OSOW Online Permitting System: How to enter routes

**Let system create my route**

(The Online Permitting System’s RouteBuilder determines the route)

1. Select Route tab and choose Let system create my route.
2. Click in box next to Start.
3. Click on Lookup to choose desired roadway or enter a Minnesota Trunk HWY, US HWY or Interstate Hwy, number only.
4. If using Lookup, choose desired roadway from Select Route pop-up list.
5. Click in box under Location.
6. Click on Lookup.
7. Choose desired Location Type and Location from Select Location pop-up list.
8. Follow the same steps as above to complete the End route on your application.

Note: Use the TAB KEY to navigate between boxes after entries are made or selected from the Lookup pop-up lists.

Enter a **Start** and **End Location** using the **Lookup** option. Local and county roads are not mandated by MnDOT but may be found as a point of interest as frequently used Points of Interest are listed in the Lookup.

After you have entered your Start and End points, click Generate.

RouteBuilder will then determine and display your Status and Directions.
How to enter routes (continued)

I provide route  (User enters a specific route)

1. Select Route tab and choose I provide route.

2. Click in box next to Start.

3. Click on Lookup to choose desired roadway or enter a Minnesota Trunk HWY, US HWY or Interstate Hwy, number only.

4. If using Lookup, choose desired roadway from Select Route pop-up list.

5. Click in box under Location and repeat Steps 3 & 4 from above using Lookup.

6. Click in box next to Via 1 and repeat Steps 3 & 4 from above using Lookup.

Note: Users will not be prompted to enter Via 1 Location box information, unless RouteBuilder prompts users to select road segment junctions.

Routing Off/On system

Enter a Start Location using the Lookup option.

County and/or local roads are not mandated by MnDOT, but may be found as a point of interest in RouteBuilder as frequently used Off/On state road system Points of Interest in Lookup.

If a frequently used county or local roadway isn’t listed in the Points of Interest list in Lookup, users may submit an email request to add the roadway to the list.
How to enter routes (continued)

Users select **Off System** junctions, **Points of Interest**, or **Proximities** to route off the state road system in RouteBuilder.

Start by clicking the **Info** box after a **Location** has been entered.

Users select **Off System** and enter location notes into the comment box when specific junctions are unavailable in **Points of Interest**. Notes added will appear in the route directions once the completed route is **Evaluated**.

**Off system note example:** AT RAMSEY CR 17 E

When OFF/ON System locations are not a **Point of Interest** or at an exact junction or town, choose the nearest **Junction** or **Town Location** from **Lookup**. Then click on the **Info** box next to the Location and select **Off System** in the comment box that pops up.

Next, identify the **Proximity** and **Miles** from that chosen junction or city.

When routing back onto a state roadway, users may again select the junction, city, or nearest proximity; entering the roadway information into the Info Box.

**On System route note example:** ON STATE SYSTEM AT RAMSEY CR40 N.

**NOTE:** Off/On system location notes can also be added in the same Info Box used to select Off System. See example above. Please note the route Directions evaluated at the bottom of the page.
FAIL CONSTRAINT ROUTES

Users can view route details and location information when receiving Fail Constraint routes.

To review Fail Constraint details, users click the Details button to open the Routing Results dialog box. The Constraints are displayed.

Users double click the constraint location to open the Constraint Details list.

NOTE: Applications submitted with Fail Constraint routes may be delayed.