



OREGON DEPARTMENT OF TRANSPORTATION
 COMMERCE AND COMPLIANCE DIVISION
 OVER-DIMENSION PERMIT UNIT
 455 AIRPORT ROAD SE BUILDING A
 SALEM OR 97301
 PH (503) 373-0000
 FAX (503) 378-2873

SELF-ISSUE PERMITS PROGRAM (SIPP) NEW CARRIER APPLICATION AND AGREEMENT OF RESPONSIBILITY

Instructions: complete this application and agreement of responsibility and email it to ODSIPPSupport@odot.oregon.gov. Alternatively, the form may be faxed to 503-378-2873, or mailed to the address listed above. After your application is processed, you will be notified with the results. Please allow a minimum of 10 business days to process your application.

CCD ACCOUNT NUMBER	CARRIER NAME	EMAIL ADDRESS	
MAILING ADDRESS		TELEPHONE NUMBER	FAX NUMBER
CITY		STATE	ZIP

To qualify to participate in this program, you must meet the following requirements:

- Have an established Motor Carrier Account, register for Oregon Trucking Online and be approved to charge fees to the Motor Carrier Account.
- Successfully complete a training program administered by the Over-Dimension Permit Unit.
- Have purchased a minimum of 125 single trip permits for oversize/overweight movements within the 12 months preceding the application for self-issuance of permits.
- Sign an agreement of responsibility for the permitted moves (this document).
- Not have more than one late highway use tax report or Road Use Assessment Fee (RUA) mileage report in the 12 months preceding the application.
- Have maintained current vehicle and tax registration with the Department during the 12 months preceding application.
- Have no suspensions of tax registration with the Department during the 12 months preceding the application.
- Have no more than one late payment of fees due in the 12 months preceding the application.
- Have no more than a fifteen percent underpayment finding on the most current weight-mile tax audit.
- Have no incidents involving damage or potential damage to any roadway, roadway device, or structure resulting from an oversize/overweight permitted movement during the past 12 months preceding the application.
- Have a satisfactory safety rating with the United States Department of Transportation, Federal Motor Carrier Safety Administration, or Oregon Department of Transportation, Commerce and Compliance Division.
- Filing proof of general liability insurance with the Commerce and Compliance Division in the amount and manner described in OAR 734-072-0011 (Intrastate carriers only).

If your application is approved, at least one representative for each carrier must attend a training session at our headquarters in Salem, Oregon, or via video conference over the Internet. Classes will be held once a quarter, and a minimum of five participants is required.

All individuals that self-issue permits must attend training.

Self-issue Permits are issued through Oregon Trucking Online only. If you are not already signed up for Oregon Trucking Online, refer to <https://www.oregontruckingonline.com/cf/MCAD/pubmetaentry/index.cfm?> for additional information.

Agreement of Responsibility: I understand that participation in this program requires compliance with the provisions of ORS Chapters 818 and 825, and OAR Chapter 734 Division 72. Further, I understand that, while operating under the provisions of this program, any accident, incident, or damage to a highway or structure must be reported to the Over-Dimension Permit Unit of the Commerce and Compliance Division within 24 hours of the occurrence. During regular business hours, contact 503-378-6192; the after-hours emergency phone number is 503-931-1541.

I understand that the Motor Carrier is responsible and liable for any and all injury to persons or damage to property and all damage to or destruction of any highway or any highway structure resulting from the oversize or overweight movement, and that the Motor Carrier is solely responsible for determining adequate clearance, both vertical and horizontal, for movement under a self-issue permit.

I understand that the Motor Carrier is responsible to control access to and use of the Self-Issue Permits Program application within Oregon Trucking Online.

Infrastructure damage as a result of not complying with the provisions of an oversize/overweight permitted movement may result in the immediate removal of the Motor Carrier's authorization to write self-issue permits.

Major error(s) on self-issue permits may result in the immediate removal of the Motor Carrier's authorization to write self-issue permits. Major errors include, but are not limited to, exceeding the weight limits of a weight-restricted bridge; routing overheight loads into structures; fewer pilot vehicle(s) permitted than are normally required; incorrect positioning of pilot vehicle(s); missing or inaccurate road restrictions.

Conditional certification to self-issue permits will last up to six months. CCD will review permits self-issued during the conditional certification period, and decide if the carrier can continue in the Self-Issue Permits Program. If allowed, full certification will last up to two years. Re-certification is required if your company wishes to continue in the Self-Issue Permits Program.

Signature requirements: This application must be signed by: • For corporations, a corporate officer • For LLPs, a partner in the LLP • For LLCs, a manager or member of the LLC • For partnerships, a partner • For sole-proprietorships, the individual owner • An agent. Note to agent: include your title when signing and attach a Power of Attorney form.

SIGNATURE		PRINT NAME	
<input type="checkbox"/> CORPORATE OFFICER	<input type="checkbox"/> PARTNER IN LLP	<input type="checkbox"/> MANAGER/ MEMBER OF LLC	<input type="checkbox"/> PARTNER
<input type="checkbox"/> OWNER	<input type="checkbox"/> AGENT (ATTACH POWER OF ATTORNEY)	_____ (TITLE)	TELEPHONE NUMBER
			DATE