

TABLE OF CONTENTS

Revised 4/1/2016

	Page
How to Contact the Hauling Permit Section	1
1.0 Overview of the DeIDOT Oversize Overweight (OSOW) Permit System (OOPS)	2
2.0 How to create an OSOW Permit System account	3
3.0 Getting Started	4
4.0 The LOGIN screen	4
5.0 Login procedure	5
6.0 The OSOW Permit System Screen Function links	5
6.1. INFORMATION group function links	5
6.2. TOOLS group function links common to ALL 'Users'	6
6.3. TOOLS group function links common to the Administrators – Company Admin and Service Admin	9
6.4. TOOLS Group function links unique to Service Admin and Service Operators	13
7.0 Creating a Permit	14
8.0 Determining the status of the permit	23
9.0 Purchasing the permit	24
10.0 Printing the purchased (Validated status) permit	29
11.0 Duplicating an existing permit	29
12.0 Modifying an existing permit	30
13.0 Amending a Validated permit	30
14.0 Maintaining a Fund Account	30
15.0 Close Online Account	34

ATTACHMENTS

1	State of Delaware Escort Requirement	36
2	Superload Criteria	37
3	Load Codes	38

HOW TO CONTACT THE HAULING PERMIT SECTION

United States Postal Service (USPS) Mailing Address:

STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
HAULING PERMITS
P O DRAWER E
DOVER DE 19903

NOTE: When using the USPS mailing address for overnight service there may be a delay in delivery to the Hauling Permit Section due to state mail courier pickup time at Post Office.

Physical Address

This address is used for overnight delivery services such as FEDEX, UPS, etc only.

Do not use this address for United States Postal Service

STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
HAULING PERMITS - ROOM 208
303 TRANSPORTATION CIRCLE
DOVER DE 19901

Telephone: 302-744-2700

Email: haulpermit@state.de.us

This User Guide provides instructions for both the

Private Company Users (Company Admin and Company Operators)

- and -

Permit Service Users (Service Admin and Service Operators)

Functions unique to **Permit Service** Users are noted in applicable sections.

1.0 Overview of the Delaware Department of Transportation (DeIDOT) Oversize Overweight (OSOW) Permit System (OOPS).

- 1.1 The DeIDOT OSOW Permit System is a web based application designed to allow customers to electronically create, purchase and print hauling permits. The system was designed to be 'User' friendly by requiring minimal input to process hauling permits.
- 1.2 Upon creation of an online account the customer will be provided with a **Customer Code** and a **Fund Account** number. To create an online account See Section **2.0 How to create an online OSOW Permit System account.**
 - 1.2.1 A **Customer Code** can be identified as a 5 digit Alpha, Numeric or Alpha Numeric Code such as 00031, OOXUZ, or 0002K. The Customer Code identifies the Customer Name and associated company information such as address, telephone / fax numbers, USDOT/FEIN, Contact Name, etc
 - 1.2.2 A **Fund Account** number can be identified as a 2 - 6 digit Numeric number such as 10, 123, 1025, 12262. The account number is used to process financial transactions associated with the account such as fund deposits and permit purchases.
 - 1.2.3 A 'User' security feature is incorporated into the system. Upon establishment of an account an Administrator will be created depending on type of company; Private Company or Permit Service. Private Companies will have a **Company Admin** and Permit Services will have a **Service Admin**. Only administrators have access to the fund account details, create reports and the ability to create and modify additional 'Users'. Roles and functions of the administrator are discussed later in this guide. To change Administrators submit HP Form 3.
- 1.3 The system features the ability to use Credit Cards (**VISA, MASTER CARD, DISCOVER CARD, AMERICAN EXPRESS**) and Electronic Checks (ACH - Automated Clearing House network) to purchase permits or deposit funds into the Fund Account.
- 1.4 The material contained herein is provided as a guide to assist the 'User' in understanding how the online OSOW Permit System functions and information required to be entered in the applicable permit application data fields.
- 1.5 The following items will assist the 'User' when using the system:
 - 1.5.1 The **DeIDOT OSOW Hauling Permit Policy and Procedures Manual** will be needed when processing hauling permits and is located under the **INFORMATION** group of links on the web site. This manual provides restated Delaware law and DeIDOT administrative regulation regarding the issuance of hauling permits and movement of OSOW loads on Delaware highways. Of importance is PART 4 – Common Safety Standards. (NOTE: Delaware does not issue Provision Sheets. Specific requirements of move will display in the Special Provisions portion of the permit) This administrative regulation provides requirements for such items as, but not limited to, Days and Hours of Operation, Escort Requirements and Warning Flags and Lights used in marking load.

- 1.5.2** The hauler is responsible to provide proposed routing of OSOW movements. To assist, the DelDOT web site <http://www.deldot.gov> and the OSOW Permit System web site <https://www.osow.deldot.gov> provides route restrictions both permanent and temporary for use when entering a desired route on the permit application. DelDOT General Highway Maps for each county may be used in routing. Maps can be obtained using the Order Maps link on the OSOW Permit System web site. Additionally, electronic mapping such as Google Maps <http://maps.google.com> and Bing Maps <http://www.bing.com/maps> can be used to determine a connecting route string.
- 1.5.3** The 'User' may require assistance from the Hauling Permit Section or other DelDOT agencies involved with the permit review process such as Bridge Management Engineers, Safety Traffic Engineers, DelDOT approved contractors, etc. Contact email and telephone numbers are listed under the [Contact Us](#) link on the OSOW Permit System web site.
- 1.5.4** A Hauling Permit (HP) Forms links is provided under the [INFORMATION](#) group of links for forms required to support the permit application and administration of the account.

2.0 How to create an online OSOW Permit System account.

A customer desiring to process OSOW Hauling Permits using the DelDOT web based Internet system must create an 'Online Account' Before you begin the account creation procedure we need to know if your company has ever obtained a state of Delaware OSOW Hauling Permit. If so, you will need to know your 5 digit Customer Code. The Customer Code can be obtained from an old permit as shown below:

Unique 5 character, Alpha Numeric Code that can be found in the first 5 characters of the permit number on the printed permit.

CERTIFY: THAT THE ABOVE DATA IS CORRECT TO THE BEST OF MY(OUR) KNOWLEDGE AND THAT SATISFACTORY ARRANGEMENTS HAVE BEEN MADE WITH THE PROPER AUTHORITIES TO DER ALL STRUCTURES OPERATED BY AUTHORITIES NOT PARTY TO THIS PERMIT. APPENDIX B UAL CONTAINS THE COMMON SAFETY STANDARDS THAT APPLY TO THIS MOVE. COPIES ARE THE APPLICANT'S REI	
REP'S PHC (302)555	003T2060106001
REP'S FAX 3025555	SIGNATURE _____
ISSUE DATE 01/06/2006	SIGNATURE _____
ISSUE TIME 11:26 AM	PERMIT NUMBER 003T2060106001

CUSTOMER CODE (indicated by an arrow pointing to the first five characters of the permit number)

2.1 DelDOT uses a 'Self Service Registration' process

2.1.1 Go to the OSOW Permit System web site <https://www.osow.deldot.gov> login screen.

2.1.2 Under the OOPS User Login box there a several [Quick Links](#). See [Quick Links 1 Don't have an online account?](#) and 'click' on [Register now](#)'

2.1.3 When screen displays follow instructions and submit.

2.1.4 Upon creation of the account the OSOW Permit System will generate an Activation email to the email address you provided during the registration process. Once you have activated your account you can login using the Username and Password you entered on the registration screens.

2.2 If you are a **Local, State, or Federal Government** entity; please submit a HP Form 1 to the Hauling Permit Office, via email, at haulpermit@state.de.us. HP Form 1 can be located in the Forms link on the left side on the main screen.

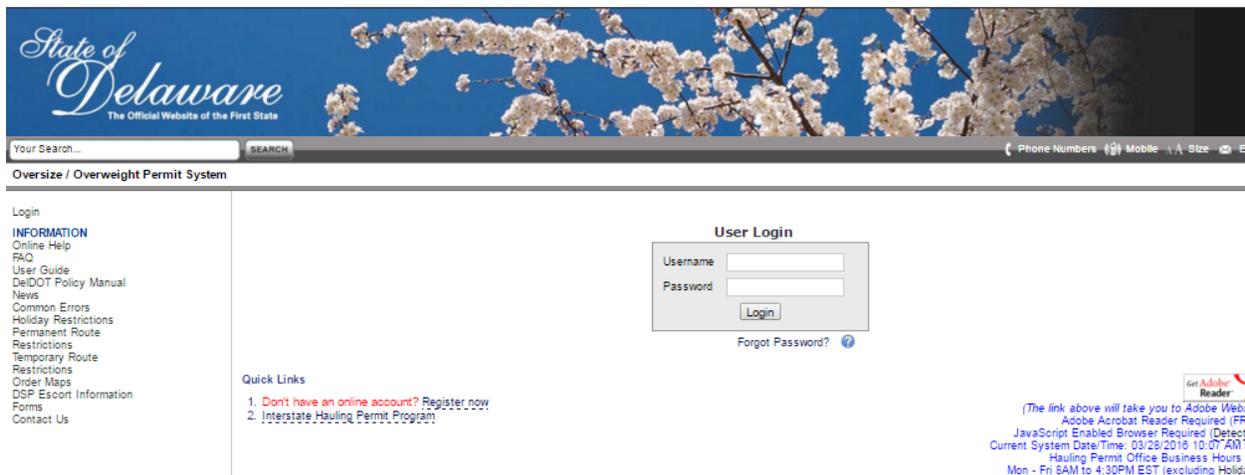
3.0 Getting Started.

- 3.1 Using the Internet enter the Uniform Resource Locator (URL) address www.osow.deldot.gov to display the LOGIN screen. Before using the application it is requested that you confirm you have **downloaded AND installed** the Adobe Acrobat Reader (www.adobe.com for free download and install instructions). The Acrobat Reader is required to convert data to display the various reports and create permit form.
- 3.2 As the 'User' navigates around the system various screens will display function buttons and other links to guide them through the permit process.
- 3.3 It is requested that you only use the browser **Back** and **Forward** buttons when the system directs you to do so. **To properly exit the system use the LOGOUT function button. Do not exit the system using the Browser File Exit function or by using the X.** Doing so will not interact with the system data base and will lock the last screen being viewed which in most cases will delay permit from being transmitted for processing.

4.0 The LOGIN screen.

- 4.1 Entering web address <https://www.deldot.gov/osow/application/login> or www.osow.deldot.gov will display as

Oversize / Overweight Permit System



- Contents of the login screen -

- 4.2 The photo in the Masthead of the screen will periodically change showing scenes around the state of Delaware.
- 4.3 **INFORMATION** group links, displayed on the left side of the screen, will display for **ALL** 'Users'.
- 4.4 A **Banner Message** (above the 'User' Login box) may periodically appear alerting 'Users' of important events that affect the permitting process or system functionality.
- 4.5 OOPS User Login box will used by the 'User' to enter their Username and Password to gain access to the permitting system.
- 4.6 Under the login box and to the left will be 1 or more **Quick Links** to specific functions or information pertaining to the permitting process.

4.7 In the lower right hand portion of the screen is a link the Adobe Acrobat Reader download that is required in order to use the system. Also listed is Current System Date/Time as well as the Permit Office hours of operation.

5.0 Login procedure.

5.1 To access the State of Delaware Oversize / Overweight Permit System web site enter the following Internet Service Provider (ISP) browser address to display the LOGIN screen:
<http://www.osow.deldot.gov>

5.2. **Username** **Password** you created during the registration process.

OOPS User Login

Username

Password

As the **Company** or **Service Administrator** for the account you can view and perform the following functions:

Company Info link – Can view and modify data except Company Name.

Account Info – Can view current fiscal balance of the Fund Account.

Users – You can create additional Users (Company or Service Op) to enter and process permits only. Additionally, you can modify or delete existing Users

6.0 The OSOW Permit System Screen Function Links

6.1 **INFORMATION** group of links. Although this group of function links display below the **TOOLS** group, which will display when the 'User' has successfully logged in to system, it will be discussed first as it is common to **ALL** 'Users'.

INFORMATION

- Online Help
- FAQ
- User Guide
- DeIDOT Policy Manual
- News
- Common Errors
- Holiday Restrictions
- Permanent Route Restrictions
- Temporary Route Restrictions
- Order Maps
- DSP Escort Information
- Forms
- Contact Us

6.1.1 **Online Help** – Questions and answers regarding selected subject related to the permit system.

- 6.1.2 **FAQ** - Frequently asked question and answers.
 - 6.1.3 **User Guide** - The User Guide for Online Customers provides step by step instructions when using the DeIDOT OSOW Permit System.
 - 6.1.4 **DeIDOT Policy Manual** - The policy and procedures manual that provides restated Delaware and Administrative Code for issuance of OSOW hauling permits.
 - 6.1.5 **News** - A listing of items of interest regarding the permit system or events affecting processing permits.
 - 6.1.6 **Common Errors** - A listing of permit application data fields that most often contain errors. Listing defines how to enter data and provides examples of correctly formatted entries.
 - 6.1.7 **Holiday Restrictions** - An annual listing of State holidays in which the Hauling Permit Section is closed and in some instances hauling restrictions apply. Where applicable the hauling restriction will display in the Special Provision portion of the Hauling Permit.
 - 6.1.8 **Permanent Route Restrictions** - A listing of routes that the DeIDOT Chief Traffic Engineer deems as not suitable for permitted loads.
 - 6.1.9 **Temporary Route Restrictions** - A listing of routes that DeIDOT Engineers have identified to have physical constraints that prevent movement of permitted loads.
 - 6.1.10 **Order Maps** - A link that can be filled in online and printed to order the DeIDOT County maps to aid in determining routing for use when applying for a hauling permit.
 - 6.1.11 **DSP Escort Information** – A link that contact and additional information when required to provided a Delaware State Police escort.
 - 6.1.12 **Forms** - A link that provided several forms used to support the permit process.
 - 6.1.13 **Contact Us** - A listing of telephone and fax numbers and email addresses of DeIDOT or other state agencies involved with the permitting process.
- 6.2 **TOOLS group of links.** The **TOOLS** group of links is a listing of distinctive system functions based on type of "User". Described below are links that are common to **ALL** 'Users'.
- 6.2.1 **Main** - This link will display the **Main** screen where the 'User' can start and end the online session. If there are permits in a PENDING Status (refer to paragraph 15. Determining the status of your permit.) they will be listed on the **Main** screen. Additionally, permits in an APPROVED or MODAPPROVED status will remain listed on the **Main** screen until they are purchased. Permits that have not been purchased or are in a HOLD or REJECTED status will be purged from the system after 30 days.

Example of a list of permits in progress on a typical **Main** screen

Permits for TEST PRIVATE COMPANY

← Click 'Main' link to the left for REFRESH of Permit List.

Permit Number	Status	Load Code	Effective Date	Permit	Permit	Permit
003T2100409002	PENDING ROUTE	1	04/09/2010	View	Modify	Duplicate
003T2100409001	PENDING ROUTE	1	04/09/2010	View	Modify	Duplicate
003T2100408001	REJECTED	1	04/08/2010	View		Duplicate
003T2100407001	APPROVED	1	04/07/2010	View	Modify	Duplicate
003T2100401001	APPROVED	1	04/01/2010	View	Modify	Duplicate

6.2.2 Auto Permit Search – This link allows the ‘User’ to display a list of the last 30 permits in 10 permit increments.

6.2.2.1 When the Auto Permit Search function is selected a screen will display up to the last 30 permits in descending **Effective Date** order. If more than 10 permits are in the account history additional permits may be viewed by setting the Quantity radio button and ‘clicking’ on the Permit Search button. The next 10 permit will display and so on for the remaining 21st - 30th permit.

6.2.2.2 From this screen the User can perform functions such as View Permit, Modify a permit that has not been purchased and more importantly Duplicate a previously submitted permit.

Example of **Main** screen after ‘User’ ‘clicked’ Auto Permit Search

Quantity		
<input checked="" type="radio"/> Last 10 Permits	<input type="radio"/> Last 20 Permits	<input type="radio"/> Last 30 Permits
Auto Search		

Permit Number	Status	Load Code	Effective Date	Permit	Permit	Permit
003T2100401001	APPROVED	1	04/01/2010	View	Modify	Duplicate
003T2090128001	VALIDATED	1	01/28/2009	View		Duplicate
003T2090121002	VALIDATED	1	01/21/2009	View		Duplicate
003T2090121001	VALIDATED	1	01/21/2009	View		Duplicate
003T2081211001	VOID	10	12/11/2008	View		
003T2080709001	VOID	9	07/09/2008	View		Duplicate
003T2080509001	VOID	10	07/01/2008	View		
003T2070930001	VOID	1	10/01/2007	View		Duplicate
003T2070815001	VOID	1	08/15/2007	View		Duplicate
003T2060322001	VOID	1	04/13/2006	View		Duplicate

Permit Search

6.2.3 Permits - This function allows the ‘User’ to perform Search functions for existing permits by entering a Search Criteria such as Permit Number, Status or Load Code. The **Auto Permit Search** function more or less made this function obsolete unless you are searching for permits beyond the last 30.

6.2.4 Change Password - This link allows the ‘User’ to change their current password. Specific instructions for changing password are listed under the function box. If a current Password fails or is forgotten by the **Company Operator** or **Service**

Operator the **Company Admin** or **Service Admin** can reset to the 'User' name which will result in Password being reset to the Username in **lower case**. The Operator will then be directed to change Password upon login with Reset Password. Reminder: Only the Password is case sensitive.

If a current Password fails or is forgotten by the **Company Admin** or **Service Admin** the Hauling Permits Section staff must reset to the Username which will result in Password being reset to the 'User' name in **lower case**. The Admin will then be directed to change password .

The 'User' Main (menu) screen.

Typical screen for a Company Administrator

Main	
<p>TOOLS Main Auto Permit Search Permits Company Info Account Info Users Transactions Change Password Update Email Reports</p> <p>INFORMATION Online Help FAQ User Guide DelDOT Policy Manual News Common Errors Holiday Restrictions Permanent Route Restrictions Temporary Route Restrictions Order Maps Contact Us</p>	<p>Permits for ABC TRUCKING COMPANY</p>

Upon successful login the applicable 'User' Main (menu) screen will display a group of **TOOLS** function links relating to the 'User' **security level** and role of 'User' (**Private Company** or **Permit Service**) and a group of **INFORMATION** function links that display on ALL 'User' screens.

Although screen will display additional items, as outlined in subsequent paragraphs, below are the **TOOLS** group links specific to type of 'User':

Private Company 'Users'

Company Administrator

- TOOLS**
- Main
- Auto Permit Search
- Permits
- Company Info**
- Account Info**
- Users**
- Transactions**

Company Operator

- TOOLS**
- Main
- Auto Permit Search
- Permits
- Change Password

Change Password
Update Email
Reports

NOTE: Only the **Administrator** has links to view Company Info, Account Info, Users, Transactions, Update Email and Reports.

Permit Service 'Users'

Service Administrator

TOOLS

Main
Customers*
Auto Permit Search
Permits
Company Info
Account Info
Users
Transactions
Reports
Change Password
Update Email

Service Operator

TOOLS

Main
Customers*
Auto Permit Search
Permits
Change Password

* A unique function of the **Permit Service 'User'** is the ability to create Third Party **Customers**.

NOTE: Only the **Admin** (Administrator) has links to view Company Info, Account Info, Users, Transactions and Reports.

6.3. **TOOLS** group function links common to the account Administrators - **Company Admin** and **Service Admin**.

6.3.1 **Company Info** - 'Clicking' on this link will display the **View Company Info** screen that will display administrative information specific to the Company. This information, which is stored in the data base, will populate the applicable blocks on the final printed permit. Additionally, 'Users' and Fund Account information associated with the Company will display. **NOTE:** For Permit Services this screen is used only for verification of Company Information with DelDOT. Services will **NEVER** use their assigned Customer Code to process permits for third party customers.

View Company Info screen

Customer Code	003T2	Customer Fund Account	12243	Name	TEST PRIVATE COMPANY
Address	999 MAIN ST	City	ANYTOWN	State/Province	DE
Zip/Postal Code	19999	Phone	(302)555-5656	Fax	(302)739-7808
USDOT/FEIN	24-457899	Contact Name	TEST CUSTOMER		

Users Associated with Customer

Username	First Name	Last Name	Role	Status	User
JBLOW	JOE	BLOW	COMPANY OPERATOR	ACTIVE	View
PCO	PRIVATE	COMPANY	COMPANY ADMIN	ACTIVE	View
TCAT	TOP	CAT	COMPANY OPERATOR	ACTIVE	View

Account Associated with Customer

Account Id	Account Name	Type	Balance
12243	TEST PRIVATE COMPANY	Fund	\$1850.0

By 'clicking' the Modify function button the **Company Admin** and **Service Admin** 'Users' can edit and modify any data field except the company **Name**.

If Company **Name** needs to be changed complete and forward HP Form 4 (Request to Change Company Name) the DeLDOT Hauling Section via email (haulpermit@state.de.us)

6.3.2 Account Info - 'Clicking' on this link will display the current fiscal balance of the Fund

Account and the Latest Account Transactions.

View Account Info screen

Account Number:	12243
Account Name:	TEST PRIVATE COMPANY
Account Type:	FUND
Balance:	\$1850.0

Latest Account Transactions				
Transaction Number	Type	Amount	Balance	View
338397	Deposit - Card	\$200.0	\$1350.0	View
338398	Deposit - Electronic Check	\$200.0	\$1550.0	View
338405	Deposit - Card	\$100.07	\$1650.0	View
338406	Deposit - Card	\$100.0	\$1750.0	View
338408	Deposit - Electronic Check	\$100.0	\$1850.0	View

'Clicking' on View in the View column of the Latest Account Transactions box will display a screen providing specific information regarding the transaction.

6.3.3 'Users' – There are two (2) categories of 'Users' - **Administrators** and **Operators**.

6.3.3.1 Administrators (Company Admin and Service Admin) can perform all functions associated with the OSOW Permit System. Normally there will be one (1) Administrator created per account. Additional Administrator must be justified.

6.3.3.2 The Hauling Permit Section OSOW System Administrator will create and maintain the **Company Admin and Service Admin** 'Users'.

6.3.3.3 To request changes to data associated with the **Administrator** complete and forward HP Form 3 (Request to Change Company/Service Administrator)) the DeIDOT Hauling Section via email (haulpermit@state.de.us).

6.3.3.4 An initial function that the **Administrator** may desire is that of creating additional 'User'(s) (**Operators**) to assist in processing permits.

6.3.3.4.1 The Administrator can view the current list of 'Users' by displaying the Company Info screen. Also from this screen the Administrator can view and edit Operator 'User' information. By 'clicking' on the **'Users'** link the **Administrator** can also Search the system to determine if **Operators** have been created.

6.3.3.4.2 The Administrator can create Operators by 'clicking' on the **'Users'** link and displaying the **'Users'** screen.

Search Criteria		Actions
Username	<input type="text"/>	<input type="button" value="Create New"/>
Last Name	<input type="text"/>	<input type="button" value="Search"/>
Phone Number	<input type="text"/>	<input type="button" value="Clear Search"/>

To create a new 'User', 'click' on the **Create New** function button in the **Actions** Column and a **Create New User** screen will display.

Username	<input type="text"/>	Customer Code	003T2
First Name	<input type="text"/>	Last Name	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
Role	COMPANY OPERATOR ▼		

**Password will be set to the username automatically.
The user will be required to change it upon their first login.
REMINDER: Initial password is Username in lower case.**

Complete the **Create New User** data fields and 'click' the 'Submit' button. If successful the application will display the new 'User' information. **NOTE:** The initial password will be the newly

created Username entered in lower case. Upon first login the 'User' will be asked to enter a new password.

6.3.3.4.3 Operator (**Company Operator** and **Service Operator**) functions are limited to processing permits and do not have security access to Company or Account information.

Administrators can Search, Create, Modify and Delete **Operators**.

6.3.4 Transactions – 'Clicking' on this link will take you to the **Transactions** screen where a search of transaction types or permits can be performed to view the details of the transaction.

Search Criteria	Actions
Transaction Number <input type="text"/>	<input type="button" value="Create New"/> <input type="button" value="Search"/> <input type="button" value="Clear Search"/>
Permit Number <input type="text"/>	
Transaction Type <input type="text"/>	

'Users' can perform the Search function by entering the Search Criteria and 'clicking' on the Search button.

This function is primarily for making Fund Account Deposits using Credit Cards or using the ACH network. See paragraph 14. **Maintaining a Fund Account**. for detailed instructions.

6.3.5 Reports - 'Clicking' on this link will take you to the **Report Listing** screen

Example of screen for a **Private Company**

Financial Reports	
Company Transaction Report	Enter Report Criteria

Example of screen for a **Permit Service**

Financial Reports	
Service Transaction Report	Enter Report Criteria

'Clicking' on the Enter Report Criteria link will display the **Report Criteria Selection** screen.

Report Criteria	Customer Transaction Report
Begin Date (MM/DD/YYYY) <input type="text" value="04/07/2010"/> ...	<input type="button" value="Generate"/> <input type="button" value="Clear Criteria"/> <input type="button" value="Report List"/>
End Date (MM/DD/YYYY) <input type="text" value="04/07/2010"/> ...	

Using the dropdown calendar enter the Begin and End Dates for the report to be generated then 'click' the Generate button and a Transaction report will display providing the 'User' with a beginning and ending balance of their Fund Account and transaction listing that occurred during the requested dates.

Customer Transaction Report

Limited to Customer Code: 003T2

12/01/2009 to 04/07/2010

Customer ID: 003T2
 Account: 12243
 TEST PRIVATE COMPANY
 999 MAIN ST
 ANYTOWN, DE 19999
 Telephone: (302)555-5656
 Fax: (302)739-7808

BEGINNING BALANCE						\$250
Date/Time	Trans ID	Permit No.	Trans Type	Check/Receipt	Amount	Balance
04/01/2010 01:50:59 PM	337422		DEPOSIT - ELECTRONIC CHECK		\$250	\$250
04/05/2010 12:45:36 PM	338394		DEPOSIT - CARD		\$500	\$750
04/05/2010 12:54:15 PM	338395		DEPOSIT - CARD		\$200	\$950
04/05/2010 01:06:05 PM	338396		DEPOSIT - CARD		\$200	\$1,150
04/05/2010 01:21:15 PM	338397		DEPOSIT - CARD		\$200	\$1,350
04/05/2010 01:22:49 PM	338398		DEPOSIT - ELECTRONIC CHECK		\$200	\$1,550
04/05/2010 02:36:50 PM	338405		DEPOSIT - CARD		\$100	\$1,650
04/05/2010 03:47:25 PM	338406		DEPOSIT - CARD		\$100	\$1,750
04/05/2010 04:05:45 PM	338408		DEPOSIT - ELECTRONIC CHECK		\$100	\$1,850
ENDING BALANCE						\$1,850

6.4 TOOLS group function link unique to Service Admin and Service Operators.

Customers - Permit Service 'User'
The function is used by the Permit Service 'User' to locate (search function) or create a new Customer in the OSCM Permit System.

NOTE:
Permit Services should never use the assigned Permit Service Customer Code to enter a permit for a third party customer.

TO PREVENT DUPLICATION, A THROUGH SEARCH OF THE SYSTEM SHOULD BE PERFORMED TO DETERMINE THAT CUSTOMER DOES NOT RESIDE IN THE SYSTEM.

Failure to perform the Search function could result in multiple Customer Codes for the same customer.

Permit Services have the ability to edit Customer data and update data fields (except Company Name). This function also prevents duplication of Customer Codes in the system.

NOTE: A warning message will display when the View function button is clicked for a Customer with a Fund Account. Customers with their own account maintain their own Company data.

This customer is a Fund Account holder with the State of Delaware, therefore, only they can edit their customer information.
Please contact customer and have them make corrections.

7.0 Creating a Permit.

If this is a new account a New Permit must be created. Subsequent permits can be created by duplicating an existing one.

If this is an established account 'click' on **Auto Permit Search** link and a list of permits will display at which time any permit in list can be duplicated.

Data fields applicable to the selected Load Code (see paragraph 7.2. **Enter Load Code and ATTACHMENT 3 LOAD CODES**) will display when entering either a new permit or duplicating an existing permit. The difference will be that the duplicated permit data fields will populate with data from the existing permit and will only require making changes to create the new permit.

By 'clicking' on the **Permits** link on **Main** screen the system will display the **Permits** screen.

Permits screen

Search Criteria	Actions
Permit Number <input type="text"/>	<input type="button" value="Create New"/>
Status <input type="text"/>	<input type="button" value="Search"/>
Load Code <input type="text"/>	<input type="button" value="Clear Search"/>

'Click' on **Create New** and the first of two (2) screens will display.

The first **Create New Permit** screen asks basic information about the load.

First **Create New Permit** screen

Customer Code	003T2
Load Code	<input type="text"/>
Power Unit Axles	<input type="text"/>
Trailer Axles	<input type="text"/>
<input type="button" value="Next"/>	

Entering data to create new permit. **Reminder:** The screens will display even if duplicating an exiting permit. Only difference will be that data fields will be populated with data from the existing permit instead of being blank.

7.1 Enter Customer Code The system will display the assigned Customer Code for a Private

Company. **Permit Service – See paragraph 6.4. Customers** function link.

7.2 Enter Load Code Using the dropdown box ‘click’ on Load Code that best describes the Load. **ATTACHMENT 3 LOAD CODES** provides additional LC details.

Load Code (LC)	Definition
1	A load that is oversize but legal weight. Exception – Certain types of vehicles may have over legal limit individual axle weight(s) but meet GVW. These vehicles will be entered as Load Code 1 with overweight axle data noted in the individual axle data fields.
2	A load that is over legal weight : 2 axles = 40K lbs.; 3 axles = 65K lbs.; 4 axles = 73280 lbs.; 5 or more axles = 80K lbs. (NOTE: GVW over 120000 lbs should be entered as Load Code 3). Load may be oversize but under limits of Load Code 3 – Superload.
3	Referred to as a SUPERLOAD . A load that is at 120’ long or at 15’ wide or at 15’ high or over 120,000 lbs. When this code is selected the screen will refresh and display a Load Desc drop down box, which further details the load as a Manufactured Home, Office Trailer or Other load having Superload criteria.
4	Manufactured Housing or Office Trailer <u>unless it meets Superload criteria</u> .
5	Sealed Container. Containerized cargo sealed with a custom seal normally moving from or to a port. Maximum GVW is 100000 lbs.
6	Ship permit used for unloading a ship within a two-mile radius of the Port of Wilmington.
7	Pole/Piling/Millstock. Also concrete/steel beams/columns, etc
8	Annual Weight Registration Fee. No longer used . Contact Motor Carrier Section for details.
9	Single Trip Interstate. Used for 3 or 4 axle single vehicles that exceed the Federal Bridge Formula when on the Interstate road system.
10	Multi Trip Interstate Used for 3 or 4 axle single vehicles that exceed the Federal Bridge Formula when on the Interstate road system. Permit authorizes 60 Single Trips.
11	Crane (Blanket Permit) See paragraph 13 in the DeIDOT Policy and Procedures Manual for details
12	Multit-Trip Twin Trailer

7.3 Enter Power Unit Axles Enter the total number of axles on the power unit.

7.4 Enter Trailer Axles Enter the total number of axles on the trailer(s). **NOTE:** If single vehicle or self-propelled vehicle with no trailer **LEAVE BLANK**.

NOTE: A total of 22 axles can be entered in the displayed data fields. If vehicle configuration has more than 22 axles enter additional individual axle weight and spacing in the Comments section.

Once a permit has been created axles qty, individual axle data or GVW **cannot be modified**.

When required information is entered 'click' the **Next** button. Either the second **Create New Permit** screen or an **Error Message** screen will display. The **Error Message** screen will appear and a **red** indicates error message will appear **Make the applicable changes and resubmit.**

When successful the second **Create New Permit** screen will display.

The second **Create New Permit** screen

Start Date	<input type="text" value="04/07/2010"/>	USDOT/FEIN	<input type="text" value="24-457899"/>	Customer Code	<input type="text" value="003T2"/>
Name	<input type="text" value="TEST PRIVATE COMPANY"/>	Address	<input type="text" value="999 MAIN ST"/>	City	<input type="text" value="ANYTOWN"/>
State	<input type="text" value="DE"/>	Zip	<input type="text" value="19999"/>	Phone	<input type="text" value="(302)555-5656"/>
Load Code	<input type="text" value="1"/>	Load Desc	<input type="text"/>	Pieces	<input type="text"/>
Length (Ft-In)	<input type="text"/>	Width (Ft-In)	<input type="text"/>	Height (Ft-In)	<input type="text"/>
Gross Weight	<input type="text"/>	Overhang Front (Ft-In)	<input type="text"/>	Overhang Rear (Ft-In)	<input type="text"/>
Power Unit	<input type="text"/>	License	<input type="text"/>	State	<input type="text" value="DE"/>
Trailer	<input type="text"/>			State	<input type="text" value="DE"/>
				Axles	<input type="text" value="2"/>
				Axles	<input type="text" value="2"/>
				Axles	<input type="text" value="2"/>
				Axles	<input type="text" value="2"/>
Axle Weight	<input type="text" value="1"/>		<input type="text" value="2"/>		<input type="text" value="1"/>
Axle Spacing (Ft-In)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
From	<input type="text"/>	City	<input type="text"/>	State	<input type="text" value="DE"/>
To	<input type="text"/>		<input type="text"/>	State	<input type="text" value="DE"/>
Route	<input type="text"/>				
MD Line Turnpike	<input type="checkbox"/>	Biddles Turnpike	<input type="checkbox"/>	Dover Turnpike	<input type="checkbox"/>
After Hour Move	<input type="checkbox"/>				
Comments	<input type="text"/>				
<input type="button" value="Submit"/>					

Note: There are some company information of applicable data fields associated with a typical loading permit application. Not all data fields will display for other permit Load Codes. **ATTACHMENT 7 LOAD CODES provides additional LC details.**

7.5 SECTION I – START DATE AND DEFAULTED COMPANY INFORMATION

Information associated with the company will default and display in this section. Certain data fields will populate a number of data fields will display (axle information) based on input provided in the first **Create New Permit** screen.

Enter Start Date The current date is in default. . You can change the date as applicable, however, date must be in MM/DD/YYYY format, i.e. 11/15/2001. A drop down calendar  is located next to the date data field. 'Double Clicking' on a date will set the desired date. The permit system will calculate the Effective and Expiration Dates from the Start Date.

7.6 SECTION II – LOAD INFORMATION (Information associated with the load)

- 7.6.1 Enter Load Description** For Load Codes 1, 2, and 3 enter a brief description of the load such as CRANE, DOZER, PAVER, BOAT, WOOD TRUSSES, etc. LC 3 Manufactured Housing or Office Trailer screens will display data fields for Year, Make, and Serial Number of unit. For remaining Load Codes application will display additional data fields and ask for specific information regarding load.
- 7.6.2 Enter Pieces** Enter number of pieces comprising the load i.e. if you have two tractors enter 2, if you have twenty-five wood trusses enter 25, etc.
- 7.6.3 Enter Length** Enter the **overall** length. Measurement from Power Unit front bumper to end of Trailer or load if rear overhang. Must be greater than sum of axle spacing. Contains two data fields – 1st asks for feet and 2nd for inches.
- 7.6.4 Enter Width** Enter the overall width of the vehicle or load which ever is greater. Contains two data fields – 1st asks for feet and 2nd for inches.
- 7.6.5 Enter Height** Enter the overall height (Measurement from road surface to top of vehicle or load which ever is greater). Contains two data fields – 1st asks for feet and 2nd for inches.
- 7.6.6 Enter Gross Weight** Enter the GVW (Gross Vehicle Weight). **Note:** Once a permit has been created the Gross Weight can not be modified.
- 7.6.7 Enter Overhang Front** Enter the distance that the load protrudes in front of the power unit or vehicle (if self propelled). Contains two data fields – 1st asks for feet and 2nd for inches.
- 7.6.8 Enter Overhang Rear** Enter the distance the load extends past the rear most part of the vehicle/trailer. Contains two data fields – 1st asks for feet and 2nd for inches.

7.7 SECTION III – VEHICLE / TRAILER REGISTRATION

Information associated with the Vehicle and Trailer registration.

- 7.7.1 Enter Power Unit License** Enter the power unit tag number.
- 7.7.2 Enter Power Unit State** Select the appropriate State from the Dropdown Box. You can also type in the first letter (if multiple states begin with the first letter you can type in the first letter again and the application will take you to the next State on the list) or you can scroll down the list with the mouse and 'click' on the

appropriate State. Note list begins with DE PA MD NJ GT followed by remaining states in alphabetical order.

7.7.3 Enter Trailer License

Follow instructions as **Power Unit** above. Data field will not display if single or self propelled vehicle.

7.7.4 Enter Trailer State

Follow instructions as **Power Unit** above. Data field will not display if single or self propelled vehicle.

7.8 SECTION IV – INDIVIDUAL AXLE WEIGHT(S) AND SPACING(S)

Information associated with individual axle weight and spacing.

Screen will display quantity of axles based on first screen input.

Example of Axle Weight and Spacing section of the permit application for load with Power Unit and Trailer

	Power Unit Axles				Trailer Axles			
Axle Weight	1	2	1	2				
	20000	20000	20000	20000				
Axle Spacing (Ft-In)								
	9	0	25	0	4	3		

Example of Axle Weight and Spacing section of the permit application for Single Vehicle (No Trailer)

	Power Unit Axles			
Axle Weight	1	2		
	20000	20000		
Axle Spacing (Ft-In)				
	9	0		

7.8.1 Enter Axle Weight

Enter the individual axle weights expressed in a numeric format. The sum of the individual axles must equal the Gross Vehicle Weight. Again, enter in a numeric format only and do not use comma or any other character, i.e. 12000, 7500, 20000, etc.

7.8.2 Enter Axle Spacing

The application will display two data fields between each axle. Enter the axle spacing expressed as box 1-feet, box 2-inches, box 3-feet, box 4-inches, etc.

7.9 SECTION IV – FROM, TO AND ROUTE

This section asks for information about the Point of Origin (**FROM**) and the Destination (**TO**) of the **current move**. The state of Delaware hauling permit uses the Regional Permit format, therefore, the Point of Origin (**FROM**) and the Destination (**TO**) will reflect starting and ending points in the United States or Canadian Provinces.

NOTE: STATE LINES DE/MD LINE, MD /DE LINE, DE/PA LINE, PA/DE LINE, DE/NJ LINE or NJ/DE LINE WILL NEVER BE ENTERED IN THE ADDRESS OR CITY DATA FIELDS.

FROM This is the Point of Origin of the current move.

7.9.1 Enter Address Enter either a complete United States Postal Service mailing address, i.e. **4001 PHILADELPHIA PIKE** **OR** a road junction.

When entering a road junction enter the closest road or street junction to the Point of Origin.

When entering a road junction precede the first road number or name with **JCT** and separate the road numbers or names with a forward slash. Use SPACE(S) to separate the JCT and / from the road number or name.

Example of an acceptable Address data field entry when using a road junction – **JCT 13 / 385** or **JCT 13 / IRISH HILL RD** or **JCT IRISH HILL RD / WOODLYTOWN RD**).

This data field is **Optional** and can be left **BLANK** if load originates outside of the state Delaware.

7.9.2 Enter City Enter the Point of Origin **City** of the current move.

7.9.3 Enter State Enter the Point of Origin **State** of the current move.

TO This is the Destination of the current move.

7.9.4 Enter Address Enter either a complete United States Postal Service mailing address, i.e. **4001 PHILADELPHIA PIKE** **OR** a road junction.

When entering a road junction enter the closest road or street junction to the Destination.

When entering a road junction precede the first road number or name with **JCT** and separate the road numbers or names with a forward slash. Use SPACE(S) to separate the JCT and / from the road number or name.

Example of an acceptable Address data field entry when using a road junction – **JCT 13 / 385** or **JCT 13 / IRISH HILL RD** or **JCT IRISH HILL RD / WOODLYTOWN RD**).

This data field is **Optional** and can be left **BLANK** if destination of load is outside of the state Delaware.

7.9.5 Enter City Enter the Destination **City** of the current move.

7.9.6 Enter State Enter the Destination **State** of the current move.

7.9.7 Enter Route The carrier proposed route will be entered in this data field. The Route string will identify **ONLY** and **ALL** Interstate, US, State, and County roads on which the load will travel in the state of Delaware. As the permit passes through the approval process route adjustments may be made by any DeIDOT Agent (Permit Agent / Bridge Agent / Signal Agent / Traffic Agent).

DO AND DO NOTs
WHEN ENTERING ROUTE IN THE ROUTE DATA FIELD:

Do use only Interstate, US, State, and County roads.

Do not enter city or development street names. **Rule Exception** – City street(s) should be entered if street is in downtown WILMINGTON.

Do separate the road number or road name with a space/whitespace such as 13- HAMBURG RD

Do not use a comma (,) ampersand (&) slash (/) or any other character (other than a hyphen) to separate road number or road name

Do use authorized abbreviations such as RD vs. ROAD, ST vs. STREET, AVE vs. AVENUE, HWY vs. HIGHWAY, LA vs. LANE, BLVD vs. BOULEVARD, CT vs. COURT, CIR vs. CIRCLE, etc

Do not precede road number(s) with ROUTE, RD, RT, DE, CR, SR, US, I, etc

Do not use periods

Do not enter directions, direction of travel, road junctions, city names, address, etc.

When From State is not DE, begin Route string with MD/DE LINE, PA/DE LINE, or NJ/DE LINE indicating state line being crossed and direction of travel. Direction of travel will be indicated by the order of states listed, i.e. When moving from NJ to DE the entry will be NJ/DE LINE indicating move is made entering Delaware from an adjacent state in this case New Jersey..

When To State is not DE, end Route string with DE/MD LINE, DE/PA LINE, or DE/NJ LINE indicating state line being crossed and direction of travel.

Examples of Route strings:

Route string using road number(s) only	13 - 40 - 113
Route string using road name(s) AND road number(s)	SUSSEX HWY - 40 - 113
Route string using road name(s) only	SUSSEX HWY - REDDEN RD - DUPONT BLVD
Route string entering Delaware	MD/DE LINE - 13 - 40 - 113
Route string exiting Delaware	113 - 40 - 13 - DE/MD LINE
Route string entering and exiting Delaware	MD/DE - 95 - 495 - 95 - DE/PA LINE

7.10 SECTION IV - REQUESTING AFTER HOUR MOVE (NIGHT MOVES)

7.10.1 There are 2 types of After Hour Move (Night Move) requests

7.10.1.1 After Hour Envelope Vehicle Move. A vehicle/load not exceeding **75 feet in Length, 12 feet in Width, 14 feet 6 inches in Height, and GVW of 120,000 lbs.** may in addition to normal sunrise to sunset movement be authorized, with prior approval, to move 9pm to 5am Monday through Friday prior to the Expiration Date of permit.

When requesting this type of After Hour move set the **After Hour Envelope Vehicle Move** and enter **Request Envelope Vehicle Night Move** in the Comments data field.

7.10.1.2 After Hour Move Other. When requesting After Hour Move (Night Move) for vehicle/load exceeding dimensions or weight in 7.10.1.1 above set the **After Hour Move (Other)** and enter the following **SPECIFIC ITEMS** in the in Comments data field:

1. **JUSTIFICATION** (explain why move is necessary)
2. **DATE OF MOVE** or **DATES OF MOVE** (if inclusive times of move involves more than one day)
3. **INCLUSIVE TIMES OF MOVE in DELAWARE** (Start time at Point of Origin in DE or State Line and End time at Destination in DE or at State Line)

7.11 SECTION IV – USING THE COMMENTS DATA FIELD

This data field is used to provide an electronic means of communication between the ‘User’ and DeIDOT Agents.

Comment(s) can be entered to explain or amplify a data field entry to the reviewing DeIDOT Agent.

Comments are mandatory for certain action such as requesting After Hour moves, placing permit in Hold status and Rejecting a permit.

Comments will normally be used by the reviewing Permit Agent to identify errors in the permit application after the automated system has entered it in the database. In most cases errors will be listed by data field and making reference to corrective action to be taken.

NOTE: Comments will not display on the final printed permit, therefore, data field entries will not be entered in the Comments section.

7.12 Submit Permit Application.

When all required information is entered on the screen, 'click' the **Submit** button.

One of two actions will occur:

A **Permit Created Successfully** screen will display indicating the Permit Number and current status in addition to the Customer Code/Name.

Permit Created Successfully screen

The permit has been successfully created.

Permit Number: 003T2100408001
Permit Status: PENDING ROUTE
Customer Code: 003T2
Customer Name: TEST PRIVATE COMPANY

'Click' on **Main** function button to return to the home page.

-Or-

An **Error Message** screen will appear listing missed mandatory data field(s) or fields in which entered data violated an application business rule. Make changes and 'click' the **Submit** button. If errors still exist repeat process until you receive a **Permit Created Successfully** screen.

The following error(s) occurred:
Power Unit License is required.
Route is required.
To Address is required.

Start Date <input type="text" value="04/08/2010"/>		USDOT/FEIN 24-457899	Customer Code 003T2
Name TEST PRIVATE COMPANY		Address 999 MAIN ST	City ANYTOWN
State DE		Zip 19999	Phone (302)555-5656
Load Code 1	Load Desc SHED	Pieces 1	
Length (Ft-In) <input type="text" value="L"/>	Width (Ft-In) <input type="text" value="10"/> <input type="text" value="0"/>	Height (Ft-In) <input type="text" value="L"/>	
Gross Weight <input type="text" value="30000"/>	Overhang Front (Ft-In) <input type="text" value=""/>	Overhang Rear (Ft-In) <input type="text" value=""/>	
Power Unit	License <input type="text"/>	State <input type="text" value="DE"/>	Axles 2
Axle Weight		Power Unit Axles	
Axle Spacing (Ft-In)		1 <input type="text" value="15000"/>	2 <input type="text" value="15000"/>
From Address <input type="text" value="123 MAIN ST"/>		City <input type="text" value="BALTIMORE"/>	State <input type="text" value="MD"/>
To <input type="text"/>		City <input type="text" value="DOVER"/>	State <input type="text" value="DE"/>
Route <input type="text"/>			
MD Line Turnpike <input checked="" type="checkbox"/>		Biddles Turnpike <input checked="" type="checkbox"/>	Dover Turnpike <input type="checkbox"/>

When a permit has been successfully entered it will be transmitted to the DELDOT Hauling Permit Section work queue. Permits are reviewed as received and may be routed to different DeIDOT Agents depending on the status of the permit.

8.0 Determining the status of the permit.

When the 'User' logs in to the system a Permit List will display on the **Main** screen which lists permits in a Pending, Hold, Approved, Modapproved, Reapproved or Rejected status

Permits for TEST PRIVATE COMPANY

← Click 'Main' link to the left for REFRESH of Permit List.

Permit Number	Status	Load Code	Effective Date	Permit	Permit	Permit
003T2100401001	APPROVED	1	04/01/2010	View	Modify	Duplicate

The Permit List displays permits the 'User' has entered and are awaiting approval action or purchase. During each stage of the permit life cycle the status will change depending on the level of review and approval process. Listed below are statuses a permit may be subject to:

PERMIT STATUS

Status

Definition

PENDING ROUTE

Permit has been successfully entered into the system database and is waiting a manual or automated review at the Hauling Permit Section. With a few exceptions ALL permits are created in this status and are first reviewed by a DeIDOT Hauling Permit Agent.

PENDING BRIDGE

If the GVW exceeds 120000 pounds the status will change to PENDING BRIDGE. In this status the permit will undergo a manual or automated bridge analysis by Bridge Engineers to verify or fail movement over the state's infrastructure. Also subject to Bridge review are vehicles with an individual axle at or over 24000 lbs. This weight is subject to change as determined by Bridge Management Engineers.

PENDING TRAFFIC

If the customer requests movement after normal operating hours, Monday thru Friday sunrise to sunset, the status will change to PENDING TRAFFIC. In this status the permit will undergo a manual or automated review by Engineers in the Traffic Department. Permits may also be placed in this status upon the determination of the Permit Agent for extreme oversize or complex moves.

APPROVED

When permit has been approved from one or more of above statuses a 'User' may view and purchase permit or modify and resubmit to system for approval of changed data fields.

MODAPPROVED

A permit will be in this status if the reviewing Agent (Permit, Bridge, Signal or Traffic) has Modified and Approved the permit. Modified data field will display in red.

VALIDATED

After purchase by the 'User' the permit will change to a Validated status.

AMENDED

If a permit has been modified after purchase (Validated) by a Permit Agent it will be in an amended state until the reviewing Agent Approves it. 'User' will not see this interim status. See paragraph 13. **Amending a Validated permit.** below for acceptable justification to request an amended permit.

REAPPROVED

If the reviewing Agent Approves the post Validated permit it will go to a Reapproved status waiting for the 'User' to review and repurchase and reprint the

permit. Original fee will be voided and new fee applied to the Reapproved permit and will be reflected on the Customer Transaction Report.

HOLD

A permit will be put in HOLD status when the reviewing Agent (Permit, Bridge, Signal or Traffic) has questions regarding the permit or errors are present in identified data fields. The Agent will enter Comments explaining why the permit was placed on HOLD. The customer upon viewing the permit can 'click' the **Off Hold** function button, modify the permit and resubmit. The 'User' may also place permit on hold for any reason, i.e. load is not ready to move.

REJECTED

Permits can be rejected by any 'User' prior to Validation. 'User' can reject the selected permit by entering a Comment and 'clicking' on the 'Reject' button. A permit will stay in the rejected status for 30 days before it is purged from the system. No further action can be taken to a permit in a Rejected status other than Duplicate.

9.0 Purchasing the permit.

The OSOW Permit System forces a review of the permit before the purchase function can be performed. This ensures you agree with data entered by the 'User' or as modified by a DelDOT Agent. If permit, as displayed, is acceptable, you can 'click' on the Purchase button.

When the permit appears as status APPROVED, MODAPPROVED, or REAPPROVED in the list of permits on the Main screen or as a result of a Search the permit may be Purchased. A purchased permit is placed in a **VALIDATED** status.

A VALIDATED permit can only be amended for reasons stated in paragraph **13. Amending a Validated permit.**, therefore, a decision should be made when to purchase the permit. An approved permit will remain dormant for 30 days during which it can be recalled and Modified and resubmitted for review and approval of new information.

A Purchase Permit screen will display that has a Payment Type dropdown box to choose type of payment as indicated below

Purchase Permit screen displaying types of purchase options

Permit Number	Customer Name	Effective Date	Total Fee
003T2100505023	TEST PRIVATE COMPANY	05/05/2010	\$2,500.00

Payment Type

PURCHASE BY CREDIT CARD

PURCHASE BY ELECTRONIC CHECK

PURCHASE BY FUND

9.1 Purchasing the permit by Fund Account.

If permit is to be purchased using the Fund Account select PURCHASE BY FUND as Payment Type and 'click' the Continue function button.

Purchase Permit screen displaying selected Payment Type

Permit Number	Customer Name	Effective Date	Total Fee
003T2100505013	TEST PRIVATE COMPANY	05/05/2010	\$32.00

Payment Type

If sufficient funds **are available** in the Fund Account to cover the permit cost a screen will display as

Successful Purchase screen

The purchase was successful.

Permit Number	Customer Name	Effective Date	Total Fee	Status
003T2100505013	TEST PRIVATE COMPANY	05/05/2010	\$32.00	VALIDATED

Though other functions are available from this screen the most often used would be to print the permit. Refer to paragraph 10. **Printing the purchased (Validated status) permit.** for details on printing a permit.

If sufficient funds **are not available** in the Fund Account to cover the permit cost a screen will display indicating the fund has Insufficient funds and the difference in the permit cost and Fund Account balance.

The following error(s) occurred:
Insufficient funds.

Permit Number	Customer Name	Effective Date	Total Fee
003T2100505023	TEST PRIVATE COMPANY	05/05/2010	\$2,500.00

Account Number	Balance
12243	\$1,124.00
DIFFERENCE:	
	(\$1,376.00)

Payment Type

To satisfy the difference deposit an additional amount, funds can be deposited into the Fund Account by using the Add Funds function button. Select Payment Type PURCHASE BY FUND and 'click' the Add Funds button.

A **Create New Transaction** screen in will display. A Transaction Type deposit, either Credit Card or Electronic Check, can be selected.

Create New Transaction screen

Transaction Type	<input type="text" value="1 - DEPOSIT - CARD"/>	Account Number	<input type="text" value="12243"/>	Amount	<input type="text"/>
	2 - DEPOSIT - ELECTRONIC CHECK				
			<input type="button" value="Submit"/>		

NOTE: If you change your mind and want to purchase the permit by Credit Card or Electronic Check instead of by Fund Account go back to Main screen and start the purchase process over selecting a new method of payment and follow instructions below for type payment selected.

To continue with the **Purchase by Fund** option, select the Transaction Type for deposit of funds into the Fund Account. Upon selected of type 1 - DEPOSIT – CARD or 2 – DEPOSIT – ELECTRONIC CHECK ‘click’ a screen will display for type selected.

Fill in required data fields and ‘click’ the **Submit** button.

If an error occurs with your processing an error message similar to this will appear on top of the screen:

The following error(s) occurred:
Card expired.
Your credit card was not charged.
Please contact your bank for further information.

Correct the applicable data field or contact the card issuer and resubmit transaction.

Otherwise a **Confirmation Transaction** screen will display.

Confirmation Transaction screen

Company Name	TEST PRIVATE COMPANY	Account Number	12243
Amount	\$4000.00	Transaction Type	DEPOSIT - CARD
Credit Card Type	VISA	Card Holder Name	JOHN DOE
Card Number	****_****_****_ 1111	CVN	500
Card Expiration Date	01/2012	Billing Address	123 MN ST, SEAFORD, DE 19973
		<input type="button" value="Back"/>	<input type="button" value="Submit"/>

If information is correct 'click' the Submit button and the Purchase Permit screen will again display.

Purchase Permit screen

Permit Number	Customer Name	Effective Date	Total Fee
003T2100505023	TEST PRIVATE COMPANY	05/05/2010	\$2,500.00

Payment Type

Select Payment Type PURCHASE BY FUND and 'click' Continue and system will display

Successful Purchase screen

The purchase was successful.

Permit Number	Customer Name	Effective Date	Total Fee	Status
003T2100505023	TEST PRIVATE COMPANY	05/05/2010	\$2500.00	VALIDATED

Though other functions are available from this screen the most often used would be to print the permit. Refer to paragraph 10. **Printing the purchased (Validated status) permit.** for details on printing a permit.

9.2 Purchasing the permit by Credit Card.

If permit is to be purchased using a Credit Card select and 'click' on PURCHASE BY CREDIT CARD from the Payment Type dropdown box.

Purchase Permit screen

Permit Number	Customer Name	Effective Date	Total Fee
003T2100505021	TEST PRIVATE COMPANY	05/05/2010	\$30.00

Payment Type

- PURCHASE BY CREDIT CARD
- PURCHASE BY ELECTRONIC CHECK
- PURCHASE BY FUND

When the Credit Card payment type is selected the **Purchase Permit** screen will display with data fields applicable for Credit Card information.

Purchase Permit screen

Permit Number	Customer Name	Effective Date	Total Fee
003T2100505021	TEST PRIVATE COMPANY	05/05/2010	\$30.00

Payment Type	<input type="text" value="PURCHASE BY CREDIT CARD"/>	Credit Card Type	<input type="text"/>
Cardholder Name (as it appears on card)	<input type="text"/>	Card Number	<input type="text"/>
CVN (what is this?)	<input type="text"/>	Card Expiration Date	<input type="text" value="01 - January"/> <input type="text" value="2010"/>

Billing Address

Address	City
<input type="text"/>	<input type="text"/>
<input type="text"/>	
State	Zip/Postal Code
<input type="text" value="Please select a state"/>	<input type="text"/>

Fill in required data fields and 'click' Continue. A **Successful Purchase** screen will display which can be printed a receipt for your records.

Successful Purchase screen

The purchase was successful.				
Permit Number	Customer Name	Effective Date	Total Fee	Status
003T2100505021	TEST PRIVATE COMPANY	05/05/2010	\$30.00	VALIDATED

The PURCHASE BY CREDIT CARD was successful.
Please print this receipt for your records.

Transaction Number	338579	Transaction Date	05/11/2010 12:06	Account Number	12243
Amount	\$30.00	Payment Method	VISA ****_****_****_1111	Bill To	JOHN DOE 123 MN ST SEAFORD, DE 19973

Though other functions are available from this screen the most often used would be to print the permit. Refer to paragraph 10. **Printing the purchased (Validated status) permit.** for details on printing a permit.

9.3 Purchasing the permit by Electronic Check.

If permit is to be purchased using an Electronic Check select and 'click' on PURCHASE BY ELECTRONIC CHECK from the Payment Type dropdown box. Subsequent screens will display like those for Credit Card except will indicate Electronic Check.

10.0 Printing the purchased (Validated status) permit.

When 'User' has purchased the permit, you will be given the option to print the permit at that time. If you decide to delay the printing of the Validated permit, you can print at a later time. You would do this by searching for your validated permits, selecting the permit that you want to print, select 'View', view permit and 'click' on the 'Print' button.

11.0 Duplicating an existing permit.

Any permit that is entered into the application is available for duplication. This function allows you to duplicate all of the information associated with an existing permit for the purpose of requesting a new permit with slightly different information. In some cases, this function can save you significant keystrokes and increase your accuracy. To perform this function, you need to invoke the permit search function and request a permit(s). From the permit list screen, you can select a permit to be duplicated. Once you select a permit to be duplicated and 'click' on the 'Duplicate' button, the application will automatically take you to the first screen of the new permit function with all of the fields appropriately filled in. At this time, you can modify any of those fields or simply 'click' on the 'Submit' button. Upon this action, the application will take you to the second screen of the new permit function with all of the pertinent fields filled in with the information from the *duplicated* permit. When you 'click' the 'Submit' button, the application will save the permit into the application and display to you on the following screen, the permit number associated with your new permit.

12.0 *Modifying an existing permit.*

If you 'click' on the 'Modify Permit' button after selecting a permit from the list of search results, you will be presented with a screen that displays all of the information associated with the permit. From this screen, you can change the information in any of the modifiable fields. When you 'click' on the 'Submit' button, the application will verify that the business rules have passed and it will save the modified permit. Depending on the fields that were changed, the status of the permit will be changed to 'Pending Route', 'Pending Bridge', or 'Pending After Hours'.

13.0 *Amending a Validated permit.*

Only a DeIDOT Permit Agent can amend a validated permit. The Customer must telephonically notify the Hauling Permit office on or before the expiration date to request an amendment of a Validated permit.

Only the following data fields may be amended:

License Number –

Power Unit License Number ([Due to breakdown](#))

Trailer License Number ([Due to breakdown](#))

Note: Can not amend both Power Unit and Trailer License Number on the same permit unless it is prior to effective date of permit.

Route –

(1). Route may be amended due to limitations of roadways as determined by DeIDOT Highway Officials.

(2). Beginning and ending route (other than a beginning or terminal point within Delaware) may be amended if confirmed by bordering state DOT Highway Official.

Extension of Expiration Date

(1). [Due to breakdown](#) – The expiration date may be extended up to 3 days after date of expiration.

(2). Weather conditions or other natural causes – The expiration date may be amended to the next business day after expiration date that roadways are clear of weather conditions or other natural causes as determined by DeIDOT Highway Officials.

14.0 *Maintaining a Fund Account.*

Only the Administrators of the account – [Company Admin](#) (Private Companies) and [Service Admin \(Permit Service\)](#) have applicable links on their screens that allow system to display current status of fund account info and ability to create reports. Instructions for specific functions were explained in preceding paragraphs.

14.1 Electronically deposit funds into Fund Account using **Credit Card** or **ACH** (Automated Clearing House) network. Instructions for using electronic fund deposits are provided below:

On the Main screen 'click' on the [Transactions](#) link. The Transaction screen will display.

Transaction screen

Search Criteria	Actions
Transaction Number <input type="text"/>	<input type="button" value="Create New"/>
Permit Number <input type="text"/>	<input type="button" value="Search"/>
Transaction Type <input type="text"/>	<input type="button" value="Clear Search"/>

'Click' on the **Create New** function button under the Actions column and the Create New Transaction screen will display.

Create New Transaction screen

Transaction Type <input type="text"/>	Account Number <input type="text" value="12243"/>	Amount <input type="text"/>
<input type="button" value="Back"/> <input type="button" value="Submit"/>		

When the Create New Transaction screen appears select **1 – DEPOSIT - CARD** or **2 – DEPOSIT – ELECTRONIC CHECK** from the Transaction Type dropdown box.

If **1 – DEPOSIT – CARD** is selected the following screen will display:

Transaction Type <input type="text" value="1 - DEPOSIT - CARD"/>	Account Number <input type="text" value="12243"/>	Amount <input type="text"/>								
Credit Card Type <input type="text"/>	Cardholder Name (as it appears on card) <input type="text"/>									
Card Number <input type="text"/>	CVN (what is this?) <input type="text"/>									
Card Expiration Date <input type="text" value="01 - January"/> <input type="text" value="2010"/>										
<table border="1" style="width: 100%;"> <thead> <tr> <th colspan="2">Billing Address</th> </tr> </thead> <tbody> <tr> <td>Address <input type="text"/></td> <td>City <input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td></td> </tr> <tr> <td>State <input type="text" value="Please select a state"/></td> <td>Zip/Postal Code <input type="text"/></td> </tr> </tbody> </table>			Billing Address		Address <input type="text"/>	City <input type="text"/>	<input type="text"/>		State <input type="text" value="Please select a state"/>	Zip/Postal Code <input type="text"/>
Billing Address										
Address <input type="text"/>	City <input type="text"/>									
<input type="text"/>										
State <input type="text" value="Please select a state"/>	Zip/Postal Code <input type="text"/>									
<input type="button" value="Back"/> <input type="button" value="Submit"/>										

Complete the data fields with information applicable with the **Credit Card** you are using. When you verify information is correct and 'click' the **Submit** button a screen similar to this will display:

Company Name	TEST PRIVATE COMPANY		
Account Number	12243		
Amount	\$100.00		
Transaction Type	DEPOSIT - CARD		
Credit Card Type	VISA	Card Holder Name	John Doe
Card Number	****_****_****_ 1111	CVN	123
Card Expiration Date	01/2012	Billing Address	123 Main St, Anytown, DE 19804

When you are ready to complete the transaction 'click' the **Submit** button and a receipt screen will appear.

**The deposit via Credit Card was successful.
Please print this receipt for your records.**

Transaction Number	338406	Transaction Date	04/05/2010 03:47	Account Number	12243
Amount	\$100.00	Payment Method	VISA 1111	Bill To	John Doe 123 Main St Anytown, DE 19804

[Back to OSOW Hauling Permit Application](#)

If an error occurs with your Credit Card processing an error message similar to this will appear on top of the Create New Transaction box:

The following error(s) occurred:
Card expired.
Your credit card was not charged.
Please contact your bank for further information.

Correct the applicable data field or contact the card issuer and resubmit transaction.

When you are ready to complete the transaction 'click' the **Submit** button and a receipt screen will appear.

**The deposit via Electronic Check was successful.
Please print this receipt for your records.**

Transaction Number	338408	Transaction Date	04/05/2010 04:05	Account Number	12243
Amount	\$100.00	Payment Method	BUSINESS CHECK	Bank Account Number	****5555
Routing Number	012345672	Bill To	John Doe 123 Main St Anytown, DE 19804		

[Back to OSOW Hauling Permit Application](#)

If an error occurs with your Electronic Check processing an error message similar to this will appear on top of the Create New Transaction box:

The following error(s) occurred:
Routing transit number (ABA) failed validation.
Your bank account was not charged.
Please contact your bank for further information.

Correct the applicable data field or contact the bank and resubmit transaction.

15.0 Close Online Account

To close online account 'click' on **HP Form 2 Fund Account Closure Application** located in the Forms link on login screen. Using instruction on the form complete and mail to the Hauling Permit Office. Application will be process and forwarded to the DelDOT Finance Department for reimbursement of any remaining funds in the Fund Account. Process may take 4-6 weeks from time of receipt.

ATTACHMENTS

STATE OF DELAWARE ESCORT REQUIREMENTS

EFFECTIVE JANUARY 1, 2014

LENGTH:	over 90'	REAR			
	at 100'	REAR	FRONT		
	at 120'	REAR	FRONT	DSP	
WIDTH:	over 13'	REAR on mult-lane, FRONT on two lane			
	over 14'	REAR	FRONT		
	over 15'	REAR	FRONT	DSP	
HEIGHT:	at 15'	REAR	FRONT		
	at 17' 6"	REAR	FRONT	DSP	
WEIGHT:	over 120K lbs	REAR	FRONT	DSP	
OVERHANG	at 15'	REAR			

ATTACHMENT 1

SUPERLOAD CRITERIA

A move is considered a **SUPERLOAD** when any one of the following conditions apply:

Overall Length is at	120'
Overall Width is at	15'
Overall Height is at	15'
Weight is over	120, 000 lbs

Overall Length Measurement from Power Unit front bumper to end of Trailer or load if rear overhang is present.

Overall Width Width of the vehicle or load which ever is greater.

Overall Height Measurement from road surface to top of vehicle or load which ever is greater.

Pages in this attachment display the different numbered **Load Codes** and data fields unique to them.

Load Codes (LC) are used to identify types of loads. .

Load Code Duration (Number of days available for movement). When a restricted state holiday falls within the original Effective and Expiration Dates the system will calculate a new Expiration Date.

Permit Load Code	Duration (Business days available for movement)
LC 1 (Oversize)	5 days
LC 2 (Overweight)	5 days
LC 3 (Superload)	5 days
LC 4 (Manufactured Housing)	5 days
LC 5 (Sealed Container)	5 days
LC 6 (Ship)	5 days
LC 7 (Pole & Piling)	30 days
LC 8 (Weight Registration)	Annual
LC 9 (Single Trip Interstate)	1 trip in a 10 day period
LC 10 (Multi Trip Interstate)	60 trip in a 1 year period (Which ever comes first)
LC 11 (Blanket Crane)	Annual
LC 12 (Twin Trailer)	30 days

Current cost associated with a DeIDOT Hauling Permit.

LC 1	\$10
LC 2	\$10 plus weight fee of \$5 for each 8000 pounds or portion thereof over legal GVW
LC 3	\$30 plus weight fee of \$5 for each 8000 pounds or portion thereof over legal GVW
LC 4	\$10
LC 5	\$10 plus weight fee of \$5 for each 8000 pounds or portion thereof over legal GVW
LC 6	\$900
LC 7	\$30
LC 8	\$100
LC 9	\$1
LC 10	\$150
LC 11	Varies – See paragraph 13 of the DeIDOT Policy and Procedures Manual
LC 12	\$300

LOAD CODE 1 SIZE

Customer Code	003T2
Load Code	1-SIZE
Power Unit Axles	2
Trailer Axles	3
<input type="button" value="Next"/>	

Start Date <input type="text" value="05/18/2010"/>	USDOT/FEIN 24-457899	Customer Code 003T2	
Name ABC TRUCKING COMPANY State DE	Address 123 MAIN ST Zip 19973	City SEAFORD Phone (302)555-5656	
Load Code 1	Load Desc SHED	Pieces 1	
Length (Ft-In) <input type="text" value="L"/>	Width (Ft-In) <input type="text" value="10"/> <input type="text" value="0"/>	Height (Ft-In) <input type="text" value="L"/>	
Gross Weight <input type="text" value="30000"/>	Overhang Front (Ft-In) <input type="text"/>	Overhang Rear (Ft-In) <input type="text"/>	
Power Unit	License	State	Axles
	<input type="text" value="CLA1234"/>	<input type="text" value="DE"/>	2
Trailer	<input type="text" value="T12345"/>	<input type="text" value="DE"/>	3
Power Unit Axles		Trailer Axles	
1	2	1	2
Axle Weight <input type="text" value="6000"/>	<input type="text" value="6000"/>	<input type="text" value="6000"/>	<input type="text" value="6000"/>
Axle Spacing (Ft-In) <input type="text" value="9"/> <input type="text" value="0"/>	<input type="text" value="30"/> <input type="text" value="0"/>	<input type="text" value="4"/> <input type="text" value="3"/>	<input type="text" value="4"/> <input type="text" value="3"/>
From	Address	City	State
	<input type="text" value="123 MAIN ST"/>	<input type="text" value="BALTIMORE"/>	<input type="text" value="MD"/>
To	<input type="text" value="123 MAIN ST"/>	<input type="text" value="DOVER"/>	<input type="text" value="DE"/>
Route	<input type="text" value="MD/DE LINE - 95 - 1 - 13"/>		
MD Line Turnpike <input checked="" type="checkbox"/>	Biddles Turnpike <input checked="" type="checkbox"/>	Dover Turnpike <input type="checkbox"/>	
After Hour Move <input type="checkbox"/>			
Comments			
<input type="text"/>			
<input type="button" value="Submit"/>			

A Load Code 1 permit is a load that is **Oversize** but less than SUPERLOAD criteria and legal weight.

Exception – Certain types of vehicles may have over legal limit individual axle weight(s) but meet GVW. These vehicles will be entered as Load Code 1 with overweight axle data noted in the individual axle data fields.

LOAD CODE 2 WEIGHT

Customer Code	003T2
Load Code	2-WEIGHT
Power Unit Axles	2
Trailer Axles	2
<input type="button" value="Next"/>	

Start Date <input type="text" value="05/18/2010"/>	USDOT/FEIN 24-457899	Customer Code 003T2	
Name ABC TRUCKING COMPANY State DE	Address 123 MAIN ST Zip 19973	City SEAFORD Phone (302)555-5656	
Load Code 2	Load Desc <input type="text" value="DOZER"/>	Pieces <input type="text" value="1"/>	
Length (Ft-In) <input type="text" value="L"/>	Width (Ft-In) <input type="text" value="10"/> <input type="text" value="0"/>	Height (Ft-In) <input type="text" value="L"/>	
Gross Weight <input type="text" value="80000"/>	Overhang Front (Ft-In) <input type="text"/>	Overhang Rear (Ft-In) <input type="text"/>	
Power Unit	License <input type="text" value="CLA1234"/>	State <input type="text" value="DE"/>	Axles 2
Trailer	<input type="text" value="T453666"/>	<input type="text" value="DE"/>	2
Axle Weight	Power Unit Axles	Trailer Axles	
<input type="text" value="20000"/>	<input type="text" value="20000"/>	<input type="text" value="20000"/>	<input type="text" value="20000"/>
Axle Spacing (Ft-In)	<input type="text" value="9"/> <input type="text" value="0"/>	<input type="text" value="25"/> <input type="text" value="0"/>	<input type="text" value="4"/> <input type="text" value="3"/>
From	Address <input type="text" value="123 MAIN ST"/>	City <input type="text" value="BALTIMORE"/>	State <input type="text" value="MD"/>
To	<input type="text" value="123 MAIN ST"/>	<input type="text" value="DOVER"/>	<input type="text" value="DE"/>
Route	<input type="text" value="MD/DE LINE - 95 - 1 - 13"/>		
MD Line Turnpike <input checked="" type="checkbox"/>	Biddles Turnpike <input checked="" type="checkbox"/>	Dover Turnpike <input type="checkbox"/>	
After Hour Move <input type="checkbox"/>			
Comments <input type="text"/>			
<input type="button" value="Submit"/>			

A Load Code 2 permit is a load that is **over legal weight**: 2 axles = 40K lbs.; 3 axles = 65K lbs.; 4 axles = 73280 lbs.; 5 or more axles = 80K lbs. **(NOTE: GVW over 120000 lbs should be entered as Load Code 3).**

Load may be oversize but under limits of Load Code 3 – SUPERLOAD.

LOAD CODE 3
Load Desc OTHER

Customer Code	003T2
Load Code	3-SUPER LOAD
Power Unit Axles	2
Trailer Axles	2
Load Desc	OTHER
Next	

Start Date	05/18/2010	USDOT/FEIN	24-457899	Customer Code	003T2
Name	ABC TRUCKING COMPANY	Address	123 MAIN ST	City	SEAFORD
State	DE	Zip	19973	Phone	(302)555-5656
Load Code	3	Load Desc	DOZER	Pieces	1
Length (Ft-In)	L	Width (Ft-In)	15 0	Height (Ft-In)	L
Gross Weight	100000	Overhang Front (Ft-In)		Overhang Rear (Ft-In)	
Power Unit	License	State	Axles		
	CLA1234	DE	2		
Trailer	T67444	DE	2		
Power Unit Axles	Trailer Axles				
1	2	1	2		
Axle Weight	25000	25000	25000	25000	
Axle Spacing (Ft-In)	9 0	30 0	4 3		
From	Address	City	State		
	123 MAIN ST	BALTIMORE	MD		
To	123 MAIN ST	DOVER	DE		
Route	MD/DE LINE - 95 - 1 - 13				
MD Line Turnpike	<input checked="" type="checkbox"/>	Biddles Turnpike	<input checked="" type="checkbox"/>	Dover Turnpike	<input type="checkbox"/>
After Hour Move	<input type="checkbox"/>				
Comments					
Submit					

A Load Code 3 permit is a load referred to as a **SUPERLOAD**. A load that is at 120' long **or** at 15' **or or**

Load Desc **Manufactured Home/Office Trailer/Other**
OTHER **Manufactured Home or Office Trailer.**

LOAD CODE 3
Load Desc MANUFACTURED HOME

Customer Code	003T2
Load Code	3-SUPER LOAD
Power Unit Axles	2
Trailer Axles	3
Load Desc	MANUFACTURED HOME
Next	

Start Date	05/18/2010	USDOT/FEIN	24-457899	Customer Code	003T2
Name	ABC TRUCKING COMPANY	Address	123 MAIN ST	City	SEAFORD
State	DE	Zip	19973	Phone	(302)555-5656
Load Code	3	Load Desc	MANUFACTURED HOME	Pieces	1
Year	2010	Make	WALKER	Serial Number	123456
Length (Ft-In)	L	Width (Ft-In)	15 0	Height (Ft-In)	L
Gross Weight	50000	Overhang Front (Ft-In)		Overhang Rear (Ft-In)	
Power Unit	License	State	Axles		
	CLA1234	DE	2		
Trailer	T798822	DE	3		
Power Unit Axles	Trailer Axles				
1	2	1	2	3	
Axle Weight	10000	10000	10000	10000	10000
Axle Spacing (Ft-In)	9 0	25 0	4 3	4 3	
From	Address	City	State		
	123 MAIN ST	BALTIMORE	MD		
To	123 MAIN ST	DOVER	DE		
Route	MD/DE LINE - 95 - 1 - 13				
MD Line Turnpike	<input checked="" type="checkbox"/>	Biddles Turnpike	<input checked="" type="checkbox"/>	Dover Turnpike	<input type="checkbox"/>
After Hour Move	<input type="checkbox"/>				
Comments					

A Load Code 3 permit is a load referred to as a **SUPERLOAD**. A load that is at 120' long **or** at 15' **or** **or** over 120,000 lbs.

When this code is selected the screen will refresh and display the **Load Desc** drop down box, which further details the load as **Manufactured Home**, **Office Trailer**, **Other** (not having Superload criteria).

MANUFACTURED HOME will be used only for Manufactured Homes.

LOAD CODE 3
Load Desc OFFICE TRAILER

Customer Code	003T2
Load Code	3-SUPER LOAD
Power Unit Axles	2
Trailer Axles	2
Load Desc	OFFICE TRAILER
Next	

Start Date	05/18/2010	USDOT/FEIN	24-457899	Customer Code	003T2
Name	ABC TRUCKING COMPANY	Address	123 MAIN ST	City	SEAFORD
State	DE	Zip	19973	Phone	(302)555-5656
Load Code	3	Load Desc	OFFICE TRAILER	Pieces	1
Year	2010	Make	OFFICE FUTURE	Serial Number	123778
Length (Ft-In)	L	Width (Ft-In)	15 0	Height (Ft-In)	L
Gross Weight	40000	Overhang Front (Ft-In)		Overhang Rear (Ft-In)	
Power Unit	License	State	Axles		
	CLA1234	DE	2		
Trailer	T38777	DE	2		
Power Unit Axles	1	Trailer Axles	2		
Axle Weight	10000	Axle Weight	10000	Axle Weight	10000
Axle Spacing (Ft-In)	9 0	Axle Spacing (Ft-In)	25 0	Axle Spacing (Ft-In)	4 3
From	Address	City	State		
	123 MAIN ST	BALTIMORE	MD		
To	123 MAIN ST	DOVER	DE		
Route	MD/DE LINE - 95 - 1 - 13				
MD Line Turnpike	<input checked="" type="checkbox"/>	Biddles Turnpike	<input checked="" type="checkbox"/>	Dover Turnpike	<input type="checkbox"/>
After Hour Move	<input type="checkbox"/>				
Comments					

A Load Code 3 permit is a load referred to as a **SUPERLOAD**. A load that is at 120' long **or** at 15' **or** **or** over 100,000 lbs.

Load Desc **OFFICE TRAILER** When this code is selected the screen will refresh and display the appropriate details for the load being equipped.

**LOAD CODE 4
MANUFACTURED HOME**

Customer Code	003T2
Load Code	4-MNFD HOME
Power Unit Axles	2
Trailer Axles	2
Next	

Start Date	05/18/2010	USDOT/FEIN	24-457899	Customer Code	003T2
Name	ABC TRUCKING COMPANY	Address	123 MAIN ST	City	SEAFORD
State	DE	Zip	19973	Phone	(302)555-5656
Load Code	4	Pieces	1	Serial Number	789554
Year	2010	Make	REDMAN	Height (Ft-In)	L
Length (Ft-In)	L	Width (Ft-In)	11 0	Overhang Front (Ft-In)	
Gross Weight	40000	Overhang Rear (Ft-In)			
Power Unit	License	State	Axles		
	CLA1234	DE	2		
Trailer	T865777	DE	2		
Power Unit Axles	1	Trailer Axles	2		
Axle Weight	10000	10000	10000	10000	
Axle Spacing (Ft-In)	9 0	15 0			
From	Address	City	State		
	123 MAIN ST	BALTIMORE	MD		
To	123 MAIN ST	DOVER	DE		
Route	MD/DE LINE - 95 - 1 - 13				
MD Line Turnpike	<input checked="" type="checkbox"/>	Biddles Turnpike	<input checked="" type="checkbox"/>	Dover Turnpike	<input type="checkbox"/>
After Hour Move	<input type="checkbox"/>				
Comments					
Submit					

Manufactured Housing (Mobile Home) or Office Trailer unless it meets Superload criteria.

NOTE: ...Manufactured Housing frames or carriers resubmit as Load Code 1.

LOAD CODE 5 SEALED CONTAINER

Customer Code	003T2
Load Code	5-SEALED CONTAINER
Power Unit Axles	2
Trailer Axles	3
Next	

Start Date: 05/18/2010	USDOT/FEIN: 24-457899	Customer Code: 003T2
Name: ABC TRUCKING COMPANY State: DE	Address: 123 MAIN ST Zip: 19973	City: SEAFORD Phone: (302)555-5656
Load Code: 5	To or From Port: PORT OF WILMINGTON	Seal Number: 4578888 Pieces: 1
Length (Ft-In): L	Width (Ft-In): L	Height (Ft-In): L
Gross Weight: 90000	Overhang Front (Ft-In):	Overhang Rear (Ft-In):
Power Unit	License: CLA1234	State: DE Axles: 2
Trailer	T865777	DE Axles: 3
Power Unit Axles		Trailer Axles
1	2	1
2	1	2
3	2	3
Axle Weight: 10000	20000	20000
Axle Spacing (Ft-In): 9 0	25 0	4 0
From	Address: 123 MAIN ST	City: BALTIMORE State: MD
To	123 MAIN ST	DOVER DE
Route	MD/DE LINE - 95 - 1 - 13	
MD Line Turnpike <input checked="" type="checkbox"/>	Biddles Turnpike <input checked="" type="checkbox"/>	Dover Turnpike <input type="checkbox"/>
After Hour Move <input type="checkbox"/>		
Comments		
Submit		

A Load Code 5 move is a Sealed Container move. A divisible load of containerized cargo sealed with a custom seal moving from or to a Port. Maximum GVW is 100000 lbs.

**LOAD CODE 6
SHIP**

Customer Code	003T2
Load Code	6-SHIP
Power Unit Axles	2
Trailer Axles	3
<input type="button" value="Next"/>	

Start Date	05/18/2010	USDOT/FEIN	24-457899	Customer Code	003T2
Name	ABC TRUCKING COMPANY	Address	123 MAIN ST	City	SEAFORD
State	DE	Zip	19973	Phone	(302)555-5656
Load Code	6	Ship Name	CLIPPER	Commodity	STEEL COILS
Comments	<input type="text"/>				
<input type="button" value="Submit"/>					

A Load Code 6 permit is a Ship permit used for unloading a ship within a two-mile radius of the Port of Wilmington.

Permit is not truck / trailer specific, however, a copy of permit is to be carried with load.

**LOAD CODE 7
POLE**

Customer Code	003T2
Load Code	7-POLE
Power Unit Axles	2
Trailer Axles	3
<input type="button" value="Next"/>	

Start Date	05/18/2010	USDOT/FEIN	24-457899	Customer Code	003T2
Name	ABC TRUCKING COMPANY	Address	123 MAIN ST	City	SEAFORD
State	DE	Zip	19973	Phone	(302)555-5656
Load Code	7	Load Desc	Pole/Piling/Mill Stock		
Length (Ft-In)	84	11			
Power Unit	License	State	Axles		
	CL263777	DE	2		
Comments	<input type="text"/>				
<input type="button" value="Submit"/>					

A Load Code 7 permit is a load of Pole/Piling/Millstock. Also concrete/steel beams/columns, etc

NOTE: The following Special Provision will display on the permit indicating Escort requirement determined by Length entered on permit application:

ESCORT REQUIREMENT: WHEN OVERALL LENGTH (POWER UNIT FRONT BUMPER TO END OF TRAILER OR LOAD, WHICHEVER IS GREATER) IS FROM 85 FEET TO LESS THAN 100 FEET - 1 REAR ESCORT, AT 100 FEET TO LESS THAN 120 FEET- 1 REAR AND 1 FRONT ESCORT, AT 120 FEET OR GREATER - 1 REAR, 1 FRONT AND 1 DSP ESCORT. A REAR ESCORT WILL BE REQUIRED AT ANY LENGTH WHEN REAR OVERHANG IS 15 FEET OR LONGER. REAR OVERHANG SHALL NOT COME IN CONTACT WITH ROAD SURFACE DURING MOVEMENT. WHEN MOVEMENT UNDER THIS PERMIT INCLUDES TRAVEL ON FEDERAL INTERSTATE HIGHWAYS OR US NUMBERED ROUTES, TRAILER LENGTH LIMITS ESTABLISHED UNDER TITLE 21, CHAPTER 45, SECTION 4503 SHALL NOT APPLY.

**LOAD CODE 8
ANNUAL WEIGHT REGISTRATION**

Customer Code	003T2
Load Code	8-ANNUAL
Power Unit Axles	3
Trailer Axles	0
<input type="button" value="Next"/>	

Start Date	05/18/2010	USDOT/FEIN	24-457899	Customer Code	003T2
Name	ABC TRUCKING COMPANY	Address	123 MAIN ST	City	SEAFORD
State	DE	Zip	19973	Phone	(302)555-5656
Load Code	8	Load Desc	Annual Weight Registration Fee		
Power Unit	License	State	Axles		
	CL263777	DE	3		
Comments	<input type="text"/>				
<input type="button" value="Submit"/>					

A Load Code 8 permit is an Annual Weight Registration Fee. Permit will allow a 3 axle single vehicle w/GVW of 65K lbs to move with 70K GVW when hauling construction or agricultural loads.

This permit type has been deleted. See the Motor Carrier section to modify vehicle GVW.

**LOAD CODE 9
SINGLE TRIP INTERSTATE**

Customer Code	003T2
Load Code	9-SINGLE TRIP IS
Power Unit Axles	<input type="text"/>
Trailer Axles	<input type="text"/>
<input type="button" value="Next"/>	

Start Date	05/18/2010	USDOT/FEIN	24-457899	Customer Code	003T2
Name	ABC TRUCKING COMPANY	Address	123 MAIN ST	City	SEAFORD
State	DE	Zip	19973	Phone	(302)555-5656
Load Code 9		Load Desc Single Trip Interstate			
Number of Copies	1				
Comments	<input type="text"/>				
Payment Type	PURCHASE BY FUND				
<input type="button" value="Continue"/>					

A Load Code 9 permit is a Single Trip Interstate permit. Used for 3 or 4 axle single vehicles that exceed the Federal Bridge Formula when on the Interstate road system.

Power Unit Axles data field on first screen can be left blank as system will default to 3.

Trailer Axles data field on first screen should be left blank.

Permit is valid for 1 Trip in a 5 day period.

**LOAD CODE 10
MULT TRIP INTERSTATE**

Customer Code	<input type="text" value="003T2"/>	<input type="button" value="Search"/>
Load Code	<input type="text" value="10-MULTIPLE TRIP IS"/>	
Power Unit Axles	<input type="text"/>	
Trailer Axles	<input type="text"/>	
<input type="button" value="Next"/>		

Start Date	<input type="text" value="04/14/2010"/>	USDOT/FEIN	24-457899	Customer Code	003T2	
Name	TEST PRIVATE COMPANY	Address	999 MAIN ST	City	ANYTOWN	
State	DE	Zip	19999	Phone	(302)555-5656	
Load Code		10	Load Desc			Multi-Trip Interstate
Number of Copies	<input type="text" value="1"/>					
Comments	<input type="text"/>					
Payment Type	<input type="text"/>	PIN	<input type="text"/>			
			Check/MO/Receipt No	<input type="text"/>		
<input type="button" value="Continue"/>						

A Load Code 10 permit is a 60 Single Trip Interstate permit used for 3 or 4 axle single vehicles that exceed the Federal Bridge Formula when on the Interstate road system.

Permit is a single page with a trip log on face of permit used to record 60 Single Trip in a 1 year period (Permit will expire after 60 trip or 1 year – which ever comes first)

Power Unit Axles data field on first screen can be left blank as system will default to 3.

Trailer Axles data field on first screen should be left blank.

**LOAD CODE 11
BLANKET CRANE**

Customer Code	003T2
Load Code	11-CRANE
Power Unit Axles	3
Trailer Axles	0
Next	

Start Date	05/18/2010	USDOT/FEIN	24-457899	Customer Code	003T2
Name	ABC TRUCKING COMPANY	Address	123 MAIN ST	City	SEAFORD
State	DE	Zip	19973	Phone	(302)555-5656
Load Code	11	Description	ANNUAL CRANE PERMIT	Serial Number	456878888
Year	1999	Make	GROVE	Length (Ft-In)	L
Length (Ft-In)	L	Width (Ft-In)	12 0	Height (Ft-In)	L
Gross Weight	60000	Overhang Front (Ft-In)	3 0	Overhang Rear (Ft-In)	6 0
Power Unit	License	State	Axles		
	CL263777	DE	3		
		Power Unit Axles			
		1	2	3	
Axle Weight	20000	20000	20000		
Axle Spacing (Ft-In)	15 0	6 0			
Comments					
<input type="text"/>					
Submit					

A Load Code 11 permit is an annual Crane (Blanket Permit) See section 3.2.1.11 Load Code 11 Blanket Crane 13 in the DeIDOT Policy and Procedures Manual for details

**LOAD CODE 12
MULT TRIP TWIN BOTTM TRAILER**

Customer Code	003T2
Load Code	12-MULTI-TRIP TWIN TRL
Power Unit Axles	<input type="text"/>
Trailer Axles	<input type="text"/>
<input type="button" value="Next"/>	

Start Date	05/18/2010	USDOT/FEIN	24-457899	Customer Code	003T2
Name	ABC TRUCKING COMPANY	Address	123 MAIN ST	City	SEAFORD
State	DE	Zip	19973	Phone	(302)555-5656
Load Code	12	Load Desc	Multi-Trip Truck Tractor - Twin Trailer	Pieces	1
Length (Ft-In)	<input type="text"/>	Width (Ft-In)	<input type="text"/>	Height (Ft-In)	<input type="text"/>
Gross Weight	<input type="text"/>	Overhang Front (Ft-In)	<input type="text"/>	Overhang Rear (Ft-In)	<input type="text"/>
Route					
295 - 9 - LAMPSON LN					
Comments					
<input type="text"/>					
<input type="button" value="Submit"/>					

A Load Code 12 permit is a load Multi-Trip Twin Trailer

As load is not Oversize or Overweight Power Unit Axles and Trailer Axles data field can be left blank.