



Special Hauling Permit Manual

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FRANKLIN COUNTY ENGINEER

Special Hauling Permit Manual

A. INTRODUCTION

Section 4513.34 of the Ohio Revised Code, in part, grants permission to local authorities with respect to highways under their jurisdiction, to issue special permits for the operation of vehicles or combinations of vehicles of a size or weight of a vehicle or load exceeding the maximum specified in Sections 5577.01 to 5577.09 of the Ohio Revised Code.

The Franklin County Board of Commissioners, in its effort to effectively control the use of County maintained highways, has set forth the following conditions whereby permission may be granted to operate such oversize or overweight vehicles or move such oversize, overweight loads in a manner that will not materially affect the safety of the motoring public or the integrity of the highway or structures.

B. SCOPE

This policy applies to the movement on or across any and all Franklin County maintained highways of all vehicles and loads that exceed the maximum allowable weight, width, height, and/or length as described in Sections 5577.04 and 5577.05 of the Ohio Revised Code.

C. PERMITS

1. GENERAL

All individuals, firms, partnerships, companies or corporations wishing to operate or move a vehicle or combination of vehicles of a size or weight of vehicle or load exceeding the maximum specified in Sections 5577.01 to 5577.09 of the Ohio Revised Code on any or all Franklin County maintained highways must obtain a special hauling permit from the Franklin County Board of Commissioners through the Franklin County Engineer.

2. TYPES OF PERMITS

a. Trip (5 day)

The trip permit provides for one movement of one vehicle and load(s) over one specific route within a 5 calendar day period. Special provisions such as signage, escorts, etc. will be specified in the permit.

b. Continuing (90 day)

The Continuing (90 day) permit provides for one movement of a specific vehicle and load(s) over the same specified route within a 90 calendar day period. Special provisions required such as signage, escorts, etc. will be specified in the permit.

c. Annual (Calendar year January 1 – December 31)

The Annual (Calendar Year) permit allows an unspecified number of trips within a calendar year. This permit shall be issued for a specific vehicle and cannot be used for another vehicle. If more than one type of load is to be transported in combination with the specified vehicle they must be listed separately on form SHP-1L. Each type of load must be listed and show type, manufacturer or make, model number, load dimensions, vehicle and load dimensions, net load, total gross weight, and all axle loads for that vehicle and load combination. SHP-1L forms will be kept on file and may be revised during the year subject to a revision charge. If all weights (axle and gross) are legal, the "axle loads" portion of the permit form need not be completed. No Annual permit will be issued for any vehicle and load that exceeds any of the following; 120,000 pounds, 12'-0" in width, 13'-6" in height or 70'-0" in length. Any holder of an Annual permit who violates any provision of the permit shall be subject to having the Annual permit revoked and may be required to obtain an individual trip permit for each movement of the vehicle and load(s).

3. RESPONSIBILITY FOR PERMITS

The Franklin County Engineer, on behalf of the Franklin County Board of Commissioners, shall be responsible for administering the issuance of special hauling permits, including receiving applications for special permits, reviewing applications for completion, inspecting proposed routes, recommending issuance or denial of permits, and maintaining records of all applications and permits.

4. REQUIREMENTS FOR OBTAINING A SPECIAL HAULING PERMIT

a. The maximum axle weights for which a SPECIAL HAULING PERMIT WILL BE ISSUED are 32,000 pounds for a single axle, and 48,000 pounds for a tandem axle. However, if the County Engineer determines that vehicles with axles of these weights could cause damage to the highways or structures, the loads must be reduced or other routes selected. The maximum height, width, and length of vehicles or combinations for which a SPECIAL HAULING PERMIT will be issued will be determined by the clearances of structures or other obstruction and by the extent that a vehicle or combinations with such dimensions would interfere with or endanger normal traffic on the routes traversed.

- b. Prior to the issuance of any special hauling permit, a Certificate of Liability Insurance with Special Contractual Endorsement attached, must be filed with the Franklin County Engineer. The insurance coverage shall comply with the limits defined in Section D-4 of this Manual, "Permit Procedure."
- c. In lieu of the Certificate of Liability Insurance described in paragraph 4 (b) and prior to the issuance of any special hauling permit, the applicant shall furnish to the Franklin County Engineer a Surety Bond, certified check or approved escrow account in an amount sufficient to pay for all damages that may occur to all County maintained highways, bridges and culverts caused directly or indirectly as a result of the transportation of the permittee vehicle(s). An annual bond in the sum of FIVE HUNDRED THOUSAND DOLLARS (\$500,000) may be furnished to cover all anticipated moves in lieu of a bond, certified check or approved escrow account for each individual permit issued. All Surety Bonds must be on forms approved by the Franklin County Engineer. All certified checks, and approved escrow accounts must remain valid for a minimum of thirty (30) days after issuance. Annual bonds must be renewed not less than thirty (30) days prior to expiration.
- d. Each application will be given individual consideration to determine whether the load can be moved or routed as to be the least likely to cause damage to the highways, endanger or interfere with normal traffic.
1. Vehicle and load combinations up to 120,000 lbs. must be submitted for review a minimum of two (2) business days in advance of the desired movement date.
 2. Vehicle and load combinations in excess of 120,000 lbs. must be submitted for review a minimum of four (4) business days in advance of the desired movement date. Applicants with an extremely heavy load or over dimension combinations are encouraged to submit applications for review as soon as possible.
 3. Franklin County observes the following Holidays: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.
- e. All weights and dimensions given on an application for a special hauling permit are to be the actual weights and dimensions and not the maximum allowable limits for such a movement.
- f. An application for a permit to move a load of such dimensions that may cause detouring of normal highway traffic will be reviewed by the Franklin County Engineer.
- g. Non-compliance with the general or special provisions of a permit, exceeding the weights or dimensions granted, operating on dates or upon highways other than assigned shall render the permit null and void and the operator of the vehicle subject to arrest as provided in Sections 5577.02 to 5577.05 inclusive of the Ohio Revised Code.

5. LIMITATIONS ON THE USE OF A SPECIAL HAULING PERMIT

- a. The granting of a permit does not guarantee that the load described can be moved without damage to the pavement or structure. The permit is granted on the assumption that the load can be moved without damage based on the best information available.
- b. The permittee will be held liable for any damage caused by the movement. The County assumes no responsibility for damage to the Permittee's equipment or load being moved due to any such failure. The Permittee agrees to compensate Franklin County for any damage to a roadway or road structure and also to hold Franklin County and the Franklin County Engineer harmless from all claims, damages, or proceedings of any kind and from all responsibility for personal injury or property damages (public or private) caused directly, or indirectly, as a result of the transportation of said vehicle(s) or load(s).
- c. The applicant must file a bond or certificate of his liability insurance, showing that he has procured adequate bond and insurance to cover the provisions of paragraph 5 (b).
- d. The permit shall be in the possession of the driver at all times during the progress of transportation and will be shown on demand to the Franklin County Engineer or his representative, the Franklin County Board of Commissioners, the Franklin County Sheriff or the Ohio State Highway Patrol.
- e. The permission granted restricts the movement of the vehicle(s) or load(s) to the highways specified, between the points designated, and within the time allotted.
- f. A representative of the Franklin County Engineer may be required to be present during the time of movement if so stipulated in the permit. Notification of the exact time of movement must be made during the Franklin County Engineer's normal working hours. If a representative of the Franklin County Engineer is required to be present during the movement, a minimum of two hours is required between time of notification and start of move.
- g. All permit requests must be made during normal working hours.
- h. Movements under a special hauling permit shall be made during daylight hours and in such a manner to minimize disruptions to normal highway traffic. If the applicant wishes to make a movement after daylight hours and can prove to the County that such a movement can be safely made and would minimize disruption to normal traffic to a lesser extent than during daylight hours, then such a move may be granted. All movements made after daylight hours shall be required to have a minimum of two escorts.

i. Escort(s) shall be required when a hazard exists or when a vehicle and/or loads exceed certain dimensions. Escort(s) shall be required under the following circumstances:

- (1) When total width including any load exceeds 10 feet but is less than 14'-6", a minimum of one escort shall be required.
- (2) When total width including any load equals 14'-6" or more, a minimum of two escorts shall be required.
- (3) When overall length including any load exceeds 70 feet, a minimum of one escort shall be required.
- (4) When overall height including load exceeds 13'-6", a minimum of one escort shall be required.
- (5) When movement is to be made after daylight hours, a minimum of two escorts shall be required.

Vehicles and loads that are extremely heavy, wide, or long may require additional escorts and will be so specified in the permit. The requirements for escorts may be waived or modified if conditions exist that would allow safe movement of the vehicle and load(s) without undue risk or hazard. Any modifications to the above conditions will be specified in the permit and will supersede the minimum requirements as otherwise stated. The Franklin County Engineer or his representative, shall make the final determination of escort requirements for a particular move.

j. No vehicle(s) or load(s) being transported under a Special Hauling Permit shall be left parked on the roadway, either day or night, except in an emergency, in which case adequate protection shall be provided within the limits of the highway.

k. The operator of the vehicle(s) must comply with all laws, rules, or regulations covering the movement of traffic over highways and streets.

l. Any time road, weather or traffic conditions make travel unsafe, movements shall be delayed until safe conditions exist.

m. A permit will not be issued for loads that are divisible into legal loads, such as gravel, dirt, mulch, scrap iron, ready mixed concrete, etc., and equipment and/or machinery that can be reasonably broken down and transported in legal loads.

n. Oversize and/or overweight loads shall be operated or moved at such speeds and in such manner as to cause minimum interference with other traffic and minimum impact stresses on structures and pavements. If a reduced speed is determined necessary for safe movement, a required speed limit will be specified in the SPECIAL PROVISIONS portion of the permit.

- o. Loads having extremely large dimensions shall require additional protective measures when necessary for the safeguarding of other traffic. Every effort shall be made to limit traffic congestion in both directions. One or more flaggers, or escort(s) may be required and will be specified in the permit.
- p. Non-compliance with general or special provisions of a permit, exceeding the weights or dimensions granted, and/or operating on dates and highways other than assigned shall render the permit null and void. The operator of the vehicle will be subject to arrest, as provided in Sections 5577.02 to 5577.05 inclusive of the Ohio Revised Code, and/or a fine as provided in Section 4513.34.
- q. All construction equipment and other machinery shall be identified showing the manufacturer's name and the model.

6. ESCORT VEHICLE REQUIREMENTS

- a. **Vehicle Requirements.** An escort vehicle may be a passenger sedan, open van type vehicle, station wagon, or two (2) axle panel or pickup truck having a rated capacity not to exceed two tons. An escort vehicle shall have a rear view mirror on each side and shall be in good mechanical condition. It shall be equipped with a two-way radio for communication with the operator of the permit movement, and shall carry at least one spare tire at all times. Escort vehicles, when required by a Special Hauling Permit to accompany an over dimensional or overweight vehicle/load, shall be required to display a warning sign, yellow with black letters, reading "OVERSIZE LOAD". The sign shall be 5 feet long by 12 inches high with 8 inch high letters. When a private escort vehicle is traveling ahead of the permit vehicle, it shall display an "OVERSIZE LOAD" sign visibly toward the front, and when the escort vehicle is trailing, the sign shall be displayed to the rear. All escort vehicles shall have a flashing or rotating amber beacon of such intensity as to be clearly seen at a minimum distance of 1000 feet in normal daytime conditions.
- b. **Operator Requirements.** A private escort vehicle operator shall be at least 18 years of age and have a valid driver's license issued by the state in which the escort vehicle is registered.
- c. **Position.** When one escort vehicle is required it shall precede the permit movement when operating on two-lane highways with traffic in either direction. It shall, if at all possible, be positioned 150 feet in advance of the permit movement. On multiple lane highways the escort vehicle shall follow the permit movement at a distance of 150 feet where possible. When two escort vehicles are required one shall precede the permit movement and the other shall follow the permit movement at a distance of 150 feet where possible. No action shall be taken by an escort or towing vehicle to prevent an overtaking vehicle from safely entering and occupying the space between the escort and the permit vehicle.

d. Traffic Control. Escort vehicles, together with flaggers, shall control the permit movement in a manner that will insure the safety of the traveling public. When it becomes necessary to occupy a portion of the opposing traffic lane for any reason, it shall not be occupied by the permit movement until the operator is signaled by the escort driver or flagger that the lane is clear of opposing traffic. Opposing traffic shall not be stopped except in extreme emergencies or as directed by a law enforcement officer. It shall be the responsibility of the operator of the permit movement to stop safely until the opposing lane is free of approaching traffic before proceeding, regardless of conflicting signals by an escort driver or flagger.

e. Headlights. Towing and escort vehicles are required to have headlights turned on at all times during the permit movement.

D. PERMIT PROCEDURES

1. GENERAL

a. The procedures set forth herein shall serve as a guide in establishing a uniform method for the application of regulations governing the issuance of permits to operate or move vehicles or combinations of vehicles of a size or weight of a vehicle or load exceeding the maximum specified in Sections 5577.01 to 5577.09 of the Ohio Revised Code on or across any and all Franklin County maintained highways.

b. Issuance of special hauling permits shall apply only to County highways outside of municipal corporations unless the County has, by agreement, assumed full maintenance of a section of highway that lies wholly, or in part, within a municipal corporation.

c. Requests for special hauling permits must be made in accordance with the policies and procedures as set forth in this section. Applicants are advised that these permits cover only Franklin County maintained highways. Permits to move over state highways must be obtained from the Director of Transportation. Permits to move over municipal highways must be obtained from the applicable municipality if so required. Permits to move over township maintained highways must be obtained from individual Township Trustee Boards. The Franklin County Board of Commissioners assumes no responsibility for the failure of the applicant to secure such applicable state, municipal, or township permits.

2. THE PERMIT/HOW TO APPLY

a. Permit forms for special hauling permits are available at the office of the Franklin County Engineer; 970 Dublin Road; Columbus; Ohio 43215. Telephone: (614) 525-6187 or 525-3030. Normal working hours are 7:30 A.M. to 4:00 P.M. Monday through Friday.

b. Completed permit forms containing all required information as outlined on the permit form shall be returned to the Franklin County Engineer for processing.

c. All applications must show the exact axle spacing and weights. If the application is not for an overweight movement, weights and axle spacings are not required to be shown unless specifically requested by the Franklin County Engineer or his designee. The form must be complete in every other regard.

d. Applications shall bear the signature and title of the person (or his/her authorized representative) assuming full responsibility for the proposed move.

3. APPLICATION REVIEW AND SITE INSPECTION

a. After receiving the application, the Franklin County Engineer will review the form for completeness. The Franklin County Engineer, or his authorized representative, will inspect the proposed route, examining roadway and structure conditions.

b. Review time will be governed by the amount of weight and size of the vehicles or loads to be moved together with the length of the proposed route and the impact the move will have on the highway. Permits will be processed as soon as possible in the order they are received. Permittees should try to schedule their moves to allow at least two normal working days for processing time. When characteristics of a movement require field or structure analysis, a minimum of four (4) working days should be allowed for processing the application. All applications should be made as soon as possible to avoid unnecessary delays.

c. If, after reviewing the application and inspecting the proposed route, the Franklin County Engineer determines that the proposed move would materially affect the operation or maintenance of the highway, a conference may be scheduled at the applicant's request to discuss possible revisions to the proposed route and/or reductions in size and weight of the load. If application or route condition is not suitable for permit issuance, the permit will be denied for that designated route and the applicant will be so informed.

4. BONDS AND INSURANCE

Prior to issuance of a special hauling permit, the applicant will be required to furnish one of the following:

a. Liability Insurance

A Certificate of Liability Insurance with limits of no less than \$500,000 bodily injury liability, \$1,000,000 each occurrence and \$500,000 property damage liability. If the applicant does not have specified insurance limits but has an excess umbrella liability policy of \$1,000,000 or greater, the excess liability policy shall be considered as acceptable insurance coverage. There shall be a Special Contractual Endorsement attached and filed with the Certificate of Liability Insurance. Under the "DESCRIPTION OF OPERATIONS/ LOCATIONS/ VEHICLES" section of the Certificate of Liability insurance, the Franklin County Board of Commissioners and the Franklin County Engineer shall be included as Additional Insured under the General Liability.

b. Surety Bond

A Surety Bond, certified check or approved escrow account in the amounts required in paragraph "a. Liability Insurance." All Surety Bonds must be submitted on forms approved by the Franklin County Engineer.

5. ISSUANCE OF PERMITS

a. After all necessary insurances, bonds, certified checks or approved escrow accounts have been posted and after both the applicant and the County Engineer have agreed on the time of the move and the route, the County Engineer, acting as the representative of the Franklin County Board of Commissioners, will administer the issuance of the permit.

b. The Franklin County Engineer, acting under the authority of the Franklin County Board of Commissioners, may recommend issuance of a permit, rejection of the application or request that a revised application be submitted.

c. Issued permits will be signed by the Franklin County Engineer or his designee.

6. RENEWAL OF PERMITS

a. A written request for renewal of an Annual Special Hauling Permit will be processed upon receipt of the permit fee. All information on file for a specific permit will remain on file until changed by the applicant or until the permit becomes invalid.

7. PERMIT VIOLATIONS

a. Misrepresentation of information on a permit or non-compliance with the provisions of a permit may result in revocation of a permit or other administrative actions against an offender. Administrative actions include but are not limited to:

- (1) Official letter of reprimand.
- (2) Imposition of special conditions on future permits deemed appropriate to ensure compliance.
- (3) Rejection of future permit applications for specified periods of time.

b. Following an arrest for a permit or traffic violation, the equipment may be removed to a safe location at the direction of the arresting officer who may then revoke the permit and prevent further movement until a new permit is issued or authority is granted to continue the movement. If such authority or permit is refused, the vehicle and load may be required to be reduced to legal or permit size and/or weight.

d. A record of permit violations and supporting evidence will be maintained in the permit files in the Franklin County Engineer's Office and will be reviewed when future applications for permits by the permittee are being considered.

E. FEES

1. GENERAL

- a. A fee, payable to the Franklin County Engineer, will be charged to cover the cost of issuing a permit and/or inspecting the roadway and structures before, during and after the permitted movement.
- b. See the Franklin County Engineer's website for the fee structure for oversized/overweight hauling permits.
- c. Permit fees shall be paid by check or money order. The permit holder may elect to establish an account with the Franklin County Engineer's Office whereby future permit fees may be drawn from the balance. The cost of the permit and the credit balance will be shown on the permit.

APPENDIX A - "SAMPLE FORMS"

CORNELL R. ROBERTSON, P.E., P.S.
FRANKLIN COUNTY ENGINEER
970 Dublin Road
Columbus, Ohio 43215
Telephone (614) 525-3056, 525-3030
E-mail Sbuskirk@FranklinCountyEngineer.org

Form SHP-1
PERMIT NO. _____
FEE: \$ _____
CREDIT BALANCE: \$ _____

Permission is hereby requested by _____

(Address) E-Mail _____ TEL _____
to transport the following equipment and load belonging to _____ FAX _____

(Owner) (Address)

Make & Model	License No.	State	Weight Empty
Truck or			
Tractor			
Trailer			
Other Trailer (Jeep, Dolly)			
Other Trailer (Jeep, Dolly)			
Description of load (include Make/Model, etc.)			

Net Load _____ Total Gross Weight _____
☐ All weights (axle & gross) are LEGAL in accordance with Section 5577.04 Ohio Revised Code. If checked, not required to complete axle load section of this application.

TYPE PERMIT:

- ☐ Trip (5 day) One Way
☐ Trip and Return (5 day)
☐ Continuing (90 day)
☐ Annual (January 1 - December 31)
☐ Attached SHP-1L used to list additional equipment/loads
☐ Rickenbacker/Pickaway County

THIS PERMIT IS VALID:

Beginning _____
Ending _____

AXLE SPACING Feet & Inches	Axle No.	AXLE LOADS	TIRES		From:
			No. Axle	Sizes	
A	1				To:
B	2				
C	3				Via Routes:
D	4				
E	5				
F	6				
G	7				
H	8				
I	9				
Total Gross Weight:	10				

Special provisions as listed below apply. Move only during daylight hours unless otherwise noted. Permittee is responsible to check the route for abnormal or changed and unknown conditions which exist during any move. Permission to travel State, City or Township roads must be obtained from the proper authorities.

I, _____ do hereby swear that I am the applicant or his/their legally authorized representative and that the statements made in the foregoing application are true and correct to the best of my knowledge.

Signature: _____
Title: _____ Date: _____

Vehicle & Load	Load Only
Dimensions in Feet & Inches	
Length	Length
Height	Height
Width	Width

Approved By: _____ Date: _____
Permit Agent for the Franklin County Board of Commissioners

Approved Subject to the Following Provisions:

1. Display clean red flags. (See manual for placement)
2. One vehicle escort (minimum).
3. Two vehicle escort (minimum).
4. vehicle escort (minimum).
5. Movement is restricted _____
6. "OVERSIZE LOAD" signs to be attached to front & rear of vehicle & load.
7. Vehicle not to exceed _____ m.p.h. at any time during the movement.
8. All weights (axle & gross) must be legal per ORC 5577.04.
9. Applicant must call prior to move to be sure of condition of roads.
10. _____
11. _____
12. _____

Annual Permit Number (SHP-1):

Form SHP-1L

INSTRUCTIONS: Fill in all items completely for all equipment/loads intended to be used with the transport vehicle listed on each Annual Permit (SHP-1). All equipment/loads must be referenced by a letter in the blank preceding it. Actual weights and dimensions of vehicle and load must be included in each section unless all weights (axle & gross) are legal in accordance with Section 5577.04 Ohio Revised Code. Additions or changes may be made to this form during the duration of the SHP-1 (Annual) permit.

Equipment/Load

Manufacturer/Make:

Manufacturer Model Number:

☐ All weights,
axle & gross,
are legal.

Axle No.	AXLE LOADS
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
Total Gross Weight:	0

Vehicle & Load	Load Only
Dimensions in Feet & Inches	
Length	Length
Height	Height
Width	Width

Approved Subject to the Following Provisions:					
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12

SHP-1R Required: ☐ Yes ☐ No

Equipment/Load:

Manufacturer/Make:

Manufacturer Model Number:

☐ All weights,
axle & gross,
are legal.

Axle No.	AXLE LOADS
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
Total Gross Weight:	0

Vehicle & Load	Load Only
Dimensions in Feet & Inches	
Length	Length
Height	Height
Width	Width

Approved Subject to the Following Provisions:					
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12

SHP-1R Required: ☐ Yes ☐ No

Equipment/Load:

Manufacturer/Make:

Manufacturer Model Number:

☐ All weights,
axle & gross,
are legal.

Axle No.	AXLE LOADS
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
Total Gross Weight:	0

Vehicle & Load	Load Only
Dimensions in Feet & Inches	
Length	Length
Height	Height
Width	Width

Approved Subject to the Following Provisions:					
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12

SHP-1R Required: ☐ Yes ☐ No