

OREGON SPECIAL TRANSPORTATION PERMIT APPLICATION INSTRUCTIONS

The following instructions correspond with the numbered boxes on the Special Transportation Permit Application. Complete numbered fields as applicable. Permits will not be issued for oversize loads caused by items loaded side by side, end to end, overlapping, or stacked one on top of another except when authorized by statute. If load height exceeds 15 feet or the route involves county roads, allow additional time for processing. Contact our office at (503) 373-0000 or (800) 336-3602 if you have any questions on completing the permit application.

1. **CARRIER FILE #:** Enter your Oregon Tax File Number, if applicable. Contact the MCTB Registration Unit at (503) 378-6699 for information on Oregon tax and registration requirements.
2. **RECEIVE PERMIT:** Check the appropriate box: Mail, to receive permits by mail; Fax, to receive permits by fax (qualified hostfax uses only); or Transmit, to receive a permit at a Port of Entry, DMV or Highway office.
3. **LOCATION:** Enter the name of the location where the permit is to be sent. Permits may be transmitted to Oregon Port of Entry offices, selected DMV offices, or established Permit Service offices. Or, enter your Hostfax number to have the permit sent directly to your office (qualified Hostfax members only).
4. **PERMITTEE NAME:** Enter the name of the Company or individual to whom the permit will be issued. The vehicle must be registered or leased to the permittee shown in this field. **MAILING ADDRESS:** Enter the mailing address for the permittee. **CITY STATE ZIP:** Enter the city, state and postal zip code for the permittee.
5. **DATE of ISSUE:** Enter today's date.
6. **HOUR:** Enter the time you are applying for the permit.
7. **EFFECTIVE DATE:** Enter the date the permit is to begin. Single trip permits are issued for a single move in a 10 day period unless otherwise requested on this application, complete fields (36) and (37). Annual permits are issued for a year from the effective date. Limited duration permits may be issued for 30 days. Vehicle information must be specified on limited duration permits. Contact our office if you have questions regarding the duration of a permit.
8. **EXPIRATION DATE:** Enter the date the permit will expire, either 10 days, 30 days, or one year inclusive of the issue date.
9. **COMMODITY:** Enter the specific commodity being transported such as Mobile Home, Dozer or Poles, etc.
10. **LOAD LENGTH:** Enter the length of the load being transported measured from extreme end to end at the longest point.
11. **LOAD WIDTH:** Enter the extreme width of the load measured at the widest points.
12. **TRAVEL HEIGHT:** The height of the load, measured at the highest point, loaded on the trailer and ready for transport.
13. **OVERALL LENGTH:** Enter the total overall length of the hauling equipment inclusive of the load and overhangs. For a self-propelled unit, such as a mobile crane, the overall length is the same as the load length.
14. **REAR OVERHANG:** Enter the overhang as measured from the center of the last axle of the vehicle or combination of vehicles to the extreme end of the load or vehicle. A load may extend beyond the rear of a semitrailer up to 5 feet as legal overhang. The length of rear overhang for a non-divisible load extending more than 5 feet beyond the rear of a semitrailer must be specified on the permit.
15. **FRONT OVERHANG:** Enter the overhang measured from the front of the bumper on the power unit to the extreme front of the load or vehicle. An extension up to 4 feet is legal. A load extending more than 4 feet in front of the bumper must be specified on the permit. Permits will not be issued for both front and rear overhang.
16. **GROSS WEIGHT:** Enter the total combined weight inclusive of the load and vehicle or combination of vehicles. Vehicles and combinations of vehicles shall maintain legal axle weights, group of axle weights, and shall not exceed 80,000 pounds, except when hauling a single, non-divisible item.

17. **WEIGHT TABLE:** Enter the appropriate weight table, 1 through 5. Weight table 1 is legal gross weight up to a maximum of 80,000 pounds. Weight table 2 is the extended weight table with a maximum permissible gross weight of 105,500 pounds. Weight tables 3, 4 and 5 are heavy haul weight tables for non-divisible loads. When operating under weight tables 3, 4, or 5, complete fields (23) and (24).
18. **# AXLES:** Enter the total number of axles on the vehicle or combination of vehicles.
19. **TRAILER WIDTH:** Enter the trailer width when the trailer is more than 8'6" wide.
20. **TRAILER LENGTH:** Enter the trailer length. Trailers exceeding 53' in length may be permitted on a case-by-case basis. If the trailer cannot be reduced in size, check the Fixed box. If the trailer is a telescoping stretch trailer, check the Stretch box. If the trailer has been extended with trailer deck extensions or is operating with a flip axle in the deployed position, check the Expanded box.
21. **DESCRIPTION of VEHICLE:** Enter a description of the hauling equipment being used, i.e.: truck -tractor and semitrailer, or truck and trailer, or toter with mobile home. Or specify the vehicle combination as 3-S2 for a 3 axle truck-tractor and 2 axle semitrailer, or 3-J2-S2-B2 for a three axle truck-tractor with a 2 axle jeep with a 2 axle semitrailer and a 2 axle booster.
22. **HAULING EQUIPMENT LENGTH:** Enter the total length of the hauling equipment inclusive of the power unit, trailers, jeeps, etc.
23. **AXLE SPACINGS:** When operating under weight table 3, 4, or 5, enter the distance in feet and inches as measured from the center of each axle. Number 1 designates the steering axle of the vehicle with sequential numbers representing corresponding axles of the vehicle or combination of vehicles.
24. **AXLE WEIGHTS:** When operating under weight table 3, 4, or 5, enter the weight distributed on each axle, tandem axle or group of axles. Provide the width of tire being used on the steering axle. Specify all axles that have only single tires.
25. (25, 26, 27) **VEHICLE INFORMATION:** Enter complete vehicle information in all fields on this line across the page.
(25A, 26A, 27A) **MOBILE HOME SERIAL #:** If the load being transported is a mobile home or a modular unit, enter the complete serial number of the unit being transported.
28. **BUILDING/LAND USE PERMIT #:** Enter the building or land use permit number for the mobile home or modular unit being transported to an Oregon residence if required.
29. **VEHICLE EQUIPMENT LIST ATTACHED:** Check this box if an equipment list will be attached to the permit (provide a copy of list to the Permit Office).
30. **STARTING LOCATION:** Enter the specific Oregon starting location or Oregon entry point. Overheight loads must also specify a physical location address or milepost number.
31. **ENDING LOCATION:** Enter the specific Oregon ending location or Oregon exit point. Overheight loads must also specify a physical location address or milepost number.
32. **ROUTE:** Enter the route you wish to travel -- this may be changed by ODOT due to size, weight or road restrictions. Include names of all county or other roads leading to or from the state highway system.
33. **UNLADEN TRAVEL:** Enter the unladen vehicle dimensions if the hauling equipment is overwidth or overlength. Enter the specific Oregon starting and ending points for the unladen travel.
34. **PERMIT ORDERED BY:** Enter the name of the person ordering the permit and their phone number.
35. **CARRIER CONTACT NAME:** Enter the name of the motor carrier or driver ordering the permit, if different from field 34.
36. **# VEHICLES:** Enter the number of vehicles being permitted.
37. **# TRIPS:** Enter the number of trips to be made by each vehicle being permitted.
38. **\$ PAID:** Enter the total amount of fees paid in this field, if applicable.
39. **CHARGE:** Check this box to charge fees to a qualified ODOT account.