



New York State Department of Transportation
On-line Permit Applications

User Manual
On-line Trip Permits

June 24, 2009

Version 1.0

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Introduction

This user manual is setup to explain how to apply for an Oversize / Overweight NYS DOT Trip Permit. In addition, you have the option to apply for a New York City (NYC DOT) and Metropolitan Transit Authority (MTA) Trip Permit as well.

From this process the following can be issued:

- NYS DOT State trip Permit
- NYC DOT Trip Permit
- MTA Bridge letter.

In order to receive a MTA Bridge letter you will need a NYC DOT Trip Permit

Presently, only Permit Service Companies can apply for trip permits for carriers. Future releases will allow carriers to apply on line as well.

Entry into the System is accomplished from New York's One Stop Credentialing and Registration System commonly referred to as OSCAR. A Permit Service Company will need to have an OSCAR Service Bureau ID and be enrolled in OSCAR to do business with the New York State DOT (NYSDOT) in order to obtain Oversize /Overweight (OS/OW) Special Hauling Permits.

You may apply directly for a NYC DOT Trip permit at the NYC website
<http://www.nyc.gov/html/dot/html/motorist/oversize.shtml>

Once the Permit Service Company has an OSCAR Service Bureau ID the user must register as a Permit Service Company with NYSDOT and if you wish to obtain a NYC Trip Permit you must register with them as well.

The Permit Service Company must complete the updated **Permit Service Company License Agreement**. As part of this agreement, a **surety bond** in the amount of \$1,000 must be submitted to the Central Permit Office. A certified check may be substituted in place of the bond. This check will be deposited in a Department account and held for the duration of the agreement. Licensees with previous agreements must complete the new agreement. You may find detailed information about this registration process at www.nysdot.gov/transportation-partners/nys-transportation-federation/permits/ny-permits/i84psc

With an Oscar ID the Permit Service Company can now log-in to OSCAR and navigate to the DOT OS/OW Permit application and complete a Permit application, complete NYC DOT Permit Application (if desired) and submit the permit application for processing.

Permits applications that are submitted and approved will be sent back to the Permit Service Company by email. An email address is a requirement to obtain permits through both the NYS DOT and NYC DOT systems.

If a trip permit for I-84 does not meet the qualifications and needs to be submitted to the NYS DOT office you will need to re-enter the information under the Trip Permits business area of this system. In this

release there is no way to automatically transfer the application information into the NYS DOT permit office.

OSCAR Service Bureau Log In – How to log into the OSCAR Application

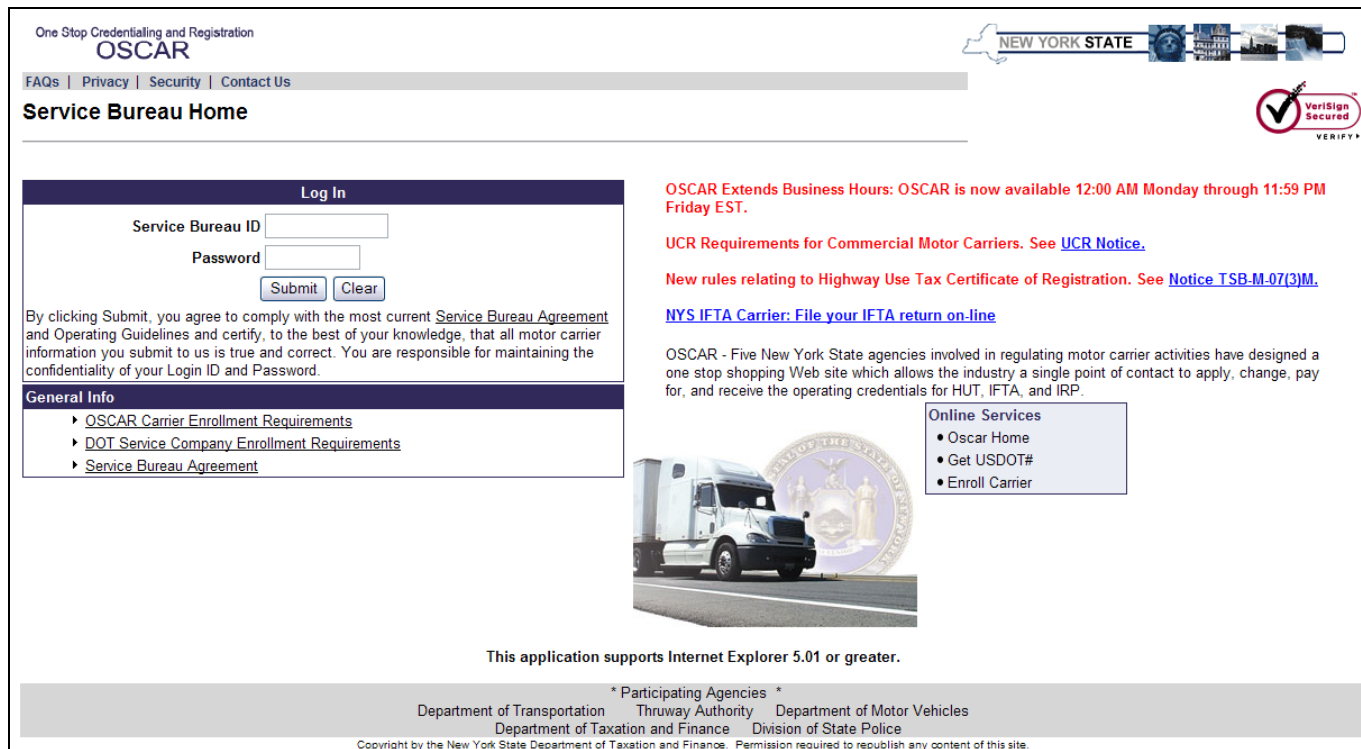


Figure 1 - OSCAR Login Screen

Purpose

To provide Permit Service companies (OSCAR Service Bureaus) a screen to log in to the system and provide information and news to users about the OSCAR System.

Screen Display

Displays an area where the Permit Service Company can enter their OSCAR Service Bureau ID and password and then click on submit to enter the system.

Links

The links on this screen provide additional information to the user such as:

- OSCAR Carrier Enrollment requirements
- DOT Service Company Enrollment Requirements
- Service Bureau Agreement
- **OSCAR Extends Business Hours**
- **UCR Requirements for Commercial Motor Carriers**
- **Highway Use Tax Certificate of Registration**
- **NYS IFTA Carrier**

Data

Service Bureau ID – Enter the Service Bureau ID provided to you by OSCAR.
Password: Enter your OSCAR password

OSCAR – Select Your Type of Business

One Stop Credentialing and Registration
OSCAR

NEW YORK STATE

FAQs | Privacy | Security | Contact Us

Select Your Type Of Business

Please select the type of business you want to perform from the following

Continue Button

<Select one>
<Select one>
DOT Oversize/Overweight Permit(s) - (currently enrolled)
HUT/AFC, IFTA - (currently not enrolled)

VeriSign Secured
VERIFY

Figure 2 - OSCAR Business Selection Screen

Purpose

To allow the Permit Service companies (OSCAR Service Bureaus) the ability to select types of business they wish to perform.

Screen Display

A drop down list displays all of the business types that have been assigned to the Permit Service Company.

Links

A Continue button is located below the drop down business type list to allow the user to submit their request to the system for processing.

Data Selection

Select the type of business to be accomplished

OSCAR – My OSCAR Online Service

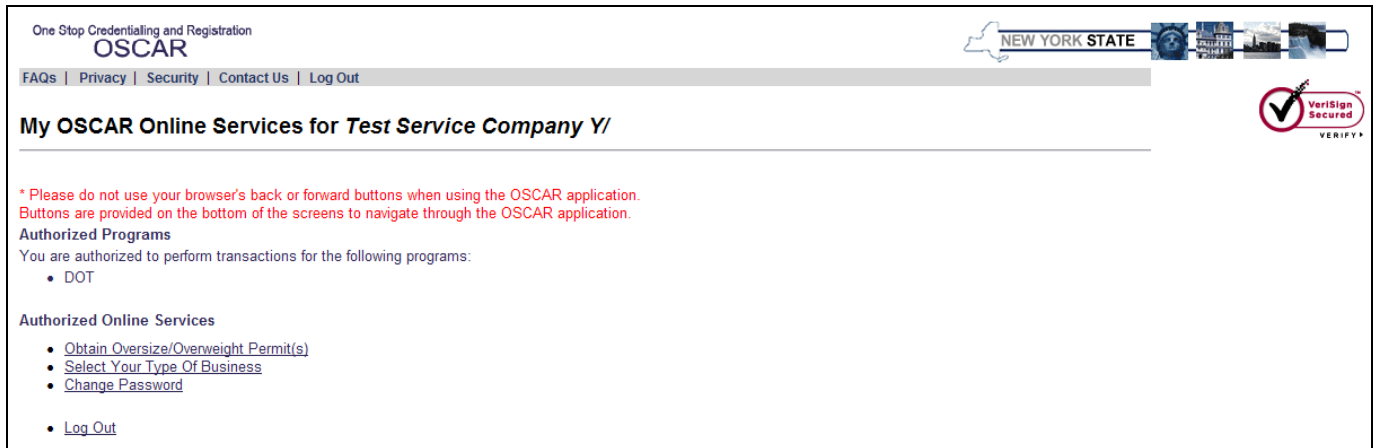


Figure 3 - My OSCAR Screen

Purpose

To provide the Permit Service Companies (OSCAR Service Bureaus) links to the program they are authorized to access which include:

- Obtain Oversize/Overweight Permit(s)
- Select Your Type of Business
- Change Password
- Log Out

Screen Display

Displays the links listed above.

Links

Obtain Oversize/Overweight Permit(s): Click this link to Navigate to the DOT Permit Application

Select Your Type of Business: Click this link to navigate to a screen where you can select the type of business from the list you are authorized to access.

Change Password: Click this link to change the password you use to enter OSCAR system.

Log Out: Click this link to log out of OSCAR.

OSCAR TO DOT_ Permits Transfer Screen


Screen: Welcome Screen - Special Hauling Oversize / Overweight On-Line Permits

The screenshot shows the 'Welcome' page of the 'Permits Automation' system. At the top, the New York State Department of Transportation logo and name are displayed, along with the title 'Permits Automation' and the name of the Acting Commissioner, Stanley Gee. A top navigation bar contains links for 'About', 'Welcome', 'NYSDOT Home', 'Help', and 'Logoff'. A left-hand navigation bar lists 'I-84 Permits' and 'Trip Permits'. The main content area features the title 'Special Hauling Oversize / Overweight On-Line Permits' and the state seal. Below the seal, a welcome message is followed by a bulleted list of customer features. Further down, there are sections for 'News and Information', 'Navigation', and 'Help', each with descriptive text. The footer includes the version number '3.0.0056 06/16/2009 17:23' and links for 'Technical Requirements' and 'Privacy Policy'.

New York State Department of Transportation
Permits Automation
About | **Welcome** | NYSDOT Home | Help | Logoff
Stanley Gee
Acting Commissioner

I-84 Permits
Trip Permits

Special Hauling Oversize / Overweight On-Line Permits



Welcome to the New York State Department of Transportation's Special Hauling Oversize / Overweight On-Line Permits system. This permitting site provides the following customer features:

- Carrier search capabilities,
- On-line submission of certain Special Hauling applications,
- Application of business rules against submitted applications,
- Real time notice of acceptance or denial,
- Generation of permit documents,
- Auto debiting of customer accounts for payment,
- View history of previously filed permits,
- Reprint capability for previously on-line issued permits and
- Replicating previously issued permits as a starting point for submitting a new application

At the present time this site supports only Special Hauling trip permit on Route I-84 for vehicles and loads within eligible weight and dimensional limits. These limits and other information about I-84 permitting can be found by selecting the 'I-84 Permits' left hand navigation link. After reviewing this page you will be able to apply for a permit or view history of previously electronically filed permit applications.

News and Information

Navigation

Navigation links are displayed in the two blue menu bars of each screen. Displayed on the top blue menu bar are links to other information sites, Help text and a link to log off of the system. Navigational links displayed on the blue side bar of each screen assist in moving from screen to screen. There are also links within each screen used to submit and process information entered into the fields on those screens. If a user remains for a long period of time on a screen and no activity is performed on that screen (Example: 30 minutes) the system will time out. All data entered into fields without being submitted will be lost.

Help

Select the Help link in the upper right of the top tool bar to view page specific on-line help.

Version 3.0.0056 06/16/2009 17:23 | Technical Requirements | Privacy Policy

Figure 4 - Welcome Screen

Purpose

The "Welcome" screen provides you with information and news related to Special Hauling Oversize / Overweight On-line Permits. The "News and Information" section contains any updates and alerts related to permitting or travel. The "Navigation" section provides an overview of the navigation tools and techniques used throughout this system.

Menus

Top Menu Bar (Blue in color)

This menu bar will provide links allowing the user to make a selection according to their need. The links on the top menu bar remain the same no matter what screen you are on in this application.

Side Menu Bar (Blue in Color)

The left side menu bar provides navigation choices to the user. The choices listed on this menu will change from screen-to-screen.

Presently there are 2 Business Area links listed in the left blue menu. I-84 Permits and Trip Permits. Click on one of these links to move to that Business Area.

This user manual specifically relates to the Trip Permit business area. Applying for a SpecHaul Trip Permit will be discussed in this user manual. There is a separate user manual set up for I-84 Through Routes and it can be downloaded from the Customer Support screen.

If you click on the Trip Permit link you will navigate to the Trip Permit Information Screen. Each screen is uniquely number at the top title bar. This is useful when seeking help. It allows you to talk with the support people to answer questions about information on a particular screen.

Screen: On-Line Trip Permits

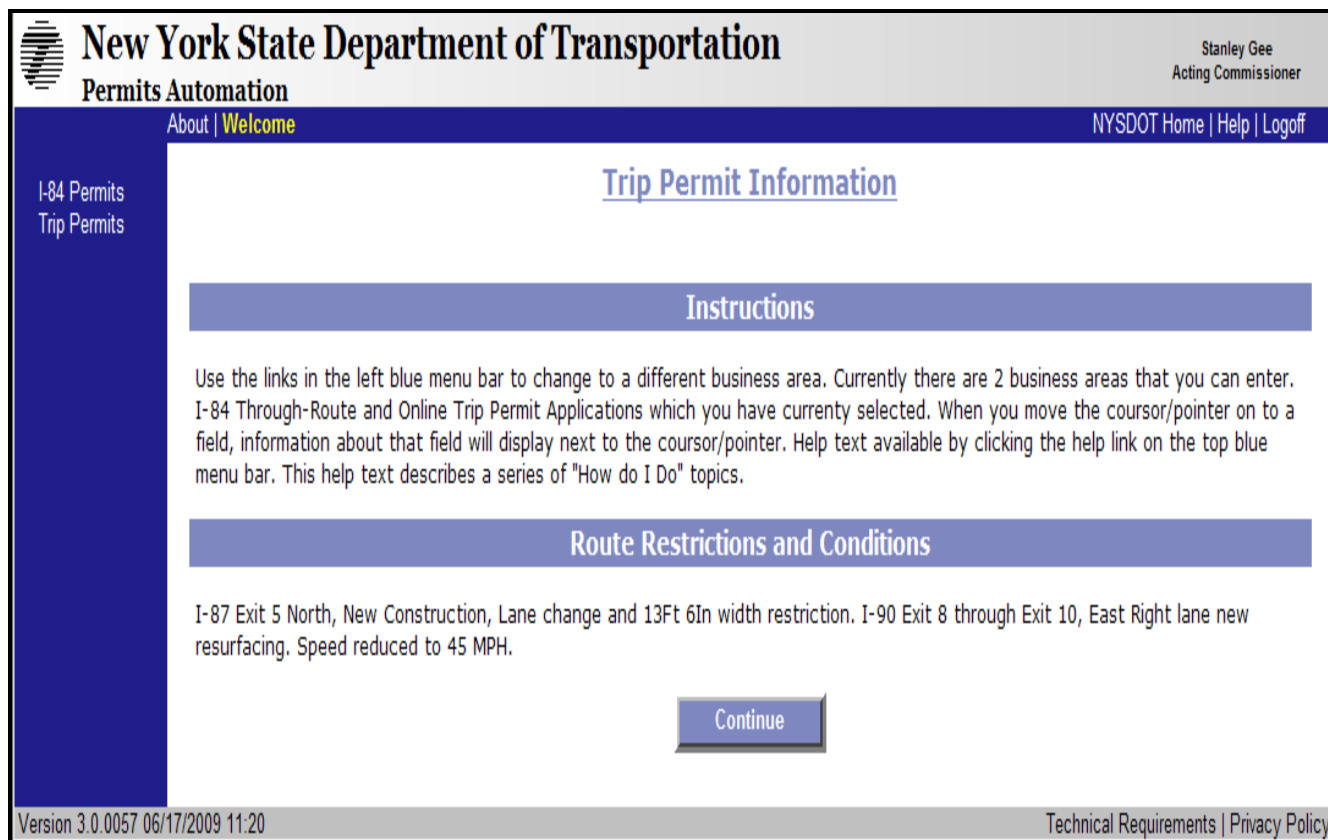


Figure 5 – Trip Permit Information Screen

Purpose

The Trip Permit Information screen provides both Instructions on how to use the system and Route restrictions and condition information and updates regarding permitting and travel specific information throughout the state.

Instructions – Displays brief information on how to use the system. Each field on a screen also has mouse-over help text that provides information about the field when you move the pointer over the field.

Route restrictions and conditions - news updates related to route conditions and restrictions will be displayed in this section. These will change from time to time and should be reviewed often.

Links or Buttons

Continue: Click this button to move to the home page where Pending, Issued, Draft, Rejected permit and permit applications are displayed.

Screen: Customer Home Page

The screenshot shows the 'Customer Home' page for the 'Permits Automation' system. At the top, it identifies the user as Stanley Gee, Acting Commissioner. The page title is 'Home Page - SpecHaul Trip Permits'. Under 'Customer Information', the service is 'Junior's Permits Service' with a customer number of 57583 and a special hauling financial account balance of \$3,840.00. There are search fields for 'Issued' permits by customer name or USDOT number, and another search field for application/permit numbers. A table below shows two items found, both issued permits for 'Scooby Pet Trucking' with a fee of \$0.00. The table columns include Appld, Permit Status, Fee, Submit Date, Issue Date, Effective Start Date, Cust No, Customer Name, New App, View Data, and Permits/Rejections.

Appld	Permit Status	Fee	Submit Date	Issue Date	Effective Start Date	Cust No	Customer Name	New App	View Data	Permits/Rejections
1005566	Issued	\$0.00	06/05/2009 09:12	06/11/2009	06/09/2009	57283	Scooby Pet Trucking	New App	View Data	Show permit.pdf
1005564	Issued	\$0.00	06/05/2009 08:16	06/05/2009	06/09/2009	57283	Scooby Pet Trucking	New App	View Data	Show permit.pdf

Figure 6 - Permit Service Company' Home Page

Purpose

The home page can be used to search for customers, search for a previously filed on-line permit, view you last 50 on-line permits, view data of a previously filed permit, re-generate PDFs of previously filed permits and start a new on-line permit application.

Screen Display

The screen displays the current balance of your NYSDOT Special Hauling Account.

The screen provides a search for a customer feature. Simply enter their NYSDOT Customer number, name or USDOT number and click the Go button to locate the customer.

The screen provides a search for permit feature. Simply enter the number of a permit which you obtained on-line and click the Go button.

Note: The search will only return permit applications / permits which were submitted by you or obtained on-line by your Service Company.

The screen displays the last 50 on-line permits in descending order by date and time.

Note: As a Service Company, you will only see issued permits that you have applied for on behalf of a carrier. Not all permits that have been issued to a carrier will be displayed to you.

Note: If you are a carrier applying for a Trip Permit you will only view permits that you have applied for. You will not be able to search for other customer's information other than your self.

Navigation

Within the Last 50 On-Line Permits Issued section, fifteen permits are displayed on the screen at a time. Use the [First/Prev] 1, 2 [Next/Last] navigation buttons to move through the screens to see additional issued permits.

Column Sorting

Within the Last 50 On-Line Permits Issued section, clicking on the column titles to sort the permits by that column. To the right of the column title is an indicator that displays whether the column is sorted in ascending or descending order.

Select Queue: Permit Applications submitted for processing have a status of PENDING. Issued permits have a status of ISSUED. Rejected permits have a status of REJECTED. Incomplete Permit application can be saved and they will display a status of DRAFT. Permit applications that have been approved but cannot be issued because there is not enough money in the financial account will have a status of READY-TO-PAY.

By selecting a status from the "Select Queue" drop down field the permits or permit applications will be displayed for that status. Select "Issued" and the last 50 issued permits will be displayed on the screen. Select "Pending" and the last 50 pending permits will be displayed etc...

Links

Cust No: Customer Number - Click this link to see your on-line permits issued to that carrier.

New App: New Application – Click this link to open a New Permit Application for that carrier.

View Data: Click this link to view the data of a previously issued on-line permit. Note: from there you can select Replicate to start a new permit pre-populated with the previous permit's data.

Show permit.pdf: Click this link to open up a copy of the issued permit.

Add Funds to your Account: Click this button to begin a financial credit card transaction that will allow you to add funds to your Spec Haul Financial account.

IMPORTANT:

On the customer home page or when you look at permits for a carrier if the words "**Contact Permit Office**" are on a line next to a permit for a carrier then that carrier may be inactive, on-hold, or does not allow a service company to apply for permits on their behalf. All of these conditions relate to the data for

the carrier in the NYSDOT system, **not** OSCAR. The carrier may need to be re-activated by the permit office.

In the same column if the words “**not allowed**” appears this means that the Carrier, at this time, does not allow the Service Company to apply for a permit in their behalf. This can also be changed by contacting the permit office for guidance on how to change this.

Screen: Customer Search Results

The screenshot shows the 'New York State Department of Transportation Permits Automation' interface. The page title is 'SpecHaul Trip Permits'. The left sidebar contains 'Customer Home' and 'Customer Support'. The main content area shows 'Customer Information' for 'Junior's Permits Service' with a NYSDOT Customer Number of 86003 and a Special Hauling Financial Account Balance of \$8,560.00. Below this is a search section with a 'Select Queue' dropdown, a search input field containing 'Target', and two 'Go' buttons. The search results section indicates '10 items found, displaying all items.' and contains a table with the following data:

Customer #	Customer Name	Physical Address	Mailing Address	US-DOT #	New App
11510	TARGET ENVIRONMENTAL SVCS, INC (ACTIVE)	9180 RUMSEY ROAD COLUMBIA MD 21045			Not allowed by customer
13020	TARGET EXPEDITING, ING (ACTIVE)	40 EAST LAKSEY RD TOLEDO OH 43612			Not allowed by customer
13853	TARGET TRANSPORT (ACTIVE)	149 CR22 GOSHEN IN 46526		591185	Not allowed by customer
24310	ACTION TARGET TRUCK (ACTIVE)	1015 S 500 E OREM UT 84097			Not allowed by customer
27235	TARGET GROUP OF CENTRAL NY, INC (ACTIVE)	401 WYOMING STREET SYRACUSE NY 13204			Not allowed by customer
28436	TARGET (ACTIVE)	33 SO SIXTH STREET MINNEAPOLIS MN 55402		75533	Not allowed by customer

Figure 7 - Search Results

Purpose

To display a list of the customers that meet the criteria entered in the search field on the Customer Home page.

Screen Display

If you search by customer name or USDOT, the results may include multiple customers meeting the search criteria. If you search by customer number, the results will include, at most, only one customer. Note: if you cannot find a customer, select the Customer Support link in the left hand navigation to initiate the process to have a customer added.

Navigation

If there are more than ten carriers listed use the [First/Prev] 1, 2 [Next/Last] navigation buttons to move through the screens to see additional customers.

Column Sorting

By clicking on the column title the permits will be sorted by that column. To the right of the column title is an indicator that displays whether the column is sorted in ascending or descending order.

Links: Below is a list of links displayed on this screen

Customer #: Customer Number - Click this link to see permits issued to that carrier.

New App: New Application – Click this link to begin a New Permit Application...

IMPORTANT:

On the customer home page or when you look at permits for a carrier if the words “**Contact Permit Office**” are on a line next to a permit for a carrier then that carrier may be inactive, on-hold, or does not allow a service company to apply for permits on their behalf. All of these conditions relate to the data for the carrier in the NYSDOT system, **NOT OSCAR**. The carrier may need to be re-activated by the permit office.

In the same column if the words “**Not allowed by customer**” appears this means that the Carrier, at this time, does not allow the Service Company to apply for a permit in their behalf. This can also be changed by contacting the permit office for guidance on how to change this.

Screen: Customer Permit List

The screenshot shows the 'SpecHaul Trip Permits' section of the NYSDOT Permits Automation system. It displays a table of permits issued to 'Target Windmill Service' (Customer Number 86023). The table includes columns for Appld, Permit Status, Fee, Submit Date, Issue Date, Effective Start Date, Cust No, Customer Name, View Data, and Permit/Rejections. Five permits are listed, all with a status of 'Issued'.

Appld	Permit Status	Fee	Submit Date	Issue Date	Effective Start Date	Cust No	Customer Name	View Data	Permit/Rejections
1089769	Issued	\$40.00	06/02/2009 11:49	06/10/2009	06/04/2009	86023	Target Windmill Service	View Data	Show permit.pdf
1089710	Issued	\$0.00	05/28/2009 10:32	05/30/2009	05/28/2009	86023	Target Windmill Service	View Data	Show permit.pdf
1089707	Issued	\$380.00	05/28/2009 10:29	05/28/2009	06/10/2009	86023	Target Windmill Service	View Data	Show permit.pdf
1089701	Issued	\$40.00	05/28/2009 09:19	06/11/2009	06/02/2009	86023	Target Windmill Service	View Data	Show permit.pdf
1089699	Issued	\$360.00	05/27/2009 17:08	05/27/2009	05/28/2009	86023	Target Windmill Service	View Data	Show permit.pdf

Figure 8 - Permits Issued to a Carrier

Purpose

To display a list of your last 50 on-line permits issued to a carrier.

Screen Display

If you reached this screen by selecting a customer number hyperlink, this screen displays the last 50 permits issued to the selected carrier. If you reached this screen by searching for a permit number it will only display that permit.

Listed on the screen are the Customer Number, Customer Name and DBA. In the list below are the permits issued sorted in descending order by effective date which displays the most current issued permits at the top of the page.

Select Queue: When you search for a customer the search results will always default to the customer and the ISSUED permits for that customer. You can change the Select Queue to view draft, rejection, pending permits by selecting a value from the drop down field titled select queue

Navigation

If there are more than ten permits listed use the [First/Prev] 1, 2 [Next/Last] navigation buttons to move through the screens to see additional issued permits.

Column Sorting

By clicking on the column title the permits will be sorted by that column. To the right of the column title is an indicator that displays whether the column is sorted in ascending or descending order.

Links or Buttons

Links or buttons will appear depending for each permit depending on the value you select in the queue. For instance Pending Permit applications do not have a Show permit.pdf link.

View Data: Click this link to view the data of a previously issued on-line permit. Note: from there you can select Replicate to start a new permit pre-populated with the previous permit's data.

Show permit.pdf: Click this link to open up a copy of the issued permit.

New Application: Click this button to start a new permit application for the selected carrier.

Creating a New Trip Permit Application

To start a new permit application click the New Application button on the screen or the new App link located on the same line as the permit application displayed.

Screen: Application – Customer Information

The screenshot shows the 'Customer Information' screen in the 'Permits Automation' system. The navigation bar includes 'About | Welcome | Customer Home' and 'Stanley Gee Acting Commissioner'. The sidebar has 'Customer Home' and 'Customer Support'. The main content area features a 'Steps-to-Complete Process' indicator with buttons for 'Customer', 'Trip, Vehicle, Load', 'Power Unit', 'Axle Data', and 'Affirmation'. A table displays customer information:

Application ID	N/A	Customer Number	57283
Customer Name	Scooby Pet Trucking	USDOT Number	22323
DBA	Pets on the move	FEIN	12-212
Physical Address		Mailing Address	

Below the table is a form for 'Enter total number of Axles (PowerUnit Axles + Trailer Axles) *' with a value of 6. Under 'The Permit Types you wish to obtain', there are checkboxes for 'New York State Permit' (checked) and 'New York City Permit' (unchecked). At the bottom are 'Next' and 'Cancel' buttons. The footer shows 'Version 3.0.0058 06/17/2009 16:52' and 'Technical Requirements | Privacy Policy'.

Figure 9 - Customer Information

Purpose

The first step in applying for a permit is to display the customer information. This allows the verification that you are applying for a permit for the selected carrier. All customer information on this screen is display only. **Note:** if any of the information should need to be updated, select the Customer Support link in the left hand navigation to initiate the process to have a customer modified.

Enter the total number of axles on the Power Unit + Trailer

If a New York City Permit is needed check the “New York City Permit” check box.

Screen Display

This screen displays the Customer Name, DBA, Customer Number, Physical Address, Mailing Address, USDOT number, and FEIN number. At the top of the screen is the “Steps-to-Complete Process” indicator which provides a guide to the process of filling out the permit application.

Links or Buttons


Next: Click the “Next” link at the bottom of the page to proceed to the next step in filling out the permit application.

Cancel: Click the “Cancel” link at the bottom of the page to cancel the application process and return to the customer home page. If the Cancel link is selected on any of the application screens, any data entered will be lost.

Special Note: Always use the “Next” or “Previous” buttons at the bottom of each Permit application screen to navigate to through the application.

Using the browser forward and back button to navigate from screen-to-screen will interfere with the application process and will cause incorrect data from being entered into the permit application resulting in a rejected permit.

Screen: Application – Trip, Vehicle, and Load information



New York State Department of Transportation
Permits Automation

Stanley Gee
Acting Commissioner

About | Welcome | **Customer Home**
NYSDOT Home | Help | Logout

*** Denotes required fields.**

Customer → Trip, Vehicle, Load → Power Unit → Trailer → Axle Data → Affirmation


Current Insurance Coverage Limit (Must Check One) *

\$750,000/\$250,000 (See help for details)
 \$1,000,000 (See help for details)

Workers Compensation Insurance (Must Check One) *

I meet Workers Compensation Insurance Requirements
 I am exempt from Workers Compensation Insurance Requirements

Trip Information

Proposed Start Date: * 

* Origin: * Destination:

*Enter New York State Route:

Night Move Requested
 Night Move Requested On Long Island
 Continuous Travel Requested

Vehicle Configuration Information

Select Vehicle Type *

Proposed Gross Permitted Weight (lbs) *

Load *

* Enter the Following Load Information for the selected load in the field below. Type, Make, Model, Serial Number for the multiple commodities, the dimension of the largest piece will be required

Overall Vehicle and Load Dimensions

	Overall	Feet	Inches		Overhang	Feet	Inches	
Width *	12		2	Front				Feet Inches
Height *	13		2	Rear				* Overall Trailer Length
Length *	47		1					34 1

Version 3.0.0058 06/17/2009 16:52
Technical Requirements | Privacy Policy

Figure 10 - Trip, Vehicle and Load Entry Screen

Purpose

The second step in applying for a permit is to enter the trip, vehicle, and load information to be verified against a series of process related to issuing a permit on-line.

Screen Display

This screen displays fields to collect data for current insurance coverage, Workers Compensation Insurance, trip information, vehicle type, load information, start date, surety bond, overall dimensions, proposed gross permitted weight, total number of axles, and overall wheelbase.

Data Entry

Insurance Coverage: Select one of the insurance coverage statements that you attest to have at that time the permit is to be issued. Selection of one type of insurance is required.

Note: For bodily injury to or death of one or more persons in any one accident, New York State, Department of Transportation, Title 17, 154-2.5, requires liability coverage \$750,000 and for injury to or destruction of property in any one accident \$250,000 or a combined single limit for any one accident, \$1,000,000

Workers Compensation Insurance Coverage:

Select one of the insurance statements that you attest meets the requirement. Selection of one type of insurance is required.

Trip Information: Enter the city and state for trip origin and destination. This is a required field.

Proposed Start Date: Enter or select from the pop up calendar the start date of the move. The start date should be a workday. There usually is no travel authorized on Sunday or Holidays so avoid selecting these days as the start day. Saturday start days should be avoided because travel on Saturdays is usually restricted to ½ day or no travel at all.

Route: Enter the route to be travelled. This is a required field

Move Request: Night Move, Night move on Long Island or Continuous Travel can be requested by checking the appropriate check box.

Vehicle Type: Select one vehicle type from the drop down list.

Proposed Gross Permitted Weight: Enter the requested weight in pounds to be permitted for this vehicle and load combination.

Load: Select the load to be carried from the load drop down field. Additional text will be displayed indicating what information needs to be placed in the load description field just below the load drop down box.

View List of Required supporting Documents: Click the link next to the load field to view required attachments that need to be sent to the Permits Office for the load you selected. Not all load types need to have attachments submitted. Attachment submission will be discussed on the attachment page

Overall Dimensions: Enter the width, height, length and front and rear overhang in feet and inches. Width, height and length are all required. Overhang cannot is not a required field. Overall Trailer length is required unless you are a Single Unit (truck)

Surety Bond: A manufactured or modular home move requires a surety bond of \$25,000 if the width of the load is greater than 14 feet. A check box is required to be checked attesting that the carrier does have a surety bond for \$25,000 active.

Buttons: Below is a list of buttons displayed on this screen

Next Button: Click the “Next” button at the bottom of the page to process the data listed or entered on the screen. When “Next” is clicked the data is sent through a series of formulas and then the results is stored in the memory until the permit Application is submitted or you save it as DRAFT.

Previous Button: Click the “Previous” button at the bottom of the page to return to the previous screen.

Cancel Button: Click the “Cancel” button at the bottom of the page to cancel the application process and return to the customer home page.

Save as Draft: When this button is clicked the Permit application that you have started will be saved to the database. If you wish to continue editing this draft you will need to open it from your home page.

If no information has been entered on the current screen there is nothing to save. Click the “PREVIOUS” button to return to the last screen that has data in the fields and then click “Save-As-Draft”.

Special Note: Always use the “Next” or “Previous” buttons at the bottom of each Permit application screen to navigate through the application.

Using the browser forward and back button to navigate from screen-to-screen will interfere with the application process and will cause incorrect data from being entered into the permit application resulting in a rejected permit.

Screen: Application – Power Unit Information

Customer Home
Customer Support

Customer → Trip, Vehicle, Load → Power Unit → Trailer → Axle Data → Affirmation

Current Values Entered

Selected Vehicle Type	Tractor and Trailer
Proposed Gross Permitted Weight	81000
Total Number of Axles	6

* Denotes required fields.

Power Unit

VIN*	<input type="text" value="3345BN3343112"/>	Make*	<input type="text" value="ITL"/>
Nickname	<input type="text" value="LAD1"/>	N.Y. DMV/IRP Registered Weight (lbs)*	<input type="text" value="81000"/>
Year*	<input type="text" value="2009"/>	Registered State/Province*	<input type="text" value="IOWA"/>
Plate Number*	<input type="text" value="IN223212"/>	Number of Axles*	<input type="text" value="3"/>

Figure 11 - Power Unit Data Entry

Purpose

The next step in applying for a permit is to enter the power unit information. This is displayed on the screen when the user clicks the “Next” link from the Trip, Vehicle, and Load Information screen.

Screen Display

This screen displays fields to collect power unit information.

The previously entered or calculated values for Selected Vehicle Type, Proposed Gross Permitted Weight, Legal Weight and Total Number of Axles are displayed on this screen as information to aid you in completion of the application.

Data Entry

Power Unit

VIN: Enter the power unit Vehicle Identification Number. This is a required field.

Nickname: Optional field which you may use to enter a name to identify the power unit.

Year: Enter the model year of the power unit

Plate Number: Enter the license plate number on the power unit.

Make: Enter the vehicle make of the power unit.

N.Y. DMV/IRP Registered Weight: Enter the either the New York State DMV or IRP registered weight in pounds for the power unit. This must be entered as a numeric field only.

Registered State/Province: Select from a list the State or Province in which the power unit is registered.

Number of Axles: Enter the number of axles on the power unit ONLY

Buttons: Below is a list of buttons displayed on this screen

Next Button: Click the “Next” button at the bottom of the page to process the data listed or entered on the screen. When “Next” is clicked the data is sent through a series of formulas and then the results is stored in the memory until the permit Application is submitted or you save it as DRAFT.

Previous Button: Click the “Previous” button at the bottom of the page to return to the previous screen.

Cancel Button: Click the “Cancel” button at the bottom of the page to cancel the application process and return to the customer home page.

Save as Draft: When this button is clicked the Permit application that you have started will be saved to the database. If you wish to continue editing this draft you will need to open it from your home page.

If no information has been entered on the current screen there is nothing to save. Click the “PREVIOUS” button to return to the last screen that has data in the fields and then click “Save-As-Draft”.

Special Note: Always use the “Next” or “Previous” buttons at the bottom of each Permit application screen to navigate through the application.

Using the browser forward and back button to navigate from screen-to-screen will interfere with the application process and will cause incorrect data from being entered into the permit application resulting in a rejected permit.

Screen: Application – Trailer Information

New York State Department of Transportation
Permits Automation

Stanley Gee
Acting Commissioner

About | Welcome | **Customer Home** | NYSDOT Home | Help | Logoff

Customer Home
Customer Support

* Denotes required fields.

Customer → Trip, Vehicle, Load → Power Unit → **Trailer** → Axle Data → Affirmation

Current Values Entered

Selected Vehicle Type	Tractor and Trailer
Proposed Gross Permitted Weight	81000
Power Unit Registered Weight	81000
Total Number of Axles	6

Instructions :
- DMV/IRP Registered Weight field can be zero for vehicle types other than truck and trailer

Trailer

Nickname:

Number of Axles*:

N.Y. DMV/IRP Registered Weight (lbs)*:

Year*:

Make*:

Plate Number*:

Registered State/Province*:

Previous Next Cancel Save As Draft

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Figure 12 - Trailer Data Entry

Purpose

Next step in entering a permit application is to enter the trailer information. This is displayed on the screen when the user clicks the “Next” link from the power unit screen.

Screen Display

This screen displays fields to collect trailer information.

The previously entered or calculated values for Selected Vehicle Type, Proposed Gross Permitted Weight, Power Unit Registered Weight and Total Number of Axles are displayed on this screen as information to aid you in completion of the application.

Data Entry Fields (On the screen a * indicates a required field):

Nickname: Allows the user to enter a name to identify a trailer

Number of Axles: Enter the number of axles on the trailer ONLY. The number you enter should not exceed the total number of axles specified on the first screen.

Trailer Registered Weight: Enter the trailer Registered weight

Year: Enter the year of the trailer

Make: Enter the make of trailer

Plate No: Enter the plate number on the trailer

N.Y. DMV IRP Registered Weight: Enter the registered weight in pounds for the trailer. This must be entered as a numeric field with no letters as it inputs to a calculation and validation.

Note: ONLY the vehicle type of Truck and Trailer require the weight of the trailer to be entered. All other vehicle types can have a value of zero (0) entered in this field.

Registered State/Province: Select from a list the State or Province the power unit is registered in.

Buttons: Below is a list of buttons displayed on this screen

Next Button: Click the “Next” button at the bottom of the page to process the data listed or entered on the screen. When “Next” is clicked the data is sent through a series of formulas and then the results is stored in the memory until the permit Application is submitted or you save it as DRAFT.

Previous Button: Click the “Previous” button at the bottom of the page to return to the previous screen.

Cancel Button: Click the “Cancel” button at the bottom of the page to cancel the application process and return to the customer home page.

Save as Draft: When this button is clicked the Permit application that you have started will be saved to the database. If you wish to continue editing this draft you will need to open it from your home page.
If no information has been entered on the current screen there is nothing to save. Click the “PREVIOUS” button to return to the last screen that has data in the fields and then click “Save-As-Draft”.

Special Note: Always use the “Next” or “Previous” buttons at the bottom of each Permit application screen to navigate through the application.

Using the browser forward and back button to navigate from screen-to-screen will interfere with the application process and will cause incorrect data from being entered into the permit application resulting in a rejected permit.

Proper Routing for Special Hauling Permit

The permittee indicates proposed travel routes and they MUST be continuous from origin to destination.

ALL routes must be shown for clarity but the approved NYSDOT permit is ONLY valid for NYSDOT owned routes. The exception to this rule is NYC routes. When entering NYC, and traveling through to Long Island, please use [Via NYC] in place of listing the routes. Also, when traveling into the city, your destination will be NYC line @ "Route"

Origin and Destination must be inside NYS or at the state line.

- Ex. PA line @ I-81

Route format will indicate what type of highway/road the route in question is:

- Interstate = I-87, I87, I-86, IR-86 etc. The route must be designated as an Interstate Route.
- Thruway = [TWY-87] [TWY-90], or [I-90], [I-87]
- US Route = US20, US9, etc. SR20, SR9 is acceptable as well
- State Route = SR17, SR167, etc
- County Road = [CR8], [CR45], etc. Road name may be noted after CR# (Ex: [CR8/Smith Road])
- City/Village/Town Road= [Smith St], [Homer Ave], etc

Routing will also indicate direction of travel for ALL routes listed on the application. Ex) I-87 (S), SR67(W), etc

Routes should be separated by commas or dashes.

When the route on the application is using an interstate, and getting off onto another road, an exit number is REQUIRED. This can be show in 3 different ways. ANY of these ways is acceptable.

Exit numbers are not required when going from Interstate to Interstate.

Example: I-86(W)- I-390(N)- [TWY-90(W)]

- Gate 7
- Exit 7
- X7

All roads not under the jurisdiction of NYSDOT must be listed in brackets as in the examples above. This means all NYS Thruway, local and county roads.

All of the "900 Series" routes must note the corresponding road name. In the case where there is no name for the given 900 route on the PST, a short description will suffice. Examples below:

- SR910D/Washington Ave Ext
- Washington Ave Ext.
- SR981B/684 Connector
- SR9XXB/Ramp
- Ramp

Route surveys must follow the above format. Route surveys do not need to be typed, however they will be rejected if illegible.

Only route surveyors may change any information noted on a route survey. One exception is brackets for routes under NYSDOT jurisdiction. Local routes may be bracketed by someone other than the route surveyor.

Proper Load Description for Special Hauling Permits... Continued

- All Special Hauling Permits must have a valid load description in order to be issued. Different information is required depending on the item being hauled, as well as the permit type.
- This information must be put in the load description box on a TRIP permit.
 - Construction Equipment- Description, Make, Model, Serial Number
 - Self-Propelled Vehicle- Type, Model, Serial Number
 - Manufactured/Modular Homes- Year, Make, Serial Number
 - Other Items- Be as descriptive as possible.
 - Multiple Commodities- Description, Dimensions of the largest piece, trailer length.

Screen: Application – Axle Data Configuration

Figure 13 - Axle Data Entry Screen

Purpose: The next step in applying for a permit is to enter axle data configuration information. All permit application will require axle data configuration information. The permit application axle data configuration will appear on the screen for the number of axles you entered the "Total number of axles".

Screen Display: This screen displays fields to collect proposed axle weight per axle, manufacturer gross axle weight rating per axle, sum of manufacturer tire ratings per axle and axle spacing between axles. The values of Proposed Gross Permitted Weight, Total Number of axles, and Overall Vehicle Length are displayed at the top of this screen as information to aid in completion of the permit application.

Data Entry Fields (On the screen a * indicates a required field):

Proposed Axle Weight: Enter the proposed weight to be carrier in pounds distributed across the axles displayed on the screen.

MFG Gross Axle Weight Rating: Enter the Manufacturer's Gross Axle Weight Rating for each Axle

Sum of MFG Tire Rating: Enter the sum of the Manufacturer's Tire Rating for each axle. This is the sum of each tire rating in pounds on each axle.

Note: The MFG Gross Axle Weight Rating and Sum of MFG Tire Rating must be greater than the Proposed Gross Permitted Weight for each axle.

Axle Spacing: Starting with the Steer Axle, enter the spacing between the centerline of one axle to the centerline of the next axle for each axle spacing displayed on the screen.

Buttons: Below is a list of buttons displayed on this screen

Next Button: Click the "Next" button at the bottom of the page to process the data listed or entered on the screen. When "Next" is clicked the data is sent through a series of formulas and then the results is stored in the memory until the permit Application is submitted or you save it as DRAFT.

Previous Button: Click the "Previous" button at the bottom of the page to return to the previous screen.

Cancel Button: Click the "Cancel" button at the bottom of the page to cancel the application process and return to the customer home page.

Save as Draft: When this button is clicked the Permit application that you have started will be saved to the database. If you wish to continue editing this draft you will need to open it from your home page.

If no information has been entered on the current screen there is nothing to save. Click the "PREVIOUS" button to return to the last screen that has data in the fields and then click "Save-As-Draft"

Special Note: Always use the "Next" or "Previous" buttons at the bottom of each Permit application screen to navigate through the application.

Using the browser forward and back button to navigate from screen-to-screen will interfere with the application process and will cause incorrect data from being entered into the permit application resulting in a rejected permit.

Screen: Application – Affirmation Statement

New York State Department of Transportation
Permits Automation

Stanley Gee
Acting Commissioner

About | Welcome | **Customer Home** | NYSDOT Home | Help | Logoff

Customer Home
Customer Support

Customer -> Trip, Vehicle, Load -> Power Unit -> Trailer -> Axle Data -> **Affirmation**

* Denotes required fields.

Special Instructions
Permit Tech Please see attachments about changes to route change.

Affirmation

* I affirm that all information on this application is correct to the best of my knowledge and understand that false statements on this application are punishable as a crime under the Penal Law 210.45

By clicking **Submit** this permit application will be submitted to the NYSDOT Permit Office for review and processing

Previous Submit Cancel Save As Draft

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Figure 14 - Affirmation Statement

Using the browser forward and back button to navigate from screen-to-screen will interfere with the application process and will cause incorrect data from being entered into the permit application resulting in a rejected permit.

Screen: Application – Permit Success Screen

New York State Department of Transportation
Permits Automation

Astrid Glynn
Commissioner

About | Welcome | **Customer Home** | OSCAR | NYSDOT Home | Help | Logoff

Customer Home
Customer Support

Your permit application has been successfully processed!

A PDF version of the approved permit is being forwarded to your e-mail address as shown below. As needed, additional copies may be obtained from your Customer Home page by searching for this permit and then clicking the "Show Permit.pdf" link under the Print Permit column.

You may wish to print a copy of this page for your records.

Please Note: Once printed, the permit is not valid until signed appropriately in the Driver Affirmation section.

Permit Fees: \$40.00
Permit Number: 1000863
Permit E-Mailed to: ldufresne@dot.state.ny.us

[Customer Home Page](#) [View Permit Data](#)

Revised: 06/12/2008 Technical Requirements | Privacy Policy

Figure 15 - Permit Processing Success Screen

Purpose: The next step in applying for a permit is to sign the affirmation statement. This is completed by checking the check box at the beginning of the statement.

A Permit cannot be issued unless this agreement is accepted by checking the check box.

Screen Display: This screen displays an affirmation statement to be accepted by the company submitting the permit application.

The submission statement displayed on the screen indicates that once the application is submitted a fee will be charged to your account for this permit.

Data Entry Fields (On the screen a * indicates a required field):

Affirmation Check Box: When check the company requesting the permit agrees with the affirmation statement.

Special Instructions: This is a text field to allow entry of information you wish to communicate to the permit technician reviewing the permit application.

Buttons: Below is a list of buttons displayed on this screen.

Next Button: Click the “Next” button at the bottom of the page to process the data listed or entered on the screen. When “Next” is clicked the data is sent through a series of formulas and then the results is stored in the memory until the permit Application is submitted or you save it as DRAFT.

Previous Button: Click the “Previous” button at the bottom of the page to return to the previous screen.

Cancel Button: Click the “Cancel” button at the bottom of the page to cancel the application process and return to the customer home page.

Save as Draft: When this button is clicked the Permit application that you have started will be saved to the database. If you wish to continue editing this draft you will need to open it from your home page.

If no information has been entered on the current screen there is nothing to save. Click the “PREVIOUS” button to return to the last screen that has data in the fields and then click “Save-As-Draft”.

Special Note: Always use the “Next” or “Previous” buttons at the bottom of each Permit application screen to navigate through the application.

Using the browser forward and back button to navigate from screen-to-screen will interfere with the application process and will cause incorrect data from being entered into the permit application resulting in a rejected permit.

Screen: Trip Confirmation

The screenshot displays the 'New York State Department of Transportation Permits Automation' interface. The header includes the department name, 'Permits Automation', and the acting commissioner's name, Stanley Gee. Navigation links for 'About', 'Welcome', and 'Customer Home' are present, along with 'NYSDOT Home | Help | Logoff'. A left sidebar contains 'Customer Home' and 'Customer Support'. The main content area states that the permit application has been submitted and provides the Application ID. It also informs the user that they will be notified by email upon permit review and issuance, and that fees will be charged to their SpecHaul account. The permit status is 'Pending' with a permit number of '1006380'. A 'Please Note' section states that the permit is not valid until signed. There are three sections with links: 'Emailing Attachment' with a link to 'Email Attachments', 'Faxing Attachments' with a link to 'Fax Cover Sheet', and a 'Back to Home Page' link at the bottom. The footer shows the version '3.0.0058 06/17/2009 16:52' and links for 'Technical Requirements' and 'Privacy Policy'.

Figure 16 - Trip Confirmation

Purpose: To indicate to the requestor that the permit application has been successfully submitted for review.

Screen Display: This screen displays information to the user that the permit has been submitted for processing, how to email attachments to the permit office, and how to open and print A FAX cover sheet to be used to fax in attachments to the permit office.

Data Entry Fields: None

Links: Below is a list of links displayed on this screen

Back to Home Page: Click this link to return to the home page.

View Data: Click this link to view the data that was entered into the Permit Application that was just submitted review. From this screen you can replicate the permit application and modify the data and submit the Permit Application.

Email Attachments: Click this link to open an email in which the address and title line is filled in with the appropriate address to send attachments to and the Permit application ID number the attachments are for. Attachments must be one of the following formats; PDF, Jpg, Xml, html, RTF.

Fax Cover Sheet: Click this link to open a FAX cover sheet with the telephone numbers filled into the FAX number fields. Please make sure to write the Permit Application ID number on each document you are Faxing. This number ties the attachments submitted to the Permit Application to be reviewed.

Special Note: After a permit is submitted and issued that permit cannot be edited and if you attempt to return to the screens a message will indicate to you that you cannot edit an issued permit.

Screen: Trip Route Survey Documentation

The screenshot displays the 'New York State Department of Transportation Permits Automation' interface. At the top, it includes the department logo, the name 'Stanley Gee Acting Commissioner', and navigation links for 'About | Welcome | Customer Home' and 'NYSDOT Home | Help | Logoff'. A sidebar on the left contains 'Customer Home' and 'Customer Support'. The main content area features a breadcrumb trail: 'Customer' → 'Trip, Vehicle, Load' → 'Route Survey' → 'Power Unit' → 'Trailer' → 'Axle Data' → 'Affirmation'. Below this is a note: '* Denotes required fields.' and 'Instructions : - A copy of the route original route survey must be submitted to the NYS DOT permit office. Use the attachment screen to email or fax your route survey.' The form contains several input fields: 'NYS Certified Escort Client ID #' (value: 1122323332), 'Telephone Number #' (value: 463-121-2233, format: 555-555-5555), 'Date Survey was physically performed and driven #' (value: 06/17/2009), 'Route Survey performed with HEIGHT pole set at: Feet' (input: Inches), and 'Name of Person Performing Route Survey #' (value: Lou Dufresne). A checkbox is checked with the text: 'I affirm that I have completed this route survey information based on a route listed on this permit application and performed no earlier than 30 days prior to the start date listed on this Permit Application and I will carry this route survey with my permit.' At the bottom are buttons for 'Previous', 'Next', 'Cancel', and 'Save As Draft'. The footer shows 'Version 3.0.0058 06/17/2009 16:52' and 'Technical Requirements | Privacy Policy'.

Purpose: This screen is used to document Route Survey information. This screen will only appear when a route survey is needed. The actual route survey MUST be submitted to the NYS DOT permit office by way of email or FAX

Screen Display: This screen displays fields to collect information related to the Route Survey.

Data Entry Fields (On the screen a * indicates a required field):

NYS Certified Escort Client ID #: Enter the Escort Client ID#.

Telephone Number: Enter the contact number of the person or company completing the survey.

Date Survey was physically performed and driven: Enter date

Route Survey performed with Height pole set at: Enter the feet and inches the height pole is set at. This is NOT a required field unless the route survey needs a height pole because of load height.

Affirmation check box: Enter the name of the person who performed the Route Survey.

Note: The actual Route Survey must be submitted to the NYS DOT permit office

Buttons: Below is a list of buttons displayed on this screen

Next Button: Click the “Next” button at the bottom of the page to process the data listed or entered on the screen. When “Next” is clicked the data is sent through a series of formulas and then the results is stored in the memory until the permit Application is submitted or you save it as DRAFT.

Previous Button: Click the “Previous” button at the bottom of the page to return to the previous screen.

Cancel Button: Click the “Cancel” button at the bottom of the page to cancel the application process and return to the customer home page.

Save as Draft: When this button is clicked the Permit application that you have started will be saved to the database. If you wish to continue editing this draft you will need to open it from your home page.

If no information has been entered on the current screen there is nothing to save. Click the “PREVIOUS” button to return to the last screen that has data in the fields and then click “Save-As-Draft”.

Special Note: Always use the “Next” or “Previous” buttons at the bottom of each Permit application screen to navigate through the application.

Using the browser forward and back button to navigate from screen-to-screen will interfere with the application process and will cause incorrect data from being entered into the permit application resulting in a rejected permit.

Screen: NYC Permit Information

New York State Department of Transportation
Permits Automation

Stanley Gee
Acting Commissioner

About | Welcome | **Customer Home** | NYSDOT Home | Help | Logoff

Customer Home
Customer Support

Customer → Trip, Vehicle, Load → **NY City** → Power Unit → Trailer → Axle Data → Affirmation

Starting Point * : Complete Address ☺ County Line ☺
 County Line * Zip Code *

DestinationPoint * : Complete Address ☺ County Line ☺
 County Line * Zip Code *

Trip Information (Only One Trip Per Permit)

Requested Route*

Move Request * Day Move ☺ Night Move ☺

Time of Move From * To *

Date of Move From * To *

Load Information

Load Weight * Description Of Load *

Load	Feet Inches	
Width *	<input type="text" value="12"/>	<input type="text" value="2"/>
Height *	<input type="text" value="10"/>	<input type="text" value="2"/>
Length *	<input type="text" value="22"/>	<input type="text" value="1"/>

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Figure 17 - New York City Permit Application Information

Purpose: This screen is used to input information to be used for a NYC Trip Permit. The screen will only appear if you have checked the check box to apply for a NYC Permit.

Screen Display: This screen displays fields to specifically collect information related to the NYC Trip Permit. The following information will be collected: starting point address, destination point address, requested route in NYC, move dates through NYC, load width, height, length weight and load description.

Data Entry Fields (On the screen a * indicates a required field):

Starting Point: Enter either the county line or starting address.

Destination Point: Enter either the county line or ending address.

Requested Route: Enter the route through New York City

Move Request: Select Day move or Night Move.

Time of Move: Enter your requested time of move. Must enter time into the "To" and "From" fields

Day Move

- Monday thru Thursday 10 AM to 4 PM
- Friday 10 AM to 3 PM

The Start and End date of this move must be the same day

Example: Start Date 7/15/2009 End Date 7/15/2009

Night Move

- Monday thru Thursday 10 PM to 5:30 AM
- Friday – Move Starts Friday 11:59 PM to Saturday 5:30 AM

If the Start Date is a Sunday the only time of travel is 11:59 PM Sunday to 5:30 AM Monday morning

A night move begins on a start date and can end on the next day.

Example: Start Date **7/15/2009** End Date **7/16/2009**

Load Weight: Enter the weight of the load it self.

Load dimensions: Enter width, height, length

Load Description: Will display information entered on previous screen for load description.

Note: The MFG Gross Axle Weight Rating and Sum of MFG Tire Rating must be greater than the Proposed Gross Permitted Weight for each axle.

Axle Spacing: Enter the spacing between the centerline of one axle to the centerline of the next axle for each axle spacing displayed on the screen.

Buttons: Below is a list of buttons displayed on this screen

Next Button: Click the "Next" button at the bottom of the page to process the data listed or entered on the screen. When "Next" is clicked the data is sent through a series of formulas and then the results is stored in the memory until the permit Application is submitted or you save it as DRAFT.

Previous Button: Click the "Previous" button at the bottom of the page to return to the previous screen.

Cancel Button: Click the "Cancel" button at the bottom of the page to cancel the application process and return to the customer home page.


Save as Draft: When this button is clicked the Permit application that you have started will be saved to the database. If you wish to continue editing this draft you will need to open it from your home page.

If no information has been entered on the current screen there is nothing to save. Click the "PREVIOUS" button to return to the last screen that has data in the fields and then click "Save-As-Draft".

Special Note: Always use the "Next" or "Previous" buttons at the bottom of each Permit application screen to navigate through the application.

Using the browser forward and back button to navigate from screen-to-screen will interfere with the application process and will cause incorrect data from being entered into the permit application resulting in a rejected permit.

Screen: View Data Screen



New York State Department of Transportation
Permits Automation

Stanley Gee
Acting Commissioner

About | Welcome | **Customer Home**
NYSDOT Home | Help | Logout

Customer Home
Customer Support

View Permit Data

Not Valid as a Permit

[Replicate](#)

Customer Information

Application ID	1005646	Customer Number	57283
Customer Name	Scooby Pet Trucking	USDOT Number	22323
DBA	Pets on the move	FEIN	12-212
Physical Address		Mailing Address	
Current Insurance Coverage Limit	1M		

Trip Information

Origin:	From Here	Permit Type	10
Destination:	To There	Start Date	06/25/2009

Vehicle Configuration Information

Selected Vehicle Type	Tractor and Trailer	Proposed Gross Permitted Weight (lbs)	81000
Total Number of Axles	6	Legal Weight	73625
Overall Wheelbase (feet, inches)	41	0	

Load Information

Load Type	Other					
Overall	Feet	Inches	Overhang	Feet	Inches	
Width	12	2	Front	0	0	
Height	10	1	Rear	0	0	
Length	44	2				

Power Unit Information

VIN	2323993BDBF2323	Nickname	Not Indicated	Power Unit ID	4435
Year	2001	Plate Number	NY2232	Make	Ford
N.Y. DMV/IRP Registered Weight (lbs)	81000	Registered State/Province	NY	Number of Axles	3

Axle Data Configuration

Axle Number	Steer	2	3	4	5	6
Proposed Axle Weight (lbs)	10000	10000	10000	20000	20000	11000
Mfg. Gross Axle Weight Rating (lbs)	10000	10000	10000	20000	20000	11000
Sum of Mfg. Tire Ratings (lbs)	10000	10000	10000	20000	20000	11000

Axle Spacing	1-2	2-3	3-4	4-5	5-6
Feet - Inches	12-0	10-0	12-0	3-0	4-0

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Figure 18 - View of Permit Data

Purpose: To display the Permit Application information for review and to allow the user to replicate the data in a permit application into a new permit application.

Screen Display: The screen displays permit data in the following sections:

- Customer information
- Trip Information
- Vehicle Configuration
- Load Information
- Power Unit Information
- Trailer Information
- Axle Data Configuration
- Effective Days of Travel
- Conditions, Restrictions and Requirement
- Certified Escort Requirements

Data Entry Fields: None

Links: Below is a list of links displayed on this screen

Replicate: Click this link to copy the data in the permit to a new permit application and allow the user to edit the data and submit it as a new permit application.

Click the "Customer Home" link in the left side blue menu to return to your Home Page

Note: The Read-Only version of the permit data is NOT a permit and cannot be used as a substitute for one. An issued valid permit has the state seal with the date and time the permit was issued across the seal.

Issued Permit PDF



STATE OF NEW YORK
DEPARTMENT OF TRANSPORTATION
SPECIAL HAULING PERMIT

2009-2040

www.nypermits.org

6/18/09 3:28 pm

Permit No: 1 0 0 5 6 4 6

Permit Type: Single Trip

91

Carrier Name: Scooby Pet Trucking	Customer No: 57283	USDOT: 22323
Address:	Overall Wheelbase (Ft-In): 41-0	
City:	State/Province:	Zip:
		Permitted Gross Vehicle Weight (Lbs): 81,000
		Total Number of Axles: 6

Vehicle Information					
Vehicle	Year	Make	State	License Plate	Axles
Power Unit	2001	Ford	NY	NY2232	3
Trailer	2001	Ford	NY	23232	3

Origin: From Here Destination: To

Route:

Effective Days of Travel	Vehicle and Load Information															
The following are the only authorized days of travel for this permit																
Thu 06/25/09[a] Fri 06/26/09[a] Sat 06/27/09[e] Sun 06/28/09[e] Mon 06/29/09[a]	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">Overall Ft - In</th> <th colspan="2">Overhang Ft - In</th> </tr> <tr> <th>Length</th> <th>Height</th> <th>Width</th> <th>Front</th> <th>Rear</th> </tr> </thead> <tbody> <tr> <td>44 - 2</td> <td>10 - 1</td> <td>12 - 2</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Overall Ft - In			Overhang Ft - In		Length	Height	Width	Front	Rear	44 - 2	10 - 1	12 - 2	0	0
Overall Ft - In			Overhang Ft - In													
Length	Height	Width	Front	Rear												
44 - 2	10 - 1	12 - 2	0	0												
[a] Travel is authorized from one-half hour before sunrise to one-half hour after sunset when weather conditions are favourable.	Trailer Length: 22 - 1															
[e] No travel allowed.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Load</th> <th>Other</th> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <th>Load Desc.</th> <td> </td> </tr> </table>	Load	Other			Load Desc.										
Load	Other															
Load Desc.																

Axle Weights (Lbs) & Spacings (Ft-In)												
	Steer	2	3	4	5	6	7	8	9	10	11	12
Axle Weights (Lbs)	130,000	130,000	130,000	260,000	260,000	143,000						
Spacing (Ft-In)	156-0	130-0	156-0	39-0	52-0							

Figure 19 - Issued Permit, Page 1

Purpose

The issued permit can be printed by the carrier to be used as the permit in the vehicle. The actual permit will not have the word **DRAFT** printed in the heading.

Sections of the issued permit

Customer Information: In this section you will see listed Carrier name, address, Customer number, USDOT, Fee, Overall Wheelbase, and Permitted Gross Vehicle Weight.

Vehicle Information: In this section Vehicle information is listed. Information about the Power Unit and Trailer is listed here.

Trip Information: Listed is the "Through Route" for the permit.

Vehicle and Load Information: Listed is the Overall Vehicle dimensions and the load overhang

Effective Days of Travel: List of the days and date a carrier using this permit can travel on I-84. Each day of travel has a number next to it indicating specific restrictions about that day of travel.

Load: List the type of load being transported. If the load type is "Other" the "Desc of Other Load" will list the load information being transported.

Axle Weights and Spacings: Listed her is the axle weights per axle of the vehicle and space between axles.

Certified Escort Requirements: Listed on Page 2 are the escort requirements for the move.

Conditions and Restrictions: Listed on Page 2 are the conditions and restriction statements that apply to this move.

Standard Permit Requirements: Listed on Page 3 are general restrictions related to permit requirements.

Standard Permitted Vehicle and Load Requirements: Listed on Page 3 are Standard Permitted Vehicle and load requirements.

Driver Affirmation and Signature Section: In order for a permit to be valid the affirmation statement must be signed by the driver(s).



STATE OF NEW YORK
DEPARTMENT OF TRANSPORTATION
SPECIAL HAULING PERMIT

2009-2040

www.nypermits.org

6/18/09 3:28 pm

Permit No: 1 0 0 5 6 4 6

Permit Type: Single Trip

91

Conditions / Restrictions

Urban Restrictions

- Wider than 10 feet and/ or longer than 72 feet in Binghamton.
- Wider than 13 feet in Albany and Rensselaer Counties on Routes I-87, I-90, I-787 and US 20.
- Wider than 11 feet in the cities of Hudson, Kingston, Newburgh and Poughkeepsie.
- Wider than 12 feet in the cities of Utica and Amsterdam (Contact police prior to move).
- Wider than 10 feet and/or longer than 85 feet within a 10 mile radius of Syracuse.

Special Travel Authorization

- Continuous Travel Authorized

Certified Escort Requirements

- Certified Escort vehicle to follow on highways with two or more travel lanes in the same direction of travel.
- Front and Rear Certified escort vehicles on all routes.

Police Requirements

- Police Unit(s) required on all routes. Police require 2 business days notice for all routes.

Structure Requirements

- Special Bridge Crossing(s) instructions: rtqwert rt wert wert er
- Cross no "R" posted OR load posted structures.

Additional Requirements

- The permittee shall hold a pre-trip meeting before the move commences with all parties involved to review placement of police, certified escorts, and the location of all restricted bridge crossings.
- Prior to the move, the permittee shall make arrangements for all necessary Police unit(s), Certified Escorts and equipment including personnel that must accompany the move.

Sample

Figure 20 - Issued Permit, Page 2



STATE OF NEW YORK
DEPARTMENT OF TRANSPORTATION
SPECIAL HAULING PERMIT

2008-2040

www.nypermits.org

6/18/09 3:28 pm

Permit No: 1 0 0 5 6 4 6

Permit Type: Single Trip

91

Standard Permit Requirements

This permit is only valid for highways under New York State Department of Transportation jurisdiction. Permission must be obtained from appropriate authority when traveling over NYS Thruway, NYS Bridge Authority bridges, Parkway, County Roads, Town Highways, and City (including New York City) or Village Roads.

Over-dimensional and or Overweight moves that do not exceed 15 feet wide, 15 feet 0 inches high and 125 feet in length and can maintain traffic flow speed are allowed to move from 1/2 hr before sunrise until 12 noon on Saturdays unless such Saturday falls on a holiday. Permit and effective dates must be valid.

No Movements are allowed on the following holidays, unless authorized on the permit; New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & Christmas Day or from 12 noon the day preceding Memorial Day, Independence Day, Labor Day, Thanksgiving Day & Christmas Day. The day preceding means any normal working day, Monday through Friday.

All permitted moves must comply with Part 154-1 title 17 of the New York Compilation of Code, Rules and Regulations.

Permittee is responsible for checking the OS/OW Routing Map located on the NYS Department of Transportation internet website @ www.nypermits.org for any Travel Restrictions that may be on any routes OR within the approved travel areas of travel prior to the start of each permit move. Printable Travel Restrictions are also located on the website under 'Travel Restrictions' and 'Restrictions'.

Standard Permitted Vehicle and Load Requirements

Maximum speed shall not exceed 55 MPH.

An amber revolving light shall be located on the top of the towing vehicle with a 360 degree rotation and shall be operational at all times.

Overdimensional permitted vehicles / loads shall display OVERSIZED LOAD warning signs at least 7 feet long and 18 inches high with letters at least 10 inches high, located front and rear.

Over-dimensional permitted vehicles shall display orange reflective flags at least 18 inches square, on staffs, located at the extremities of the vehicle / load.

A vehicle may carry more than one (1) item if the total weight does not exceed the permitted load, provided that it matches the load description on the permit and items are not stacked to create a height exceeding 15 feet six inches measured from bottom of tires to top of load, or loaded side-by-side to exceed width of eight feet six inches, or loaded end-to-end and vehicle, inclusive of load, exceeds length authorized under the NYS Vehicle & Traffic Law, Title 3, Section 385.3 or combination of vehicles, inclusive of load, exceeds length authorized under the NYS Vehicle & Traffic Law, Title 3, Section 385.4.

When permit allows axle weights, axle grouping weights, or gross weight to exceed those authorized under the NYS Vehicle & Traffic Law, Title 3, Article 10, Section 385.5 through Section 385.13, the load may not constitute more than one (1) item

Per the New York State Certified Escort Manual, Section 17 (g), Overhead wires, cables, signal or traffic lights, limbs of trees or overhead structures shall not be disturbed without first obtaining permission from the owners thereof and movements shall not be commenced until after such consents are obtained. Permittee must notify and make satisfactory arrangements with all utility companies and owners.

Driver Affirmation:

I affirm that all information on this application is correct to the best of my knowledge and understand that false statements on this application are punishable as a crime under Penal Law 210.45

Driver 1 Signature _____

Date: _____

Driver 2 Signature _____

Date: _____

Figure 21 - Issued Permit, Page 3

Screen: Customer Support

The screenshot shows the 'Customer Support' page of the New York State Department of Transportation's Permits Automation system. The page header includes the department name, 'Permits Automation', and the Commissioner's name, Astrid Glynn. A navigation bar contains links for 'About | Welcome | Customer Home' and 'NYS DOT Home | Help | Logoff'. A left sidebar lists 'Customer Home' and 'Customer Support'. The main content area features a title 'Customer Support' and four links: 'Add/Modify Customer', 'Pre-Fund Special Hauling Account', 'Contact Central Permit Office', and 'User Guide'. Below these links are three paragraphs of explanatory text. The footer contains the revision date 'Revised: 06/26/2008' and links for 'Technical Requirements | Privacy Policy'.

New York State Department of Transportation
Permits Automation
Astrid Glynn
Commissioner

About | Welcome | **Customer Home** | [NYS DOT Home](#) | [Help](#) | [Logoff](#)

Customer Home
Customer Support

Customer Support

[Add/Modify Customer](#)
[Pre-Fund Special Hauling Account](#)
[Contact Central Permit Office](#)
[User Guide](#)

Use the Add/Modify Customer link if you were unable to find the carrier you are attempting to submit a permit for, or you found the carrier but some of their account information is incorrect. This link will open an account maintenance form which may be filled in on-line and e-mailed to the Central Permit Office. After the Central Permit Office has processed this form, the new or corrected information will be available.

Use the Pre-Fund Special Hauling Account link to add funds to your account. This will open the Central Permit Office's pre-funding web page which requires some manual processing to update your balance.

The hours of operation for Special Hauling Oversize / Overweight On-Line Permits coincide with those of the OSCAR system. Please report issues related to on-line permits directly to the NYS Department of Transportation's Central Permit Office using the Contact Central Permit Office link above. Customer service is available during normal business hours.

Click this link to open or download the Permits On-Line auto-issuance system's User Guide. This guide provides information about how to navigate from screen-to-screen, how to complete and submit an I-84 permit application and how to search for and view information about previously submitted on-line permits.

Revised: 06/26/2008 [Technical Requirements](#) | [Privacy Policy](#)

Figure 22 - Customer Support Screen

Purpose

To provide links to customer support features to add or modify a customer or to add funds to your Special Hauling Financial Account

Screen Display

Instructions to:

- Add or modify a customer
- Add funds to your Special Hauling Financial Account.
- Hours of operation
- Contact Central Permit Office

Links

Add/Modify Customer: Click this link to open the Central Permit Office's Account Maintenance form.

Pre-Fund Special Hauling Account: Click this link to open the Central Permit Office's pre-funding web page.

Contact Central Permit Office: Click this link to navigate to the NYPermits.org web site, a section of NYSDOT.org. Use this screen to obtain information about Permits or contact the Central Permit Office.

NYS DEPARTMENT OF TRANSPORTATION

ACCOUNT MAINTENANCE

INSTRUCTIONS

CENTRAL PERMIT OFFICE
50 WOLF ROAD, 1ST FLOOR NORTH
ALBANY, NEW YORK 12232
(518) 485-2999
888-783-1685
WWW.NYPERMITS.ORG

RESET FORM

NEW CUSTOMER

ACCOUNT UPDATE – CUSTOMER NO: _____

** FOR ACCOUNT UPDATE ENTER ONLY THE NEW INFORMATION*

Company Name:			
DBA:			
USDOT #		FEIN #	
PHYSICAL ADDRESS:			
Street Address:			
City & State:		Zip:	
MAILING ADDRESS: (If different than above)			
Street/PO Box Address:			
City & State:		Zip:	
Contact Person:			
Name:			
Work #	Cell #	Fax #	
E-Mail:			
Permit Service Submittal Acknowledgement			
I agree to allow Permit Service Companies to submit applications on behalf of the company as indicated by name and or customer number above.			<input type="checkbox"/> YES <input type="checkbox"/> NO

ACCOUNT CLOSURE

Customer No.	
Reason:	

AFFIRMATION

<input type="checkbox"/> By checking this box, I attest that false statements made on this application are punishable as a crime under Penal Law section 210.45.
Date: _____

Figure 23 - Account Maintenance Form

Adding Funds to your SpecHaul Financial Account

Adding funds to your SpecHaul Financial account can be accomplished by :

- Mailing in a check to the permit office,
- Using the web site link to make a credit card payment,
- Making a credit card payment at the central Permit office window on Wolf Road
- Have a carrier drop off a check to the permit office

OSCAR Credit Card Payment – Coming Soon

The option of making a credit card payment to add funds to you NYSDOT financial accounts will be available very shortly through OSCAR. This process is listed below and should be available within the next couple of months.

Adding funds to you SpecHaul financial account begins at your home page by clicking on the “Add Funds to Your Account” button. Permits cannot be released to you until all permit fees are paid. If you do not have sufficient funds in you financial account the permit you applied for will not be emailed to you until payment is received.

Payment can be made by adding funds to your Spec Haul Financial Account and then selecting the permits you wish to issue

The steps to add funds to you financial account are listed below.

Click this Button

New York State Department of Transportation
Permits Automation

Stanley Gee
Acting Commissioner

Home Page - SpecHaul Trip Permits

Customer Information

Service Co Name: ServiceCo Z NYSDOT Customer Number: 57764

Special Hauling Financial Account Balance: \$280,920.00

Add Funds To Your Account

Select Queue: Issued Search by Cust#/Name or USDOT#: Go Search by Application/Permit#: Go

One item found.

Appld	Permit Status	Fee	Submit Date	Issue Date	Effective Start Date	Cust No	Customer Name	New App	View Data	Permits/ Rejections
1005565	Issued	\$120.00	06/05/2009 08:26	06/05/2009	06/11/2009	10291	WEEKS BOAT TRANSPORT INC.	New App	View Data	Show permit.pdf

Version 3.0.0058 06/17/2009 16:52 Technical Requirements | Privacy Policy

Figure 24 - Home Page

1. From the home page click on the “Add Funds to Your Account” button to open the screen in Figure 25

The screenshot shows the 'Special Hauling Financial Account Funding Screen' from the New York State Department of Transportation's Permits Automation system. The page header includes the logo and name of the New York State Department of Transportation, the text 'Stanley Gee Acting Commissioner', and navigation links for 'NYSDOT Home | Help | Logout'. A sidebar on the left contains 'Customer Home' and 'Customer Support'. The main content area is titled 'Special Hauling Financial Account Funding Screen' and contains a 'Customer Information' section with fields for 'Service Co Name', 'Special Hauling Financial Account Balance', 'Enter the dollar amount you wish to add to your financial account', 'Enter the Amount you wish to process(\$)', 'NYSDOT Customer Number', and 'Date'. A callout bubble points to the amount input field with the text 'Enter Dollar Amount'. Another callout bubble points to the 'Add Funds to Special Hauling Financial Account' button with the text 'Click To Process this Payment'. At the bottom, there are two buttons: 'Add Funds to Special Hauling Financial Account' and 'Cancel Processing'. The footer contains 'Version 3.0.0058 06/17/2009 16:52' and 'Technical Requirements | Privacy Policy'.

Figure 25 - Enter dollar value to be processed.

2. In this screen enter the dollar amount you wish to add to you financial account and then click the button “Add funds to your SpecHaul Financial Account”.
3. The process will transfer to the OSCAR System which is used to process your payment. Figure 26 will be displayed. Click the “Pay with Credit Card” button.

The screenshot shows the 'OSCAR Transaction Summary' screen from the One Stop Credentialing and Registration (OSCAR) system. The header includes 'One Stop Credentialing and Registration', the 'OSCAR' logo, and navigation links for 'FAQs | Privacy | Security | Contact Us'. The main content area displays transaction details: 'Customer Name : Thanga Shanmugakani', 'Customer Number : 57610', 'Customer Address : 345 Concord Street Albany 12222', 'Date: 06/19/2009', and 'Transaction No: 06192009000013'. Below this, there is a section for 'NYSDOT Oversize/Overweight Permits' with the text 'You are about to add 1000.00 to your NYSDOT SPH Financial Account' and 'Amount Due: 1000.00'. The total amount due is shown as 'Total Amount Due: \$1000.00'. A callout bubble points to the 'Pay With Credit Card' button with the text 'Click this button to begin OSCAR Payment Process'. At the bottom, there are two buttons: 'Pay With Credit Card' and 'Cancel Transaction'.

Figure 26 - OSCAR Payment Screen

4. Enter your credit card information in the appropriate fields and then click the submit button.

One Stop Credentialing and Registration
OSCAR
[FAQs](#) | [Privacy](#) | [Security](#) | [Contact Us](#)
OSCAR Payments

Name: **Thanga Shanmugakani**
 For instructions on a specific field, click the icon.

* Required fields

Type of Credit Card* **Master Card**

Credit Card Number* **54429866666016** (Enter numbers only)

Expiration Date* **10/10** (mm/yy)

Cardholder's Name* **NYSDOT**

US ZIP Code **12205**

- OR -

Canadian Postal Code (no spaces or hyphens)

Amount Due \$ **1000.00**

The applicant hereby certifies that the information provided is true, correct and complete. I understand that willfully false representation is a crime punishable under New York State law.

I certify the above: Yes (Required to complete transaction.)

[Submit](#) [Clear](#) [Cancel Transaction](#)

Click Submit to process the payment.

Figure 27 - Enter Payment Information

5. When the payment processing is complete the confirmation screen will be displayed.

One Stop Credentialing and Registration
OSCAR
[FAQs](#) | [Privacy](#) | [Security](#) | [Contact Us](#) | [My OSCAR](#)
Confirmation - Transaction Complete

Thank you for using OSCAR, the One Stop Credentialing and Registration System.

Choose File/Print from your browser's menu to print a copy of this page.

To print your credentials, [Print Credentials](#). Credentials will only be available until 04/2009.

Transaction Number: **06192009000013**
 To perform other OSCAR Services, see [MY OSCAR](#).

Click My OSCAR Link

Figure 28 - Confirmation Screen

From the OSCAR Confirmation page click the My Oscar Link in order to return to the My OSCAR page where you can select the link back to the NYS DOT Permit application system.

Note: The OSCAR System will allow three attempts to process a credit card. After the third attempt, the OSCAR System will lock the user. When a system lockout has occurred, a screen will be displayed indicating that three attempts to process the credit have occurred and failed. The user will need to call the telephone number displayed on the screen to resolve the OSCAR lockout issue.

6. At the current time there is no automatic process to return you directly to your Home Page. You must navigate to the NYS DOT Home page again. In a future release this process will be changed.

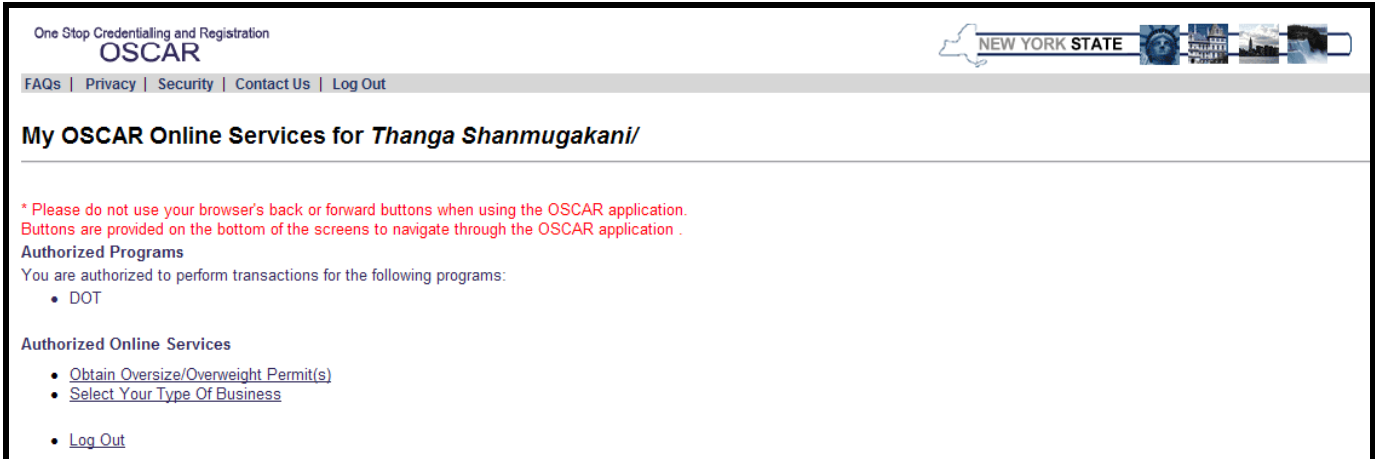


Figure 29 - My OSCAR Screen

7. On the My OSCAR screen click on the link “Obtain Oversize / Overweight permit(s)” to return to the NYS DOT Application and navigate to your Home Page.

How To Do Section

How do I do the following?

How do I apply for a New Trip Permit?

1. From your home page, use the search field to locate the Carrier you wish to submit a permit for.
2. On that screen click the button or link the is titled “New Application” or “New App”.
3. Fill out all of the data in each of the screens and click the “Submit” button.
4. On the Trip Permit Confirmations Success Screen which appears after the permit has been submitted, record the Permit Application ID number or print that page for your records.

How do I replicate a Trip Permit?

1. From your home page, use the search field to locate the Carrier for which you wish to submit a permit or search by permit application ID or permit number to locate the one you wish to replicate.
2. On the search results screen click the button or link the is titled “View Data” which is to the right of each permit or permit application.
3. When the View Data screens appears review the information to make sure it is the correct permit or permit application you wish to replicate.
4. On the top left hand side of the screen just above of Customer Information is the link “Replicate”
5. Click on the “Replicate” link and a copy of the data from the selected permit will be placed into a new permit application.

How do I save the permit application that I have been working on as a “DRAFT”?

1. While you are editing the permit application scroll to the bottom of the page and click on the button “Save as Draft”.
2. The data will be saved to the database, the status of the Permit application will be changed to “Draft” and the Trip Permit Conformation page will be displayed.
3. Record the Permit Application ID number from this page or print this screen so that you will know what the permit number it was save as.

How do I open and complete a Draft permit application.

1. Navigate to your Trip Permit home page.
2. From the select Queue dropdown field select “Draft”
3. The System will display all permits that have a status of “Draft”.
4. Click on the view data link for the permit you wish to edit.
5. The system will display the View Permit Data Screen
6. In the upper left corner, just above the title Customer Information is a link titled “Complete Draft”.
7. Click the Complete Draft Link.
8. The Permit application will open to the first page of the Permit application and allow you to move through the permit application and make the changes you wish to make
9. Once you have completed the permit application submit it for processing,
10. The status will change from “Draft” to “Pending” and the Permit Application will no longer appear in the Draft Permit queue. It will now appear in the “Pending” queue.

How do I add funds to my SpecHaul Financial account?

1. Navigate to your Trip Permit home page.
2. Click on the button “Add Funds to Your Account”.
3. A screen will open to allow you to enter a dollar amount you wish to add to your account.
4. Click the button “Add Funds to Special Hauling Financial Account” or “Cancel processing” to cancel the transaction.
5. By clicking “Add Funds to Special Hauling Financial Account” will transfer you to the OSCAR system where you will complete the transaction by entering your credit card information.

6. Once the transaction is complete a screen will be displayed to indicate if your transaction was successful or not.
7. At that point you will have to navigate through OSCAR screens to return to your Trip Permit Home Page.

How do I view and obtain a copy of my permit?

1. Whenever a permit is approved by the permit office a copy of the permit is emailed to you.
2. If you need a copy of your permit navigate to your home page
3. Search for the permit using the permit number search field
4. Enter the permit number into the "Search by Application/Permit #" field and click on the "Go" button.
5. The screen appears will display the permit record for the selected permit number.
6. Click on the link "**Show permit.pdf**" and a copy of the permit emailed to you will appear on the screen.
7. Select File and Print from your PC menu to print the permit.
8. If the status of the Permit Application is "Pending", "Draft", "Ready-To-Issue" or "Rejected" the "**Show permit.pdf**" link will not be available. It is only available on issued permits.

How do I email attachments to the NYS DOT Office?

1. Attachments can be sent into the DOT at the time the permit application is completed.
2. Once you have submitted a permit application a screen will be displayed that contains the application ID that uniquely identifies the permit application you just submitted.
3. The application ID needs to be written on all attachments submitted to the DOT
4. Click the email link on this screen.
5. An email, pre-addressed to DOT's "Attachments" mail box will open.
6. On the subject line of the email the Permit application ID will be displayed. Do not delete or change this number. It links the attachments to the permit application.
7. Attach the documents you wish to submit and then email these attachments to NYS DOT.

How do I FAX attachments to the NYS DOT Office?

1. Attachments can be sent into the DOT at the time the permit application is completed.
2. Once you have submitted a permit application a screen will be displayed that contains the application ID that uniquely identifies the permit application you just submitted.
3. The application ID needs to be written on all attachments submitted to the DOT.
4. Click the "FAX Cover Sheet" link to open a PDF FAX form.
5. Fill out the FAX form
6. Click the "Print" button to print the form
7. FAX the form and attachments to the number listed on the form