CHAPTER I

A. GENERAL INFORMATION

1. Purpose and Scope, The Department is responsible for regulating the movement of oversize and overweight vehicles and loads on the state highway system, and issuing Special Hauling Permits with the appropriate conditions and requirements, in order to:

   a) Ensure a safe and efficient transportation system for the traveling public
   b) Protect the integrity and reliability of the highways and the bridges
   c) Effectively meet our defense and emergency transportation requirements
   d) Facilitate international trade and commerce
   e) Promote economic growth
   f) Protect the environment and conserve energy

The chapters under this manual prescribe the policies and procedures for the issuance of permits. These policies and procedures must be followed to assure statewide consistency in the issuance of these permits, to avoid an unfair competitive advantage for one motor carrier over another, to allow motor carriers to provide reasonable bids on future transportation contracts, and to protect our transportation infrastructure.

The issuance of a permit for an oversize and/or overweight unit is not a guarantee by the department that the highways can safely accommodate such movement. The transporter of a unit is responsible for any damage caused to the state highway system or any of its structures or appurtenances by movement of the unit, whether or not the unit is permitted.

2. What is a Special Hauling Permit?

   A Special Hauling Permit is a legal document that grants permission for a vehicle, or combination of vehicles, the weight or dimensions of which exceed the limitations provided for in Title 3, Article 10, Section 385 (A quick reference is shown on form PERM 30.) of the New York State Vehicle and Traffic Law (V&TL) to operate on highways under the jurisdiction of the Department of Transportation while transporting a non-divisible load upon a specific route and within a specified time period. A non-divisible load means any load or vehicle exceeding applicable length or weight limits which, if separated into smaller loads or vehicles would:

   (i) Destroy the value of the load or vehicle, i.e. make it unusable for its intended purpose (i.e. mobile/modular home, transformer, bulldozer, or a self-contained, self-propelled construction vehicle such as a crane, well drilling rig, backhoe, pay loader, etc.); or
   (ii) Require more than 8 work hours to dismantle using appropriate equipment. The applicant has the burden of proof as to the number of work hours required to dismantle the load.
   (iii) Compromise the intended use of the vehicle, i.e. make it unable to perform the function for which it was intended,

A Special Hauling Permit is generally issued for the transportation of a single piece or item. However, multiple items such as wood trusses, precast concrete pipe or manholes,
construction equipment, etc, are allowable as long the addition items do not cause an overweight condition or cause an additional over dimension condition. A permit will not be issued for any load which can be reduced to legal weight or dimensions.

Note: A Divisible Load Overweight Permit can only be issued for a vehicle, or combination of vehicles, transporting a load where the combination of vehicle and load are of legal dimensions. A Divisible Load Overweight Permit cannot be used in conjunction with a Special Hauling Permit.

3. On what highways are Special Hauling Permits valid?

Special Hauling Permits issued by the New York State Department of Transportation are valid only for highways under the Department’s jurisdiction. Generally Interstate Highways, US Routes, and State Highways.

If the Department determines that special circumstances, such as public safety, potential damage to highways or bridges, or operational reasonableness, require the use of a highway not on the State system, the Department may issue a Special Hauling Permit authorizing operation on a non-State system highway only after notifying the affected municipality and allowing a minimum of 15 days for comment.

A separate permit, or letter of permission, may be required for use of highways not on the State system from the municipality having jurisdiction over such highway.

If the Governor declares a State of Emergency, he can sign an Executive Order authorizing the Commissioner of Transportation to permit the movement of oversized and/or overweight vehicles as he deems necessary on any publicly maintained highway.

4. On what highways are Special Hauling Permits not valid?

Some highways signed with State Route marker assemblies are not under the jurisdiction of the Department, such as State Touring Routes and routes that are part of the Unbuilt Arterial system. Generally these routes are through cities or other urban areas. Also, any State Highways within New York City are under the jurisdiction of the NYC Department of Transportation.

Special Hauling Permits issued by the New York State Department of Transportation are not valid on the following highways and bridges:

a. County Roads (CR) The permittee must obtain a permit or letter of permission from the County having jurisdiction, generally from the County Highway Superintendent, or their designee before they can legally use these roadways. A list of County Highway Superintendents, or their designee for Highway Permits, is provided in Appendix L. Appendix L also provides a list of Counties that issue Special Hauling Permits for oversize/overweight vehicles traveling on roadways under their jurisdiction.
b. Municipal (City, Town, Village) streets, avenues, roads. The permittee must obtain permit or letter of permission from the Municipality having jurisdiction, generally from the Town Highway Superintendent, or their designee before they can legally use these roadways. A list of Town Highway Superintendents, or their designee for Highway Permits, is provided in Appendix L. Appendix L also provides a list of municipalities that issue Special Hauling Permits for oversize/overweight vehicles traveling on roadways under their jurisdiction.

c. New York City – a New York City Permit is required. The telephone number for the NYC Department of Transportation permit office is

d. Parkways – Commercial vehicles are allowed on the parkway system with a Restricted Vehicle Permit only. These permits are issued through the Region 8 Permit Office.

e. The New York State Thruway Authority including:
   • 1-90 (Pennsylvania State Line to Exit 24)
   • 1-87 (Exit 24 to New York City)
   • 1-90 (Berkshire Spur Exit 21A to Exit B3)
   • 1-287 (Entire length in New York State)
   • 1-95 (Entire length in New York State)
   • 1-190 (1-90 to Exit N21, Grand Island)
   • 1-84 (Entire length in New York State)
   
   Contact the Thruway Permit Office at (518) 436-2793
   Thruway vehicles do not require Certified Escorts when traveling on highways under the jurisdiction of New York State, however, high visibility Thruway vehicles with appropriate lights and warning signs may be required.
   Appendix N provides the maximum dimension the Thruway allows, along with Travel Restrictions on their facilities.

f. New York Bridge Authority – The procedure to be followed when issuing a permit involving the Bridge Authority is:

1) If overweight, check to see if appropriate bridge can handle the weight or a bridge number has been issued.

2) Whenever the permit vehicle is to cross any bridge under the authority, a notice must be placed on the permit “Notify Bridge Authority Prior to Move at __________ write in appropriate telephone number in this space see chart below)

3) If the load width is greater than 8’-6”, place the following restrictions on the permit “Bridge crossing prohibited 7:00 AM to 8:30 AM and 4:00 PM to 6:00 PM”
S. What Authority do Permit Technicians have with respect to variance from Federal or State Laws or regulation, or Department policy or procedures?

Laws (enacted by both Congress and the NYS Legislature) and Federal and Department Regulations (promulgated by both Federal and NYS’s rulemaking processes) cannot be waived, altered or modified unless specifically authorized by the law or regulation.

Title 3, Article 10, Section 385 of the Vehicle and Traffic Law specifies the legal vehicle size and weight limits, and under what conditions vehicles may be permitted to exceed the legal limits.

The Department has responsibilities to serve both applicants/permittees and the public. The Department’s Regulations strive to strike a balance when the needs of individuals or groups are in conflict with the needs of the public.

The following Department Regulations govern oversize/overweight movements:

Title 17 NYCRR Subpart 154-i: Non-Divisible Load Permits
And included by reference the New York State Certified Escort Manual

Title 17 NYCRR Subpart 154-2: Divisible Load Overweight Permits

The following Department Policy and Procedure Manuals are applicable to issuance of oversize/overweight movements:

The Special Hauling Permit Unit Policy and Procedure Manual

The above laws, regulations and policies must be applied uniformly and without prejudice toward any permit applicant’s religion, race, age, disability, nationality or state of registration.

The Federal Highway Administration (FHWA) requires the Department of Transportation to report the number of permits issued for ‘overweight” and “over-width” loads. The reported numbers specify permits for divisible and non-divisible loads on both a trip and annual basis. Except where specifically authorized by the Vehicle and Traffic Law, only the Central Permit Office has the authority to issue permits for divisible loads. If New York fails to comply with this Federal Regulation (23 CFR, section 657.15), the Federal highway funds apportioned to Pennsylvania for the next fiscal year can be reduced by an amount equal to 10 percent of the amount that would otherwise be apportioned to New York State.

The Chief Engineer may waive a provision of the Department’s Special Hauling regulations, where special conditions wan-ant. However, the Central Permit Office will always prepare a Traffic Engineering Directive (TED) notifying Regional Permit Office’s when a waiver to the regulations is granted. The Manager of the Central Permit Office may waive a provision of the Special Hauling Policy and Procedure Manual. Any applicant’s claim of a waiver should not be considered true until verified with the Central Permit Office.
If Chief Counsel determines there is a conflict between a law and a regulation, the law takes precedence. If Chief Counsel determines there is a conflict between a regulation and a policy, the regulation takes precedence. Engineering judgment does not supersede law, regulation or policy, unless specifically authorized by law, regulation or policy.

5. How should Permit Technicians handle public inquiries for information regarding permit applications, issued permits or other information?

Persons requesting information under the Freedom of Information Act (FOIA) should be advised this is a Federal statute that does not apply to State Governments or meetings. The FOIA (5 U.S.C. 552) establishes a presumption that records in the possession of agencies and departments of the Executive Branch of the U.S. Government are available to the public. The FOIA sets standards for determining when Government records must be made available and which records may be withheld.

NY citizens requesting information under NY’s Freedom Of Information Law (FOIL) should be referred to the Main Office Freedom of Information Officer, currently John Dearstyne.

NY citizens requesting information relating to pending applications traditionally may be furnished only application information provided to the Department by the applicant. Department records, including correspondence, memos, internal comments, and engineering reviews are traditionally considered confidential until a final decision is made (i.e., until an application is either approved or denied) and may not be released without the approval of the Freedom Of Information Officer.

Correspondence to or from the Office of Chief Counsel traditionally may not be shared with the public, without prior approval of the Attorney, since such correspondence may qualify under the attorney-client privilege and may not be released without the approval of the Freedom Of Information Officer.

State Law traditionally provides for the confidentiality of Department and State Police accident prevention investigations, such as in-depth accident investigations and safety studies and information, records and reports used in their preparation, which may not be released without the approval of the Freedom Of Information Officer.

Bridge inspection reports, bridge analyses, and the information contained therein are traditionally considered to be confidential and may not be released without the approval of the Freedom Of Information Officer.

Refer inquiries from the news media through the Office of Public Affairs. Do not charge persons for blank preprinted forms.

If a NY citizen requests, in writing, a certified copy of a permit record, and the request is approved by the Freedom Of Information Officer, it may be necessary that a fee be charged for each certified copy of any Department record, each form or supporting document.
comprising such record. DO NOT ACCEPT CASH. Checks shall be sent to the Regional Administrative Office.

Requests for permit records from NY enforcement personnel (e.g., local police, State Police Commercial Vehicle Enforcement Teams, Motor Carrier Enforcement personnel) should be honored promptly. Such requests typically involve time sensitive investigations and hearings.

It is essential that staff do not share their opinions or thoughts or advice when a citizen requests information relating to one or more pending citations issued by law enforcement. Department staff may provide non-attorney requestors with specific sections of the Vehicle and Traffic Law or Department Regulations relating to their inquiry. Permit staff should not interpret the NYS Vehicle and Traffic Law for the public, they should instead refer the individual to the appropriate section of the law. Any request for a Department interpretation of the Vehicle and Traffic Law or Department regulations should be referred to the Office of Chief Counsel.

A citizen’s attorney should always be referred to the Office of Chief Counsel.

6. How should Permit Technicians handle complaints from the public?

With the constant demands and pressures experienced in today’s business environment, the level of service that can be provided may not always meet the applicant’s expectations. Further, citizens do not always understand the reasons underlying the rules they must follow. When a citizen asks a question or registers a complaint, the initial and subsequent responses can either mitigate or aggravate the situation. Allow the citizen to be heard and try to answer each question in a respectful manner without offering excuses or exhibiting frustration.

During a normal workday, there are many contacts with citizens. A small number of citizens are not always satisfied with service and may display their dissatisfaction in one or more of the following manners: Anger, Sexually Harassing Comments, Elevated/Demeaning Voice, Vulgar Language, Harassment, Questioning Competency, Repetitive Questioning or Argumentative Attitude.

Both citizens and employees have a right to be treated in a respectful manner, which does not embarrass them or demean their dignity.

The following steps are recommended responses to citizen complaints received via the phone, if the caller is abusive:

Stay calm and request the citizen to calm down,

Suggest that the caller discuss the problem with your supervisor or if no supervisor is available, whoever is in charge in your office on that day.

If the caller does not stop being abusive, after being advised to cease, inform the
caller that the conversation will end immediately. Do not “hang up” on the caller without informing them first.

Inform your supervisor or if no supervisor is available, whoever is in charge in your office, of the incident as soon as possible and document what was said and by whom.

The following steps are recommended responses to abusive citizens who are face to face:

Stay calm and request the citizen to calm down.

Refer the citizen to your supervisor or next higher representative in employee’s chain of command or, if no supervisor is available, whoever is in charge in your office on that day. As soon as possible, document what was said and by whom.

If a citizen becomes threatening, ask them to leave; if they do not leave, contact your supervisor or next higher representative in employee’s chain of command or, if no supervisor is available, whoever is in charge in your office on that day for assistance.

I If a staff member feels physically threatened, appropriate security personnel shall be contacted immediately.

Note: Public access within the Central Permit Office behind the customer service window should be limited. A staff member shall accompany any citizen invited into the Permit Office area.

Retain completed copies of any citizen contact records for one year.
B. General Oversize/Overweight Permit Requirements and Procedures.

1. Purpose and scope. This section contains general requirements relating to oversize/overweight permits, including single trip permits. Specific requirements for each type of permit are provided for in this chapter.

2. Prerequisites to obtaining an oversize/overweight permit. Unless exempted by law or this chapter, the following requirements must be met prior to the issuance of an oversize/overweight permit.
   (a) Commercial motor carrier registration or surety bond. Prior to obtaining an oversize/overweight permit, an applicant permitted under the provisions of Transportation Code, Chapter 623, Subchapter D, must be registered as a commercial motor carrier under Chapter 18 of this title (relating to Motor Carriers) or, in lieu of commercial motor carrier registration, file a surety bond with the department as described in subsection (n) of this section.
   (b) Vehicle registration. A permitted vehicle operating under this subchapter must be registered with one of the following types of vehicle registration:
      (i) current NYS license plates that indicate the permitted vehicle is registered for the Gross Weight indicated on the permit application;
      (ii) current out of state license plates with IRP registration that are apportioned for travel in NYS for the Gross Weight indicated on the permit application.

3. Permit application.
   (a) An application for a permit may be made to the Central Permit Office at 50 Wolf Rd 1st Floor, Albany, NY 12232 (Telephone 888-783-1685) in person at the customer service window, through the mail, or by telephone for emergency applications.
      The Central Permit Office is closed on:
      (i) Weekends;
      (ii) New Year’s Day;
      (iii) Memorial Day;
      (iv) Independence Day;
      (v) Labor Day;
      (vi) Thanksgiving Day;
      (vii) Christmas Eve and Christmas Day; and
      (viii) At other times as deemed necessary by the Department’s administration, such as in the case of emergency weather conditions.
      The Central Permit Office is staffed for the issuance of permits from 7:00 a.m. until 4:10 p.m. (Eastern Standard Time) Monday through Friday, but the customer service window closes at 3:30 p.m.
      Applications for Emergency permits shall be made through the Department’s Duty Officer, who will route the call to the appropriate person on duty for the Permit Office.
   (b) Special Hauling Permits may also be obtained by facsimile solely through the use of a Transmission Service Company. Transmission Service Companies deal in the electronic transmission of permit information. The permit services receive requests by telephone from hauling companies and transmit an application containing the necessary information to the Department via FAX machine. The approved permit is returned to the permit service by the same mode. The permit service in turn transmits the approved permit to the permittee by the same mode to the location requested by the permittee.
The Transmission Service Companies have a Revocable License agreement with the New York State Department of Transportation and have installed FAX lines and equipment in the Central Permit Office. The names, addresses, and telephone numbers of these companies are shown on the PERM 84 (Appendix K).

(c) An application for a permit may be made in person to any of the Regional Permit Office’s indicated below, except for emergency applications which can be received by telephone.

<table>
<thead>
<tr>
<th>REGION</th>
<th>ADDRESS</th>
<th>TELEPHONE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>207 Genesee St., Utica, NY 13501-2869</td>
<td>(315) 793-2356</td>
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<tr>
<td>3</td>
<td>333 E. Washington St., Syracuse, NY 13202-1466</td>
<td>(315) 428-4388</td>
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<tr>
<td>4</td>
<td>1530 Jefferson Rd., Rochester, NY 14623-3161</td>
<td>(585) 272-3470</td>
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<td>5</td>
<td>100 Seneca St, Buffalo, NY 14203-3088</td>
<td>(716) 847-3286</td>
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<td>6</td>
<td>107 Broadway, Hornell, NY 14843</td>
<td>(607) 324-8521</td>
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<td>7</td>
<td>317 Washington St., Watertown, NY 13601-3784</td>
<td>(315) 785-2381</td>
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<tr>
<td>8</td>
<td>4 Bumett Blvd., Poughkeepsie, NY 12603-2594</td>
<td>(845) 575-6038</td>
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<tr>
<td>9</td>
<td>44 Hawley St., Binghamton, NY 1390 1-3200</td>
<td>(607) 721-8082</td>
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<td>10</td>
<td>Veteran’s Highway, Hauppauge, NY 11788-5518</td>
<td>(631) 952-6020</td>
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</table>

All applications received on a Mail-In or Walk-In basis shall be made on Department standard forms, all facsimile applications shall be in the format prescribed by the Department, and all applicable information shall be provided by the applicant, including:

(i) Name, address, and telephone number of applicant;
(ii) Applicant’s USDOT number;
(iii) Applicant’s motor carrier registration number or single state registration number, if applicable;
(iv) Complete load description, including maximum width, height, length, overhang, and gross weight;
(v) Complete description of equipment, including truck make, license plate number and state of issuance, and vehicle identification number, if required; VIM shall be provided for all annual permit types.
(vi) Equipment axle and tire information including number of axles, distance between axles, axle weights, number of tires, and tire size for overweight permit applications; and
(vii) Any other information required by law or regulation, or as determined necessary by the Department.
C. TYPES OF SPECIAL HAULING PERMITS AND FEES

<table>
<thead>
<tr>
<th>Type of Permit</th>
<th>Basic Permit Fee</th>
<th>Additional Combination Fee</th>
<th>Amendment Fee</th>
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<td>I. Trip</td>
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<td>E. Emergency</td>
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<tr>
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<td>2. 25 Air Mile Radius</td>
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<td>c. Annual</td>
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<td>17. Manufactured Homes which exceed tire ratings</td>
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</table>

Chapter I, Page 11          Last Modified 03/23/04
18. Annual 5 Air Mile Radius for Self Propelled Construction Vehicle
   $360.00  N/A  $15.00
19. Preapproval for trip moves
   $ 40.00  N/A  N/A
20. Pre-approval application for cranes.
   $ 00.00  N/A  N/A
21. Tow Truck
   $360.00  $15.00  $15.00
22. Military Vehicles/Equipment

Additional information on each type of Special Hauling Permit can be found on form PERM 43 “INFORMATION FOR APPLICANTS FOR SPECIAL HAULING PERMITS”.

The following Motor Carriers shall have permit fees waived, though they must obtain permits:
   a. Local Municipalities
   b. NYS Departments, and Agencies

The following Motor Carriers may have permit fees waived, though they must obtain permits:
   a. Agencies of the Federal Government, and all branches of the military
   b. National Guard
   c. NYS Authorities, such as NYS Thruway Authority
   d. SUNY Colleges and Universities
   e. Public School Districts & BOCES
   f. Volunteer Fire Departments
   g. Private Contractors performing work for a Municipality/State if Municipality/State is named as the Permittee

The following may not have permit fees waived:
   a. Departments, Agencies, Authorities of other States (not New York State) Unless specifically waived in writing by Executive Management.
   b. CB Clubs (Rest Area Permits)
   c. Churches, Service Organizations & Charitable Organizations
   d. Private Schools and Colleges
D. AMENDMENTS

An Amendment is a change to an original permit which is still active and is applied for by using a PERM 39-3 “AN AMENDMENT TO A SPECIAL HAULING PERMIT”. A fee will be charged for an Amendment.

Amendments should be issued by the permit office that issued the original permit.

1. Trip Permits - Only one amendment can be issued for a Trip Permit.
   a. Amendments may be issued for the following changes:
      1) Power Unit VIN or License Plate
      2) Trailer Unit License Plate
      3) Dates of Movement can only be extended one time, up to an additional 5 permissible hauling days. Amendment must be received prior to original expiration date.
      4) Gross Weight
      5) Any Dimensions
      6) Axle Weights and Spacings
      7) Routes
      8) Origin Destination, but
   b. Amendments may not be issued for the following changes:
      1) To alter the load description, including revising year, make, model, or serial number.
      2) Change of Permit type
      3) Motor Carrier Name and address

2. Annual Permits - Multiple amendments can be issued for annual permits.
   a. Amendments may be issued for the following changes:
      1) Power Unit License Plate
      2) Trailer Unit License Plate
      3) Gross Weight, but not to exceed weight allowed by Permit Type.
      4) Any Dimension, but not to exceed dimensions allowed by Permit Type.
      5) Axle Weights and Spacings, but not to exceed weights allowed by Permit Type.
   b. Amendments may be issued for the following changes:
      1) Company Name
      2) Power Unit VIN Except when permittee provides a letter that documents sale or transfer of vehicle to new owner, or permanent replacement due to an accident. Such letter to be placed in the company’s permanent file.
      3) Load Description - including revising year, make, model, or serial number.
      4) Permit Effective Dates.
      5) Permit Type
      6) Location of 5, 25 or 100 air mile radius limits.
      7) Approved Routes Unless due to a change in NYSDOT or municipal Travel Restrictions.
E. ADMINISTRATIVE PROCESSING OF APPLICATION AND FEE

1. Payment of Permit Fee
   a. Check is accepted from permittee in payment for Special Hauling Permit
      1) Amount, date and payee are verified
      2) Check is stamped on back with restricted endorsement “For Deposit Only NYSDOT”
      3) Write Special Hauling Permit Number on check
   b. If check covering permit fee is insufficient or not attached to the Application, the Permit Engineer prepares disapproval notice form PERM 86, check ‘Permit fee not enclosed” box and return documents to permittee.

2. Record Check
   a. On PERM 39 “APPLICATION FOR SPECIAL HAULING PERMIT”, record permit fee, amount of check and check number on appropriate line.
   b. On FIN 400 record:
      1) Date of receipt
      2) Check number, Date of check, & Payer
      3) Check amount (total amount of check)
      4) Purpose, Codes and Check Amount Distribution:
         - The purpose and codes are already on the form
         - Divide check amount between proper columns as follows:
           - 1st column will be the base amount of permit(s)
           - 2nd column will be the $20.00 surcharge/permit
           - 3rd column will be the insurance fee(s), if applicable
      5) Totals: The computer generated form will total the amount automatically on each sheet of the FIN 400 for “3” and “4” above.

Hand carries checks and cash along with two copies of FIN 400 to Administrative Unit on a daily basis.
Retains one copy in file until a receipted copy of FIN 400 is returned by Admin. Unit.

3.
   a. Walk-ins - Only five walk-ins per company to be handled at the service counter. The rest to have the control number stamped on it, logged in the computer, and put in a basket with mail-in applications and applications from Transmission Service Companies. They will be processed in order that they were received.
   b. Mail-ins - Stamped with control number and logged in. If they don’t have insurance or you notice other problems they should be directed to the Unit supervisor. After the permit has control number and the check is logged in, put it in the work basket in order along with the transmission companies applications.

4. Numbering of Permits A Bates Numbering Machine will be assigned to each Region to be used to assign a number to each Special Hauling Permit. The first digit of the permit number shall be the fiscal year the permit is issued (reset on April 1~ each year), the second digit shall be the Region number, the following digits shall be a sequential number.

5. Logs and Inventory
   a. A “Daily Inventory Log” of each Special Hauling Permit issued should be kept to assist in gathering data for the Annual State and Federal Reports and auditing purposes.
      1) Special Hauling Permit Number
      2) Type of Permit issued
      - Place a number 1 in the appropriate column for the proper Permit type
      3) Amount of Permit, surcharge, and insurance fee collected
      4) Permit Classification, each Permit should be classified as:
         - D for Dimension only
         - W for Weight only
         - C for Combination of Dimension and Weight
         - place a number 1 in the appropriate column for the proper Permit classification

6. A Monthly Special Hauling Inventory Log (a summary of the Daily Inventory Log) should be submitted to the Central Permit Office on or about the 5th day of the proceeding month.
7. Permit Retention - White copy of Permit goes to the permittee, yellow copy to files. Files are kept for ten (10) years as follows:
   a. Permits should be retained for a period of two (2) years in the Permit Office.
   b. Permits are then transferred to the State Archives for a period of eight (8) years.
   c. After the tenth year, the permit records may be destroyed.
G. BONDING REQUIREMENTS

1. Bonding amounts for dimensions and weights are as follows, and are cumulative:

<table>
<thead>
<tr>
<th>Description</th>
<th>Condition</th>
<th>Bond Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>OVERALL HEIGHT (H)</td>
<td>≥16 feet &lt; 17 feet</td>
<td>$10,000</td>
</tr>
<tr>
<td></td>
<td>&gt;17 feet</td>
<td>$30,000</td>
</tr>
<tr>
<td>OVERALL WIDTH (W)</td>
<td>&gt;16 feet</td>
<td>$10,000</td>
</tr>
<tr>
<td>OVERALL LENGTH (L)</td>
<td>≥160 feet</td>
<td>$10,000</td>
</tr>
<tr>
<td>GROSS WEIGHT (GW)</td>
<td>200,000 lbs ≤ GW &lt;300,000 lbs.</td>
<td>$10,000</td>
</tr>
<tr>
<td></td>
<td>300,000 lbs. ≤ GW &lt;400,000 lbs.</td>
<td>$20,000</td>
</tr>
<tr>
<td></td>
<td>400,000 lbs. ≤ GW</td>
<td>$50,000</td>
</tr>
<tr>
<td>16 foot Manufactured/Mobile Homes or building units (&gt;14 feet wide)</td>
<td>$25,000/Company</td>
<td></td>
</tr>
<tr>
<td>All Building Moves &gt; 14 foot wide</td>
<td></td>
<td>$10,000/Move or $25,000/Company</td>
</tr>
</tbody>
</table>

2. Bond for Special Hauling Permits must adhere to the following requirements:
   a. Bond amount must be the minimum as stated in Fl. above. If more than one criteria then sum the amounts (eg - height is 18 foot and width is 17 feet then Bond is $40,000).
   b. Bond must be in the format developed by the Department’s Legal Affairs Office.
   c. Bond must be in original form.
   d. Bonds which are required for a single move are held or encumbered for a minimum of 60 days after the last valid day of the Permit to insure sufficient time to assess any damage that may have been caused by the move. For multiple moves within the Region only, the Regional Office will hold the bond. For multiple moves outside the Regional Office which require bonds, said bonds should be sent to the Main Office. If the bond is held in the Main Office, the Regional Office will notify the Main Office of the amount of bond necessary for that move, the Permit Number and the last valid date of the move.
H. TRAVEL DATES/TIMES AUTHORIZED FOR PERMITTED MOVES

1. Travel Date/Time Restrictions

   Travel times for moves that require police escort will be determined by the police, unless specified otherwise on the permit.

   a. **Time of day:** All moves shall be made during daylight hours (½ hour before sunrise to ½ hour after sunset), unless Night Travel or Continuous Travel is specifically authorized on the permit. See conditions below, for night travel and continuous travel.

   b. **Peak Hour:**

      1) **General Restrictions** - NO TRAVEL between 7:00 -9:00AM and 4:00 -6:00 PM, in the cities of Binghamton, Syracuse, Hudson, Kingston, Newburgh, Poughkeepsie, Utica and Amsterdam, as well as the Counties of Albany and Rensselaer, for vehicles exceeding the respective width and/or length limits listed on the Permit under “General Restrictions”.

      2) **No travel business districts 7-9 am & 4-6 pm.** Business District means the territory contiguous to and including a highway when within any 600 feet along such highway there are buildings in use for business or industrial purposes, including but not limited to hotels, banks, or office buildings which occupy at least 300 feet of frontage on one side or 300 feet collectively on both sides of the highway.

   c. **Night Travel:** Night Travel is generally only authorized for moves originating in Westchester or Nassau Counties with travel into New York City (NYC requires night travel for all permitted vehicles), or from a staging area in Westchester County near the State line into Connecticut. Night Travel can be authorized for travel in Nassau and Suffolk Counties upon request, but applicant is required to contact County Police prior to move. Generally night travel for overdimensional moves shall only be authorized in association with a police escort. Night lighting shall be required for any authorized overwidth or overlength loads, as described in the Department Regulations Section 154-1.8(h).

   d. **Continuous Travel:** When Overall Width, Height, and Length are within normal legal dimensions, Overall Gross Weight and axle weights are within 125% of normal legal weight, and the vehicle can maintain normal traffic flow speeds, continuous travel 365 days a year, 24 hours per day may be authorized.

      1) **Vehicle/load must meet legal dimension requirements:**

         - **Width:** 8'-0”, or 8'-6” on Qualifying and Access Highways
         - **Height:** 13'-6”
         - **Single Vehicle Length:** 40'-0”
         - **Combination Vehicle Length:** 65'-0”, or as limited by the length of individual vehicles on Qualifying and Access Highways

      2) **Overall Gross Weight must be within 125% of normal legal weights as defined in Section 385 of the Vehicle and Traffic Law.** Use TABLE I - I below to determine if overall gross weight on Permit Application is within 125% of legal weight. Enter chart with gross weight and go across chart to the proper column for number of axles. The minimum overall wheelbase (distance from center of steering axle to the center of the last axle of the vehicle and/or combination) the vehicle must have for its gross weight to be within 125% of legal weight.

Chapter I. Page 18

Last Modified 03/23/04
**TABLE I-i**

125% of NORMAL LEGAL WEIGHT

<table>
<thead>
<tr>
<th>Overall Gross Weight (Pounds)</th>
<th>Minimum Wheelbase</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3 Axle Vehicle</td>
</tr>
<tr>
<td>70 000</td>
<td>22'-00&quot;</td>
</tr>
<tr>
<td>71 000</td>
<td>22'-10&quot;</td>
</tr>
<tr>
<td>72 000</td>
<td>23'-08&quot;</td>
</tr>
<tr>
<td>73000</td>
<td>24'-05&quot;</td>
</tr>
<tr>
<td>74000</td>
<td>25'-03&quot;</td>
</tr>
<tr>
<td>75000</td>
<td>26'-00&quot;</td>
</tr>
<tr>
<td>76000</td>
<td>26'-10&quot;</td>
</tr>
<tr>
<td>77000</td>
<td>27'-08&quot;</td>
</tr>
<tr>
<td>78 000</td>
<td>28'-05&quot;</td>
</tr>
<tr>
<td>79000</td>
<td>29'-03&quot;</td>
</tr>
<tr>
<td>80000</td>
<td>30'-00&quot;</td>
</tr>
<tr>
<td>81 000</td>
<td>30'-10&quot;</td>
</tr>
<tr>
<td>82 000</td>
<td>31'-08&quot;</td>
</tr>
<tr>
<td>83000</td>
<td>32'-05&quot;</td>
</tr>
<tr>
<td>84000</td>
<td>33'-03&quot;</td>
</tr>
<tr>
<td>85000</td>
<td>34'-00&quot;</td>
</tr>
<tr>
<td>86 000</td>
<td>34'-10&quot;</td>
</tr>
<tr>
<td>87.000</td>
<td>35'-08&quot;</td>
</tr>
<tr>
<td>88000</td>
<td>36'-08&quot;</td>
</tr>
<tr>
<td>89000</td>
<td>43'-10&quot;</td>
</tr>
<tr>
<td>90000</td>
<td>45'-00&quot;</td>
</tr>
<tr>
<td>91 000</td>
<td>46'-03&quot;</td>
</tr>
<tr>
<td>92 000</td>
<td>47'-05&quot;</td>
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<tr>
<td>93000</td>
<td>48'-08&quot;</td>
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<tr>
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<td>52'-03&quot;</td>
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<tr>
<td>97000</td>
<td>53'-08&quot;</td>
</tr>
<tr>
<td>98 000</td>
<td>54'-08&quot;</td>
</tr>
<tr>
<td>99000</td>
<td>55'-10&quot;</td>
</tr>
<tr>
<td>100,000</td>
<td>57'-00&quot;</td>
</tr>
</tbody>
</table>
3) Individual Axle Weights and Axle Grouping weights must be within 125% of normal legal weights as defined in Section 385 of the Vehicle and Traffic Law. The maximum weight on any single axle is limited to 28,000 pounds. Check to see that individual axle and axle groups do not exceed the values shown in the AXLE GROUP LIMITS CHART.

<table>
<thead>
<tr>
<th>AXLE GROUP LIMITS CHART</th>
</tr>
</thead>
<tbody>
<tr>
<td>AXLE SPREAD</td>
</tr>
<tr>
<td>&lt; 8</td>
</tr>
<tr>
<td>&gt; 8</td>
</tr>
<tr>
<td>9</td>
</tr>
<tr>
<td>10</td>
</tr>
<tr>
<td>11</td>
</tr>
<tr>
<td>12</td>
</tr>
</tbody>
</table>

4) Normal traffic flow speeds - Generally this is defined as maintaining a speed within 20 MPH of the posted, or statutory (55 MPH) speed limit. On Interstate Highways, vehicles must be able to maintain a minimum 40 MIN.

Radioactive moves of low level lead casks should be authorized five (5) continuous days of travel.

e. Weekend Travel: Generally Saturdays and Sundays are not permissible hauling days and permits should indicate “NO WEEKEND TRAVEL”.

1) Saturday move allowed until 12 Noon: Overdimensional and overweight moves that are within 12 feet in width, 85 feet in length, 13 feet 6 inches in height, and which can maintain normal highway speeds are allowed to move from ½ hour before sunrise until 12 Noon on Saturday unless such Saturday falls on a holiday set forth in this Section.

f. Holidays: Holidays are not permissible hauling days (Travel is prohibited), unless Continuous Travel is authorized.
Holidays when no permit movement is allowed are:
1) New Year’s Day
2) Memorial Day*
3) Independence Day*
4) Labor Day*
5) Thanksgiving Day*
6) Christmas Day*
   Permit movement is allowed the day before until 12 Noon - providing the day before is not a Saturday or Sunday.

2. PERMIT EFFECTIVE DATES
The beginning date shall not be prior to the Validation Date of the issued permit.
On a Type 1 Trip permit, five (5) permissible hauling days of travel may be authorized.
I. SPECIAL REQUIREMENTS

Special Hauling Permit vehicles and loads are required to take certain steps to provide for the safety of the motoring public. These requirements are listed on the bottom of the PERM39 “APPLICATION FOR SPECIAL HAULING PERMIT”, and when preceded by an X, they become a mandatory requirement of that permit.

For applications that required a Structures Division review, all special requirements that are provided to protect the safety of the State’s bridges are to be placed at the bottom of the application.

PERM87 “GUIDELINES FOR SPECIAL HAULING PERMIT REQUIREMENTS”, provides the general guidelines for Special Requirements needed for each varying range of over-dimensional vehicles/loads. This form also includes the general requirements for Certified Escort Vehicles, Police Escorts, and Bonding Requirements.

The Department’s Regulations for Nondivisible Load Permits contained in Title 17 NYCRR Subpart 154-1 outline when Special Requirements shall be indicated for specific Permit Types, in addition the Certified Escort Manual (also part of the Department’s Regulations) also outlines when Special Requirements shall be indicated for specific Permit Types.

All permits should indicate “Maximum Speed 55 MPH”.

Chapter I, Page 21                                   Last Modified 03/23/04