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GENERAL:

• Background:
  A Special Hauling Notice was issued in 2007 to clarify the procedures for the issuance of an Emergency Trip Permit. These procedures are still in effect, this notice updates the phone number for the Statewide Transportation Information Coordination Center (STICC)

• Purpose:
  To provide updated guidance to external customers on how to obtain an Emergency Trip Permit.

• Administration:
  For the purposes of defining an Emergency the following definition should be used: An Emergency means any hurricane, tornado, thunderstorm, snowstorm, ice storm, blizzard, sandstorm, high water, tidal wave, tsunami, earthquake, volcanic eruption, mudslide, drought, forest fire, explosion, blackout, or other occurrence, natural or manmade, which interrupts the delivery of essential services (such as electricity, medical care, sewer, water, telecommunications) or essential supplies (such as food and fuel) or otherwise immediately threatens human life or public welfare.

POLICY:

During Business Hours (7:30am to 4:10pm Monday through Friday excluding State Holidays):

1. Complete a NYSDOT Application for a Special Hauling Permit (Perm 39) if possible. This will ensure you have the information needed to review the permit.
2. Contact the Central Permit Office (CPO) at 888-783-1685, press “2” to reach Special Hauling, and ask for the Manager of the Permits Section or the Supervisor of Special Hauling. Explain that an Emergency Trip Permit is required.
3. The CPO representative will instruct you to fax or email the application to the CPO. If that is not possible, he/she will take down the information over the phone.
4. The CPO will review the submitted information.
5. Once the route is approved, the actual trip permit can be faxed, emailed, or picked up at the walk-up window.
6. If it is not possible to obtain a copy of the permit, you will be given a verbal approval (including any applicable requirements and restrictions) and a confirmation number. This number should be noted on the permit application.

**During Non-Business Hours:**

1. Complete a NYSDOT Application for a Special Hauling Permit (Perm 39) if possible. This will ensure you have the information needed to review the permit.
2. Contact the Statewide Transportation Information Coordination Center (STICC) at 518-457-3765 (open 24 hrs). Explain that a Special Hauling Emergency Permit is needed.
3. STICC will take your contact information and pass this on to the CPO representative on call.
4. The CPO representative will contact you for the trip information.
5. Once the route is approved, the CPO representative will give you verbal permission (including any applicable requirements and restrictions) and a confirmation number. The number should be noted on the permit application.
6. The CPO will fax or email the permit to you the next business day. The permit can also be picked up at the CPO walk-up window.

Effective Date: 8/19/2009