



## APPENDIX 16-E

# State and County Highway Work and Special Hauling Permits and Instructions

**NIAGARA COUNTY  
DEPARTMENT OF PUBLIC WORKS  
DIVISION OF HIGHWAYS, BRIDGES AND STRUCTURES**

**GENERAL INFORMATION FOR HIGHWAY WORK PERMITS**

**PERMITS**

**GENERAL INFORMATION**

**BONDS & CERT. OF INS.**

Driveway and Side Drain  
Pipes

Diameter of pipe and location of driveway to be approved by County; Name and address of permittee; Permittee to sign permit; See "Permit Under Section 136 of Highway Law" and "Conditions for a Diveway Installation"; See "Procedures and Requirements for Driveway and Side Drain Pipe Permit" sheets.

None

Public Utility Companies

Submit plans to be reviewed and approved by County; Name and address of permittee; Permittee to sign permit; If utility company elects to use a sub-contractor, County to be notified of name and address of sub-contractor; See "Permit Under Section 136 of Highway Law" and "Conditions for Working in Highway Right-of-Way"; No open pavement cuts allowed, unless approved by the Superintendent of Highways; See "Procedures and Requirements for Public Utility Companies" sheet.

None required for public utility. If sub-contractor is used, Certificate of Insurance is required.

Working in County  
Right-of-Way  
(Waterlines, sewer lines,  
sub-division or service roads,  
bores, open pavement cuts,  
signs, structures, etc.)

A permit is required for any work within County road Right-of-Way; Submit plans to be reviewed and approved by County; No open pavement cuts to be allowed, unless approved by the Superintendent of Highways; Name and address of contractor; Contractor to sign permit; Contractor to submit Certificate of Insurance and maintenance bond to be approved by the County; If any sub-contractor is used, sub-contractor to submit Certificate of Insurance; See "Permit Under Section 136 of Highway Law" and "Conditions for Working in Highway Right-of-Way"; If a open pavement cut is approved see "Conditions for Open Cutting Pavement"; See "Minimum Bond Required by Contractor"; See letter dated April 11 1980, written by Dorson R. Wilson, Deputy Commissioner of Public Works, regarding the use of "Inspectors" overseeing the projects; If a municipality is performing the work, **NO** Certificate of Insurance or bond is needed, however, a permit is required: Plans to be submitted in advance of bid date or date the proposed work is to begin, so that the County has sufficient time to review plans; **NO** permit will be issued until the County has reviewed and approved plans.

Amount of bond to be determined after review of plans.

Certificate of Insurance is required by contractor and any sub-contractors.

Minimum Bond	\$50,000
Bores	\$10,000
Open Cuts	\$50,000

For further information, contact Niagara County Department of Public Works, Division of Highways, Bridges and Structures.

**NIAGARA COUNTY  
DEPARTMENT OF PUBLIC WORKS  
DIVISION OF HIGHWAYS, BRIDGES AND STRUCTURES**

**Procedures and Requirements  
For  
Driveway and Sidedrain Pipe Permits**

A highway work permit is required for any work within the County road right-of-way.

Work in right-of-way to include: Driveways, side drain pipes, inlet tie-ins to sidedrain pipes or to ditches, drop inlets, etc.

PROCEDURE

1. Diameter of pipe and location to be determined from County road plans by the County.
2. Name and address of permittee.
3. Permittee to sign permit. If permittee is not owner of property, written permission from owner may be required.

GENERAL REQUIREMENTS

1. See "Permit under Section 136 of Highway Law" and "Conditions for a Driveway Installation".
2. No more than two (2) driveways per parcel is allowed.
3. Maximum width of any driveway is 30'.
4. Drop inlets, catch basins, field inlets, opening between pipes may be required if determined necessary by County. (Between two driveways, at cross-culverts, at outlet or inlet ditches, side drains over 300' in length and at any other location deemed necessary by County.
5. Pipe size to be determined by County, minimum pipe size to be 12 inches in diameter, unless smaller pipe size is approved by County.
6. Any pipe other than new corrugated metal, concrete or heavy ribbed smooth interior plastic must be approved by County.
7. All pipe to be spliced and bolted together with approve collars.
8. No permanent concrete structures will be allowed in right-of-way, such as headwalls, curbs, driveway markers or driveway aprons.
9. Driveway approach grade to match highway shoulder grade so as not to allow drainage off driveway onto highway.
10. County will inspect pipe and driveway installation, as to comply with permit requirements.
11. Pipe to be placed in centerline of ditch.
12. The sod and enough material will have to be removed from bottom of ditch to allow corrugations and bells on pipe to have proper grade for flow through the pipe. Grade of pipe to be determined by County.
13. All pipes to be installed as per manufacture's installation requirements and or approved by County.
14. Any violation of the above or actual permit requirements may result in the revocation of the permit and the structure may be removed.

**NIAGARA COUNTY  
DEPARTMENT OF PUBLIC WORKS  
DIVISION OF HIGHWAYS, BRIDGES AND STRUCTURES**

**Procedures and Requirements  
For  
Working in Highway Right-of-Way  
(Excluding Driveways and Sidedrain Pipes)**

A highway work permit is required for any work within County highway right-of-way.

Work in right-of-way to include: Waterlines, sewerlines, subdivision and/or service roads, bores, open pavement cuts, signs, structures of any kind, etc.

PROCEDURE

1. Permittee to submit plans to be reviewed and approved by County. Plans to be submitted in advance of bid date or of date the proposed work is to begin, so that County has sufficient time to review plans, so that if not approved there is sufficient time to review and approve revisions.
2. Name and address of Contractor to do work.
3. Contractor to submit a Certificate of insurance, naming the County of Niagara as co-insured. Certificate of insurance to be approved by County.
4. Contractor to submit a Maintenance Bond, if required by County, amount of bond to be determined by County after review of plans and/or proposed work.
5. Permit to be signed by contractor.
6. Permit will not be issued until above items have been approved by County.
7. If Town, City or other municipality is performing the work, **no** Certificate of Insurance or Maintenance Bond is required, but highway work permit is still required.

GENERAL REQUIREMENTS

1. See "Permit Under Section 136 of Highway Law" and "Conditions for Working in Highway Right-of-Way" sheets.
2. For maintenance bond information see "Minimum Bond Required by Contractor" sheets.
3. See letter dated April 11, 1980, written by Dorson R. Wilson, Deputy Commissioner of Public Works, regarding the use of "Inspectors" not "Observers."
4. Open pavement cuts are **not** allowed, unless approved by the County Superintendent of Highways in cases where all other methods will not work. All open pavement cuts must be requested in writing, stating why other methods can not be used. If open pavement cuts are approved, see "Conditions for Open Cutting Pavement" sheet.
5. List of personnel in charge of the project including telephone numbers for consulting engineer, field inspector, and contractors superintendent.
6. The list of telephone numbers for contractor, and consultant to include: Main Office, Field Office, night and emergency numbers.
7. List of subcontractors, if any working on project, certificate of insurance, naming County as co-insured, may be required.

## GENERAL REQUIREMENTS (Cont.)

8. For Subdivisions or service roads, approach grades will be so as not to allow drainage off said road to run onto county roadway.
9. Any pipe required under a new subdivision road, which will be in County right-of-way, diameter and type to be approved by County. Pipe to be minimum of 18 inches in diameter.
10. Traffic to be maintained at all times.
11. All underground utility lines, such as waterlines, sewer lines, etc. to be a minimum depth of 60 inches below roadway pavement and shoulder areas and a minimum depth of 36 inches below bottom of ditches, existing finish grade and below any county structures such as, cross-culvert pipes, side drain pipes, headwalls, drop inlets, etc.
12. The location of any waterlines, sewer lines, structures, etc. to be approved by County. Any plans submitted must have distances from centerline of pavement to the proposed waterline, sewer line or any structure, hydrant, pole, etc. in the right-of-way shown on the plans. Depending on the roadway section and the future road design, the location of any proposed waterline, sewer line, etc., should be approximately 21 to 25 feet or 29 to 33 feet from the centerline of pavement. Final location to be approved by County.
13. Hydrants, etc. to be located as close to right-of-way line as possible. No hydrants, etc. are to be located in front of ditch or in the ditch line.
14. County to be inspecting work areas as to comply with permit requirement.
15. Contractor and/or consulting engineer to notify County, as soon as possible, of start of project and completion of the project, so as County can inspect, approve and accept the condition of the project area. County to send written letter of acceptance, state the condition of the project area is accepted and the date the maintenance bond will be released.

**NIAGARA COUNTY  
DEPARTMENT OF PUBLIC WORKS  
DIVISION OF HIGHWAYS, BRIDGES AND STRUCTURES**

**Procedures and Requirements  
For  
Public Utility Companies**

A highway work permit is required for any work within County highway right-of-way.

Work in right-of-way to include: This includes any telephone, cable, power, electric, gas, etc. companies.

PROCEDURE

1. Submit plans to be reviewed and approved by County.
2. Name and address of permittee.
3. Permittee to sign permit.
4. Permit to be issued to utility company, if utility company wants permit issued to the subcontractor doing work for them, need letter from utility company stating they will take responsibility for the contractors work.
5. If utility company elects to use a subcontractor other than their own workers, the subcontractor may be required to submit a certificate of insurance, naming County of Niagara as co-insured, if they are not covered by the utility company.

GENERAL REQUIREMENTS

1. See "Permit Under Section 136 of Highway Law" and "Conditions for Working in Highway Right-of-Way" sheet.
2. See "Procedures and Requirements for Working in Right-of-Way" sheets.
3. Open pavements cuts are not allowed, unless approved by the County Superintendant of highways, in cases where all other methods will not work. Open pavement cuts are to be made in writing.
4. County will inspect work area, as to comply with permit requirements.

**NEW YORK STATE DEPARTMENT OF TRANSPORTATION**

**INSTRUCTIONS TO APPLICANTS FOR HIGHWAY WORK PERMITS**

An applicant requesting a Highway Work Permit must obtain and complete those forms which have been checked below according to the type of work to be performed.

- (1) Highway Work Permit Application for Utility Work (Form PERM 32)
- (2) Highway Work Permit Application for Non-utility Work (Form PERM 33)
- (3) ACORD 25 Certificate of Liability Insurance (with ACORD 855 Addendum)
- (4) Application for Charge Account Agreement (Form PERM 10)
- (5) Inspection and/or Supervision Payment Agreement (Form PERM 50 or PERM 52)
- (6) Payment Agreement for Highway Work Permit Design Review (Form PERM 51)

**INSTRUCTIONS FOR COMPLETING ABOVE FORMS**

- (1) PERM 32: Detailed instructions are included with the application.
- (2) PERM 33: Detailed instructions are included with the application.
- (3) ACORD 25 Certificate of Liability insurance (with ACORD 855 New York Construction Addendum): These forms are obtained from your insurance professional. Specific details on insurance requirements are provided in the PERM 32 and PERM 33 application under Submission Package Requirements.
- (4) APPLICATION FOR CHARGE ACCOUNT AGREEMENT (FORM PERM 10): This form may be used by utilities to request a charge account for Highway Work Permits. The form should be accompanied by a \$50.00 payment to cover administrative costs of establishing the charge account.
- (5) INSPECTION AND/OR SUPERVISION PAYMENT AGREEMENT (FORM PERM 50 OR PERM 52): This form is required for all permits where inspection and/or supervision by Department employees will exceed one work hour. A separate consultant inspection agreement may also be required.
- (6) PAYMENT AGREEMENT FOR HIGHWAY WORK PERMITS DESIGN REVIEW (FORM PERM 51): This form is required for all major commercial permits for projects that have a 100,000 square foot or greater gross building area.
- (7) SPECIAL CONDITIONS FOR COMMERCIAL-MAJOR NON-UTILITY PERMITS (FORM PERM 55)  
This form describes prevailing wage and public letting requirements for major commercial permits where the estimated cost of work in the State highway right-of-way of \$250,000 or greater.



## Form PERM 33 (July 2015) Highway Work Permit Application for Non-Utility Work

### Instructions and Form

*(For Commercial Driveways, use Form PERM 33-COM)*

#### INSTRUCTIONS FOR COMPLETING THE APPLICATION

##### FRONT OF APPLICATION

Three (3) copies of the entire application, work plans and all other supporting documents must be submitted. At the time of application, certain information relative to fees and deposits may be contingent upon determinations to be made by the Department. In such cases, the information may be left blank and remittance withheld until a determination is made.

Please complete the following:

- Permittee name, address, phone and email address. Provide joint applicant contact information, if appropriate. If there are additional applicants, attach contact information on a separate sheet.
- Name and phone number(s) of emergency contact person.
- If permit is to be returned to someone other than the applicant, complete this section.
- If the guarantee deposit or bond is to be returned to someone other than applicant, complete this section.
- Estimate the cost of work being performed in the state highway right-of-way and provide this figure.
- Indicate anticipated duration of work to be performed with starting date and ending date.
- Indicate the form of insurance coverage to be provided.
- Give a brief description of the work that is proposed to be done under this permit.
- Indicate whether any overhead and/or underground work (5 foot or greater depth) is included in the proposed work.
- Plans and specifications should accompany this application for any work that involves construction within the state highway right-of-way. Place a check mark on the lines for plans and specifications if they are attached to this application.
- Location of the project should be identified by State Route, highway reference marker(s), and the municipality and county in which work area is located.
- In regard to State Environmental Quality Review (SEQR), indicate the type of action, the name of the Lead Agency, and what date the final determination was made, if available.
- Signature of applicant and date.
- Signature of second applicant, if any, and date.

##### BACK OF APPLICATION

- Check type of work that will be performed.
- In the appropriate column, indicate total amount of permit fees (Include insurance fee for residential work)
- Indicate type of performance security provided (bond, deposit, letter of credit), if required.
- Indicate check number of deposit or bond number.



## RESPONSIBILITIES OF PERMITTEE PURSUANT TO NON-UTILITY HIGHWAY WORK PERMITS

**NOTE: FAILURE TO OBTAIN A PERMIT OR FAILURE TO COMPLY WITH THE TERMS OF A PERMIT MAY RESULT IN THE DEPARTMENT HALTING THE ACTIVITY FOR WHICH A PERMIT IS REQUIRED UNTIL ADEQUATE CORRECTIONS HAVE BEEN MADE.**

**1. LIMITATIONS ON USE:** The specific site identified in this Highway Work Permit, and only that site identified, will be available for use by Permittee only for the purpose stated in this Permit and only on the date(s) and for the duration designated in this permit. This Permit does not authorize any infringement of federal, state or local laws or regulations, is limited to the extent of the authority of NYSDOT and is transferable and assignable only with the written consent of the Commissioner of Transportation. The Commissioner reserves the right to modify fees and to revoke or annul the Permit at any time, at his/her discretion without a hearing or the necessity of showing cause.

**2. CONDITIONS OF USE:** NYSDOT makes no affirmation that the state-owned site used for the work has been designed, constructed, or maintained for the purpose of the conduct of the work. The Permittee assumes full responsibility for planning and conducting a safe and orderly project that does not expose workers or the public to any unreasonable hazards and that involves a minimal disruption of the normal uses of the state and local highway systems. It shall be the sole obligation of the Permittee to determine whether the site is suitable for the purpose of safely conducting the work. The Permittee assumes all responsibility for assuring that the use of the highway/property conforms to applicable requirements of law, including, but not limited to those set forth herein.

**Permittee agrees to assure compliance with New York Labor Law, industrial regulations, and OSHA regulations, and to assure the safety of all workers who will be engaged to do the permitted work.**

**3. INSURANCE COVERAGE:** Permittee must have the insurance that is required for the type and extent of the work being performed.

**Permittee agrees to maintain liability insurance in full force and effect throughout the term of the highway work permit. Expiration of, or lack of, liability insurance automatically terminates the permit.**

To comply with this requirement, an applicant must furnish the Department with one of the following:

- A completed **Certificate of Insurance** evidencing the required types and limits of insurance coverage, with New York State Department of Transportation named as an additional insured on the commercial general liability policy. An industry standard **ACORD 25** form with an **ACORD 855** Addendum is acceptable evidence of the required coverage. Certificate Holder should be indicated as New York State Department of Transportation, with the address of the issuing office.
- A fully executed **Undertaking Agreement** may be provided by Municipalities, Public Utilities, Transportation Corporations, Public Service Corporations or Railroads, as an alternative to providing proof of commercial general liability the insurance.
- **Homeowners** applying for a residential work permit (driveways, improvements or tree work) and performing their own work have the option to pay a **\$25 Insurance Fee**, and waive the requirement to provide insurance coverage. Any contractor doing work on the homeowner's behalf must be listed on the permit and provide satisfactory proof of insurance as set forth below.

See "PERM 33 Submission Package Requirements" on page 4 for more detailed guidance on insurance coverage.

**4. COMPENSATION AND DISABILITY INSURANCE COVERAGE:** Permittee is required to have compensation insurance and disability coverage as noted in the provisions of the Worker's Compensation Law and Acts amendatory thereof for the entire period of the permit, or the permit will be invalid. Applicant must provide proof of coverage (Form C-105.2, U-26.3 or SI-12 for Worker's Compensation, and DB-120.1 or DB-155 for Disability Benefits), or provide proof of exemption from this requirement (Form CE-200).

**5. INDEMNIFICATION:** Permittee agrees that, in addition to any protection afforded to NYSDOT under any available insurance, NYSDOT shall not be liable for any damage or injury to the Permittee, its agents, employees, or to any other person, or to any property, occurring on the site or in any way associated with Permittee's activities or operations; whether undertaken by Permittee's own forces or by contractor or other agents working on Permittee's behalf. To the fullest extent permitted by law, the Permittee agrees to defend, indemnify and hold harmless the State of New York, NYSDOT and their agents from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of any claim, including but not limited to claims for personal injuries, property damage or wrongful death and/or environmental claims, in any way associated with the Permittee's activities or operations, no matter how caused.

**6. NOTIFICATION:** The following should be notified at the appropriate time as shown below:

- Commissioner of Transportation, through the NYSDOT regional office, one week prior to commencing work.
- Area gas distributors, 72 hours prior to any blasting.
- Utility companies with facilities in work areas, before starting work (in accordance with Industrial Code 53).
- Permission from utility company must be obtained before commencing work affecting the utilities' facilities.
- NYSDOT regional signal maintenance shop, 3 days prior to starting work (traffic signal work).
- NYSDOT regional office, at conclusion of work, and return original copy of permit to Resident Engineer.

**NOTIFICATION FOR ANNUAL PERMITS:** Notify by phone, the Regional or Resident Engineer's Office, one week in advance, each time regular maintenance work is to be performed. In emergencies, notification by phone, fax or email should be made as soon as is practical, no later than the next business day.

**7. SITE CARE AND RESTORATION:** A bond, deposit (bank cashier's check), or a Letter of Credit, in an amount designated by the Department of Transportation, may be required before a permit is issued, in order to guarantee restoration of the site to its original condition. A fully executed Undertaking Agreement may be accepted as an alternative security, where applicable. If the Department is obliged to restore the site to its original condition, the costs to the Department will be deducted from the amount of the permittee's deposit at the conclusion of the work. Costs in excess of the bond/deposit on file will be billed directly to the permittee. If permittee posts a Letter of Credit, the Department may elect to have a contractor restore the site, and issue a draft drawn against the Letter of Credit as payment.

- Anyone working within state highway right-of-way must wear **high visibility apparel** and **hard hat** meeting ANSI Class 2 requirements.
- No unnecessary obstruction is to be left on the pavement or the state highway right-of-way, or in such a position as to block warning signs during non-working hours.
- No work shall be done to obstruct drainage or divert creeks, water courses or sluices onto the state highway right-of-way.
- All false work must be removed and all excavations must be filled in and restored to the satisfaction of the Regional Maintenance Engineer.

**8. COSTS INCURRED BY ISSUANCE OF THIS PERMIT:** All costs beyond the limits of any liability insurance, surety deposits, etc. are the responsibility of the permittee. The State shall be held free of any costs incurred by the issuance of this permit, direct or indirect.

**9. SUBMITTING WORK PLANS:** The applicant will submit three (3) copies of work plans and/or maps as required by the Department. This shall include (but not limited to) such details as: measurements of driveways with relation to nearest property corner; location of existing and proposed poles, guide rail, signal equipment, trees or drainage structures; positions of guys supporting poles; a schedule of the number of poles and feet of excavation necessary for completion of work on the State right-of-way. A description of the proposed method of construction will be included.

- Plan work with future adjustments in mind, as any relocation, replacement or removal of the installation authorized by this permit and made necessary by future highway maintenance, reconstruction or new construction, will be the responsibility of the permittee.
- Driveway plans should be prepared in accordance with NYS DOT POLICY AND STANDARDS FOR ENTRANCES TO STATE HIGHWAYS.
- The permittee must coordinate the work with any State construction being conducted.

**10. TRAFFIC MAINTENANCE:** A plan detailing how the permittee intends to maintain and protect traffic shall be submitted with work plans. Traffic shall be maintained on the highway in a safe manner during working and non-working hours until construction is completed. The permittee is responsible for traffic protection and maintenance, including adequate use of signs, barriers, and flag persons during working and non-working hours until construction is completed. All sketches will be stamped with "MAINTENANCE OF TRAFFIC SHALL BE IN CONFORMANCE WITH THE NATIONAL MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES."

**11. COST OF INSPECTION AND SUPERVISION:** Prior to issuance of the Highway Work Permit, the permittee may be required to sign an INSPECTION PAYMENT AGREEMENT FOR HIGHWAY WORK PERMITS (FORM PERM 50) agreeing to the payment of construction inspection charges, based on the number of work days involved. In certain cases, the permittee may also be required to sign a PAYMENT AGREEMENT FOR HIGHWAY WORK PERMITS DESIGN REVIEW (FORM PERM 51) agreeing to design review charges, based on the number of work hours in which Department employees were engaged in design review activity.

**12. SCOPE:**

- **Areas Covered:** Permits issued are for highways, bridges and culverts over which the New York State Department of Transportation has jurisdiction. (Local governments issue permits for highways under their jurisdiction.) Work locations must be approved by the Department.
- **Maintenance:** Unless noted otherwise, applicant shall be fully responsible for the maintenance of all items installed and/or altered as shown on the approved permit plans and documents. Property owners having access to a state highway shall be fully responsible for the maintenance of their driveway in accordance with POLICY AND STANDARDS FOR ENTRANCES TO STATE HIGHWAYS.
- **Work Commencement:** The Permittee shall have a copy of the permit available at the site during the construction period. Work should start within 30 days from validation date of permit or said permit may be revoked.

**13. REPORTING ACCIDENTS:** Permittee is required to report any accidents that occur during the course of the permit work to their insurance company, and to provide the Department with a copy of any such report.

**14. COMPLETION OF PROJECT:** Upon completion of the work within the State highway right-of-way authorized by the work permit, the person and his or its successors in interest shall be responsible for the maintenance and repair of such work or portion of such work as set forth within the Terms and Conditions of the Highway Work Permit.

## PERM 33 Submission Package Requirements

**Submit three (3) copies of the final submission package: Submission package must include the entire PERM 33 with all work plans and supporting documents, including the following (check all that apply):**

	Stamped Final Plans – Submit in PDF file format on CD, with three (3) paper copies (1" = 50'), or as requested
	ACORD 25 - Certificate of Insurance, with NYSDOT named as Additional Insured (See line 3 below).
	ACORD 855 - New York Construction Certificate of Liability Insurance Addendum (See line 3 below).
	PERM 1, 2, 6 or 16 - Undertaking Agreement, if applicable (See line 4 below).
	PERM 36 - Attachment to Highway Work Permit – Consultant Inspection, if applicable
	PERM 44 - Surety Bond – Performance bond in Applicant's name, or deposit (Bank cashier's check required)
	PERM 50 – Inspection/Supervision Payment Agreement, if applicable
	Proof of Worker's Compensation Insurance (Form C-105.2, U-26.3 or SI-12), or proof of exemption (Form CE-200)
	Proof of Disability Benefits Coverage (Form DB-120.1 or DB-155), or proof of exemption (Form CE-200)
	Permit Fee (Include \$25 Insurance Fee for residential operations)
	Other (specify):

### Insurance Requirements

- 1) In most cases, Permittee must provide proof of **Commercial General Liability** insurance coverage with limits of liability not less than **\$1,000,000** per claim/occurrence, unless any of the following circumstances exist, in which case the limits of liability shall not be less than **\$5,000,000** per claim/occurrence:
  - (a) The estimated value of permitted work in state right-of-way is \$250,000 or more (see line 6 below);
  - (b) The permitted work requires or includes the construction, alteration or maintenance of underground features at any depth five feet or more below grade;
  - (c) The permitted work requires or includes the construction, alteration or maintenance of overhead features that include, but are not limited to, traffic signals, overhead sign structures, retaining walls or other grade separation structures.
- 2) Exceptions to the above liability limits include: (a) Annual maintenance permits require limits of liability not less than \$5,000,000 per claim/occurrence; (b) Permits for vegetation control activities require limits of liability not less than \$1,000,000 per claim/occurrence; (c) Residential driveway permits require limits of liability not less than \$500,000 per claim/occurrence; and (d) Adopt-a-Highway permits are exempt.
- 3) **ACORD 25** with **ACORD 855** (New York Construction Addendum) shall be submitted as an acceptable proof of liability coverage. New York State Department of Transportation should be named as Additional Insured and as the Certificate Holder at the address of the issuing office.
- 4) Municipalities, public utilities, public authorities and railroads may elect to provide a fully executed Undertaking Agreement as a substitute for providing proof of insurance coverage, or any other financial security otherwise required.
- 5) Homeowners may pay a \$25 Insurance Fee in lieu of providing proof of insurance, however any contractor performing on behalf of a homeowner and who is named on the permit must provide proof of insurance as outlined above.
- 6) When the estimated cost of work being performed in the right-of-way equals or exceeds \$250,000, Permittee must additionally provide proof of a **Protective Liability (OCP)** insurance policy with a minimum liability limit of \$1,000,000 per occurrence, with New York State Department of Transportation as Named Insured.

**Permittee agrees to maintain liability insurance in full force and effect throughout the term of the highway work permit. Expiration of, or lack of, liability insurance coverage automatically terminates the permit.**

For more information on insurance requirements, go to: [www.dot.ny.gov/permits-insurance](http://www.dot.ny.gov/permits-insurance)

STATE OF NEW YORK DEPARTMENT OF TRANSPORTATION
HIGHWAY WORK PERMIT APPLICATION FOR NON-UTILITY WORK

Application is hereby made for a highway work permit:

For Joint application, name and address of Applicant 2 below:

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Applicant Phone (\_\_\_\_) \_\_\_\_\_

Applicant 2 Phone (\_\_\_\_) \_\_\_\_\_

Applicant Email Address \_\_\_\_\_

Applicant 2 Email Address \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Emergency Phone (\_\_\_\_) \_\_\_\_\_

RETURN PERMIT TO: (if different from Permittee)

RETURN DEPOSIT/BOND TO: (if different from Permittee)

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

DESCRIPTION OF PROPOSED WORK: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated cost of work being performed in highway right-of-way: \$ \_\_\_\_\_

Anticipated duration of work: From \_\_\_\_\_ to \_\_\_\_\_ (applies to the operations indicated on the reverse side)

WILL OVERHEAD OR UNDERGROUND (5'+) OPERATIONS BE INVOLVED IN THE PROPOSED WORK? YES \_\_\_\_ NO \_\_\_\_

ATTACHED: Plans \_\_\_\_\_ Specifications \_\_\_\_\_

LOCATION: State Route: \_\_\_\_\_ Located Between Reference Markers \_\_\_\_\_ and \_\_\_\_\_

City/Town/Village of \_\_\_\_\_ County of \_\_\_\_\_

SEQR REVIEW (select one)

[ ] Type II [ ] Type I [ ] Unlisted LEAD AGENCY: \_\_\_\_\_ DATE OF DETERMINATION: \_\_\_\_\_

Insurance (check one): \_\_\_\_\_ General Liability Insurance \_\_\_\_\_ Undertaking \_\_\_\_\_ Insurance Fee (residential operations only)

NOTE: PERMIT IS ISSUED CONTINGENT UPON ALL LOCAL REQUIREMENTS BEING SATISFIED

ACKNOWLEDGMENT: ON BEHALF OF THE APPLICANT, I HEREBY REQUEST A HIGHWAY WORK PERMIT, AND DO ACKNOWLEDGE AND AGREE TO THE RESPONSIBILITIES OF PERMITTEE AND THE OTHER OBLIGATIONS SET FORTH IN THIS PERMIT AND WARRANT COMPLIANCE THEREWITH.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant 2 Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval recommended by Resident Engineer \_\_\_\_\_ Res No \_\_\_\_\_ Date \_\_\_\_\_

Approved by Regional Traffic Engineer \_\_\_\_\_ Reg No \_\_\_\_\_ Date \_\_\_\_\_

Operational Type and Description		Permit Fee	Insurance Fee	Total Fees
<b>DRIVEWAYS</b>				
5a1	Residential Driveway (includes field entrances)	15	25	
5a6	Temporary access road or street	200		
<i>For Commercial Driveways and subdivisions streets, use form PERM 33-COM</i>				
<b>IMPROVEMENTS</b>				
5b1	Residential	15	25	
5b2a	Commercial- Sidewalk, curb paving, drainage, etc.	200		
5b2b	Commercial – Grade, seed, improve land contour, clear brush	100		
5b2c	Commercial – Resurface existing road or driveway	50		
5b2d1	Annual resurfacing of roadways and driveways – PER COUNTY	150		
	Number of counties:			
5b2d2	Annual resurfacing of roadways and driveways – PER REGION	400		
<b>TREE WORK</b>				
5c1	Residential	15	25	
5c2a	Commercial removal or planting	25		
5c2b	Commercial pruning, applying chemicals to stumps	25		
5c3	Vegetation control for advertising signs – PER SIGN	150		
	Number of Signs:			
<b>MISCELLANEOUS CONSTRUCTION AND WORK OPERATIONS</b>				
5d1	Beautify ROW (civic groups only)	N/C		
5d2a	Temporary signs, banners, décor (not-for-profit organizations)	N/C		
5d2b	Temporary signs, banners, décor (other organizations)	25		
5d3	Traffic control signals	500		
5d4	Warning and entrance signs	25		
5d5	Miscellaneous – Requiring substantial review (describe below)	400		
5d6	Miscellaneous (describe below)	25		
<b>OTHER TYPES OF HIGHWAY WORK PERMITS</b>				
6	Encroachment caused by DOT acquisition of property	25		
7a1	Compulsory permit required for demolition requested by DOT	N/C		
7a2	Compulsory permit required for moving requested by DOT	N/C		
7b	Improvement to meet Department standards	N/C		
8	Miscellaneous (describe below)	25		
9	Adopt-a-Highway (exempt from insurance requirement)	N/C		
<b>Description of Miscellaneous Operation:</b>				

PERFORMANCE SECURITY (Select one): Guarantee Deposit - Cash [ ] Performance Bond [ ] Letter of Credit [ ]

Guarantee Deposit Amount: \_\_\_\_\_

Guarantee Deposit Check Number or Bond Number \_\_\_\_\_

(To be completed by NYSDOT issuing office)

Project Identification Number \_\_\_\_\_

Highway Work Permit No. \_\_\_\_\_

State Highway (SH) Number \_\_\_\_\_

Record ID Number \_\_\_\_\_

STATE OF NEW YORK  
DEPARTMENT OF TRANSPORTATION  
Central Permit Office  
50 Wolf Road, 1st Floor  
Albany, New York 12232

**INFORMATION CONCERNING SPECIAL HAULING PERMITS**  
**(Visit [www.NYPermits.org](http://www.NYPermits.org))**

I. Special Hauling Permits are required to move vehicles and/or loads on New York State highways if the vehicle and/or loads exceed the legal dimensions or weights specified in Section 385 of the New York State Vehicle and Traffic Law. The Department of Transportation issues different types of Special Hauling Permits. Additional information regarding specific permit types is included in this document or may be obtained from the Department's Central Permit Office.

A. A "Permit" authorizes the movement of an oversize and/or overweight vehicle for a specific time period on permissible hauling days.

B. A "Permissible Hauling Day" is any normal working day, Monday through Friday, during the daylight hours between one-half hour before sunrise and one-half hour after sunset when weather conditions are favorable. No movements are allowed on Saturdays\*, Sundays or the following holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day or after 12 noon the day preceding Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day. The day preceding means any normal working day, Monday through Fridays. No travel is allowed at night between the hours of one-half hour after sunset and one-half hour before sunrise unless otherwise specified.

\*Over-dimensional and overweight moves that are within 12 feet in width, 85 feet in length, legal height, and which can maintain normal highway speeds may be authorized by permit to move from ½ hour before sunrise until 12 noon on Saturday unless such Saturday falls on a holiday set forth above. Overweight moves that are not over-dimensional and which can maintain traffic flow speed are not restricted as to times of travel or days of travel as set forth above

II. Application Procedures

A. Applications can be submitted through the Department's Highway Oversize Overweight Credentialing System (HOOCs) which is available via New York's One Stop Credentialing & Registration (OSCAR) system. The website address for OSCAR is [www.oscar.ny.gov](http://www.oscar.ny.gov). Further information on accessing the HOOCs permitting system is available on Section VII of this document.

B. Applications may be made through an Authorized Permit Service Companies having a licensing agreement with the State. See the Permits website ([www.nypermits.org](http://www.nypermits.org)) for a complete listing of Participating Permit Service Companies

C. Applications made by mail using Special Hauling Permit form (PERM 39) will be mailed to the address given by the applicants. If requested, they may be mailed to any Post Office c/o General Delivery

Permit numbers are not assigned by telephone. The Permittee must have the permit form in his possession before traveling on New York State highways.

III. Permits

A. Highway Use Tax Permit: Applicants for Special Hauling Permits for vehicles that have a gross weight of 18,000 pounds or more must obtain a Highway Use Tax Permit from the Highway Use Tax Unit, NYS Department of Taxation and Finance, Telephone No. (518) 457-5735.

B. When traveling over THRUWAY, PARKWAY, COUNTY ROAD, TOWN HIGHWAY, CITY OR VILLAGE or any other roadway not under the jurisdiction of the Department of Transportation, additional permission must be obtained from the appropriate authority by the Permittee.

Permits issued by NYS Department of Transportation are valid only for highways under Department of Transportation's jurisdiction.

Permits for New York City must be obtained from the New York City Permit Office: 212-839-6337

Permits for New York State Thruway or the New York State Bridge Authority must be obtained from the NYS Thruway or NYS Bridge Authority. Thruway and Bridge Authority permits can be obtained through the HOOCs permitting system. Thruway Permit Office: 518-436-2793 Bridge Authority Permit Office: 845-691-7245

C. Liability: The applicant agrees to assume all responsibility and liability for damages to persons or property that may

accrue during movements of the vehicle or combination of vehicles, through negligence of himself, his agent or employees or from any other cause and to save the State of New York harmless there from.

D. Revocation: The permit is revocable without hearing or necessity of showing cause, either before or during movement.

E. Special Requirements: Each Special Hauling Permit issued will state the conditions for travel.

LEGAL DIMENSIONS, WEIGHTS & GROSS WEIGHTS FOR NEW YORK STATE

IV. The maximum legal dimensions (overall, inclusive of load, bumpers, etc.) are:

		State Highway	Qualifying or Access Highway
A.	Width of Vehicle, inclusive of load	8 feet <sup>1</sup>	8 feet 6 inches
B.	Height of vehicle from underside of tire to top of vehicle, inclusive of load	13 feet 6 inches	13 feet 6 inches
C.	Length of single vehicle inclusive of load and bumpers	40 feet	40 feet
D.	Length of a combination of vehicles inclusive of load and bumpers	65 feet <sup>2</sup>	Unlimited <sup>2</sup>
E.	Length of a single trailer	48 feet	53 feet <sup>3</sup>
F.	Length of a single twin trailer	28 feet 6 inches	28 feet 6 inches

NOTE: <sup>1</sup>Except in New York City. Width of vehicle is 8 feet 6 inches on highways with minimum pavement width of 10 feet. Commissioner of Transportation may restrict certain highways.

<sup>2</sup>Automotive Carriers - Overhang limited to 3' FRONT and 4' REAR

Stinger Steered Car Carrier - Length cannot exceed 75'. Overhang limited to 3' FRONT and 4' REAR. Limited to qualifying and access highways.

<sup>3</sup>Except in New York City. Limited to Qualifying and Access Highways. Distance from King pin to center of rear axle limited to 43 feet.

1. Special Hauling Permits are not required for a combination of vehicles hauling poles, girders, columns, or similar objects of great length if only the legal length is exceeded. The width, height and weight of the combination must be legal.
2. Vehicles over 8'6" in width shall display 18 inch by 18 inch red flags front and rear on the left side unless other warning devices or escort vehicles are required or prescribed.
3. Escort vehicles may be required for oversize movements of extreme width or length or if highway conditions warrant them.

V. Maximum legal weight for State Highways and Designated Highways are:

- |  |   |
|--|---|
| A. Maximum load per tire.  | The lesser of manufacturer's tire rating or 800 pounds per inch of tire |
| B. Maximum wheel loading   | 11,200 pounds   |
| C. Maximum weight, one axle  | 22,400 pounds   |
| D. Maximum weight, any two consecutive axles, less than eight (8) feet apart | 36,000 pounds   |

1. Axles less than 46 inches apart, measured from axles' center, are considered one axle.

E. Maximum weight, any two consecutive axles eight (8) to ten (10) feet apart. Weight cannot exceed formula:

$$**W = 500 (LN/N-1 + 12 N + 36); \quad 40,000 \text{ pounds maximum}$$

\*\*See Item F. 1.b. for explanation of terms.

F. Maximum weight on all axles of a single vehicle or combination of vehicles having three (3) axles or more is 80,000 pounds based on one of the following formulas:

1. For any vehicle or combination of vehicles having a total gross weight less than 71,000 pounds, the higher of the following shall apply:

- a. the total weight of all axles shall not exceed 34,000 pounds plus 1,000 pounds for each foot and major fraction of a foot of the distance from the center of the foremost axle to the center of the rear most axle, or
- b. the overall gross weight on a group of two or more consecutive axles shall not exceed the weight produced by application of the following formula:

$$W = 500 (LN/N-1 + 12N + 36)$$

where W equals overall gross weight on any group of two or more consecutive axles to the nearest 500 pounds, L equals distance in feet from the center of the foremost axle to the center of the rear-most axle of any group of two or more consecutive axles, and N equals number of axles in group under consideration, except that two consecutive sets of tandem axles may carry a gross load 34,000 pounds each providing the overall distance between the first and last axles of such consecutive sets of tandem axles is thirty-six feet or more.

2. For any vehicle or combination of vehicles having a total gross weight of 71,000 pounds or greater, formula in section F.1.b. shall apply.

#### VI. Manufacturer's Tire Ratings:

1. Single Rating is used when there are two tires per axle one on each side. Use the number given on the sidewall of the tire and multiply the number given by 2 ( 2 tires )
2. Dual Rating is used when there are 4 tires per axle, two on each side. Use the Dual number given on the sidewall of the tire and multiply the number given by 4 ( 4 tires )
3. See following page for details regarding Manufacturers Tire Ratings

#### VII. Accessing HOOCS

Applicants can order NYSDOT Special Hauling Permits, NYSDOT Divisible Load Overweight Permits, New York State Thruway Authority Permits, and New York State Bridge Authority Permit using the Department's Highway Oversize Overweight Credentialing System (HOOCS). The website address for HOOCS <https://hooocs.dot.ny.gov/HOOCS/>. HOOCS can be accessed via New York State's One Stop Credentialing and Registration (OSCAR) portal or via NY.gov ID

OSCAR: OSCAR is a one stop website that allows industry a single point of contact to apply, change, pay or, and receive operating credentials for HUT, IFTA, IRP, and Oversize/Overweight Permits. In order to use OSCAR applicants must have a USDOT number. The website address for OSCAR is <https://www.oscar.ny.gov/OSCR/OSCRCarrierHome>.

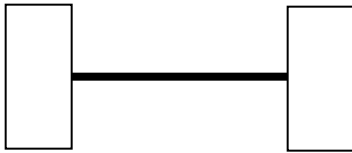
NY.gov ID: NY.gov ID is ideal for applicants that do not have a USDOT number such as governmental agencies or are moving personal items such as a boat. The website address for NY.gov ID is <https://my.ny.gov/LoginV4/login.xhtml>.

Once applicants have enrolled in OSCAR or NY.gov ID the NYSDOT Central Permit Office can be contacted at 518-485-2999 or at [permits@dot.ny.gov](mailto:permits@dot.ny.gov) to link the HOOCS permitting system to OSCAR or NY.gov ID.

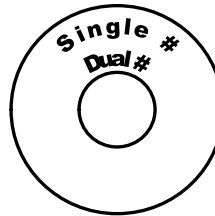


## Manufacturer's Tire Ratings Worksheet

**Single Rating** - Used when there are two tires per axle, one on each side (see Diagram 1). Use the number given on the sidewall of the tire and multiply the number given by 2 (two tires) (see Diagram 2).



**Diagram 1**  
Front View



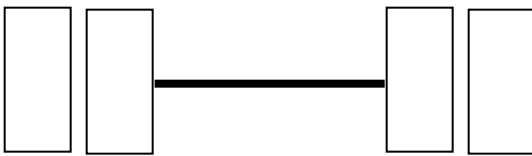
**Diagram 2**  
Side View

**Example:**

Single # = 1000 lbs

1000 lbs x 2 = 2000 lbs

**Dual Rating** - Used when there are four tires per axle, two on each side (see Diagram 3). Use the Dual number given on the sidewall of the tire and multiply the number given by 4 (four tires) (see Diagram 2).



**Diagram 3**  
Front View

**Example:**

Dual # = 900 lbs

900 lbs x 4 = 3600 lbs

Central Permit Office  
50 Wolf Road, 1st Floor  
Albany, New York 12232

### **Type 1 – Single Trip Permit – General moves**

Authorizes the movement of an oversize and/or overweight vehicle from one specific place to another by approved routes. A “round trip” authorizes the movement of an oversize and/or overweight vehicle from one specific place to another and return hauling the same load or unladen.

#### **Limits:**

16’0” Wide  
160’0” Long  
15’11” High  
199,999 Lbs.

**Valid For:** 5 Permissible Hauling Days

**Amendments:** An active trip permit can be amended for the following reasons (A permit can only be amended one time):

- Power unit VIN or license plate
- Trailer unit license plate
- Dates of movement – Can be extended one time up to an additional 5 permissible hauling days.
- Any dimensions (If route does not have to be modified)

An active trip permit **cannot** be amended for the following:

- To alter the load description.
- Change permit type.
- Change carrier USDOT number.
- Axle weights and/or spacings.
- Routes

#### **Fees:**

Permit Fee: \$40.00  
Regional Office: \$60.00  
Amendment Fee:\$10.00

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### **Type 1E – Emergency Trip Permit**

Authorizes the movement of an oversize and/or overweight vehicle from one specific place to another by approved routes in order to meet emergency conditions. As defined:

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.

#### **Limits:**

16'0" Wide  
160'0" Long  
15'11" high  
199,999 lbs.

**Valid For:** 5 Days, continuous travel allowed

**Fee:** \$40

**Amendments:** An emergency trip permit **cannot** be amended.

#### **Procedure to Obtain Emergency Trip Permit if unable to apply through HOOCS permitting system:**

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

- Complete a NYSDOT Application for a Special Hauling Permit (Perm 39) if possible. This will ensure that you have the information needed for the Department to review the permit.
- Call the Central Permit Office (CPO) at 888-783-1685 and ask for the Manager of the Permits Section or the Supervisor of Special Hauling. Explain that an Emergency Trip Permit is required.
- The CPO representative will instruct you to fax or e-mail the application to the CPO. If that is not possible, he/she will take down the information over the phone.
- The CPO will review the submitted information.
- Once the route is approved, the actual trip permit can be faxed, e-mailed, or picked up at the walk-up window.
- If it is not possible to send 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:

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

#### **Required Information Needed From Carrier**

- Specific Emergency Condition
- Commodity
- Vehicle Dimensions (Length, Width, Height, Overhangs)
- Gross Weight, Axle Weights, Axle Spacings
- Carrier Name, NYSDOT account number and USDOT #
- All vehicle license plate numbers and jurisdictions
- Origin and Destination of Load
- Routes of Travel

STATE OF NEW YORK  
DEPARTMENT OF TRANSPORTATION  
Central Permit Office  
50 Wolf Road, 1st Floor  
Albany, New York 12232

**Type 1M – Manufactured/Modular Housing 14’0” Wide and Less**

Authorizes the movement of mobile/modular housing not over 14’ wide from one specific place to another by approved routes. A “round trip” authorizes the movement of an oversize vehicle from one specific place to another and return hauling the same load or unladen.

**Limits:**

14’0” Wide

160’0”

15’11” High

80,000 Lbs. (Cannot exceed legal weights, including axle groupings)

**Valid For:** 5 Permissible Hauling Days

**Amendments:** An active trip permit can be amended for the following reasons (A permit can only be amended one time):

- Power unit VIN or license plate
- Trailer unit license plate
- Dates of movement – Can be extended one time up to an additional 5 permissible hauling days.
- Any dimensions (If route does not have to be modified)

An active trip permit **cannot** be amended for the following:

- To alter the load description.
- Change permit type.
- Change carrier USDOT number.
- Axle weights and/or spacings
- Routes

**Fees:**

Permit Fee: 40.00

Regional Office: \$60.00

Amendment Fee: \$10.00

STATE OF NEW YORK  
DEPARTMENT OF TRANSPORTATION  
Central Permit Office  
50 Wolf Road, 1st Floor

### **Type 1R – Trip Permit for Overweight Radioactive Material**

Authorizes an overweight vehicle or combination of vehicles transporting radioactive material from one specific location to other specific locations by approved routes. A “round trip” authorizes the movement of an oversize and/or overweight vehicle from one specific place to another and return hauling the same load or unladen. There are two classes of radioactive shipments:

1. Low Level or Non-Highway Route Controlled Quantity: Commonly referred to as Low Specific Activity (LSA) or Surface Contaminated Objects (SCO)
2. Highway Route Controlled Quantity (HRCQ)

#### **Limits: \***

16'0" Wide  
160'0" Long  
15'11" High  
199,999 Lbs.

\* Load is still considered Radioactive but would now move into the Superload Permit Type (1S) if any of the above values are exceeded. All Superload requirements would be in addition to the Radioactive requirements

**Valid For:** 5 Permissible Hauling Days (Continuous travel may be authorized)

**Amendments:** An active trip permit can be amended for the following reasons:

- Power unit VIN or license plate
- Trailer unit license plate
- Dates of movement – Can be extended one time up to an additional 5 permissible hauling days.
- Any dimensions (If route does not have to be modified)

An active trip permit **cannot** be amended for the following:

- To alter the load description.
- Change permit type.
- Change carrier USDOT number
- Axle weights and/or spacings.
- Routes.

#### **Fees:**

Permit Fee: \$40.00

Amendment Fee: \$10.00

### **Required Information for Permit Review and Issuance**

#### **Low Level or Non-Highway Route Controlled Quantity-(LSA / SCO)**

- Letter providing Shippers Certification (not the hauler), on company letterhead, addressed to NYSDOT, dated, signed, stating: (Name of company providing certification) has certified to (Name of permittee) that this low quantity radioactive shipment is in compliance with the provisions set forth in Title 49, Parts 171-179 Code of Federal Regulations (CFR) specifically 49 CFR Part 172-204(a)1, and this shipment is not of HRCQ quantities (as defined in 49 CFR Part 173-403).
- Copy of Bill of Lading
- Copy of hauler's DEC Permit for Radioactive Waste if applicable

#### **Highway Route Controlled Quantity- (HRCQ)**

- Please call NYSDOT Permit Office for details @ 888-783-1685. Ask for the Special Hauling Unit Supervisor

50 Wolf Road, 1st Floor  
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### **Type 1S – Superload Trip Permit**

Authorizes the movement of an oversize and/or overweight vehicle from one specific place to another by approved routes, whose weights and/or dimensions exceeding 16'0" in width, 15'11" in height, 160'0" in length, or 200,000 pounds in gross weight; or any combination of the above.

\*It is suggested that Applicant / Carrier fill out and submit a Perm 12; Special Hauling Pre-Approval Form for a Future Permit; for bidding purposes or move feasibility information.

#### **Limits:**

No set limits.

**Valid For:** 5 Permissible Hauling Days

**Amendments:** An active trip permit can be amended for the following reasons (A permit can only be amended one time):

- Power unit VIN or license plate
- Trailer unit license plate
- Dates of movement – Can be extended one time up to an additional 5 permissible hauling days.
- Any dimensions (If route does not have to be modified)

A active trip permit **cannot** be amended for the following:

- To alter the load description.
- Change permit type.
- Change carrier USDOT number
- Axle weights and/or spacings.
- Routes.

#### **Fees:**

Permit Fee: \$40.00

Amendment Fee: \$10.00

**Continued to next page**

### **Type 1S – Superload Trip Permit**

**Requirements:** All applications for the movement of superloads shall be submitted to the Central Permit Office in Albany. The following information will be necessary for processing any superload and is required to be submitted with the permit application:

1. A certification by the manufacturer or designer of the load and/or vehicle that the object or vehicle cannot feasibly be manufactured or broken down into smaller sections.
2. Letter from the Permittee taking full responsibility for any damage to structures, roads, signs, utility wires, telephone wires, cable wires, underground pipes or services and any damage caused as a result of the move.
3. Permittee must provide a letter from each municipality whose highways are involved in the move, giving their permission to use their highways. This letter must be on municipal letterhead and include a contact name and phone number for the municipality. If the municipality requires a State permit prior to issuance of their permit, a letter indicating they will issue a permit contingent on a State permit being issued will be acceptable. A police escort provided by the municipal police agency involved will be accepted in lieu of a letter from the municipality.
4. When the overall height is 15 feet high or greater, and there is any overhead traffic signal equipment on the route that is within three inches of the height of the permitted load while operating at normal traffic speed, the permittee must provide a signal contractor that is acceptable to NYSDOT to accompany the move with a bucket truck to move signals when necessary. These locations must be identified in the Route Survey by highway segment and intersection.
5. When overall height is 14 feet or greater, and there is insufficient vertical clearance to avoid conflict with any overhead power, telephone, or cable TV wires on the route while operating at normal traffic speeds the permittee must list within the Route Survey, in order by highway segment, the location of these facilities and all remedial actions to be taken, such as: Arrangements have been made with the utility and they will relocate telephone trunk line to provide sufficient vertical clearance prior to the move; Power company will provide bucket truck and operator to lift power line during move; Cable TV company will provide bucket truck and operator during move to temporarily remove residential service line and reconnect after move. **Wherever possible, utility lines shall be raised or removed and clearance established before beginning the move.** Removal or raising of overhead wires and cables is the responsibility of the permittee and necessary arrangements must be coordinated with the utility companies. The Central Permit Office may require verification that the utility companies have been notified and satisfactory arrangements have been made to accommodate the load and listing any requirements or conditions they have to protect their facilities and move the load safely.
6. When overall width is 18' or greater, a Traffic Control Plan may be required. This plan must include a time frame of the proposed move, waypoints where following traffic can pass the vehicle, designated safe havens where the vehicle can park for peak travel or evening curfews, phone numbers for all police agencies along route of travel, and a listing of any potential traffic hazards or issues. This author of the plan or a designated representative may be required to accompany the move to ensure compliance to all requirements and conditions of the plan.
7. When the requested route has an at-grade railroad or other right-of-way crossing the State Highway on which the move is being made, the permittee shall certify that the vehicle(s) can safely cross the facility and provide emergency phone numbers and contact persons names from the appropriate company or agency which has jurisdiction and supply such certification to the Department prior to permit issuance.

Continued to next page

#### Type 1S – Superload Trip Permit

8. Bonding must be in place for the following dimensions and/or weights:

Height: $\geq$ 16 Feet but $<$ 17 Feet	\$10,000
--	----------

	≥ 17 Feet	\$30,000
Width:	> 16 Feet	\$10,000
Length:	> 160 Feet	\$10,000
Weight:	≥ 200,000 Lbs. but < 300,000 Lbs.	\$10,000
	≥ 300,000 Lbs. but < 400,000 Lbs	\$20,000
	> 400,000 Lbs	\$50,000

If there is a combination of dimension and weight, as listed above, the total bond amount is determined by adding the bond amount required for each dimension and total weight.

9. If the application indicates a gross weight equal to or greater than 200,000 pounds, the following must be submitted:
  - A. Schematic showing side and rear elevations and plan view of complete unit (tractor, trailer, jeep dollies) which will transport the load. This will allow for total viewing of the unit with overhangs and axle configuration.
  - B. Number of tires per axle and tire ratings (both single and dual capacity)

**SUPPLEMENTAL INFORMATION:**

During the review of application, if determined necessary, the Department may require signed statements from other transportation facility providers on their letterhead (typically Marine Terminal Operator and/or Railroad Company) that they are unable to accommodate a move over all or reasonable part of the overall route.

**PRIOR TO THE MOVE:**

Police escorts are required for all superloads. Upon issuance of a final permit the permittee should contact Police to make arrangements at least two (2) business days prior to the move. Prior to the move, the permittee shall make arrangements for all necessary escorts, equipment, personnel, or other items that must accompany the move.

**DURING THE MOVE:**

During the move the Permittee must adhere to the following:

1. Any special requirements that the utility, telephone and cable companies require when handling their respective lines.
2. Any special requirements of the municipalities whose facilities the move transits.
3. At least 10 percent, or a minimum of 5 spare tires (whichever is less), of the transport vehicle must be available with the move.
4. Necessary equipment to change tires or inflate tires must be made available with the move.
5. Have access to an operable cell phone with no blocks placed upon the phone.
6. For certain moves the Department may require that a licensed engineering firm perform an analysis and prepare a report on any or all bridges that the permitted load must cross. In such cases the permittee must retain the services of that engineering firm to accompany the permitted load during the move. This licensed engineer, or representative, will be responsible to make sure the permitted load crosses all structures as required by its report or as directed by the permit.
7. Ensure that all Certified Escort drivers involved in the move have a valid Certified Escort license and driver's license.
8. Provide a sufficient number of handheld communication devices to allow effective communication between the driver of the permit vehicle, police escorts, Certified Escorts, and any Department of engineering staff representatives escorting the permit vehicle.



## Type 2 – 25 Mile Air Radius Permit

Authorizes the movement of a specified vehicles and loads within a 25 air mile radius of the boundaries of the municipality in which the business of the applicant is located. Permit is valid for routes within New York State only.

### **Limits:**

12'0" Wide  
79'11" Long  
13'6" High

### **Weight Limits:**

5 or more axles with a minimum wheelbase of 36' – 116,000 lbs.  
4 axles (2 steering axles) with a minimum wheelbase of 28' – 112,000 lbs.  
4 axles (1 steering axle) with a minimum wheelbase of 22' – 80,000 lbs  
3 axles with a minimum wheelbase of 17' – 73,280 lbs

Maximum Axle Groupings: Tandem – 56,000 lbs      Tridem – 60,000 lbs

**Valid For:** A minimum of one month up to a maximum of one year.

**Amendments:** An active permit can be amended for the following reasons:

- Power unit VIN or license plate
- Trailer unit VIN license plate
- Addition/removal of configurations or trailers
- Any weights and/or dimensions

An active permit **cannot** be amended for the following:

- Change permit type.
- Change permit effective dates
- Change carrier USDOT number
- Radius point

### **Fees:**

Permit Fee: Monthly: \$60.00 / Annual: \$360.00

Amendment Fee: \$15.00

**Other:** Applicants may obtain an additional permit (meaning they first must have obtained a 25 mile radius permit from the location of their business) authorizing movements of specified vehicles or loads within a 25 air mile radius of a specific construction project (the construction project has to be the company's project).

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**Type 4 – Blanket Permit**

Authorizes the movement of a specified vehicles or loads on New York State highways with 20' or more of pavement width.

**Limits:**

10'0" Wide

79'11" Long

13'6" High

125% (x1.25) of legal weight, including axle and grouping weights.

100,000 pounds maximum gross weight

**Valid For:** A minimum of one month up to a maximum of one year.

**Amendments:** An active permit can be amended for the following reasons:

- Power unit VIN or license plate
- Trailer unit VIN license plate
- Addition/removal of configurations or trailers
- Any weights and/or dimensions

An active permit **cannot** be amended for the following:

- Change permit type.
- Change permit effective dates
- Change carrier USDOT number

**Fees:**

Permit Fee: Monthly: \$60.00 / Annual: \$360.00

Amendment Fee: \$15.00

### **Type 6 – Emergency Blanket Permit**

Available to transporters of equipment required to meet emergency conditions. It authorizes all emergency movements, at any time, of specified vehicles or loads. Valid on all state highways, with 20' or more of pavement width.

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 man-made, 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.

#### **Limits:**

13'0" Wide

79'11" Long

13'6" High

#### **Weight Limits:**

5 or more axles with a minimum wheelbase of 36' – 116,000 lbs.

4 axles (2 steering axles) with a minimum wheelbase of 28' – 112,000 lbs.

4 axles (1 steering axle) with a minimum wheelbase of 22' – 80,000 lbs.

3 axles with a minimum wheelbase of 17' – 73,280 lbs.

Axle Groupings: Tandem – 56,000 lbs.      Tridem – 60,000 lbs.

**Valid For:** One year.

**Amendments:** An active permit can be amended for the following reasons:

- Power unit VIN or license plate
- Trailer unit VIN or license plate
- Addition/removal of configurations or trailers.
- Any weights and/or dimensions

An active permit **cannot** be amended for the following:

- Change permit type.
- Change permit effective dates
- Change carrier USDOT number

#### **Fees:**

Permit Fee: \$360.00

Amendment Fee: \$15.00

## **Type 7 – Oversize Farm Equipment for Dealers**

Authorizes the movement of vehicles and implements or combinations owned by or in possession of farm equipment dealers within a 25 air mile radius of the boundaries of the municipality in which the business of the applicant is located. Permit is valid for routes within New York State only.

### **Limits:**

15'0" Wide

79'11" Long

13'6" High

125% (x1.25) of legal weight, including axle and grouping weights.

100,000 pounds maximum gross weight

**Valid For:** A minimum of one month up to a maximum of one year.

**Amendments:** An active permit can be amended for the following reasons:

- Power unit VIN or license plate
- Trailer unit license plate
- Addition/removal of configurations or trailers.
- Any weights and/or dimensions

A trip permit **cannot** be amended for the following:

- To alter the load description, including revising the year, make, model or serial number.
- Change permit type.
- Motor carrier name and address.

### **Fees:**

Permit Fee: Monthly: \$60.00 / Annual: 360.00

Amendment Fee: \$15.00

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**Type 8 – Oversize Snow Plow Equipment for Private Contractors**

Authorizes the movement of over width snow plow equipment for private contractors during “snow months” (October 15 through April 15). This permit is valid on State highways within a 25 air mile radius of the municipality in which the contractor’s business is located. Self propelled construction vehicles such as front end loaders, graders, gradalls, or backhoes are not eligible for this permit.

**Limits:**

12’0” Wide  
40’0” Long  
13’6” High  
Legal Weight as defined by Section 385 of the Vehicle and Traffic Law.

**Valid For:** October 15 to April 15.

**Amendments:** An active permit can be amended for the following reasons:

- Power unit VIN or license plate
- Any weights and/or dimensions

An active permit **cannot** be amended for the following:

- Change permit type
- Change permit effective dates
- Change carrier USDOT number
- Radius Point

**Special Requirements:**

- 18” x 18” flags.
- Flashing amber lights on roof.
- Reflectors on extreme ends of plows.
- Continuous travel authorized.

**Fees:**

Permit Fee: \$90.00  
Amendment Fee: \$15.00

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**Type 9 – Special Vehicle Combinations**

A **special vehicle combination permit** means a permit authorizing movement on State highways of:

- (a) Two or three vehicle combinations, (Steel Haulers), consisting of a tractor semi trailer or tractor semi trailer and trailer for specifically transporting steel, not to exceed length, height, and width as prescribed by the Vehicle and Traffic Law and up to 140,000 pounds maximum gross vehicle weight limited to approved routes listed on the permit. Permits shall only cover the transportation over approved routes to or from Pennsylvania and Canada.
- (b) Stinger-steered automobile transporters not to exceed 75 feet, not including a bumper overhang of not more than a total of seven feet, exclusive of an overhang of not more than three feet on the front and four feet on the rear of the vehicle and within 14 feet 6 inches in height, within width and weight limits indicated in the Vehicle and Traffic Law. Limited to approved routes as indicated on the permit, not to exceed seven miles from the State border, for the purpose of transporting vehicles to a distribution center.

**Limits:**

Width – Legal as per NYS Vehicle and Traffic Regulations

Length - As per allowable combinations (See *Special requirements section*)

Height – 13’ 6”

Weight – As per allowable combinations (See *Special requirements section*)

**Valid For:** up to 1 year

**Amendments:** An active permit can be amended for the following reasons:

- Power unit VIN or license plate
- Trailer unit VIN or license plate
- Addition/removal of configurations or trailers
- Any weights and/or dimensions

An active permit **cannot** be amended for the following:

- Change permit type.
- Change permit effective dates
- Change carrier USDOT number

**Continued to next page**

**Special Requirements: For Type 9 Steel Haulers**

**AXLE WEIGHTS AND SPACINGS**

Axles less than 46" apart shall be considered as one axle.

Axle spacing measurements are made from center to center of axle.

**MAXIMUM AXLE & GROUPING WEIGHTS**  
(FOR ALL COMBINATIONS)

**AXLE & GROUPING SPACING**  
MIN. BETWEEN AXLES      MAX. WITHIN GROUPING

STEERING AXLE	-	15,000 LBS.		
SINGLE AXLE	-	25,000 LBS.		
TANDEM AXLE	-	45,000 LBS.	46 INCHES.....	10 FEET
TRIDEM AXL	-	55,000 LBS.	46 INCHES.....	12 FEET
QUAD AXLE	-	60,000 LBS.	46 INCHES.....	16 FEET

**MAXIMUM GROSS VEHICLE WEIGHTS ALLOWED**

- 100,000 lbs. for 5 axle minimum combinations
  - 112,000 lbs. for 6 axle minimum combinations
  - 124,500 lbs. for 7 axle minimum combinations
  - 130,000 lbs. for 8 axle minimum combinations
  - 134,500 lbs. for 8 axle minimum (\*DOUBLE BOTTOM COMBINATION ONLY)
  - 140,000 lbs. for 8 axle minimum (\*DOUBLE BOTTOM COMBINATION ONLY)
- (For Double Bottom combinations, maximum trailer length is 28.5 feet)

\* When using Doubles, heaviest portion of load shall be on the Front / First trailer combined with the power unit

**MAXIMUM TRAILER LENGTHS**

- SINGLE - 48 FT. MAX.
- DOUBLES - 28 FT 6 INCHES MAX. EACH TRAILER
- TRIPLES - NOT ALLOWED

1. Tandem Trailer combinations in which neither trailing unit exceeds 28’ 6” in length are restricted to the Designated Qualifying and Access Highway System.
2. 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 the items are not stacked to create a height exceeding thirteen feet six inches ( 13' 6" ) measured from the bottom of the tires to top of load; or loaded side-by-side to exceed a width of eight feet six inches ( 8' 6" ); or loaded end-to-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
3. Permit is Valid ONLY on specified pre-determined attached Steel Hauler Routes
4. Bill of Lading must indicate travel to or through Ontario / Pennsylvania to reach the original point of Origin / Destination.
5. Visit the New York State Department of Transportation’s Federated website: [www.nypermits.org](http://www.nypermits.org) for current construction restrictions and the Posted Bridge map link.

**Fees:**

Permit Fee: Weekly \$100.00 / Monthly \$200.00 / Annual \$500.00  
 Amendment Fee: \$15.00

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**Type 10 – Bulk Milk Permit**

Authorizes the transport of bulk milk . Vehicle(s) and load must be of legal dimension(s) and the all axle, grouping and gross weights must be within 125% of legal limits as specified in the New York State Vehicle and Traffic Law, Section 385 subsections 8, 9 and 10.

**Limits:**

8'6" Wide

65'0" Long

13'6" High

125% (x1.25) of legal weight, including axle and grouping weights. Maximum gross weight shall not exceed 100,000 pounds

**Valid For:** A minimum of one month up to a maximum of one year.

**Amendments:** An active permit can be amended for the following reasons:

- Power unit VIN or license plate
- Trailer unit VIN or license plate
- Addition/removal of configurations or trailers
- Any weights and/or dimensions

An active permit **cannot** be amended for the following:

- Change permit type.
- Change permit effective dates
- Change carrier USDOT number

**Fees:**

Permit Fee: Monthly: \$60.00 / Annual: \$360.00

Amendment Fee: \$15.00

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**Type 11 – 100 Air Mile Radius Permit**



Authorizes the movement of a specified vehicles or loads on state routes within a 100 air mile radius of the boundaries of the municipality in which the business of the applicant is located. Permit is valid for routes within New York State only.

**Limits:**

12'0" Wide

79'11" Long (85' may be issued for specific vehicles on selected approved routes)

13'6" High

135% (x1.35) of legal gross weight and 125% (x1.25) of legal axle / grouping weights.

108,000 pound maximum gross weight

**Valid For:** A minimum of one month up to a maximum of one year.

**Amendments:** An active permit can be amended for the following reasons:

- Power unit VIN or license plate
- Trailer unit VIN or license plate
- Addition/removal of configurations or trailers
- Any weights and/or dimensions.

An active permit **cannot** be amended for the following:

- Change permit type.
- Change permit effective dates
- Change carrier USDOT number
- Radius point

**Fees:**

Permit Fee: Monthly: \$60.00 / Annual: \$360.00

Amendment Fee: \$15.00

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**Type 12 – Sealed Container Permit**

Authorizes the movement of a sealed shipping container at weights exceeding legal weight as defined by Subsection 10 of Section 385 of the Vehicle and Traffic Law. Permits may be issued on a trip, monthly, or annual basis. A “round trip” authorizes the movement of an oversize and/or overweight vehicle from one specific place to another and return hauling the same load or unladen (For trip permits only).

A sealed containerized load is a freight container as defined by the International Standards Organization, Series 1, Freight Containers – Classification, dimensions, and ratings, ISO668-1998[E]

**Limits:**

8’6” Wide

65’0” Long (If traveling on exclusively Qualifying & Access highways there is no maximum length; however trailer cannot exceed 53’0”)

13’6” High

125 % (x1.25) of legal Gross weight as defined by Subsection 10 of Section 385 of the Vehicle and Traffic Law or a maximum Gross weight of 100,000 pounds.

**Valid For:** 5 Permissible Hauling Days (Trip Permit) or a minimum of one month up to a maximum of one year (Monthly/Annual Permits)

**Amendments:** An active permit can be amended for the following reasons:

- Power unit VIN or license plate.
- Trailer unit VIN license plate
- Addition/removal of configurations or trailers
- Dates of movement – Can be extended one time up to an additional 5 permissible hauling days. (Trip permits only)
- Any dimensions
- Any weights (Monthly/annual permits only)

A trip permit **cannot** be amended for the following:

- Change permit type.
- Change permit effective dates (Monthly/annual permits only)
- Change carrier USDOT number

**Fees:**

Permit Fee: Trip: \$40.00 / Monthly: \$250.00 / Annual: \$750.00

Amendment: Trip: \$10.00 Monthly/Annual: \$15.00

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**Type 12 - Permit Requirements**

1. A sealed containerized load, being moved via truck or trucks and rail in conjunction with a maritime shipment, shall be treated as a “nondivisible” load when:
  - a. The sealed container does not transport hazardous waste, hazardous materials, municipal solid waste, or construction demolition debris. Exceptions are for materials packaged as provided in 49 CFR Part 172.101 Hazardous Material Table are allowed; and
  - b. The sealed container is being moved to or from a maritime port for shipment to a foreign country by a vehicle qualified to do under the provisions of this rule:

- i. From a maritime port to a destination point; or
    - ii. From a maritime port to a railroad facility for movement to a destination point; or
    - iii. From the point of origin to a maritime port; or
    - iv. From the point of origin to a railroad facility for movement to a maritime port; and
  - c. The container retains the original unbroken seal or a replacement U.S. Customs seal throughout its transit until reaching its point of destination.
2. Unless at least one of the conditions in 2(b) above is met, no sealed containerized load movements will be permitted under this rule for overweight loads moved by truck or truck and rail from one point to another within the state or from a point within the state to a point in another state.
3. Required on-board documents:
  - a. The operators of vehicles transporting sealed containerized loads under the provisions of permits issued pursuant to this rule shall at all time have on board and under their control and available for inspection at least one of the following documents:
    - i. A short form master bill of lading;
    - ii. A copy of an electronically transmitted way bill or;
    - iii. A completed U.S. Customs Service Authority to move (Form 75-12) valid for the permitted load.
  - b. The document(s) required shall include the following readily available information:
    - i. Consignor
    - ii. Point of origin
    - iii. Consignee
    - iv. Point of destination: and
    - v. Either the number of the packer's cargo seal or the number of the U.S. Customs seal and;
    - vi. A statement that the load being transported does not contain any hazardous material.
  - c. The document(s) required shall be in the form of a hard copy having a signature on each document authenticating the document or a certification signed and dated by an authorized agent of the permit holder stating that the attached documents are authentic. The required document(s) may be either originals or copies. Original documents shall bear original signatures and copies shall bear original signatures unless they bear a copy of a signature made before copying.
4. No straight trucks: Because of the nature of the load to be carried and the potential for increased wear to the highway from vehicles so loaded, no straight truck shall be eligible for a permit to be issued pursuant to this rule.
5. Trip Permits: When ordering a trip permit to transport sealed containerized loads, the hauler must furnish all relevant details on the proposed move. In addition to the normal permit information, the following will be required:
  - a. Either the number of the packer's cargo seal or the number of the U.S. Customs seal
  - b. An affidavit providing:
    - i. A reasonable description of the contents of the sealed containerized load to be moved under the requested trip permit.
    - ii. A statement that movements under the requested trip permit will not contain any hazardous material, municipal solid waste, or construction demolition debris.
    - iii. A statement that the sealed containerized loads to be moved under the requested trip permit will involve domestic maritime movements, international maritime movements, or both.
6. Monthly/Annual Permits: When requesting a monthly/annual permit, the applicant shall furnish all relevant details of the proposed moves. In addition to the normal permit information, an affidavit will be required providing:
  - a. A reasonable description of the probable cargo uses to be made of the sealed containers to be moved under the requested permit.
  - b. A statement that movements under the requested permit will not contain any hazardous material as defined in (1) (a) of this rule, or municipal solid waste or construction demolition debris.
  - c. A statement that the sealed containerized loads to be moved under the requested multi-trip permit will involve international maritime movements.
7. Number of Axles: All vehicles shall have a minimum of five full time, load bearing axles.
8. Outer Bridge Length: All vehicles shall have an outer bridge length of 51'0" or greater (the outer bridge length, as being the distance between the first and last axle of the vehicle or combination of vehicles, measured longitudinally to the nearest foot).

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**Type 15 – 16 Foot Manufactured Home**

Authorizes the movement of Manufactured or Modular home units, greater than 14'0" wide but not greater than 16'0" wide inclusive of eave overhangs, from one specific place to another by approved routes. A "round trip" authorizes the movement of the unit or the unladen trailer to the original point of origin using the original routes.

**Limits:**

14'1" to 16'0" Wide  
160'0" Long  
14'6" High  
80,000 Lbs (Cannot exceed legal weights, including axle groupings)

**Valid For:** 5 Permissible Hauling Days

**Amendments:** An active trip permit can be amended for the following reasons (A permit can only be amended one time):

- Power unit VIN or license plate
- Trailer unit license plate
- Dates of movement – Can be extended one time up to an additional 5 permissible hauling days.
- Any dimensions (if route does not have to be modified)

This permit **cannot** be amended for the following:

- To alter the load description
- Change permit type.
- Change carrier USDOT number
- Axle weights and/or spacings
- Routes

**Fees:**

Permit Fee: \$40.00  
Amendment Fee: \$10.00

**Bonding:**

- A surety bond of \$25,000.00 per company must also be on file at the Central Permit Office.

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**Type 24 – Blanket Permit**

Authorizes the movement of a specified vehicles or loads on New York State highways with 20' or more of pavement width.

**Limits:**

12'0" Wide  
79'11" Long  
13'6" High  
117,000 lbs. (Based on total number of axles)

**Valid For:** A minimum of one month (Type 24A, 24D only) up to a maximum of one year.

**Type 24A:** Must have at least 5 axles. Max Permitted Weight: 102,000 lbs. Steer: 22,400 lbs. Single: 25,000 lbs. Tandem: 47,000 lbs. Tridem: 57,000 lbs. Quad: 62,000 lbs.

**Type 24B:** Must have at least 6 axles. Max Permitted weight: 107,000 lbs. Steer: 22,400 lbs. Single: 25,000 lbs. Tandem: 48,000 lbs. Tridem: 58,000 lbs. Quad: 63,000 lbs.

**Type 24C:** Must have at least 7 axles. Max Permitted weight: 117,000 lbs. Steer: 13,000 lbs. Single: 18,000 lbs. Tandem: 42,000 lbs. Tridem: 54,000 lbs. Quad: 63,000 lbs. No axle is to carry less than 80% of any other axle within an axle group

**Type 24D:** Must have at least 3 axles. Max Permitted Weight: 97,400 lbs. Steer: 22,400 lbs. Single: 25,000 lbs. Tandem: 47,000 lbs. Tridem: 57,000 lbs.

**Amendments:** An active permit can be amended for the following reasons:

- Power unit VIN or license plate
- Trailer unit VIN license plate
- Addition/removal of configurations or trailers
- Any weights and/or dimensions

An active permit **cannot** be amended for the following:

- Change permit type.
- Change permit effective dates
- Change carrier USDOT number

**Fees:**

24A/24D: Permit Fee: Monthly: \$60.00 / Annual: \$360.00

24B: Permit Fee: \$750

24C: Permit Fee: \$900

Amendment Fee: \$15.00

**SUGGESTED PRE-TRIP CHECKS PRIOR TO moving an  
Over-dimensional load under a NYSDOT  
SPECIAL HAULING PERMIT**

The following are suggested items to check prior to moving the load. While reviewing these items as part of a pre-trip inspection does not guarantee that you will not experience any permit violations, we strongly urge you to implement a program to review the permit against the vehicle and load before moving the load. Please feel free to share this information

with your staff, drivers, route survey companies and certified escorts. These suggestions will be revised periodically as necessary.

**Conduct a formal pre-departure check of the vehicle and load against the permit to be certain they match exactly. In the event there are any discrepancies, do not move the load until you either obtain an amendment or a new permit:**

(Title 17, NYCRR, Subpart 154-1.7, Identification of Vehicle and Load)

- |  |  |
|--|--|
| <input type="checkbox"/> Plate number of power unit matches permit   | <input type="checkbox"/> Number of axles used matches permit                 |
| <input type="checkbox"/> Plate number of trailer unit matches permit | <input type="checkbox"/> Axle spacings match permit                          |
| <input type="checkbox"/> Height of load matches permit               | <input type="checkbox"/> Tire load weight ratings match permit               |
| <input type="checkbox"/> Width of load matches permit                | <input type="checkbox"/> Other special requirements as noted on permit       |
| <input type="checkbox"/> Length of load matches permit               | <input type="checkbox"/> County or municipal permit(s) obtained, if required |
| <input type="checkbox"/> Weight of load matches permit               | <input type="checkbox"/> NYS Thruway permit obtained, if required            |
| <input type="checkbox"/> Registration of vehicle matches permit      | <input type="checkbox"/> Bridge Authority permit obtained, if required       |
| <input type="checkbox"/> Registered weight matches NYS H.U.T. permit |  |

**If required to have one or more certified escorts accompany the load:**

- The operator of the load and the escorts has met prior to departing to review the permit for any special requirements or instructions. (New York State Certified Escort Manual, VIII. Proper Escort Procedures, 1. Before the Trip Begins)
- Escort driver has ensured the permitted load has proper signage, lighting, flags and meets the special requirements designated on the permit BEFORE escorting. **If the permitted load is not in conformance with the permit, the escort vehicle is not to escort until all requirements have been met.** (New York State Certified Escort Manual, VIII. Proper Escort Procedures, 1. Before the Trip Begins)
- The escort driver(s) have New York State certification and that the certificate has not expired. (New York State Certified Escort Manual, V. (A) Hauling Permit Travel Regulations Governing the Movement of Over-dimensional Loads, 16. Escort Driver Certification Required)
- Escort vehicle(s) are properly equipped. (New York State Certified Escort Manual, VII. Escort Vehicles, 2. Mandatory Equipment)

**General requirements for all permitted loads:**

- The routes of travel as shown on the permit are to be used with NO EXCEPTIONS. (New York State Certified Escort Manual, V. (A) Hauling Permit Travel Regulations Governing the Movement of Over-dimensional Loads, 17. Operational Provisions, p))
- The correct warning sign bearing the legend, "OVERSIZE LOAD" is being used, is of the proper color and dimensions and is properly mounted. (New York State Certified Escort Manual, V. (A) Hauling Permit Travel Regulations Governing the Movement of Over-dimensional Loads, 12. Warning Signs, a) – e))
- Flags of the correct dimensions, mounted on staffs and securely fastened to the vehicle or load are used. (New York State Certified Escort Manual, V. (A) Hauling Permit Travel Regulations Governing the Movement of Over-dimensional Loads, 7. Flags, a) – c))
- The required warning lamps are being used and are operational. (New York State Certified Escort Manual, V. (A) Hauling Permit Travel Regulations Governing the Movement of Over-dimensional Loads, 10. Warning Lights for Permitted Loads)
- Load is properly secured with the appropriate number of tiedowns and that there are no defects in chains, tiedowns, etc. (FMCSR Subpart I – Protection Against Shifting and Falling Cargo, Section 393.100)

You are urged to read and become familiar with the various laws rules and regulations that govern the movement of over dimensional loads in New York State. The following resources can be found on our website, [www.nypermits.org](http://www.nypermits.org) under the tab labeled, "Laws, Rules, Regulations": Federal Motor Carrier Safety Regulations contained in Title 49 Code of Federal Regulations (CFR); the Vehicle and Traffic Law of the State of New York, Title 3, Article 10, Section 385, entitled "Dimensions and Weights of Vehicles"; Title 17, NYCRR, Subpart 154-1 entitled "Non-divisible Load Permits", and the New York State Certified Escort Manual.

**STATE OF NEW YORK  
DEPARTMENT OF TRANSPORTATION  
CENTRAL PERMIT OFFICE  
50 Wolf Road, 1st Floor, Albany, New York 12232**

**GUIDELINES FOR SPECIAL HAULING PERMIT REQUIREMENTS**

(Special Requirements indicated on permit issued may be different than guidelines below based on engineering judgment, weights, and specific highway geometry)

<b>WIDTH</b>	<b>REQUIREMENTS</b>
8'-7" TO 12'-0"	<ul style="list-style-type: none"> <li>- 18" x 18" RED OR ORANGE FLOURESCENT FLAGS ON STAFFS AT ALL CORNERS AT THE EXTREMITIES OF THE LOAD OR TRAILER</li> <li>- SIGN ATTACHED TO THE FRONT AND REAR OF THE VEHICLE</li> <li>- POWER UNIT TO HAVE A MINIMUM OF ONE AMBER LIGHT LOCATED ON TOP OF THE VEHICLE AND VISIBLE IN A 360 DEGREE RADIUS</li> </ul>
12'-1" TO 13'-11"	<p><b>IN ADDITION TO THE ABOVE:</b></p> <ul style="list-style-type: none"> <li>- CERTIFIED ESCORT VEHICLE TO PRECEDE ON TWO-LANE HIGHWAYS</li> <li>- CERTIFIED ESCORT VEHICLE TO FOLLOW ON HIGHWAY OF MORE THAN TWO LANES</li> <li>- CERTIFIED ESCORT VEHICLE SHALL DISPLAY WARNING SIGNS, OPERATIONAL BARLIGHT ON ROOF, HEADLIGHTS &amp; OTHER EXTERNAL LIGHTS SHALL BE TURNED ON</li> </ul>
14'-0" TO 15'-11"	<p><b>IN ADDITION TO THE ABOVE:</b></p> <ul style="list-style-type: none"> <li>- NO TRAVEL BUSINESS DISTRICTS BETWEEN 7-9 AM AND 4-6 PM</li> </ul>
14'-1" OR GREATER	<ul style="list-style-type: none"> <li>- FRONT AND REAR CERTIFIED ESCORT VEHICLES REQUIRED ON ALL ROUTES FOR MOBILE/MANUFACTURED HOMES OR MODULAR BUILDING UNITS</li> <li>- <b>ROUTE SURVEY REQUIRED</b> FOR MOBILE/MANUFACTURED HOMES OR MODULAR BUILDING UNITS</li> </ul>
16'-0"	<p><b>IN ADDITION TO THE ABOVE:</b></p> <ul style="list-style-type: none"> <li>- <b>ROUTE SURVEY REQUIRED</b></li> <li>- FRONT AND REAR CERTIFIED ESCORT VEHICLES ON ALL ROUTES</li> <li>- NO TRAVEL NEW YORK STATE BETWEEN 7-9 AM AND 4-6 PM</li> </ul>
OVER 16'-0"	<p><b>IN ADDITION TO THE ABOVE:</b></p> <ul style="list-style-type: none"> <li>- TWO CERTIFIED ESCORT VEHICLES TO PRECEDE THE PERMITTED LOAD ON TWO-LANE HIGHWAYS</li> </ul>
18' OR GREATER	<p><b>IN ADDITION TO THE ABOVE:</b></p> <ul style="list-style-type: none"> <li>- TWO CERTIFIED ESCORT VEHICLES TO PRECEDE THE PERMITTED LOAD ON FOUR LANE HIGHWAYS</li> </ul>
<b>LENGTH</b>	<b>REQUIREMENTS</b>
65'-1" TO 79'-11"	<ul style="list-style-type: none"> <li>- 18" x 18" RED OR ORANGE FLOURESCENT FLAGS ON STAFFS AT ALL CORNERS AT THE EXTREMITIES OF THE LOAD OR TRAILER</li> <li>- WARNING SIGN ATTACHED TO THE FRONT AND REAR OF THE VEHICLE</li> </ul>
80'-0" TO 89'-11"	<p><b>IN ADDITION TO THE ABOVE:</b></p> <ul style="list-style-type: none"> <li>- CERTIFIED ESCORT VEHICLE TO PRECEDE ON TWO-LANE HIGHWAYS</li> <li>- CERTIFIED ESCORT VEHICLE TO FOLLOW ON HIGHWAYS OF MORE THAN TWO LANES</li> <li>- CERTIFIED ESCORT VEHICLE SHALL DISPLAY WARNING SIGNS, OPERATIONAL BARLIGHT ON ROOF, HEADLIGHTS AND OTHER EXTERNAL LIGHTS SHALL BE TURNED ON</li> </ul>
90'-0" TO 99'-11"	<p><b>IN ADDITION TO THE ABOVE:</b></p> <ul style="list-style-type: none"> <li>- NO TRAVEL BUSINESS DISTRICTS BETWEEN 7-9 AM AND 4-6 PM</li> </ul>
100' OR GREATER	<p><b>IN ADDITION TO THE ABOVE:</b></p> <ul style="list-style-type: none"> <li>- <b>ROUTE SURVEY REQUIRED</b></li> <li>- NO TRAVEL NEW YORK STATE BETWEEN 7-9 AM AND 4-6 PM</li> <li>- FRONT AND REAR CERTIFIED ESCORT VEHICLES ON ALL ROUTES</li> <li>- TWO CERTIFIED ESCORT VEHICLES TO PRECEDE THE PERMITTED LOAD ON TWO-LANE HIGHWAY</li> </ul>
160' OR GREATER	<p><b>IN ADDITION TO THE ABOVE:</b></p> <ul style="list-style-type: none"> <li>- TWO CERTIFIED ESCORT VEHICLES TO PRECEDE THE PERMITTED LOAD ON ALL HIGHWAYS, EXCEPT WHEN APPROVED ROUTES ARE INTERSTATE HIGHWAYS ONLY</li> </ul>

**Continued on reverse side**

**HEIGHT**

**REQUIREMENTS**

13'-7" TO 13'-11"

- WARNING SIGN ATTACHED TO THE FRONT & REAR OF THE VEHICLE
- POWER UNIT TO HAVE A MINIMUM OF ONE AMBER LIGHT LOCATED ON TOP OF THE VEHICLE AND VISIBLE IN A 360 DEGREE RADIUS

14'-0" AND OVER

**IN ADDITION TO THE ABOVE:**

- **ROUTE SURVEY REQUIRED**
- CERTIFIED ESCORT VEHICLE TO PRECEDE WITH HEIGHT POLE
- CERTIFIED ESCORT VEHICLE SHALL DISPLAY WARNING SIGNS, OPERATIONAL BARLIGHT ON ROOF, HEADLIGHTS & OTHER EXTERNAL LIGHTS SHALL BE TURNED ON
- NO TRAVEL BUSINESS DISTRICTS BETWEEN 7-9 AM AND 4-6 PM

15'-0" AND OVER

- NO TRAVEL NEW YORK STATE BETWEEN 7-9 AM AND 4-6 PM

**OVERHANG**

**REQUIREMENTS**

4'-0" OR GREATER

- 18" x 18" RED OR ORANGE FLOURESCENT FLAGS ON STAFF ON END OF LOAD
- TWO FLAGS REQUIRED ON STAFFS AT THE EXTREMITIES OF THE OVERHANG IF WIDTH OF OVERHANG IS MORE THAN 2 FEET

GREATER THAN 10'

- CERTIFIED ESCORT VEHICLE TO FOLLOW WHEN REAR OVERHANG IS GREATER THAN 10 FEET
- REAR OVERHANG MAY NOT EXCEED 1/3 OF THE LENGTH OF THE LOAD, 2/3 OF WHICH MUST REST UPON TRUCK OR TRAILER BED
- CERTIFIED ESCORT VEHICLE TO PRECEDE WHEN FRONT OVERHANG IS GREATER THAN 10 FEET

GREATER THAN 15'

- SELF PROPELLED CRANES REQUIRE AN ESCORT VEHICLE TO FOLLOW
- FRONT OVERHANG MAY NOT EXCEED 15 FEET

**SPEED REQUIREMENTS**

IF PERMIT VEHICLE CANNOT MAINTAIN NORMAL HIGHWAY SPEEDS, DEFINED AS WITHIN 20 MPH OF POSTED OR STATUTORY SPEED, A CERTIFIED ESCORT VEHICLE TO FOLLOW ON ROUTE. WHEN PERMIT VEHICLE IS REQUIRED TO TRAVEL AT LESS THAN 5 MPH OVER BRIDGES OR CULVERTS, A CERTIFIED ESCORT VEHICLE IS REQUIRED TO FOLLOW OVER BRIDGE OR CULVERT. **\*SEE POLICY MANUAL FOR REQUIREMENTS FOR SELF PROPELLED CRANES.\***

**POLICE ESCORT REQUIREMENTS**

- A. WHENEVER A VEHICLE/LOAD MUST CROSS THE CENTER LINE OF A BRIDGE OR HIGHWAY.
- B. WHENEVER A VEHICLE/LOAD MUST TRAVEL THE WRONG WAY ON A ONE WAY STREET OR RAMP.
- C. WIDTH OF VEHICLE/LOAD IS GREATER THAN 16 FEET.
- D. VEHICLE/LOAD LENGTH IS GREATER THAN 160 FEET
- E. VEHICLE/LOAD HEIGHT IS 16 FEET OR GREATER.
- F. VEHICLE AND LOAD WEIGHT IS 200,000 POUNDS OR GREATER.
- G. ALL NIGHT MOVES, EXCEPT MOVES IN NYSDOT REGIONS 10 AND 8

**BOND REQUIREMENTS**

MINIMUM OF \$10,000 SURETY BOND (EXACT AMOUNT TO BE DETERMINED AT TIME OF APPLICATION) ON FILE WITH THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION PRIOR TO ISSUANCE OF SPECIAL HAULING PERMIT FOR THE FOLLOWING SIZE AND WEIGHTS:

- WIDTH OF VEHICLE/LOAD OF 16 FEET OR GREATER
- HEIGHT OF VEHICLE/LOAD OF 16 FEET OR GREATER
- WEIGHT OF 200,000 POUNDS OR GREATER

MINIMUM \$25,000 SURETY BOND, PER COMPANY (NOT PER MOVE), ON FILE FOR MOBILE/MANUFACTURED HOUSING OR MODULAR BUILDING UNITS GREATER THAN 14 FEET WIDE

**NOTES**

1. LIGHTING ON THE TOWING VEHICLE MUST BE IN CONFORMANCE WITH THE NEW YORK CODE OF RULES AND REGULATIONS, TITLE 17, PART 154-1.15 "WARNING LAMP REQUIREMENTS."
  - TOWING VEHICLE MUST HAVE THE MINIMUM OF ONE AMBER REVOLVING LIGHT (MINIMUM 6 INCHES, BUT NO MORE THAN 9 INCHES, IN DIAMETER) LOCATED ON TOP OF THE VEHICLE VISIBLE IN A 360 DEGREE RADIUS
  - WHEN TANDEM DRIVE AXLE POWER UNITS ARE TOWING MANUFACTURED HOMES, 2 CERTIFIED ESCORT VEHICLES WILL BE REQUIRED WHEN THE COMBINATION UNIT EXCEEDS 105 FEET IN TOTAL LENGTH INSTEAD OF 100 FEET FOR A SINGLE DRIVE AXLE.
2. THE REQUIREMENTS SHOWN ON THIS FORM ARE ONLY GUIDELINES. ACTUAL SPECIAL REQUIREMENTS WILL DEPEND ON THE HIGHWAY GEOMETRY, SIZE AND WEIGHT OF THE LOAD AND THE LOCATION OF THE MOVEMENT.
3. FOR MANUFACTURED HOUSING REQUIREMENTS SEE ADDITIONAL REQUIREMENTS OF PART 154-1 OF TITLE 17 OF THE NEW YORK CODE OF RULES AND REGULATION