

# *How-to Guide: Completing the Highway Restriction Notice Form*

March 2025



Commerce and Compliance Division  
Over-Dimension Permit Unit

# 1. Overview

## Introduction

Whenever construction or maintenance work will close, or restrict the width, length, height or weight of trucks within a work zone on an Oregon state highway or ramp, a Highway Restriction Notice Form (HRNF) must be submitted and approved. The HRNF is prepared and submitted through DocExpress by external contractors to the applicable Resident Engineer (RE) Office as a first step in notifying truckers about a restriction and creating routes for over-dimension loads.

This guide provides instructions for filling out the form as well as tips to ensure the restriction is posted accurately—and to avoid unnecessary rework of work zone plans or construction delays. Contractors can find the [Highway Restriction Notice — Size and/or Weight \(form 2357\) through DocExpress](#). Internal ODOT staff can access the form [here](#).

## Why the Form is important

Information from the HRNF is used to help keep freight moving safely and efficiently through Oregon. It ensures that work zone plans provided by the contractor meet ODOT's commitment to:

- Provide timely advance notice to carriers and post restrictions accurately on the TripCheck system.
- Ensure work zone plans align with agreements made with the trucking and construction industries earlier in the project design on the how the restriction will be managed.

Although not all fields on the form are required, it is helpful to provide as much information as possible. In particular, please refer to the agreements described in the Mobility Considerations Checklist (MCC) for the project prior to completing the form. Contractors can access the MCC via the “Electronic Bidding Information Distribution System” (eBids). You can find information about the system [at this website](#). Please contact the Resident Engineer if you are unable to access the MCC.

Once the restriction is approved by the Resident Engineer, the information on the form will be entered into Oregon Routing Information Online (ORION), the Commerce and Compliance Division's (CCD) permit issuance and management system. ORION will also route oversize and overweight loads based on the restrictions in place and provide updates to TripCheck.

## When this Form is NOT Needed

A restriction notice is not needed if work activity meets ALL of the following requirements as outlined below and in the [Restriction Procedures for ORION](#).

- Project staff can safely accommodate all unannounced oversize loads through the work zone with minimal delay by moving cones, equipment and/or other barriers out of the way.
- The minimum width maintained for a single open travel lane is 22 feet or greater between barriers, including the travel lane plus any paved shoulder.
- The minimum width maintained for traffic is 28 feet or greater for two travel lanes for one way traffic.
- The minimum width maintained for traffic is 28 feet or greater for two travel lanes for two-way traffic with no traffic separator/candlesticks being used on the centerline.
- No lane shifts or lane closures will divert traffic into a travel lane with less vertical clearance

underneath structures.

- Traffic is not detoured onto a secondary route.
- Ramps are not closed.
- No length restriction is needed.
- No weight restriction is needed.

## **When to Submit the Form**

Contractors must submit the form at least **35 days prior** to implementing the restriction so that the Resident Engineer can review, address any issues and ensure posting in ORION (per **Contract Specification 00220.03(a) Work Zone Notifications**).

Once the Resident Engineer determines the form has the required content, the RE (or their designee) enters the restriction information into ORION at least **14 days prior to the start of the restriction** (see Notification Requirements in [Restriction Notice Procedures for ORION](#)).

# 2. Quick Guide

The following is a brief review with examples on filling out the Highway Restriction Notice Form. Most of the information is straightforward, but there are a few keys to ensuring the restriction information is correct and avoiding any questions or delays.

## Project and Restriction Basic Information

**Highway Restriction Notice Form**

**Project Information**

Title: I-5: Kuebler Blvd. - Delaney Rd. (Phase 1) - (Salem) Contract No.: 12345 Key No.: 19929

**Restriction Information / Explanation of Work**

Mainline Paving and Crossover work -19 feet between barrier  
 • Wider loads can be accommodated on a case by case basis  
 • Nightly 9 PM to 5 AM.

NB Commercial Street NB Exit Ramp – full closure) -  
 • 9 PM to 5 AM

- 3-5 nights  
 Description of the Work (600 character limit)

4/1/2027 Date Work Begins 4/6/2027 Date Work Ends

001 I-5 I-5  
 Hwy No. Highway Name Route No.

251.79 248.94 N/A  
 Beginning Mile Point End Mile Point Bridge Structure ID (if applicable)

Yes  No Will the restriction be in place 24 hours per day? If not, specify restriction hours and days (e.g., Sunday to Thursday, 10pm to 5am).  
 Nightly 9 PM to 5 AM  
 Days and Hours (125 character limit)

Which directions of traffic are impacted?  NB  SB  EB  WB

**Callout Boxes:**

- TITLE** – Should match other documentation. Include nearest town/city in parentheses.
- CONTRACT & KEY NUMBERS** – Important for tracking restrictions.
- START & END DATES** - Should align with the MCC. Please do *not* add “cushion time.” Do not group restrictions on different dates onto one restriction.
- INFORMATION** - Brief description of work being performed. Multiple restrictions can be included if the date, duration and times are the same. Otherwise, a separate HRNF is required.
- LOCATION** - Use drop-downs for Hwy and Route numbers and commonly-used Highway Name. Be sure to verify correct Mile Points.
- HOURS**– Provide work time if not 24-hour impact.
- DIRECTION** – Select appropriate directions covered by the restriction.

## Full or Partial Closures & Detours

**Full Closures**

Yes  No Is this a total closure of the road that impacts all lanes in the direction of travel?

Yes  No Is this restriction notice to close a ramp? If this is YES, what is the ramp/exit number? Exit 249

Yes  No Is there an approved detour for oversized loads? If YES, please provide information about the detour.

Detour Information

**Callout Boxes:**

- TOTAL CLOSURE** – Select Yes if all lanes in one or both directions will be closed
- RAMP/EXIT NUMBER**- Provide the ODOT Exit number to ensure accuracy.
- DETOUR INFORMATION** – Describe approved detour route if applicable. Often already documented in the MCC.

**Details and Dimensions Table**

**Restrictions and/or Partial Closures**

Provide information in each cell as applicable.

**TABLE INFORMATION – Provide specific information as applies to this restriction.**

Type of Restriction	Maximum (ft/in or lb) (in feet and inches)	Lanes Impacted (Letters A, B, C, etc. are used to specify the lanes. Letter A designates far fast lane, followed by B, C, etc.)	Ramps Impacted
Partial Closure		A, B and C (alternate)	NB Commercial Street ramp
Width (between the barriers including the paved shoulders)	19'		
Height			
Weight (GVW)			
Weight (Axle)			
Overall Length			

**HEIGHT – Include only if your project is impacting vertical clearance (e.g. falsework, surface change, etc.)**

**OTHER DIMENSIONS – Include specific measurements. Please confirm accuracy before submitting.**

**Other Key Information**

Yes     No    Are you closing any lanes under overpasses? If YES, please describe the structure:

Under Kuebler Blvd, Battle Creek Rd, under sign, and under the Sunnyside/Turner exit

**CLOSURES UNDER STRUCTURES – Critical to managing height restrictions. Include which lanes are impacted.**

Straight     Curve     Both    Is the workzone straight, curved or both?

**TANGENT or CURVE – Please verify. Impacts width and length restrictions.**

Yes     No    Can wider loads be accommodated WITHOUT notice (e.g., by moving barrier(s) or equipment out of the way) with a delay of 20 minutes or less?

Yes     No    Can wider loads be accommodated WITH advanced notice with a delay of 20 minutes or less? If YES, please provide contact information for carriers to arrange accommodation.

John Smith - J.Smith@abconstruction.com, 333-222-9999. Please call 24 hours in advance.

**ACCOMMODATIONS – Be sure to provide accessible contact who can manage accommodation requests, along with the amount of advance notice required.**

Yes     No    Have you verified that this restriction aligns with the Mobility Checklist?

**MCC VERIFICATION – Ensuring each restriction meets commitments in the Mobility Considerations Checklist is key to smoother restriction management.**

**Signoff and Contact Info**

**SIGNATURE/CONTACT INFO – Submitter should be the person who completed the HRNF. Alternate is important if we can't reach the submitter.**

<b>Signature Information</b>	
Cari Johnson Submitter's Name	432-555-9696 Submitter's Cell Phone
C.Johnson@abccconstruction.com Submitter's Email	236-555-4333 Submitter's Additional Phone
Juan Escobedo Alternate Contact's Name	432-222-2323 Alternate Contact's Cell Phone
j.escobedo@abccconstruction.com Alternate Contact's Email	 Alternate Contact's Additional Phone