DISTRIBUTION:

- Central Office
- Regions
- TSC / PSC
- Industry
- Website Posting

GENERAL:

- **Background:**
  For Mail-In and Walk-In applications the Department has been accepting previous versions of the Application for a Special Hauling Permit (Perm 39) form. The current version of this form has been in place since August 2007. This version of the form allows the applicant to note their insurance levels, which is required under the Department’s new insurance regulations. This form is also compatible with the requirements pages generated by the Department noting permit conditions and restrictions. This form is available online and can be filled out on kiosks at the Central Permit Office or any Regional Permit Offices, or from any computer.

- **Purpose:**
  To comply with the Department’s regulations on insurance for a permitted vehicle; and to standardize the format of issued Special Hauling Permits

- **Administration:**
  Effective upon the issuance of this notice, all Special Hauling Permit applications shall be submitted on the Department’s Application for a Special Hauling Permit dated 08/07.

NEW POLICY:

- **Explanation:**
  *Walk-In Applications*- If an application is submitted at a NYSDOT walk-up window, the applicant will be required to copy the information on a new form.
  *Mail-In Applications*- If an application is submitted via mail on an outdated form, the applicant will be contacted and asked to copy the information on a new form. This form can be filled out on-line or the form can be faxed to the applicant.
- **Effective Date**: This policy is effective upon issuance of this Special Hauling Notice.

**REFERENCE**: n/a