



## What Does a Permit Look Like?



# Logging In

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

The screenshot displays the TDOT Highway Driveway homepage. At the top left is the logo for "TN HIGHWAY DRIVEWAY" with the subtitle "TDOT Commercial Permit Application System". A navigation bar contains links for "Home", "Search", and "Request Inspection". A "Contact Information by County" button is located in the top right. The main content area includes a "Register for an Account" link and a "Login" button, both highlighted with red boxes. Below this is a search bar. A large red arrow points from the "Login" button in the top navigation bar to the "Login" button in the "Sign In" section. The "Sign In" section contains fields for "USER NAME OR E-MAIL" and "PASSWORD", a "Forgot Password?" link, a "Sign In" button, and a "Remember me on this device" checkbox. Below the "Sign In" section is a "Not Registered?" link and a "CREATE AN ACCOUNT" button. The bottom of the page features the TDOT Department of Transportation logo and the "TN HIGHWAY DRIVEWAY" logo with the subtitle "TDOT Commercial Permit Application System".

# 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 “View All Records” to continue.
- Alternatively, hover your cursor over the “Home” tab and select “My records”

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.

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

Home Search

Dashboard

My Records

My Account

Advanced Search

You do not have any collections right now.

Work in progress ⓘ View All Records

Record Name	Record ID	Module	Creation Date	Action
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# Records

Choose the Record Number of the permit you wish to attach additional files to

## ▼ Driveway Permits

Showing 1-2 of 2 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	State Route Number	Short Notes	Expiration Date
<input type="checkbox"/>	01/10/2022	<b>HWAY-23-000001</b>	Highway Entrance Application	Commercial driveway for TDOT TMC Building	40	Knox	
<input type="checkbox"/>	12/01/2022	<b>HWAY-22-000093</b>	Highway Entrance Application	Building a new driveway for commercial development. Will include grade work in ROW to improve sight distance at proposed entrance location.	1	Knox	

# Record Info

- This screen allows you to review many items including:
  - Basic information you entered for this permit
  - Processing Status
  - Attachments
  - Inspections
- Choose “Attachments” to continue

The screenshot displays the user interface for reviewing a permit record. At the top, navigation links include Home, Search, Create Permit Application, and Request Inspection. The user is logged in as 'R1 Traffic' and has 0 collections. A search bar is present. Below the navigation, a message provides instructions on how to navigate to the 'My Records' page. The main content area shows the record details for 'Record HWAY-23-000001: Highway Entrance Application' with a status of 'Complete'. A dropdown menu is open, showing options: Record Info, Record Details, Processing Status, Related Records, Attachments (highlighted), and Inspections. A map is visible in the background. A second, larger view of the same record details is shown to the right, also with the 'Attachments' menu item highlighted.

# Permit Issuance

- When you are issued a permit, you will receive an email with the permit attached.
- You can also find it on the Highway Driveway Portal by selecting that record and navigating to the attachments

## Attachments

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; are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action
<a href="#">Deed.pdf</a>	HWAY-23-000001	Highway Entrance Application	Record	Deed	279.32 KB	01/30/2023	<a href="#">Act</a>
<a href="#">TDOT\Permit_20230130_082828.pdf</a>	HWAY-23-000001	Highway Entrance Application	Record	Permit	152.20 KB	01/30/2023	<a href="#">Act</a>

# Commercial Entrance Permit



## HIGHWAY ENTRANCE PERMIT

**Permit No.:** [HWAY-23-000001](#)  
**Date Issued:** 1/30/2023  
**Expiration Date:** 9/28/2023  
**County:** Knox  
**State Route:** 40  
**Log Mile:** 4.1

**To perform the following work:**

Construction of a commercial driveway. Work to include grading, paving, curb, etc.

**Description of Location:**

Near intersection of Region Lane and Maintenance Lane

Approval Type: Regional Traffic Office Approval  
Date Approved: 1/30/2023  
Approval Granted By: *Andrew Padgett*

Approval Type: Legal Approval  
Date Approved: 1/30/2023  
Approval Granted By: *Sarah McBride*

Approval Type: Regional Director Approval  
Date Approved: 1/30/2023  
Approval Granted By: *Steve Borden*

Permit and approved plans must be kept on job site when work is being performed in the Right of Way. Permit is not transferable. Any change in contractor or deviation from approved plans must be authorized by TDOT. Permit may be revoked for violations of any of the above provisions and/or other applicable laws.

When work in the Right of Way is complete, a follow-up inspection is required for release of the surety associated with this permit. You may request an inspection by logging into your account [HWAY-23-000001](#). Once the inspection is performed, you will be notified of the results by e-mail. If the work performed under the permit is in accordance with the permit design, a release will be issued reimbursing you for your check, cancellation of surety bond or the letter of credit.

## STANDARD TERMS AND CONDITIONS

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 Attachment A (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. §§ 9-8-301, et seq., or the Tennessee Governmental Tort Liability Act, Tenn. Code Ann. §§ 29-20-101, et seq., whichever is applicable, up to the limits for which it can be held liable for such conduct under that act, arising from its use of the right-of-way.
3. PERMITTEE agrees to require that any contractor that performs any work on the right-of-way pursuant to this Permit, including any installation, maintenance, or operation of any improvements, shall provide proof of adequate and appropriate general liability insurance providing liability coverage in an amount not less than \$1 million dollars per occurrence and \$300,000 per claimant, naming the State of Tennessee as an additional insured.
4. PERMITTEE agrees to require that any contractor who performs any work on the right-of-way pursuant to this Permit, including any installation, maintenance, or operation of any improvements, shall indemnify and hold harmless the State, its officers, agents and employees from all suits, actions or claims of any character whatsoever, including without limitation for damages, arising from the construction of the driveway(s) or street entrance(s) under this Permit.
5. PERMITTEE agrees to construct and maintain the highway entrance(s) and adjoining sidewalk (if applicable) in conformance with the current Manual for Constructing Driveway Entrances on State Highways as adopted by TDOT.
6. Prior to commencing the work authorized herein, PERMITTEE shall obtain any other permits or approvals required by federal, state, or local laws, and shall notify any utility company affected by this project. PERMITTEE shall be financially responsible for any relocation or replacement of such utilities.
7. Prior to commencing the work authorized herein, PERMITTEE shall notify Tennessee One Call regarding any excavation(s) and shall ensure that the provisions of T.C.A. § 65-31-101, et seq. are met.
8. Access to the Premises shall only be at those points that have been previously approved by TDOT. Equipment and vehicles shall be confined to unpaved portions of the Premises and parked off ROW or outside clear zone when not in use.
9. A. PERMITTEE shall not cut any tree or similar vegetation that has a trunk over four inches in diameter. OR A. PERMITTEE may only cut trees or similar vegetation within the area designated as "To Be Cleared of Vegetation" on the plans that are Attachment A hereto [ If clear cutting of vegetation is to be allowed, use second option] not found B. PERMITTEE shall not cut any flowering trees regardless of size [except in areas designated on the plans for clear cutting of vegetation] not found.
10. All work on the Premises shall be performed in compliance with current TDOT Standard Specifications for Road and Bridge Construction, TDOT Standard Drawings, TDOT Roadway Design Guidelines, and the Americans with Disabilities Act PROWAG 2011 standards, in addition to applicable federal, state and local law and regulations.
11. PERMITTEE must obtain prior written approval from TDOT before deviating from the scope of the project or the manner of its construction as described in this permit, including Attachment A.
12. At no time will work authorized by this Permit interfere with the normal flow of traffic on roadways adjoining the Premises. PERMITTEE is responsible for providing traffic control, including pedestrian access, for this work zone in accordance with the requirements of the current Manual on Uniform Traffic Control Devices. If proper traffic control is not in place, TDOT may order PERMITTEE to stop work until proper traffic control is put in place.
13. While the project is underway, TDOT may conduct inspections to ensure compliance with this Permit. Upon completion of the project, PERMITTEE shall notify TDOT so that the project may be inspected and approved by TDOT.
14. PERMITTEE shall be liable for any damage to State property resulting from the subject work, including but not limited to, the roadway, shoulders, guardrail, drainage, landscaping, signs, and controlled-access fences. All repair or replacement of such damage shall be made in accordance with the current TDOT Standard Specifications for Road and Bridge Construction, TDOT Standard Drawings and any other applicable design and/or construction standards or guidelines.
15. PERMITTEE shall keep all debris, soil, refuse, or waste of any kind associated with the project from accumulating within the highway right-of-way. [PERMITTEE shall pay TDOT \$ per cubic yard for usable materials removed from the Premises.] not found
16. PERMITTEE does hereby covenant and agree that in the event the Permit is for the construction or use of or access to space on, over, or under real property acquired, or improved under the Federal-Aid Highway Program, the PERMITTEE shall comply with all requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.
17. Nothing in this Permit shall be construed to limit TDOT's right to enter the Premises at any time.
18. If the PERMITTEE fails to comply with any of the foregoing conditions, TDOT shall have the right to revoke this permit and require the immediate vacation of the Premises by the PERMITTEE. In the event of revocation, PERMITTEE must restore the Premises to its original condition. If PERMITTEE fails to do so within a reasonable time after revocation, TDOT may restore the Premises at the expense of the PERMITTEE.
19. This permit is non-transferable.
20. This permit shall not be construed as a conveyance of any interest in real property.
21. All notices required to be given to TDOT under this Permit. Notices shall be sent to the regional contact, please find general contact information for each region at [Highway Entrance Permits Contacts \(tn.gov\)](#) [<https://www.tn.gov/tdot/traffic-operations-division/traffic-engineering-office/highway-entrance-permits/highway-entrance-permits-contacts.html>] not found .
22. This permit grants permission for use of State property only and shall not be construed as approval of the sufficiency or quality of PERMITTEE's plans, drawings, calculations, or the like as it relates to PERMITTEE's proposed development of its own property. PERMITTEE shall be liable for any damage to its own property resulting from the subject work. IN WITNESS WHEREOF, the parties, through their authorized representatives, have executed this agreement.

# Commercial Entrance Permit

**Permit No.:** [HWAY-23-000001](#) Record number as shown in TDOT HD

**Date Issued:** 1/30/2023 Dates permit was issued or expires

**Expiration Date:** 9/28/2023

**County:** Knox

**State Route:** 40 Location information

**Log Mile:** 4.1

**To perform the following work:** Approved work through this permit

Construction of a commercial driveway. Work to include grading, paving, curb, etc.

**Description of Location:** Location information as input by permittee

Near intersection of Region Lane and Maintenance Lane

# Commercial Entrance Permit

## Approval Block

Approval Type: Regional Traffic Office Approval  
Date Approved: 1/30/2023  
Approval Granted By: *Andrew Padgett*

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Approval Type: Legal Approval  
Date Approved: 1/30/2023  
Approval Granted By: *Sarah McBride*

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## Permit requirements and process for inspection requests

Approval Type: Regional Director Approval  
Date Approved: 1/30/2023  
Approval Granted By: *Steve Borden*

Permit and approved plans must be kept on job site when work is being performed in the Right of Way. Permit is not transferable. Any change in contractor or deviation from approved plans must be authorized by TDOT. Permit may be revoked for violations of any of the above provisions and/or other applicable laws.

When work in the Right of Way is complete, a follow-up inspection is required for release of the surety associated with this permit. You may request an inspection by logging into your account [HWAY-23-000001](#). Once the inspection is performed, you will be notified of the results by e-mail. If the work performed under the permit is in accordance with the permit design, a release will be issued reimbursing you for your check, cancellation of surety bond or the letter of credit.

# Commercial Entrance Permit

Standard Terms and Conditions agreed upon when first applying for entrance permit

## STANDARD TERMS AND CONDITIONS

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 Attachment A (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. §§ 9-8-301, et. seq., or the Tennessee Governmental Tort Liability Act, Tenn. Code Ann. §§ 29-20-101, et seq., whichever is applicable, up to the limits for which it can be held liable for such conduct under that act, arising from its use of the right-of-way.
3. PERMITTEE agrees to require that any contractor that performs any work on the right-of-way pursuant to this Permit, including any installation, maintenance, or operation of any improvements, shall provide proof of adequate and appropriate general liability insurance providing liability coverage in an amount not less than \$1 million dollars per occurrence and \$300,000 per claimant, naming the State of Tennessee as an additional insured.
4. PERMITTEE agrees to require that any contractor who performs any work on the right-of-way pursuant to this Permit, including any installation, maintenance, or operation of any improvements, shall indemnify and hold harmless the State, its officers, agents and employees from all suits, actions or claims of any character whatsoever, including without limitation for damages, arising from the construction of the driveway(s) or street entrance(s) under this Permit.
5. PERMITTEE agrees to construct and maintain the highway entrance(s) and adjoining sidewalk (if applicable) in conformance with the current Manual for Constructing Driveway Entrances on State Highways as adopted by TDOT.
6. Prior to commencing the work authorized herein, PERMITTEE shall obtain any other permits or approvals required by federal, state, or local laws, and shall notify any utility company affected by this project. PERMITTEE shall be financially responsible for any relocation or replacement of such utilities.
7. Prior to commencing the work authorized herein, PERMITTEE shall notify Tennessee One Call regarding any excavation(s) and shall ensure that the provisions of T.C.A. § 65-31-101, et seq. are met.
8. Access to the Premises shall only be at those points that have been previously approved by TDOT. Equipment and vehicles shall be confined to unpaved portions of the Premises and parked off ROW or outside clear zone when not in use.
9. A. PERMITTEE shall not cut any tree or similar vegetation that has a trunk over four inches in diameter. OR A. PERMITTEE may only cut trees or similar vegetation within the area designated as "To Be Cleared of Vegetation" on the plans that are Attachment A hereto [ If clear cutting of vegetation is to be allowed, use second option] not found B. PERMITTEE shall not cut any flowering trees regardless of size [except in areas designated on the plans for clear cutting of vegetation] not found.
10. All work on the Premises shall be performed in compliance with current TDOT Standard Specifications for Road and Bridge Construction, TDOT Standard Drawings, TDOT Roadway Design Guidelines, and the Americans with Disabilities Act PROWAG 2011 standards, in addition to applicable federal, state and local law and regulations.
11. PERMITTEE must obtain prior written approval from TDOT before deviating from the scope of the project or the manner of its construction as described in this permit, including Attachment A.
12. At no time will work authorized by this Permit interfere with the normal flow of traffic on roadways adjoining the Premises. PERMITTEE is responsible for providing traffic control, including pedestrian access, for this work zone in accordance with the requirements of the current Manual on Uniform Traffic Control Devices. If proper traffic control is not in place, TDOT may order PERMITTEE to stop work until proper traffic control is put in place.
13. While the project is underway, TDOT may conduct inspections to ensure compliance with this Permit. Upon completion of the project, PERMITTEE shall notify TDOT so that the project may be inspected and approved by TDOT.
14. PERMITTEE shall be liable for any damage to State property resulting from the subject work, including but not limited to, the roadway, shoulders, guardrail, drainage, landscaping, signs, and controlled-access fences. All repair or replacement of such damage shall be made in accordance with the current TDOT Standard Specifications for Road and Bridge Construction, TDOT Standard Drawings and any other applicable design and/or construction standards or guidelines.
15. PERMITTEE shall keep all debris, soil, refuse, or waste of any kind associated with the project from accumulating within the highway right-of-way. [PERMITTEE shall pay TDOT \$ per cubic yard for usable materials removed from the Premises.] not found
16. PERMITTEE does hereby covenant and agree that in the event the Permit is for the construction or use of or access to space on, over, or under real property acquired, or improved under the Federal-Aid Highway Program, the PERMITTEE shall comply with all requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.
17. Nothing in this Permit shall be construed to limit TDOT's right to enter the Premises at any time.
18. If the PERMITTEE fails to comply with any of the foregoing conditions, TDOT shall have the right to revoke this permit and require the immediate vacation of the Premises by the PERMITTEE. In the event of revocation, PERMITTEE must restore the Premises to its original condition. If PERMITTEE fails to do so within a reasonable time after revocation, TDOT may restore the Premises at the expense of the PERMITTEE.
19. This permit is non-transferable.
20. This permit shall not be construed as a conveyance of any interest in real property.
21. All notices required to be given to TDOT under this Permit. Notices shall be sent to the regional contact, please find general contact information for each region at [Highway Entrance Permits Contacts \(tn.gov\)](https://www.tn.gov/ldot/traffic-operations-division/traffic-engineering-office/highway-entrance-permits/highway-entrance-permits-contacts.html) [https://www.tn.gov/ldot/traffic-operations-division/traffic-engineering-office/highway-entrance-permits/highway-entrance-permits-contacts.html] not found .
22. This permit grants permission for use of State property only and shall not be construed as approval of the sufficiency or quality of PERMITTEE's plans, drawings, calculations, or the like as it relates to PERMITTEE's proposed development of its own property. PERMITTEE shall be liable for any damage to its own property resulting from the subject work. IN WITNESS WHEREOF, the parties, through their authorized representatives, have executed this agreement.



Additional information: [TDOT](#)

