



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) RECERTIFICATION APPLICATION AND AGREEMENT OF RESPONSIBILITY

**Instructions:** complete this application and agreement of responsibility and email it to [ODSIPPSupport@odot.oregon.gov](mailto: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.
- Sign an agreement of responsibility for the permitted moves.
- 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).
- Self-issued permits are issued in conformance with the program.

**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 | TELEPHONE NUMBER | DATE |
| <input type="checkbox"/> OWNER             | <input type="checkbox"/> AGENT (ATTACH POWER OF ATTORNEY) _____ (TITLE) |   |                                  |                  |      |