INSTRUCTIONS FOR REQUESTING SPECIAL HAULING PERMITS DURING PERIODS OF NATIONAL EMERGENCY / DISASTER RELIEF

Introduction

Special Hauling Permits used for periods of National Emergency and/or Disaster Relief can be processed on the DelDOT OSOW Permit System.

To use the system you must have an online account.

For customers that do not have a Username / Password you can self register by ‘clicking’ on Quick Links 1. Don’t have an online account? Register now located on the login screen.

When you have successfully self registered, received the system generated email and activated your account you can enter, purchase and print permits.

Quick instructions for processing Emergency Permits are listed below.

Detailed instructions for using the online system are in the User Guide for Online Customers which can be viewed by ‘clicking’ on the User Guide link on the left hand side of the permit system web site.

Emergency Permits are self approving and the OSOW permit system can be accessed 24/7.

Emergency Permits are described in detail on next page.
There are 3 types of Emergency Permits that will be enabled upon a National Emergency Declaration. Each permit will have duration of 5 calendar days and limited to movement on Interstate Highways in Delaware.

1. **Load Code 20** - Emergency Permit for movement of Manufactured Housing (FEMA Trailers/etc).

   Vehicle/Load Restriction **Length** - \(< 119\) feet; **Width** \(< 15\) feet; **Height** \(< 14\) feet; **GVW** 80000 lbs.

   Special Provision that will display regarding Escort Requirement, Movement Time(s) and Tolls:

   POWER UNIT / MANUFACTURED HOUSING MOVING ON ROADWAYS DESIGNATED ABOVE DO NOT REQUIRE ESCORTS WHEN LENGTH IS ONE HUNDRED (100) FEET OR LESS, WHEN WIDTH IS FOURTEEN (14) FEET OR LESS, AND HEIGHT IS FOURTEEN (14) FEET OR LESS. FRONT AND REAR ESCORTS WILL BE REQUIRED FOR MOVEMENT OVER 100 FEET IN LENGTH AND OVER 14 FEET IN WIDTH. MOVE MAY NOT EXCEED FOURTEEN (14) FEET IN HEIGHT. CONTINUOUS MOVEMENT IS AUTHORIZED TO INCLUDE MOVEMENT DURING RESTRICTED HOLIDAY PERIODS. WHEN MOVING AT NIGHT WARNING LIGHTS SHALL BE IN ACCORDANCE WITH DELDOT POLICY. PROCEED TO THE FAR RIGHT LANE (PERMIT LANE) OF ANY TOLL PLAZA ENCOUNTERED ALONG ROUTE UNLESS OTHERWISE INSTRUCTED BY ELECTRONIC OR MANUAL SIGNAGE.

2. **Load Code 21** - Emergency Permit for movement of OSOW non-divisible Vehicles or other items of Equipment.

   Vehicle/Load Restriction **Length** - \(< 119\) feet; **Width** \(< 15\) feet; **Height** \(< 14\) feet; **GVW** 100000 lbs.

   Special Provision that will display regarding Escort Requirement, Movement Time(s) and Tolls:

   THIS PERMIT authorizes movement of nondivisible equipment such as, but not limited to dozer, excavator, backhoe, boom truck, generator, water purification plant, etc. Movement on roadways designated above do not require escorts when length is one hundred (100) feet or less, when width is fourteen (14) feet or less, and height is fourteen (14) feet or less. Front and rear escorts will be required for movement over 100 feet in length and over 14 feet in width. Move may not exceed fourteen (14) feet in height. Continuous movement is authorized to include movement during restricted holiday periods. When moving at night warning lights shall be in accordance with DelDot policy. Proceed to the far right lane (permit lane) of any toll plaza encountered along route unless otherwise instructed by electronic or manual signage.

3. **Load Code 22** - Emergency Permit for movement of Divisible Supplies (Food/Water/Medical/Material used to construct temporary housing/etc).

   Vehicle/Load Restriction **Length** - \(< 119\) feet; **Width** \(< 15\) feet; **Height** \(< 14\) feet; **GVW** 100000 lbs.

   Special Provision that will display regarding Escort Requirement, Movement Time(s) and Tolls:

   THIS PERMIT authorizes movement of divisible relief supplies such as, but not limited to medicine, medical supplies, food supplies, water, materials used to provide or construct temporary housing, etc. Movement on roadways designated above do not require escorts when length is one hundred (100) feet or less, when width is fourteen (14) feet or less, and height is fourteen (14) feet or less. Front and rear escorts will be required for movement over 100 feet in length and over 14 feet in width. Move may not exceed fourteen (14) feet in height. Continuous movement is authorized to include movement during restricted holiday periods. When moving at night warning lights shall be in accordance with DelDot policy. Proceed to the far right lane (permit lane) of any toll plaza encountered along route unless otherwise instructed by electronic or manual signage.
Login and Processing Permits

Current Users can process Emergency Permits as returning Users to the permit system.

New customers (after self registration described in the Introduction section) can follow the quick steps below:

Login to permit system.

After login the Main screen will display.

On the Main page ‘click’ on the Permits link in the TOOLS menu

A Permits screen will display. “Click’ on Create New button in the Actions column.

A Create New Permit screen will display.
This screen (1 of 2) will display **YOUR** Customer Code (The Customer Code above is a sample only), data fields to select the appropriate Load Code (dropdown box) and Quantity of Power Unit and Trailer Axles.

Using the drop down box Select the **Load Code** that represents your permit request:

**Load Code 20** - Emergency Permits for movement of **Manufactured Housing** (FEMA Trailers/etc).

**Load Code 21** - Emergency Permits for movement of **OSOW non-divisible load** - Vehicle or other items of Equipment (Generator/Water Purification Unit/Dozer/Excavator/etc).

**Load Code 22** - Emergency Permits for movement of **Divisible Supplies** (Food/Water/Medical/Material used to construct temporary housing/etc).
Next enter the Power Unit and Trailer Axle quantities. NOTE: For Load Codes 21 and 22 if a single or self propelled vehicle is being moved (UOP) enter a zero (0) in the Trailer Axles box or leave data filed BLANK.

“Click” the Next function button and a Create Permit: Load Code 20, 21 or 22, as applicable, (screen 2 of 2) will display:

This screen will display 5 sections of the permit application. Section 1 – Start Date and Company Information; Section 2 – Load Information; Section 3 – Power Unit and/or Trailer registration Information; Section 4 – Power Unit and/or Trailer individual axle Weight and Spacing and Section 5 – From and To Information

Section 1 – Start Date and Company Information

[Type text]
Section 1 will display your company information. You can modify any of the information except company name by ‘clicking’ on the Company Info link in the TOOLS menu then Modify. The current date is default as the Start Date. To change date ‘click’ on the calendar next to the Start Date, cursor to the desired date and double click and new Start Date will display.

Section 2 – Load Information

<table>
<thead>
<tr>
<th>Load Code 20</th>
<th>Load Code 21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>License</td>
</tr>
<tr>
<td>Length (Ft-In)</td>
<td>State</td>
</tr>
<tr>
<td>Gross Weight</td>
<td>Date</td>
</tr>
</tbody>
</table>

For Load Code 20 this section will ask information for the Year, Make, and Serial Number for Manufactured Housing being moved, Overall dimensions and GVW.

<table>
<thead>
<tr>
<th>Load Code 21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length (Ft-In)</td>
</tr>
<tr>
<td>Gross Weight</td>
</tr>
</tbody>
</table>

For Load Code 21 and 22 this section will ask information about what is being moved, Overall dimensions and GVW.

Section 3 – Power Unit and/or Trailer registration Information

<table>
<thead>
<tr>
<th>Power Unit</th>
<th>License</th>
<th>State</th>
<th>Axles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trailer</td>
<td></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

This section will ask information about Power Unit and/or Trailer registration.

Section 4 – Power Unit and /or Trailer individual axle Weight and Spacing

<table>
<thead>
<tr>
<th>Power Unit Axles</th>
<th>Trailer Axles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Axle Weight</td>
<td>1 25000</td>
</tr>
<tr>
<td>Axle Spacing (Ft-In)</td>
<td>5</td>
</tr>
</tbody>
</table>

This section will ask for Individual Axle Weight and Spacing. Sum of the individual axles must equal GVW.

Part 5 – From and To Information

[Type text]
This section will ask Point of Origin and Destination of current move. From and To points will be United States or Canadian Province City and State. A USPS Mailing Address is only required for a state of Delaware Point of Origin or Destination which does not apply to the Emergency Permit moving on Interstate Highways in Delaware, therefore From and To Address data fields can be left BLANK.

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>Jersey City</td>
<td>NJ</td>
</tr>
<tr>
<td>To</td>
<td>Baltimore</td>
<td>MD</td>
</tr>
</tbody>
</table>

**Route:** This Emergency Order Special Hauling Permit Authorizes Movement on Interstate Highway 95 in conjunction with either Interstate 295 or Interstate 495 in the State of Delaware. Continuous movement on Interstate 95 thru City of Wilmington is prohibited.
Review all entered data and if correct ‘click’ on the **Approve** button. Permit will self approve and display a fully populated permit application including Special Provisions for this move.

<table>
<thead>
<tr>
<th>Permit Number</th>
<th>00372131030004</th>
<th>Status</th>
<th>APPROVED</th>
<th>Last Updated By</th>
<th>PRIVATE COMPANY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>11/04/2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effective Date</td>
<td>11/04/2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Load Code</td>
<td>24-457899</td>
<td>Customer Code</td>
<td>00312</td>
<td>Customer Name</td>
<td>ABC TRUCKING COMPANY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Load Desc</th>
<th>EXCAVATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Places</td>
<td>3</td>
</tr>
<tr>
<td>Length</td>
<td>110' 0&quot;</td>
</tr>
<tr>
<td>Width</td>
<td>14' 0&quot;</td>
</tr>
<tr>
<td>Height</td>
<td>14' 0&quot;</td>
</tr>
<tr>
<td>Front</td>
<td></td>
</tr>
<tr>
<td>Rear</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Power Unit License</th>
<th>State</th>
<th>Axles</th>
<th>Gross Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>CL113841</td>
<td>MD</td>
<td>3</td>
<td>100000</td>
</tr>
<tr>
<td>T49148</td>
<td>MD</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Power Unit Axles</th>
<th>20000</th>
<th>20000</th>
<th>20000</th>
<th>20000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trailer Axles</td>
<td>20000</td>
<td>12' 0&quot;</td>
<td>4' 6&quot;</td>
<td>35' 0&quot;</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>From</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>To</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>BALTIMORE</td>
<td>MD</td>
<td></td>
<td>NEwPORT</td>
</tr>
</tbody>
</table>

**Route:** THIS EMERGENCY ORDER SPECIAL HAULING PERMIT AUTHORIZES MOVEMENT ON INTERSTATE HIGHWAY 95 IN CONJUNCTION WITH EITHER INTERSTATE 295 OR INTERSTATE 495 IN THE STATE OF DELAWARE. CONTINUOUS MOVEMENT ON INTERSTATE 95 THRU CITY OF WILMINGTON IS PROHIBITED.

<table>
<thead>
<tr>
<th>Minimum Fee</th>
<th>10</th>
<th>Overweight Fee</th>
<th>15</th>
<th>Total Fee</th>
<th>25</th>
</tr>
</thead>
</table>

**Special Provisions**
THIS PERMIT AUTHORIZES MOVEMENT OF NONDIVISIBLE EQUIPMENT SUCH AS, BUT NOT LIMITED TO DOZER, EXCAVATOR, BACKHOE, BOOM TRUCK, GENERATOR, WATER PURIFICATION PLANT, ETC. MOVEMENT ON ROADWAYS DESIGNATED ABOVE DO NOT REQUIRE ESCORTS WHEN LENGTH IS ONE HUNDRED (100) FEET OR LESS, WHEN WIDTH IS FOURTEEN (14) FEET OR LESS, AND HEIGHT IS FOURTEEN (14) FEET OR LESS. FRONT AND REAR ESCORTS WILL BE REQUIRED FOR MOVEMENT OVER 100 FEET IN LENGTH AND OVER 14 FEET IN WIDTH. MOVE MAY NOT EXCEED FOURTEEN (14) FEET IN HEIGHT. CONTINUOUS MOVEMENT IS AUTHORIZED TO INCLUDE MOVEMENT DURING RESTRICTED HOLIDAY PERIODS. WHEN MOVING AT NIGHT, WARNING LIGHTS SHALL BE IN ACCORDANCE WITH DELDOT POLICY. PROCEED TO THE FAR RIGHT LANE (PERMIT LANE) OF ANY TOLL PLAZA ENCOUNTERED ALONG ROUTE UNLESS OTHERWISE INSTRUCTED BY ELECTRONIC OR MANUAL SIGNAGE.

**Comments**

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This page may NOT be used as a valid permit.

Please print the validated permit after purchasing by selecting the PRINT button at the bottom of this page.

Buttons at bottom of screen will allow you to perform other functions, however, if all appears correct you can proceed with the purchase function by ‘clicking’ on the **Purchase** button.

If you selected the Purchase button a **Purchase Permit** will display:

[Type text]
Using the **Payment Type** dropdown box you can select method of payment. If you select PURCHASE BY FUND and your Fund Account balance is below that required to purchase a notice be display that will give instruction how to deposit funds to your account. Another method is to ‘click’ on the Transactions link in the **TOOLS** menu. Select **Create New** button in the **Actions** column and follow instructions on the screen.

After you selected type payment and completed required credit card or electronic check, as applicable, a **Successful Purchase** screen will display.

You can now print your permit using the **Print Permit** button. The printed permit will display on your screen and you can send to your printer. The printed permit must be certified by the Driver(s) and available with the vehicle.
Example of final printed permit:

STATE OF DELAWARE PERMIT
OVERSIZE/OVERWEIGHT NONDIVISIBLE LOADS

APPLICANT
ABC TRUCKING COMPANY

REQUESTED START DATE
11/04/2013

LOAD CODE
21

# OF PIECES
3

OVERALL FEET INCHES
110’ 0”

OVERALL FEET INCHES
14’ 0”

LENGTH

HEIGHT

WIDTH

FRONT LEGAL

REAR LEGAL

OVERHANG FEET INCHES

MOTOR CARRIER’S NAME AND ADDRESS
ABC TRUCKING COMPANY
123 MAIN ST
SEAFORD, DE 19973
(302)555-5666

US DOT / FEIN
24-357899

VEHICLE LIC. plates #
IF NONE: VIN
EI

ST/
Jur.

# OF AXLES
3

POWER UNIT
CL13841

MD

TRAILER T19148
MD

GROSS WEIGTH
100000

AXLE #
STEERING AXLE
2
3
4
5
6
7

AXLE WEIGHTS
20000
20000
20000
20000
20000

AXLE SPACINGS
FEET / INCHES
12’ 0”
4’ 5”
35’ 0”
4’ 5”

SPECIFIC ADDRESS OF TRIP ORIGIN
BALTIMORE MD

SPECIFIC ADDRESS OF TRIP DESTINATION
NEWPORT RI

ROUTING INFORMATION

FEES
THIS EMERGENCY ORDER SPECIAL HAULING PERMIT AUTHORIZES MOVEMENT ON
INTERSTATE HIGHWAY 95 IN CONJUNCTION WITH EITHER INTERSTATE 295 OR
INTERSTATE 465 IN THE STATE OF DELAWARE. CONTINUOUS MOVEMENT ON
INTERSTATE 95 THRU CITY OF WILMINGTON IS PROHIBITED.

TOTAL:
$25.00

NAME OF APPLICANT’S REPRESENTATIVE
REPS PHONE NUMBER
PRIVATE COMPANY
(302)555-6644

DATE AND TIME OF APPLICATION
11/04/2013 10:05:35 AM EDT

REPS FAX NUMBER
(302)555-6566

DRIVER SIGNATURE

DRIVER SIGNATURE

EFFECTIVE DATE
11/04/2013

ISSUE DATE
10/30/2013

PERMIT NUMBER
003T2131030004

EXPIRATION DATE
11/08/2013

ISSUE TIME
9:18 AM

SPECIAL PROVISIONS

THIS PERMIT AUTHORIZES MOVEMENT OF NONDIVISIBLE EQUIPMENT SUCH AS, BUT NOT LIMITED TO DOZER, EXCAVATOR,
BACKHOE, BOOM TRUCK, GENERATOR, WATER PURIFICATION PLANT, ETC. MOVEMENT ON ROADWAYS DESIGNATED
ABOVE DO NOT REQUIRE ESCORTS WHEN LENGTH IS ONE HUNDRED (100) FEET OR LESS, WHEN WIDTH IS FOURTEEN (14)
FEET OR LESS, AND HEIGHT IS FOURTEEN (14) FEET OR LESS. FRONT AND REAR ESCORTS WILL BE REQUIRED FOR
MOVEMENT OVER 100 FEET IN LENGTH AND OVER 14 FEET IN WIDTH. MOVE MAY NOT EXCEED FOURTEEN (14) FEET IN
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WHEN MOVING AT NIGHT WARNING LIGHTS SHALL BE IN ACCORDANCE WITH DELDOT POLICY. PROCEED TO THE FAR RIGHT
LANE (PERMIT LANE) OF ANY TOLL PLAZA ENCOUNTERED ALONG ROUTE UNLESS OTHERWISE INSTRUCTED BY
ELECTRONIC OR MANUAL SIGNAGE.

THIS SPECIAL HAULING PERMIT AUTHORIZES THE MOVEMENT OF OVERSIZE/OVERWEIGHT VEHICLES, EQUIPMENT AND MATERIAL
IDENTIFIED ABOVE TO BE USED IN EMERGENCY DISASTER RELIEF OR HUMANITARIAN RELIEF PURPOSES IN THE AREAS THAT HAVE BEEN
DECLARED DISASTER AREAS BY FEDERAL OR STATE PROCLAMATION. THE SIGNED PERMIT MUST BE WITH THE VEHICLE DESTINED FOR
THE AREAS DESIGNATED IN THE AUTHORIZING EMERGENCY ORDER.