

HELP FOR ORDERING YOUR PERMITS ONLINE

08/26/2016

EXPERIENCING TROUBLE: CALL 1-800-499-2782: OPTION 2

Overall Vehicle Dimensions – (i.e. *14 feet 6 inches can be entered as 14 6 (14 space 6), 14-6, 14'6", or 14.5*).

- **Width:** Alabama legal limit is 8'6" wide. The width in feet and inches measured from the widest point to the widest point of the load (i.e. 12'6" is 12 6 or type in 12'6") use the space between feet/inches. It is not necessary to use the feet (') symbol or the inches (") symbol, just use a space.
- **Height:** Alabama legal limit is 13'6". The height in feet and inches measured from the ground to the highest point of the load. (Same note as above).
- **Trailer Length:** ***BE CAREFUL***
Legal trailer length in Alabama is 57 feet. This information is required on all self-propelled units and when the fields for total length/FOH or ROH are not legal. ***We will not amend permits if you fail to give us this information correctly.***
- **Total Length:** Legal total length in Alabama is 85 feet. Total length of the vehicle or combination of vehicle and load. To be measured from outermost extremities of the vehicle or vehicle and load. Including the over-hangs (O/H).
- **Weight:** This is the gross weight of the vehicle or combination of vehicle and load. **You do not need to enter weight as 120,000. You only need to enter 120000.**
- **Front Overhang:** If you have any front overhang, specify this on the permit application. Trailer length and total length must be entered also.
- **Rear Overhang:** If you have any rear overhang, specify this on the permit application. Trailer length and total length must be entered also.

Axle and Load Information

- **Number of Axles:** Enter the number of axles of the vehicle or combination of vehicle and load. To request weight, you must put number of axles.
- If you have weight that is above legal limit, i.e. Federal Bridge Formula applies to the Interstate System. So, if your vehicle or combination of vehicle and load exceeds 34,000 pounds on a tandem or 42,000 pounds on a tri-axle, then you need to specify weight even though your total weight is 80,000 pounds or less. *We reserve the right to require a drawing for any load with weight.* Remember all vehicles or combination of vehicles and loads with weight are subject to bridge analysis.
- **Drawing name:** If you have a drawing that you will use more than once, for a particular axle configuration and a particular weight, then we will save the drawing in our system. You will need to fill out the correct form for adding a drawing to our database (click here to add drawing to database). You will eventually be able to select your drawing from a drop down box. For now, you must name your drawing. (i.e. Trucking and Hauling, Inc.) Just hit *Tab*, this will activate the boxes for your weight and space between.
- **Load:** Enter in the load for each axle specified.
- **Space Between:** Enter the spacing between each axle from the center of one axle to the center of the next axle.

STEP 3: TRAVEL DATES

- **From:** The date you would like the permit to be effective (i.e. 01/03/2016), remember you have 5 consecutive calendar days to move on this permit. You may not move on Sundays or legal holidays.

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STEP 4: ROUTE INFORMATION

- **From: ***CRITICAL FIELD*****
Origin means one of two things:
 - a) An adjoining state line if the load originates in another state, i.e. MS line, GA line, TN line and FL line.
 - b) A specific city in Alabama, i.e. Birmingham, AL, Montgomery, AL. Street addresses do not go in this field.
- **To: ***CRITICAL FIELD*****
Destination means one of two things:
 - a) An adjoining state line if the load's destination is in another state, i.e. MS Line, GA Line, TN Line and FL Line.
 - b) A specific city in Alabama, i.e. Birmingham, AL, Montgomery, AL. Street addresses do not go in this field.
- **Original Origin: ***CRITICAL FIELD*****
Origin means one of two things:
 - a) If load is picked up outside of Alabama, enter the city and state the load originates, i.e. San Francisco, CA, Baton Rouge, LA, Atlanta, GA.
 - b) If route is starting in Alabama, the physical street address should be entered here.
- **Final Destination: ***CRITICAL FIELD*****
Destination means one of two things:
 - a) City and state that the load is being delivered, i.e. San Francisco, CA, Baton Rouge, LA, Atlanta, GA.
 - b) If route is ending in Alabama, the physical street address should be entered here.
- **Route: ***CRITICAL FIELD*****
Please put the routes in the proper format, i.e. I-65, US 231, US 78, AL 69, Co Rd 26. This will speed up your requests greatly! It will help if you specify exit numbers on the Interstate.
I (Interstate Highways)
US (US Highways) - most major highways
AL (AL Highways) - most two lane highways
Co Rd (County Roads)

Please refrain from using anything BUT commas and dashes in the routes. Do not enter the following anywhere in your route: “hwy”, “state route”, or “sr”. Please only use the proper format stated above.

STEP 5: APPLICATION REVIEW

- **NEXT** - Click Next to go to the Routing Page.

STEP 6: APPLICATION CONFIRMATION

- **NEXT** – Review the information you entered. If incorrect, click back to adjust the information. If correct, click Next to go to the Payment and Delivery page.

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STEP 7: PERMIT DELIVERY AND PAYMENT

- **Payment Method:** Choose Credit Card or Escrow if your company has an escrow account with the ALDOT Permit Office.
- **Credit Card #:** Please enter in your credit card number very carefully. **Note: there is a \$6.00 processing fee when you use a credit card.**
- **Type:** Drop down & choose Master Card, Visa, Discover Card, or American Express.
- **Exp. Date:** Drop down choose the Month and Year for the credit card expiration.
- **Delivery Method:** Drop down choose fax or e-mail, we strongly recommend e-mail. When you enter an e-mail address, you will receive automatic notification if there is a problem with your application. Otherwise, you will need to check your status on-line periodically until you receive your permit. **E-mail Address:** Please verify and remember that this is a case-sensitive field. In the event you want your permit faxed to a different terminal, please specify this in these fields. For example **Send Via: Fax Number: 555-555-1212, Delivery Location:** New Orleans Office
- **Contact:** Enter in the name of the person who is ordering the permit and contact number if different from what is on file with this office.
- **Comments:** Enter in any comments.
- **Routes:** Your selected routes will be displayed here. Only modify this field if you were NOT able to define your entire trip on the routing page. If you defined the entire trip on the routing page, whether or not the analysis was approved, leave the contents unchanged and the permit office will be able to more easily review your request. If you could not define the entire trip, modify the text to more clearly communicate your desired trip to the permit office.
- **SUBMIT** - Click Submit
You will receive your Permit reference ID number. Record this. You can use this to check your status on line.
If you receive an error message, check it carefully. It will tell you what needs to be corrected. In order to correct an error, you can either submit a comment online, or call this office at 1-800-499-2782.

Checking Status

NOTE: Permits generally take two hours or less to issue. If you want to come back to your permit and start from the beginning, use the same log in information as the above.

1. **ALPASS Menu:** Click on: *Application Status*
2. In the comment section you will see if you need to change, or add any information. If **NONE** is in the comment box, It is either OK or an Issuing Supervisor has not yet reviewed it.
3. Again, it normally takes two hours to issue a permit. Check this often. If you need to send a comment, please follow the directions below.

Sending a Comment to the Permit Office for a Trip Request Number

NOTE: If you have an e-mail address you may also receive a notice that your permit has been denied, please check your status on-line. This is how to make corrections to your permit request:

1. **ALPASS menu:** Click on: *Send Comment*
Enter the Trip request number for which you want to send a comment. Click **next**.
2. **New Comment Box:** You can now enter in your comment. Typically it is a beginning or ending address, route correction, or confirming an alternate route. It can also be how the load is loaded: side-by-side, end-to-end, or stacked. Click **Submit**.
3. Your comments will be reviewed and updated by our office. Please continue these procedures until all issues are resolved and your permit is issued.

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Duplicating a Request/Permit

NOTE: If you order a common permit with all the same information except date and route, you should duplicate your permit. This will save you time. You will need the original Permit ID number or Reference ID number you want to request.

1. *ALPASS menu*: Click on *Duplicate Request*
Select Trip request number or select the down arrow and choose Permit ID
2. Type in the number, then click **Load Application**
3. Edit any fields that need to be changed - be sure you change the dates, routes etc. as needed.
Submit
4. You now have your new request number or permit identification number

If you have any questions or you are experiencing any difficulty online please call 1-800-499-2782, option 2 for inquiries.