Procedure for system issued permits

The Ohio Department of Transportation has implemented the system issue function of OHPASS.

The system issue function of OHPASS will be available 24 hours a day, 7 days a week*. In order for a permit to be evaluated for system issue, the applicant must comply with one of the following criteria:

- Single trip Oversize only up to 14' wide and a height not exceeding 14'6".
- Single trip and return Oversize only up to 14' wide and a height not exceeding 14'6".
- Single trip Oversize and/or Overweight up to 14' wide and a height not exceeding 14'6" with the following maximum weights 15,400lbs.on the steer axle; 20,000 lbs. on each axle; not to exceed 120,000 lbs. gross vehicle weight
- Single trip and return Oversize and Overweight must adhere to the same dimension and weight guidelines as the Single trip Oversize & Overweight permit type above.
- Construction equipment
- Farm equipment
- Manufactured building
- Boat permit
- 1, 2, or 3 steel coil single trip permits must adhere to the same weight guidelines as the Single trip Oversize and/or Overweight permit type above.
- All fields except the "COMMENTS" (see below) must be populated before any route analysis (mapping page) is performed. If any field is left blank or has questionable entries, the permit application will be diverted for an Office Review by the system.

Applications are submitted following the normal application procedures with the exception of the **mapping page.**

On the mapping page the applicant must:

1. Select the method of routing (Text Description, Picking Route Segments or Loading Saved Trip).
2. Enter the Trip Description.
3. Analyze Route. The route must **pass analysis** in order to utilize this feature. Once an analyzed route has been established, on the same screen on left hand side choose **"Use selected trip to request permit." DO NOT SELECT "REQUEST OFFICE REVIEW"** this will divert the application for an Office Review by the system.

The applicant will be required to analyze the route where they want to stop for fuel if they so desire. To perform this task it may be easier to use the "point and click your routing" utilizing the add additional trip feature.

The next screen is the application verification page, please make sure all information is correct and hit the next button.

The payment page is next, enter the necessary payment information.

DO NOT ADD COMMENTS OR PUT ANYTHING IN THE COMMENT FIELD. Doing so suggests there is a problem and the system will not issue the permit.

Once an application has been submitted and the permit issued the following error message will appear "**Unable to create your permit due to error in PDF creation!"**. Also in the message there are instructions to contact the permit office. When this message appears the permit being requested has been issued. There is a problem with transmitting system issue permits via the fax (we are working to correct). To retrieve the permit, make a note of the permit number (located above the error message) then return to the main screen. In the upper right hand corner of the main screen there is a **Reprint Permit** feature. Just enter the permit number here and it will print to the applicant's default printer. The permit can then be faxed to the location where it is needed**.**

 Note that system issue may not always be active because this is in the testing phase.

Please verify each step before submitting the application. Once the application is submitted and the permit issued, ODOT is not responsible for any errors. **Refunds will not be granted for errors on a system issued permit as the permit is solely the responsibility of the applicant.**

*ODOT does not warrant or guarantee access or system availability.