



Emergency Work Permits

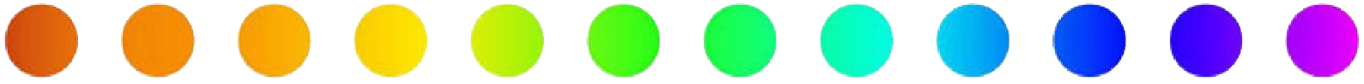
A RULIS Job Aid

Roles Impacted

Utility Consultant
Utility Owner
District Permit
Coordinator

Last Revised

October 2025



Introduction

This guide provides step-by-step instructions for submitting an Emergency Utility Permit application through RULIS. Issued by the Texas Department of Transportation (TxDOT), this special permit—also known as an Emergency Work Authorization—allows for the immediate relocation or adjustment of utility infrastructure in urgent situations where public health, safety, or welfare is at risk. The permit ensures that essential utility services can be restored quickly while remaining in compliance with TxDOT regulations.

Process Overview

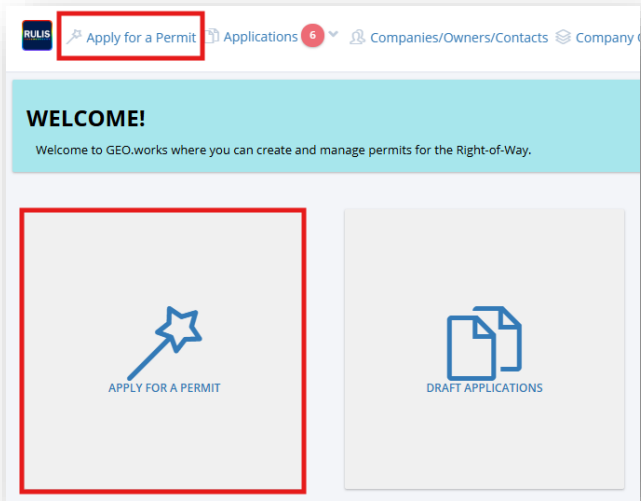
- [Creating & Submitting an Emergency Utility Permit Application](#)
- [Managing Emergency Utility Permit Tasks After Approval](#)



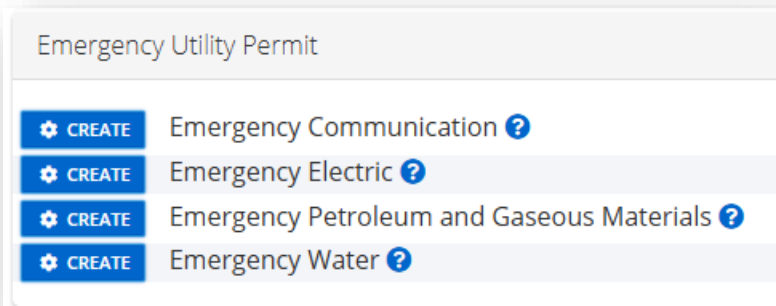
Creating & Submitting an Emergency Utility Permit Application

Submitting an Emergency Utility Permit in RULIS requires minimal data entry, allowing applicants to quickly notify TxDOT of emergency utility work and initiate the approval process.

- 1. Select **Apply for a Permit**.



- 2. Under the **Emergency Utility Permit** category, select **Create** next to the appropriate Utility Type for your emergency utility permit application.





3. After entering the required **Project Information**, select **Create New Application**, and then you will be routed to the **Acknowledgement of Emergency Work Authorization**.
 - a. You must **Accept the Terms** and select **Next** to continue with the application process.

Summary : Emergency Electric
Application Number: 00002/20251014/397838/517252
(Status : Starting status - Creating Work Area)

BACK TO DETAIL VIEW

< ACKNOWLEDGEMENT OF EMERGENCY WORK AUTHORIZATION WORKAREA SUMMARY - FINAL STEP >

Acknowledgement of Emergency Work Authorization

An Emergency Utility Permit or Emergency Work Authorization is a special type of authorization issued by the Texas Department of Transportation (TxDOT) that allows for the immediate adjustment or relocation of utility facilities in emergency situations when public health, safety, or welfare is at risk. This permit ensures that critical utility services can be restored or adjusted quickly while maintaining compliance with TxDOT procedures. By accepting the terms below, you acknowledge that you are submitting an Emergency Utility Permit to TxDOT in accordance with all applicable TxDOT policies and procedures governing Emergency Work Authorizations.

☒ Accept the Terms

NEXT

4. Minimal data required to complete the application is listed below. Note: all other fields should be visible but are not required to submit the permit application to TxDOT.
 - a. **Project Boundary**
 - b. **Work Description**
 - c. **Utility Design**
 - i. Adding at least 1 pole or line is necessary so that the application can be routed to the correct District Permit Coordinator for review.
 - d. **General (Applicant Questionnaire): Broadband Provider** questions if the permit type is Emergency Communication.
 - e. **Timeframe: Proposed Schedule**
 - i. Applicants can enter a Start and End of Work that is in the past.
 - f. **Timeframe: Duration**

Summary : Emergency Electric UP
Application Number: 00002/20251014/397838/517253
(Status : Completing the Form)

BACK TO DETAIL VIEW

Timeframe

< APPLICANT QUESTIONNAIRE ABANDONMENT (APPLICANT QUESTIONNAIRE) REQUESTED EXCEPTIONS (APPLICANT QUESTIONNAIRE) ACKNOWLEDGMENT CONTACTS TIMEFRAME STREET >

The earliest available start date is at least one full business day later than the date you submit this request. If you are filling out this application and submitting it during business hours (8-5), the earliest start date would not be the following business day but the second business day. For Example, if submitted on Tuesday at 10:00 am the earliest start date would be Thursday.

Proposed Schedule:

From / to 10/01/2025 - 10/10/2025 ?

Duration:

Working days 3 ?

5. After completing the application, select **Submit to TxDOT**.





Managing Emergency Utility Permit Tasks After Approval

TxDOT District Permit Coordinator (DPC) will receive an email notification when an Emergency Utility Permit is submitted for their assigned district and will be routed through the [standard permit workflow](#). While minimal data was required for the applicant to submit the application, the DPC is able to request additional information before approval.

Once the Emergency Utility Permit is approved, the applicant can manage it using the same process as a standard utility permit:

1. Enter Start and End of Work if the work has not already been completed.
 - a. See Manage Tasks for Approved Permits on [Create a Utility Permit Application Job Aid](#).
2. Propose New Schedule.
 - a. See [Propose New Schedule Job Aid](#).
3. Submit an Amendment.
 - a. See Manage Tasks for Approved Permits on [Create a Utility Permit Application Job Aid](#).
4. Upload As-Builts.
 - a. See [Importing Vector Files Job Aid](#).
 - b. CSV and Shapefile templates can be found on the [RULIS Training for External Partners](#) website.