

South Carolina Department of Transportation

EPPS New Application Form

For Low Volume Users

This document will guide you through the process of completing the Encroachment Permit Application Form for our low-volume, one-time only customers that do not have an account (a username and password to login) through the Encroachment Permit Processing System (EPPS).

Part I – Contact Information

The **Contact Information** section (Figure 1) includes the name, address, phone, fax (if available), e-mail address, and a contact person for the permit applicant. This information is important because it will be used by SCOT to notify the applicant of the permit application progress (via e-mail) and to contact the applicant if additional information is required. For example, once an application has been submitted to SCOT an application number will be assigned and a confirmation email will be sent to the email address entered in the section below.

Application for Encroachment Permit

S.C. Department of Transportation
Form 637 (Rev 04/2014)

[Form Use Instructions](#)

Contact Information

Applicant:

Street:

City:

State: **Zip Code:**

Phone: **Fax:**

Email:

Contact:

Please check if all the required field validations are met.

Figure 1

If you do not enter the required fields in the **Contact Information** and click the “Print this form for signature and upload” (shown near bottom of form), you will get the message “Please check if all the required field validations are met.” You must click the OK button and enter all the required fields.

South Carolina Department of Transportation

EPPS New Application Form

For Low Volume Users

Part II – Project Location

The Project Location section collects information about the work location, or locations, you are requesting an encroachment permit. One or more separate locations can be entered. The “**Primary County:**” field is the county where the majority (or all) of the work will be done. Select a county from the “Primary County:” field drop-down list. Click the “**Select Road**” button (Figure 2).

Project Location

Primary County:	<input type="button" value="Please select county"/>	SCDOT Street Finder Map	
County	Road Name		
<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>	<input type="button" value="Select Road"/>
<input type="button" value="Add Location"/>			

Figure 2

The street finder dialog box will open (Figure 3). Select a “County” from the drop-down list, and enter a Street Name, and **press the Enter key (or click “Search” button) to display all the road names.** SCDOT Street Finder does not filter out state and county roads in your search result. Therefore, roads **not maintained** by SCDOT are displayed in the list as “(Local)” (Figure 4).

SCDOT Street Finder

County:	Street Name:	
<input type="button"/>	<input type="text"/>	<input type="button" value="Search"/>
<input type="button" value="Clear Form"/>		
<input type="button" value="Add Selected Road"/>		

Figure 3

South Carolina Department of Transportation
EPPS New Application Form
For Low Volume Users

Part II – Project Location (continued)

For example, if you enter a road name called “Phillips st” in Richland County, your search results will display something similar to (Figure 4). Be sure to select the road that **does not have (Local)** listed because that is not a road maintained by SCDOT.

The screenshot shows a window titled "SCDOT Street Finder". At the top, there are two input fields: "County:" with "Richland" selected and "Street Name:" with "phillips st". To the right of the street name field is a "Search" button. Below these fields is a list box containing four entries: "Phelps St (Local)", "Phillips St (S-323)", "Phillips St (Local)", and "St. Phillips St (Local)". The entry "Phillips St (Local)" is highlighted. At the bottom of the window are two buttons: "Clear Form" on the left and "Add Selected Road" on the right.

Figure 4

If you do select a road that has (Local) listed, you will get the message (Figure 5):

“Found local road (Phillips St). Our records indicate the road you have selected is not maintained by SCDOT...” (Figure 5)

**South Carolina Department of Transportation
EPPS New Application Form
For Low Volume Users**

Part II – Project Location (continued)

SCDOT Street Finder

County: Street Name:

Richland Phillips St

Found local road (Phillips St). Our records indicate the road you have selected is not maintained by SCDOT. If you would like additional information pertaining to this road, please contact our local Resident Engineer's office at 803-786-0128



Figure 5

If you select a road that **is maintained** by SCDOT, then the message will display as (Figure 6):

"Phillips St (S-323). Our records indicate the road you have selected **is maintained** by SCDOT...."

**South Carolina Department of Transportation
EPPS New Application Form
For Low Volume Users**

Part II – Project Location

SCDOT Street Finder

County: Street Name:

Phillips St (S-323). 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 803-786-0128

Figure 6

If you enter a street name that is not in our database, you will get the message:

We are unable to locate in our data base, the road you have selected. Please check the spelling and try again. If you would prefer to speak to someone regarding your search you may contact our local Resident Engineer's office at 803-786-0128

Once you choose a state-maintained street name from your search results and click the “**Add Selected Road**” button (Figure 6), it displays in the application form (Figure 7).

South Carolina Department of Transportation
EPPS New Application Form
For Low Volume Users

Project Location

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

County	Road Name		
Richland	Phillips St	<input type="button" value="Delete"/>	<input type="button" value="Select Road"/>
		<input type="button" value="Delete"/>	<input type="button" value="Select Road"/>

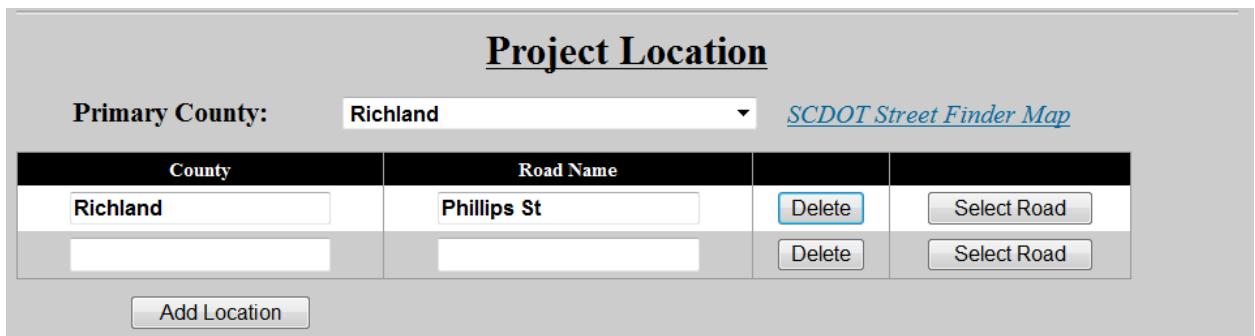


Figure 7

You can click the “**Add Location**” button to add additional row(s) to the “Project Location” area or click “Delete” to remove a road from the list.

Part II – Project Location (cont’d)

In the “**Type of Encroachment**” field, select the “**Encroachment Type**” from the drop-down list and enter additional information in the box below. In the “**Description of Location**” field, you may enter additional information. (Figure 8) When printed, some information may print on an addendum page(s) if it does not fit in these fields.

Project Location

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

County	Road Name		
		<input type="button" value="Delete"/>	<input type="button" value="Select Road"/>

1. Type of Encroachment:

2. Description of Location:

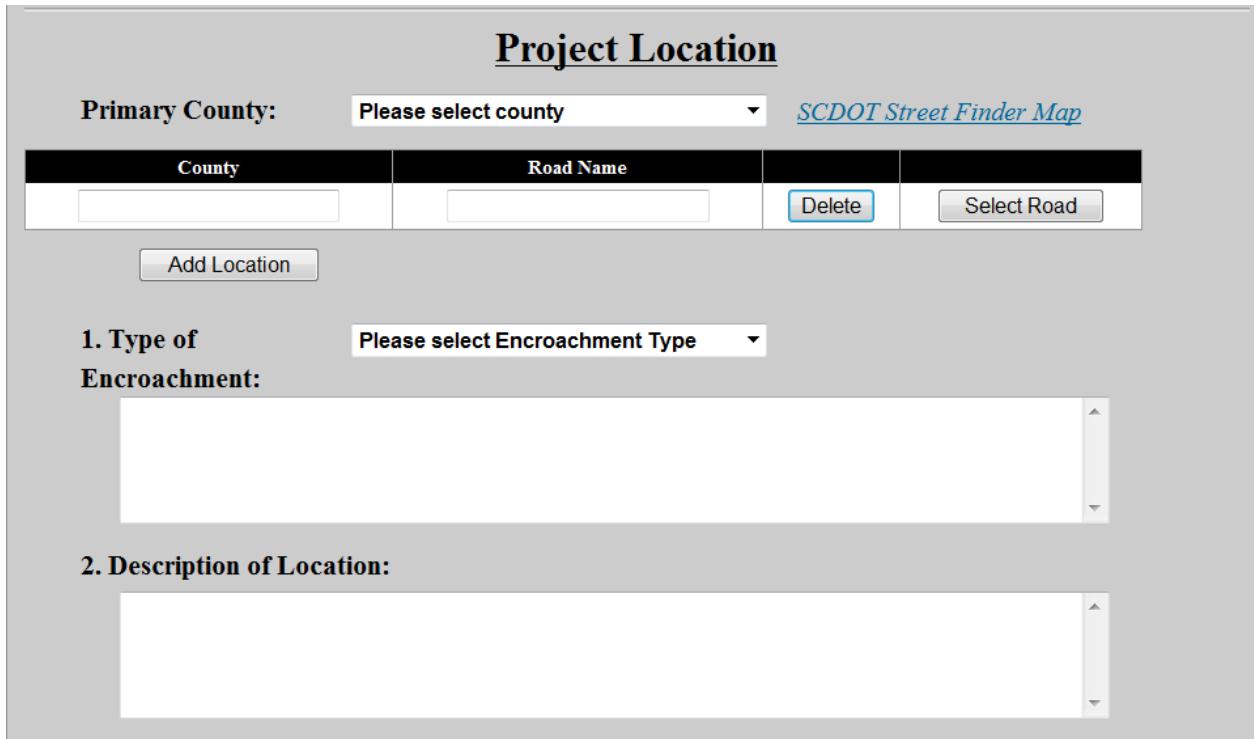


Figure 8

South Carolina Department of Transportation

EPPS New Application Form

For Low Volume Users

Part II – Project Location (cont'd)

Three areas of the form have special logic to limit the number of lines displayed so that the print function provides a consistent result. Addendum page(s) are used to display any overflow from these areas:

- Project Locations
- Description of Encroachment
- Description of Location

Please note that this does not apply to the application file that is generated for the initial upload (no signatures).

After reading the Customer Agreement you must enter the Applicant's Name of the person who will sign the application, Date, and Title. After the form is printed, applicant signs the form in the Applicant's Sig: field. Then, you will click the **"Print this form for signature and upload"** button (Figure 8). If required fields are not entered, you will get a message "Please check if all the required field validations are met."

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

Part III – Printing Application

To print the application, click the **"Print this form for signature and upload"** button (Figure 9) and you will see another dialog box with printing requirements displayed in the left column (Figure 10).

For Office Use Only

For Office Use Only

In accordance with your request and subject to all the provisions, terms, conditions, and restrictions stated in the application and the general and special provisions attached hereto, the SCOTD hereby approves your application for an encroachment permit. This permit shall become null and void unless the work contemplated herein shall have been completed prior to:

See Attached Special Provision and/or Permit Requirements

NPDES Permit Nbr:

(Date received by res. Maint. Engr.) (SCDOT Approval) (Date) Deputy Secretary for Engineering

Resident Maintenance Engineer District Engineering Administrator District Maint./Constr. Engineer

Print this form for signature and upload.

Figure 9

Note: Once you click this button, you will not be able to make any changes to the form.

**South Carolina Department of Transportation
EPPS New Application Form
For Low Volume Users**

South Carolina Department of Transportation

EPPS New Application Form

For Low Volume Users

Part III – Printing Application (continued)

Click the “Print” button (Figure 10) and you should get the Printer dialog box. Click the “Print” button again to print the application.



Figure 10

Note: Figure 10 applies to Internet Explorer users only. The values shown for Page Setup may need to be adjusted based on your printer and to get the application to print correctly.

Once you get to this screen (Figure 10), you will not be able to make any changes to the form. You can click the Refresh  button (or press F5); however, you will get a blank form and must re-enter your information.

Part IV – Uploading Documents

Once you click the “Print” buttons, you will sign the form, scan it, and upload the signed application into the Upload Documents” dialog box (Figure 11). This is the screen where you may also upload up to 5 additional documents.

To upload the signed encroachment form, you will click the first “Browse” button and locate the file from your computer and click OK. Repeat these steps until all documents have been uploaded. You must enter the characters correctly (ie capital letters etc) in the ReCAPTCHA box before clicking the “Submit Encroachment Permit Application” button (Figure 11). If you are unable to see the characters clearly, click the “Get a new Challenge” button until you get characters you are able to see (Figure 11).

Part IV – Uploading Documents (continued)

South Carolina Department of Transportation

EPPS New Application Form

For Low Volume Users

Once you upload all the documents and enter the reCAPTCHA characters in the text box, then you click the “Submit Encroachment Permit Application” button (Figure 11).

Upload Documents

First, attach your scanned completed Encroachment form:

Encroachment Application C:\Users\comalandhh\Documents\Permit for Jason Hill.pdf

Next, attach your scanned documentation below (up to 5 files, PDF files may contain multiple pages):

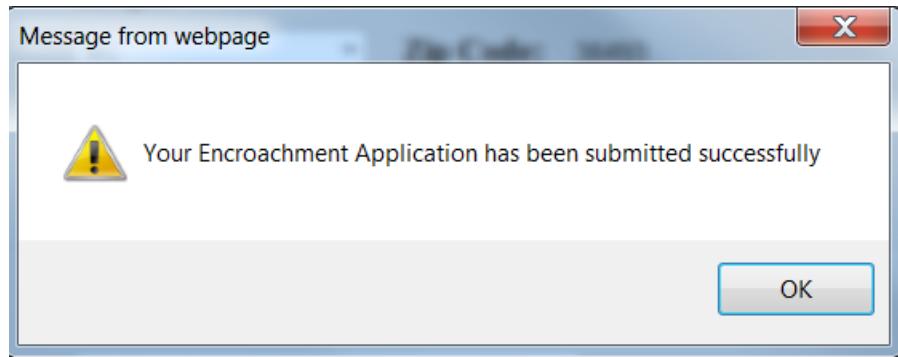
Encroachment Permit
Encroachment Permit
Encroachment Permit
Encroachment Permit
Encroachment Permit

*Please type the words you see displayed in the image below


170  reCAPTCHA™
stop spam.
read books.

Figure 11

If you entered, printed, and submitted the form correctly, a message box will appear that says “Your Encroachment Application has been submitted successfully.” You must click OK or the X button.



Congratulations!!

Thank you for using the new form in EPPS.