BUSINESS PROCESS GUIDLINE
PERMITTING

Contents

Purpose

The purpose of this document is to provide our customers with some guidance about PGE Joint Use business processes when they manage their permit requests through the Joint Use Portal.

Submitting Permits

- Only 50 poles per permit
- Make a note in the Summary and/or JU Comments if request is for a second mainline

Submitting Permits with Comm-to-Comm Make Ready on Poles

1- Go to Joint Use Comment
2- Provide NJUNS Ticket number for comm-to-comm make ready
3- Go to External Reference tab and fill the columns as below
   - External Reference Type = NJUNS Ticket Number
   - Value = NJUNS ticket #
   - Comment = Enter pole number it is associated with

Overlash Permit Submittal

1- Go to the JU comment
2- Provide the direction of the overlash - either from pole A to pole B or the from directional

Joint Use Comment/Approval Convention

1- Go to the front of the most recent comment
2- Provide your comments as **[Comment, Date, Initials]**

Make Ready Estimate Approval

1- Reconfirm the terms of the estimate for every pole requiring make ready in the **Joint Use Comment**.
   - Please reconfirm as [Estimate Terms, Date, Initials]
      o Example: Comcast approves Y dollar for make ready, 07/18/2022, BHS.
      o Example: Comcast approves X number of days for make ready, 07/18/2022, BHS.
      o Example: Comcast approves Y dollar and X number days for make ready 07/18/2022, BHS.
      o Example: Comcast approves no cost to Comm make ready, 07/18/2022, BHS.

2- Change the status to **MRAPPR**

PGE ID'd Bootleg Permit Submittal

- Ensure no violations exist in the field
      o For previously rejected PGE ID'd bootleg permits due to violations, when re-submitting please note in the JU comments that XX violation(s) have been corrected
- Submit as a Mod permit
- Attachment type must match the PGE ID'd Bootleg violation equipment type