

**Oregon Special Transportation Permit Application (Mobile / Modular)  
Application Instructions**

**SECTION 1 - CARRIER AND VEHICLE INFORMATION**

**CARRIER NAME** - enter the name of the company or individual to whom the permit will be issued. This name must match the name associated with the MCTD ACCOUNT NUMBER. The vehicle must be registered to the permittee shown in this field.

**MAILING ADDRESS** - enter the mailing address for the permittee. **CITY STATE ZIP** - enter the City, State, and ZIP Code for the permittee.

**MCTD ACCOUNT NUMBER** - Enter your MCTD Account Number. If you do not know your number, or do not yet have a number, contact the MCTD Registration Unit at 503-378-6699 to obtain one, as well as obtain information on Oregon tax and registration requirements.

**HOSTFAX / FAX NUMBER** - enter the FAX number of Hostfax number (if your company has one) where the completed permit should be sent to. If you want the permit sent to a DMV or the Jantzen Beach Port of Entry in Portland, please indicate that in this field.

**CONTACT NAME - CONTACT PHONE NUMBER** - enter the contact name and phone number, should we have any questions about the application.

**TODAY'S DATE** - enter today's date.

**MOVE REQUEST DATE** - enter the date the permit is to begin. Single-trip permits are normally effective for 10 days, but may be less due to construction, maintenance, or other special provisions.

**REQUEST SUBMITTED BY** - indicate whether the request is submitted by the carrier, or by a permit service. If a permit service, please indicate the **NAME OF PERMIT SERVICE**.

**LICENSE PLATE NUMBER** - enter the license plate number of the power unit(s) only. Complete the **STATE, YEAR, MAKE, and COMPLETE VIN** fields as well. Use additional paper if more than 3 power units are requested. We do not require license plate information for the trailer or other hauling equipment.

**VEHICLE EQUIPMENT LIST ATTACHED** - check this box if an equipment list will be attached to the permit, as opposed to declaring license plate number(s) and other truck information.

**CARRIER HAS OPTION OF VEHICLES LISTED ABOVE** - check this box if requesting the option to use one of multiple trucks on a single-trip permit.

**# VEHICLES** - enter the number of power units being permitted, if more than 1.

**# TRIPS** - enter the number of trips being made by each power unit being permitted, if more than 1.

### **SECTION 2A – MOBILE UNIT DIMENSIONS**

[Note: use this section if towing a mobile unit only. If hauling a modular unit, fill out Section 2B only.]

**UNIT LENGTH** - enter the length of the mobile unit, including the tongue.

**BASE WIDTH** - enter the base width of the mobile unit.

**EAVE WIDTH** - enter the eave width of the mobile unit.

**OVERALL WIDTH** - enter the overall width of the mobile unit, the sum of the base width + eave width.

**TRAVEL HEIGHT** - enter the height of the load, measured at the highest point, loaded on the trailer and ready for transport.

**OVERALL LENGTH** - enter the overall length of the hauling equipment.

**UNIT SERIAL NUMBER** - enter the serial number of the mobile unit.

**BUILDING / LAND USE PERMIT NUMBER** - enter the building or land use permit number. This is only required if delivering to certain county jurisdictions, such as Benton, Clackamas, Lane, or Linn County.

**DESCRIPTION OF VEHICLE(S)** - enter a description of the hauling equipment being used, i.e.: toter / mobile unit.

### **SECTION 2B – MODULAR UNIT DIMENSIONS**

[Note: use this section if hauling a modular unit only. If towing a mobile unit, fill out Section 2A only.]

**UNIT LENGTH** - enter the length of the mobile unit, including the tongue.

**BASE WIDTH** - enter the base width of the modular unit.

**EAVE WIDTH** - enter the eave width of the modular unit.

**OVERALL WIDTH** - enter the overall width of the modular unit, the sum of the base width + eave width.

**TRAVEL HEIGHT** - enter the height of the load, measured at the highest point, loaded on the trailer and ready for transport.

**OVERALL LENGTH** - enter the overall length of the hauling equipment.

**UNIT SERIAL NUMBER** - enter the serial number of the mobile unit.

**BUILDING / LAND USE PERMIT NUMBER** - enter the building or land use permit number. This is only required if delivering to certain county jurisdictions, such as Benton, Clackamas, Lane, or Linn County.

**DESCRIPTION OF VEHICLE(S)** - enter a description of the hauling equipment being used, i.e.: truck tractor / semitrailer.

**TRAILER LENGTH** - enter the trailer length, not including other hauling equipment such as booster axles and dollies. Trailers exceeding 53' in length may be permitted on a case-by-case basis. If the trailer length cannot be reduced in size, check the FIXED box. If the trailer is a telescoping stretch trailer, check the STRETCH box.

### **SECTION 3 - PROPOSED ROUTE**

**STARTING LOCATION** - enter the specific starting location of the laden move, such as an address, intersection, or border location. Include the nearest city or town. This information is required to process permit.

**ENDING LOCATION** - enter the ending location of the laden move, such as an address, intersection, or border location. Include the nearest city or town. This information is required to process permit.

**ROUTE** - enter the route you wish to travel, including all state highways and county roads. In some cases, several routes may be available. The requested route may be restricted due to height, width, length, weight, or a combination of dimensions, and a different route may be suggested by MCTD staff.

### **SECTION 4 - FOR ODOT USE ONLY**

Please leave this section blank.