MONTANA DEPARTMENT OF TRANSPORTATION

UPAS – Utilities Permitting Application System

Chapter One

External – User's Procedure Manual

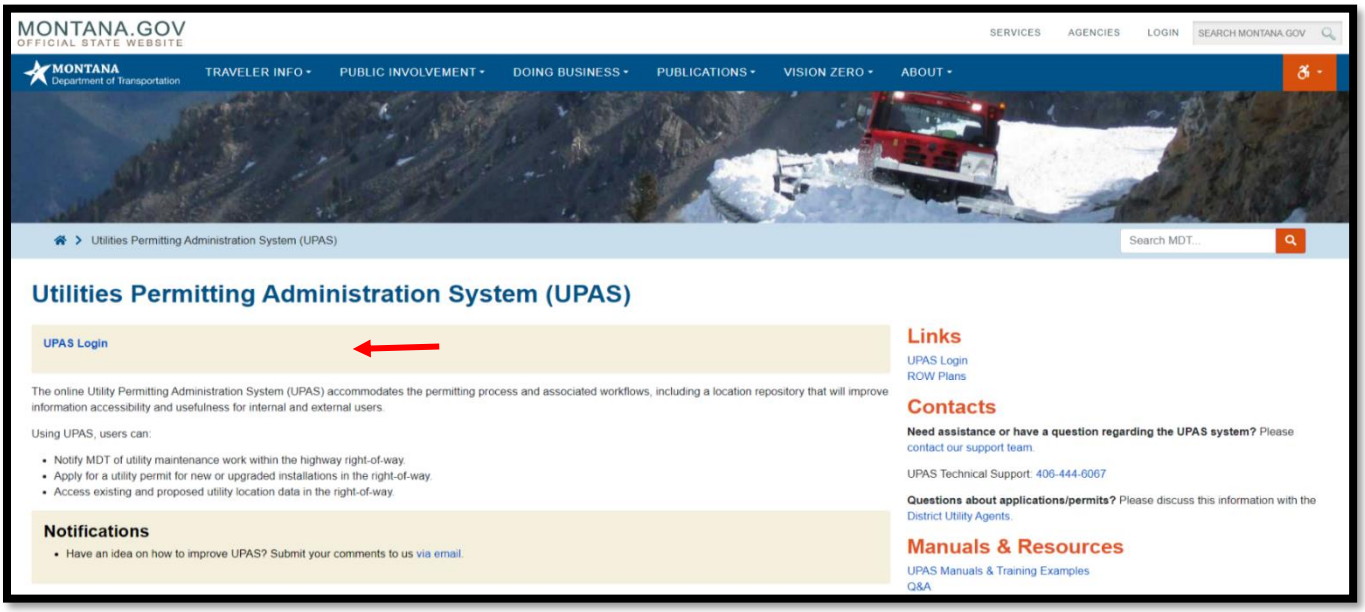
April 2026

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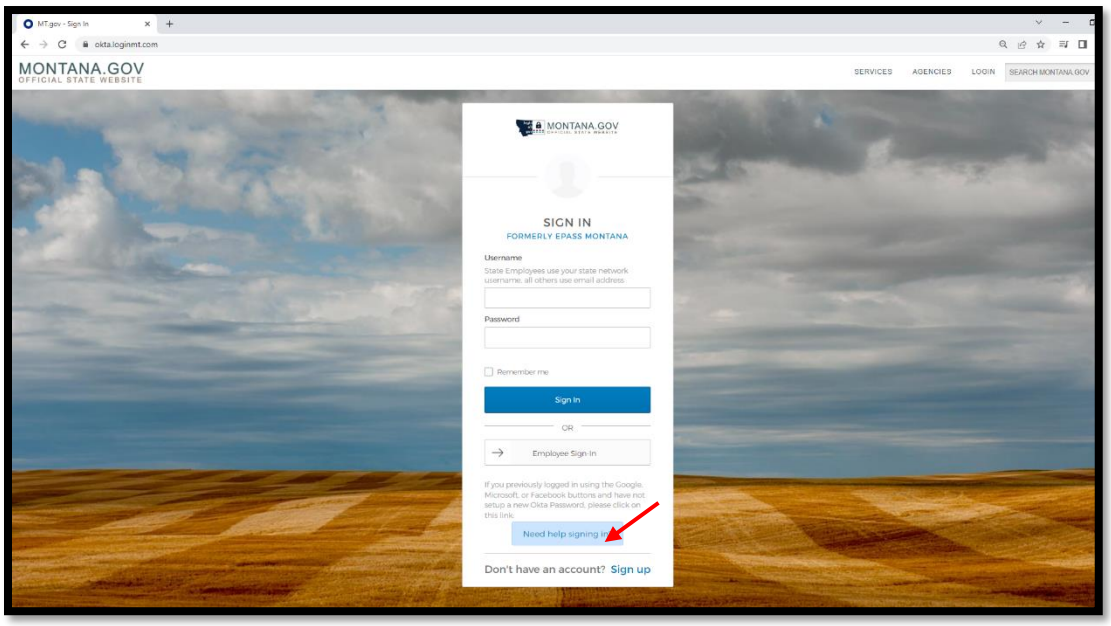
1-1 ENTER UPAS MONTANA

Open a Chrome browser and type in the URL http://mdtupas.com. Select on the link **UPAS Login**



1-2 FIRST TIME USERS

1. First time users will need to create an account. To do this, **select ->Sign up** option at the bottom of the login dialog box shown in the picture below.



2. Once you have entered your email address and created a username and password, you will receive an automated email from OKTA containing a verification link.

3. Select the link within the verification email and you will be directed to the OKTA "**My Apps"** page.

4. From the "**My Apps**" page, select the MDT UPAS tile and you will be directed to the UPAS welcome page.

1-3 UPAS WELCOME PAGE OVERVIEW

The following is a general description of the menu items:



1-3.1 Applications Menu

Drop down list for selecting:

1. **New Application** – This menu will allow you to create new permit applications.

2. **Action Required** – Menu showing the applications/permits that have items requiring action from the user (you).

    a. The action required menu functions similar to your email inbox. This is where you will respond to requests, as well as upload any as-built surveys once the project is completed.

3. **Application Drafts** – Menu showing the applications/permits that were started but never completed and sent in for review.

    a. The Application Drafts menu functions similar to the Drafts email folder. If you start an application but cannot finish it due to waiting for supporting documentation or any other reason, you will come to this menu to complete previously started permits that have not been submitted.

4. **Applications Submitted (Read Only)** – Menu showing applications that have been submitted for review. This menu is used to check the status of submitted applications while going through the MDT review process.

a. The Applications Submitted (Read Only) menu functions similar to your Sent email folder. You will not be able to edit or interact with any of the permits shown in this menu in the same way you are not able to modify an email that has already been sent. You are only able to view the status of the applications from this menu.

1-4 CREATING A NEW APPLICATION

From the Applications drop down menu**, select ->New Application**. Once inside the New Application window, you will see two options shown below.



1-4.1 Emergency, Repair, Maintenance

This option allows you to create a permit to repair/replace existing utilities LIKE IN KIND (such as repairing a leaking pipe). This means you will not be changing the size, location, or any other features pertaining to the existing utility. This type of permit would also be used if a utility were going to be abandoned. There are two types of permits under the Emergency, Repair, Maintenance drop-down:

1. **Interstate Emergency, Repair, Maintenance** – This option would only be used if your utility parallels the interstate in the Interstate right-of-way via an approved Interstate Permit.

2. **Emergency, Repair, Maintenance Permit –** This option would be used for all other types of utilities, even if they cross the interstate right-of-way perpendicularly.

1-4.2 Permit Applications

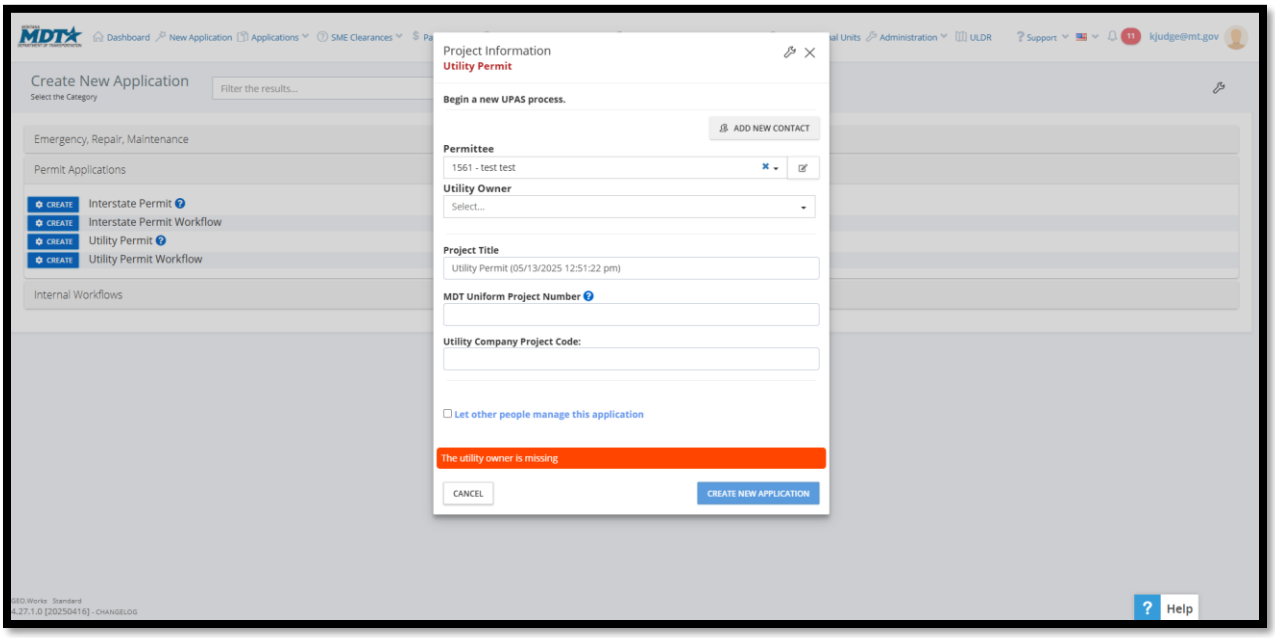
This option allows you to create an occupancy or encroachment permit to install new utilities within MDT right-of-way as well as modify existing utilities presently located within MDT right-of-way. There are two types of permits under the Permit Applications drop-down:

1. Interstate Permit – This option would be used if you plan to install a utility running parallel with the interstate contained within the interstate right-of-way.

2. Utility Permit – This option would be used for all other types of utility installations or modifications within MDT right-of-way.

1-5 CREATING A NEW UTILITY PERMIT

To create a new Utility Permit, open the Permit Applications drop down and **select ->Create** next to the Utility Permit option. The following dialog box will appear:



1-5.1 New User

If you are a new user, you will receive the error message shown above in orange. This means that you need to enter your contact information before you able to proceed. To do so:

1. **Select -> ADD NEW CONTACT** (clickable grey box)
2. **Select -> Individual**
3. **Fill In -> Company Contact Tab & Address Tab**.
4. **Select ->Save**.

This will save to your profile, and you will not need to do this again moving forward. Once your contact information is saved to your profile, you are ready to create a new permit.

1-5.2 New Application

Applicant - Make sure that your name is shown in the “Applicant” drop down.

Utility Owner - Expand the drop down for the “Utility Owner” and begin typing the name of the company/person/entity that will own the utility once it is installed. The required owner information is as follows; Company/Individual Name, Phone Number, Email Address, Mailing Address. Project

Title - If you wish to rename the project based on your internal project name, you may do so in this box.

NOTE - If the desired owner is not shown in the drop-down owner’s directory, contact the UPAS Support Team at 406-444-6067 or by email at mdtupasteam@mt.gov and they will assist you in adding your desired owner to the owner’s directory.

MDT Uniform Project Number – This box should only be used if you are applying for a permit for an MDT awarded project. Otherwise, leave this box blank.

Utility Company Project Code – This box can be used to enter your company’s project # if applicable.

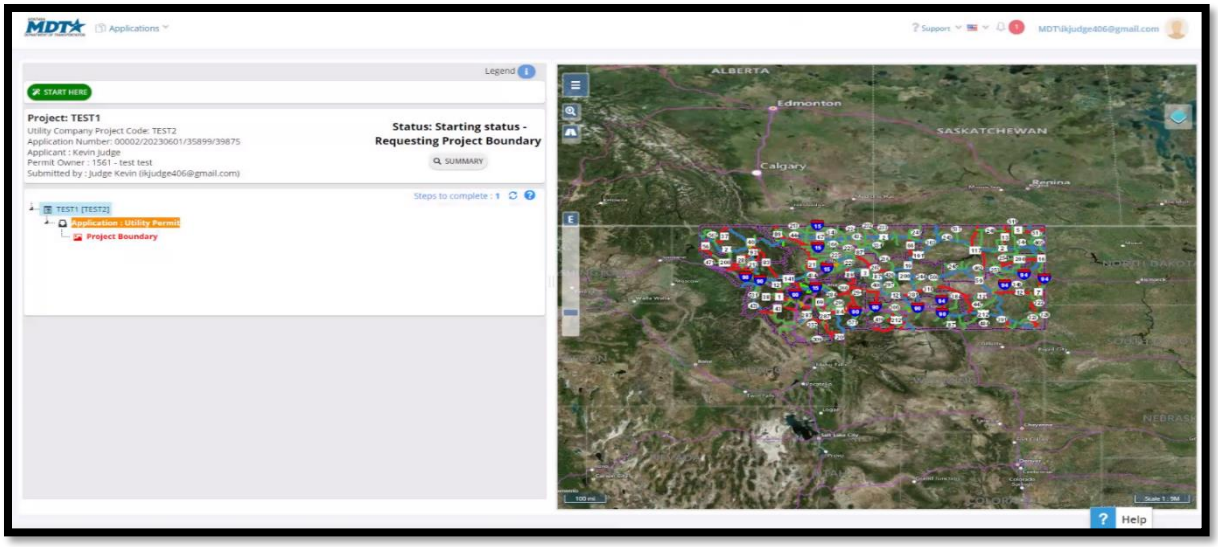
Let other people manage this application – If you have other UPAS users working on the same project and would like to allow them access to the permit throughout the application process, you can do so by checking this box and entering their email address. More than one can be added by separating emails by a comma only, no space required.

NOTE – Additional email addresses must already be registered in the UPAS system for them to have access to the permit you are creating.

All the above steps also apply to the 3 other application options (Interstate Permit/Emergency, Repair, Maintenance Permit/Interstate Emergency, Repair, Maintenance Permit).

1-6 FILLING OUT PERMIT APPLICATION

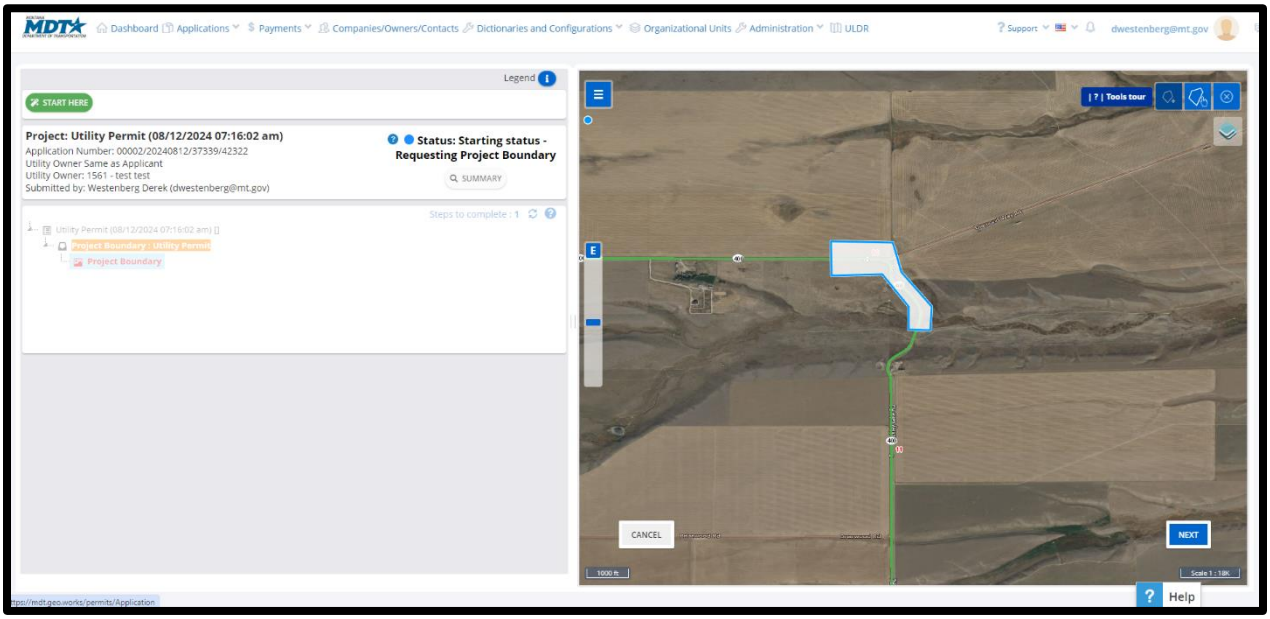
The following is a step by step walk through of the newly created permit application.



Once you are inside your new permit, **select green -> START HERE** button in the upper left corner. A pop-up notification will appear instructing you to draw the construction limits with the tools on the upper right of the map.

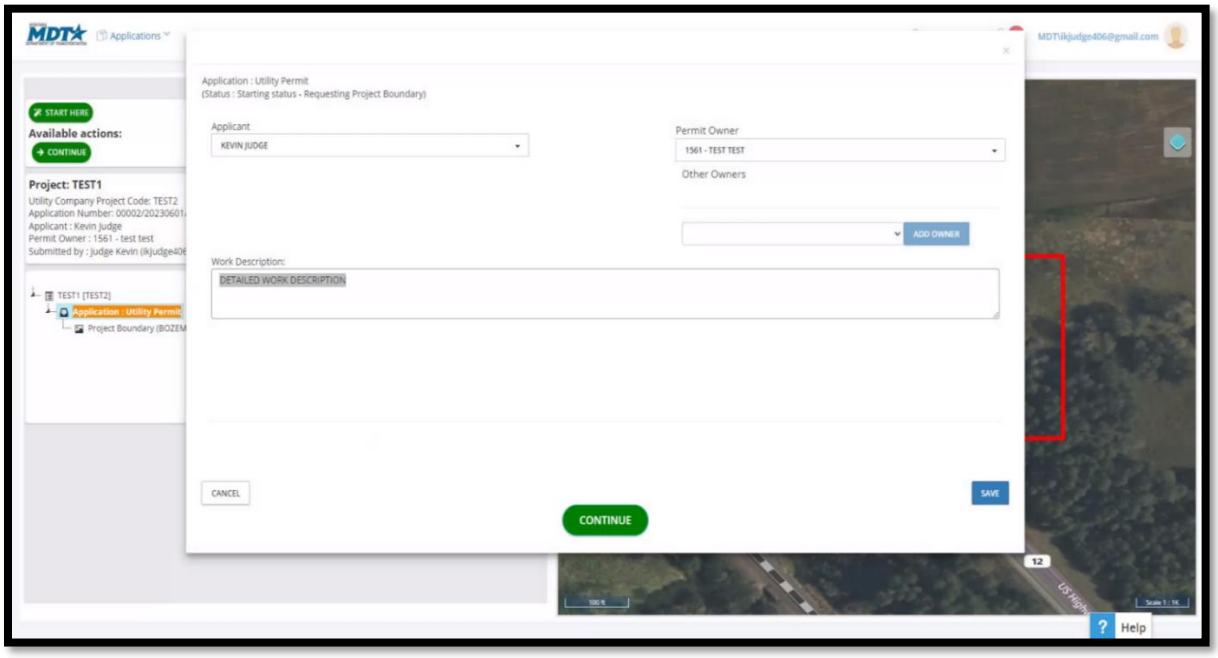
Select the ->Polygon icon with the plus (+) symbol in the upper right corner of the dialog box to begin drawing your polygon. When you reach the last corner of project boundary polygon, double click your mouse to close the polygon

Note –Once you have your entire project area contained within the green square, **select ->NEXT** in the lower right corner of the map**.**



Confirm your project boundary, a dialog box will generate prompting you to enter in a “Work Description”. This is where you will describe what the project entails as well as the construction activities that will be taking place within MDT right-of-way.

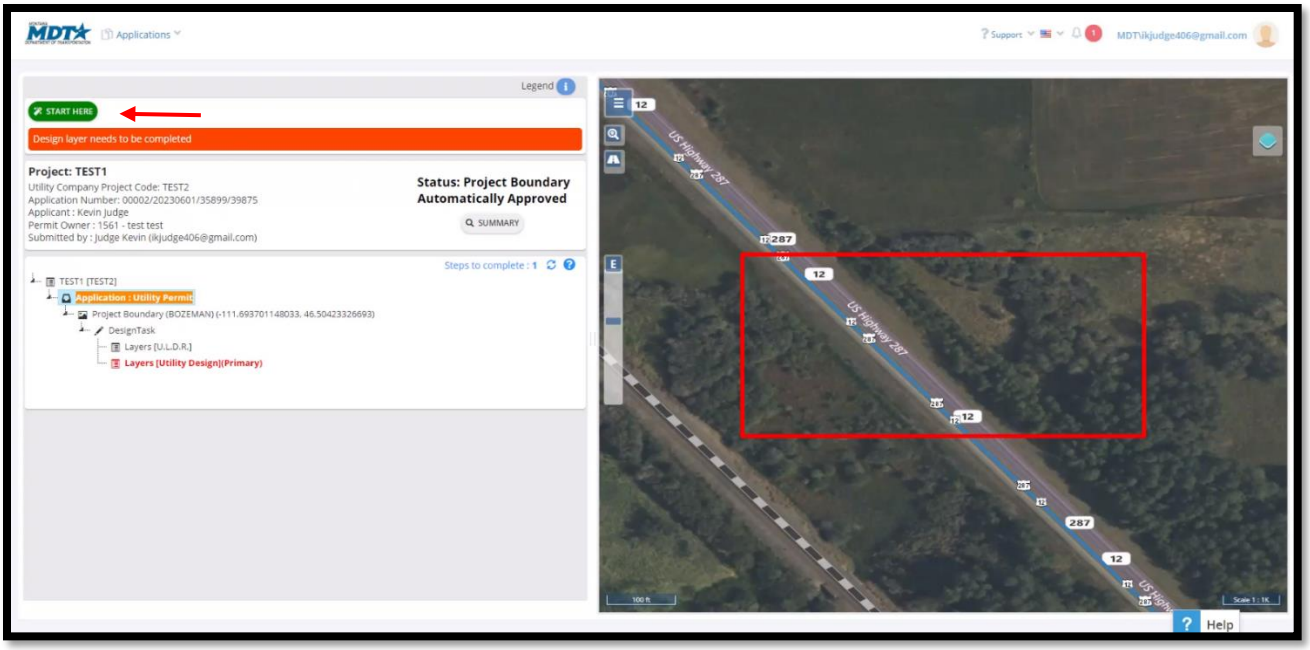
NOTE – The more detail you can provide in the work description will decrease the chances of the District Utility Agent sending the application back to you for Additional Information which will decrease the time needed for the approval process.



1. Once your detailed work description has been entered, **select ->SAVE** and then **select ->CONTINUE.**

2. A pop-up will generate informing you that the Project Boundary has been Submitted **select ->OK.**

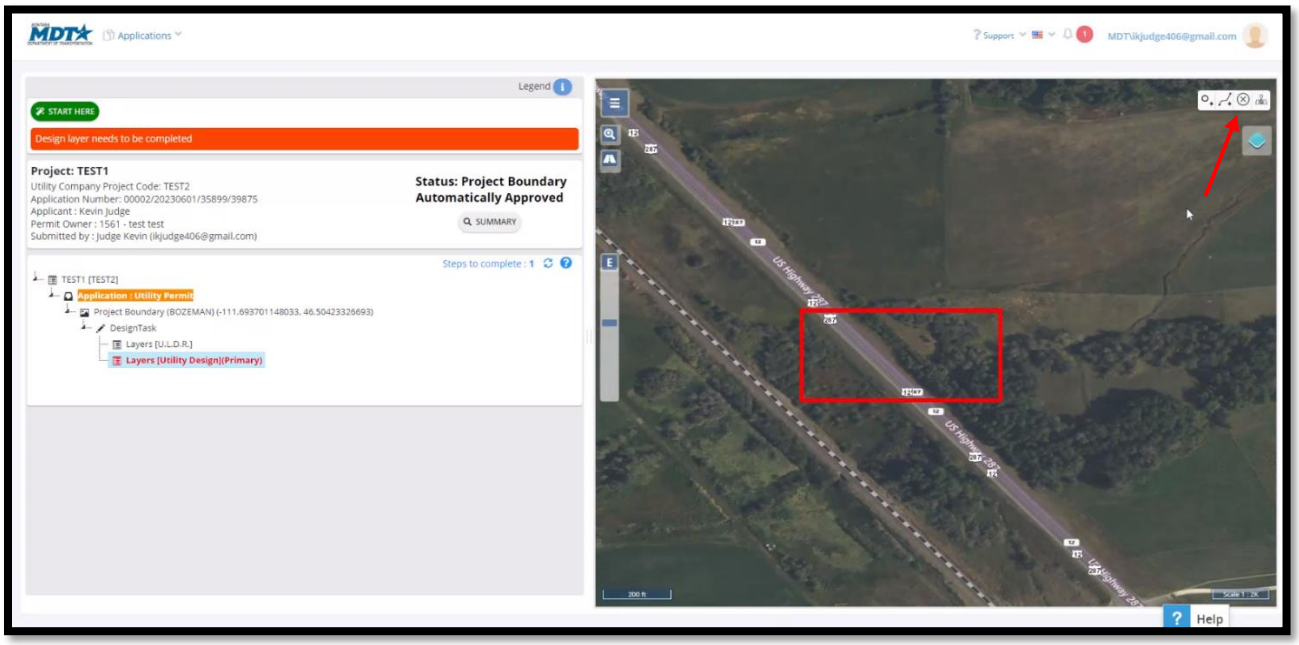
3. You are now ready to begin filling out the application information. **Select ->Green "START HERE"** button in the upper left-hand corner of the screen to begin creating the design layer.



4. **Select ->OK** on the following dialog box.

1-6.1 Drawing project boundaries

1. You should now have drawing tools in the upper right corner of the map**. Select ->Second** option to begin creating a line.

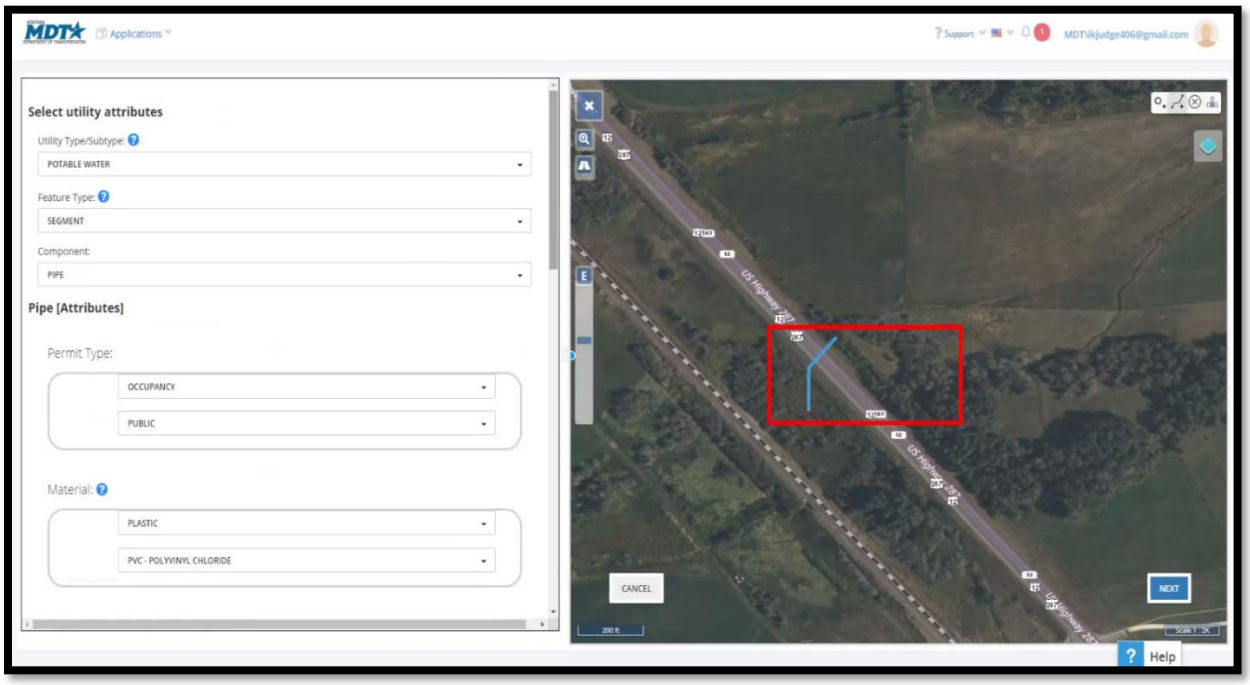


2. To begin with, drawing the alignment of your utility on the map:

- Single Select to start the line.
- Single Select to add any vertices within the line.
- Double Select to end the line.

1-6.2 Utility Attributes

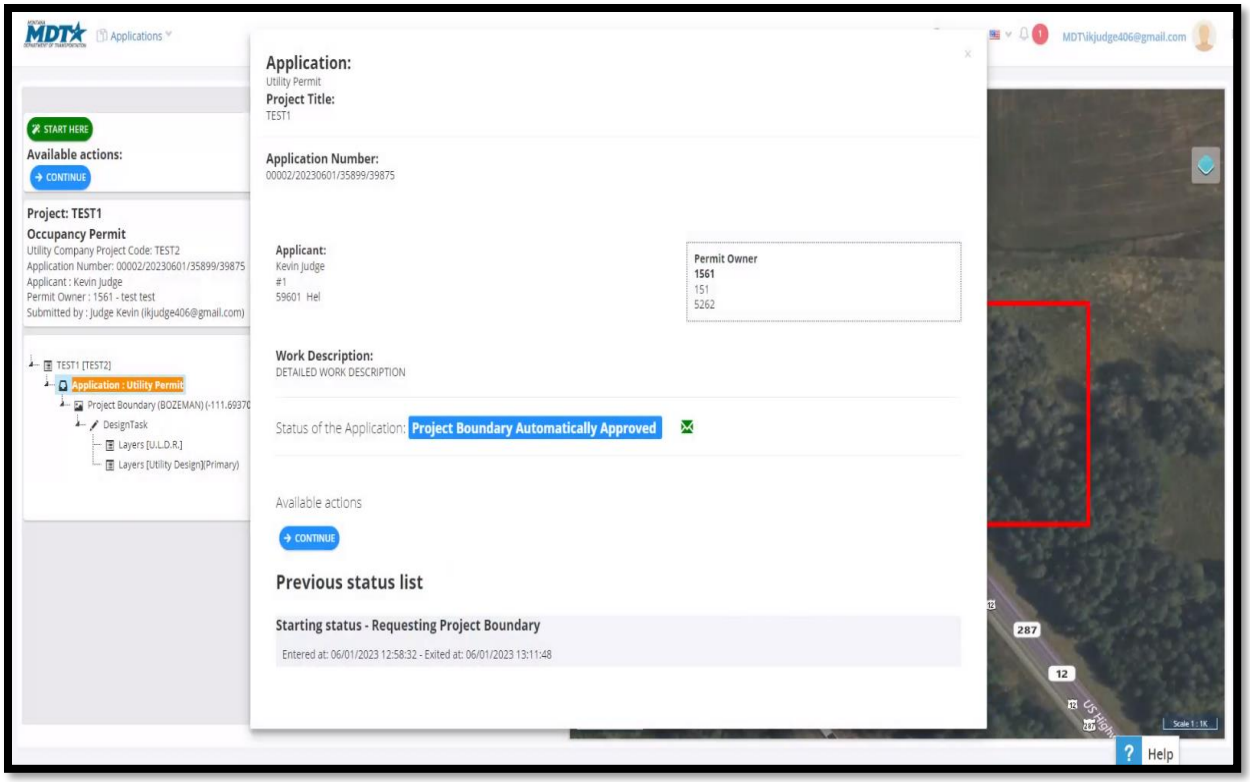
1. Once your utility alignment has been drawn on the map, you will notice that some attribute drop-down menus will appear on the left side of the screen.



2. These drop-down menus will continue to populate based on how you answered the previous drop-down menu. Proceed through the attribute list until you reach the end. Once at the end, **select ->NEXT** in the lower right corner of the map.

3. At this point, if your project has multiple utility lines, you can continue to draw in the additional lines on the map and the attributes will apply to those additional lines, or you may **select ->END DESIGN DRAW PHASE** in the lower right corner of the map to proceed with the application.

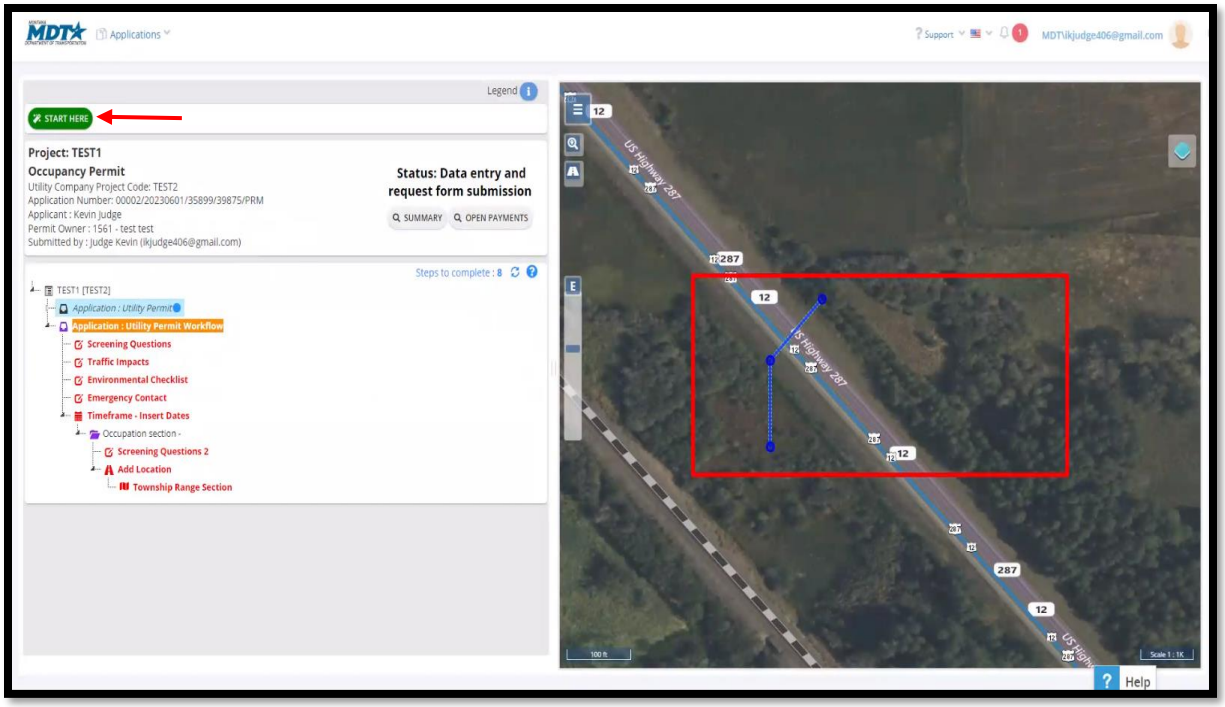
4. After **selecting ->END DESIGN DRAW PHASE** a dialog box will generate stating that the project boundary was either approved or sent in for review based on if any other existing utilities were detected within the project area.



5. If the project boundary was automatically approved, you may **select the blue ->CONTINUE** button shown under Available Actions.

1-6.3 Application Wizard

1. After you **select ->CONTINUE** you will be brought back to the application page where you can press the green **->START HERE** button to open the application wizard.



2. Once the application wizard has opened, please proceed through answering the questions for each of the highlighted sections on the left pane of your screen. This pane is referred to as **"the tree".**

   - Once you have answered the questions pertaining to an individual item on the tree, that item will change from red to purple, indicating that all questions have been answered.

   - If you need to skip an item on the tree, the skipped item will remain red for you to come back and address later. The application cannot be submitted for review until all tree items are shown as purple/complete.

NOTE – All items on the tree are right-Selectable. If you do not wish to progress through the application wizard to get to a red item on the tree, simply right- click on that red item and select "edit" and you will be able to make any necessary changes.

1-6.4 **Screening Questions**

1. The following bullet points apply only to MDT right-of-way.

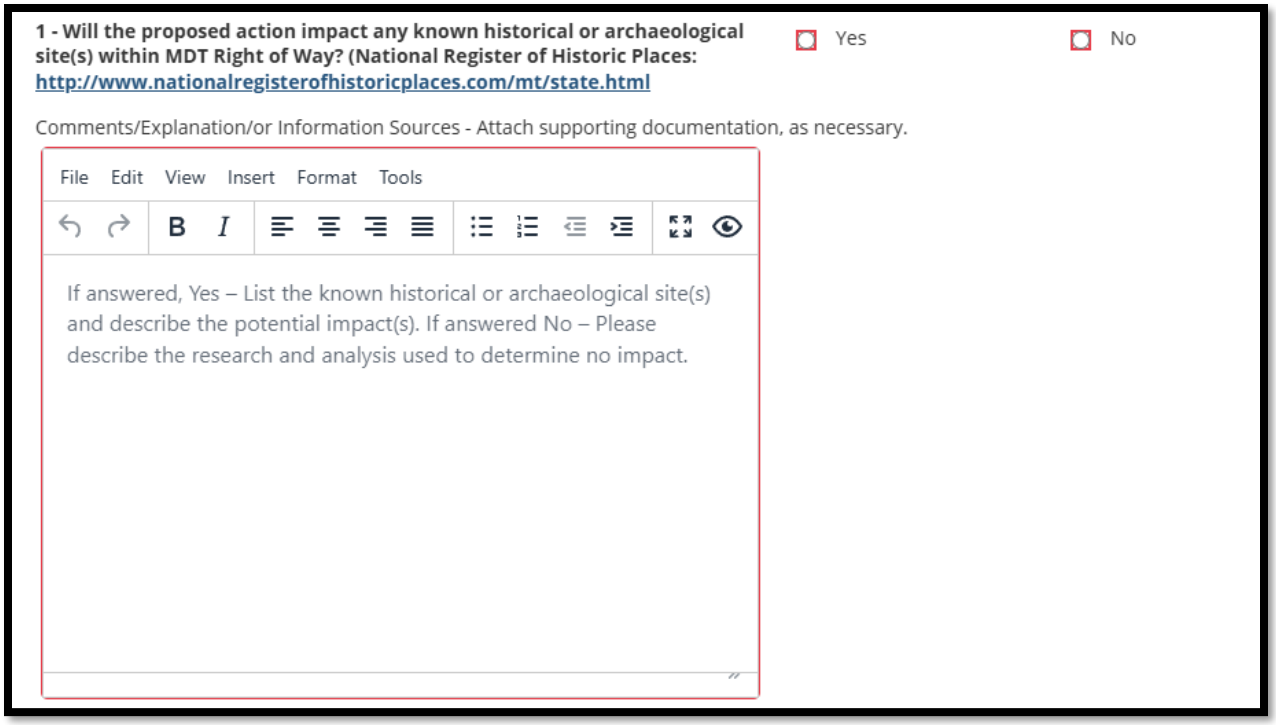
a. **If you are modifying existing utilities, do you have an existing Utility Occupancy Agreement or Utility Encroachment Permit?** If yes, you will need to upload a PDF of that document. If not, select “Neither (New Permit)”.

b. **Do you have your own easement?** – If yes, please upload a PDF of that easement document. If not, please select “no”. Bear in mind, this question only applies to MDT right-of-way. You do not need to upload an easement on private land.

c. **Do you have a Common Use Agreement?** – If yes, please upload a PDF of that common use agreement. If not, please select “no”.

2. **Traffic Impacts** – These questions are related to interrupting the flow of traffic within the travel lanes. If any of the three questions are marked “yes”, you will be required to upload a PDF of a Traffic Control Plan, Asphalt Mix Design, or both.

3. **Environmental Checklist** – The environmental checklist requires applicants to check Yes or No on each question accompanied by an explanation in the text box below it. Ghost text exists in each box explaining the desired answer required by the environmental department. Some questions contain an external link to other government resources to confirm or deny the existence of environmental importance (pictured below). Responding to the environmental questions thoroughly utilizing the websites provided can prevent lost time during the internal review processes.



4. **Emergency Contact** – Please enter the contact information for the individual who can be reached after hours/on weekends, if necessary, should there be a project emergency.

5. **Timeframe** – this item will describe the time window in which the construction will be completed as well as how many days the crew/crews will be on site once the construction starts.

    a. **Execution Period** – Select in the date box to select a date range for when the project will take place (example: Sometime between June 1st and September 30th). Selecting this date range functions the same way as if you were booking a hotel room online. Be sure to allow plenty of time in this date range to account for possible project delays, weather delays, etc.

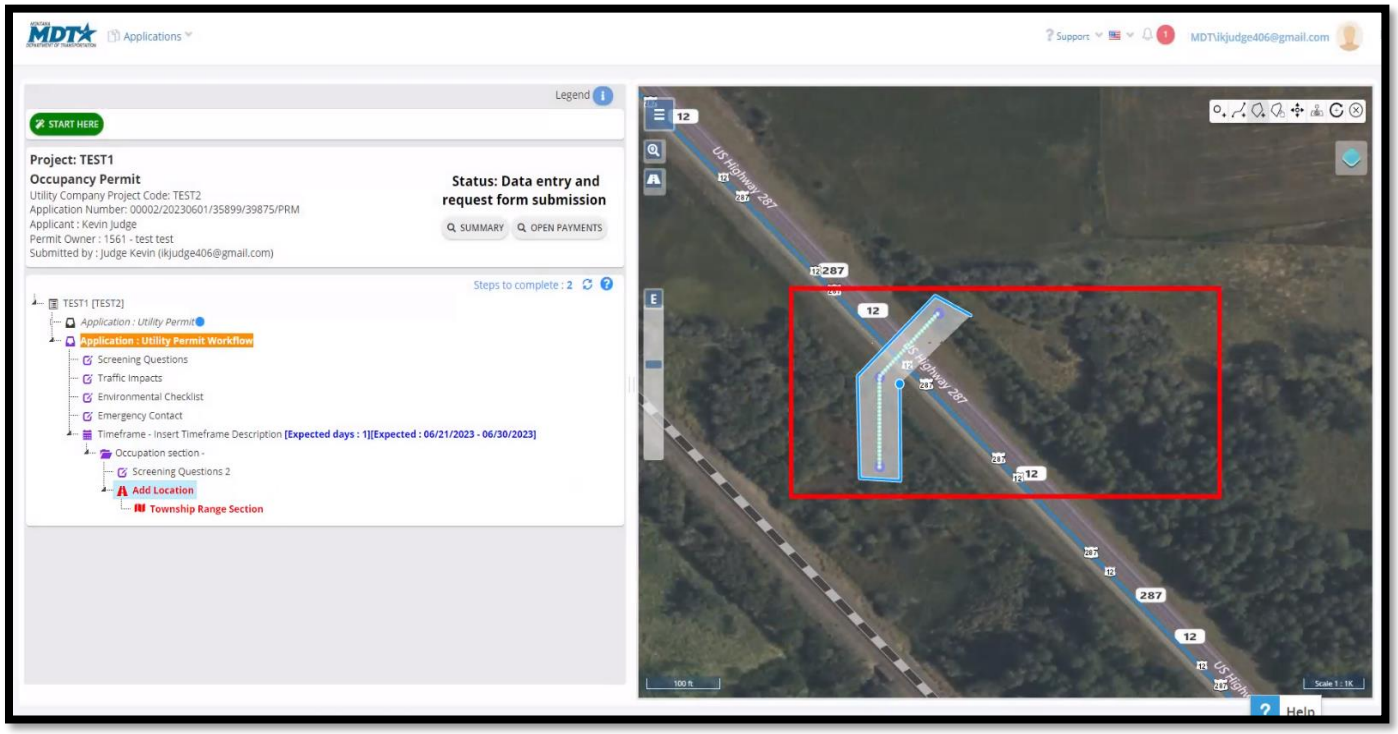
    b. **Active Work Timeframe** – This is the estimated number of days that the construction crew will be on-site doing their work once the project starts. Simply Select on the box and type the number of days the crews will be on-site.

6. **Screening Questions 2 –** These questions are all yes/no questions pertaining to using existing facilities (existing power poles) or MDT structures (such as bridges). Any “yes” answers will also require you to enter an explanation within the comment box before you will be allowed to proceed.

7. **Add Location** – When you arrive at this item, you will notice some drafting icons in the upper-right corner of the map. Please select the third option that indicates a polygon with plus sign. This will allow you to draw a box around your utility alignment in a corner to corner to corner/connect the dot configuration.

    a. **Single Select** to start the polygon, **Select ->add corners/vertices**, and double Select to end the polygon. Once completed**, Select ->SAVE** in the lower right corner.

NOTE – be sure that your polygon includes part of the color-highlight line on top of the road as this indicates the GIS line that UPAS will pull the pertinent information from regarding your project.



    b. After **select ->Save,** a dialog box will generate showing the pertinent information relating to your project (highway name, milepost, district info, etc.)

    c. If you see the same corridor noted twice in this dialog box, please **select ->the blue trash** can symbol to remove the duplicate road/corridor so that you are only showing one road in this section.

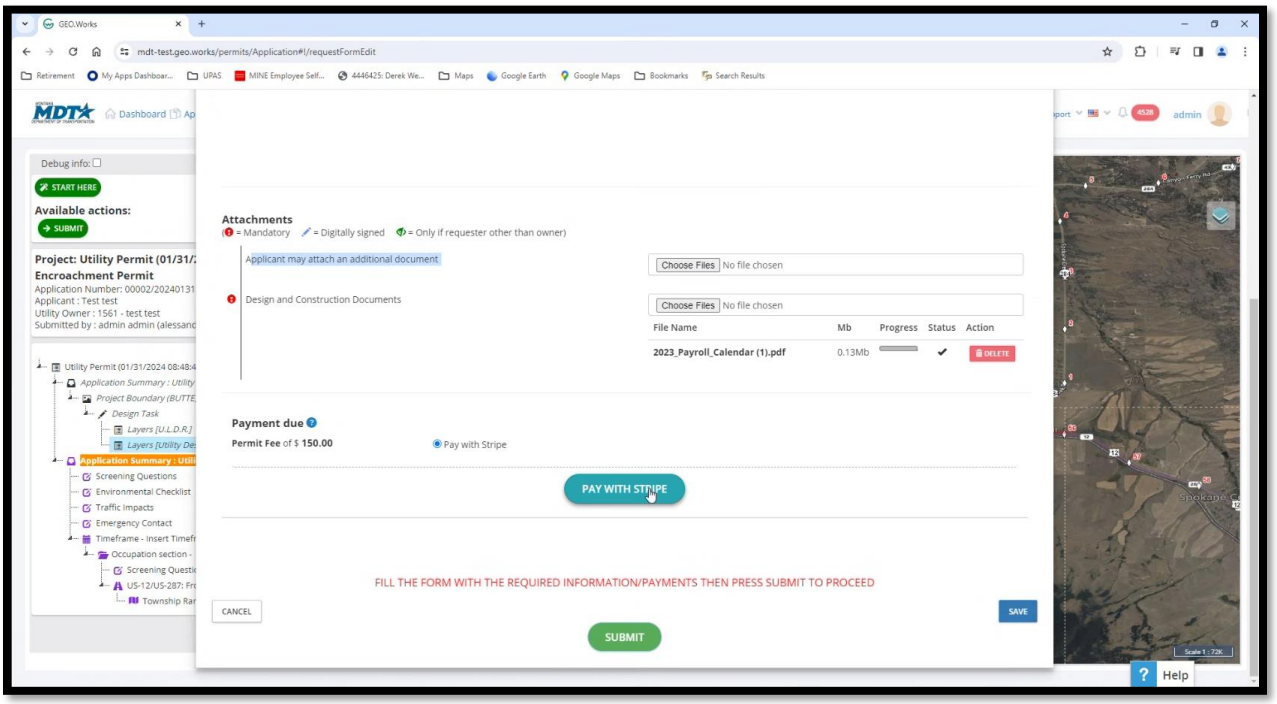
d. Once you have the appropriate roads displayed, scroll down and **select ->SAVE.**

e. **Township, Range, Section** – This section should automatically populate based on the polygon you drew in the previous step. Simply **select ->SAVE.**

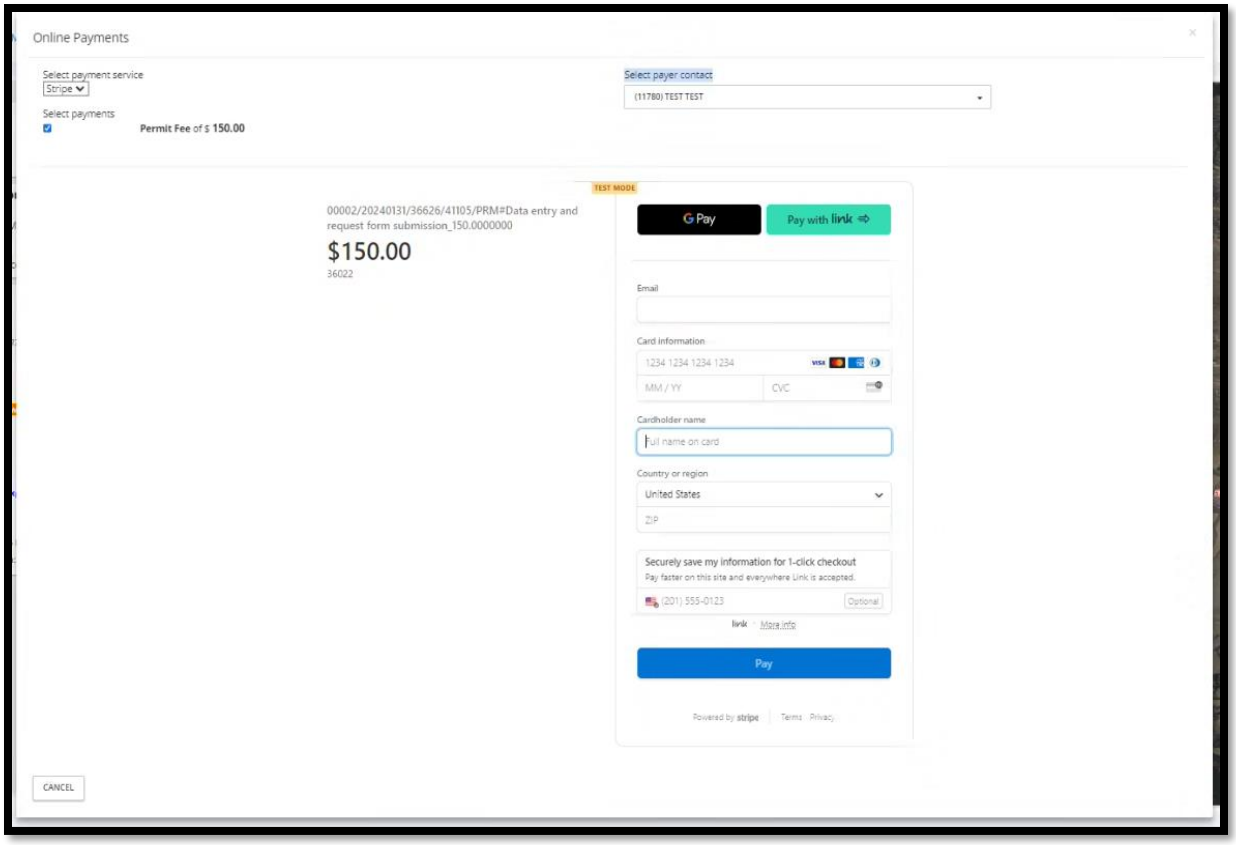
1-7 SUBMITTING A COMPLETED PERMIT APPLICATION FOR REVIEW

1. After you have Selected “save” on the township, range, section item of the tree, a dialog box should generate allowing you to pay for the permit and submit it. Simply scroll down until you see the blue “**PAY WITH STRIPE”** button and **Select** it.

Note – you do not need to have a STRIPE account to pay for the permit, you will also have an option to use a credit/debit card on the next screen.



2. Once the payment dialog box is generated, **Select a Payer Contact**.

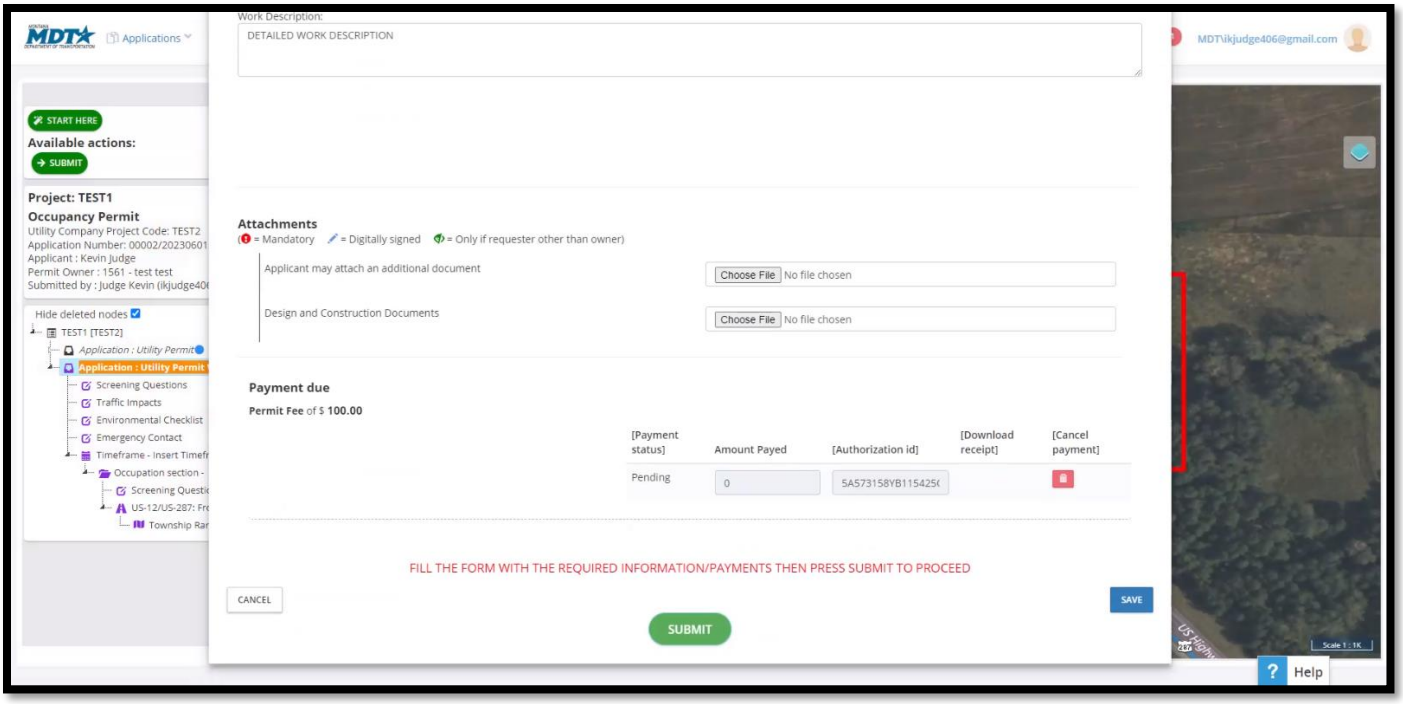


3. Once on the Debit/Credit Card payment screen, enter your payment information and **select the blue ->PAY** button. This button will close the payment screen, and you will receive a notification saying, “Transaction Complete”.

4. **Select ->OK** on the “Transaction Complete” notification.

    a. You will now be back at the final dialog box of the application process. If you have any additional supporting documents or design documents, you can upload them at this time via the two “**Choose File**” buttons.

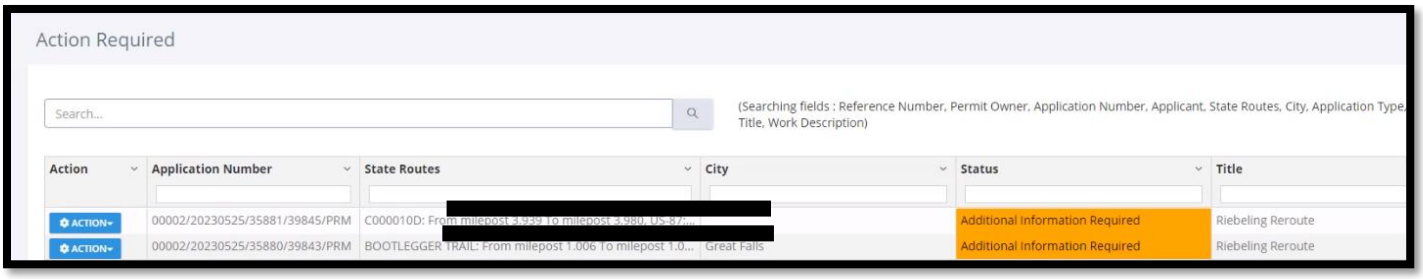
5. If you have no additional support information to attach, simply scroll to the bottom of the dialog box and **select the green -> SUBMIT** button to submit your application to the District Utility Agent for review.



1-8 ADDRESSING "ADDITIONAL INFORMATION REQUESTS" AND "MODIFICATION REQUESTS" FROM A DISTRICT UTILITY AGENT

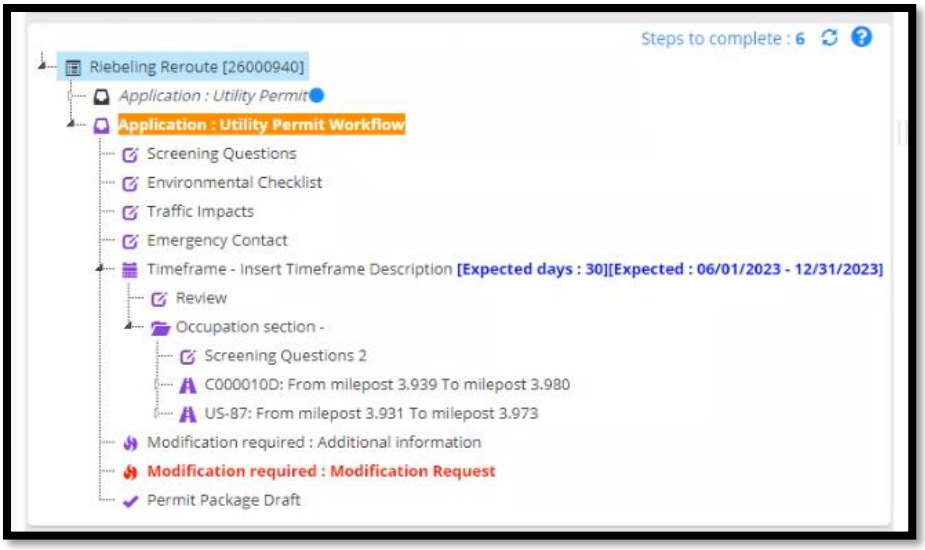
1. During the District Utility Agent (DUA) review process, the DUA may return the permit to the applicant with a request for a modification or additional information regarding the project.

2. These types of requests will be shown in your **Action Required folder** with an orange color in the Status column as shown below.



3. To view the DUA's request**, select on the blue "ACTION**" button for that permit and then **select ->PROCESS.**

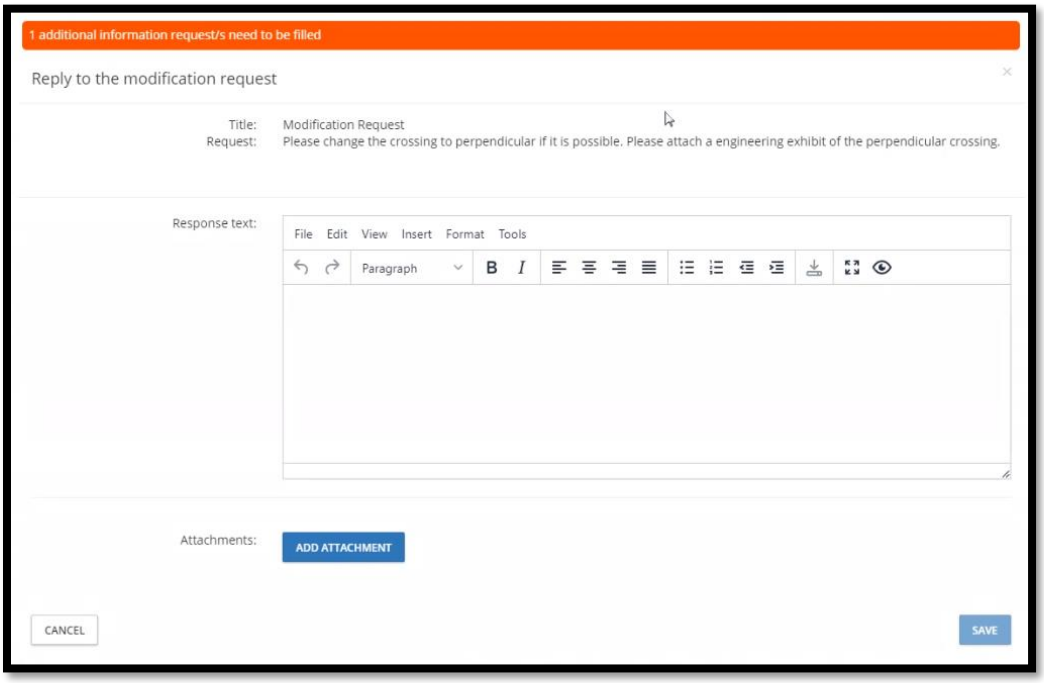
4. Once inside that permit, you will see the request shown as a red item on the left side of your screen as shown below.



5. Once you have located the request shown in red, right Select on that item and **select -> Reply to the Modification Request.**

6. The same procedure will be done for Additional Information Requests.

7. After **selecting ->Reply to the Modification Request**, a dialog box will generate showing the DUA's request at the top of the box as shown below.

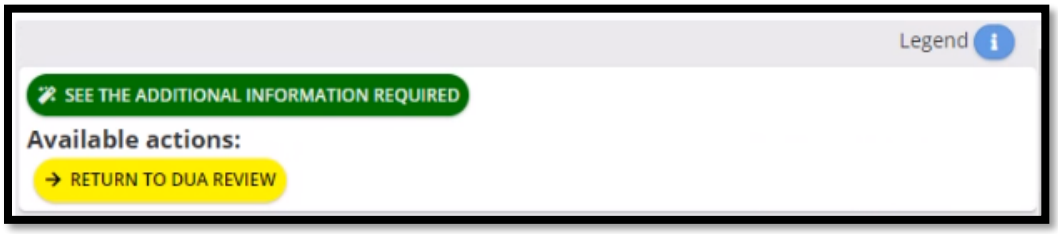


8. If the request can be answered with a typed response, simply type your response in the provided text box. If the request requires the user to upload additional documents, plans, exhibits, etc., this can be done with the "**ADD ATTACHMENT**" button below the text box.

   NOTE* - All attachments must be in a PDF format.

   NOTE** - If you are uploading an attachment, please be sure to enter in a text comment in the provided **"Response Text"** box prior to **selecting the ->SAVE button**.

9. After **selecting ->SAVE,** you will be brought back to the previous permit screen where you will be able to **Select the yellow ->RETURN TO DUA REVIEW** button shown below. This will send the permit back to the DUA for additional review with your attached documentation.



1-9 ADDRESSING AN APPROVED PERMIT FROM THE DISTRICT UTILITY AGENT

1. After the DUA's review process is complete, you will receive an automated email notification that your permit has been approved.

2. The approved permit will then be shown in your Action Required folder with a status in green stating "**Permit Issued – waiting for start of work**" as shown below.



3. At this point, there is no further action needed by you. The permit will automatically transition into a status of "**Construction in Progress**".

NOTE – The date at which the permit will automatically change statuses is based on the dates entered for the Construction Period by the applicant while they were completing the application. This date can be changed by contacting your DUA for approval.

4. The permit will automatically transition into a status of "**Construction Complete**" once the ending date of the Construction Period has arrived.

1-10 UPLOADING AN AS-BUILT SURVEY TO YOUR PERMIT

1. For a permit to be considered valid and complete by MDT, the user is required to upload an As-Built Survey into their permit.

    a. This can be done at any time while the permit is in the status of **"Construction in Progress"** or "**Construction Complete".**

2. MDT currently only accepts a .csv file format to upload the As-Built survey as they are much more reliable in the UPAS system.

3. The UPAS system recognizes two different coordinate systems for As-Built surveys – the **Montana State Plane coordinate system** (Northing/Easting) and **WGS-84** (Latitude/Longitude).

4. Please note that an As-Built CSV file will need to be formatted EXACTLY as shown in two examples below. UPAS requires six columns of information with column headers entered verbatim from the examples below.

    a. The columns should display (from left to right) – Point ID/Northing/Easting/Elevation/LineFCode/PointFCode.

    b. By default, a .csv file from a GPS devise will not show the "PointFCode" column. To obtain this, simply copy the entire description column (5th column in the .csv file) and paste it into the 6th column.

	A	B	C	D	E	F	G
1	Point ID	Northing	Easting	Elevation	LineFCode	PointFCode	
2	1	1480538	791768.19	2994	valve	valve	
3	2	1480537.72	791772.18	2994	valve	valve	

	A	B	C	D	E	F	G
1	Point ID	Latitude	Longitude	Elevation	LineFCode	PointFCode	
2	1	1480538	-791768.19	2994	valve	valve	
3	2	1480537.72	-791772.18	2994	valve	valve	

5. Once your CSV file is formatted according to one of the examples above, save the file to your computer for uploading to the UPAS system.

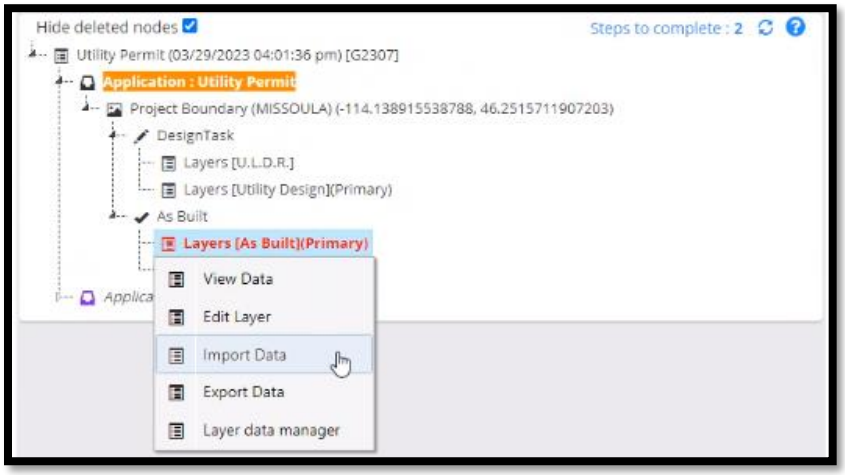
6. To upload an As-Built survey, navigate to the permit item showing the status of **"Waiting for As-Built"** as shown below.



7. **Select on the blue ->ACTION** button and select “Process”.

8. Once the application loads you will see two red items on the left side of your screen as shown below. Right **Select on ->Layers (As Built)(Primary)** and **select -> Import Data** as shown in the second picture below.





1-10.1 **Importing Data**

1. After **selecting ->Import Data**, a dialog box will generate asking you to choose your CSV file.

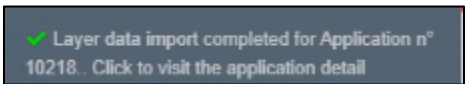


2. **Select the ->Choose File** button and navigate to your saved As-Built file **and Select ->Open.**

3. Your selected file will then be displayed, and you will be able to **Select ->NEXT**.

4. Your CSV information should then be shown on the screen, and you will be able to **Select -> IMPORT.**

5. Shortly after Selecting import, you will see a notification pop up at the notification bell next to your username in the upper right corner of the screen. **Select on the ->notification bell** and you will see the **"Layer data import completed**" notification (as shown below) to show that your As-Built survey was uploaded correctly.



NOTE - If you see an error when opening the notification bell in the upper right corner of the screen, that indicates that something within your .csv file is not formatted correctly or that the coordinate system used for the survey is not one of the supported formats in UPAS.

If you have questions regarding As-Builts or how to properly format/upload them into UPAS, please contact the UPAS Support Team at 406-444-6067 or by email at mdtupasteam@mt.gov.

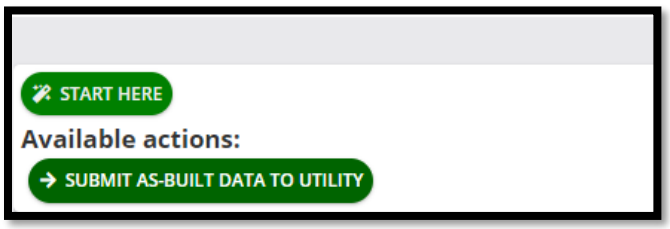
1-10.2 Verifying As-Built Data

1. After the As-built survey has been successfully uploaded, simply **Select on ->Layers (As Built)(Primary)** on the left side of your screen and you should see the survey points generated in the map on the right side of your screen.

2. Once you have verified that all points and line work accurately represent what was installed in the field, right **Select ->"Survey Certification**" item on the left side of your screen and **select ->Edit**. A dialog box will generate, and you will have to specify if you are a professional licensed surveyor or a representative of the utility company that completed the survey. **Select ->SAVE** once completed.

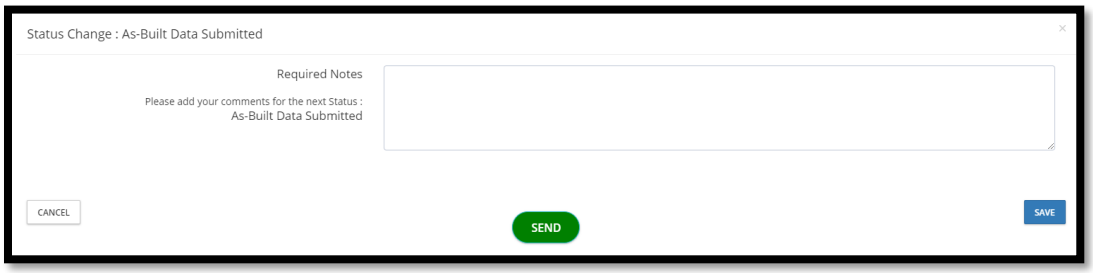
3. You should now be able to Select the green button in the upper left corner of the screen

stating “**SUBMIT AS-BUILT DATA TO UTILITY**” as shown below.



4. UPAS will ask if you are sure you want to change the status of the permit. **Select ->Yes**.

5. Another dialog box will generate noting the status change of the permit and allow you to add any additional comments as shown below. **Select ->SEND.**



6. After Selecting send, the permit will regenerate, and you should then see a new yellow button populate at the top left of your screen stating “**Send As Built to DUA**” as shown below. **Select ->Yellow button**.



7. UPAS will ask you again to confirm that you want to change the status of your permit. **Select ->Yes**.

8. The permit will then re-generate, and your status will now show a status of “**As-Built Approval”** as shown below. This will be the final step that you will need to interact with a permit. If the DUA has questions about the submitted As-Built data, they will reach out for further discussion.

