



**DeIDOT
EPS External
applicant Training Document**

Accelerate

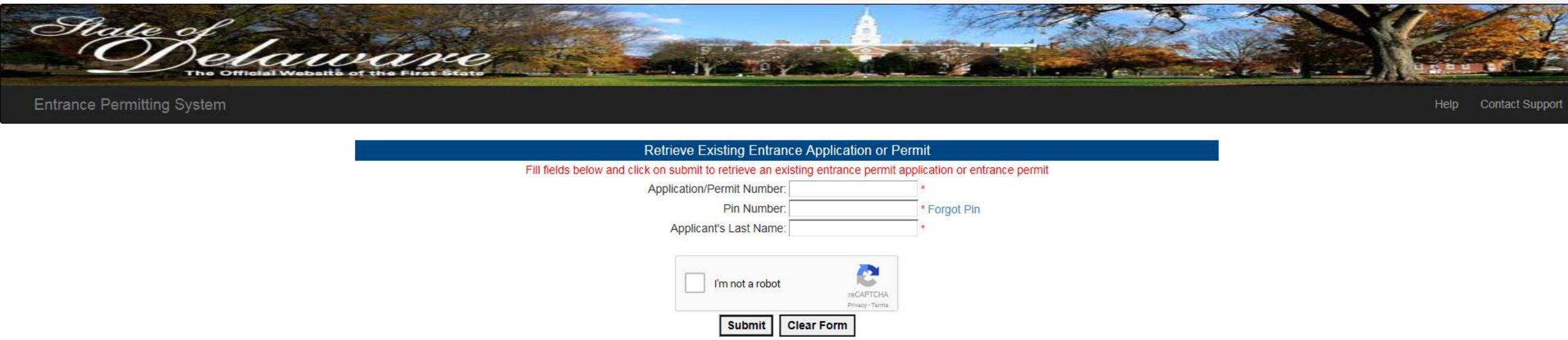


Simplify



Optimize

Application/Permit Search



The screenshot shows the top of the State of Delaware website with the logo and a banner image of the state capitol. Below the banner is a dark navigation bar with the text "Entrance Permitting System" on the left and "Help" and "Contact Support" on the right. The main content area has a blue header bar that reads "Retrieve Existing Entrance Application or Permit". Below this is a red instruction line: "Fill fields below and click on submit to retrieve an existing entrance permit application or entrance permit". There are three input fields: "Application/Permit Number:" with an asterisk, "Pin Number:" with an asterisk and a "Forgot Pin" link, and "Applicant's Last Name:" with an asterisk. Below the fields is a reCAPTCHA box with the text "I'm not a robot" and a checkbox. At the bottom are two buttons: "Submit" and "Clear Form".

State of Delaware
The Official Website of the First State

Entrance Permitting System

Help Contact Support

Retrieve Existing Entrance Application or Permit

Fill fields below and click on submit to retrieve an existing entrance permit application or entrance permit

Application/Permit Number: *

Pin Number: * [Forgot Pin](#)

Applicant's Last Name: *

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Submit Clear Form

applicants will search their applications from the retrieval menu.

applicants will enter:

- Application number or Permit number
- Four Digit Pin number they had entered upon submission
- The applicants last name
- applicants will have to use the captcha system to verify they are not a robot.
- Clicking submit will search for the application/permit with the information provided.
- Clear Form will clear the page.



Help link and Contact Support

- The help link will navigate the applicant to a page to download a help manual.
- Clicking contact support will take the applicant to a page with information about each districts public works section.



Application search (Additional information required)


Retrieve Existing Entrance Application or Permit

Fill fields below and click on submit to retrieve an existing entrance permit application or entrance permit

Application/Permit Number: *

Pin Number: * [Forgot Pin](#)

Applicant's Last Name: *

☐ I'm not a robot  [Privacy - Terms](#)

Submit

Clear Form

Entrance Application/Permit

This Application/Permit Requires Additional Information. Please click [here](#) to see more information. ¹

Application ID	Submission Date	Status	Status Date	Entrance Type	Permit ID	Date Permitted	Submitter	Permit Owner
273201156	10/11/2017 12:00:00 AM	Additional Information Required	8/18/2017 10:28:59 AM	Agricultural Permit			first last	first last

- Upload Documents ²
- Shared Discussions ³
- Download Original Application(Application state as Submitted)
- Download Current Application

Application search (Additional information required)(Cont.)

Subject: Additional Information Required for Application (273201156)
Body:

To first last,

DelDOT is requesting additional information on your application 273201156. Please access your application for details. You can access your application from the DelDOT Entrance Permit Portal located at (<http://deldot.gov/Business/index.shtml>). You will require your application number, the original applicant last name and pin to access your application.

DO NOT REPLY DIRECTLY TO SENDER OF THIS E-MAIL. The Sender e-mail address for this e-mail is not monitored. If you desire to respond to this e-mail, then contact the DelDOT Public Works office for appropriate contact information.

Thank You,
DelDOT

Close

1. Clicking this link will display the notification that DelDOT has sent, this notification should also be available in your email that you provided.
2. Using the upload documents link, the applicant will be directed to a page that will allow them to upload any information that was missing. applicants only have one chance to upload this information. Once the applicant clicks submit, the permit status will go back to in progress.
3. Shared discussions appears when there has been a shared discussion posted from DelDOT.



Upload Documents (Additional Information Required)

Upload Documents

Follow Steps 1-4 until all required documents have been attached

Application/Permit Number: 275631329

Step 1: Select a document type

Recorded record/plot plan

Document Description:

If your Property has been or was subdivided you must acquire a copy of the recorded plot plan. (This is land that has been divided into five (5) or fewer residential lots.)

Step 2: Enter a note (Please describe the contents of the document)

200 Characters Left

Step 3: Choose upload option

☒Upload Digital Document (File Attachment Required)

☐Paper Document (Mail In)(No File Attachment Required)

Max file size 200 MB. File size affects transfer time !

Step 4: Browse and select the desired file and click attach.

Browse...

Attach

Mail In Address:

Delaware Department of Transportation
Public Works Section
250 Bear-Christiana Rd
Bear, DE 19701
(302) 326-4679

Uploaded Documents:
(Maximum 10 Files)

Letters from municipality (Required)PaperDoc__201707115710

Delete

Recorded record/plot planPaperDoc__201707115723

Delete

☐ I'm not a robot

reCAPTCHA

Privacy - Terms

Submit

Clear Form

Home

- applicants will be able to attach any missing information in this field.
- applicants have two different upload options.
 - Digital document- This is for any documents that you want to send.
 - Paper Documents- This is used to leave a note about what information they had forgotten to enter or to leave a notice that something is being mailed.
- Upload documents shows what has been attached.
- Mailing address has been provided.
- applicants have to verify they are not robots with the captcha before submitting.
- Clicking clear form will clear all information and documents.
- Clicking home will bring the applicant back to the search menu.
- Clicking submit will change the status from additional information required to in progress, documents have been submitted.

Shared Discussions

Shared Discussion

One response is allowed, shared discussions will be disabled after submitting. Please confirm your shared discussion before submitting.

Subject: Additional Information Required for Appl

Body:

1000 Characters Left

DelDOT
UPS admin
10/13/2017 1:15:39 PM
DelDOT is requesting additional information on your application 273201156. Please access your application for details. You can access your application from the

DelDOT
UPS admin (Utility Coordinator)
10/12/2017 4:57:51 PM
Nerw

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Submit Clear Form

[Home](#)

- applicants can respond to any shared discussions posted from DelDOT
- applicants only have one response for DelDOT per DelDOT response.
- applicants have to verify they are not a robot with the captcha.
- Clicking clear form will clear information that was entered.
- Clicking submit will send the shared response to DelDOT.



1. Retrieving a completed permit

Retrieve Existing Entrance Application or Permit


Fill fields below and click on submit to retrieve an existing entrance permit application or entrance permit

Application/Permit Number: 273001049 *

Pin Number: 1234 * [Forgot Pin](#)

Applicant's Last Name: Last *

☐ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

Entrance Application/Permit

Application ID	Submission Date	Status	Status Date	Entrance Type	Permit ID	Date Permitted	Submitter	Permit Owner
273001049	10/9/2017 12:00:00 AM	Completed	8/18/2017 10:28:59 AM	Commercial Entrance Permit	KC-0052-17JK	10/13/2017 12:36:02 PM	First Last	First Last

- [Download Original Application\(Application state as Submitted\)](#) ← ①
- [Download Current Application](#) ← ②
- [Download Entrance Construction Permit](#) ← ③
- [Download Entrance Commercial Permit](#) ← ④

1. Retrieving a permit (Cont.)

- Enter in all three mandatory text boxes and verify the captcha.
- Click submit to retrieve the status of your permit.
- There will be links based on the status of the permit. From the picture in the previous page there are four links.
 1. Download original application(Application as submitted) this link is visible once the permit has been submitted.
 2. Download current application this link is visible once the permit has been submitted.
 3. Download Entrance Construction Permit is visible once the permit has been authorized.
 4. Download Entrance Commercial Permit is visible only to commercial permits that have been completed.



Applying for an Entrance Permit


New Entrance Application (Step 1/13) - County

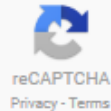
Please choose the county where you need the entrance permit

☐ New Castle County

☒ Kent County

☐ Sussex County

 I'm not a robot



Next Step

- First step is to select the county that the you are applying for
- applicant has to verify that they are not a robot with the captcha
- Once a county has been selected and captcha has been verified, applicant can proceed by clicking next step.



Applying for an Entrance Permit

New Entrance Application (Step 2/13) - Permit Type

Select Permit Type

☐ Agricultural Permit 

☒ Residential Entrance Permit 

Click/Tap on help symbol for more information

Prev Step

Next Step

- The second step applicants select which permit type they are applying for.
- The applicant can click or tap the help icon to view a description of the permit type.
- Clicking the prev step will take the applicant back to step 1
- Clicking the next step will take the applicant to step 2.



Information /Requirement Page

Kent County - Commercial Entrance Permit

Information/Requirement Page

Before you continue please have the following mandatory information and documents ready:
In order to proceed to the next step, boxes with a red asterisk (*) are required to be filled in.

Information:

Project Location
Project Name
Reason For Request

Documents:

Approved Construction Drawings
Tax Bill

Session for this application will time out after one hour of no activity

Certain steps may not be required for every application, these steps will be skipped. Skipped steps will be noted in the review application step (13/13).

Prev Step

Next Step

- Applicants will have a chance to check if they have the required information before proceeding.
- The items listed underneath information are text boxes that will have to be filled out by the applicant.
- Items listed underneath documents are files or notes that have to be uploaded by the applicant to proceed.
- Applicants will have the county and the permit type they are applying for visible above the step.



Applying for an Entrance Permit

Kent County - Commercial Entrance Permit

New Entrance Application (Step 3/13) - Documents

Follow Steps 1-4 until all required documents have been attached

Step 1: Select a document type

Tax Bill (Required) ▼

Document Description:

Showing current owner of record, tax identification number, and lot number if applicable.

Step 2: Enter a note (Please describe the contents of the document)

Will be mailed in

183 Characters Left

Step 3: Choose upload option

☒ Upload Digital Document (File Attachment Required)

☐ Paper Document (Mail In) (No File Attachment Required)

Max file size 200 MB. File size affects transfer time !

Step 4: Click select file and select the desired file. Click attach after the bar turns green. (Larger files may take longer to upload)

C:\Users\Delasoft\Downloads\90021334.pdf Browse...

Attach

Mail In Address:

Delaware Department of Transportation
Central District, Public Works
930 Public Safety Blvd
Dover, DE 19901
(302) 760-2433

Prev Step

Next Step

Uploaded Documents: (Maximum 10 Files)

Approved Construction Drawings (Required) SteamSetup.exe

Delete

Tax Bill (Required)

PaperDoc__201707121927

Delete


- applicants attach all the required documents.
- In this step, there is a step by step flow to attaching a document.
- Once all required attachments are attached. The applicant can continue to the next step

Applying for an Entrance Permit

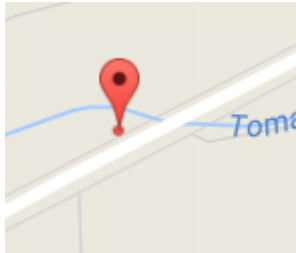
Kent County - Commercial Entrance Permit

New Entrance Application (Step 4/13) - Tax Parcel Numbers

Enter your Tax Parcel in the text box below. Click Validate to verify the tax parcel.
If your tax parcel number does not validate, apply at the public works section in the county you applied for.

Enter Tax Parcel Number:  [Google View](#)

List of Tax Parcels:



- In the fourth step, applicants will enter a valid tax parcel for the county they are applying for. If your tax parcel number does not validate, continue the application.
- Clicking google view will show the valid tax parcels location
- Selecting a tax parcel and clicking delete will remove the tax parcel
- Click next when finished



Applying for an Entrance Permit

Kent County - Commercial Entrance Permit

New Entrance Application (Step 5/13) - Location Information

Project Location: *

79 Characters Left

Nearest Intersecting Road:

Distance From Intersection: Feet

Maintenance Road No.:

Subdivision Name:

Lot No.: x

Enter multiple lot numbers by separating the entries with a comma(,) without spaces.

[Prev Step](#) [Next Step](#)

- Applicants have to enter all mandatory (fields with red asterisks) fields before applicants can move to the next step(noted in the information page and varies based on permit type).
- When entering multiple lot numbers, separate the entries with commas.



Applying for an Entrance Permit

New Entrance Application (Step 6/13) - Property Owner

Company Name will default to First and Last name if left blank.

Company Name:	<input type="text"/>	
First Name:	<input type="text" value="First"/>	*
Last Name:	<input type="text" value="Last"/>	*
Address 1:	<input type="text" value="Address"/>	*
Address 2:	<input type="text"/>	
City:	<input type="text" value="Dover"/>	*
State:	<input type="text" value="DE"/>	*
Email:	<input type="text" value="Email@email.com"/>	*
Confirm Email:	<input type="text" value="Email@email.com"/>	*
PO/Zip:	<input type="text" value="19901"/>	*
Phone:	<input type="text" value="(302)293-0293"/>	x *
Secondary Contact #:	<input type="text"/>	
Fax:	<input type="text"/>	

[Prev Step](#) [Next Step](#)

- Applicant enters the property owners information
- Fill in mandatory fields (if indicated) to proceed
- When clicking next step, if Company Name is left blank, first name and last name will populate into company name. Do not enter text into company name if there is no company name to enter.



Applying for an Entrance Permit

New Entrance Application (Step 7/13) - Applicant Information

Company Name will default to First and Last name if left blank.

☐ Same As Property Owner

Company Name: First Last

First Name: First *

Last Name: Last *

Address 1: Address *

Address 2:

City: Dover *

State: DE *

Email: Email@email.com *

Confirm Email: Email@email.com *

PO/Zip: 19901 *

Phone: (302)293-0293 *

Secondary Contact #:

Fax:

[Prev Step](#) [Next Step](#)

- The Applicant inputs their own information in this step.
- Fill in mandatory fields (if indicated) to proceed
- Clicking same as property owner will fill in the applicants filled based on what was entered in the previous step for the property owner. Applicants can uncheck same as property owner to make edits.
- Company name will fill in with first name and last name when left empty. Do not enter text into company name if there is no company to enter.



Applying for an Entrance Permit

Kent County - Commercial Entrance Permit

New Entrance Application (Step 8/13) - Entrance Details

Existing and proposed entrance location shall be physically staked in field with property owner's name, as a condition of the application.

If stakes are not in place, a permit will NOT be issued.

Enter Stake Out Date:
(For Non-Commercial Entrance Only)

Are you requesting a permit for an existing entrance or a proposed entrance?

☒ Proposed Entrance ☐ Existing Entrance

If applying for an Existing Entrance Permit:

* Will you be modifying or relocating the existing entrance? ☐ Yes ☐ No

If yes please explain

190 Characters Left

* Was the existing entrance constructed within the past three years? ☐ Yes ☐ No

[Prev Step](#) [Next Step](#)

- Fill in mandatory fields (if indicated) to proceed
- Select which type of permit you are applying for.
- Selecting Existing entrance will enable the next two yes or no questions for the applicant to answer.
- Selecting Existing entrance will skip step 9 for proposed entrances.



Applying for an Entrance Permit

Kent County - Commercial Entrance Permit

New Entrance Application (Step 9/13) - Proposed Site/Right-Of-Way Modifications (For Proposed Entrance Only)

Check all that Apply.

☒ Single Family Dwelling

☐ Mobile Home

☒ Outbuilding Construction

☐ Echo Unit

☐ Entrance Relocation

☐ Building Addition

☒ Additional Entrance

☐ Farm Entrance

☐ Entrance Widening

☒ Poultry Farm/Chicken House

Present square footage of building (facility): 321 *

Proposed square footage of building (facility): 322 *

☒ Other

Description: Select all that apply *

19 Characters Left

Prev Step Next Step

- Select all that apply, selecting chicken house will require the applicant to input information for a couple fields.
- Checking other will require the applicant to type what the other proposed site/right of way is.



Applying for an Entrance Permit

Kent County - Commercial Entrance Permit

New Entrance Application (Step 10/13) - For Commercial Permit Applications Only

Project Name:

Prior use of property (describe the type of business previously operating on the property and the name of the business):
450 Characters Left

Proposed use of property (describe the type of business operating proposed on the property and the name of the business):
450 Characters Left

Square footage of each building/facility (Present):

Square footage of each building/facility (Proposed):

Number of Customers (daily average):

Number of Employees (daily average):

Off street Parking Spaces (required by local code) Required: Provided:

Average Daily Traffic (ADT) of entrance(s) vehicles entering daily (A):

Vehicles exiting daily (B):

Total A + Total B = Daily ADT:

[Prev Step](#) [Next Step](#)

- This step is only visible when applying for commercial permits. If not applying for a commercial permit, this step will be skipped.
- Fill in the mandatory (if indicated) fields to proceed



Applying for an Entrance Permit

New Entrance Application (Step 11/13) - For Temporary Entrances Only

This Step is for "temporary" Permits only. If you are not applying for temporary Permit, then you can skip this screen by clicking "Next Step" button to the right.

Request Permit:

From:  

To:  

Prev Step

Next Step

- Fill in the mandatory (if indicated) fields to proceed.



Applying for an Entrance Permit

New Entrance Application (Step 12/13) - Reason For Request

4000 Characters Left

Prev Step

Next Step

If reason for request is mandatory, fill in the required text box to proceed. If not mandatory, click next step to proceed to the application review.



Application Review

- The last step 13, the applicant can review the information they have inputted. Clicking edit will take the applicant back to that step, the applicant can make edits. To return to the last page, applicant has to click next until they make it to the last page.
- Steps that were skipped will be noted next the step title.



Kent County - Commercial Entrance Permit

New Entrance Application (Step 13/13) - Review Application

Review all information listed below, and click "Submit" button at the bottom of this screen

Step 1 - County
County: Kent Edit

Step 2 - Permit Type
Permit Type: Commercial Entrance Permit Edit

Step 3 - Documents
No Of Documents: 2
Approved Construction Drawings (Required) SteamSetup.exe
Tax Bill (Required) PaperDoc__201707121927 Edit

Step 4 - Tax Parcel Numbers
Tax Parcel Numbers: 8-00-14500-01-0403-00001 Edit

Step 5 - Location Information
Project Location: Project Location
Nearest Intersecting Road: Intersecting Road
Distance From Intersection: 322 Feet
Maintenance Road No.: 322
Subdivision Name: Sub
Lot No.: 1,2,3,4 Edit

Step 6 - Property Owner
Company Name: First Last
First Name: First
Last Name: Last
Address 1: Address
Address 2:
City: City
State: de
Email: Email@email.com
PO/Zip: 19901
Phone: (302)333-3222
Secondary Contact:
Fax: Edit

Application Review

- The last step 13, the applicant can review the information they have inputted. Clicking edit will take the applicant back to that step, the applicant can make edits. To return to the last page, applicant has to click next until they make it to the last page.
- Steps that were skipped will be noted next the step title.



Step 7 - Applicant Information

☒ Same As Property Owner

Company Name: First Last
First Name: First
Last Name: Last
Address 1: Address
Address 2:
City: City
State: de
Email: Email@email.com
PO/Zip: 19901
Phone: (302)333-3222
Secondary Contact:
Fax:

Edit

Step 8 - Entrance Details

Stake Out Date:

Existing entrance or proposed entrance?: Proposed Entrance
Will you be modifying or relocating the existing entrance?:
If yes, please explain:
Was the existing entrance constructed within the past three years?:

Edit

Step 9 - Proposed Site/Right-Of-Way Modifications (For Proposed Entrance Only) (Skipped)

☒ Single Family Dwelling
☐ Mobile Home
☒ Outbuilding Construction
☐ Echo Unit
☐ Entrance Relocation
☐ Building Addition
☒ Additional Entrance
☐ Farm Entrance
☐ Entrance Widening
☒ Chicken House

Present square footage of building (facility): 321
Proposed square footage of building (facility): 322
☒ Other
Description: Select all that apply

Edit

Step 10 - For Commercial Permit Applications Only

Project Name: Project Name

Prior use of property (describe the type of business previously operating on the property and the name of the business):

Proposed use of property (describe the type of business operating proposed on the property and the name of the business):

Present Square footage of each building(facility):
Proposed square footage of each building(facility):
Number of Customers (daily average):
Number of Employees (daily average):
Off street Parking Spaces (required by local code): Required: Provided:
Average Daily Traffic(ADT) of entrance(s) vehicles entering daily (A):
Vehicles exiting daily (B):
Total A + Total B = Daily ADT:

Edit

Step 11 - For Temporary Entrances Only

Request Permit (From): (To):

Edit

Step 12 - Reason For Request

Reason for Request

Edit

Applying for an Entrance Permit

Step 12 - Reason For Request and Description of Work


Reason for Request

Edit

Create a 4 Digit Pin: *

Please note that the pin number is needed to retrieve the application at a later time. It will be emailed to the applicant's email address upon submission.

☐ I'm not a robot


reCAPTCHA
[Privacy - Terms](#)

Please Verify Information Before Submitting

Submit

Legal Disclaimer
AGREEMENT: By signing this Electronic Signature Acknowledgment Form, I agree that my electronic signature is the legally binding equivalent to my handwritten signature. Whenever I execute an electronic signature, it has the same validity and meaning as my handwritten signature. I will not, at any time in the future, repudiate the meaning of my electronic signature or claim that my electronic signature is not legally binding. I also agree to be responsible for all documents filed using my password. I agree that any document filed under my password is a document that I authorized and I understand that the use of my password to file the document shall also constitute a legally binding signature and shall have the same force and effect as a handwritten signature. I will not, at any time in the further, claim that a document was filed with my passcode without my permission.

Prev Step

- Applicant has to enter a four digit pin and verify they are a human before they can submit.
- After pin and the verification has been verified, click submit.



Applying for an Entrance Permit

Entrance Permit Application Submitted Successfully

Application No.: 275801251
User Pin: 1234

An email will be sent to the applicant. Another email will be sent when the application is in the review process.

[Back to DeIDOT Website](#)

- The application has been submitted. Applicant will be receive an email about their application.
- Using the back to DeIDOT link the applicant can find the link to search for applications.

