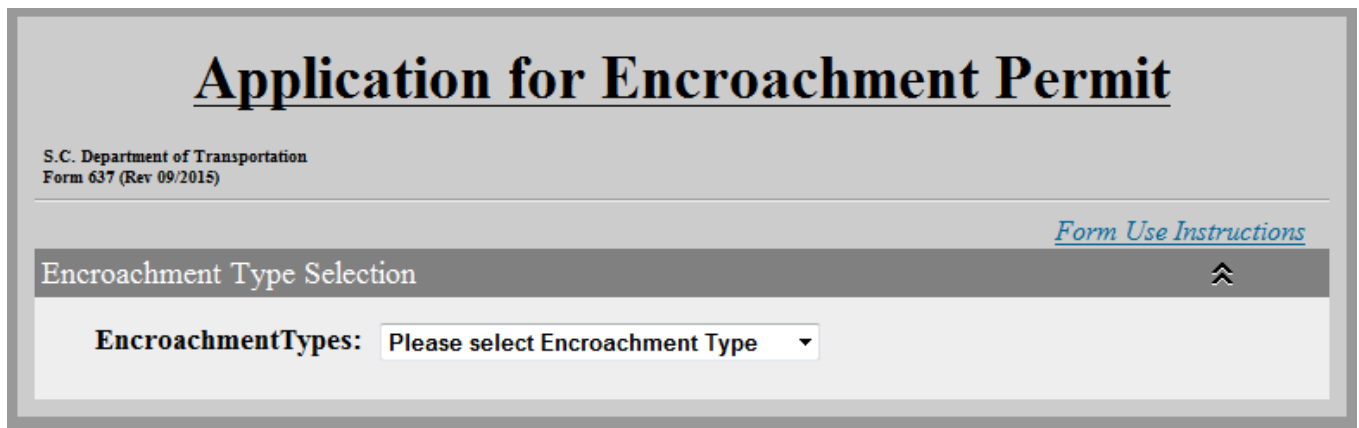


**SC Department of Transportation
EPPS New Application Form Instructions**

The SCDOT Encroachment Permit Process System (EPPS) new application form, effective 9/15/2015, will provide:

- A filter to prevent incomplete applications from being submitted. This is accomplished with “Required Documents” and “Check List” features that are configurable for each Encroachment Type.
- A document uploads section to allow all users to upload documents at the same time that the application is created.
- A consistent user experience on all three portals: staff, accountholder, and anonymous.

Once you click create new application link, the first section of the new form requires the user to select an Encroachment Type.



Application for Encroachment Permit

S.C. Department of Transportation
Form 637 (Rev 09/2015)

[Form Use Instructions](#)

Encroachment Type Selection ⤴

EncroachmentTypes:

The form will display a list of Encroachment Types when you click on the drop-down menu.

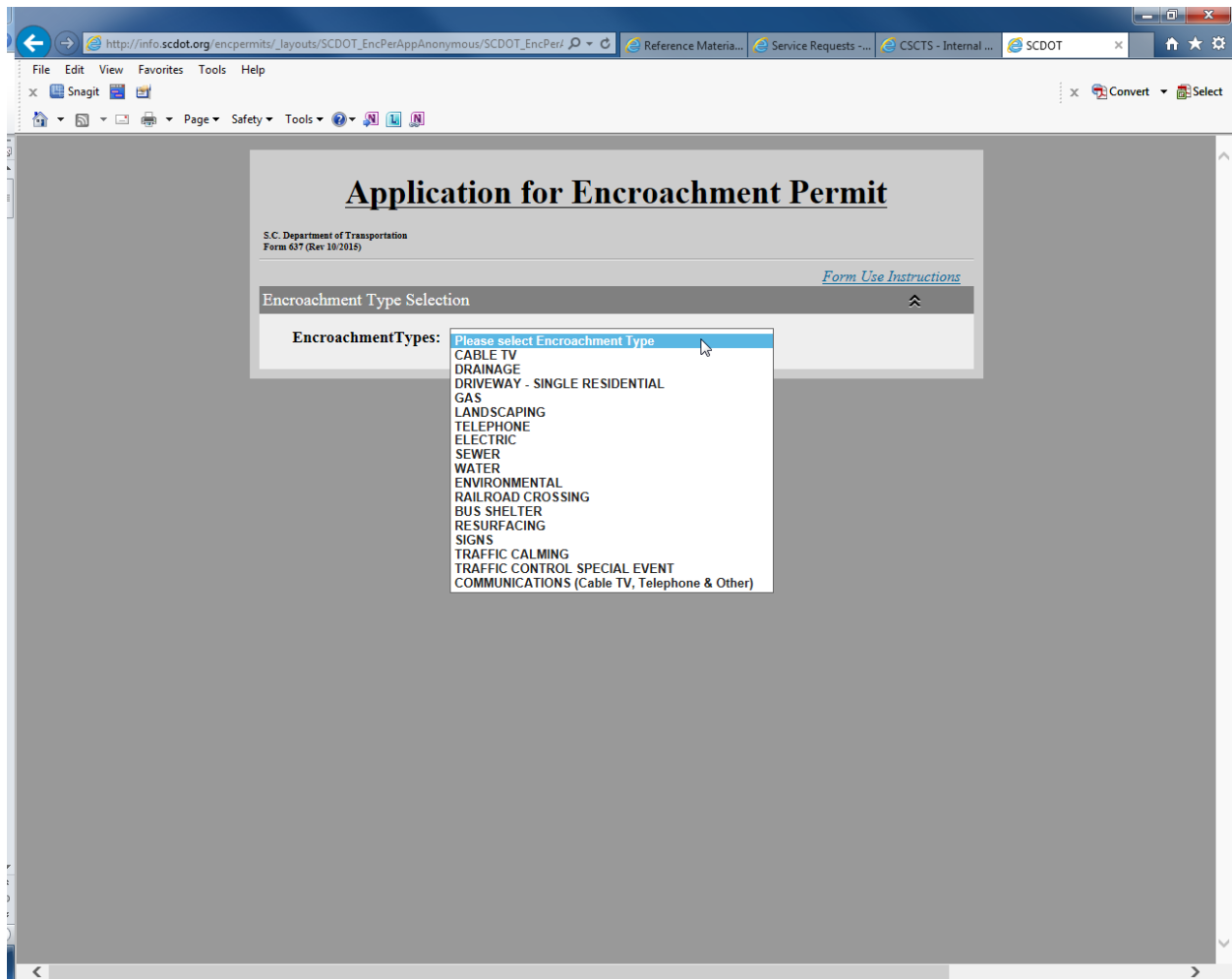
Note: *All Encroachment Types will be available for the SCDOT staff and accountholders. For users that do not login to EPPS (our low-volume user), the following Encroachment types will **NOT** be available:*

1. Driveway – Commercial
2. Driveway – Multiple Residential/Subdivision
3. Municipality/Local Funded Project
4. Other
5. Road Connection (non-Driveway)
6. Schools

If the user needs to apply for a permit with one of the above Encroachment Types, you will need to apply for an account. To do this, go to the SCDOT website at www.scdot.org, and click on Doing Business with SCDOT>Permits>Encroachment Permits and click on the “Request an account” link.

SC Department of Transportation EPPS New Application Form Instructions

The second section of the new form opens once the user selects an Encroachment Type. When an Encroachment Type is selected, slightly different messages and options will appear.



For example, a commercial driveway will require several documents to be uploaded, site plan, drainage calculations, and a link to a Check List as a tool to verify that all the necessary documentation is included in your submittal. Once complete, upload this certification into EPPS as a required document to submit your Application.

Application for Encroachment Permit




S.C. Department of Transportation
Form 637 (Rev 09/2015)

[Form Use Instructions](#)

Encroachment Type Selection

EncroachmentTypes:

Required Documents:

	Document Types	Download CheckList
	Site Plan	
	Drainage Calculations	
	Check List	Click Here

Download the Check List. When you have read and signed the Check List, Check the agreement box.

I have read the Check List and I understand that the documents listed above are required in order to submit this application (upload in the final section). Additional supporting files can also be uploaded.

For the Encroachment Type “Driveway Commercial,” the form displays links and instructions for a “Check List.” You must click next to “Check List” that says “Click Here” to download it. It should open as a pdf file type.

For most other Encroachment Types, the only required documents to be submitted, along with your application, is a Site Plan – such as a “Drainage” encroachment type.

SC Department of Transportation
EPPS New Application Form Instructions

Application for Encroachment Permit


S.C. Department of Transportation
Form 637 (Rev 09/2015)

[Form Use Instructions](#)

Encroachment Type Selection ⤴

EncroachmentTypes: ▼

Required Documents:

	Document Types
	Site Plan

I understand that the documents listed above are required in order to submit this application (upload in the final section). Additional supporting files can also be uploaded.

It is important to know that each Encroachment Type will display the required documents that will need to be uploaded once selected. For example, if you choose “Communications (Cable TV, telephone...)” as an encroachment type, it will only require a “Site Plan” as required documents to be uploaded, along with the application form. A “Check List” is not required.

SC Department of Transportation
EPPS New Application Form Instructions

When you have read and printed the Check List for a Driveway – Commercial” encroachment, check the agreement box.

Application for Encroachment Permit




S.C. Department of Transportation
Form 637 (Rev 09/2015)

[Form Use Instructions](#)

Encroachment Type Selection ⤴

EncroachmentTypes:

Required Documents:

	Document Types	Download CheckList
	Site Plan	
	Drainage Calculations	
	Check List	Click Here

Download the Check List. When you have read and signed the Check List, Check the agreement box.

I have read the Check List and I understand that the documents listed above are required in order to submit this application (upload in the final section). Additional supporting files can also be uploaded.

The Checklist is provided as a tool to verify that all necessary documentation is included with your submittal. Once complete, upload this signed certification into EPPS, as a required document along with your signed application. Additional documents can also be uploaded in the final section of the form.

Marking the checkbox next to “I have read the.....” will allow access to the “Continue” button.

**SC Department of Transportation
EPPS New Application Form Instructions**

When you click “Continue,” button the form will display the remaining fields in the “Contact Information” and “Project Location.”

Encroachment Type Selection
⤴

EncroachmentTypes: DRIVEWAY - COMMERCIAL ▼

Required Documents:

	Document Types	Download CheckList
	Site Plan	
	Drainage Calculations	
	Check List	Click Here

Download the Check List. When you have read and signed the Check List, Check the agreement box.

I have read the Check List and I understand that the documents listed above are required in order to submit this application (upload in the final section). Additional supporting files can also be uploaded.

Contact Information

Applicant:

Street:

City:

State: Please select State ▼ **Zip Code:**

Phone: **Fax:**

Email:

Contact:

Project Location

Primary County: Please select county ▼ [SCDOT Street Finder Map](#)

County	Road Name		
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input type="button" value="Delete"/>	<input type="button" value="Select Road"/>

Note: If you click the magnifying glass next to Contact Information, you should see the different contact information you’ve submitted previously. You can use this information as a template so you do not have to re-enter the Contact Information each time. Initially, no contact information will be available.

**SC Department of Transportation
EPPS New Application Form Instructions**

In the “**Contact information**” section, the applicant (the owner) is required to input their information, print, sign, and upload the document as a pdf into EPPS. Agent Authorization Letter (Section 2A, ARMS Manual – a link to the manual is located at www.scdot.org), must also be uploaded if the Applicant is not the owner, giving the applicant the authority to act on behalf of the owner.

1. Fill in name and address of applicant (owner or his or her agent). Provide telephone number at which the contact person may be reached 24 hours a day, 7 days a week. Give name of contact person if different from applicant. Provide an email address in order to receive emails as the application is updated throughout the process. If you have an EPPS account, the system automatically sends an email to that account as well.

Project Location

Primary County: Lexington [SCDOT Street Finder Map](#)

County	Road Name		
		Delete	Select Road

In the “**Projection Location**” area, select the **Primary County** where the most of work is to be done. Then, click the “**Select Road**” button to enter the county and road name in the SCDOT Street Finder section.

SCDOT Street Finder ✖

County: ▼ Street Name: Full Search

Clear Form Add Selected Road

SC Department of Transportation EPPS New Application Form Instructions

In SCDOT Street Finder, select a County, then type a street name (or route). A drop-down list should appear, based on best possible match you typed. **Be sure to choose a street that is maintained by SCDOT and does not list "(Local)" at end of street name.**

The screenshot shows a web browser window with the URL http://extranet2.sharepoint.dot.state.sc.us/EncPermits/_layouts/SCDOT_encperapp/scdoter. The browser tabs include 'SCDOT', 'CSCTS - Internal Customer...', and 'Encroachment Permits Co...'. The application interface is titled 'Contact Information' and contains the following elements:

- Applicant:** A text input field.
- Street:** A text input field.
- SCDOT Street Finder Modal:**
 - County:** A dropdown menu set to 'Lexington'.
 - Street Name:** A text input field containing 'chapel'.
 - Full Search:** A button.
 - Search Results:** A list of streets: 'Chapel Rd (S-622)', 'Chapelwhite Rd (Local)', 'Chapin Rd (US 76)', 'Chaplin Rd (Local)', 'Chapman Ct (Local)', and 'Chaps Cir (Local)'. 'Chapin Rd (US 76)' is selected.
 - Buttons:** 'Clear Form' and 'Add Selected Road'.
- 1. Type of Encroachment:** A section with a dropdown menu.
- 2. Description of Location:** A large text area with a scroll bar.
- Customer Agreement:** A section with a scroll bar.
- 3. The undersigned applicant hereby requests the SCDOT to permit encroachment on the SCDOT**

SC Department of Transportation EPPS New Application Form Instructions

The screenshot displays a web browser window with the URL http://extranet2.sharepoint.doi.state.sc.us/EncPermits/_layouts/SCDOT_encperapp/scdoter. The main form is titled "Contact Information" and includes fields for "Applicant:" and "Street:". A pop-up window titled "SCDOT Street Finder" is overlaid on the form. It contains a "County:" dropdown menu set to "Lexington" and a "Street Name:" text box containing "Chapel Rd". A "Full Search" button is visible. Below the search fields, a message reads: "Chapel Rd (S-622). Our records indicate the road you have selected is maintained by SCDOT. If you would like additional information pertaining to this road, please contact our local Resident Engineer's office at 803-359-4103". At the bottom of the pop-up are "Clear Form" and "Add Selected Road" buttons. The background form also shows sections for "1. Type of Encroachment" and "2. Description of Location:", with a note to attach a sketch of roadway features. A "Customer Agreement" section is partially visible at the bottom, starting with "3. The undersigned applicant hereby requests the SCDOT to permit encroachment on the SCDOT".

When you select an SCDOT maintained road, a message should appear:

"Our records indicate the road you have selected is maintained by SCDOT."

NOTE: If you must choose a street that is NOT maintained by SCDOT, a message will appear that says:

*"Our records indicate the road you have selected is **NOT** maintained by SCDOT."*

To add more roads, click the "**Add Location**" button. Repeat these steps until all roads have been added.

1. Provide a description of Type of Encroachment in the box.
2. Provide a description of the location, for example, "2.1 miles north of intersection of road S-04-22" or "300 feet west of road S-04-66." This information shall also be included on the drawing as instructed in the permit application checklist.
3. Enter the Applicant's Name, date, and title.

SC Department of Transportation
EPPS New Application Form Instructions

Applicant's Name:	<input type="text"/>	Date:	<input type="text"/>
	(Please print or type)		
Applicant's Sig:	<input type="text"/>	Title:	<input type="text"/>

Once all the required fields of the form have been entered, you must click the **"Print this form for signature and upload"** button.



If all required fields are not entered, then a "red box" should appear around the field.

The user should click the "Print" button in the printer dialog box to print, sign, and upload required documents and any supporting files in the next steps at the "Upload Documents" dialog box.

Note: If you cannot print the application or would like to submit the signed and printed application at a later date, you have the option to check the box that says "Check this box to submit the Signed Application Form" later. After you click the print button, you should get the Upload Documents screen.

SC Department of Transportation
EPPS New Application Form Instructions

Upload Documents

Attach your scanned completed Encroachment form:

*Encroachment Application (Signed):

Check this box to submit the Signed Application Form later.

Document Type		Download CheckList
Check List	<input type="text"/> <input type="button" value="Browse..."/>	Click Here
Site Plan	<input type="text"/> <input type="button" value="Browse..."/>	

(Note: Additional Documentation can be uploaded once the *required documents have submitted.)

At the “**Upload Documents**” dialog box, click “Browse...” button for each file you want to upload. You should get a Browse dialog box. At the browse screen, locate your file click once to select it, then Open (or double-click the file).

Required documents are different for each Encroachment type. For example, a Check List may not be required. If you need to upload additional documents, you will see that screen after you click **Upload Required Documents**.

Note: There is a limit for the file name to upload. The URL path for total characters of files and folders must be 260 characters or less (and not more than 128 characters for any single file or folder in the URL. If a file has long URL path or is filename too long, or file size is too large (more than 500 MB per file), you may get an error message. You will not be able to click the “**Upload Required Documents**” button and go beyond this screen. You must either reduce the file size of the document or move the file to a local drive.

Note: Marking the checkbox next to “**Check this box to submit the Signed Application Form later,**” allows you to submit the signed application later.

SC Department of Transportation
EPPS New Application Form Instructions

Upload Documents

Attach your scanned completed Encroachment form:

*Encroachment Application (Signed):

Check this box to submit the Signed Application Form later.

Document Type		Download CheckList
Check List	C:\Users\greenjt\Documents\Test Docs\Test Doc 1.txt <input type="button" value="Browse..."/>	Click Here
Site Plan	C:\Users\greenjt\Documents\Test Docs\Test Doc 2.txt <input type="button" value="Browse..."/>	

(Note: Additional Documentation can be uploaded once the *required documents have submitted.)

Click the “**Upload Required Documents**” button once you have selected the required files and the filenames are displayed and you are ready to upload them. The next step will allow you to upload any additional documents, if applicable.

Note: If you mark the box next to “Check this box to submit the Signed Application Form later,” you will need to upload the signed application at a later time.

1. For accountholders, login to EPPS, click Customers link>Active Applications>View Documents and click Add Document and locate the document you want to upload.
2. For low-volume users, those that do not have a login or password, you will need to email the signed application to the county where the work is being done. You should receive an email from that county office and the email address will be listed.

SC Department of Transportation
EPPS New Application Form Instructions

Upload Documents

All Submitted *required Documents		
File Name	DocType	File ID
Test Doc 1.txt	Check List	13311
Test Doc 2.txt	Site Plan	13312

Check this box to Submit the Form.

When the required documents have been submitted successfully, you should see a message that shows all submitted required documents and another button should appear to allow additional supporting files – “**Additional Documentation.**” Also, click the check box called “**Check this box to Submit the Form**” to successfully submit the application and supporting documents.

If you need to submit any other supporting files, click the “**Additional Documentation**” button.

If you do not need to submit any supporting files, click the box next to “**Check this box to submit the Form**” and this will activate the “Submit Encroachment Permit Application” button.

SC Department of Transportation
EPPS New Application Form Instructions

Upload Documents

All Submitted *required Documents		
File Name	DocType	File ID
Test Doc 1.txt	Check List	13311
Test Doc 2.txt	Site Plan	13312

Additional Documentation:

* Photos C:\Users\greenjt\Pictures\Concrete Falling in Parking C

Check this box to Submit the Form.

To upload documents in addition to the required documents (listed at top of screen) click the **“Additional Documentation”** button. You should then select a Doc type using the drop-down button, such as DHEC Permit or Statement, click the browse button to select a file from your computer, and click the **“Add Document”** button.

Once you click the **“Add Document”** button, the file will appear above it. The files must be added one at a time, but there is no limit for the total number of files uploaded. You will have the option to delete it once the **“Delete”** button appears.

SC Department of Transportation
EPPS New Application Form Instructions

Upload Documents

All Submitted *required Documents

File Name	DocType	File ID
Test Doc 1.txt	Check List	13311
Test Doc 2.txt	Site Plan	13312

All Additional Documentation Files Uploaded

File Name	DocType	File ID	Delete
Concrete Falling in Parking Garage.jpg	Photos	13313	<input type="button" value="Delete"/>

Check this box to Submit the Form.

When one additional file has been uploaded, to add more continue clicking the “Additional Documentation” button. Repeat these steps until all files have been uploaded.

When you are ready to submit the application and all supporting and required forms, click the check box labeled “**Check this box to submit the Form.**” This will activate the “**Submit Encroachment Permit Application**” button.

SC Department of Transportation
EPPS New Application Form Instructions

Upload Documents

All Submitted *required Documents

File Name	DocType	File ID
Test Doc 1.txt	Check List	13311
Test Doc 2.txt	Site Plan	13312

All Additional Documentation Files Uploaded

File Name	DocType	File ID	Delete
Concrete Falling in Parking Garage.jpg	Photos	13313	<input type="button" value="Delete"/>
Koala.jpg	Photos	13314	<input type="button" value="Delete"/>
Tulips.jpg	Photos	13315	<input type="button" value="Delete"/>
Test Doc 3.txt	Hydraulic and Stormwater Plan	13316	<input type="button" value="Delete"/>
Test Doc 5.txt	Correspondence	13317	<input type="button" value="Delete"/>
Test Doc 6.txt	DHEC Permit or Statement	13318	<input type="button" value="Delete"/>

Check this box to Submit the Form.

When all required and supporting documents have been uploaded and the check box is selected next to “Check this box to submit the Form,” you are ready to click the “**Submit Encroachment Permit Application**” button. After you click this button, you should get a message stating it has been successful!!

SC Department of Transportation
EPPS New Application Form Instructions

Upload Documents

All Submitted *required Documents

File Name	DocType	File ID
Test Doc 1.txt	Check List	13311
Test Doc 2.txt	Site Plan	13312

All Additional Documentation Files Uploaded


File Name	DocType	File ID	Delete
Concrete Falling in Parking Garage.jpg	Photos	13313	<input type="button" value="Delete"/>
Koala.jpg	Photos	13314	<input type="button" value="Delete"/>
Tulips.jpg			<input type="button" value="Delete"/>
Test Doc 3			<input type="button" value="Delete"/>
Test Doc 5			<input type="button" value="Delete"/>
Test Doc 6			<input type="button" value="Delete"/>

Additional Documents

Check this box to Submit the Form.

Submit Encroachment
Permit Application

Message from webpage



Your Encroachment Application has been submitted successfully

Click "OK" to close the "...submitted successfully" message and return to the EPPS homepage. You must get the message "Your Encroachment Application has been submitted successfully" in order for your application to be processed.

Once your application has been submitted successfully, the application will be assigned a unique Application number. You should receive an email notification with the application number and contact information.

Upload Documents to Existing Application

Once you receive the email (or would like to see applications) log into EPPS, click **Customer** link>**Active Applications** >**View Documents**>**Add Document** link and then upload additional documents.

Note: If you do not have an account, you may email the file to SCDOT county office or contact them for further assistance. The email has contact information or the SCDOT website has contact information for each county at <http://www.scdot.org> and click Doing Business with SCDOT>Permits>Encroachment Permits. You may also call us at 855-GO-SCDOT (855-467-2368) toll free or 803-737-2314