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Introduction

This user manual is setup to explain how to apply for an I-84 “Through Route” permit. This “Through Route” permit consists of 2 directions of travel one “Through Route” is from the Pennsylvania State line to the Connecticut State line and the other “Through Route” from the Connecticut State line to the Pennsylvania State line.

Presently, only Permit Service Companies can apply for permits on I-84 for carriers. The future releases this will allow carriers to apply on line as well.

Entry into the System is accomplished from New York's One Stop Credentialing and Registration System commonly referred to as OSCAR. A Permit Service Company will need to have an OSCAR Service Bureau ID and be enrolled in OSCAR to do business with the New York State DOT (NYSDOT) in order to obtain Oversize /Overweight (OS/OW) Special Hauling Permits.

Once the Permit Service Company has a OSCAR Service Bureau ID the user must register as a Permit Service Company with NYSDOT. The Permit Service Company must complete the updated Permit Service Company License Agreement. As part of this agreement, a surety bond in the amount of $1,000 must be submitted to the Central Permit Office. A certified check may be substituted in place of the bond. This check will be deposited in a Department account and held for the duration of the agreement. Licensees with previous agreements must complete the new agreement.

With an Oscar ID the Permit Service Company can now log-in to OSCAR and navigate to the DOT OS/OW Permit application and complete a Permit application, submit it and obtain an auto-Issued permit.

Permits applications that are submitted and approved will be sent back to the Permit Service Company by email within a matter of minutes. An email address is a requirement to obtain permits through this system.

Not all Permit Application will meet the “Through Route” Qualifications. Those that do not will need to be submitted directly to a NYSDOT office for review and approval. These Permit Applications will not be able to be submitted through the auto-issuance system.
OSCAR Service Bureau Log In – How to log into the OSCAR Application

Purpose
To provide Permit Service companies (OSCAR Service Bureaus) a screen to log in to the system and provide information and news to users about the OSCAR System.

Screen Display
Displays an area where the Permit Service Company can enter their OSCAR Service Bureau ID and password and then click on submit to enter the system.

Links
The links on this screen provide additional information to the user such as:

- OSCAR Carrier Enrollment requirements
- DOT Service Company Enrollment Requirements
- Service Bureau Agreement
- OSCAR Extends Business Hours
- UCR Requirements for Commercial Motor Carriers
- Highway Use Tax Certificate of Registration
- NYS IFTA Carrier

Data
Service Bureau ID – Enter the Service Bureau ID provided to you by OSCAR.
Password: Enter your OSCAR password
OSCAR – Select Your Type of Business

Figure 2 - OSCAR Business Selection Screen

**Purpose**
To allow the Permit Service companies (OSCAR Service Bureaus) the ability to select types of business they wish to perform.

**Screen Display**
A drop down list displays all of the business types that have been assigned to the Permit Service Company.

**Links**
A Continue button is located below the drop down business type list to allow the user to submit their request to the system for processing.

**Data Selection**
Select the type of business to be accomplished
OSCAR – My OSCAR Online Service

**Figure 3 - My OSCAR Screen**

**Purpose**
To provide the Permit Service Companies (OSCAR Service Bureaus) links to the program they are authorized to access which include:

- Obtain Oversize/Overweight Permit(s)
- Select Your Type of Business
- Change Password
- Log Out

**Screen Display**
Displays the links listed above.

**Links**
- **Obtain Oversize/Overweight Permit(s):** Click this link to Navigate to the DOT Permit Application
- **Select Your Type of Business:** Click this link to navigate to a screen where you can select the type of business from the list you are authorized to access.
- **Change Password:** Click this link to change the password you use to enter OSCAR system.
- **Log Out:** Click this link to log out of OSCAR.
OSCAR TO DOT_Permits Transfer Screen

![New York State Department of Transportation](image)

You have been transferred to the NYSDOT On-Line Permits web site.
Click [here](#) to enter.

Figure 4 - OSCAR To DOT_Permits Transfer Screen

**Purpose**
- To provide a screen page to transfer the user’s connection to the DOT Permits Permit Application

**Screen Display**
Displays the links listed above.

**Links**
*here*: Click this link to connect to the DOT Permit Application
Screen: Welcome Screen - Special Hauling Oversize / Overweight On-Line Permits

Purpose
The Welcome screen provides you with information and news related to Special Hauling Oversize / Overweight On-line Permits. The News and Information area contains any updates and alerts related to permitting or travel. The Navigation area provides an overview of the navigation tools and techniques used throughout this system.

Menus

Top Menu Bar (Blue in color)
This menu bar will provide links allowing the user to make a selection according to their need. The links on the top menu bar remain the same no matter what screen you are on in this application.

Side Menu Bar (Blue in Color)
The left side menu bar provides navigation choices to the user. The choices listed on this menu will change from screen-to-screen.
Purpose
The I-84 On-Line Permits screen provides both news and information updates regarding permitting and travel specific to I-84 as well as the qualifications which must be met in order to obtain an on-line permit. This screen is divided into the following areas:

I-84 Information and News Update – Displays information and news updates related to the through route. Here you can view conditions and restrictions related to the I-84 through route as these will change from time to time.

Information about I-84 On-Line Permits – Provides information about the permitting process for the I-84 through route.

I-84 On-Line Permits Qualifications – This area has four sections that describe the qualifications necessary to obtain an on-line permit for I-84. Note: applications for proposed trips failing to meet any of these qualifications may still be submitted for review using existing channels. The four qualification sections are:

Dimensional Limits – Specifies the maximum dimensional limits for vehicle, inclusive of load for height, width, length, and overhang. This system will not issue a permit if you vehicle and load exceed any of these limits. Note: these limits may change over time to reflect road constructions or other conditions limiting travel.

Weight Limits – Specifies the maximum allowable weight in terms of your proposed gross weight to the calculated legal weight for the vehicle.

Permit Type - List the permit type(s) for which an application may be submitted.

Qualifying Vehicle Types – List the vehicle types for which an application may be submitted.
Purpose
Your home page as a service company which can be used to search for customers, search for a previously filed on-line permit, view your last 50 on-line permits, view data of a previously filed permit, regenerate PDFs of previously filed permits and start a new on-line permit application.

Screen Display
The screen displays the current balance of your NYSDOT Special Hauling Account. If your balance is less than $40 a message will display that you may not be able to obtain an on-line permit (unless you are applying on behalf of a fee exempt carrier you will be unable to submit an application).

The screen provides a search for customer feature. Simply enter their NYSDOT Customer number, name or USDOT number and click the Go button.

The screen provides a search for permit feature. Simply enter the number of a permit which you obtained on-line and click the Go button. Note: This search will only returns which were (1) submitted by you and (2) obtained on-line.

The screen displays the last 50 on-line permits in descending order by date which were issued to you.

Navigation
Within the Last 50 On-Line Permits Issued section, only ten permits are displayed on the screen at a time. Use the [First/Prev] 1,2 [Next/Last] navigation buttons to move through the screens to see additional issued permits.
Column Sorting
Within the Last 50 On-Line Permits Issued section, clicking on the column titles to sort the permits by that column. To the right of the column title is a indicator that displays whether the column is sorted in ascending or descending order.

Links
- Cust No: Customer Number - Click this link to see your on-line permits issued to that carrier.

  New App: New Application – Click this link to open a New Permit Application for that carrier.

  View Data: Click this link to view the data of a previously issued on-line permit. Note: from there you can select Replicate to start a new permit pre-populated with the previous permit’s data.

  Show permit.pdf: Click this link to open up a copy of the issued permit.

IMPORTANT:
On the customer home page or when you look at permits for a carrier if the words “Contact Permit Office” are on a line next to a permit for a carrier then that carrier may be inactive, on-hold, or does not allow a service company to apply for permits on their behalf. All of these conditions relate to the data for the carrier in the NYSDOT system, not OSCAR. The carrier may need to be re-activated by the permit office.

In the same column if the words “not allowed” appears this means that the Carrier, at this time, does not allow the Service Company to apply for a permit in their behalf. This can also be changed by contacting the permit office for guidance on how to change this.

Screen: Customer Search Results

Figure 8 - Search Results

Purpose
To display a list of the customers that meet the criteria entered in the search field on the Customer Home page.

Screen Display
If you search by customer name or USDOT, the results may include multiple customers meeting the search criteria. If you search by customer number, the results will include, at most, only one customer.
Note: if you cannot find a customer, select the Customer Support link in the left hand navigation to initiate the process to have a customer added.

Navigation
If there are more than ten carriers listed use the [First/Prev] 1,2 [Next/Last] navigation buttons to move through the screens to see additional customers.

Column Sorting
By clicking on the column title the permits will be sorted by that column. To the right of the column title is a indicator that displays whether the column is sorted in ascending or descending order.

Links
Customer #: Customer Number – If you have obtained on-line permits for this customer, this will be a hyperlink. Click this link to view on-line permits issued to that carrier.

New App: New Application – If the carrier is active, not on hold and allows service companies to apply on-line on their behalf this will be a hyperlink. Click this link to open a new permit application for that carrier.

Screen: On-line Permits Issued

![Permit Screen](image)

Figure 9 - Permits Issued to a Carrier

Purpose
To display a list of your last 50 on-line permits issued to a carrier.

Screen Display
If you reached this screen by selecting a customer number hyperlink, this screen displays the last 50 permits issued to the selected carrier. If you reached this screen by searching for a permit number it will only display that permit. Listed on the screen are the Customer Number, Customer Name and DBA. In the list below are the permits issued sorted in descending order by effective date which displays the most current issued permits at the top of the page.

Navigation
If there are more than ten permits listed use the [First/Prev] 1,2 [Next/Last] navigation buttons to move through the screens to see additional issued permits.

**Column Sorting**

By clicking on the column title the permits will be sorted by that column. To the right of the column title is a indicator that displays whether the column is sorted in ascending or descending order.

**Links**

- **View Data:** Click this link to view the data of a previously issued on-line permit. Note: from there you can select Replicate to start a new permit pre-populated with the previous permit’s data.
- **Show permit.pdf:** Click this link to open up a copy of the issued permit.
- **New Application:** Click this button to start a new permit application for the selected carrier.

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**Creating a New Permit Application of Through Route I-84**

**Screen: Application – Customer Information**

![Customer Information Screen](image)

**Figure 10 - Customer Information**

**Purpose**

The first step in applying for a permit is to display the customer information. This allows the verification that you are applying for a permit for the selected carrier. All information on this screen is display only. Note: if any of the information should be updated, select the Customer Support link in the left hand navigation to initiate the process to have a customer modified.

**Screen Display**

This screen displays the Customer Name, DBA, Customer Number, Physical Address, Mailing Address, USDOT number, and FEIN number. At the top of the screen is the “Steps-to-Complete Process” indicator which provides a guide to the process of filling out the permit application.

**Links**

- **Next:** Click the “Next” link at the bottom of the page to proceed to the next step in filling out the permit application.
Cancel: Click the “Cancel” link at the bottom of the page to cancel the application process and return to the customer home page. If the Cancel link is selected on any of the application screens, any data entered will be lost.

Special Note: Always use the “Next” or “Previous” buttons at the bottom of each Permit application screen to navigate through the application.

Using the browser forward and back button to navigate from screen-to-screen will interfere with the application process and will cause incorrect data from being entered into the permit application resulting in a rejected permit.
Figure 11 - Trip, Vehicle and Load Entry Screen

Purpose
The second step in applying for a permit is to enter the trip, vehicle, and load information to be verified against a series of process related to issuing a permit on-line.

**Screen Display**
This screen displays fields to collect data for Current Insurance Coverage Limits, Trip Information, Selected Through Routes, Vehicle Type, Load Information, Start Date, Surety Bond (if applicable), Overall Dimensions, Proposed Gross Permitted Weight, Total Number of Axles, and Overall Wheelbase.

**Data Entry**
Current Insurance Coverage Limit
Select one of the insurance coverage statements that you attest to have enforce at that time the permit is to be issued. Selection of one type of insurance is required.

Trip Information
*Permit Type*: This currently defaults to Trip Permit as the only qualifying permit type.

*Origin*: Enter the city and state for trip origin. This is not a required field.

*Destination*: Enter the city and state for trip destination. This is not a required field.

Through Route:
Select from the through route list the through route to be travelled. Presently there are only two routes listed. This is a required field.

Vehicle Configuration Information
*Vehicle Type*: Select one vehicle type from the list indicated.

*Proposed Gross Permitted Weight*: Enter the requested weight in pounds to be permitted for this vehicle and load combination.

*Total Number of Axles*: Enter the total number of axles on the power unit and trailer (if applicable) to be permitted.

*Overall Wheelbase*: Enter the feet and inches from the centerline of the steering axle to the centerline of the last axle.

Load and Start Date
*Load*: Select one load from the list provided. If you select “Other” from the list, a box will appear where you can describe the type of load being carried.

**NOTE**: Self Propelled cranes cannot apply for permits through the auto-issuance process. Self Propelled cranes must submit the permit to a DOT office.

*Start Date*: Enter the date you wish to start the trip on (i.e., the first effective day of travel). Note you select a Sunday or holiday the system will set the first effective day of travel to the next business day. If you select a Saturday, the system may set this to the next business day (if Saturday travel is not allowed for the load and dimensions entered).

*Surety Bond*: A manufactured or modular home move requires a surety bond of $25,000 if the width of the load is greater than 14 feet. A check box is required to be checked attesting that the carrier does have a surety bond for $25,000 active. Note: this field only displays if required.

Overall Vehicle and Load Dimensions.
Enter the width, height, length and front and rear overhang in feet and inches. The dimensions entered must be within the dimensional limits as noted on the I-84 On-Line Permits page. Width, height and
length are all required. Overhang cannot exceed 10 feet in either front or rear for a total of 20 feet of overhang.

**Links**

*Next:* Click the “Next” link at the bottom of the page to process the data listed or entered on the screen. When “Next” is clicked the data is sent through a series of formulas and then the results is stored in the database.

*Previous:* Click the “Previous” link at the bottom of the page to return to the previous screen.

*Cancel:* Click the “Cancel” link at the bottom of the page to cancel the application process and return to the customer home page.

*Note:* Always use the “Next” or “Previous” buttons at the bottom of each Permit application screen to navigate through the application. Using the browser forward and back button to navigate from screen-to-screen will interfere with the application process and will cause incorrect data from being entered into the permit application resulting in a rejected permit.

**Screen: Application – Power Unit Information**

![Power Unit Data Entry](image)

**Figure 12 - Power Unit Data Entry**

**Purpose**

The third step in applying for a permit is to enter the power unit information. This is displayed on the screen when the user clicks the “Next” link from the Trip, Vehicle, and Load Information screen.

**Screen Display**

This screen displays fields to collect power unit information.
The previously entered or calculated values for Selected Vehicle Type, Proposed Gross Permitted Weight, Legal Weight and Total Number of Axles are displayed on this screen as information to aid you in completion of the application.

**Data Entry**

**Power Unit**

*VIN:* Enter the power unit Vehicle Identification Number. This is a required field.

*Nickname:* Optional field which you may use to enter a name to identify the power unit.

*Year:* Enter the model year of the power unit

*Plate Number:* Enter the license plate number on the power unit.

*Make:* Enter the vehicle make of the power unit.

*N.Y. DMV/IRP Registered Weight:* Enter the either the New York State DMV or IRP registered weight in pounds for the power unit. This must be entered as a numeric field only.

*Registered State/Province:* Select from a list the State or Province in which the power unit is registered.

*Number of Axles:* Enter the number of axles on the power unit ONLY

**Links**

*Next:* Click the “Next” link at the bottom of the page to process the data listed or entered on the screen. When “Next” is clicked the data is sent through a series of formulas and then the results is stored in the database.

*Previous:* Click the “Previous” link at the bottom of the page to return to the previous screen

*Cancel:* Click the “Cancel” link at the bottom of the page to cancel the application process and return to the customer home page

**Special Note:** Always use the “Next” or “Previous” buttons at the bottom of each Permit application screen to navigate through the application. Using the browser forward and back button to navigate from screen-to-screen will interfere with the application process and will cause incorrect data from being entered into the permit application resulting in a rejected permit.
Screen: Application – Trailer Information

**Figure 13 - Trailer Data Entry**

**Purpose**
The fourth step in applying for a permit is to enter the trailer information. This is displayed on the screen when the user clicks the “Next” link from the Power Unit screen. This screen is only included in the permitting process if a combination vehicle was selected on the Trip, Vehicle and Load screen.

**Screen Display**
This screen displays fields to collect trailer information.

The previously entered or calculated values for Selected Vehicle Type, Proposed Gross Permitted Weight, Power Unit Registered Weight and Total Number of Axles are displayed on this screen as information to aid you in completion of the application.

**Data Entry**
**Trailer**
**Nickname:** Optional field which you may use to enter a name to identify the trailer.

**Number of Axles:** Enter the number of axles on the trailer ONLY. The number you enter, when combined with the number of power unit axles, can not exceed the total number of axles specified in the Trip, Vehicle and Load screen.

**N.Y. DMV/IRP Registered Weight:** Enter the either the New York State DMV or IRP registered weight in pounds for the trailer. This must be entered as a numeric field only. Note: this field will be grayed out as
not applicable if a Drive-Away Tow-Away trailer type was selected on the Trip, Vehicle and Load screens.

**Make:** Enter the vehicle make of the trailer. Note: this field will be grayed out as not applicable if a Drive-Away Tow-Away trailer type was selected on the Trip, Vehicle and Load screens.

**Plate Number:** Enter the license plate number on the trailer. Note: this field will be grayed out as not applicable if a Drive-Away Tow-Away trailer type was selected on the Trip, Vehicle and Load screens.

**Registered State/Province:** Select from a list the State or Province in which the power unit is registered. Note: this field will be grayed out as not applicable if a Drive-Away Tow-Away trailer type was selected on the Trip, Vehicle and Load screens.

**Links**

*Next:* Click the “Next” link at the bottom of the page to process the data listed or entered on the screen. When “Next” is clicked the data is sent through a series of formulas and then the results is stored in the database.

*Previous:* Click the “Previous” link at the bottom of the page to return to the previous screen.

*Cancel:* Click the “Cancel” link at the bottom of the page to cancel the application process and return to the customer home page

**Special Note:** Always use the “Next” or “Previous” buttons at the bottom of each Permit application screen to navigate to through the application. Using the browser forward and back button to navigate from screen-to-screen will interfere with the application process and will cause incorrect data from being entered into the permit application resulting in a rejected permit.
Purpose
The fifth step in applying for a permit is to enter axle data configuration information. This is displayed on the screen when the user clicks the “Next” link from the Trailer Information screen. This screen is only included in the permitting process if the Proposed Gross Permitted Weight is equal to or greater than the calculated Legal Weight (i.e., a permit is required for weight.

Screen Display
This screen displays fields to collect axle configuration data.

The values for the previously entered Proposed Gross Permitted Weight and Total Number of Axles are displayed on this screen as information to aid in completion of the application.

Data Entry Fields
Proposed Axle Weight: Enter the weight in pounds distributed across the axles displayed on the screen. Note: the total will automatically calculate as you enter values for each axle.

MFG Gross Axle Weight Rating: Enter in pounds the Manufacturer’s Gross Axle Weight Rating for each axle. Note: the total will automatically calculate as you enter values for each axle.

Sum of MFG Tire Rating: Enter in pounds the sum of the Manufacturer’s Tire Rating for each axle. This is the sum of each tire rating in pounds on each axle. Note: the total will automatically calculate as you enter values for each axle.

Note: For each axle, the MFG Gross Axle Weight Rating and Sum of MFG Tire Ratings must be greater than the Proposed Axle Weight for each axle.
**Axle Spacing:** Enter as feet and inches the spacing between the centerline of one axle to the centerline of the next axle for each axle spacing displayed. Use “feet hyphen inches” as format. For example enter 5 feet 2 inches as 5-2.

**Links**

**Next:** Click the “Next” link at the bottom of the page to process the data listed or entered on the screen. When “Next” is clicked the data is sent through a series of formulas and then the results are stored in the database.

**Previous:** Click the “Previous” link at the bottom of the page to return to the previous screen.

**Cancel:** Click the “Cancel” link at the bottom of the page to cancel the application process and return to the customer home page.

**Special Note:** Always use the “Next” or “Previous” buttons at the bottom of each Permit application screen to navigate through the application.

Using the browser forward and back button to navigate from screen-to-screen will interfere with the application process and will cause incorrect data from being entered into the permit application resulting in a rejected permit.
Purpose
The last step in applying for a permit is to sign the affirmation statement. This is completed by checking the check box at the beginning of the statement.

A Permit cannot be issued unless this agreement is accepted by checking the check box.

Screen Display
This screen displays an affirmation statement to be accepted by the company submitting the permit application.

The submission statement displayed on the screen indicates that once the application is submitted a fee will be charged to your account for this permit.

Data Entry
Affirmation Check Box: When check the company requesting the permit agrees with the affirmation statement.

Links
Next: Click the “Submit” link at the bottom of the page to process the permit application and receive a permit. When “Submit” is clicked the data is sent through a series of formulas and then the results is stored in the database and a permit PDF is emailed to the requestor. The Permit PDF is the actual permit to be used by the carrier. It is emailed to the Service Company applying for the permit and then the Service Company can forward it to their customer.

Previous: Click the “Previous” link at the bottom of the page to return to the previous screen

Cancel: Click the “Cancel” link at the bottom of the page to cancel the application process and return to the customer home page.

Special Note: Always use the “Next” or “Previous” buttons at the bottom of each Permit application screen to navigate through the application.

Using the browser forward and back button to navigate from screen-to-screen will interfere with the application process and will cause incorrect data from being entered into the permit application resulting in a rejected permit.
Screen: Application – Permit Success Screen

Figure 16 - Permit Processing Success Screen

Purpose
This screen indicates to the requestor that the permit application has been successfully processed, their financial account has been charged the permit fee and the permit has been sent to them by way of email.

Screen Display
This screen displays information to the user that the permit has been issued, how to obtain additional copies of the permit, how much was charged to the customer’s account, the permit number and the address to which the permit was e-mailed to.

Links
Customer Home Page: Click this link to return to the home page.

Permit Read Only:  Click this link to open a form of all the data entered into the permit application as well as all the information displayed on the permit.

Note: The read only version of the permit data is NOT a permit and cannot be used as a substitute for one. An issued valid permit has the state seal with the date and time the permit was issued across the seal.

Special Note: After a permit is submitted and issued that permit cannot be edited and if you attempt to return to the screens a message will indicate to you that you cannot edit an issued permit.
Screen: Permit Read-Only – View Permit Data

![Permit Read-Only - View Permit Data](image)

**Figure 17 - View of Permit Data**
Purpose
To display the permit information for review and to allow the user to replicate the data in a permit to a new permit application.

Screen Display
The screen displays permit data in the following sections:
- Customer information
- Trip Information
- Vehicle Configuration Information
- Load Information
- Power Unit Information
- Trailer Information (if applicable)
- Axle Data Configuration (if applicable)
- Effective Days of Travel
- Conditions, Restrictions and Requirement
- Certified Escort Requirements

Links
Replicate: Click this link to copy the data in the permit to a new permit application and allow the user to edit the data and submit it as a new permit application.

Note: The Read-Only version of the permit data is NOT a permit and cannot be used as a substitute for one. An issued valid permit has the state seal with the date and time the permit was issued across the seal.
Carrying Name: Scooby Pet Trucking
Address: Mail Stop 55555
City: Troy

Customer No.: 51623
USDOT: 233223
Fee: $40.00
Overall Wheelbase (Ft-In): 52-6
Total Number of Axles: 7
Permitted Gross Vehicle Weight (Lbs): 84,000

Vehicle Information

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<thead>
<tr>
<th>Vehicle</th>
<th>Year</th>
<th>Make</th>
<th>State</th>
<th>License Plate</th>
<th># of Axles</th>
<th>VIN</th>
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Trip Information
PA line, I-84, CT line

Effective Days of Travel
The following are the only authorized days of travel for this permit

Mon 08/25/08 [1]
Tue 08/26/08 [1]
Wed 08/27/08 [1]
Thu 08/28/08 [1]
Fri 08/29/08 [2]

[1] Travel is authorized from one-half hour before sunrise to one-half hour after sunset when weather conditions are favorable.
[2] Travel is authorized from one-half hour before sunrise to 12 noon when weather conditions are favorable and move can maintain traffic flow speed.

Vehicle and Load Information

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Load

Construction Equipment

Axle Weight (Lbs) & Spacing (Ft-In)

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Figure 18 - Issued Permit, Page 1
Purpose
The issued permit can be printed by the carrier to be used as the permit in the vehicle. The actual permit will not have the word DRAFT printed in the heading.

Sections of the issued permit.

Customer Information: In this section you will see listed Carrier name, address, Customer number, USDOT, Fee, Overall Wheelbase, and Permitted Gross Vehicle Weight.

Vehicle Information: In this section Vehicle information is listed. Information about the Power Unit and Trailer is listed here.

Trip Information: Listed is the “Through Route” for the permit.

Vehicle and Load Information: Listed is the Overall Vehicle dimensions and the load overhang

Effective Days of Travel: List of the days and date a carrier using this permit can travel on I-84. Each day of travel has a number next to it indicating specific restrictions about that day of travel.

Load: List the type of load being transported. If the load type is “Other” the “Desc of Other Load” will list the load information being transported.

Axle Weights and Spacings: Listed here is the axle weights per axle of the vehicle and space between axles.

Certified Escort Requirements: Listed on Page 2 are the escort requirements for the move.

Conditions and Restrictions: Listed on Page 2 are the conditions and restriction statements that apply to this move.

Standard Permit Requirements: Listed on Page 3 are general restrictions related to permit requirements.

Standard Permitted Vehicle and Load Requirements: Listed on Page 3 are Standard Permitted Vehicle and load requirements.

Driver Affirmation and Signature Section: In order for a permit to be valid the affirmation statement must be signed by the driver(s).
Certified Escort Requirements

-Certified Escort to follow on all routes.

Condition / Restriction:

-Not valid on Newburgh-Beacon Bridge (For Bridge Crossing Info. call: 845-831-1700).
-Return trip NOT authorized.
-Individual axle weight cannot exceed the manufacturer's axle rating for each axle.
-Individual axle weight cannot exceed the sum of the manufacturer's tire rating for each axle.
-Driver Affirmation must be signed in order for this permit to be valid.
-Permit NOT valid if vehicle is a Self-Propelled Crane.
Standard Permit Requirements:

This permit is only valid for highways under New York State Department of Transportation jurisdiction. Permission must be obtained from appropriate authority when traveling over NYS Thruway, NYS Bridge Authority bridges, Parkway, County Roads, Town Highways, and City (including New York City) or Village Roads.

Over-dimensional and/or Overweight moves that do not exceed 15 feet wide, 15 feet 0 inches high and 125 feet in length and can maintain traffic flow speed are allowed to move from 1/2 hr before sunrise until 12 noon on Saturdays unless such Saturday falls on a holiday. Permit and effective dates must be valid.

No Movements are allowed on the following holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & Christmas Day. Any movement on any of the above dates is prohibited.

All permitted moves must comply with Part 154-1 Title 17 of the New York Compilation of Code, Rules and Regulations.

Permittee is responsible for checking the OS/OW Routing Map located on the NYS Department of Transportation’s Internet website at www.nypermits.org for any Travel Restrictions that may be on any routes OR within the approved radius or blanket area of travel prior to the start of each permit move. Printable Travel Restrictions are also located on the website under ‘Special Housing’ and ‘Restrictions’.

Standard Permitted Vehicle and Load Requirements:

Maximum speed shall not exceed 55 MPH.

An amber revolving light shall be located on the top of the towing vehicle, visible in a 360 degree rotation and shall be operational at all times.

Vehicle headlamps and warning lights shall be on at all times.

Over-dimensional permitted vehicles / loads, shall display OVERSIZE LOAD warning signs, located front and rear.

Over-dimensional permitted vehicles shall display red or orange fluorescent flags at least 18 inches square, on staffs, located at the extremities of the vehicle / load.

A vehicle may carry more than one (1) item as part of the permitted load, provided that it matches the load description on the permit and items are not stacked to create a height exceeding thirteen feet six inches measured from bottom of tires to top of load, or loaded side-by-side to exceed width of eight feet six inches, or loaded end-on-end and vehicle, inclusive of load, exceeds length authorized under the NYS Vehicle & Traffic Law, Title 3, Article 10, Section 385.3 or combination of vehicles, inclusive of load, exceeds length authorized under the NYS Vehicle & Traffic Law, Title 3, Article 10, Section 385.4.

When permit allows axle weights, axle grouping weights, or gross weight to exceed those authorized under the NYS Vehicle & Traffic Law, Title 3, Article 10, Section 385.5 through Section 385.13, the load may not constitute more than one (1) item.

Per the New York State Certified Escort Manual, Section 17 (g) Overhead wires, cables, signal or traffic light, limbs of trees or overhead structures shall not be disturbed without first obtaining permission from the owner thereof and movements shall not be commenced until after such consents are obtained. Permittee must notify and make satisfactory arrangements with all utility companies and owners.

Driver Affirmation:

I affirm that all information on this application is correct to the best of my knowledge and understand that false statements on this application are punishable as a crime under Penal Law 210.45.

Driver 1 Signature ______________________________ Date: ______________________________

Driver 2 Signature ______________________________ Date: ______________________________
Screen: Customer Support

Figure 21 - Customer Support Screen

Purpose
To provide links to customer support features to add or modify a customer or to add funds to your Special Hauling Financial Account

Screen Display
Instructions to:
- Add or modify a customer
- Add funds to your Special Hauling Financial Account.
- Hours of operation
- Contact Central Permit Office

Links
Add/Modify Customer: Click this link to open the Central Permit Office’s Account Maintenance form.

Pre-Fund Special Hauling Account: Click this link to open the Central Permit Office’s pre-funding web page.

Contact Central Permit Office: Click this link to navigate to the NYPermits.org web site, a section of NYSDOT.org. Use this screen to obtain information about Permits or contact the Central Permit Office.
**NYS DEPARTMENT OF TRANSPORTATION**

**ACCOUNT MAINTENANCE**

CENTRAL PERMIT OFFICE  
50 WOLF ROAD, 1ST FLOOR NORTH  
ALBANY, NEW YORK 12232  
(518) 435-2999  
888-783-1685  
WWW.NYPERMITS.ORG

- [ ] New Customer  
- [ ] Account Update – Customer No:  
  
  *For Account Update enter only the new information*

<table>
<thead>
<tr>
<th>Company Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DBA:</td>
<td></td>
</tr>
<tr>
<td>USDOT #</td>
<td>FEIN #</td>
</tr>
</tbody>
</table>

**Physical Address:**

| Street Address: |  |
| City & State:   | Zip: |

**Mailing Address:** (If different than above)

| Street/PO Box Address: |  |
| City & State:          | Zip: |

**Contact Person:**

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Work #:</td>
<td>Cell #:</td>
</tr>
<tr>
<td>Fax #:</td>
<td></td>
</tr>
<tr>
<td>E-Mail:</td>
<td></td>
</tr>
</tbody>
</table>

**Permit Service Submittal Acknowledgement**

I agree to allow Permit Service Companies to submit applications on behalf of the company as indicated by name and or customer number above.  
- [ ] Yes  
- [ ] No

- [ ] Account Closure

<table>
<thead>
<tr>
<th>Customer No:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason:</td>
<td></td>
</tr>
</tbody>
</table>

**Affirmation**

- [ ] By checking this box, I attest that false statements made on this application are punishable as a crime under Penal Law section 210.45.  
  
  Date:  

---

*Figure 22 - Account Maintenance Form*