

FAIRFIELD COUNTY ENGINEER

Special Hauling Permit Manual



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I. INTRODUCTION

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 Fairfield County Board of Commissioners, in its effort to effectively control the use of County maintained roads 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 Fairfield County maintained roads 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 Fairfield County maintained highways must obtain a special hauling permit from the Fairfield County Board of Commissioners through the Fairfield County Engineer. 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.

2. TYPES OF PERMITS

a) Single Trip (7 day)

The trip permit provides for one movement of one vehicle and load(s) over one specific route within a 7 calendar day period. Special provisions such as signage, escorts, etc. will be specified in the permit.

b) Annual (Calendar year January 1 – December 31)

The Annual (Calendar Year) permit allows an unspecified number of trips within a calendar year. This permit, excluding construction equipment, farm equipment, and manufactured building / components shall be issued for a specific route. The permit over a specified route 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 the form. 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. If all weights (axle and gross) are legal, the “axle loads” portion of the permit form need not be completed. 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 Fairfield County Engineer, on behalf of the Fairfield County Board of Commissioners, shall be responsible for administering the issuance of special hauling permits, including receiving and reviewing applications for completion, inspecting proposed routes, recommending issuance or denial of permits, and maintaining records of all applications and permits. The Fairfield County Board of Commissioners and the Fairfield County Engineer assume no responsibility for the failure of the applicant to secure applicable state, municipal, or township permits.

4. REQUIREMENTS FOR OBTAINING A SPECIAL HAULING PERMIT

- a) The maximum axle weights for which a SPECIAL HAULING PERMIT WILL BE ISSUED are 29,000 pounds for a single axle, and 48,000 pounds for a tandem axle. However, if the County Engineer determines 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 a special hauling permit, a Certificate of Liability Insurance with a Special Contractual Endorsement attached, must be filed with the Fairfield County Engineer. The insurance coverage shall comply with the limits defined in Section II-D of this Manual, "Permit Procedure."
- c) 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.
- d) 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.
- e) 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.
- f) Fairfield County observes the following Holidays: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Good Friday (close at noon), Memorial Day, Juneteenth, Independence Day, Labor Day, Fairfield County Fair Day (Last Friday of Fairfield County Fair), Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve (close at noon) and Christmas Day.
- g) 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.
- h) An application for a permit to move a load that may cause detouring of normal highway traffic will be reviewed by the Fairfield County Engineer's Office.

i) Non-compliance with the provisions of a permit, exceeding the weights or dimensions granted, operating on dates or upon highways other than those assigned shall render the permit null and void with the operator of the vehicle subject to arrest as provided in Sections 5577.02 to 5577.05 inclusive of the Ohio Revised Code.

j) Construction equipment is defined by Ohio Administrative Code 5501:2-1-01. This permit allows unlimited movements of 12 feet wide or less construction machinery to and from job sites for a period not to exceed 365 days. The vehicle/load combination must otherwise legal in accordance with Section 5577.04 to 5577.05 of the Ohio Revised Code. Loads may consist of such equipment as small dozers or backhoes transported on straight trucks, on equipment trailers pulled by trucks, or on semi-trailers hauled by commercial tractor. Field office trailers towed on their own undercarriages may also be included.

k) Farm Equipment is defined by Ohio Administrative Code 5501:2-1-01. The permit allows unlimited movements of 14 feet wide or less farm machinery and equipment (as defined in Section 4501.01(u) of the Ohio Revised Code) to or from a farm or between two farm implement dealers for a period not to exceed 365 days. The farm equipment shall be part of an over-dimension vehicle whose maximum weight, length and height do not exceed the limitations specified in Sections 5577.02 to 5577.05 of the Revised Code. Loads may be transported on straight trucks, on equipment trailers pulled by trucks, or on semi-trailers hauled by commercial tractor. This permit and any attachments as issued must be carried in the cab of the permitted vehicle during movement.

l) Manufactured building / component is defined by Ohio Administrative Code 5501:2-1-01. This permit allows unlimited movements of 12 feet wide or less manufactured building or manufactured building component for a period not to exceed 365 days. (Examples: manufactured house, office trailer, park model RV, yard barn, shed, storage building, gazebo, add-a-room, modular building, portable classroom, roof trusses). The load shall be part of an over dimension vehicle whose maximum weight and height do not exceed the limitations specified in Sections 5577.02 to 5577.05 of the Ohio Revised Code and whose load only length is 60'-0" or less. When loaded on a straight truck, the overall length may not exceed 40'. (Permits will not be issued for built-up loads that are divisible into legal loads or loads that have not been loaded to the least over-dimensional size).

D. LIMITATIONS ON THE USE OF A SPECIAL HAULING PERMIT

1. The granting of a permit does not guarantee that the load described can be moved without damage to the pavement or structure.
2. 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 Fairfield County for any damage to a roadway or road structure and to hold Fairfield County and the Fairfield 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).
3. 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 Fairfield County Engineer or his representative, the Fairfield County Board of Commissioners, the Fairfield County Sheriff or the Ohio State Highway Patrol.
4. 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.
5. A representative of the Fairfield County Engineer may be required to be present during the time of movement. Notification of the exact time of movement must be made during the Fairfield County Engineer's normal working hours with a minimum of two hours between the time of notification and the start of the move.
6. 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:
 - a) When total width including any load exceeds 12' feet but is less than 14'-6", a minimum of one escort shall be required.
 - b) When total width including any load equals 14'-6" or more, a minimum of two escorts shall be required.
 - c) When overall length including any load exceeds 86 feet, a minimum of one escort shall be required.

- d) When overall height including load exceeds 13'6", a minimum of one escort shall be required.
- e) When movement is to be made after daylight hours, a minimum of two escorts shall be required.
- f) Any combination of two requires two escorts.

Note: Vehicles and loads that are extremely heavy, wide, or long may require additional escorts and will be specified in the permit. The Fairfield County Engineer or his representative, shall make the final determination of escort requirements for a particular move.

- 7. 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 by the hauling permittee.
- 8. Any time road, weather or traffic conditions make travel unsafe, movements shall be delayed until safe conditions exist.
- 9. 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.
- 10. 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.
- 11. 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.
- 12. 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.

13. All construction equipment and other machinery shall be identified showing the manufacturer's name and the model.

E. ESCORT VEHICLE REQUIREMENTS

1. 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.

2. Vehicle Requirements. An escort vehicle may be a passenger sedan, open van type vehicle, 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 be in good mechanical condition. It shall also be equipped with a two-way radio for communication with the operator of the permitted vehicle. Escort vehicles 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.

3. 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.

4. 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.

5. 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.

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

II. PERMIT PROCEDURES

A. GENERAL

1. 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 exceeding the maximum specified in Sections 5577.01 to 5577.09 of the Ohio Revised Code on or across any and all Fairfield County maintained highways.

2. 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 Fairfield County maintained highways. The Fairfield County Board of Commissioners assumes no responsibility for the failure of the applicant to secure applicable state, municipal, or township permits.

B. THE PERMIT-HOW TO APPLY

1. A link to our special hauling permits is available at:
<https://www.co.fairfield.oh.us/Engineer/Forms-Permits-Engineers-Office.html>
2. All applications must be complete and bear the owner / applicant information and name / title of the person or his/her authorized representative assuming full responsibility for the proposed move.

3. 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 Fairfield County Engineer or his designee. The application must be complete in every other regard.

C. APPLICATION REVIEW AND SITE INSPECTION

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

2. 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.

3. If, after reviewing the application and inspecting the proposed route, the Fairfield 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.

D. CERTIFICATE OF INSURANCE

1. Prior to issuance of a special hauling permit, the applicant will be required to furnish 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 Fairfield County Board of Commissioners and/or the Fairfield County Engineer shall be included as Additional Insured under the General Liability.

E. ISSUANCE OF PERMITS

1. The Fairfield County Engineer, acting under the authority of the Fairfield County Board of Commissioners, may recommend issuance of a permit, rejection of the application or request that a revised application be submitted. Issued permits will be signed by the Fairfield County Engineer or his designee.

F. RENEWAL OF PERMITS

1. A written request for renewal of 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.

G. PERMIT VIOLATIONS

1. 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. Administrative actions include but are not limited to:

- a) Official letter of reprimand.
- b) Imposition of special conditions on future permits deemed appropriate to ensure compliance.
- c) Rejection of future permit applications for specified periods of time.

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

III. FEES

A. GENERAL

1. A fee, payable to the Fairfield 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.

2. Permit fees shall be paid by credit card, check or money order. Convenience fees for credit card transactions are processed and collected by the Fairfield County Treasurer's payment processor, Point and Pay. Fees are 2.50% of total transaction for all credit cards (Visa, MasterCard, Discover and American Express) or \$2.00 minimum. This fee does not come back to the County in any way.
3. Normal working hours are 7:30 A.M. to 3:00 P.M., Monday through Friday, excluding holidays.
4. If in the event an inspector is needed and the hauler does not arrive or commence the move at the designated time, a minimum two hour charge will be assessed.
5. There will be a two hour minimum charge, in addition to the cost of the permit anytime an inspector is required.
6. Failure to pay invoices billed for inspections within (30) days after receipt of invoice may result in the withholding of issuance of any future special hauling permits until the invoices have been paid.

B. FEE SCHEDULE

PERMIT TYPE	ROUTE WEIGHTS / DIMENSIONS	
	One Way	& Return
SINGLE TRIP		
Over size only	\$65.00	\$100.00
Overweight only	\$135.00	\$200.00
Over size & over weight	\$135.00	\$200.00
Emergency	\$250.00	\$365.00
ANNUAL		FEES

(Calendar Year Jan. 1 – Dec. 31)		
Over size only		\$1,170.00
Over size & over weight		\$2,000.00
Construction Equipment		\$100
Farm Equipment		\$0
Manufactured Building / Component		\$100
REVISIONS***		
All Permits	\$10	\$10
*** If revising the application will change the price of the original permit – you are required to apply for a new permit.		
Over size - over 86' Length, 8' 6" wide, 13' 6" Height Overweight - over 80,000 lbs. Superload - over 120,000 lbs.		