

How to Respond to a Request for Additional Information

A RULIS Job Aid

Roles Impacted

External Utility Consultants
Utility Owners

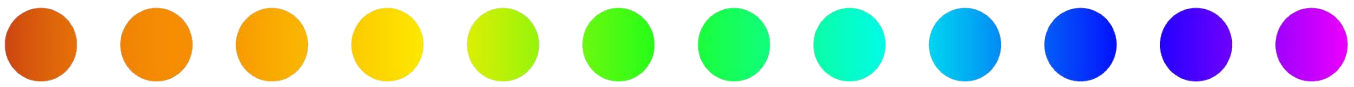
Last Revised

February 2024

H
O
W

T
O

R
E
S
P
O
N
D

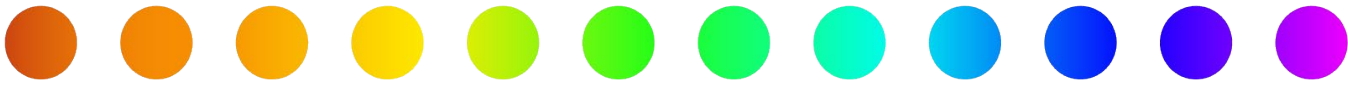


Introduction

A utility owner must apply for a permit with TxDOT when they need to install a new facility on TxDOT right of way, to perform maintenance on a facility on TxDOT right of way, or to perform an adjustment to a facility on TxDOT right of way required due to a transportation project. During TxDOT's review of the application, a reviewer may request additional information. If so, you will receive an email notification. This job aid describes the process for responding to a request for additional information in RULIS.

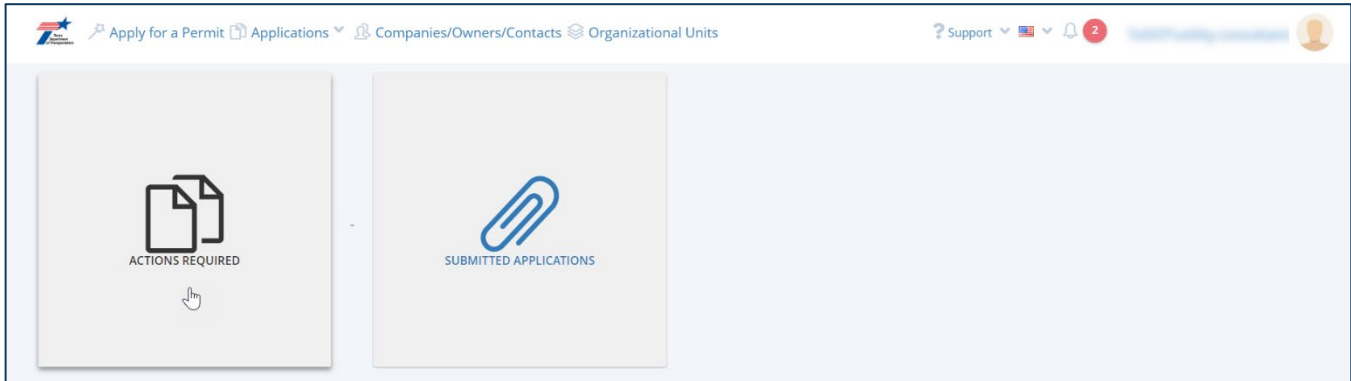
Process Overview

- [Respond to Requests for Additional Information](#)
- [Submitted Application Status](#)
- [Application Details](#)
- [Modification Request](#)
- [Application Status Summary](#)
- [Application Details](#)
- [Confirmation Message](#)
- [Status Change](#)



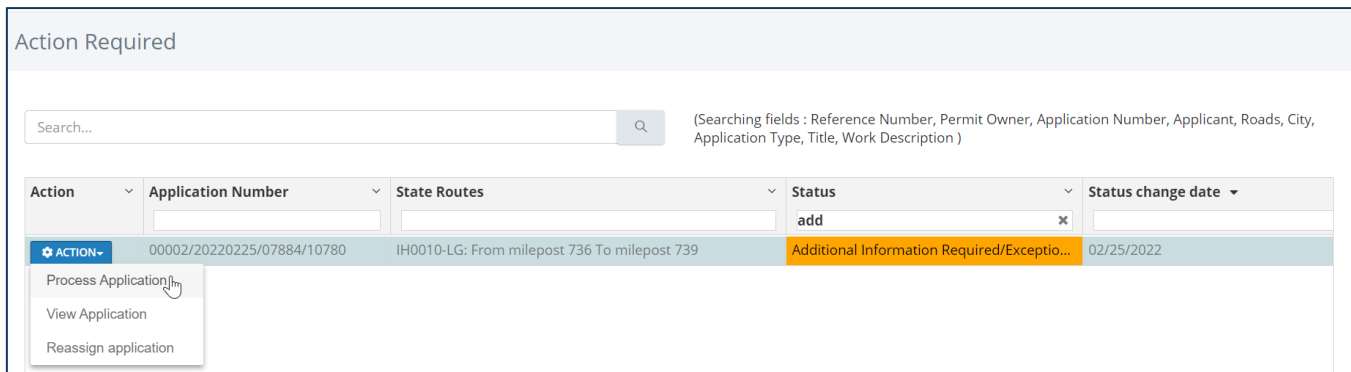
Respond to Requests for Additional Information

Please note, if you **do not** respond to a request for additional information within **10** days, your permit will be automatically **withdrawn**.



Click the **Actions Required** button.

Action Required

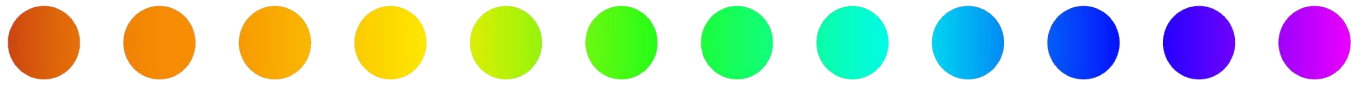


The **Action Required** page will open.

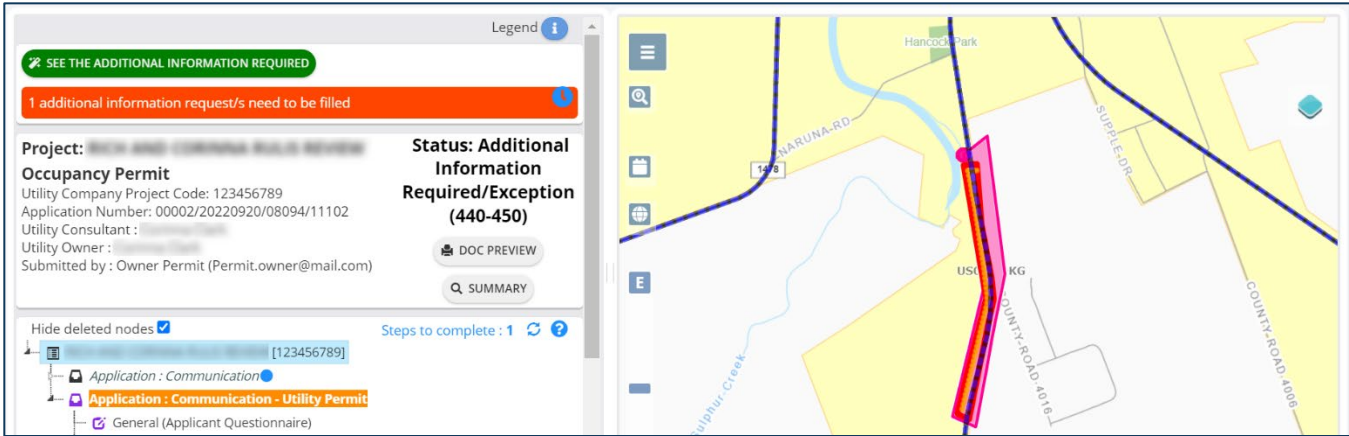
1. Use the **Search**, **Sort**, and **Filter** features to find the application you wish to check.
2. Click **Action** next to the application you wish to check.

An **Action** menu appears.

3. Click **Process Application**.

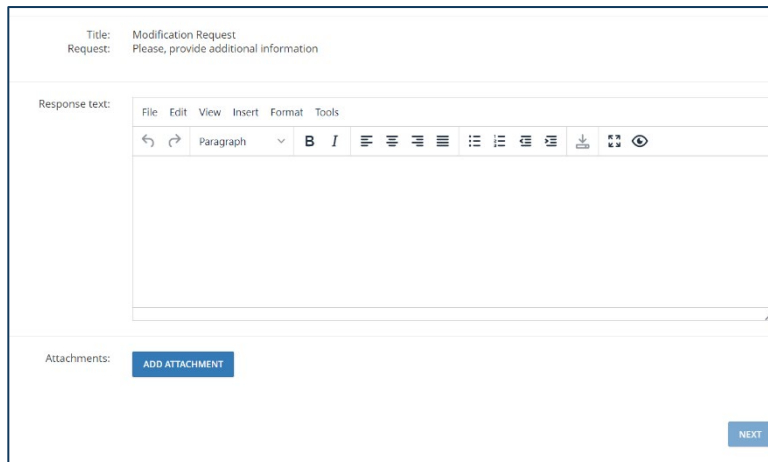


Application Details



The **Application Details** page opens
Click **See Additional Information Request**

Modification Request



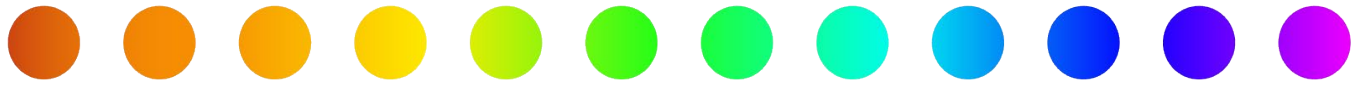
Reply to the **Modification Request**

1. Review the **Request** text.
2. Enter **Response** text.
3. Click Add Attachment to attach a file (if needed).
4. Click **Next**.

H
O
W

T
O

R
E
S
P
O
N
D



Application Status Summary

Application : Communication - Utility Permit
 Application Number: 00002/20220920/08094/11102
 (Status : Additional Information Required/Exception (440-450))

[BACK TO DETAIL VIEW](#)

Application:
 Communication - Utility Permit
Project Title:
 [REDACTED]

< **REQUEST** **GO TO NEXT STEP** >

Application Status Summary will open.
 Click **Back to Detail View**.

Application Details

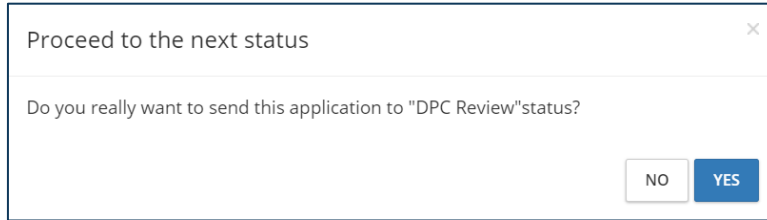
The **Application Details** page opens.

1. Use the **nodes** in the **application tree** to make anyother required modifications.
2. Click **Submitted Modified Applications**.

HOW TO RESPOND

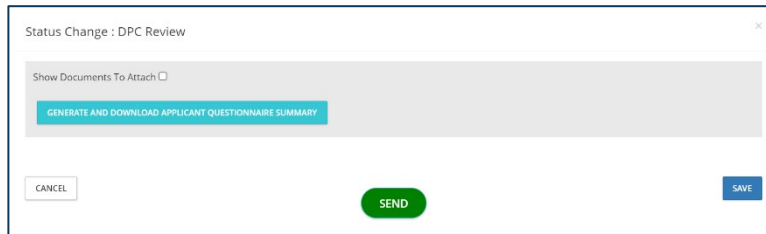


Confirmation Message



A **Confirmation Message** window opens.
Click **Yes**.

Status Change



A **Status Change** window appears.

1. Click **Send**.
2. The application is submitted back to TxDOT.

If you have additional questions, please email us at:
ROW_Applications_Helpdesk@txdot.gov