



TOWN OF INNISFIL
CORPORATE POLICY

POLICY: Oversize/Overweight Vehicle Permits	COUNCIL APPROVAL DATE: 04/26/2006 RES. NO.: CR-145.06
POLICY NO.: CP. 03-06	REVISED DATE: 07/22/2009 RES. NO.: CR-339.09

PURPOSE/DEFINITION:

This policy is to provide the means for the issuing of permits by which oversize/overweight vehicles and loads may be moved over the highway.

These permits are affected by the following Acts and Regulations:

- Town By-law 113-06
- Highway Traffic Act (HTA)
- Regulation 363 - Security of Loads
- Regulation 413 – Vehicle Configuration

Regulation 318/98 – prescribes fees payable for special permits.

APPLICATION: This policy applies to all vehicles (unless exempt), traveling on highways over which the Town of Innisfil has jurisdiction.

POLICY STATEMENT/GUIDELINES:

Purpose & Scope:

1. Responsibilities
 - 1.1 The Director, Manager, Superintendent or Service Area Supervisor is responsible for ensuring that this policy is followed and that all employees have read, understand and comply with this policy.

2. Oversize load Permit Application Process (OSLP)
 - 2.1 Complete Oversize Load permit application.
 - 2.2 OSLP must be submitted to Customer Service for processing.

2.3 Customer Service must ensure that all information is received and the proper insurance are in place, is valid and CVOR number is on the form.

2.4 Customer Service will forward the permit application to Road Services for approval and conditions.

2.5 Road Services will complete an actual permit including all conditions and will return it to Customer Service for disbursement.

2.6 The estimated turnaround time on the application is 5 business days unless otherwise stipulated within the attached Guideline.

2.7 All permits issued by Road Services will contain a Permit number for records and tracking purposes.

2.8 Attached is a Guideline which has been created for the purpose of Town staff information as well as to provide to the applicants at the start of this process.

2.9 Any technical questions or concerns relating to this issue should be forwarded to the Manager of Road Services.

2.10 Customers that wish to appeal their application approval process can do so with a written request to Council for review.

3. Application Form

TOWN OF INNISFIL

OVER SIZE/OVER WEIGHT PERMIT



APPLICATION FORM

In Accordance with Section 110 of the *Highway Traffic Act (HTA)*

APPLICANT

NAME:	CVOR #:
ADDRESS:	
PHONE:	FAX NUMBER:

APPLICANT IS REQUESTING :

SINGLE TRIP PERMIT ANNUAL TRIP PERMIT FEE \$ _____

FROM: _____ 20 ____ TO: _____ 20 ____.

FOR THE PURPOSE OF:
(PLEASE STATE SIZES)

OVERSIZED WIDTH: _____ Meters

OVERSIZED LENGTH: _____ Meters

OVERSIZED WEIGHT: _____ KG

TYPE OF LOAD TO BE MOVED

_____.

PROPOSED ROUTE OR ROADS TO BE USED:

DECLARATION:

In consideration of any permit issued in respect to this application, we, the applicants for ourselves, our heirs, executors, administrators, successors, and assigns hereby agree to observe, keep and perform and be subject to the regulations and conditions of the said permit and to indemnify and save harmless. The Town represented by the Manager of Road Services from and against all loss, cost, charges, damages, expenses, claims, and demands whatsoever to which may be put or which the Town may suffer or sustain or for which the Town may be liable by reason of anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized.

Permits are subject to the Conditions contained therein.

SIGNATURE (APPLICANT)

DATE

4. A Guide to Oversize/Overweight Vehicles and Loads in Innisfil

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Legislation and Regulations

The sections of the *Highway Traffic Act* (HTA) and Regulations that prescribe the issuing of Oversize/Overweight Permits are as follows:

HTA 109	stipulates the size of vehicles, combination of vehicles and loads permitted under the Act;
HTA 110	Provides the authority for permits that may be issued to move heavy vehicles, loads, objects or structures on highways in excess of the limits prescribed by Part VI and Part VII of the Act;
HTA 110.1	Provides the authority to issue special permits for vehicles or combination of vehicles that do not comply with dimensional limits set out in section 109 or regulations; or one or more of the weight limits prescribed in Part VIII or regulations;
HTA 110.2	Sets out requirements for the carrying and production of special permits as well as offences;
HTA 110.3	Sets out procedures for the suspension of special permits;
HTA 110.4	Defines additional powers of the Registrar related to special permits;
HTA 111(1)	Prescribes the requirements for flags/markers on overhanging loads;
HTA 111(2)	Defines load security requirements;
HTA 114(1)	Definitions pertaining to weight calculation and allowances;
HTA 115	Restrictions for weight on tires;
HTA 116	Sets the maximum allowable axle unit weights (without a special permit);
HTA 117	Establishes the maximum allowable axle group weights (without a special permit);
HTA 118	Stipulates the maximum allowable gross vehicle weights (without a special permit);
HTA 121	Allows vehicles to operate within permitted weight (Registered Gross Weight) (without a special permit)
Regulation 363	Stipulates the security of loads;
Regulation 413	Vehicle configurations; and
Regulation 381/98	Prescribes the fees payable for special permits.

The legislation is designed to provide a means by which oversize/overweight vehicles and loads may be moved over the province's highways.

Oversize/overweight (O/O) vehicles, loads, objects or structures to be moved should be reduced to the **minimum** practicable size and weight.

Permits issued are subject to enforcement by a police officer or an officer appointed for the purposes of carrying out the provisions of the HTA.

Legislation and Regulations are available at: www.e-laws.gov.on.ca

HTA Weight & Dimension Limitations

An oversize/overweight permit is required when the dimensions or weight of a vehicle(s) exceeds the normal limits permitted by legislation. The following is a breakdown of the weight and dimension limitations. More information may be contained in the appropriate sections of the HTA.

Maximum Width:

Vehicle including load - 2.6 m

Exceptions:

1. Raw forest products (en route) - 2.8 m
2. Road service vehicles as defined in Part X of the HTA and such vehicles while they are travelling to and from a maintenance site or repair centre - no specified limit
3. Loose fodder (including rectangular and round bales of hay – 2.8m

Maximum Length:

Single vehicle including load - 12.5 m

Exceptions:

1. A fire apparatus
2. A semi-trailer
3. An articulated bus

Maximum Length:

Semi-trailer including load - 14.65 m

Definition of semi-trailer: A vehicle that is towed by another vehicle and is so designed and used that a substantial part of its weight and load rests on, or is carried by, the other vehicle or a trailer converter dolly through a fifth wheel assembly.

Note: Does not include any extension in length caused by auxiliary equipment or machinery not designed for carrying a load.

Maximum Length (Combination):

Combination of vehicles and load - 23 m

Maximum Height:

Vehicle and load - 4.15 m

Maximum Weight:

Maximum weight allowances are determined using axle configurations and spacings. A permit is required if the axle and/or gross vehicle weight exceeds the limits set out in the HTA.

Implements of Husbandry:

Over dimensional farm machinery, farm tractors, self-propelled implements of husbandry (SPIH) carried on a plated motor vehicle or plated trailer drawn by a motor vehicle are subject to the need for an over dimensional permit.

When an Oversize/Overweight Permit is Required

The Town of Innisfil issues permits for oversize/overweight vehicles and/or loads when the dimensions and/or weight exceed the limits set out in the *Highway Traffic Act*.

Permits are issued for indivisible vehicles and/or loads when, if separated into smaller loads or vehicles, would:

- A. Compromise the intended use of the vehicle or load, i.e. make it unable to perform the function for which it was intended,
- B. Destroy the value of the load or vehicle, i.e. make it unusable for its intended purposes or,
- C. Require more than 8 (eight) work hours to dismantle using appropriate resources and equipment.

Permit is issued for the movement of *overheight* however:

The load must not be made up of articles loaded or mounted one on top of the other in a manner that will create additional height.

Permit is issued for the movement of *overwidth* however:

The load must not be made up of articles loaded or mounted side by side or crosswise in a manner that will create additional width.

Permit is issued for the movement of *overlength* however:

The load must not be made up of articles loaded or mounted one behind the other that will create additional length, and any overhang to the rear must not exceed 4.65 m from the centre of the rearmost axle.

Permit is issued for the movement of *overweight* however:

The load must not be made up of more than one article. When crossing bridges, vehicles over 45,000 kg gross weight **must** be operated at the lowest practicable speed. Bridge postings and load restrictions pursuant to Part VII of the HTA apply.

Note: An exception may be made in the case of bulldozer blades. Permits are issued for the movement of bulldozers with blades attached up to, and including, 4.27 m in width. The blade must be angled to reduce the overall width of the load when attached to the bulldozer. The blade must be removed when the blade is greater than 4.27 m in width.

Bulldozers with blades attached that are 4 m to 4.27 m in width require a private escort warning vehicle.

Permit Application Process

Application forms must be completed in full and may be submitted by fax, e-mail, mail or in person at a Town of Innisfil, Customer Service Department

Incomplete applications will be returned.

Prior to obtaining an over dimensional permit; there may be other requirements that must be met in order to travel in Ontario, e.g. CVOR, Load Brokerage, etc. Contact MTO at **416-246-7166 or 1-800-387-7736** to find out about the requirements for operating in Ontario.

Considerations of a Permit Issuer

A permit issuer must examine many factors before granting an O/O permit:

1. Is the application complete and accurate?
2. What is the effect of the move on the safety and convenience of other highway users?
3. What are the physical characteristics of the proposed route(s)?
4. Are there any bridge restrictions?
5. What are the traffic conditions likely to be?
6. Are there any special events that may affect traffic?
7. What time of year is the proposed move?
8. What are the potential weather conditions?
9. What is the distance to be travelled?
10. How long will it take to complete the move?
11. Where is the move to take place?
12. Can the move be reasonably carried out using alternative means of transportation?
13. Can the load be reduced in size or weight?
14. Length of time of Insurance Coverage?

The permit issuer may limit the time and particular highway(s) that may be used and may specify certain special conditions or provisions that are considered necessary to protect the safety and integrity of the highways and other road users.

The Town may require that a bond, or other security, sufficient to cover the cost of repairing possible damage to the highway be posted before issuing the permit.

A permit grants the movement of oversize/overweight loads on highways under Town of Innisfil jurisdiction.

Types of Permits

The Town issues two types of permits; Annual and Single Trip. Each oversize/overweight permit will have specific conditions attached and these must be strictly adhered to. The permit may be terminated for breach of any condition **and** the permit holder may be subject to prosecution.

Permits must be carried and produced on demand by a police officer or an officer appointed for carrying out the provisions of the *Highway Traffic Act*. Permit holders accept responsibility for any and all damage that may be caused to overhead wires, structures, highways, encroachments or railway right of ways. Permits may be terminated at the discretion of the Town for the breach of permit conditions.

Annual Permits

An annual permit is valid for up to 12 months from the date of issue on all Town highways. An annual permit may be requested for a project to allow a contractor to move similar loads, objects and structures over the same specified route. The maximum dimensions permitted on an annual permit are as follows:

Single vehicle:

- length 12.50 m, including a maximum rear overhang of 4.65 m
- weight as per the *Highway Traffic Act*

Combination vehicles:

- length 25 m, including a maximum rear overhang of 4.65 m

Width:

- 3.70 m on all Town Roads (Standard for both single and combination vehicles).

Height:

- 4.26 m (standard for both single and combination vehicles)

Single Trip Permits

A single trip permit is issued to facilitate an oversize/overweight move for a one way trip along a specified route for a limited time period.

The following dimensions are permitted on single trip permits:

Length:

- combination vehicles from 23 m to 45.75 m
- over 45.75 m
- single vehicle 12.50 m

Width:

- from 2.61 m to 5 m obtained through customer service
- over 5.00 m

Height:

- 4.16 m or greater

- maximum height permitted on a flatbed trailer is 4.26 m

Weight:

- up to 120,000 kg

Single vehicle:

- maximum length is 12.50 m, including an overhang up to 4.65 m
- maximum height is 4.26 m

When applying for a single trip permit, a carrier should apply at a minimum of 5 days prior to the proposed move date but the Town suggests applying 10 to 15 days prior to the move to allow sufficient time to process the permit request.

When applying for a permit with exceptional dimensions over 5 m in width, and/or 45.75 m or greater in length, and/or over 120,000 kg, a carrier should submit their application *at least 45 days* prior to the proposed move date due to the more involved approval process.

Loads that are in excess of 120,000 kg, gross vehicle weight, and/or 6 metres in width and/or 45.75 metres in length, are considered to be "superloads". "**Superloads**" are not considered to be routine applications and will require additional time for consideration and processing. Applications for "superloads" will require supplementary documentation and be subject to a thorough review by the Town.

Documentation must clearly demonstrate the requirement to make the intended move on the Town's highways; this is done through a Project Justification. The Project Justification would normally include, but is not limited to the following:

- Alternate means of transportation (e.g. rail, water, or possibly air) must have been thoroughly investigated and documentation outlining why these methods are not being pursued is to be provided.
- Detailed description of the load including engineering drawing where applicable - illustrating the construction of the item and indicating why the item cannot be reduced down in size or weight.
- Detailed description of the project the item is intended for, including - construction schedule, consequences of late delivery, economic benefits associated with the project.

Based on the Project Justification documents submitted, the Town will consider the necessity of permitting the move. Upon satisfactory justification of the project, the applicant will need to provide:

- For gross vehicle weights in excess of 120,000 kg, the Town requires the applicant to hire a designated consultant engineer to evaluate the bridges and roads on route, and submit the evaluation for approval.
- A Traffic Management Plan defining in detail all aspects of the intended move, including:
 - Detailed escort requirement and procedures identifying the responsibility of all units involved (Police and private).
 - Detailed route survey indicating all appropriate locations for road closures, pull-over areas, emergency parking, fuel stops, significant turning movements and any anticipated roadside related activities such as restricting roadside parking.
 - Contingency plans for breakdowns.

All documentation will be subjected to review and approval by the Town prior to the issuance of permits. Consideration will only be given to the move if it can be satisfactorily proven to be absolutely necessary.

Permit Fees

Annual Permit:	See Town Fee's By-law
Single Trip Permit:	See Town Fee's By-law

Statutory Holiday Moves

Oversize/overweight moves are not allowed for any permit types on statutory holidays, and the preceding day of a statutory holiday.

Statutory Holiday:

- New Year's Day
- Good Friday (Easter)
- Victoria Day
- Canada Day
- August Civic Holiday
- Labour Day
- Thanksgiving
- Christmas Day
- Boxing Day

Preceding Day:

Preceding day means the day before a statutory holiday restriction. If the statutory holiday is a Saturday, Sunday or Monday, the preceding day is the Friday. If the statutory holiday is on any other day of the week, the preceding day is the day before the holiday.

Weekend Moves

Weekend moves are allowed for all permit types with certain restrictions on dimensions.

Saturdays and Sundays:

Moves Allowed

Oversize/overweight moves are allowed all day Saturday and Sunday for dimensions that **do not exceed** the following dimensions:

- width of 3.70 m on two lane highways and 3.85 m on multi-lane highways
 - length no greater than 25 m for combination vehicles and 12.5 m for single vehicles
 - height maximum 4.26 m
 - weight no greater than 63,500 kg.
-

Permit Conditions

Conditions contained on all oversize/overweight permits must be strictly adhered to. The permit may be terminated for breach of any condition **and** the permit holder may be subject to prosecution.

Permits issued are not valid in combination with any other permits issued under Section 110.

Security of Loads

Loads being moved under an oversize/overweight permit must be firmly bound, or otherwise secured or loaded, in such a manner that no portion of the load may become dislodged or fall from the motor vehicle or trailer on which they are being transported. Regulation 614 under the HTA governs the security of loads and sets out the requirements for various types of loads.

Bonds

The Corporation may require that a bond, or other security, sufficient to cover the cost of repairing possible damage to the highway, be posted before issuing a permit.

Any of the following circumstances may be sufficient to warrant a bond being posted:

1. where loading on tires must exceed 11 kg per millimetre width,
2. where loading on axle must exceed 10,000 kg during reduced load period,
3. where total gross vehicle weight exceeds 120,000 kg subject to engineering analysis of bridge structures and geotechnical assessment of roadway structure,
4. where overweight vehicles must be routed over substandard bridge structures subject to engineering analysis of bridge structures, or
5. deemed to be warranted by the Town.

The value of the bond will be determined by the Town and is not subject to negotiation. The carrier may be required to pay for the services of Town approved geotechnical and/or structural consultants to assess conditions and evaluate any damages caused by the move.

Flags, Signs and Lighting

Vehicles and/or loads in excess of [HTA legal dimensions](#) require special flags and signs. When travelling at night, conspicuity markings must also be met.

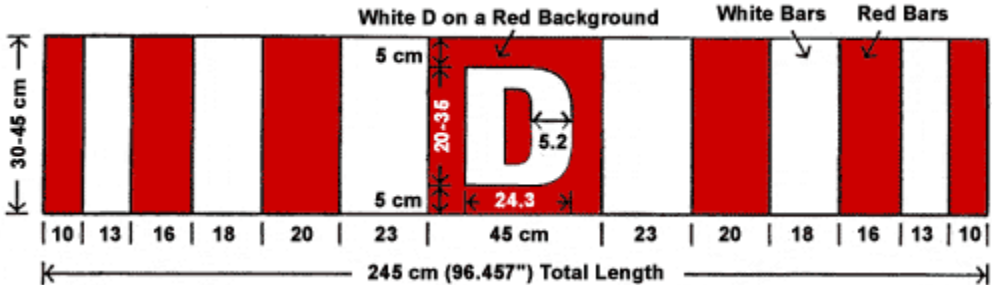
Flags:

Vehicles and/or loads in excess of dimensions prescribed under Section 109 of the Highway Traffic Act shall be marked with bright red or orange warning flags of not less than 40 cm square and shall be mounted to the extremities of the vehicle or load. The flag(s) must be kept in good and clean condition so as to not diminish their effectiveness.

"D" Sign or "Oversize Load":

In addition to flags described above, vehicles and/or loads must display on the front of the vehicle and the rear of the load, in a clearly visible position, a sign visible for a distance of at least 150 m bearing the words "OVERSIZE LOAD" in black letters at least 200 mm high with lines forming the letters at least 30 mm wide on a yellow background, or a "D" sign as illustrated below. When travelling under night moves, the sign shall be made of Level 1, high intensity retro-reflective material (CGSB 62-GP-11M). The sign shall be positioned as to not obstruct lights and other safety devices and removed or covered when not in use.

The signs must be removed or covered when not required.



Lighting:

Conspicuity requirements **must** be met during a night move. These requirements are over and above the lighting requirements set out in the HTA and consist of the extremities being marked with a solid amber lamp(s) visible in the front and rear conforming to SAE Code P2 or P3 with markings to appear on lamp(s).

When travelling under a night move, a retro-reflective "D" sign described above must be present.

Escort Requirements

A permit may be issued on the condition that the permit holder provides an escort vehicle(s) either preceding or following the oversize/overweight vehicle or load. A description of when an escort vehicle is required is as follows:

No Escort Required:

- for widths from 2.61 m to 3.99 m
- for lengths from 23.01 m to 36.75 m
- for heights from 4.16 m to 4.86 m

When a Private Escort Warning Vehicle is Required:

Widths:

- from 4 m to 4.59 m - 1 escort vehicle required on two lane highways
- from 4.6 m to 4.99 m - 2 escort vehicles required on two lane highways

Lengths:

- from 36.76 m to 45.74 m - 1 escort vehicle required
- rear overhang greater than 4.65 m - 1 escort vehicle required at the rear of load

Height:

- 4.87 m and greater - 1 escort vehicle (pole car) required

Exceptions for mobile/modular homes—see below.

When A Minimum of Two Police Escort Vehicles are Required:

Width: 5 m and greater

Length: 45.75 m and greater

Weight: upon Town requirement

There may be instances where, due to the parameters of the highway, escort requirements may change. If necessary, the Town may require escorts when normally none are required or additional escorts to those already requiring escorts.

If a police escort is required, it is the carrier's responsibility to make all arrangements for the escort through the South Simcoe Police Headquarters. The SSP normally requires 14 working days to process an application, but there may be exceptions depending on the circumstances. The carrier must provide the date(s) of the move, the proposed route and particulars of the load. The SSP is responsible for co-ordinating the escort for the entire move and will provide the carrier with written approval for the escort. This approval **must** be provided to the Town prior to a permit being issued.

Mobile/Modular Homes:

(This includes office and construction trailers and portable schoolhouse)

Mobile/modular homes greater than 29.25 m in length are not permitted to travel in convoy and require TWO private escort warning vehicles to accompany each load.

Reduced Load Period

Annual permits for moving heavy vehicles, loads, objects or structures in excess of legal weight limits are **not** valid on any Town's highway during the months of March and April. Weights in excess of legal limits are only allowed when specifically authorized to do so under permit conditions.

Permits are **not** valid on designated reduced load highways, which are posted according to Section 122(5) of the HTA, under any circumstances.

Single trip permits may be issued for movements on highways subject to reduced loading restrictions. Annual permits with special weight condition for specific axle weight configurations have an additional condition for reduced load periods.

Clearance in Construction Zones

Annual and project permit holders may encounter construction zones where the horizontal clearance has been reduced to less than 3.70m or vertical clearance has been reduced to less than 4.26m. Before traveling through any construction zone, the permit holder is responsible for verifying clearances.
