

**GUIDELINES FOR POSTING OF
PERMITS,
UTILITY WORK SCHEDULES,
ASBESTOS ABATEMENT PLANS,
CONTAMINATION ASSESSMENT REPORTS
ON THE FILE TRANSFER PROTOCOL [FTP] SITE**

These guidelines address the posting of permits, utility work schedules, asbestos abatement plans and contamination assessment reports on the FTP site for District and Central Office let projects and are not intended to change any District policy regarding required notification by either the District Permit or Utility Offices.

POSTING

Post permits, utility work schedules or notifications of impending permits or work schedules, asbestos abatement plans or contamination assessment reports in PDF format, no later than the contract mail out date (notice to contractor) to the Contractors.

Contract mail out dates (notice to contractor) for Central Office let contracts is available on the Critical Dates Chart at the following URL:

<http://www.dot.state.fl.us/programmanagement/FinalPlans/>

Contact District for contract mail out dates (notice to contractor) for District let contracts.

For permits or utility work schedules which are expected to be late, post the following notice (place holder) in the appropriate folder.

“THIS DOCUMENT IS NOT AVAILABLE AT THIS TIME. IT WILL BE POSTED UPON RECEIPT BUT NO LATER THAN FIVE CALENDAR DAYS BEFORE THE OPENING OF BIDS”.

When a posted permit or utility work schedule is to be revised, replaces a place holder, or new ones are posted, send an e-mail notification, to the CO-JOBLOCK and CO-PROJREV distribution lists.

Include the following information:

A new (or revised) permit (or utility work schedule) for F.P.I.D. No. _____ for the _____ letting has been posted on the FTP site.

Identify which agency’s document was revised or added. If it is a strung project, identify the applicable FPID numbers, also.

Delete the old version of any document that has been revised, or replaced.

Show “Revised” at the end of the title of any revised document.

REMOVAL

Remove posted permits, utility work schedules, asbestos abatement plan, or contamination assessment report from the site, within the 115th and 120th day after the Project's letting.

CREATING FOLDERS

Write access to the FTP site must be granted. To obtain the required permissions, refer to the section below titled 'Request Permission to Access the FTP Site'.

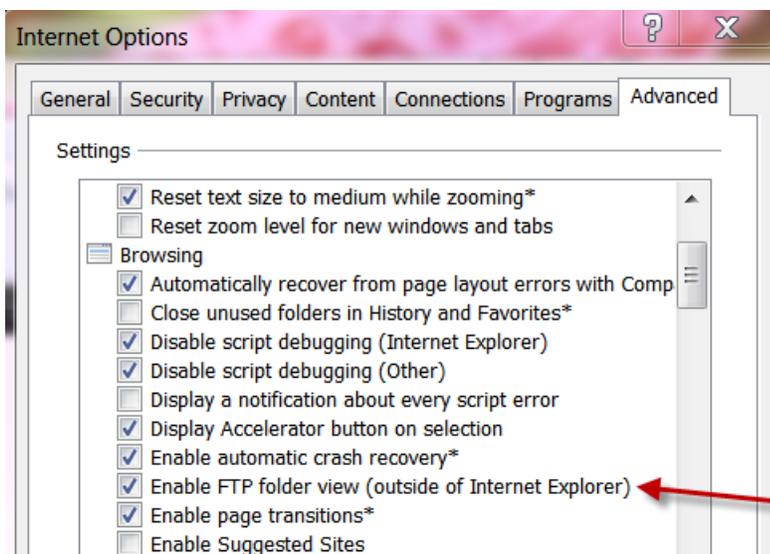
Create a folder and subdirectories for each project that includes permits, utility schedules, asbestos abatement plan, or contamination assessment report (see below). Label the folder with the FPID number. For strung projects, label the folder with the FPID number of the lead project and "etc" (FPID 12345615201etc). Due to effects on other offices, do not use any special characters or spaces. Once the folder is created and after the contract mail out date (notice to contractor), do not modify the folder name without email notification to CO-PROJREV.

Navigate to the following FTP address:

<https://ftp.fdot.gov/login>

In order to login to an FTP server with Internet Explorer, you must use the "Open site in Windows Explorer". You will not have this option available until you have "Enable FTP folder view" checked in 'Advanced' options.

To get to this, select Tools... Internet Options... Advanced
Check the 'Enable FTP folder view (outside of Internet Explorer)' box.



To create folders and subdirectories

1. Select "Page"

2. Choose "Open FTP Site in Windows Explorer"
3. Login in (either by)
 - a. Right click & select 'Login As..'
 - b. Select "File" & 'Login As..'
4. Select the appropriate District folder
5. Select "File"
6. Select "New Folder"
7. Create folder (FPID 12345615201) and subdirectories (name the subfolder either Permits, Utility Work Schedules, Asbestos Abatement Plan or Contamination Assessment Report, as applicable)
8. Do not create folders for projects that do not have permits, utility work schedules, asbestos abatement plan or contamination assessment report (empty folders).

DOCUMENT CREATION AND NOMENCLATURE

It is necessary to create a PDF document for each permit or utility work schedule.

Create the PDF document.

Post the document in the appropriate permit, utility work schedule, asbestos abatement plan, or contamination assessment report folder.

Name each document according to its agency of origin, i.e.

**BellSouth, Sprint, Florida Power & Light [FP&L],
South Florida Water Management District [SFWMD],
Florida Department of Environmental Protection [FDEP]
Army Corp of Engineers [ACOE].
Asbestos Abatement Plan
Contamination Assessment Report**

When a project requires that an agency issue more than one permit or utility work schedule, use the naming convention as shown in the following:

**BellSouth [A], BellSouth [B], Sprint [A] Sprint [B],
Florida Power and Light [A], Florida Power and Light [B], SFWMD [A], SFWMD [B],
FDEP[A], FDEP[B], etc.**

When projects are strung, and require an agency issued permit or utility work schedule on one or more component projects, list the lead project's number as No. 1, and number the other projects consecutively. For example:

FPID 12345615201etc

➤ **Permits**

- **FDEP[1]-(for lead 12345615201)**
- **FDEP[2]-(for component 22222215201)**
- **FDEP[3]-(for component 33333315201)**

REQUEST PERMISSION TO ACCESS THE FTP SITE

Utilize the Automated Access Request Form (AARF) system to request permission.