APPLYING FOR A DIVISIBLE LOAD OVERWEIGHT PERMIT

In order to apply for New York State Divisible Load Overweight Permits, you must first create your customer account, Step 1.

Existing customers who already have established an Oversize/Overweight Permit Customer Account may skip Step 1 unless you need to update your customer account information.

Step 1: Creating (new customer) or updating (existing customer) you’re Divisible Load Overweight Permit customer account.

- Complete and submit the Account Maintenance form
  - There is no fee to establish an account.
  - Submit by email to; permits@dot.ny.gov
  - Submit by Fax to; 518-457-1036.
- Once you receive your customer number, you can continue to Step 2.

Step 2: Application Forms

Applying for a New Permit

For each power unit, truck or tractor, you are permitting for the first time, you must complete.

- Application for a New Divisible Load Overweight Permit - Perm 61.
  - A copy of the current power unit registration or apportioned cab card showing New York State as an operating jurisdiction must be sent with each power unit application.

Additional forms if adding more than one (1) trailer;

- Trailer Attachment Form - Perm 63
  - Additional trailers and any future trailers will differ in length, axle ratings, axle spacings, Gross Vehicle Weight Rating and/or Sum of Manufacturer’s Tire Ratings. This is Trailer Option I.
- Trailer Attachment Form - Perm 93
  - Additional trailers and any future trailers will have the same length, axle ratings, axle spacings, Gross Vehicle Weight Rating and/or Sum of Manufacturer’s Tire Ratings. This is Trailer Option II.

Applying for an Amendment, making changes to an existing permit.

Making changes to an existing permit always start with the perm 64.

- Amendment to a Divisible Load Overweight Permit - Perm 64

One or more of the following supplemental forms maybe sent with the perm 64 as needed.

Adding more than one (1) trailer;

- Trailer Attachment Form - Perm 63 (Use if existing permit is Trailer Option I)
  - Additional trailers differ in length, axle ratings, axle spacing’s, Gross Vehicle Weight Rating and/or Sum of Manufacturer’s Tire Ratings as the trailers on the existing permit.
- Trailer Attachment Form - Perm 93 (Use if existing permit is Trailer Option II)
  - Additional trailers will have the same length, axle ratings, axle spacing’s, Gross Vehicle Weight Rating and Sum of Manufacturer’s Tire Ratings as the trailers on the existing permit.

Removing more than one trailer;

- Trailer Removal form – Perm 20

Changing more than one trailer license plate number;

- Trailer Plate Change form – Perm 19

Missing the original Grandfather Rights Certificate and it is required with application;

- Statement of Lost or Destroyed Grandfather Rights Certificate – Perm 18

Bank or withdraw Downstate permit weight. (Permit types; 2, 4, 6B permits only)

- Excess Banked Weight Credit or Withdrawal Request – Perm 88

Continued to next page
• Renewing an existing permit, no changes other than the Power Unit plate.
  o Sign and date the Renewal Notice.
  o If needed, enter the new power unit plate number in the space provided.
  o If you did not receive a Renewal Notice, contact the Permit Office and request one or complete the Renewal Confirmation form.
  o Submit your Renewal Notice via one of the options listed below in Step 4.
• Renewing an existing permit with changes.
  o Same steps above except submit a Perm 64 and any other required supplemental forms based upon the changes being made.
  o If you are requesting a Power Unit replacement at Renewal, follow the instructions for a New Permit using the Perm 61.
  o Determine the new Renewal fee based upon the changes made to the existing permit.
    ▪ Adding additional permit types and trailers that exceed the original number of trailers on the Renewal will result in a higher Renewal fee.
    ▪ If you are removing permit types and or trailers that results in a lower number of trailers than shown on the Renewal notice will lower your Renewal fee.
  o Submit you’re Renewal Notice, Perm 64 and any other required supplemental forms and documents via one of the options listed below in Step 4.

Step 3: Determine the correct application fee(s)
  o For new permits, refer to the Perm 69, Types of Divisible Load Overweight Permits and Fees
  o For Amendments, refer to the Perm 64 and instructions.

Step 4: Submitting completed application forms and supporting documents

By e-mail: Requires account to be Pre-funded,
  • Accepted credit cards; Visa, American Express, MasterCard, Discover
    o Pre-Fund Div Load account
    o E-mail all completed application forms and supporting documents to: permits@dot.ny.gov

By fax: Requires account to be Pre-funded,
  • Accepted credit cards; Visa, American Express, MasterCard, Discover
    o Pre-Fund Div Load account
    o Address a cover page to: Divisible Load Overweight Permits.
    o Fax all completed application forms and supporting documents to: 518-457-1036.

By mail:
  o Mail all completed application forms and supporting documents with a check for the total fees made payable to: NEW YORK STATE DEPARTMENT OF TRANSPORTATION
  o Mailing address: New York State Department of Transportation,
    Central Permit Office
    50 Wolf Road, 1st Floor
    Albany, NY 12232

If you have questions, please call us; 518-485-2999, Option 1, or by email: permits@dot.ny.gov