



# How to Submit an Application



# Logging In

- Proceed to **TDOT HD** (<https://aca-prod.accela.com/TDOT/Default.aspx>)
- On this homepage, select “Login”

The screenshot shows the TDOT Highway Driveway website. At the top left is the logo for TN Highway Driveway, TDOT Commercial Permit Application System. Below the logo are navigation links: Home, Search, Request Inspection, and Contact Information by County. The main content area includes a search bar and a 'Login' button highlighted with a red box. Below this is a 'Sign In' section with fields for 'USER NAME OR E-MAIL' and 'PASSWORD', a 'Forgot Password?' link, and a 'Sign In' button. A red arrow points from the 'Login' button in the top navigation bar to the 'Login' button in the 'Sign In' section. Below the 'Sign In' section is a 'Not Registered?' section with a 'CREATE AN ACCOUNT' button. The bottom of the page features the TDOT logo and the text 'Department of Transportation'.

# Logging In

- Input your User Name or Email and your password.
- Once entered, click “Sign In”
- If you would like to stay logged in after exiting this site, click on “Remember me on this device”

[Home](#)   [Search](#)   [Request Inspection](#)

[Register for an Account](#)   [Login](#)

Click [here](#) to navigate to Create an Application.

To navigate to your 'My Records' page, hover your cursor above the 'Home' tab while logged in. From there, select 'My Records' from the dropdown. This page will provide a list of applications you've submitted where you can view your application's progress and history, request inspections, and more.

## Please Login

Many online services offered by TDOT require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

## New Users

If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now >>](#)

## Sign In

USER NAME OR E-MAIL: \*

tdot.r1.traffic@tn.gov

PASSWORD: \*

.....

[Forgot Password?](#)

[Sign In](#)

Remember me on this device

[Not Registered?](#)

[CREATE AN ACCOUNT](#)

# Home Page

- From the Dashboard, choose "Create Permit Application" to continue.

Note: The dashboard will allow you to easily monitor various items in your account.

Home Search **Create Permit Application** Request Inspection

Logged in as: R1 Traffic Collections (0) Account Management Logout

Click [here](#) to navigate to Create an Application.

Search...

To navigate to your 'My Records' page, hover your cursor above the 'Home' tab while logged in. From there, select 'My Records' from the dropdown. This page will provide a list of applications you've submitted where you can view your application's progress and history, request inspections, and more.

### Hello, R1 Traffic

**My Collection (0)** [View Collections](#)

You do not have any collections right now.

**Work in progress** [View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
-------------	-----------	--------	---------------	--------

# General Disclaimer

## Online Application

Welcome to the Tennessee Department of Transportation's Online Permitting System. Using this system you can submit and update information, request inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding.

You must accept the General Disclaimer below before beginning your application.

1

1. The PERMITTEE, the undersigned property owner, requests access and permission to construct a highway entrance(s) onto State right-of-way at the above-described location as shown in the submitted plan subject to TDOT approval (hereinafter, the "Premises").

2. PERMITTEE agrees to assume all liability for claims arising out of conduct on the part of the PERMITTEE for which it would be liable under the Tennessee Claims Commission Act, Tenn. Code Ann. § 26-2-101.

2  I have read and accepted the above terms.

3 [Continue Application >>](#)

1. Review the General Disclaimer/Terms and Conditions of a commercial highway entrance permit.
2. These terms must be accepted prior to applying for a permit.
3. Once you check that you accept the terms, click "Continue Application."

# Allow Pop-ups

- This site functions best when you choose to allow pop-ups
- In Google Chrome, click on the lock icon to the left of the web address and select "Site Settings."
- The list of options should include "Pop-ups and Redirects." Ensure that "Allow" is selected for this category.

## Online Application

Welcome to the Tennessee Department of Transportation's Online Permitting System. Using this system you can submit and update information, request inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding.

The screenshot shows a Chrome browser window with the address bar displaying 'aca-nonprod.accela.com/TDOT-NONPROD1/Cap/'. A red box highlights the address bar area, and a red arrow points to the 'Site settings' option in the dropdown menu. Below this, a zoomed-in view of the 'Pop-ups and redirects' settings is shown, with a red box highlighting the dropdown menu where 'Allow' is selected.

# Application Type

## Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.



### Application Type

- Highway Entrance Application
- Highway Entrance Application Local Government

[Continue Application >>](#)

- Select “Application Type” to show both options.
- Select your option and choose to “Continue Application”

## Highway Entrance Application

- Private developer commercial entrance permit

## Highway Entrance Application Local Government

- Local Government agency commercial entrance permit

# Application Steps

## Highway Entrance Application

1 Application Information	2 Contact Information	3 Support Documentation	4 Review	5 Record Issuance
---------------------------	-----------------------	-------------------------	----------	-------------------

1. Application Information
  - ❖ General Information regarding the application
2. Contact Information
  - ❖ Information regarding who will be contacted during permit process
3. Support Documentation
  - ❖ Add any files related to application
  - ❖ TDOT HEP Checklist and Site Plan are **required** to continue
4. Review
  - ❖ Perform final review of all input data to ensure accuracy
5. Record Issuance
  - ❖ Submittal of permit application



# 1. Application Information

- You can manually enter your location using a street address or click on "Show Map" to find the location on a map.

## Step 1: Application Information > Work Location

On this page, identify the physical address where the proposed work will take place. If the work is to occur at a location that does not have a recorded site address, please provide the X and Y coordinates, as well as the description of the Location of Work below.

Please provide the **County**, briefly describe your proposed work, and select any applicable fields below.

Items marked with a Red Asterisk\* are required for submission.

Show Map

\* indicates a required field.

### Address

You may use the "Show Map" feature above to help choose a close-by vicinity from the Map to fill the below fields with a location in near proximity of proposed work. If you know your X and Y coordinates and a description of the work location, you may also provide that information manually.

To pull in X/Y coordinates and an approximate address, please select "Show Map" above. Then, Zoom in far enough to locate the vicinity of your proposed work location and select the point on the map until you find a usable location. Then, select "Use Location". This will populate the below fields automatically. You may also enter this information below manually.

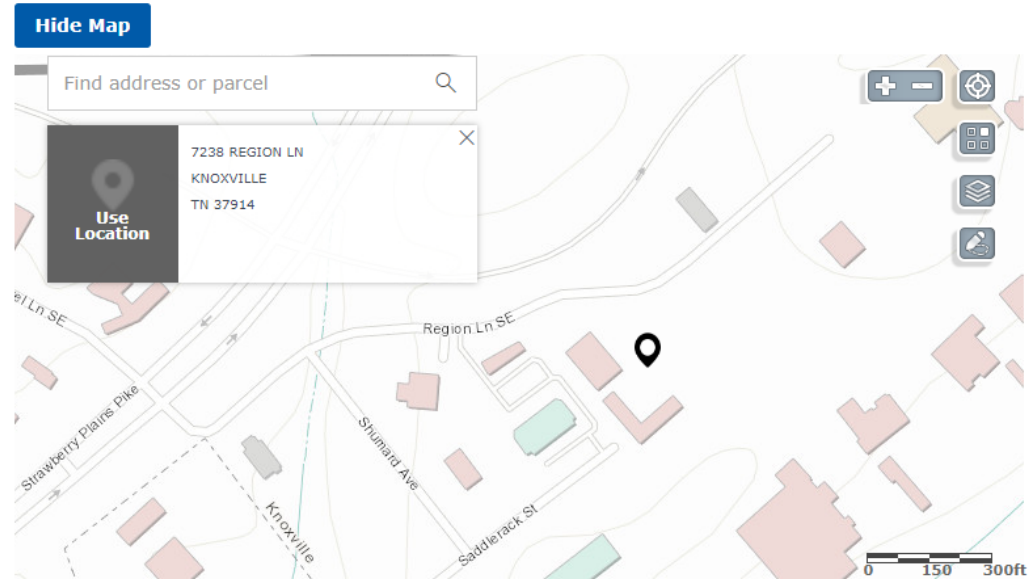
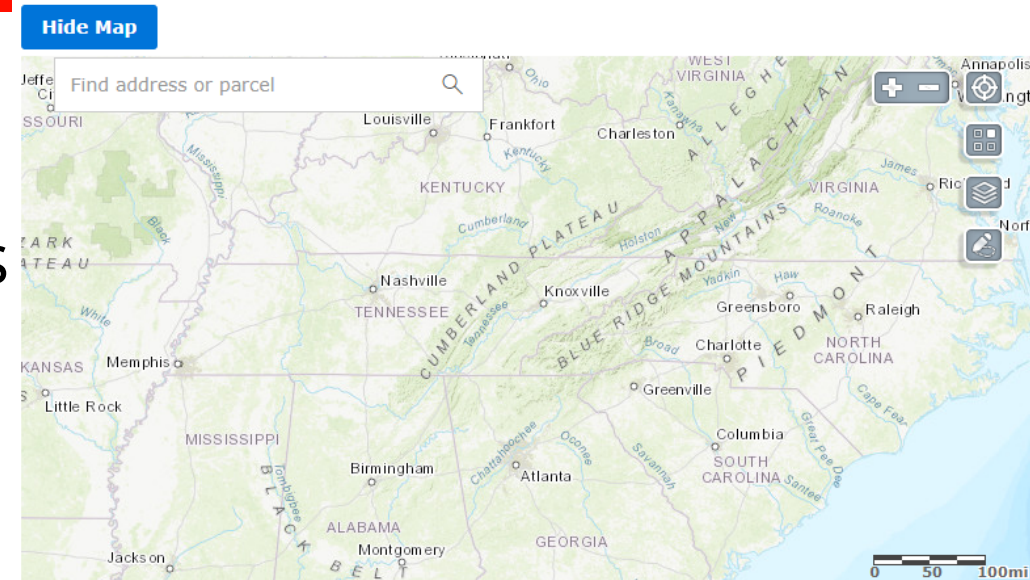
Street No.:	Direction:	Street Name:	Street Type:
<input type="text"/>	<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text" value="--Select--"/>
Unit No.:	Unit Type:		
<input type="text"/>	<input type="text" value="--Select--"/>		
Zip:	City:	State:	
<input type="text"/>	<input type="text"/>	<input type="text" value="--Select--"/>	

Search

Clear

# 1. Application Information – Show Map

- With the map open, navigate to your project location and click on it. This will auto populate many fields pertaining to the location of your proposed commercial development.
- If the address appears correctly, click “Use Location” and continue the application.

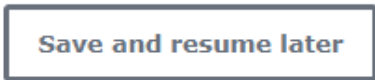


# 1. Application Information

- Fill in the required fields under each heading, and any additional fields that you have information for.
- Address – Manually fill in or use map to select
- Detail Information – Description of your proposed work in the State ROW. Please give as much detail as possible.
- Property Information – Allows for more information on the location if necessary (e.g., “No address yet, lat/long is...”). Requires you to confirm the county the project is located in. Please check all the boxes that apply to your proposed work in the State ROW.
- With this information entered, continue to the next page.

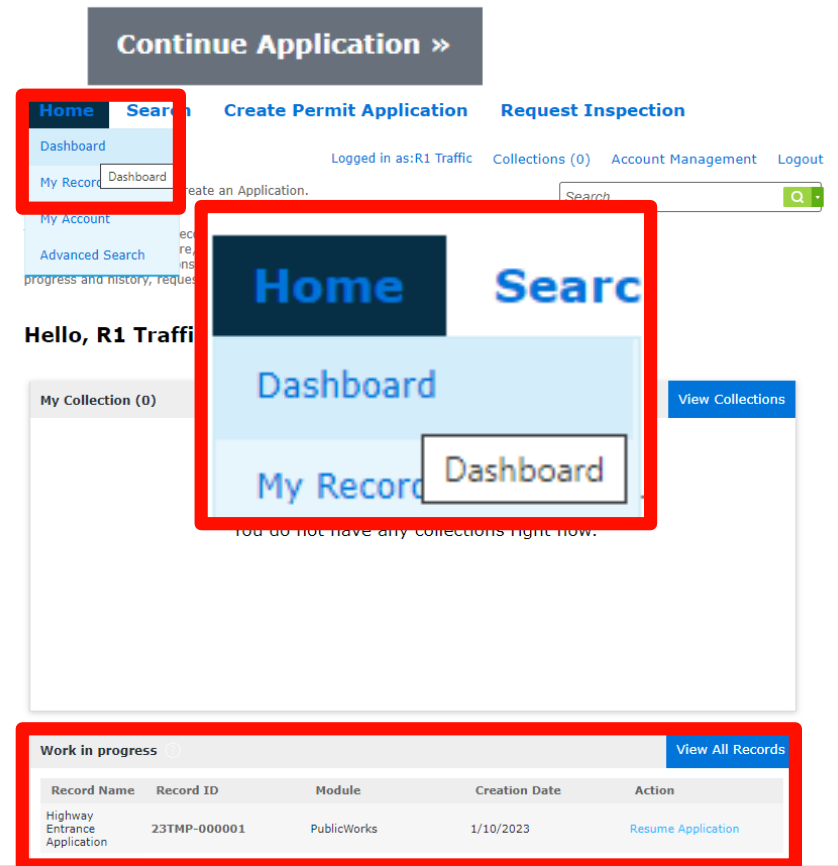
# Save and Resume Later

- At any time, you may save your progress on the application and return to complete it later. Scroll to the bottom of the page and select "Save and resume later"



- To resume, simply log into your account and choose the correct record under "Work in Progress" on the main Dashboard found by highlighting "Home."

Record Name	Record ID	Module	Creation Date	Action
Highway Entrance Application	22TMP-000160	PublicWorks	11/29/2022	<a href="#">Resume Application</a>




The screenshot shows the user interface of the application. At the top, there are navigation links: "Home", "Search", "Create Permit Application", and "Request Inspection". Below these, there is a user profile section with "Hello, R1 Traffic" and a "View Collections" button. A "Work in progress" section is highlighted with a red box, containing a table with one record. The "Resume Application" link in the table is also highlighted with a red box. Other elements like "Dashboard" and "My Record" are also highlighted with red boxes.

Record Name	Record ID	Module	Creation Date	Action
Highway Entrance Application	23TMP-000001	PublicWorks	1/10/2023	<a href="#">Resume Application</a>

## 2. Contact Information

### Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

 **Required Contact Type**    **Minimum**  
Applicant                                    1

**Select from Account**    **Add New**

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

- Select your option and add as many contacts as necessary.
  - These contacts will be contacted with any updates regarding this permit.

### Select from Account

- Select a saved contact on your account

### Add New

- Add a new contact to this permit application

## 2. Contact Information

1. Types of contacts:  
Applicants and  
Government Agency
2. Select your contact type  
as “Applicant” and select  
the address associated  
with your account.
3. Select continue.

Note: If you have a specific contact with a local government agency, you may also add them to your contact list.

### Select Contact from Account

R1 Traffic

1 \* Type:

Select contact addresses for this contact to attach to the record.

Showing 1-1 of 1

<input type="checkbox"/>	Address Type	Recipient	Address
2 <input checked="" type="checkbox"/>	Mailing		7238 Region Lane

3  [Discard Changes](#)

# 2. Contact Information

## Contact Information

R1 Traffic

\* Address Line 1:  
7238 Region Lane

\* City: Knoxville   \* State: TN   \* Zip: 37914

Country: --Select--

Work Phone: 8655942456   Mobile Phone: 8655942456

E-mail: TDOT.R1.Traffic@tn.gov

### ▼ Contact Addresses

#### Add Additional Contact Address

To edit a contact address, click the address link.

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing		7238 Region Lane	Actions ▼

**Continue**   Discard Changes

- A pop-up will appear with various fields already completed. If this is acceptable, select “Continue” or change the fields as necessary.

Note: If you would like to add an additional address for this contact, select “Add Additional Contact Address” to do so.

## 2. Contact Information – Licensed Professionals

### Licensed Professional List

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

Add New

Look Up

Showing 0-0 of 0

License Number	License Type	Contact Name	Business Name	Address Line1	Mobile Phone	Ac
No records found.						

- Add the licensed professionals working on your project

\*Includes Professional Engineers, Surveyors, and Contractors\*

#### Add New

- Add a new contact to this permit application

#### Look Up

- Look up existing licensed professionals



## 2. Contact Information – Licensed Professionals

- Add New
  - Input information into fields as available
- Choose “Save and Close” when all required and any additional fields are filled.

### Licensed Professional Information

* License Type: Engineer	* State License Number: 111111	Business License #:	
* First: Licensed	Middle:	* Last: Engineer	
Name of Business:			
* Address Line 1: 7238 Region Lane			
* City: Knoxville	* State: TN	* Zip: 37914	Country: United States
Business Phone: 8655942456	Mobile Phone:		
<b>Save and Close</b>	<b>Clear</b>	Discard Changes	

## 2. Contact Information – Licensed Professionals

- Look Up

- Input information into fields as available

- Choose “Look Up” to get a list of results. Select the correct licensed professional and choose “Continue”

### Look Up License

License Type:  State License Number:  Business License #:

First:  Middle:  Last:

Name of Business:

Address Line 1:

City:  State:  Zip:  Country:

Business Phone:  Mobile Phone:

[Discard Changes](#)

### Look Up License

#### Revise Search

Search results:

Showing 1-2 of 2

<input type="checkbox"/>	License Number	License Type	Licensed Professional Name	Business License #
<input type="checkbox"/>	11111	Engineer	Ron Kovacs	
<input checked="" type="checkbox"/>	NY	Engineer	Bruce Wayne	Accela, Inc.

[Discard Changes](#)

# 2. Contact Information

- If all contact information is correct, select "Continue Application"

## Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✓ Required Contact Type Minimum  
Applicant 1

Select from Account

Add New

✓ Contact added successfully.

Showing 1-2 of 2

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
TDOT R1 Traffic	R1 Traffic	Applicant	8655942456		TDOT.R1.Traffic@tn.gov	Edit Delete
Local Government	Local Government Agency	Government Agency	8655942456		tdot.r1.traffic@tn.gov	Edit Delete

## Licensed Professional List

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

Add New

Look Up

✓ Licensed professional added successfully.

Showing 1-2 of 2

License Number	License Type	Contact Name	Business Name	Address Line1	Mobile Phone	Action
NY	Engineer	Bruce Wayne	ACCELA, INC.	100 Main St		Edit
111111	Engineer	Licensed Engineer		7238 Region Lane		Edit

Save and resume later

Continue Application >>

Note: You may choose to edit or delete contacts if you notice you have made a mistake

# 3. Supporting Information

- Add any relevant documents to the permit application.
- Site Plan and Engineering Checklist are required
- Click "Add" to proceed

## Highway Entrance Application

1 Application Information	2 Support Documentation	3 Review	4 Record Issuance
---------------------------	-------------------------	----------	-------------------

### Step 2: Support Documentation > Attachment

Documents can be batch uploaded then individually labeled or uploaded one at a time and then labeled. For each document uploaded, indicate the document type, provide a description, and click the "Save" button to attach it to your application.

\* indicates a required field.

### Attachment

On this page, upload documents to support your application. PDF files are preferred.

**Site Plan(s) and Engineering Checklist(s) are required for submission.** Please upload your Site Plan(s) by selecting the "Add" button below. The Authorized Work must be in accordance with the attached Site Plan(s).

The maximum file size allowed is 250 MB.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;s are disallowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Engineering Checklist, Site Plans

Name	Type	Size	Latest Update	Action
No records found.				

Add



# 3. Supporting Information

- In this menu, click “Add” to open a File Explorer window
- Navigate to your files that you would like to add, select them, and click “Open”
- Multiple files can be added at once.
- When files are added, click “Continue”

## File Upload ×

The maximum file size allowed is **250 MB**.  
**ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jsc** are disallowed file types to upload.

SR-32, US 25E @ SR-375	100%
TDOT Permit Checklist Fillable	100%

**Continue** **Add** **Remove All** **Cancel**

---

# 3. Supporting Information

- The added files should be shown with a drop down box labeled "Type" and a field for Description.
- For each file, select the type of file
- Once completed, click Save

The screenshot displays the 'Supporting Information' section of the TDOT Commercial Permit Application System. It shows two file upload entries. The first entry is for 'TDOT Site Plan.pdf' with a progress bar at 100%. The second entry is for 'TDOT Permit Checklist Fillable Form 1-2023.pdf' with a progress bar at 100%. A dropdown menu is open for the second file, showing a list of file types: --Select--, Bond, Certificate, Certificate of Insurance, City Approval Documents, Deed, Engineering Checklist, Other Supporting Documents, Permit, Plan Set, Site Plans (highlighted), and Traffic Impact Study. Below the entries are buttons for 'Save', 'Add', and 'Remove All'. The 'Save' button is highlighted with a red border.

NOTE: Site Plans and Engineering Checklist are required to submit a permit application.

# 3. Supporting Information

- Your files should appear as shown.
- If all files have been uploaded, click “Continue Application.”

## Step 2: Support Documentation > Attachment

Documents can be batch uploaded then individually labeled or uploaded one at a time and then labeled. For each document uploaded, indicate the document type, provide a description, and click the "Save" button to attach it to your application.

\* indicates a required field.

### Attachment

On this page, upload documents to support your application. PDF files are preferred.

**Site Plan(s) and Engineering Checklist(s) are required for submission.** Please upload your Site Plan(s) by selecting the "Add" button below. The Authorized Work must be in accordance with the attached Site Plan(s).

The maximum file size allowed is 250 MB.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;s are disallowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Engineering Checklist, Site Plans

Name	Type	Size	Latest Update	Action
<a href="#">TDOT Permit Checklist Fillable Form 1-2023.pdf</a>	Engineering Checklist	463.69 KB	12/01/2022	<a href="#">Actions</a> ▼
<a href="#">TDOT Site Plan.pdf</a>	Site Plans	5.10 MB	12/01/2022	<a href="#">Actions</a> ▼

# 4. Review

- This is the final step before submitting the application.
- Please ensure that the information you entered is accurate.
- If so, click “Continue Application.”
- If something is inaccurate or needs to be changed, you can click “Edit” under each of the sections to go back to that section and make changes.

## Address

[Edit](#)

---

7238 REGION Ln  
KNOXVILLE TN 37914

## Detail Information

[Edit](#)

---

Requested Use -  
Description of Work

Building a new driveway for commercial development. Will include grade work in ROW to improve sight distance at proposed entrance location.



# 5. Record Issuance... Congratulations!

## Highway Entrance Application

1 Application Information	2 Contact Information	3 Support Documentation	4 Review	5 Record Issuance
---------------------------	-----------------------	-------------------------	----------	-------------------

### Step 5: Record Issuance



Your application has been successfully submitted.

Thank you for using our online services.

**Your Record Number is HWAY-23-000001.**



This record number will be used to identify your application and permit. Keep it somewhere safe.

You have successfully submitted an application for a commercial driveway permit. You will need this number to check the status of your application. Please print a copy of your record for future reference.

[View Application Details »](#)

(This link will take you to your application details page)



Additional information: [TDOT](#)

