CHAPTER II

A. SPECIFIC INFORMATION

1. The Application Form (top half)  *What the Permittee Fills Out:*

There are five PERM application forms for Special Hauling Permits:
- Trip & Building Movement (PERM 39-1)
- Monthly, Annual and Blanket (PERM 39-2)
- Amendment (PERM 39-3)
- Trailer Attachment (PERM 394)
- Additional Trailer Attachment (PERM 99)

The basic information required is the same on all but the trailer attachment form. The following is a description of the required information:

a. **Permit Account No:** Every permittee must have a unique Permit Account Number assigned by the Central Permit Office.

b. **Requested Start Date:** The date the Motor Carrier requests the move to begin. Permit shall not be issued with Start Date prior to Validation Date.

c. **Load Description:** A description of the load that the carrier is planning to move. This includes year, make, model no., serial no., or bill of lading no. Note: Annual Permits can be less specific (i.e. construction vehicles, mobile/modular homes, etc.). Avoid descriptions that can be misinterpreted as allowing divisible type loads (example construction material). **For annual permits include VIN of power unit.**

Multiple commodities  When a permitted commodity creates a single overdimension, two or more commodities may be hauled as one permit load, provided legal axle weight and gross weight are not exceeded, and provided an overdimension of width, length or height is not created or made greater by the additional commodities. The dimensions of the largest item must be provided. For example, a permit issued for the movement of a 12 foot wide storage tank may also include a 10 foot wide storage tank loaded behind the 12 foot wide tank provided that legal axle weight and gross weight are not exceeded, and provided an overdimension of width, length or height is not created. An applicant requesting a permit to haul a dozer and its detached blade may be issued a permit, as a non-dismantable load, if removal of the blade will decrease the overall width of the load, thereby reducing the hazard to the traveling public.

d. **Motor Carrier Name and Address:** This is the name and address of the company/person making the move. If Motor Carrier name is a dba, include Legal Entity. Include USDOT Number.

e. **FEIN/Drivers:** This is the Federal Employer Identification Number of the business.

  License Number: If the permittee does not have a FEIN, state the drivers license number.
f. **Overall Length:** This is the total length of the truck, trailer and load (including bumpers and overhangs), or the total length of truck and load of self-propelled vehicle.

g. **Overall Width:** This is the width of truck, trailer, or load at its widest point.

h. **Overall Height:** This is the height from the pavement to the highest point of the vehicle/load.

   NOTE: A minimum of 3 inches of vertical clearance, 6 inches for widths greater than 12 feet, is required between a vertical obstruction and the top of the permitted vehicle/load for all permitted moves (i.e. 13 feet 6 inches actual vehicle/load height can pass under no less than 13 feet 9 inches actual obstruction clearance).

i. **Gross Weight:** This is the combined weight of the truck, trailer and load, or the registered weight of a self-propelled unit. If the permittee wishes to cross posted bridges or highways, the stated Gross Weight must be within the posted limits.

   NOTE 1: The Gross Weight shall equal the sum of the axle weights.

   NOTE 2: Axle Weights, Axle Spacings, and Manufacturer’s Tire Ratings must be provided.

j. **Overhang:** This is the amount of the load that overhangs the front or rear bumpers of the main unit, or if no bumpers the distance from the front or rear axle.

i. **Vehicle:** The required information is as follows:

   Power Unit:  
   - State vehicle is registered in and license plate number  
   - Vehicle Identification Number  
   - Number of axles  
   - Registered Vehicle Gross Weight  

   Trailer:  
   - State vehicle is registered in and license plate number  
   - Number of axles  

k. **Axle Weights:** Axle weights may not exceed manufacturer’s ratings. For annual permits, Gross Axle Weight Ratings (GAWR) and Gross Vehicle Weight Ratings may be required to verify the safety of the permitted vehicle.

l. **Tire Ratings:** Manufacturers’ tire ratings:

   S Single rating for steering axle times 2 (2 tires)  
   D Dual rating for rest of axles times 4 (4 tires)

m. **Axle Spacings:** Spacings between axles in feet and inches

n. **Specific Address of Origin and Destination:** You must be able to locate the origin and destination on a map. Generally the specific street address, and name of village, city, or town shall be provided. If a street address is not yet established (job site) the nearest intersecting cross street prior to
origin and after destination, is required unless State Line. For annual permits the specific street address is required, a supplemental P.O. Box number may be added.

o. Requesting Routing: The permittee indicates proposed travel routes and must be continuous from origin to destination. Route numbering should indicate whether the highway is an Interstate (I-87), State Highway (SR 7), County Road (CR 8), City/Village/Town Road (MR-Main St). Routing should also indicate direction of travel (ie, I-87(5), SR 67(W), etc). When using Interstate routes the proposed route should also indicate Gate number of entry onto the highway and Exit number for leaving the highway (ie, Quebec Line, I-87(5), Exit 12, SR 67(W), etc). Exit numbers are not required when connecting directly from one interstate route to another.

p. Telephone Number and Signature of Applicant’s Representative

2. The Application Form (top half) What the Permit Engineer Completes on the Form:

a. Permit Type
   1) Trip
      R Overweight Radioactive
      S Superload
   2) 25 Air Mile Radius (a or b)
   4) Blanket
      Monthly
      Annual (5, 25, & 100 air mile radius)
   5) Building Movement (a, b, or c)
   6) Emergency Blanket
   7) Oversize Farm Equipment (a or b, 1 or 2)
   8) Oversize Snow Plow Equipment
   9) Special Vehicle Combination (a, b or c)
  10) Bulk Milk Permit
  11) 100 Air Mile Radius
  12) Sealed Shipping Container (1, 2, or 3)
  15) 16 Foot Manufactured Home
  16) Modular Building Unit (not an occupied dwelling, ie precast jail cell, control building)
  17) Manufactured Homes Which Exceed Tire Ratings
  18) 5 Air Mile Radius for Self Propelled Construction Vehicle
  19) Pre-approvals for permits.
  20) Pre-approval for self-propelled cranes,
  21) Emergency Tow Truck
  22) Military vehicles/equipment

b. Permit Fee
   The appropriate fee is entered from the PERM 43 “INFORMATION FOR APPLICANTS FOR SPECIAL HAULING PERMITS”. Annual permit fees shall not be prorated.
c. **Liability Insurance**
   Applicant must have sufficient insurance as per Department regulations

d. **Total Fee Enclosed**
   Add the permit fee and insurance fee, if appropriate, and enter total.

e. **Check Number**
   Enter the printed check number shown on the permittee’s check.

f. **Enter FEIN or Drivers License Number**, if paid for by company check or personal check.

3. **Technical Review of the Application**
   Each application shall be reviewed by the Permit Engineer to make sure it is technically sound and eligible for a Special Hauling Permit in relation to Weight, Dimensions and Routing.

a. **Permit Type**
   The first item to determine when reviewing an application is to determine the appropriate permit type for the combination of Load Description, Overall Dimensions, Gross Weight, and Axle Weights. Overlength single unit trucks (greater than 45 feet) carrying non-divisible loads, having attachments such as booms, pumps, or lift equipment can make applications for Special Hauling Permits through Subpart 154-3 Nondivisible Load Status Determinations.

b. **Load Description**
   Each vehicle and each load must be clearly identified, and their weights and dimensions shown on the applications. Self-propelled vehicles shall be identified by make, year of manufacturer, model number, gross weight and special purpose commercial plate number. Loads must be described by type and weight of equipment or material being carried or towed. The term “mobile home” and serial number is sufficient identification of the load for mobile home movements.

   Examples:
   1) Manufactured Home  must include Serial Number for Trip Permits
      .if annual permit and using transporter plate, indicate Transporter plate in Load Description.
   2) Self Propelled Crane  must include Year, Make, Model & VIN
   3) Self Propelled Drill Rig  must include Year, Make, Model & VIN
   4) Construction Vehicles  Sufficient for annual permits
      .must include make & model for Trip Permits
   5) Lead Cask  must include Bill Of Lading Number or Shipping Number

   If Load Description indicates multiple items, must also provide dimensions of largest item. If combination of vehicle, must also indicate length of trailer. Multiple items cannot be cause of
exceeding normal legal dimensions or weight. If largest piece exceeds legal dimensions and/or weight, additional items cannot worsen overdimension or overweight condition. A permit will not be issued for any load which can be reduced to legal weight or dimensions. Do not allow items such as: Masonry, Construction Materials, Septic Waste, etc.

c. Registration Information
Vehicles are allowed to register in New York State for greater than 80,000 lbs. with a completed PERM 65, or existing NYSDOT Permit that indicates a Gross Weight equal to or greater than the requested registered weight. (A permit should not be issued if the Gross Weight of the vehicle exceeds the DMV registered weight of the power unit, except for a pintle or ball type connection for the trailer where the DMV registered weight of the tractor and trailer combined should equal the Gross Weight. **The only exception for the requirement of a trailer registration is for driveaway towaway units (per DMV) that do not require a registration.**

1) **DMV**
A Permit may not be issued for a weight greater than the registered weight.

2) **IRP (International Registration Program)**
All IRP Vehicles, upon applying for a Permit must submit a copy of their IRP registration. The registration should show their apportioned weight for New York State. A Permit may not be issued for a weight greater than that apportioned weight.
All questions relating to IRP registration should be directed to (518) 473-5834.

d. **Weight**. The Gross Weight shall be provided, **“Legal” is not allowed.** The potential for damage to a bridge from overloads depends on a combination of weight and axle spacing. Therefore, the primary criteria for evaluating permit applications depend on load effect rather than the total vehicle weight.

1) How to Calculate Normal Legal Weight allowed.
   a) You must have number of axles, Man. Tire ratings, and axle spacings provided.
   b) Determine the overall wheelbase in feet (by adding up the axle spacings) and compute overall gross weight based on 34,000 lbs. plus 1,000 lbs. for each foot of wheelbase (State Bridge Formula). If fractional feet of wheelbase is 6 inches or greater, round up to the next foot. For example, if the overall wheelbase is 19 feet 6 inches, round up to a 20 foot wheelbase and add 20,000 lbs. to the constant of 34,000 lbs. to arrive at an overall gross weight of 54,000 lbs.

Using a Federal Bridge Formula Chart, determine what overall gross weight can be allowed based on the chart. The chart gives weight based on even feet of wheelbase and, if the wheelbase is not an exact foot, you may have to use the formula shown below:

\[ W = 500 \left[ L \times \frac{N}{(N-1)} + (12 \times N) \div 36 \right] \]

Where:
- \( W \) - Gross Vehicle Weight
- \( L \) - Wheelbase in Feet
- \( N \) - Number of Axles

In this case, \( L = 19.5 \), \( N = 3 \), so doing the math you will arrive at a weight of 50,625 lbs. The law says for weights less than 71,000 lbs. overall weight is the higher of either the State or Federal formula. In this case, the State formula weight is the higher of
the two and applies. In most cases, the State formula will be the higher of the two, except for vehicles with four (4) or more axles.

If your computation gives a weight of 71,000 lbs. or more, Federal Bridge Chart weight limits apply for overall gross vehicle weight.

Axle limits will be the lower of 800 lbs. per inch of tire width or 22,400 lbs. for a single axle, 36,000 lbs. for a two-axle group. For all other axle groupings the Federal Bridge Formula shall be used to determine the legal weight allowed. Axle limits may not exceed manufacturer’s tire ratings.

A tandem group spaced eight feet or greater but less than 10 feet apart get Federal Bridge weight for a two-axle group up to 40,000 lbs.

An axle spaced 10 feet or greater from another axle is considered a single axle. If you have any questions, you should refer to the Vehicle and Traffic Law Section 385, Paragraphs 5, 6, 7, 8, 9 and 10.

2) Overweight Loads which weigh between legal weight and 160,000 lbs, and all self propelled construction vehicles including self-propelled cranes and drill rig vehicles.

a. All self-propelled cranes, drill rig vehicles, and construction vehicles such as backhoes, front end loaders, and scrapers require at least a first review by Main Office Structures Division. If the Structural review determines that further structural review is not required, the results will be entered into the Crane File database.

Enter the pertinent information into the computer program and then fax application to the Main Office Structures Division. When they have completed their analysis, this will specify a result or results. These results must be stated on the Permit, such as:

- No special bridge restrictions (do not place on the Permit)
- Cross all “R” structures at less than 5 MPH
- Cross no “R” structures
- H20’s OK
- H20’s at less than 5MPH
- H20’s down centerline with no other traffic (This restriction requires police escort that the permittee arranges for and must be stated as such on the Permit font)

NOTE: H20 - non-interstate bridge

Self-propelled cranes, drill rig vehicles, front-end loaders, scrapers, when approved for travel by Permit will have the following special requirements checked on the Permit:

- 18” x 18” minimum, red or orange fluorescent flags
- Certified Escort Vehicle to follow (all routes)
- Escort Vehicle does not need to be certified for self-propelled crane
- Certified Escort Vehicles shall display warning sign with light bar
- No travel business districts 7:00 9:00 AM and 4:00 6:00 PM

All other restrictions should also be checked, as applicable.

NOTE: If the crane is wider than 12 feet, an Escort Vehicle should proceed on two lane highways.

NOTE: Self-propelled drill rigs of legal width and height, that can maintain normal highway speeds, may be issued a Permit without requiring Escort Vehicles or flags, and without “No travel business districts 7-9am & 4-6pm).
Applicant must provide copy of vehicles Owner Manual that indicates that vehicle make and model can maintain these speeds on at least level terrain. This information is maintained in the CRANE FILE database located on the server in the Main Office. Annual Permits for self-propelled and construction equipment are limited to the weights and lengths allowed for Radius and Blanket Permits see PERM 43 “INFORMATION FOR APPLICANTS FOR SPECIAL HAULING PERMITS”.

b. Generally all other applications in this weight range do not require Structures Division’s analysis, and the appropriate structural restrictions (if necessary) can be determined by the Permit Engineer.
   1) The axle weights must add up to the gross weight
   2) There must be one less axle spacing than axle weights, i.e. 6 axles must have 5 spacings.
   3) Compare the overall gross weight and wheelbase using the GVW vs. Wheelbase Chart (Table I.1)
   4) Compare axle weight with Maximum Allowable Permitted Grouping Load Chart (Table II-1).
   5) If the axle grouping weights are within the load limits stated using the Axle Group Limits Chart (Table 11 - 2), the load may cross any non-posted bridge.
   6) If the load must cross an “R” bridge, use the Special Hauling “R” Bridge Weight procedure.

However, review by the Main Office Structures Division is also required for any vehicle that has:
   a) Single axle weight of 40,000 lbs. or greater
   b) Tandem axle weight of 60,000 lbs. or greater (30,000 lbs. on any single axle)
   c) Tridem axle weight of 75,000 lbs. or greater (25,000 lbs. on any single axle)

<table>
<thead>
<tr>
<th>No. of Axles</th>
<th>Axle Spacing (Between successive axles)</th>
<th>Max. Load per Axle (kips)</th>
<th>Max. Load on Group (kips)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>4’0”</td>
<td>35</td>
<td>70</td>
</tr>
<tr>
<td></td>
<td>4’6”</td>
<td>35.5</td>
<td>71</td>
</tr>
<tr>
<td></td>
<td>5’0”,</td>
<td>36</td>
<td>72</td>
</tr>
<tr>
<td></td>
<td>5’6”</td>
<td>36.5</td>
<td>73</td>
</tr>
<tr>
<td></td>
<td>6’0”</td>
<td>37</td>
<td>74</td>
</tr>
<tr>
<td>3</td>
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<td></td>
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</tr>
<tr>
<td></td>
<td>6’0”</td>
<td>27</td>
<td>81</td>
</tr>
</tbody>
</table>

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NOTE: Any permits issued under these weights shall only be approved with a special requirement of “R” Less than 5 MPH, and only where is no other reasonable alternate route.

### TABLE 11-2

**“R” BRIDGE AXLE GROUP WEIGHT LIMITS**

Use the following chart to determine proper permit issue for overweight vehicles that must use “R” bridges.

<table>
<thead>
<tr>
<th>Overall Gross Weight (0GW)</th>
<th>Major Spacing (S)*</th>
<th># of Axles in a Group</th>
<th>Axle Grouping Weight (GW)</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; 160K</td>
<td></td>
<td></td>
<td></td>
<td>No “R” Bridges</td>
</tr>
<tr>
<td>116K ≤ OGW ≤ 160 K</td>
<td>S ≥ 30 Feet</td>
<td>2</td>
<td>GW&lt;70K</td>
<td>“R”Less than 5 MPH</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>GW&lt;78K</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>GW&lt;84K</td>
<td></td>
</tr>
<tr>
<td>&lt; 116K</td>
<td>S &lt; 30 Feet</td>
<td>2</td>
<td>GW&lt;55K</td>
<td>“R” Less than 5 MPH</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>GW&lt;60K</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>GW&lt;65K</td>
<td></td>
</tr>
<tr>
<td>&lt; 116K</td>
<td>S &gt; 30 Feet</td>
<td>2</td>
<td>GW&lt;55K</td>
<td>“R”OK</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>GW&lt;60K</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>GW&lt;65K</td>
<td></td>
</tr>
</tbody>
</table>

*Major Spacing is the One Single Large Spacing Above Axle Group Weights based on spacings of at least 4 feet.*

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3) Overweight Loads with weight exceeding 160,000 lbs.
All applications with a Gross Weight exceeding 160,000 lbs must be structurally analyzed by the Main Office Structures Division.
Enter the pertinent information into the computer program and then fax all needed information to the Main Office Structures Division, fax number is (518) 485-8549. When they have completed their analysis, they will specify any structural restrictions required on the permit. These results must be stated on the Permit, such as:

- No special bridge restrictions (do not place on the Permit)
- Cross no Load Posted Bridges or R Posted Bridges
- Cross all “R” structures at less than 5 MPH
- Cross no “R” structures
- H200K
- Cross all non-interstate (H20) bridges at less than 5 MPH
- H20 at centerline with no other traffic (This restriction requires police escort that the permittee arranges for and must be stated as such on the Permit form.

NOTE: H.20 - non-interstate bridge

The necessary information that must be transmitted is on the Structural Review Form. Once a Structural Review is completed, the results are electronically transmitted through Groupwise to the Permit Engineer that requested the review. The Structural Review Results for all self-propelled construction vehicles will also be sent to the Central Permit Office to be entered into the computer CRANE File. This file will be available to all Permit Engineers on the Main Office network server.

4) Overweight Loads with weight exceeding 200,000 lbs.
This is considered a Superload, and requires a Structures Division review. All Superloads require a police escort.

e. Dimensions

1) Permit Applications shall have all pertinent dimension information filled in, including:
   (“LEGAL” shall not be accepted)
   a) Overall Height (feet-inches)
   b) Overall Length (feet-inches)
   c) Overall Width (feet-inches)
   d) Trailer Length (feet)
   e) Trailer Width (feet-inches)

2) OVERHEIGHT LOADS
Procedures for loads 14 feet in height or higher:

a) All applications for loads 14 feet or greater in height and over must be accompanied by a Route Survey. This survey must be typed and signed by the individual who performed the physical survey of the proposed route and assumes responsibility for its accuracy. This survey means a physical survey performed by the Permit Applicant or their designated representative, of a route or routes.
b) A Bond or Certified Check is required for the following heights:
   1) Height of vehicle and load is <= 16 feet but < 17 feet $10,000
   2) Height of vehicle and load is >= 17 feet $30,000
4. The Application Form (bottom halt) What the Permit Engineer Fills Out:

a. Approved Routing
The Motor Carrier and/or the Permit Transmission Service Company must include requested routing on the permit application. This route shall be checked by the Permit Engineer for any missing information or Travel Restrictions such as:
- Missing Routes
- Non-Connecting Routes
- Load Posted Bridges, Weight Posted Highways
- “R” Bridges (if applicable)
- Height Clearance Restrictions
- Width Restrictions due to Construction or Maintenance projects, etc.
- No Permit Vehicle Restrictions

An application can be disapproved for any of the above. The Permit Engineer may reroute (UNLESS ROUTE HAS BEEN CERTIFIED WITH A ROUTE SURVEY) the permittee around any of the above except that only highways under State jurisdiction shall be used. Enter the approved route.

If a Route Survey was required (See Appendix I), and the proposed route has a Travel Restriction that conflicts with the proposed move or the Route Survey is otherwise incorrect or incomplete, the application must be rejected with appropriate comments that would provide guidance on the issues that need to be resolved.

1) Route Restriction Maintenance and Updating
a) Each Regional Permit Engineer shall be the regional contact person for all route restrictions, both posted and construction, and forward them to the Central Permit Office and all other Regional Offices by fax transmission with the Travel Restriction form. The Main Office will enter these listings in the computer and, in turn, disseminate these restrictions on a regular basis to all Regions and the Permit Transmission Service Companies.

b) Each Permit Engineer is responsible for the verification of all State Routes shown on the Permit form. Regional Permit Engineers can use the computer generated listing supplied by the Central Permit Office, but it is recommended that a map showing the various restrictions, at least in their own Region, be kept updated.

c) Additional information may be obtained on routing by calling other Regions or the Central Permit Office.

d) The location of Posted Load Bridges and R Posted Bridges must be kept as current as possible. Any information about the changes in a Posted Bridge’s status shall be reported to the Main Office and other Regional Offices as soon as possible. The Main Office will periodically transmit updated Posted Bridge Information to the Regions. Any structural (bridge) restrictions should be reported and recorded through the Structures Division’s Bridge Inventory and Inspection System (BUS).

e) (Available soon) An electronic State Highway Map that graphically indicates the location of Travel Restrictions using a GIS based application is available through the Department’s IntraDot website. This application also links information on each restriction contained in a database to the graphical representation of the restriction on the map. Regional Permit Engineers are responsible for entering and maintaining all restrictions for their Region in this application.
b) Permit Effective Dates

1) Trip Permits - Single Trip Permits are valid for five (5) permissible hauling days (excluding holidays and weekends).
3) Annual Permits - Annual Permits are valid for one year, i.e. January 2, 2003 to January 1, 2004.

c) SPECIAL REQUIREMENTS

PERM 87 “GUIDELINES FOR SPECIAL HAULING PERMIT REQUIREMENTS” shows the various general special requirements to be placed on the Permit for the corresponding dimensions of vehicle/load. All requirements to be in effect will be indicated by an “X” placed adjacent to the specific requirement.

All Permit Engineers should try to maintain consistency with applying the special requirements stated as necessary in this Training Manual.

POLICE ESCORT REQUIREMENTS

Police escorts are required under the following conditions:

1) Whenever a vehicle/load must cross the center line of a bridge, a police escort is needed for that bridge crossing and ½ mile prior to and following the bridge.
2) Vehicle/load Overall Width is greater than 16 feet
3) Vehicle/load Overall Length is greater than 160 feet
4) Vehicle/load Overall Height is 16 feet or greater
5) Vehicle/load Gross Weight exceeds 200,000 lbs.

For all Annual Permits, the following should be stated on the permit:

Permittee is responsible for checking the NYS Department of Transportation’s Internet website for any Travel Restrictions on proposed route of travel prior to start of permit move. Website address is www.dot.state.ny.us click on Highway Permits, then Permit Information, then Highway Restrictions.”

For all moves on Long Island, include Special Hauling Requirement Sheet For Long Island (Appendix H).

d) Control Number

This space is for Main Office use.

e) Permit Number

The Permit Number is stamped on the application using the Bates Numbering Machine. Care should be taken to insure the number is readable on both the white and yellow copies. The Permit Number must also be written on any attachments.

f) Validation

Place the validation stamp in the validation box on both copies and on any attachments.

g) Reviewers Initials

The person who reviews/approves the Permit should place their initials here.

h) Time

This is the time the Permit was processed and completed.