



Flood Warning System Permits

A RULIS Job Aid

Roles Impacted:

Utility Consultant

Utility Owner

Last Revised:

October 2026



Introduction

This job aid walks applicants through the process of submitting a Flood Warning System Permit application in RULIS. Developed in support of Texas Senate Bill 3 (SB3) and statewide flood resiliency efforts, this permit process supports the review and management of flood warning sirens, stream gages, and other flood monitoring infrastructure within TxDOT right of way.

Please see the job aid **Utilities Login and Registration for External Users** on the [RULIS Training for External Partners](#) webpage for instructions on creating a RULIS account, creating a company account and linking companies.

Process Overview

Click on the topic below to go directly to that process.

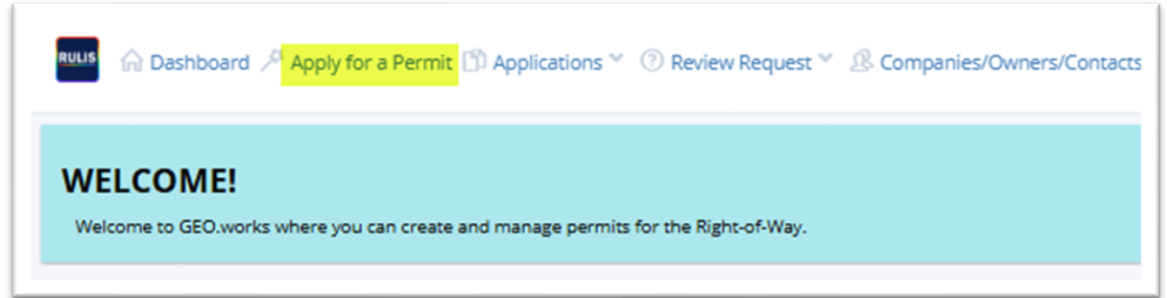
- [Create a Flood Warning System Permit Application](#)
- [Check the Status of Submitted Application](#)
- [Respond to Requests for Additional Information](#)



Create a Flood Warning System Permit Application

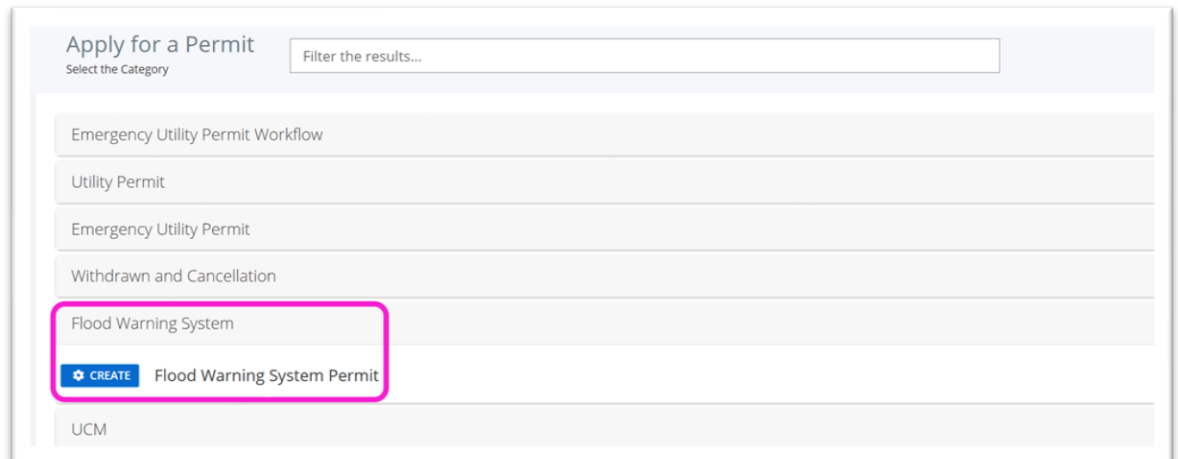
To create an application in RULIS, begin on the **Home** page and follow the steps below.

1. Click the **Apply for a Permit** button. The **Apply for a Permit** page appears.



a.

2. Select **Flood Warning System**, then click the **Create** button to start a **Flood Warning System Permit**.



a.



3. The **Project Information** page appears.
 - a. Select the **Utility Owner**.
 - b. By default, RULIS assumes that the **Utility Owner submits the permit without any consultant**. If a consultant is completing the application, click the box to remove the checkmark. This generates an additional field to identify the consultant and adds a later step for the utility owner to acknowledge the application before it is reviewed by TxDOT.
 - c. Enter a **Project Title**. By default RULIS automatically populates the utility type and the date and time the application was started.
 - d. To authorize other users to manage the application check the box **Let other people manage this application**. It is recommended to authorize other users to manage your application.
 - e. Click **Create New Application**.
4. Complete the **Timeframe**.
 - a. Click in the **From/To** field to select the **Proposed Schedule** for installation.
 - b. Select **Next** to continue.

Flood Warning System Permit
00002/20260925/398015/517593

STARTING STATUS FOR FLOOD WARNING SYS.

TIMEFRAME STREET CONTACTS FLOOD WARNING SYSTEM QUESTIONNAIRE ACKNOWLEDGMENT SUMMARY - FINAL STEP

Timeframe

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 10/08/2026 - 10/09/2026

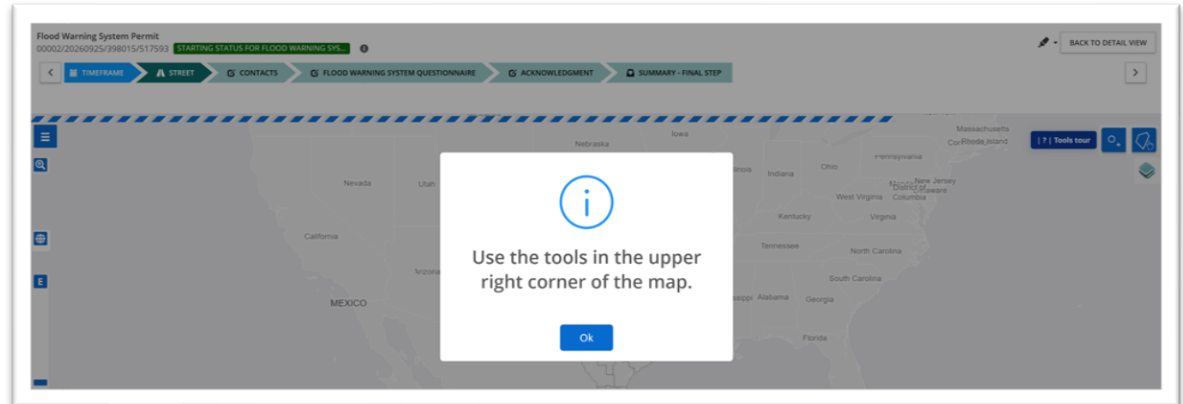
NEXT

C.



5. Select **installation location**.

- a. The map opens for the Flood Warning System location to be drawn.



b.

c. Tools:

- i.  Use the **Search** button to type a route number, name, or control section.
 - ii.  Use the **Globe** button to type the longitude and latitude.
 - iii.  Use the **Extent** button to view the map at the fullest extent.
 - iv.  Use the **Zoom** slider to adjust the zoom manually.
 - v.  Use the **Layer** tool to adjust what features appear on the map.
 - vi.  Use the **Point** tool to add a single point to the utility design (e.g., a manhole, pole).
 - vii.  Use the **Modify** tool to move the point.
 - viii.  Use the **Delete** tool to remove the point.
- d. Use **Search**, **Globe**, or **Zoom** tools to zoom to the desired location.



- e. Drop the **Point** on the map where the Flood Warning System will be installed.
- f. Click **Next** at the bottom of the page.
 - i. The **Summary** opens detailing the **Street** information.
 - ii. Verify the **Street** information then select **Next**.

Fields marked with * are required.

Flood Warning System Permit
00002/20260925/398015/517593 **STARTING STATUS FOR FLOOD WARNING SYS...** [BACK TO DETAIL VIEW](#)

TIMEFRAME **STREET**

Selected Locations

US0377-K

Control Section
0149-04

* From
Milepost 516+1.591

* County City
Mason

District Maintenance Section
Austin Mason County

Intersections 3

[PREVIOUS](#) [BACK TO MAP](#) [NEXT](#)

iii.



6. Enter **Contacts**

- a. Add Name, Telephone, and E-mail for Contacts.
 - i. **Emergency Contact** is required.
 - ii. **Owner for Acknowledgment Contact** is required when the permit is being submitted by a Consultant on behalf of the Responsible Owner/Agency.
 - iii. Additional Contacts are optional.

Fields marked with * are required.

Flood Warning System Permit
00002/20260925/398015/517593 **STARTING STATUS FOR FLOOD WARNING SYS...** [BACK TO DETAIL VIEW](#)

TIMEFRAME **STREET** **CONTACTS** **FLOOD WARNING SYSTEM QUESTIONNAIRE** **ACKNOWLEDGE**

Contacts

Emergency Contact (mandatory)

* Name and Surname * Telephone * E-mail

Owner for Acknowledgment

Name and Surname Telephone E-mail

Other Contacts: (not mandatory)

Contact Type Name and Surname Telephone E-mail

Add Contact

[PREVIOUS](#) [NEXT](#)

Annotations:

- Enter Emergency Contact: Name, telephone and email are all required.
- Enter Owner for Acknowledgement: Name, telephone and email are all required.
- Add additional contacts if needed.

iv.



Flood Monitoring Information

☒ Select if flood monitoring equipment is being used.

* What flood monitoring infrastructure is being installed?

* Describe the purpose of the stream gage or flood monitoring equipment.

Power Information

* Primary Power Source:

* Backup Power Source:

* Backup Power Duration (in hours):

Communications Information

* Activation Method:

* Communication Method:

* Monitoring Capability:

Operations and Maintenance

* Responsible Operating Agency:

* Responsible Maintenance Agency:

* Planned Testing Frequency:

* Planned Inspection Frequency:

b.



Traffic Impact Screening
* Will installation activities impact traffic operations?
Yes ☒
No ☐
Attach Traffic Control Plan (required): No file chosen

Plans & Specifications
System Location Map (required): No file chosen
Equipment Specification Sheet (required): No file chosen
Additional Documents (Optional)
 No file chosen

Add information

C.

8. Complete the **Acknowledgment** page. This constitutes a digital signature.
 - a. If you are a Consultant submitting the permit on behalf of the Responsible Owner/Agency, you will not complete the Acknowledgment. Instead, this will be routed to the **Owner for Acknowledgment** that was entered on the Contacts page to complete before submitting it to TxDOT.
9. Submit to TxDOT.



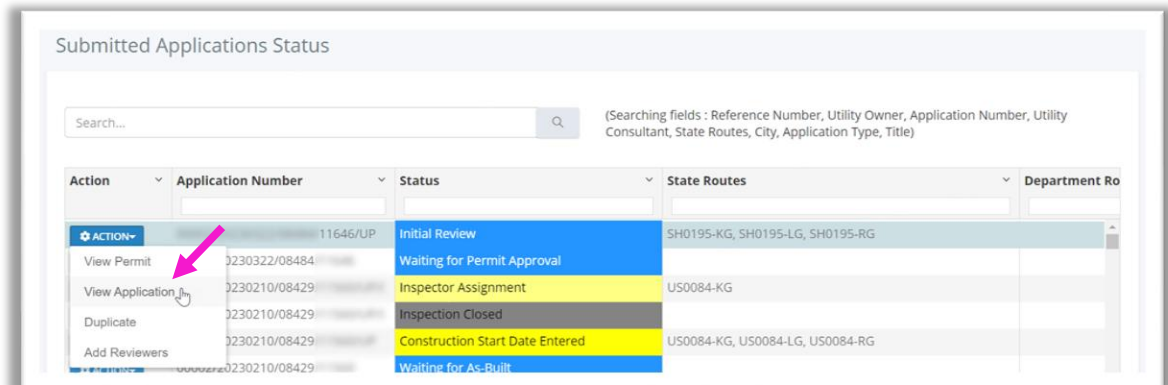
Check the Status of a Submitted Application

To check the status of a submitted application, begin on the [Home](#) page and follow the steps below.

1. Click the **Submitted Applications** button.



- a.
2. The **Submitted Applications Status** page opens.



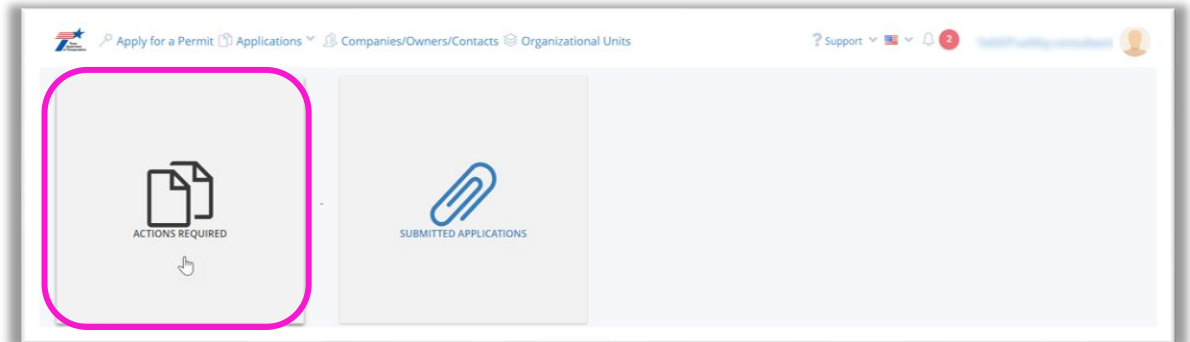
- a.
3. Use the **Search**, **Sort**, and **Filter** features to find the application you wish to check.
 4. Click **Action** next to the application you wish to check
 5. An **Action** menu appears. Select from the following:
 - a. View Permit
 - b. View Application Summary
 - c. Add Reviewers
 6. The **Action** menu options change depending on the status of the application. You cannot edit or process an application from the **Submitted Applications Status** page. If you want to edit or take action on a permit, you will find those in **Actions Required**.



Respond to Requests for Additional Information

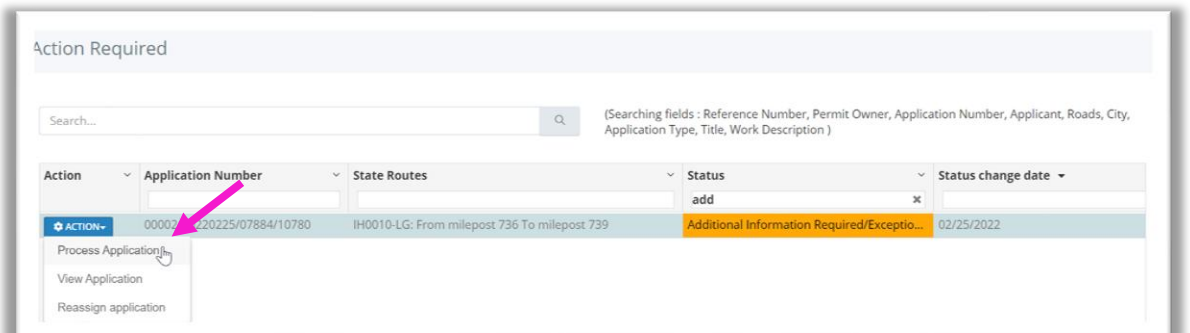
During TxDOT's review of the application, a reviewer may request additional information. If so, you will receive an email notification. Please note, if you do not respond to a request for additional information within 90 days, your permit will be automatically withdrawn.

1. Click the **Actions Required** button.



a.

2. The **Action Required** page opens.
3. Use the **Search**, **Sort**, and **Filter** features to find the application you wish to check.
4. Click **Action** next to the application you wish to check.
5. An **Action** menu appears.
 - a. Process Application
 - b. View Application
 - c. Reassign Application



d.

6. Click **Process Application**.
7. The **Application Details** page opens.



8. Click **See the Additional Information Required**.
9. The **Reply to the Modification Request** page opens.
10. Enter **Response** text.
11. Click **Add Attachment** to attach a file (if needed)
12. Click **Next**.

a.

13. The **Application Status Summary** opens.
14. Click **Back to Detail View**.

a.

15. The **Application Details** page opens.
16. Use the **nodes** in the **application tree** to make any other required modifications.



17. Click **Submit Modified Application**.

Legend

SEE THE ADDITIONAL INFORMATION REQUIRED

Next steps after filling in required data:

- SUBMIT MODIFIED APPLICATION
- APPLICATION WITHDRAW / ARCHIVED AFTER 10 DAYS (280)

Project: [REDACTED] Status: Additional Information Required/Exception (440-450)

Occupancy Permit

Utility Company Project Code: 123456789

Application Number: 00002/20220920/08094/11102

Utility Consultant: [REDACTED]

Utility Owner: [REDACTED]

Submitted by: Owner Permit (Permit.owner@mail.com)

DOC PREVIEW

SUMMARY

Hide deleted nodes [X]

[123456789]

Application: Communication

Modification of Communication & Utility Permit

Map showing Sulphur Creek, COUNTY ROAD 401B, and COUNTY ROAD 401A.

a.

18. A confirmation message appears.

19. Click **Yes**.

Proceed to the next status

Do you really want to send this application to "DPC Review"status?

NO YES

a.

20. A **Status Change** window appears.

21. Click **Send**. The Application is submitted back to TxDOT.

Status Change : DPC Review

Show Documents To Attach ☐

GENERATE AND DOWNLOAD APPLICANT QUESTIONNAIRE SUMMARY

CANCEL SEND SAVE

a.