denial of a permit application does not preclude resubmittal if deficiencies are addressed, or conditions change.

*All resubmittals shall include a brief revision summary and clearly identified changes on affected plan sheets*

---

## 14.3 Administrative Review and Appeals

If an applicant disagrees with a permit determination, the applicant may request administrative review in accordance with applicable Department procedures.

Requests for review must be submitted within the timeframe specified in the written determination.

Administrative review is intended to resolve disputes and does not guarantee reversal of the original decision.

---

## 14.4 Enforcement Authority

Utility work within IDOT ROW is subject to enforcement when performed without a permit or in violation of permit conditions or applicable requirements. Enforcement actions are exercised in accordance with applicable law and Department authority. Enforcement actions may include:

- Direction to suspend work,
- Requirement to correct non-compliant work,
- Revocation of a permit where warranted.

## **14.5 Resolution Through Coordination**

IDOT's preferred approach is to resolve issues through coordination and corrective action wherever feasible.

Early communication and cooperation are the most effective means of avoiding denials, enforcement actions, or appeals.

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# **SECTION 15 - COMMON ISSUES THAT DELAY PERMIT REVIEW + ISSUANCE**

The following issues commonly delay utility permit review. Identifying and addressing these items prior to submittal can significantly reduce review time and the need for resubmittals or permit extensions.

THIS SECTION IS INTENDED TO IMPROVE PERMIT PROCESSING EFFICIENCY AND DOES NOT ESTABLISH INDEPENDENT REQUIREMENTS BEYOND THOSE IDENTIFIED ELSEWHERE IN THIS GUIDE OR IN THE ISSUED PERMIT CONDITIONS.

---

## **15.1 Incomplete or Inconsistent Submittals**

- Missing required plans or traffic control information.
- Discrepancies between the permit application (OPER 1113) and the submitted plans.
- Inconsistent descriptions of scope, limits, or methods across documents.
- Submittals provided in multiple files rather than a single combined PDF package.

---

## **15.2 Unclear Location Information**

- Limits of work not clearly identified using from-to references.
- Lack of dimensioning from the ROW line and a second fixed roadway reference.
- Vague descriptions such as “various locations” without supporting detail.
- Multi-county work submitted under a single permit application.

Inadequate location clarity commonly results from missing cross-street references, unclear limits of work, or the absence of additional identifying information such as stationing or geographic coordinates where needed.

---

## **15.3 Traffic Control and Detour Issues**

- Traffic control plans missing, incomplete, or not aligned with the proposed work.
- Reliance on standard details where conditions clearly require a custom MOT plan.
- Detour concepts not reviewed by the District Detour Committee prior to permit submittal.
- Overnight or non-standard work hours requested late in the review process.

---

## **15.4 Unresolved Third-Party or Environmental Coordination**

- Outstanding coordination with municipalities, railroads, toll facilities, airports, or other agencies.
- Environmental considerations identified late in the process.
- Assumption that IDOT permit issuance substitutes for other required approvals.

---

## **15.5 Special Circumstances Identified Late**

- Bridge attachments not identified until after initial review.
- Variances to accommodation standards not flagged at submittal.
- Work on or adjacent to access-controlled areas identified late.
- Winter moratorium exceptions requested without advance coordination.

## **15.6 Changes During Review or Construction**

- Revisions to scope, alignment, or method submitted after review has begun.
- Field conditions discovered without prompt coordination.
- Assumption that minor changes do not require IDOT notification.

---

## **15.7 As-Built and Closeout Delays**

- As-built documentation not submitted as required by permit condition.
- As-built submittals lacking datum or method used, context.
- Permit extensions requested after original permit timeframes have expired.

---

## **15.8 File Quality and Performance Issues**

- Submittals that are unusually slow to load or difficult to view or navigate.
- Poor scan quality or illegible exhibits.
- Excessively large or unoptimized files that hinder review.

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# SECTION 16 - SUBMITTAL INSTRUCTIONS & CONTACTS

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## 16.1 Utility Permit Submittal

Utility permit application packages shall be submitted electronically as a single combined PDF to:

**DOT.D1.UtilityPermits@illinois.gov**

Submission by email does not constitute acceptance of the application as complete.

Once a submittal is accepted as complete and routed for review, the Department Utilities Unit will assign and communicate a **Reference Number (#)**, which serves as the external tracking identifier until the permit is issued and assigned an official permit number.

Applicants should retain the **Reference #** for future correspondence and tracking.

Applicants are strongly encouraged to use the following **file naming convention** to improve intake, tracking, and review efficiency:

UTILITYNAME\_ROUTE\_MUNICIPALITY\_COUNTY\_WORKTYPE.PDF

**Example:**

AT&T\_IL59\_NAPERVILLE\_DUPAGE\_OHINSTALL.PDF

AT&T\_IL59\_NAPERVILLE\_DUPAGE\_UGINSTALL.PDF

Use of this naming convention is not required for acceptance; however, incomplete, overly disorganized, or unusually slow-to-load submittals may delay review and may be returned, rejected or later denied.

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## 16.2 Permit Questions, Status Requests, and Tracking

All questions, status requests, and follow-up correspondence related to a utility permit submittal shall be directed to the **same email address and email chain used for the original permit submittal**, whenever possible.

Applicants should reference the assigned **Reference #** in all subsequent correspondence related to the submittal.

All resubmittals shall include a brief revision summary and clearly identified changes on affected plan sheets.

This approach ensures continuity of record, proper tracking, and efficient response.

*Routine status requests should **not** be sent to individual IDOT staff outside of the established submittal channel.*

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## 16.3 Contacts & Resources

### Region One Utilities Coordinator (R1UC)

Tyler Petersen – (847) 705-4578 – [Tyler.Petersen@illinois.gov](mailto:Tyler.Petersen@illinois.gov)

### Assistant to the R1UC

Jennifer Schilling – (847) 705-4268 – [DOT.D1.UtilitiesUnit@illinois.gov](mailto:DOT.D1.UtilitiesUnit@illinois.gov)

### Permit Applications, Re-Submittals, Status & General Questions

[DOT.D1.UtilityPermits@illinois.gov](mailto:DOT.D1.UtilityPermits@illinois.gov)

### District One Area Utility Coordinators

(per District One Utilities Unit Map)

#### Districtwide Water/Sewer & Various-Various PI Projects

Azzam Hamdan – (847) 705-4245 – [Azzam.Hamdan@illinois.gov](mailto:Azzam.Hamdan@illinois.gov)

#### Lake & McHenry

Paul Pence – (847) 705-4436 – [Paul.Pence@illinois.gov](mailto:Paul.Pence@illinois.gov)

#### Chicago (City only)

Rebecca Forbeck – (847) 705-4257 – [Rebecca.Forbeck@illinois.gov](mailto:Rebecca.Forbeck@illinois.gov)

#### Kane & North Cook (Devon Ave north, excl. Chicago)

Mohammed Farooq – (847) 705-4258 – [Mohammed.Farooq@illinois.gov](mailto:Mohammed.Farooq@illinois.gov)

#### DuPage & Central Cook (Devon to 123<sup>rd</sup>, excl. Chicago)

Hatem Sultan – (847) 221-3069 – [Hatem.Sultan@illinois.gov](mailto:Hatem.Sultan@illinois.gov)

#### Will & South Cook (south of 123<sup>rd</sup>, excl. Chicago)

John Vaccaro – (847) 705-4266 – [John.Vaccaro@illinois.gov](mailto:John.Vaccaro@illinois.gov)

### Other Key District Resources

#### Bureau of Maintenance (as-builts, storm sewer, microfilm)

(847) 705-4190 – Appointment required – \$5.78 per sheet

#### Bureau of Traffic

Traffic Signal Plans: (847) 705-4420

Roadway Lighting / ITS Plans: (847) 705-4424

Traffic Permits (Highway Access): [DOT.D1.TrafficPermits@illinois.gov](mailto:DOT.D1.TrafficPermits@illinois.gov)

#### Bureau of Land Acquisition

ROW Verification: [DOT.D1.ROW@illinois.gov](mailto:DOT.D1.ROW@illinois.gov)

# SECTION 17 - APPENDICES & REFERENCE MATERIALS

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## 17.1 Purpose of Appendices

The appendices included with this Guide are provided for convenience and reference only to assist applicants in preparing complete and accurate utility permit submittals.

Appendices do not establish independent requirements and do not supersede:

- Applicable statutes or administrative rules,
- Permit conditions,
- Approved plans,
- Written Department direction.

Where a conflict exists, the controlling statute, rule, or permit condition governs.

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## 17.2 Forms and Templates

The following forms are available online ([IDOT Forms Page](#)) at the locations noted below and are provided for applicant reference and use. These materials are informational and are not embedded within this Guide:

- [\*\*OPER 1113\*\*](#) – Utility Permit Application
- [\*\*OPER 1122\*\*](#) – Utility Permit Bond Form
- [\*\*OPER 2410\*\*](#) – The Department implements OPER 2410 through a GIS-based system for tracking work involving roadway openings of 17 feet 6 inches or less, or lane closures exceeding 48 consecutive hours. Applicants shall submit OPER 2410 online to the IDOT Central Bureau of Operations at <https://rci.app.dot.illinois.gov/>, identifying the maximum width restriction or closure of 48 hours or greater at least 21 days prior to the restriction becoming effective. The form shall be submitted and resubmitted as necessary during the life of the permit.
- [\*\*BSPE 725\*\*](#) (Traffic Control Authorization Request Form) – Required for planned lane closures outside of 9:00 AM to 3:00 PM, Monday-Friday, excluding holidays. (Blank)
- [\*\*Phone Flow Sheet\*\*](#) – used to convey field and contractor staff contact information.

Use of these forms does not modify permit requirements and does not guarantee permit approval. Example materials may be provided to illustrate typical or well-prepared submittals, including:

- Example OPER 1113 – For Illustration Only

Examples are not templates and must not be relied upon as approved formats or as substitutes for permit review.

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## 17.3 Guides, Handouts, and Instructions

The following guidance documents may be included to assist applicants in understanding common requirements and processes are informational only and are intended to improve submittal quality and reduce avoidable delays:

- Winter Moratorium Handout
- FAQ and Common Mistakes
- Permit Applicant Checklist

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# Winter Moratorium

From **November 1 through April 15**, the Illinois Department of Transportation (IDOT) imposes a winter moratorium on open cutting of pavement and activities that impact the traveled way. The moratorium is necessary due to snow and ice operations and the limited availability of materials required for proper pavement restoration.

The moratorium applies to, but is not limited to:

- Open cutting of pavement.
- Observation holes associated with directional boring.
- Lane closures for manhole access or similar operations.

Requests to perform work during the winter moratorium are evaluated case by case. If winter work is approved, the following conditions apply:

1. **Snow and Weather Conditions:** Except in a true emergency, no lane closures or pavement work will be permitted when snow is forecasted or when snow or ice remains on the roadway.
2. **Overnight Lane Closures:** Overnight lane closures are prohibited unless explicitly authorized in advance by the Department. Approval granted prior to the winter moratorium does not carry over; separate winter authorization requesting winter moratorium variance is required.
3. **Daily Restoration Requirements:**  
All excavations must be fully restored by the end of each workday or backfilled.
  - Steel plates are prohibited unless expressly authorized by the Area Utility Coordinator, subject to specifications for pinning, non-skid surfacing, edge treatment, and daily inspection.
  - Pavement patches must be a minimum of 5 feet by 5 feet.
  - Flowable fill shall be placed in accordance with Section 1019 of the Standard Specifications.
4. **Temporary Pavement Materials:** If ready-mix concrete or asphalt is unavailable, temporary restoration may be performed using approved materials, including **OPTIMIX, SYLCRETE, UPM, or QPR-2000**, as directed by the Department.
5. **Permanent Restoration:** All temporary restorations must be permanently restored during the following construction season.
  - Photographic documentation of the permanent restoration shall be submitted with the completion notice when the permitted work is finalized.

For questions or additional information, contact the appropriate Area Utility Coordinator or the Region One Utility Coordinator, Tyler Petersen at [Tyler.Petersen@illinois.gov](mailto:Tyler.Petersen@illinois.gov) or at 847-705-4578.

## Frequently Asked Questions (FAQ)

- **Do I need a utility permit if my work is outside the pavement?**

Yes, if the work involves any work-related use of IDOT ROW, including shoulders, slopes, sidewalks, parkways, staging, access, or traffic control.

- **Does routine maintenance require a permit?**

Routine maintenance requires a permit when the activity involves entry into IDOT ROW for the purpose of performing work, disturbs the ROW, or affects traffic operations. Activities that do not disturb the ROW may still require coordination depending on location, method, and site conditions.

- **Are pre-submission meetings required?**

No. Pre-submission coordination is limited and used only for higher-impact or non-typical situations such as bridge attachments, access-controlled facilities, detours, or winter moratorium exceptions.

- **What is a Reference Number and how is it used?**

After a submittal is accepted, IDOT assigns a Reference Number, which is the applicant's tracking number until a permit is issued. The Reference Number should be used in all follow-up correspondence.

- **Can work begin while a permit is under review?**

No. Utility work within IDOT ROW must not begin until a permit is issued, except for emergency work authorized through the verbal authorization process.

- **Can overnight or non-standard work hours be approved?**

Possibly, but they are not preferred and must be identified and justified at the time of submittal. Approval is discretionary and addressed through permit conditions.

- **Are utility plans required to meet IDOT CADD standards?**

No. Plans must be scalable, legible, and professionally prepared, it is preferred especially for relocation permit plans tied to IDOT Public Improvement (PI) Projects, but utilities are not required to use IDOT software or standards unless under contract with IDOT.

- **Does IDOT provide utility records or confirm utility locations?**

No. Utilities are responsible for maintaining and providing records of their own facilities. IDOT records are not a substitute for utility coordination or locating responsibilities.

- **Are winter moratorium exceptions automatic?**

No. Winter work is evaluated on a case-by-case basis and requires explicit Department approval. Approval granted prior to the winter moratorium does not carry over into the moratorium period. Daytime work or lane closures may be permitted during the moratorium on days when no snow is present or forecasted, subject to Department approval and permit conditions.

- **Does permit closeout mean IDOT accepted the work?**

No. Permit closeout is an administrative action only and does not constitute acceptance, certification, or approval of construction quality. The Department may require correction, adjustment, relocation, or removal of facilities in the future if necessary for highway operations, maintenance, safety, or construction purposes, in accordance with applicable law and permit conditions.

## Common Mistakes That Delay Review

The following issues are the most frequent causes of delayed review, resubmittals, or requests for clarification. Addressing these items prior to submittal will significantly improve review efficiency.

- Multi-county or Area Coordinator crossing work submitted under a single permit application.
- Submitting incomplete or inconsistent application packages.
- Poor file quality, excessive file size, or slow-loading PDF submittals.
- Inconsistencies between the written work description and the plans.
- Plans that are not scalable or lack clear limits of work.
- Utility locations not dimensioned from the ROW line and a second fixed roadway reference.
- Traffic control plans missing or not aligned with the proposed work.
- Traffic control limits that do not match proposed staging.
- Overnight work, detours, or winter moratorium exceptions identified late.
- Bridge attachments or variances not flagged at the time of submittal.
- As-built documentation missing or not submitted when required by permit condition.
- Emergency follow-up submittals not provided within the required timeframe or with the Verbal # that was assigned at time of incident.

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## How to Avoid Delays

Applicants are strongly encouraged to:

- Submit a single, complete, reduced PDF package to:
  - [DOT.D1.UtilityPermits@illinois.gov](mailto:DOT.D1.UtilityPermits@illinois.gov)
    - Subject: UT PERMIT: UTILITYNAME\_ROUTE\_TO\_FROM\_MUNICIPALITY\_COUNTY
    - File Name: UTILITYNAME\_ROUTE\_MUNICIPALITY\_COUNTY\_WORKTYPE.PDF
- Ensure the permit application (OPER 1113), plans, and traffic control information are consistent.
- Clearly identify special circumstances at the time of submittal.
- Identify winter work, overnight work, and non-standard traffic control early.
- Use scalable plans with clear and complete location references.
- Respond promptly and completely to Department review comments.
- Keep all permit related correspondence on the same email chain utilizing REF # or Permit #.

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### ***- Important Note -***

*This section is provided for informational purposes only. It does not establish independent permit requirements, alter Department discretion, or guarantee permit approval. Final determinations are based on the complete permit application, approved plans, permit conditions, and applicable law.*

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## District 1 Utility Permit Application Checklist

Use this checklist before submitting a utility permit to help ensure a complete, review-ready package.

### Permit Applicability

- Confirm the proposed work involves work-related use of IDOT State highway right-of-way (ROW).
- Confirm a utility permit is required for the proposed activity.

### Permit Application (OPER 1113)

- Current OPER 1113 form used.
- Utility owner or municipality listed as permittee (not contractor or consultant).
- State route,  municipality, and  county.
- Clear from—to limits (*nearest cross street to nearest cross street, not the route designation*).
- Description of work matches the plans.
- Installation method.
- Utility size  type and  material described.
- Anticipated traffic impacts identified.
- Identify whether the work is Public Improvement (PI) or Non-PI.
- If work crosses a county boundary, submit separate permit applications.

### Plans and Supporting Exhibits

- Plans are legible, scalable, and professionally prepared.
- Limits of work clearly shown.
- Utility size  type and  material identified.
- Installation method shown and consistent with application.
- Utility locations dimensioned from:
- ROW line, and  One additional fixed roadway reference.
- Existing conditions shown to the extent reasonably available.

### Traffic Control

- Traffic control information included.
- IDOT standard details used where applicable.
- Custom MOT provided where standards do not apply.
- Traffic control limits align with staging.
- MUTCD & IL Supplement Compliant?
- Detour concept approved by District Detour Committee, if required.  Date attended.
- Overnight or non-standard work hours identified and justified, if proposed.
- BSPE 725 required?  Attached?
- OPER 2410 required?  Completed?

### Special Circumstances (If Applicable)

- Bridge attachment identified.
- Variance to accommodation standards identified.
- Access-controlled facility impacts identified.
- Environmental considerations addressed.
- Winter moratorium exception requested.

### File Preparation and Submittal

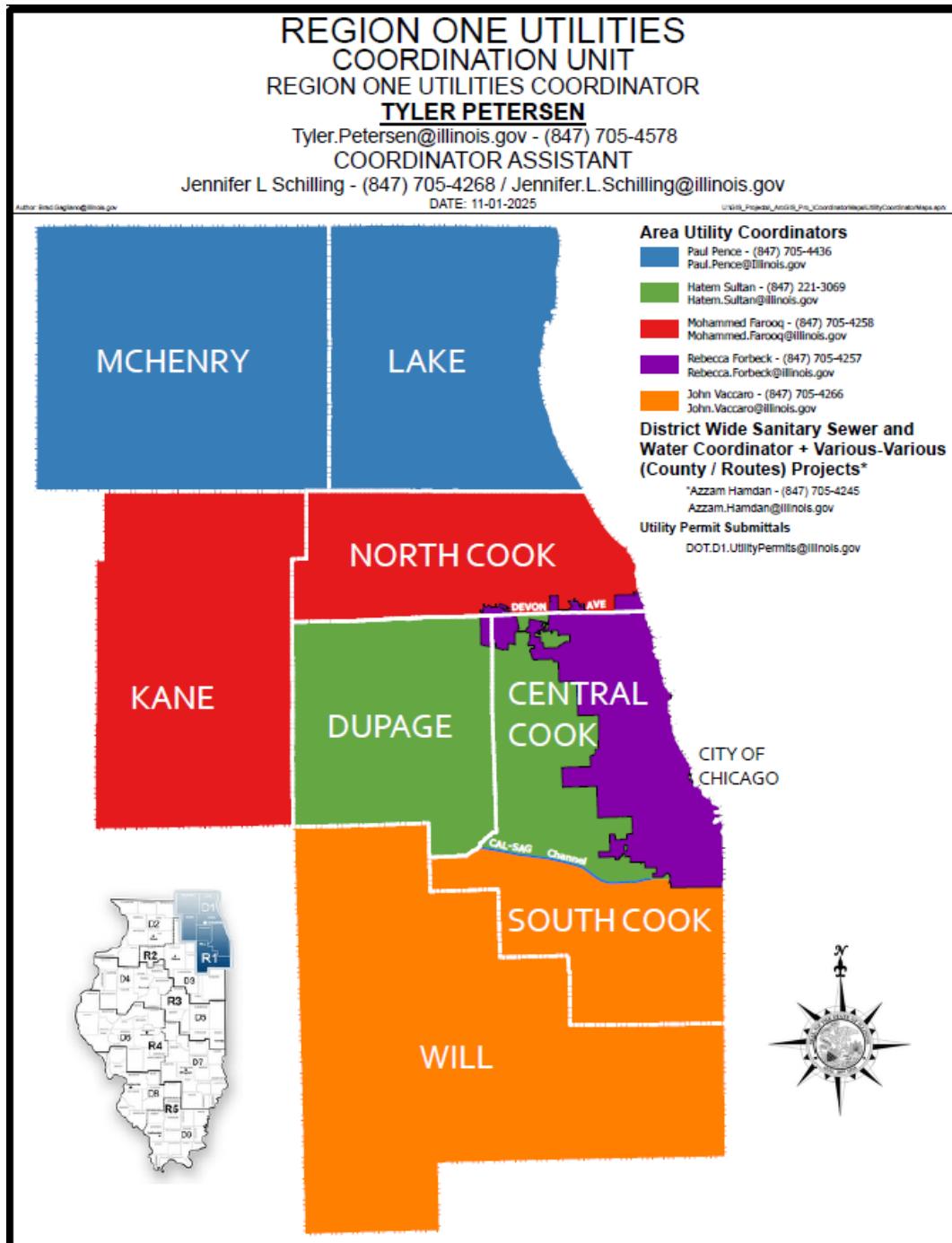
- All materials combined into a single PDF.
- File size optimized and loads efficiently.
- Submittal sent to [DOT.D1.UtilityPermits@illinois.gov](mailto:DOT.D1.UtilityPermits@illinois.gov)
- Reference Number retained for tracking.
- Follow-up correspondence kept on the same email chain.

**Note:** This checklist is informational only and does not establish independent permit requirements or guarantee permit approval. Review is based on the complete application package, approved plans, permit conditions, and applicable law.

## 17.4 Maps and Jurisdictional References

The following maps, reference materials or links are included to assist applicants in understanding general jurisdictional context and are provided as general references only. Jurisdiction and ROW determinations are made based on official records and are not established by map screenshots or excerpts:

- Utility Unit Map. (*available upon request*).
- Maintenance Jurisdiction Map (*available upon request*).
- [IROADS](#) online.
- [The Department's jurisdiction map](#).
- [The Department's ArcGIS Open Data Portal](#) page.

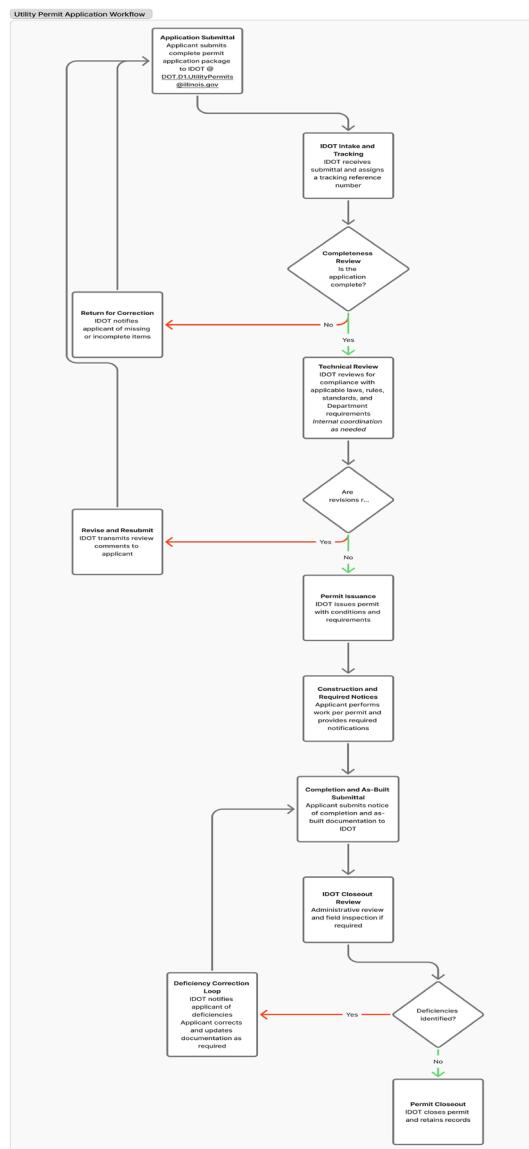


## 17.5 Utility Permit Application Workflow & Diagram

The workflow is informational does not establish timelines, create procedural rights, or limit the Department's discretion in reviewing, conditioning, issuing, or denying a utility permit and may vary depending on the nature, complexity, timing, and coordination requirements of the proposed work. Not all steps apply to every permit, and the sequence or duration of steps may change based on circumstances. It is intended to help applicants understand the general sequence of steps that may occur after submittal, including:

- Application intake and completeness review,
- Assignment of a Reference Number,
- Technical review and internal coordination,
- Revision and resubmittal loops, as needed,
- Permit issuance,
- Construction and required notifications,
- Completion, required documentation, inspection and administrative closeout.

The **Utility Permit Application Workflow Diagram** illustrates the typical process used by the IDOT Utilities Unit to receive, review, and process utility permit applications.



## **17.6 Updates and Availability**

Appendices and reference materials may be updated periodically to reflect process improvements, administrative changes, or updated forms.

Updates to appendices do not alter permit requirements unless explicitly incorporated into permit conditions or governing authority.

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Illinois Department  
of Transportation

# LEAVE THIS AREA BLANK, IT WILL BE USED BY IDOT

Utility Permit

IDOT Public Improvement  Yes  No

IDOT Permit No.  Leave blank, IDOT to fill out

Utility Reference No.  This is the utility/muni  
internal reference #

Name of Applicant

E-mail

I (We)  Utility Company or Municipality

Must include

Mailing Address

City

State

Zip Code

hereinafter termed the Permittee, request permission and authority to occupy, and to do certain work herein described on, the right-of-way

of the State highway known as IL 43, US 30, I-80, Lake-Cook Rd., Section Put town here,

in \_\_\_\_\_ County.

Indicate nearest cross streets

Location Reference Begin \_\_\_\_\_ End \_\_\_\_\_

The work is described in detail below and/or on the attached sketch or plans.

Please describe in detail in this box, utilizing page 3 for spill over as needed.

This permit covers the operation and presence of specified equipment, material or facility on the right-of-way that may be related to the authorized work. A copy of this permit must be present when crews or equipment occupy highway right-of way. Failure to comply may result in the cessation of all construction.

This permit is subject to conditions and restrictions of Part 530 of Title 92 of the Illinois Administrative Code, Accommodation of Utilities on Right-of-Way of the Illinois State Highway System. The removal, relocation or modification of facilities permitted to occupy the right-of-way is governed by Section 9-113 of the Illinois Highway Code, as amended by Public Act 92-0470. The Permittee agrees to comply with the requirements of these laws and with all terms and conditions established by this permit. This permit is subject to revocation by the Department on violation of the terms and conditions governing its use.

Permit Applicant must notify the Department by email at [DOT.D1.UtilitiesUnit@illinois.gov](mailto:DOT.D1.UtilitiesUnit@illinois.gov) 72 hours prior to the start of work & within 72 hours of work completion. Failure to notify the Department prior to start of work can result in revocation of the permit. Should you have any questions concerning this permit, please contact our Region One Utilities Coordinator at (847) 705-4258.

Permittee Signature & Date

Utility, Municipality or agent of

Name of Permittee or Agent (Print or Type)

Name and Email

Mailing Address

City

State Zip Code

LEAVE THIS AREA BLANK,  
IT WILL BE USED BY IDOT

The work authorized by this permit shall be completed by \_\_\_\_\_ or within \_\_\_\_\_ calendar days (180 days max.) after the date of approval by the Department, otherwise the permit will be considered null and void.

Public Improvement Projects only: The anticipated letting date is Leave blank

The permit allowing occupancy and work on state right-of-way is approved. The Utility Coordination Council established by the Department in the area covered by this permit is the district in which the permit was issued.

Regional Engineer or Designee Signature & Date

LEAVE THIS AREA BLANK,  
IT WILL BE USED BY IDOT

This permit is subject to the conditions and restrictions **established in accordance with the Illinois Highway Code and Part 530 of Title 92 of the Illinois Administrative Code** including but not limited to the following:

- (1) The applicant represents all parties in interest and shall furnish material, do all work, pay all costs and shall in a reasonable length of time restore the damaged portions of the highway to a condition similar or equal to that existing before the commencement of the described work, including any landscape restoration necessary. (See Section 530.250 of Title 92).
- (2) The proposed work shall be located and constructed to the satisfaction of the Regional Engineer or his duly authorized representative. No revisions or additions shall be made to the proposed work on the right-of-way without the written permission of the Regional Engineer or his duly authorized representative (See Section 530.200 of Title 92). **In certain circumstances the Department may require that the construction plans and/or the as-built documents be sealed by an Illinois Registered Professional Engineer.** Typical of such projects would be petroleum or gas pipelines.
- (3) The applicant shall at all times conduct the work in such a manner as to minimize hazards to vehicular and pedestrian traffic. All signs, barricades, flaggers, etc., required for traffic control shall be furnished by the applicant. (See Section 530.240 of Title 92).
- (4) The applicant must ascertain the presence of Highway Authority Agreements established in accordance with 35 Ill. Admin. Code Section 742.1020 in the path of its proposed installation and take precautions to protect its workers, human health and the environment in those areas. (See Section 530.240 of Title 92). Where contamination is encountered through excavation in the ROW, it should be managed offsite and IDOT's generator number for the appropriate county may be used.
- (5) The applicant shall not trim, cut or in any way disturb any trees or shrubbery along the highway without the approval of the Regional Engineer or his duly authorized representative. (See Section 530.600 of Title 92).
- (6) The facilities authorized to occupy the right-of-way by this permit are subject to removal, relocation or modification by the permittee at no expense to the State on notice given by the Department in accordance with Section 9-113 of the Illinois Highway Code, as amended. Participation by the permittee in the UTILITY Coordination Council identified on page one of this permit is required as a condition of this permit. Permittee shall cooperate with the Department with the scheduling of any removal, relocation or modification deemed necessary for highway or highway safety purposes, and, if Utility Coordination Council participation is required by this permit, with the activities of the council identified on the first page of this permit. (See Section 9-113 of the Illinois Highway Code.) Use of and compliance with current IDOT Traffic Control Standards will be required.
- (7) If the applicant and the District cannot agree either on whether the permit should be issued or on what conditions would be appropriate, the applicant may, within 30 days of the issuance of written notice of the District's position, appeal the District's determination to the Chief of the Department's Central Bureau of Operations. (See Section 530.900 of Title 92).
- (8) The permittee agrees to fully comply with the following legal obligations in advance of entering and while upon any Right-of-way within the Illinois State Highway System.
  - a) Only a permit issued by the Department under this Part will satisfy the "written consent" requirement of Section 9-113 of the Illinois Highway Code (the Code).
  - b) A permit from the Department grants a license only to undertake certain activities in accordance with this Part on a State right-of-way, and does not create a property right or grant authority to the permittee to impinge on the rights of others who may have an interest in the right-of-way. Such others might include an owner of an underlying fee simple interest if the right-of-way is owned as an easement or dedication of right of way, an owner of an easement, or another permittee.
  - c) It shall be the responsibility of the permittee to ascertain the presence and location of existing above-ground or underground facilities on the highway right-of-way to be occupied by their proposed facilities. The Department will make its permit records available to a permittee for the purpose of identifying possible facilities. When notified of an excavation or when requested by the Department, a permittee shall locate, physically mark, and indicate the depth of its underground facilities within 48 hours excluding weekends and holidays.
  - d) The permittee shall avoid conflicts with any existing underground or above-ground facilities on or near the highway right-of-way. Both the Department and J.U.L.I.E. are to be contacted for assistance during the application process.
  - e) The permittee shall comply with all other applicable laws relating to the placement of utility lines.
  - f) The issuance of a utility permit by the Department does not excuse the permittee from complying with any existing statutes, local regulations or requirements of other Department (e.g., oversize and overweight vehicles) or the requirements of other State agencies including, but not limited to, the following:
    - Illinois Commerce Commission, Illinois Department of Agriculture
    - Illinois Department of Natural Resources, Illinois Department of Mines and Minerals
    - Illinois Environmental Protection Agency, Illinois Historic Preservation Agency
  - g) Rights of abutting and underlying property owners are protected by common law and Sections 9-113 and 9-127 of the Code. The permittee will address these rights prior to initiating activities on State right-of-way. The Department will not be a party in any negotiations between the utility and abutting property owners.
  - h) In no case shall the permit give or be construed to give an entity any easement, leasehold or other property interest of any kind in, upon, under, above or along the State highway right-of-way.
  - i) Each person responsible for a utility, in place on the effective date of this Part, on a State highway right-of-way shall notify the Department in writing, if that facility does not comply with this Part. The Department shall treat such a notice as a request for a variance under Section 530.130. Until informed that a variance will not be granted, a person responsible for a pre-existing utility will not be in violation of this Part. The failure to provide such notice constitutes a violation of this Part and of the utility accommodation permit (if any) and would justify the imposition of the sanctions set forth in Section 530.810.

Work to be coordinated with Department Reps:

Department Rep 1

Phone

**IDOT Maintenance Yard**

Phone

Department Rep 2

Phone

**Leave blank, IDOT to fill out when applicable with IDOT RE Information**

Utility Contact Person/E-mail

Phone

**Utility/Municipal Representative responsible for field oversight - Name & Email**

Work to be done by:

Contractor

**To be provided at time of application or submitted as soon as reasonably possible before work begins. Name & Email**

Daytime Phone

Emergency Phone

Traffic control operation:

Number of lane closures

Time of closures

Consecutive

9-3, unless valid reasoning  
accompanies submittal

**LEAVE THIS AREA BLANK,  
IT WILL BE USED BY IDOT**

Other Applicable Requirements

THIS CAN BE USED AS UTILITY/MUNICIPAL DESCRIPTION OVERRUN BUT DO NOT EXCEED

LEAVE THIS AREA BLANK,  
IT WILL BE USED BY IDOT



## Utility Permit

IDOT Public Improvement  Yes  No

IDOT Permit No. \_\_\_\_\_

Utility Reference No. \_\_\_\_\_

Name of Applicant \_\_\_\_\_

E-mail \_\_\_\_\_

I (We) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

hereinafter termed the Permittee, request permission and authority to occupy, and to do certain work herein described on, the right-of-way of the State highway known as \_\_\_\_\_, Section \_\_\_\_\_, in \_\_\_\_\_ County.

Location Reference Begin \_\_\_\_\_ End \_\_\_\_\_

The work is described in detail below and/or on the attached sketch or plans.

This permit covers the operation and presence of specified equipment, material or facility on the right-of-way that may be related to the authorized work. A copy of this permit must be present when crews or equipment occupy highway right-of way. Failure to comply may result in the cessation of all construction.

This permit is subject to conditions and restrictions of Part 530 of Title 92 of the Illinois Administrative Code, Accommodation of Utilities on Right-of-Way of the Illinois State Highway System. The removal, relocation or modification of facilities permitted to occupy the right-of-way is governed by Section 9-113 of the Illinois Highway Code, as amended by Public Act 92-0470. The Permittee agrees to comply with the requirements of these laws and with all terms and conditions established by this permit. This permit is subject to revocation by the Department on violation of the terms and conditions governing its use.

Permittee Signature & Date

Name of Permittee or Agent (Print or Type)

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

The work authorized by this permit shall be completed by \_\_\_\_\_ or within \_\_\_\_\_ calendar days (180 days max.) after the date of approval by the Department, otherwise the permit will be considered null and void.

Public Improvement Projects only: The anticipated letting date is \_\_\_\_\_. The permit allowing occupancy and work on state right-of-way is approved. The Utility Coordination Council established by the Department in the area covered by this permit is the district in which the permit was issued.

Regional Engineer or Designee Signature & Date

This permit is subject to the conditions and restrictions **established in accordance with the Illinois Highway Code and Part 530 of Title 92 of the Illinois Administrative Code** including but not limited to the following:

- (1) The applicant represents all parties in interest and shall furnish material, do all work, pay all costs and shall in a reasonable length of time restore the damaged portions of the highway to a condition similar or equal to that existing before the commencement of the described work, including any landscape restoration necessary. (See Section 530.250 of Title 92).
- (2) The proposed work shall be located and constructed to the satisfaction of the Regional Engineer or his duly authorized representative. No revisions or additions shall be made to the proposed work on the right-of-way without the written permission of the Regional Engineer or his duly authorized representative (See Section 530.200 of Title 92). **In certain circumstances the Department may require that the construction plans and/or the as-built documents be sealed by an Illinois Registered Professional Engineer.** Typical of such projects would be petroleum or gas pipelines.
- (3) The applicant shall at all times conduct the work in such a manner as to minimize hazards to vehicular and pedestrian traffic. All signs, barricades, flaggers, etc., required for traffic control shall be furnished by the applicant. (See Section 530.240 of Title 92).
- (4) The applicant must ascertain the presence of Highway Authority Agreements established in accordance with 35 Ill. Admin. Code Section 742.1020 in the path of its proposed installation and take precautions to protect its workers, human health and the environment in those areas. (See Section 530.240 of Title 92). Where contamination is encountered through excavation in the ROW, it should be managed offsite and IDOT's generator number for the appropriate county may be used.
- (5) The applicant shall not trim, cut or in any way disturb any trees or shrubbery along the highway without the approval of the Regional Engineer or his duly authorized representative. (See Section 530.600 of Title 92).
- (6) The facilities authorized to occupy the right-of-way by this permit are subject to removal, relocation or modification by the permittee at no expense to the State on notice given by the Department in accordance with Section 9-113 of the Illinois Highway Code, as amended. Participation by the permittee in the UTILITY Coordination Council identified on page one of this permit is required as a condition of this permit. Permittee shall cooperate with the Department with the scheduling of any removal, relocation or modification deemed necessary for highway or highway safety purposes, and, if Utility Coordination Council participation is required by this permit, with the activities of the council identified on the first page of this permit. (See Section 9-113 of the Illinois Highway Code.) Use of and compliance with current IDOT Traffic Control Standards will be required.
- (7) If the applicant and the District cannot agree either on whether the permit should be issued or on what conditions would be appropriate, the applicant may, within 30 days of the issuance of written notice of the District's position, appeal the District's determination to the Chief of the Department's Central Bureau of Operations. (See Section 530.900 of Title 92).
- (8) The permittee agrees to fully comply with the following legal obligations in advance of entering and while upon any Right-of-way within the Illinois State Highway System.
  - a) Only a permit issued by the Department under this Part will satisfy the "written consent" requirement of Section 9-113 of the Illinois Highway Code (the Code).
  - b) A permit from the Department grants a license only to undertake certain activities in accordance with this Part on a State right-of-way, and does not create a property right or grant authority to the permittee to impinge on the rights of others who may have an interest in the right-of-way. Such others might include an owner of an underlying fee simple interest if the right-of-way is owned as an easement or dedication of right of way, an owner of an easement, or another permittee.
  - c) It shall be the responsibility of the permittee to ascertain the presence and location of existing above-ground or underground facilities on the highway right-of-way to be occupied by their proposed facilities. The Department will make its permit records available to a permittee for the purpose of identifying possible facilities. When notified of an excavation or when requested by the Department, a permittee shall locate, physically mark, and indicate the depth of its underground facilities within 48 hours excluding weekends and holidays.
  - d) The permittee shall avoid conflicts with any existing underground or above-ground facilities on or near the highway right-of-way. Both the Department and J.U.L.I.E. are to be contacted for assistance during the application process.
  - e) The permittee shall comply with all other applicable laws relating to the placement of utility lines.
  - f) The issuance of a utility permit by the Department does not excuse the permittee from complying with any existing statutes, local regulations or requirements of other Department (e.g., oversize and overweight vehicles) or the requirements of other State agencies including, but not limited to, the following:
    - Illinois Commerce Commission, Illinois Department of Agriculture
    - Illinois Department of Natural Resources, Illinois Department of Mines and Minerals
    - Illinois Environmental Protection Agency, Illinois Historic Preservation Agency
  - g) Rights of abutting and underlying property owners are protected by common law and Sections 9-113 and 9-127 of the Code. The permittee will address these rights prior to initiating activities on State right-of-way. The Department will not be a party in any negotiations between the utility and abutting property owners.
  - h) In no case shall the permit give or be construed to give an entity any easement, leasehold or other property interest of any kind in, upon, under, above or along the State highway right-of-way.
  - i) Each person responsible for a utility, in place on the effective date of this Part, on a State highway right-of-way shall notify the Department in writing, if that facility does not comply with this Part. The Department shall treat such a notice as a request for a variance under Section 530.130. Until informed that a variance will not be granted, a person responsible for a pre-existing utility will not be in violation of this Part. The failure to provide such notice constitutes a violation of this Part and of the utility accommodation permit (if any) and would justify the imposition of the sanctions set forth in Section 530.810.

Work to be coordinated with Department Reps:

Department Rep 1	Phone
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Department Rep 2	Phone
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Utility Contact Person/E-mail	Phone
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Work to be done by:

Contractor
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Daytime Phone	Emergency Phone
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Traffic control operation:

Number of lane closures	Time of closures
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Other Applicable Requirements

## OPER 1113: Utility Permit Instructions

**IDOT Public Improvement:** Please indicate whether the work in this permit is as a result of Department-initiated improvements.

**IDOT Permit No.:** To be completed by IDOT personnel (please leave blank).

**Utility Reference No.:** Please indicate the utility company's reference number for the project / work order (if applicable).

**Name of Applicant:** Please enter the name of the entity that is applying for the associated permit (the entity that will ultimately be responsible for maintenance of the installed utility). This entity must be a municipality and/or utility owner.

**E-Mail Address:** Please enter the e-mail address of the individual or general mail box where the executed permit should be sent (if applicable).

**Mailing Address:** Please enter the applicant's mailing address.

**City:** Please enter the applicant's city.

**State & ZIP:** Please enter the applicant's state and ZIP code.

**State Highway Known As:** Please enter either the route common name (e.g. US 36) or Federal Aid route number (e.g. FAP 323) for the highway that you are requesting to occupy.

**Section:** If known, please enter the Department's section designation for the portion of the highway that you are requesting to occupy.

**County:** Please indicate which county or counties your requested right-of-way occupation will be within.

**Location Reference:** From the drop-down, please indicate which type of reference data you will be providing to more accurately affix the location of the right-of-way occupation. It is understood that location maps and plan sheets included with your submittal will also provide an accurate location of the occupation.

**•Location Reference:** If using location reference, please identify the side road intersections nearest the beginning and ending locations of the requested occupation, as well as the distance and direction to these sideroads (e.g. Begin 500 feet east of Williams Street; End 250 feet west of Fourth Avenue).

**•Latitude / Longitude:** Please indicate the latitude / longitude (to 6 decimal places) of the beginning and ending locations of the requested occupation.

**•IDOT Stationing:** Please indicate the stations corresponding to the beginning and ending locations of the requested occupation. This information can typically be found on the roadway pavement placed at 250-foot intervals or on right-of-way plats (where available).

**•State Plane Coordinates:** Please indicate the coordinate corresponding to the beginning and ending locations of the requested occupation. Provided coordinates must be in accordance with the current version of the IDOT Survey Manual.

**Description of Work:** Please describe the work proposed as part of the right-of-way occupancy. Include location information and the IDOT Contract Number (if applicable and/or known). Indicate the utility type, size and lengths as well as whether the requested occupancy is parallel, crossing or both.

**Signature of Permittee or Agent & Date:** As the permittee or agent, please sign and date the utility permit application.

**Name of Permittee or Agent:** Please type or print the name of the permittee or agent.

**Mailing Address:** Please enter the permittee or agent mailing address.

**City:** Please enter the permittee or agent city.

**State:** Please enter the permittee or agent state.

**ZIP:** Please enter the permittee or agent ZIP code.

**Work Timeframe:** Please enter the anticipated completion date or number of days needed complete the work described in this permit application.

**Anticipated Letting Date:** Where an IDOT Public Improvement Project triggered the initiation of the proposed occupancy, please indicate the underlying project's letting date (if known).

**Signature and Date of Illinois Department of Transportation:** To be completed by IDOT personnel (please leave blank).

**Work to be Coordinated with Department Representatives:** Where additional coordination with Department personnel

may be necessary as part of proposed utility occupation on right-of-way, their contact information may be listed in this area. To be completed by IDOT personnel (please leave blank).

**Utility Contact Person / E-Mail:** Please enter the name, e-mail address and phone number of the utility contact person responsible for the work shown in this permit. This person should be able to answer questions that may arise during permit application review.

**Work to be Done by Contractor:** Where installation of the utility that you are requesting occupancy for will be completed an independent contractor, please enter the contractor's name and phone numbers as indicated.

**Traffic Control Operation:**

•**Number of Lane Closures:** Please indicate the number of lane closures anticipated for the proposed utility installation and occupancy. This number should include both the number of lanes to be closed as well as the number of times that the lanes are anticipated to be closed (e.g. 1 lane @ 4 occurrences).

•**Time of Closures:** Please indicate the anticipated timing of the proposed closures (e.g. ~~7am to 4pm~~).

9 am to 3 pm

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# Illinois Department of Transportation

## Individual Utility Permit Bond

Bond No. \_\_\_\_\_

We \_\_\_\_\_, \_\_\_\_\_  
(Mailing Address)

as Permittee, and \_\_\_\_\_, as Surety, do hereby guarantee performance  
of the work described in the Illinois Department of Transportation Utility Permit number \_\_\_\_\_ which  
grants permission and authority to perform that work upon or adjacent to \_\_\_\_\_

Route \_\_\_\_\_ in \_\_\_\_\_ County in accordance with the terms  
and description in the permit and sketch and with Part 530 of Title 92 of the Illinois Administrative Code, Accommodation of  
Utilities on Right-of-Way of the Illinois State Highway System.

If the Permittee performs the work in accordance with the terms and conditions of and description in the permit and sketch  
and with Part 530 of Title 92 of the Illinois Administrative Code, Accommodation of Utilities on Right-of-Way of the Illinois  
State Highway System, no claim or demand will be made against this bond's monetary obligation. Otherwise, the Surety is  
liable to the Department for all expenses incurred in any action in which it prevails against the Permittee or Surety.

Surety's monetary responsibility under this bond is limited to \$ \_\_\_\_\_ and shall also be the responsibility  
of its successors and assigns for five years.

Surety shall provide written notice to the Illinois Secretary of Transportation at least 30 days prior to the inability (due to  
dissolution or otherwise) of Surety to fulfill its commitments under this bond. Permittee and Surety have a joint and severable  
responsibility to replace Surety within the 30 day period with another Surety acceptable to the department.

By our signatures below, we commit ourselves to the terms and the conditions of this bond:

---

Signature of Agent for Surety

---

Name of Surety (Print or Type)

---

Mailing Address

---

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

---

(      )  
Telephone Number

---

Date

---

Signature of Agent for Permittee

---

Name of Permittee (Print or Type)

---

Mailing Address

---

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

---

(      )  
Telephone Number

---

Date

**ILLINOIS DEPARTMENT OF TRANSPORTATION – DISTRICT 1**  
**UTILITY PERMIT COMPLETION NOTICE (Administrative Notification Only)**

Permit Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Reference Number (if applicable): \_\_\_\_\_

Permittee (Utility Owner): \_\_\_\_\_

Contractor: \_\_\_\_\_

Route: \_\_\_\_\_

Location (From–To): \_\_\_\_\_

County: \_\_\_\_\_

Type of Work: \_\_\_\_\_

Completion Date of Work in IDOT ROW: \_\_\_\_\_

**Work Status:**

- All permitted work complete; including restoration
- Construction complete; restoration pending per permit
- Emergency work complete; follow-up permit submitted

**As-Built Documentation:**

- Attached
- Previously submitted (Date: \_\_\_\_\_)
- Not required per permit

**Permittee Certification (Administrative):**

I certify that the permitted work identified above has been completed in accordance with the issued permit and that required documentation has been submitted or will be submitted as required by permit conditions.

Signature: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Company: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

**Important Note:**

Submission of this Completion Notice does not constitute acceptance, certification, or approval of the permitted work by the Illinois Department of Transportation. IDOT retains the right to require correction, adjustment, or additional restoration in accordance with the permit and applicable law.