



Bypass Post Construction Certificate

A RULIS Job Aid

Roles Impacted

Utility Consultant
Utility Owner

Last Revised

September 25, 2024



Introduction

This job aid will explain how to bypass the **Post Construction Certificate** request when proposing a new schedule.

Bypass Post Construction Certificate

1. To bypass the **Post Construction Certificate**:
 - a. When **Not Mandatory**, select **Send**.

Status Change : New Schedule Proposal

Attachments (0 = Mandatory / Digitally signed)

Post Construction Certification

Attach file

Choose Files No file chosen

CANCEL SEND SAVE

- b. When **Mandatory**, upload any PDF document. For example, it could be a note stating, “PDF to bypass Post Construction Certificate.” Save the uploaded document then select **Send**.

Status Change : New Schedule Proposal

Attachments (1 = Mandatory / Digitally signed)

Post Construction Certification

Attach file

Choose Files No file chosen

CANCEL SEND SAVE

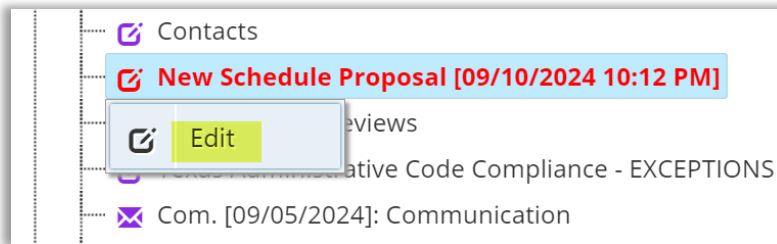
Mandatory "Post Construction Certificate"



2. When the **Application Summary** opens, select **Back to Detail View**.



3. Locate and right click **New Schedule Proposal** in the tree. Select **Edit**.





4. The **New Schedule Proposal** page will display, and you can select whether you want to **Change Schedule Start Date**, **Change Schedule End Date**, or you can select both.
 - a. You will be required to enter a **Schedule Modification Justification/Explanation**.
5. After you have inserted your **New Schedule Proposal** and **Schedule Modification Justification/Explanation**, select **Save**.

New Schedule Proposal

Insert New Schedule Proposal:

Change Schedule Start Date

07/31/2024

Change Schedule End Date

10/31/2024

Schedule Modification Justification/Explanation

File Edit View Insert Format Tools

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Enter Justification/Explanation here.

PREVIOUS SAVE

6. Select **Submit New Schedule Request** to submit your request to TxDOT.

CLICK HERE TO FILL IN THE DATA

Next steps after filling in required data:

→ SUBMIT NEW SCHEDULE REQUEST

Project: [REDACTED]

Utility Company Project Code: [REDACTED]

Permit Count: [REDACTED]

Document Handle: [REDACTED]

Application Number: [REDACTED]

Utility Owner submits the permit without any Consultant

Utility Owner: [REDACTED]

Submitted by: [REDACTED]

Status: New Schedule Proposal

DOWNLOAD PERMIT

SUMMARY