

WEST VIRGINIA DIVISION OF HIGHWAYS  
ADMINISTRATIVE OPERATING PROCEDURES  
SECTION III, CHAPTER 14

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SECTION TITLE: ACCOUNTING  
CHAPTER TITLE: SPECIAL HAULING PERMITS

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I. **INTRODUCTION**  
Effective 3/1/2007

Vehicular weight and size limits are set on roads, highways, and bridges to protect roadway inventory, drivers and passengers, and public safety in general. These are general limits and the Commissioner of Highways has State Code authority (§157-5-8) to issue special hauling permits to applicants whose vehicles or loads exceed the limits. Conversely, the Commissioner of Highways may deny applications or impose additional restrictions for special hauling permits based upon concerns for “the protection and safety of the traveling public and the probable effects the issuance of the permits will have upon the state road system”.

The Commissioner’s permit authority is delegated to the Central Permit Section of Maintenance Division and to other offices designated by the Central Permit Section. Enforcement of the posted limits and the limits granted on special hauling permits is entrusted to the Enforcement Division of the Public Service Commission, to the State Police, and to other law enforcement agencies.

II. **POLICIES**  
Effective 3/1/2007

All policies set forth in this section are either based directly on State or Federal law or on the authority given the Commissioner of Highways in State Code (§157-5-8).

A. **LEGAL WEIGHT AND SIZE LIMITS**

- 1. All policies set forth in this section are either based directly on State or Federal law or on the authority given the Commissioner of Highways in State Code (§157-5-8).
  - a. Interstate – 20,000 over each single axle and 34,000 over tandem axles

(axles spaced 8' or less apart).

- b. US, WV, and Local Service routes – 60,000 on single unit tandem trucks (3 axles total), 70,000 on single unit tridem trucks (4 axles total), 73,000 on single unit quadrum trucks (5 axles total) and 80,000 on tractor-semi trailer units. There is also a 10% tolerance on these routes (loads will not be cited unless they are more than 10% overweight).
2. A truck or load with no permit may be 8'6" wide (on designated highways) or 8' wide (on other highways) in lanes under 10' wide.
  3. A truck or load with no permit may be 13'6" high.
  4. The following length limits apply for single trucks or trailers without a permit.
    - a. Single unit – 40' (inclusive of front and rear bumper).
    - b. Semi-trailer – 53' on designated highways (measurement from tractor's rear axle to the trailer's first axle cannot exceed 37'), 48' on others.
    - c. Double trailers – 28' on designated highways.
    - d. Triple trailers – not allowed in West Virginia.
  5. The following overall length limits apply for tractor-semi trailer units and other vehicles.
    - a. No overall limit for tractor-semi trailer units on Interstate and National Network highways.
    - b. Tractor-semi trailer units – 70' on US and WV routes.
    - c. Tractor-semi trailer units – 55' on County routes.\
    - d. Motor homes – 45', exclusive of front and rear bumpers.
    - e. Combination travel trailers and tow vehicles – 65', exclusive of front and rear bumpers.
  6. The overhang limits for trucks without a permit are 3' on the front and 6' on the rear (all roads).

## **B. PERMITS**

This section details the different kinds of permits that may be issued. In all cases, the original permit or a copy of the permit and all supporting documentation must be carried in the truck hauling the overweight and/or oversize load. On single trip and superload permits, further restrictions and escort and/or permit monitoring requirements may apply. See the respective sections of this chapter for details.

1. Single Trip – Issued for oversize and overweight loads. Vehicle and route specific.

Cost: \$20 plus 4¢ per ton-mile. Weight and size limits:

- a. Weight - 28,000 lbs. per single axle; 45,000 per tandem; 50,000 per tri; 55,000 per quad. 120,000 GVW.
  - b. Width - 15' on a two-lane road, 16' on a four-lane.
  - c. Height - No limit, if the routes can accommodate.
  - d. Length - No limit, if the routes can accommodate.
  - e. Overhang - 15' on the front, 30' on the rear. Total overhang cannot exceed 30'.
2. Superload – Issued for size and/or weight exceeding single trip limits. Vehicle and route specific. No limit on weight, but all loads must pass a bridge analysis. No limit on dimensions but overall size must be suitable for the route. Cost: \$20 plus 4¢ per ton-mile.
- a. Extremely heavy loads may require bridges to be analyzed and rated at applicant's expense to assure that the proposed loads can safely cross the structure(s). If bridges must be reinforced, this must be done at the applicant's expense and in accordance with instructions of the appropriate District Engineer/Manager(s).
  - b. In some cases, the DOH may require the applicant to furnish a bond, in the amount established by District Engineer/Manager, to cover the cost of repairing all possible damage to bridges and/or roads.
3. Mobile Home Single Trip. Vehicle and route specific. Proof of insurance (minimum \$350,000) must be on file in the Central Permit Section. Cost: \$20 per trip. Size limits: combination length – 110'; mobile home length – 80'; width – 16'; height – 15'6".
4. Blanket (Regular) – Annual permit issued for moderately oversize and/or overweight. Not vehicle specific, but the original permit must be in the vehicle being used. Travel with copies is not allowed. Additional routes can be added to the selected routes. Bridge analysis is required and additional restrictions may apply. May be used for modular homes and most other non-divisible loads excluding mobile homes. Cost: \$200 for oversize, \$500 for oversize and overweight. Following, are the limits.
- a. Interstate and other divided routes – 14'6" high, 14' wide, 95' long, 15' overhang, 110,000 GVW.
  - b. US and selected routes – 14' high, 12' wide, 75' long, 10' overhang, 90,000 GVW.
  - c. All other routes – 13'6" high, 12' wide, 75' long, 10' overhang, legal weight (whatever is legal on the route used).
  - d. Axle limits for all routes:
    - 28,000 lbs. single for overweight permit;
    - 45,000 lbs. tandem for overweight permit;

- 50,000 lbs. tri overweight permit;
  - 20,000 lbs. single for oversize permit;
  - 34,000 lbs. tandem for oversize permit.
5. Blanket (Seagoing) – Annual permit for moderately overweight seagoing containerized cargo. Not vehicle or route specific, but the original permit must be in the vehicle being used. Travel with copies is not allowed. Travel is allowed on most major highways, but some restrictions apply. Cost: \$150 for one to 15 permits, and \$15 each for each additional permit. Maximum gross weight allowed (normally) is 90,000 lbs. with a single axle limit of 28,000 lbs., tandem axle weight of 45,000 lbs., and tridem axle limit of 50,000 lbs. Higher weights may be evaluated on specific routes if requested on the application. Additional restrictions may apply.
  6. Blanket (Mobile Home) – Annual permit for mobiles homes that are 14' wide or less. Not vehicle or route specific, but the original permit must be in the vehicle being used to pull the mobile home. Travel with copies is not allowed. Travel on all suitable highways is allowed. It is the mobile home mover's responsibility to determine whether if it is possible (or plausible) to move a mobile home on a road without damaging personal or state property. Movers are required to contact the Central Permit Office for current construction restrictions. The cost for the permit is \$200.

### C. GENERAL PERMIT RESTRICTIONS

Single Trip and Superload permits are good for five days. Single Trip Mobile Home permits are good for ten days. No travel is permitted on holiday weekends or legal holidays. Divisible overweight load permits are not available. School bus hour or other curfew may be applied.

Travel for oversize vehicles with 14' or less width, 75' or less length, 10' or less overhang and 14' or less height is allowed where appropriate from sunrise to sunset, seven days a week. Vehicles traveling only on Interstate or APD routes can travel with dimensions, which are 14' or less wide, 95' or less long, 14'6" or less high, or with 15' or less overhang from sunrise to sunset, seven days a week. Oversize vehicles exceeding these dimensions up to and including 16' wide can travel from sunrise to sunset, Monday through Friday. Travel for vehicles exceeding 16' wide is allowed only on Sunday mornings.

Travel for vehicles that are overweight up to and including 110,000 pounds but not oversize is allowed 24 hours a day, seven days a week if requested. Generally, overweight vehicles exceeding 110,000 pounds (and vehicles less than 110,000 pounds, unless continuous travel is requested) can travel from sunrise to sunset, Monday through Friday. Heavier loads are sometimes permitted to move on Saturdays and Sundays if logistical problems or other unusual circumstances exist, or if permit monitoring is required.

Routes which cannot safely accommodate the above dimensions or weights may be rerouted or denied or have more restrictive travel times.

Weekend travel, when allowed, is given upon request. Haulers should note on their application if they desire weekend travel.

Mobile homes up to and including 14' wide can move from sunrise to sunset, Monday through Friday and sunrise until noon on Saturday. Mobile homes greater than 14' wide up to and including 16' can move sunrise to sunset, Monday through Thursday and sunrise until 3:00 pm on Friday. Mobile homes greater than 16' wide are not allowed.

#### **D. PERMIT MONITORING**

As Section "III.B." of this chapter will reveal, DOH engineers who review bridge analysis reports may allow an overweight truck to cross a bridge that has failed the analysis at a slower rate of speed. Reducing speed produces a lower impact, or less stress, on the bridge. When a speed reduction has been made a condition of the permit, the permit may also require that a Permit Monitor travel with the truck.

In such cases, the Permit Monitor is required to meet a truck at a specified time and location and travel with the truck across the bridge or bridges specified in the permit. The Monitor's primary duty is to locate the bridge or bridges before meeting the truck, travel with the truck, and inform the truck driver well in advance so the driver can reduce speed before crossing the bridge. An additional duty of the monitor is to review the permit and its provisions with the truck driver. The Monitor will report any violations to his or her dispatcher, who will report the violations to the Central Permit Section.

Permit Monitors have no law enforcement authority. They are employees of a private company, contracted to perform monitoring (for low impact bridge crossings and other situations where monitoring is desired) for the Division of Highways. They do not provide any form of traffic control, nor are they to attempt to enforce any provisions of the permit. The Monitor's duty is to monitor and report.

A Monitor's vehicle must be a late model single unit passenger car or truck that weighs more than 2,000 pounds and has a manufacturer's gross weight rating of less than 10,001 pounds.

Identification signs or placards showing the name and phone number of the company or the owner or driver of the monitoring vehicle will be displayed on the vehicle in a conspicuous place on both the right and left sides. The signs or placards must be at least 8" X 12" with lettering that is plainly legible and visible to the motoring public. The identification sign or placard must be removed or covered when the vehicle is not on official duty.

All monitoring vehicles must contain a CB radio; a cellular phone; two 5-lb. fire extinguishers (type A-B-C); a safety orange vest, shirt, or jacket; and three reflecting triangles or 18" traffic cones.

Monitors are scheduled by the Division of Highways Central Permit Section. The DOH charges applicants for monitoring. The monitoring company is responsible for training and regulating its Permit Monitors.

#### **E. WEST VIRGINIA TURNPIKE**

The West Virginia Turnpike is controlled by the Parkways, Economic Development & Tourism Authority, rather than the Division of Highways. Consequently, the DOH issues permits and collects fees on behalf of Parkways. Highways' Finance Division remits money to Parkways monthly. Low impact travel or other restrictions are specified by Parkways or their designated engineer. Furthermore, the maximum overweight and

oversize limits on the Turnpike differ from other Interstate highways in West Virginia. They are as follows:

1. Width: 14'
  - Loads over 14' wide, up to and including 16' can travel Monday through Thursday. Loads greater than 16' can travel only on Sunday, before noon.
2. Height: 15'10" to 17'5", depending upon the portion of the Turnpike being traveled.
3. Length: 95' to 100', depending upon the portion of the Turnpike being traveled, Monday through Friday.
4. Gross Vehicle Weight: No set limit.

### III. **PROCESSES**

Effective 3/1/2007

This section explains how overweight and oversize permits are applied for, processed, and (if approved) issued. By the power vested in the Commissioner of Highways (Code of West Virginia §157-5-8), the Division of Highways may impose any conditions or restrictions in a permit that are necessary to ensure public safety and/or to protect the roads and bridges. By the same Code passage, the DOH must deny permit applications that would result in peril to the motoring public or damage to roadways or bridges.

Additionally, the DOH may deny future applications of companies who are caught traveling overweight or oversize without a permit, violating the conditions of a permit, or otherwise attempting to circumvent the permitting process. Furthermore, existing permits may be confiscated or invalidated by the Central Permits Section, Enforcement Division, or other law enforcement agencies if the company holding the permit is found to be in violation of any of its conditions.

#### A. **PERMIT APPLICATION**

Highways Districts and Counties not equipped with WVPASS and Superload (computer programs designed for permit issuance) may accept applications for Single Trip Oversize/Overweight hauling permits and forward them to the Central Permit Office or a WVPASS/Superload equipped District for processing. This may be accomplished through FAX transmittal or electronically, via the internet, at local management's discretion. If the permit is issued by Central Permits or the District with WVPASS/Superload, it may be FAXED or emailed to the DOH office where the application was accepted or directly to the applicant's office (if applicant has FAX or email service).

This means of applying requires that the applicant have a charge account with the State of West Virginia. DOH field offices may forward the company's required information to Finance Division to set up the account. DOH district or county offices may not accept cash, checks, credit cards, or any other form of payment for the permit fees.

In this capacity, these DOH offices are acting as a FAX/internet transmission service for the applicant. Applicants should be encouraged to deal directly with the Central Permit Office, or a District office that has WVPASS/Superload, in the future if they have a means of submitting applications themselves.

Districts using WVPASS/Superload can issue Single Trip and Superload Permits throughout the state if there are no bridge analysis or clearance failures. Applications for loads that have resulted in bridge analysis failures will be forwarded to the Central Permits Section for low impact evaluation and issuance. Applications for loads that have resulted in clearance failures (height or weight) should be rerouted (if appropriate) or denied.

The Central Permits Section may accept all applications except house moves – they may only be issued in the District or County where the movement occurs. All Superload (except as noted above), Blanket, and Mobile Home applications will be processed in the Central Permits Section only.

1. Central Permits Section may accept applications online (through the internet - [http://www.wvdot.com/3\\_roadways/3d11e\\_haulingpermits.htm](http://www.wvdot.com/3_roadways/3d11e_haulingpermits.htm), by FAX, or in person (walk-in). Applications must have all required fields completed and legible. Companies (or the permit service or self-issue service they use) must have a state account (for billing) in order to apply online.
2. Once a permit has been issued, a refund or credit will not be granted unless an error has been made by the State.
3. Issued permits cannot be modified, except in the following circumstances. To accommodate equipment break-downs, the hauler may substitute a truck or trailer if the axle weights and spacings are identical to the original vehicle. This may be done by contacting the Central Permit Section with the new information. The Permit Section Administrator or Supervisor will change the permit record at the permit office and issue an amended permit. Note: permits may only be amended once. If a permit is amended and then it is discovered that yet another change is needed, a new permit must be issued. If this is because of a permit technician's omission or error, a credit may be issued for the original permit.
4. Applications submitted via the internet cannot be changed. If they have not been issued, the applicant can request they be removed from the queue, and resubmit them. The resubmitted application goes to the end of the queue.
5. Applications submitted by FAX may be changed by faxing the new information and receiving confirmation from the permitter. The application will then be returned to the bottom of the stack and processed in turn, as if just received.
6. Permits are issued in the order received, unless delayed by waiting on an engineer's approval or by other factors beyond the permitter's control.
7. Once 24 hours have passed since the submission of the application, applicants may check the status of an application by contacting the permit office. A permitter may request the applicant to FAX the front page of the application to the office to aid in researching the application's status.

## **B. PERMIT PROCESSING AND ISSUANCE**

1. When an application for a Single Trip or a Superload Permit is received in the Central Permit Section or in a district, that has the WVPASS and Superload Computer System, a Permitter will use WVPASS/Superload to do the following.

- a. Verify the applicant's state account number (unless the application is for a Single Trip Permit and a check or money order is submitted with the application).
  - b. Enter information about the truck, trailer, and load (unless the application has been submitted by computer and is, therefore, already present in the System).
  - c. Contact the applicant if any required information is missing.
  - d. Select the route on the Superload System.
  - e. Run the clearance and bridge analysis on the Superload System. The System will show any clearance or bridge failures or restrictions that would cause failures.
    - i. If there are clearance failures, attempt to reroute the load around them (contact the applicant, if appropriate). If this cannot be done, deny the permit.
    - ii. If there are bridge (weight) failures, contact the appropriate District Bridge Department (or departments) for their analysis. The District(s) may approve the request, deny it, or place conditions on it such as requiring the driver to use certain lanes on bridges or cross bridges at low speed, using a Permit Monitor.
  - f. Once the application has passed all necessary analysis, enter any necessary restrictions on the permit and issue it.
    - i. Escort requirements are listed on the permit. It is the applicant's responsibility to arrange for the escorts.
    - ii. If Low Impact Monitoring is required, this must be arranged by the Central Permit Section (if situation occurs in a District office, forward to Central Permit Section). Central Permit Section will contact the contract supplier of that service to schedule a Monitor, and contact the applicant to explain the procedure and additional fees for monitoring (\$150 for the first bridge, \$100 for the second, and \$50 for each additional bridge up to a maximum of \$750). The applicant may be assessed additional charges if the monitor is rescheduled, if the truck is late meeting the monitor, or if the monitor is required to stay with the load for an excessive time because the truck is broken-down or otherwise out-of-service.
  - g. If the permit cannot be issued, contact the applicant and explain the problem.
  - h. The permit may be emailed, faxed, mailed or given to the applicant directly (if a walk-in).
2. When an application for a Mobile Home Permit is received in the Central Permit Section, it is processed in the same way as a Single Trip Permit or Superload

Permit, with the following exceptions.

- a. Mobile Homes, generally, do not pose an overweight problem. Therefore, no analysis for weight is done.
  - b. The permitter must verify that the applicant is currently insured for at least \$350,000 (liability).
3. When an application for a Blanket Permit (any variety) is received in the Central Permits Section, it is issued through the WVPASS System. As long as the fee is submitted with the application or the applicant has a valid state account, there are no denials. These permits are laminated and sent to the applicant by U.S. Mail.
  4. At the end of each business day, a designated employee submits a computer-generated transmittal, together with any checks or money orders collected, for the day's issuances to Transportation Finance Division, Accounts Receivable Section.
  5. Permits issued by the Central Permits Section are retained with all documentation for at least three years.

#### **C. MOVEMENT OF HOUSES AND OTHER UNUSUAL LOADS**

1. Permits for moving houses, offices, or other commercial buildings (excluding pre-fabricated storage buildings and similar portable structures) will be issued in the District where the move occurs, in accordance with the following provisions and requirements:
  - a. Provided no other routing is available and a routing over State highways is feasible, a Permit may be issued for the movement of a building for a limited distance, generally not more than four miles, over State highways, dependent upon the width, height, and weight (if obtainable) of the building consistent with the least possible interference with normal traffic.
  - b. Such Permits should be applied for at least ten days in advance on the regular Permit form OH-16.
  - c. Before approval is given, a study of the proposed route must be completed and in addition to the usual data on dimensions and weight (if obtainable), the following information will be ascertained:
    - i. width of pavement,
    - ii. condition and width of shoulders,
    - iii. average daily traffic on road, and
    - iv. any unusual road conditions.
  - d. House moves should not be permitted to cross bridges unless provisions can be made to weight and measure the loaded vehicle. Adequate time should be given to the District Bridge Department to complete a structural evaluation of the bridge.

- e. House moving Permits will be issued for movement during off peak hours, and only during daylight hours, when other traffic will be least affected. It has been found that the hours between daylight and 10:00 A.M. on Sunday mornings are often the best time for such moves in congested areas. In cases where this is considered the best time, an exception may be made to the Permit Regulations regarding movements on Sunday.
  - f. If a Permit is issued, the mover must make prior arrangements with the proper authorities for the handling of wires, cables, signs and signals, the crossing of railroads and for any necessary trimming of trees. Verifications shall be furnished to the District Engineer/Manager that some law enforcement agency will furnish any escort required to accompany the move and to direct traffic if required. House moves, at the District Engineer/Manager's discretion, should be under the supervision of the County Maintenance Superintendent or other competent representative of the District Engineer/Manager. The Permittee shall notify this representative at least 48 hours in advance of initiating moving operations.
  - g. The mover shall establish turnout locations to allow accumulated traffic to pass in such a manner as will not delay traffic moving in either direction for a period in excess of 15 minutes.
  - h. Flagmen and pilot cars will be furnished by the mover if required by the District Engineer/Manager.
  - i. All loose materials must be removed from the building prior to movement upon the highway.
  - j. Roadway movements shall be made at a safe and reasonable speed and in such a manner as to cause a minimum of interference with other traffic.
  - k. No Permits will be issued for movement of any building on Interstate highways if the width exceeds twelve feet and the minimum legal speed cannot be safely maintained.
  - l. Since houses are (normally) not weighed, the basic \$20 Single Trip/Superload fee applies. If weight is determined for a bridge crossing, the additional ton-mile fee may be charged. Furthermore, the District may charge an administrative fee (amount set at their discretion) for engineering analysis and other services.
2. Permit fees are not charged for vehicles owned by any federal, state (including states other than West Virginia), or local government agency. Permits are processed and issued in the usual manner to determine the routing for these vehicles. If low impact monitoring is required, the applicant must pay for that service.
  3. Permits are free to contract haulers for military equipment. If a letter of essentiality is provided from a government agency, haulers may be granted expedited service.
  4. Moderately oversize and/or overweight vehicles hauling radioactive materials, having been properly issued the appropriate permit, are generally allowed continuous travel through West Virginia.

5. Permits are free to haulers moving equipment to or from state highway projects. The applicant must have the project number and the permit clerk must verify its validity. This exclusion does not apply to haulers delivering materials to the project that will remain at the project; these haulers must pay the normal fees.
6. “Emergency moves” are defined as follows: Movement of equipment or supplies in response to a state of emergency declared by the governor of a state, federal authorities, or other known and documented authorities. These situations may include:
  - a. Natural disasters, such as floods, fire, earthquakes, etc.;
  - b. Accidental discharges of toxic chemicals where the health and safety of the public is threatened;
  - c. Power outages that put public health and safety at risk (must be confirmed by the appropriate power company);
  - d. Acts of war or terrorism; or
  - e. Any other documented threat to public health or safety.

Requests for verified emergency moves will be expedited as much as possible, without risking substantial damage to West Virginia’s infrastructure. **Situations involving economic losses (manufacturing plant shutdowns, etc.) do not necessary constitute an “emergency”**

7. Companies responding to railroad derailments may apply for a certificate that authorizes them to move specified cranes or other equipment on specified routes without waiting for a permit to be issued. The permit may be applied for and paid for retroactively. Central Permits Section will also consider issuing like certificates to companies that respond to traffic accidents, coal-mining disasters, and other emergencies.