

Deleting, Withdrawing or Cancelling a RULIS Utility Permit Application

A RULIS Job Aid

Roles Impacted

Utility Consultant
Utility Owner
District Permit
Coordinator

Last Revised

October 2025



Introduction

This guide explains when and how to delete, withdraw, or cancel a permit in RULIS, based on its status and whether it has been submitted to or approved by the Texas Department of Transportation (TxDOT). Understanding the correct action to take—whether a permit should be deleted, withdrawn, or canceled—helps ensure proper documentation and compliance with TxDOT procedures throughout the permit lifecycle.

Process Overview

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Permit Status & Correct Action Overview

The table below outlines the appropriate action—delete, withdraw, or cancel—based on the status of the Design workflow, Utility Permit (/UP) workflow, or Inspection (/UP/I) workflow in RULIS. Use this as a reference to determine the correct next step in managing your permit.

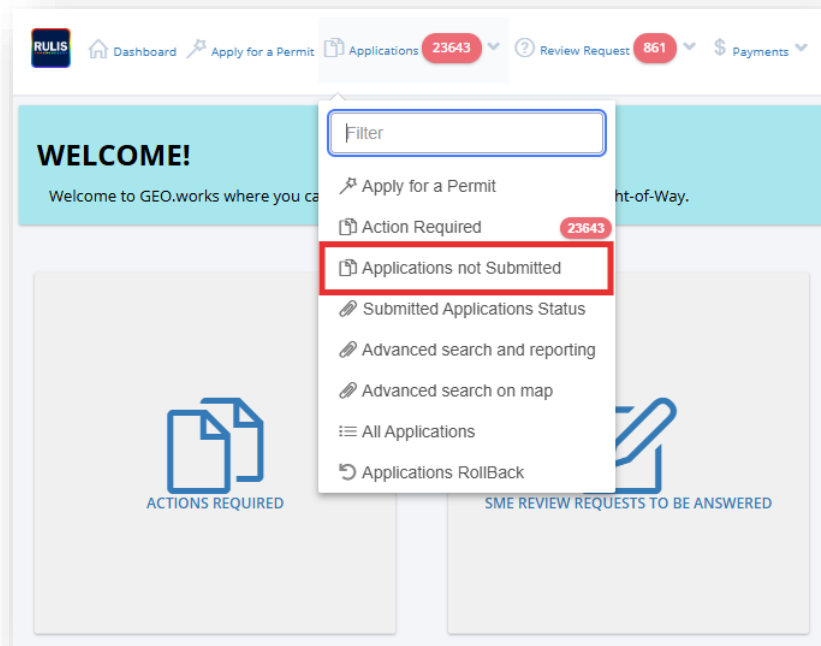
Status	Workflow	Correct Action
Starting Status - Creating Work Area	Design	Delete
Applicant Completing the Form	/UP	Withdraw
Entering Design	Design	Withdraw
Utility Owner Acknowledgment	/UP	Withdraw
Initial Review	/UP	Request Cancellation
Waiting for Permit Approval	Design	Request Cancellation
Additional Information Required	/UP	Request Cancellation
Selecting SME Reviewers	/UP	Request Cancellation
Waiting for/Checking SME Responses	/UP	Request Cancellation
Exception	/UP	Request Cancellation
DPC – Permit Review	/UP	Request Cancellation
Approver Review	/UP	Request Cancellation
Inspector Assignment	/UP/I	Request Cancellation
Assigned	/UP/I	Request Cancellation
Inspection Closed	/UP/I	Request Cancellation
Permit Approved – Waiting for Construction Start	/UP	Request Cancellation
New Schedule Proposal	/UP	Request Cancellation
Waiting for Construction Start	/UP	Request Cancellation
Construction in Progress	/UP	Request Cancellation
Waiting for Construction End	/UP	Request Cancellation
Construction Completed – Waiting for Inspector Approval	/UP	Request Cancellation
Waiting for As-Built	Design	Request Cancellation
As-Built Review	Design	Request Cancellation
Construction Completion Approved	/UP	Request Cancellation
Administrative Close	/UP	Request Cancellation
As-Built Review from Administrative Close	Design	Request Cancellation



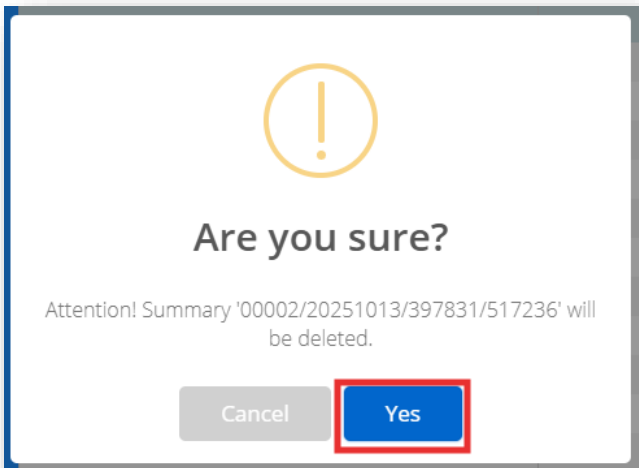
Deleting a Utility Permit Application

If the utility permit application has just started and the design has not been entered, the applicant can delete the application on their own within RULIS by following the steps below.

- 1. From the **Applications** dropdown, select **Applications not Submitted**.



- 2. Select **Delete** from the **Action** dropdown menu next to the application that is in a status of **Starting Status – Creating Work Area**.
- 3. A pop-up will display asking if you are sure you would like to delete the application. Select **Yes** and the utility permit application will be deleted from RULIS.



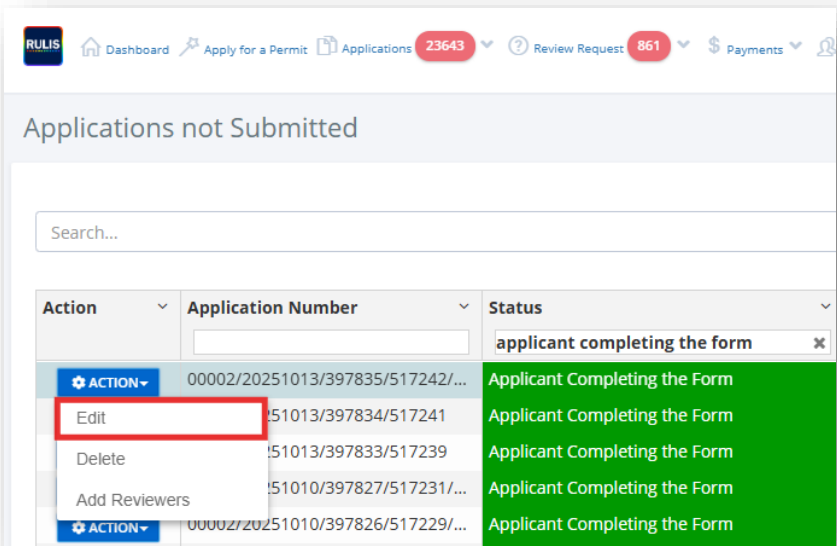




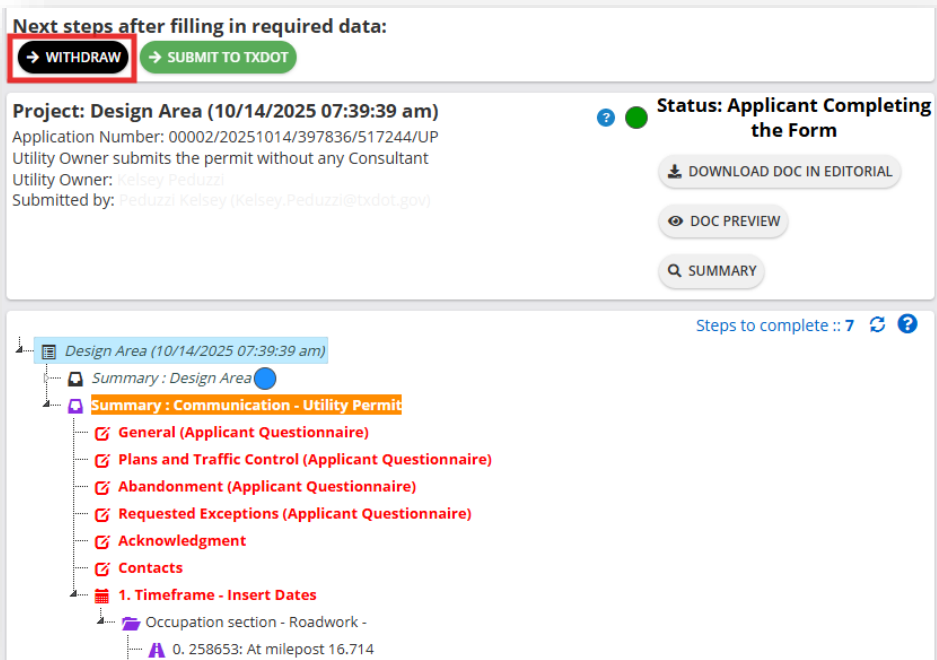
Withdrawing a Utility Permit Application

Once the design process has begun and required questionnaires are in progress, the utility permit application can no longer be deleted. At this stage, the appropriate action is to withdraw the application within RULIS.

- 1. From **Applications not Submitted**, Edit the utility permit that is in a status of **Applicant Completing the Form**. Note: the application should always be withdrawn from the /UP workflow.



- 2. Select the **Withdraw** button.





3. A new window will appear. Select **Confirm Withdraw**.

CONFIRM WITHDRAW

4. The status of the application will be updated to **Withdrawn**. The application will no longer appear in Applications not Submitted and cannot be edited after it has been withdrawn.

Project: Design Area (10/14/2025 07:39:39 am)

Application Number: 00002/20251014/397836/517246

Utility Owner submits the permit without any Consultant

Utility Owner: Kelsey Peduzzi

Submitted by: Peduzzi Kelsey (Kelsey.Peduzzi@txdot.gov)

 **Status: Withdrawn**

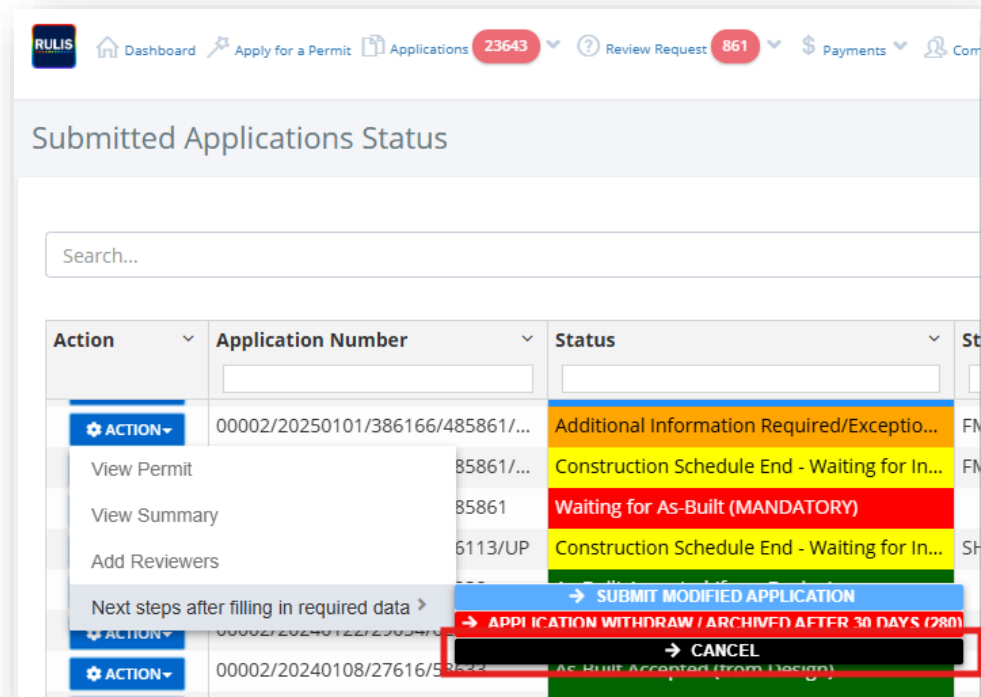
 SUMMARY



Requesting Cancellation of a Utility Permit

Once a utility permit application has been submitted to TxDOT and is under review or has been approved, it can no longer be withdrawn. In these cases, the applicant must request cancellation through RULIS. The District Permit Coordinator (DPC) will then process the cancellation.

- 1. From **Submitted Applications**, select **Cancel** from **Next steps after filling in required data** in the **Action** dropdown.

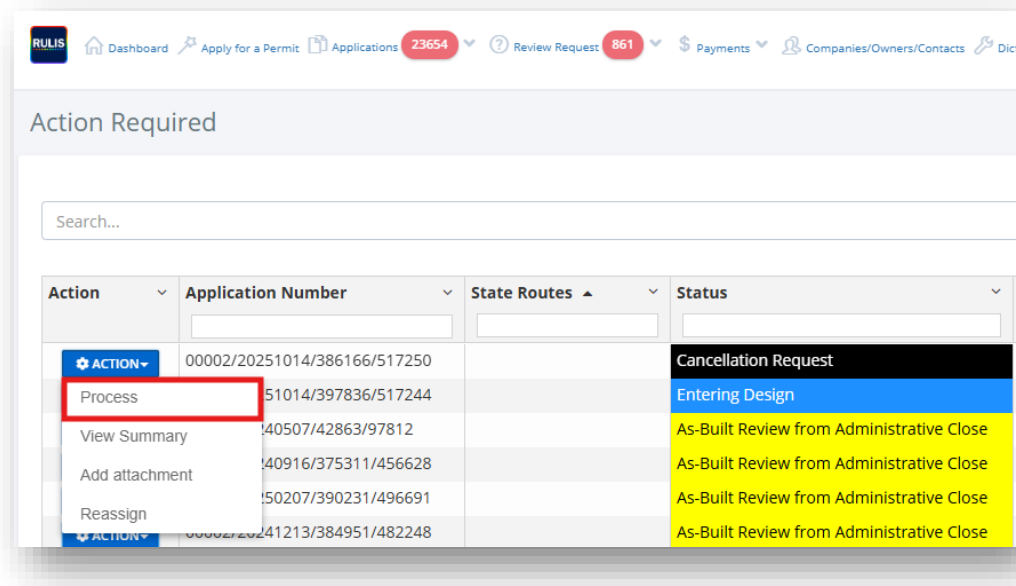




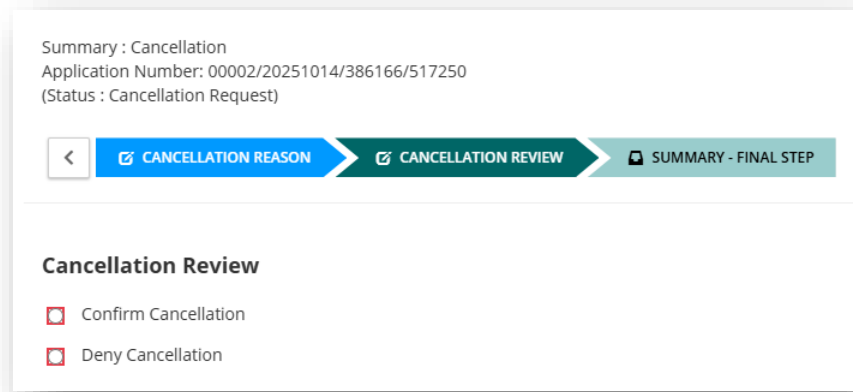
DPC: Cancellation of Utility Permit

In the RULIS system, only the District Permit Coordinator (DPC) can cancel a Utility Permit that has already been submitted to TxDOT, whether it is still in review or has already been approved.

- 1. From **Actions Required**, **Process** the application that is in a status of **Cancellation Request**.



- 2. Review the **Cancellation Reason** that was submitted by the applicant and complete the **Cancellation Review** by selecting **Confirm Cancellation** or **Deny Cancellation**.





- a. If the DPC selects **Deny Cancellation**, a **Reason for Denying Cancellation** that will be visible by the applicant is required.

Summary : Cancellation
Application Number: 00002/20251014/386166/517251
(Status : Cancellation Request)

< **CANCELLATION REASON** **CANCELLATION REVIEW** SUMMARY - FINAL STEP

Cancellation Review

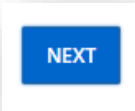
☐ Confirm Cancellation
☒ Deny Cancellation

Reason for Denying Cancellation:

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← → **B** *I* [List Icons] [Table Icon] [Link Icon] [Image Icon]

3. Select **Next**.

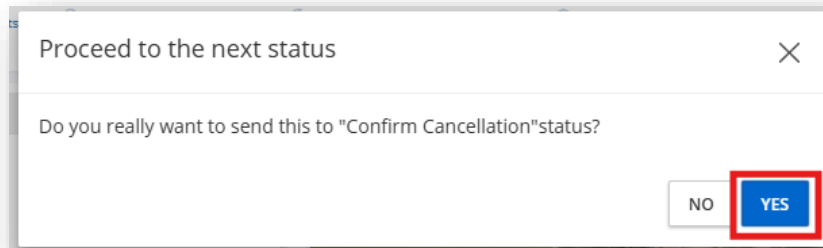


4. Select **Confirm Cancellation** or **Deny Cancellation**. The Confirm Cancellation or Deny Cancellation button will be enabled based on the response in the Cancellation Review.





5. A pop-up will display confirming that you would like to proceed to the next status. Select **Yes**.



6. If the permit is canceled by the DPC, the status will update to **Canceled**. If the cancellation request is denied, the applicant can re-submit their request again, if needed.