

Instructions

These instructions will assist you in completing each section of the Oversize/Overweight Permit Application. When applying for a single trip permit, the carrier must apply, minimum, 3 business days prior to the proposed move date. MTO suggests applying 5 business days prior to the move to allow sufficient time to process the permit request. Larger loads are subject to additional processing requirements.

See "[Guide to Oversize/Overweight Vehicles & Loads](https://www.ontario.ca/page/guide-oversizeoverweight-vehicles-and-loads)" for suggested lead-time in applying for permits at: <https://www.ontario.ca/page/guide-oversizeoverweight-vehicles-and-loads>.

Section 1 – Declaration

- By completing this application, the applicant has understood and accepted the conditions of the declaration and has authorization to make such declaration on behalf of the carrier.

Section 2 – Purpose of the Application

Please select one of the three types of application.

- 1: New Permit Application** – a new application is being submitted
- 2: Application Revision** – To request a change to a previously submitted **application** that has not yet been processed by the permitting office and the applicant has not received an emailed copy of the requested permit. The original application could have been faxed or e-mailed to the office.

For application revisions, the following must also be completed:

- Initial Submission date: Date the original application was submitted to the permitting office,
- Initial Requested Start date: Start date requested on original application.

- 3: Permit Amendment** – This is a change request to a permit that has been issued and it is still within the valid date range. A date amendment can only be requested **once**. Three amendments can be requested in total however, you can change multiple items in each request. Note that change requests to alter for the transport of a separate load or to change both the origin and destination will not be permitted.

All permit types will require the following to be completed:

- Total Number of Identical Permits Required – If multiple identical moves are to be completed, a permit for each move is required. A request for identical permits can be submitted on one application form without submitting additional applications for each load if the dimensions are identical by entering the number of required identical permits in the Total Number of Identical Permits Required field.
- Requested start date
- Check the applicable box if permit is required in bilingual format (English/French)

Section 3 – Applicant Information

- CVOR No. / NSC No. / NIR No. - For U.S or Ontario plated units, enter the applicant's Commercial Vehicles Operator's Registration (CVOR) number. For out-of-province (except Quebec) Canadian plated power units, enter the applicant's National Safety Code (NSC) number. For Quebec plated power units, enter the applicant's Registration Identification Number (NIR) number.
- Enter company's name as it appears on the carrier's CVOR, NSC or NIR certificate
- Complete the head office address
- Enter the email address where the permit is to be delivered.

- Enter a phone number where a contact can be reached for questions/clarifications regarding the application.
- Enter a contact name for the application – should match the phone number details in line above.
- If the application is being submitted by a Service Provider or Agency, please provide the name of the provider and the service provider's Permitting and Registration for International Registration Plan and Oversize/Overweight (PRIO) account number. In this case, the contact person and the corresponding phone number should be of that of the service provider agent.

Note: Carriers operating Ontario or U.S. plated power units without a CVOR must contact:

Ministry of Transportation
 Client Services
 301 St. Paul Street 3rd Floor
 St. Catharines ON L2R 7R4
 Phone: 1-800-387-7736 (Ontario only) or 416-246-7166

Section 4 – Proposed Movement Information

- Enter the **origin** of the move, (complete address is required).
- Enter the **destination** of the move, (complete address is required).

If a street address is not available for the origin or destination, provide the closest intersection with a cross street or another marker that can be located by a staff member.

Section 5 – Route Details

- Enter the desired continuous travel route in full, including all highways, municipal and county roads in Ontario. If possible, please indicate direction of travel along each leg (i.e.: left on Durham Road 21, south on Hwy 11, etc.)
- If requesting to travel on toll highways (407ETR, 407, 418, 412), you must provide a 407ETR Transponder serial number as well as the tractor and trailer licence plate numbers. A 407ETR transponder is required for all commercial moves along toll highways. To obtain a [407ETR transponder](http://www.407etr.com), please visit www.407etr.com for more information.

Note: MTO permits are only valid on King's highways. The carrier is responsible for acquiring all municipal permits before commencing a move. The proposed travel route will be verified to ensure that all King's highways listed are correct and that construction activities do not impact the travel route including, width, height or weight restrictions. If the applicant is unable to clear all the structures and/or construction restrictions along the proposed route, the applicant will have to provide an alternate route until a feasible route exists. It is the applicant's responsibility to plan and provide the most feasible, direct route.

Section 6a – Load Dimensions and Vehicle Information

- Provide a detailed description of the load. Use descriptive words, not make and model.
 - Example: use "CAT Wheel Loader" over "CAT 906M"
- Provide the weight of the load (only) in kilograms.
- Provide width of the load.
- Provide height of the load.
- Check the applicable box to identify if the load will be:
 - Carried (load is sitting on a trailer or straight truck),
 - Towed (load has it own wheels, example – empty trailer, prefab building, a device or apparatus, etc.), or
 - Self-propelled
 - If moving a self-propelled load, provide Make, Model and Vehicle Identification Number (VIN) or Serial number of the machine being driven.

Section 6b – Load Dimensions and Vehicle Information

- Provide the overall combined length, from the farthest point forward of the combination to the farther point back of the trailer or overhanging load. Combination refers to either tractor, trailer and load, tractor and load or load – depending on whether the load is being carried, towed or is a self-propelled load.
- Provide overall width of the combination at widest point while transporting. This should either match the width of the load or the width of the trailer, depending on the situation.
- Provide the height of the combination at the highest point while transporting. If a load is being carried, the overall height must exceed the height of the load.
- If the overhang exceeds 4.65 m, measured from the centre of the rearmost axle to the farthest point back, provide its length in metres.
- Note – moving legal dimension loads on over dimensional equipment is not permitted.

Section 7 – Load and Vehicle Combination Weight

- Provide current registered gross vehicle weight in kilograms. When an overweight permit is required, the Registered Gross Vehicle Weight (RGVW) must be equal to or greater than the weight requested on a permit application, up to the maximum registration permitted in the jurisdiction where the vehicle is registered, In Ontario, that is 63,500 kgs. An overweight permit request may exceed the maximum permitted in the jurisdiction where the vehicle is plated.
- Provide power unit (tractor) length
- Check the applicable box to indicate if gross weight is within *Highway Traffic Act* (HTA) legal limits
- If Gross weight exceeds legal (HTA) limits, follow the instructions shown on the application correspondent to your choice
 - For pre-approved vehicle configurations, provide Vehicle Configuration Evaluation (VCE) number in the appropriate field and complete the Total Weight Requested field.
 - Otherwise, complete the vehicle configuration table on the application in its entirety (columns 1 through 7 – inclusive) and the Total Weight Requested field.
 - For information on acceptable limits, please refer to the **Guide to Oversize/Overweight Vehicles and Loads in Ontario** section **HTA Weight & Dimension Limitations (see applicable links below)**.

Vehicle Configuration Table: (Metric measurements only)

Metric Conversion: Ontario measurement standards are in metric.

- To convert imperial measurements to metric: Convert measurement to inches and multiply by 0.0254. e.g.,
 $9'6" = (9 \times 12) + 6"$
 $= 108" + 6"$
 $= 114" \times .0254 = 2.89 \text{ metres}$
- To convert weight from pounds to kilograms, divide pounds by 2.205. EX: $154,000 \text{ lbs} \div 2.205 = 69,840 \text{ kgs}$

*All loads

- **Axle Description column** – From the front to the back of the combination, list all the axles of the combination in consecutive order by name of equipment. (i.e.: steer, drive, drive, jeep, float, float, float would describe a 3-axle tractor, 1 jeep axle and a 3-axle float type trailer combination). NOTE: "Trailer" is not accepted axle description. Be more specific on the type of trailer being used (i.e.: extendable, float, step deck, etc.)
- **Inter-Axle Spacing column (metres)** – Indicate the distances between consecutive axles measured from the center of one axle to the center of the following consecutive axle. For the example in the line above, there would be 6 measurements, steer do drive 1, drive 1 to drive 2, drive 2 to jeep, jeep to float axle 1, float axle 1 to float axle 2, and float axle 2 to float axle 3. The number of values in this column will always be one less than the number of values in the Axle Description Column.

***Loads Requesting Weight**

In addition to the information stated above, please provide the following:

Number of Tires/Axles

- Indicate the number of tires per axle (range from 2 to 16 tires per axles).

Mfg. Rated Axle Capacity (in kilograms)

- Indicate the manufacturer's rated capacity for each axle listed. Permit weights will be based on the submitted axle capacities.

Tire Width (in millimetres)

- Indicate the tire width (in mm) as embossed on the tire sidewall, on each identified axle.

Tire Rating (in kilograms)

- Indicate the manufacturer's rated capacity of tires on each identified axle. Permit weights will be based on the submitted tire ratings.

Requested Weight Per Axle (in kilograms)

- Indicate the requested weight required per axle. Authorized weights per axle will be based on all the information provided.

Total Weight Requested

- Input the total requested gross weight (value must equal addition of all requested axle weights).

Note: Completing the vehicle configuration table is not a requirement when using a Ministry Issued Configuration number. (To obtain a Ministry Issued Configuration Number, contact the O/O department).

Example 1. Load Exceeding HTA Weights

Figure 1

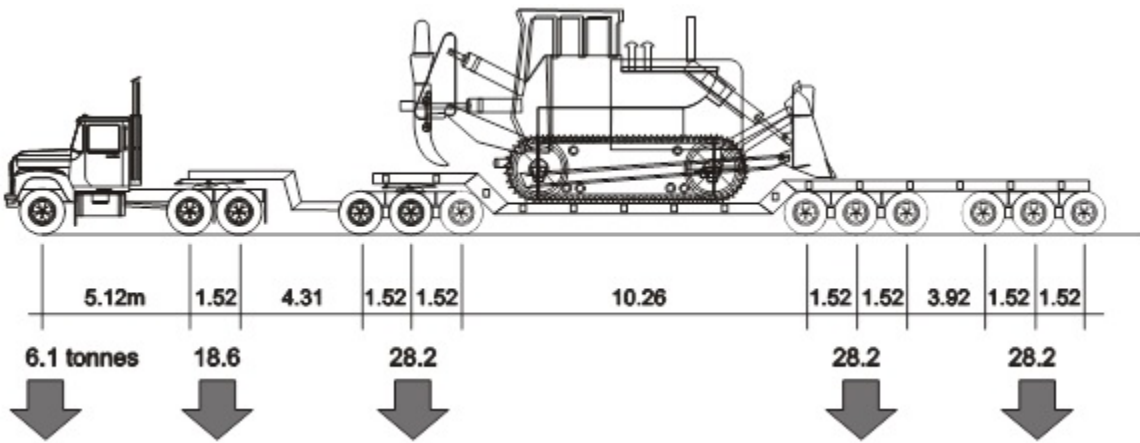


Table 1

Does Your Gross Weight Exceed that allowable under the Highway Traffic Act?

No (i.e. "Within HTA / Legal" weight) ► **Complete Columns 1 and 2 (below) only**

Yes ("Exceeds HTA" weight) ► **Please complete All columns below:**

Or Provide Ministry Issued Configuration (VCE) Number:

and Complete Total Weight Requested Field

Axle #	1 Axle Description *	2 Inter-axle Spacing ¹ (m) *	3 Number of Tires per axle *	4 Mfg. Rated Axle Capacity (kg) *	5 Tire Width (mm) *	6 Tire Rating (kgs) *	7 Requested weight per axle (kg) *
1	Steer Axle		2	8,163	385	4,550	6,100
2	Drive Axle	5.12	4	10,430	305	3,450	9,300
3	Drive Axle	1.52	4	10,430	305	3,450	9,300
4	Jeep Dolly	4.31	4	11,340	279	2,725	9,400
5	Jeep Dolly	1.52	4	11,340	279	2,725	9,400
6	Jeep Dolly	1.52	4	11,340	279	2,725	9,400
7	Float	10.26	4	11,340	279	2,725	9,400
8	Float	1.52	4	11,340	279	2,725	9,400
9	Float	1.52	4	11,340	279	2,725	9,400
10	Booster Dolly	3.92	4	11,340	279	2,725	9,400
11	Booster Dolly	1.52	4	11,340	279	2,725	9,400
12	Booster Dolly	1.52	4	11,340	279	2,725	9,400
13							
						Total Weight Requested *	109,300

*Note: Weights cannot exceed the Manufacturers Rated Capacity of any vehicle component. MTO can request proof of rating when applicable.

Note: Provide a separate diagram for vehicles in excess of 13 axles, indicating number of axles, tires per axle, tire size, tire ratings, axle spacing and weight required per axle.

Example 1. Load Exceeding HTA Weights

Figure 2

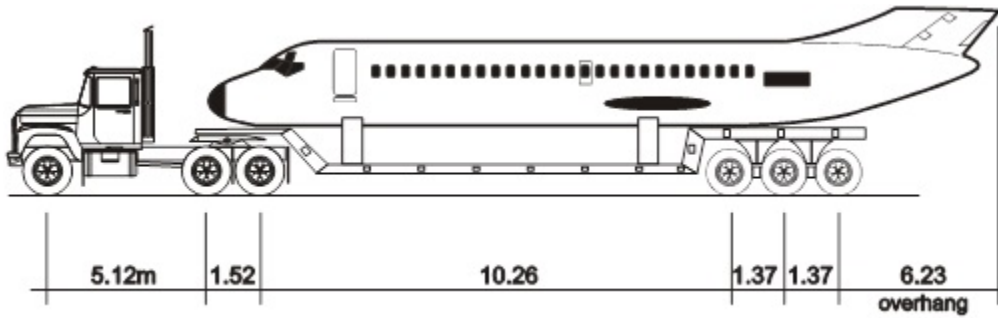


Table 2

Does Your Gross Weight Exceed that allowable under the *Highway Traffic Act*?

No (i.e. "Within HTA / Legal" weight) ► Complete **Columns 1 and 2** (below) only

Yes ("Exceeds HTA" weight) ► Please complete **All** columns below:

Or Provide Ministry Issued Configuration (VCE) Number:

and Complete Total Weight Requested Field

	1	2	3	4	5	6	7
Axle #	Axle Description *	Inter-axle Spacing ¹ (m) *	Number of Tires per axle	Mfg. Rated Axle Capacity (kg)	Tire Width (mm)	Tire Rating (kgs)	Requested weight per axle (kg)
1	Steer Axle						
2	Drive Axle	5.12					
3	Drive Axle	1.52					
4	Extendable	10.26					
5	Extendable	1.37					
6	Extendable	1.37					
7							
8							
9							
10							
11							
12							
13							
						Total Weight Requested	<input type="text"/>

*Note: Weights cannot exceed the Manufacturers Rated Capacity of any vehicle component. MTO can request proof of rating when applicable.

Section 8 – Payment options

- Check applicable box to indicate method of payment.
- When paying by credit card, you must complete the Credit Card Authorization Letter and send by fax or mail to the Ministry of Transportation (MTO) Permit Office. To protect financial information, please do not send the Credit Card Authorization Letter electronically.

Links to on-line documents

[Highway Traffic Act:](https://www.ontario.ca/laws) <https://www.ontario.ca/laws>

[Vehicle Weights & Dimensions:](https://www.ontario.ca/laws) <https://www.ontario.ca/laws>

[Guide to O/O Vehicles & Loads in ON:](https://www.ontario.ca/page/guide-oversizeoverweight-vehicles-and-loads) <https://www.ontario.ca/page/guide-oversizeoverweight-vehicles-and-loads>

[Association of Municipalities of Ontario:](http://www.yourlocalgovernment.com) <http://www.yourlocalgovernment.com>