



## NEW COUNTY ROAD AGENCY GUIDANCE ON PERMITTING

### Single Move Permits and “revisions” for repetitive hauling

Two options have been identified to ease permitting requirements when industry is involved in repetitive hauling of oversize and overweight loads. CRA’s Engineering Committee recommends county road agencies utilize the existing **Single Move Permit** and process it with either Oxcart or CRA’s Single Move Permit PDF with “revisions.”



#### The “revision” process for Single Move Permits

Whether using the Oxcart system or CRA’s fillable PDF to issue a permit, the process follows these steps:

1. Issue a Single Move Permit at the beginning of the season with all normal information after you have reviewed it.
2. Request applicants to submit “revisions” to the original permit with new dates and/or route information for additional trips.
3. Assign each of these “revisions” a revision number (e.g. Permit No. 2019001 **R-1**).
4. Decide for your county if you should create a policy for a “revision” fee that is recommended to be less than the initial permit fee.

#### Using Oxcart

Oxcart has an automated process to issue “revised” Single Move Permits.

Oxcart provides users with additional guidance and assistance on automating this process, which allows you to document the trip while still waiving or collecting your fee.

For more information, contact:

**support@oxcartpermitsystems.com**

#### Using CRA’s Single Move Permit PDF

“Revisions” when using CRA’s Single Move Permit PDF require each permit “revision” to be reissued or edited with PDF editing software following applicant submission of new date and/or route information.

The Single Move Permit PDF is available to download at:

**tinyurl.com/unifiedpermits**

**For more information, contact:**

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