

**CITY OF JACKSON
APPLICATION FOR
SPECIAL TRANSPORTATION PERMIT**

Date of Movement ____ / ____ / ____
(Limited use on weekends and holidays)

Time _____

Oversize
 Overweight

Firm _____

Phone _____

Address _____

Signature _____

Name/Title _____

From Location _____

To Location _____

Via Route _____

Object to be Moved _____

Vehicle(s) to be Used Truck Trailer Semi-Tractor Semi-Trailer

License No. of Vehicle(s) _____

Overall Width _____ feet Overall Length _____ feet Overall Height _____ feet

Weight/Axle Spacing/Tires

Axle Spacing: 1-2 ____ 2-3 ____ 3-4 ____ 4-5 ____ 5-6 ____ 6-7 ____ 7-8 ____ 8-9 ____

Axle #	1	2	3	4	5	6	7	8	9
Axle Weight									
Tire Size									
No. of Tires									

APPLICANT: This is to certify that, to the best of my knowledge and belief, the statements contained in this application are true and correct, that I have read, understand and received a copy of the conditions on page two (2) of this application, and if granted a Special Transportation Permit, I will comply with all conditions and restrictions which apply to this movement.

Signature _____

APPROVAL

Special Provisions _____

Time Restrictions _____

Speed Restrictions _____

Approved By _____

Date ____ / ____ / ____

If the equipment is to be moved on any state highway or county road, permission must be obtained from state or county authorities.

**SPECIAL TRANSPORTATION PERMIT
RULES AND REGULATIONS**

1. Application to be made out in full by applicant and presented to the City of Jackson Department of Engineering. The Department is located at 161 W. Michigan Avenue, fourth floor, or can be reached by calling (517) 788-4160 or by facsimile at (517) 768-6435. The application must be on file with the Department at least 48 hours (not including weekends or holidays) prior to date of movement. All oversize moving permits are valid only during daylight hours of the date(s) specified on the permit.
2. Applicant will be responsible for damages to the street, to persons or to property, caused by the movement involved and will indemnify and save harmless from suits, claims and damage of every kind or nature arising from use of the street involved herein. Applicant shall immediately report to the permit issuing office any damage caused to or along the street.
3. In case any traffic signal, traffic sign, structure or railings need to be moved or is dismantled on account of the moving of said vehicle or load, the same will be replaced by the applicant to the satisfaction of the Department.
4. The vehicle or vehicles will not be loaded or unloaded within the outer shoulder limits of any street.
5. The operator in charge of moving the equipment must have the permit in his possession during the progress of moving and it will be shown on demand to any police officer or employee of the Department.
6. No permits will be issued for oversize or overweight vehicles or loads composed of units or assemblies which can be dismantled, reduced or otherwise rearranged to come within the legal limits. A permit will not be issued for built-up loads that are divisible into legal loads.
7. Permits for the moving of oversize vehicles or loads will not be issued if the combined weight of vehicle and load exceed 700 pounds per inch of tire width on any wheel.
8. This permit, if issued, will in no way supersede posted axle loading limits on any street or bridge structure. The applicant agrees to reimburse the City for any damage resulting from the disregard of such postings.
9. The operator of the vehicle must comply with all laws, rules or regulations covering the movement of traffic over highways or streets.
10. Movements shall be made in such a manner as to impede traffic as little as possible. Such vehicles shall not be parked on the street day or night.
11. The speed with which this movement shall be made shall not exceed thirty-five (35) miles per hour.
12. In the case of misrepresentation of information or non-compliance with the provisions of the permit, same shall immediately be considered void and the operator of the vehicle subject to arrest.
13. There will be limited use of permits issued for Saturdays, Sundays or holidays.
14. In the event that vehicles or loads cannot be moved on the date specified on the permit, an extension may be granted if application is made to the permit office. A new application and permit will be required if the load cannot be moved within ten (10) days from the date shown on the oversize permit.
15. The smaller dimension of the width or length will be the width of the load.
16. Shovels, cranes, etc., to be loaded lengthwise on vehicle.
17. A permit is VOID at any time road, weather or traffic conditions make travel unsafe.
18. Special Transportation Permits are valid only for the number of trips indicated.

**PROCEDURE FOR ISSUING A SPECIAL TRANSPORTATION PERMIT FOR
OVERSIZE/OVERWEIGHT LOADS**

The procedure for issuing a Special Transportation Permit is as follows:

1. Review the permit for completeness. Contact the applicant for additional information if the permit is not properly completed. If the applicant cannot provide all the required information, do not issue the permit.
2. The applicant shall submit the permit at least 48 hours prior to the move, excluding holidays and weekends. If the applicant submits the permit less than 48 hours before the move, the City may choose to not issue the permit. If the permit is not issued, contact the applicant about the denial.
3. Review the proposed route.
 - a. The proposed route should take the most direct route to the site from the closest state trunkline. The route should then follow approved truck routes to get as close as possible to the site. The most direct route from the truck route to the site and back should be used.
 - b. There are several load restricted bridges and two height restricted bridges in the City. Their locations can be found on the truck route map. The proposed route should bypass these bridges.
 - c. The proposed route should be reviewed for construction projects and rerouted if necessary.
 - d. The proposed route should be reviewed for special events and rerouted if necessary.
 - e. If the load is over the legal length, the route should be reviewed to see if turns can be made.
4. The maximum allowable load with a Special Transportation Permit is 700 pounds per inch of tire width. To determine if a load is allowable with a Special Transportation Permit, divide the axle weight by the tire width and the number of tires (all this information should be on the permit). This number should be under 700 pounds per inch of tire width. If the number is greater than 700 pounds per inch of tire width, do not issue the permit.

During season weight restrictions, the maximum allowable axle load without a Special Transportation Permit shall be reduced by 35%. The maximum allowable load with a Special Transportation Permit during season load restrictions shall be reduced to 450 pounds per inch of tire width, except on Class A all-weather truck routes.

5. If an oversize load can be divided into components that constitute legal loads, it shall be done (e.g., disassemble cranes).
6. If needed, review any time restriction with the applicant. Ordinarily, oversize and overweight loads are not allowed to move on weekends or holidays. However, if it is determined to be in the best interest of the City, these moves have been allowed in the past.
7. Place any special conditions on the permit as required. A common condition placed on the permits is to require the applicant to use the same conditions as were required by MDOT, since most of these loads will be traveling over state trunkline to reach our road system.
8. When the review of the permit is complete, sign and date the approved permit.
9. If the approved permit is to be faxed to the applicant, make certain to fax the rules and regulations.