



LoadPass Permits Electronic Permit System User Guide For County Officials

www.loadpasspermits.com

701-566-5576

Email: permits@loadpasspermits.com



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Welcome to LoadPass Permit System

The LoadPass Permit System is a program that is governed by the Executive Board and Truck Permit Committee of the Western Dakota Energy Association (WDEA), formerly ND Association of Oil & Gas Producing Counties. ePermits (trip permits) and Rig Move permits are available for purchase at www.loadpasspermits.com. Rig Move Permits are required for movement of a drilling rig from one site to another. Trip permits are only valid on **non-divisible loads**.

Permit requests requiring approval will be emailed to the county officials in which travel is taking place, and pending permit requests must be acted upon at the county's earliest convenience, preferably within the hour of submittal.

Participating Counties/Cities

The counties/cities presently using this program are:

Adams County	Emmons County	Morton County	City of Dickinson
Billings County	Golden Valley County	Mountrail County	City of Watford City
Bottineau County	Grand Forks County	Renville County	
Bowman County	Hettinger County	Slope County	
Burke County	McHenry County	Stark County	
Burleigh County	McIntosh County	Traill County	
Divide County	McKenzie County	Ward County	
Dunn County	McLean County	Wells County	
		Williams County	

Fees and Dues

The cost to join the Uniform County Permit System is \$1,500 initial set up and training fee, with annual dues between \$500 and \$2,000, depending on the number of permits sold for your city the year before,

billed in June or July of each year, for the fiscal year of July 1 through June 30. In addition, we provide a road restriction map for the users to display any weight restricted roads you may have.

LoadPass Membership Fees

First Year Set-up and Training	\$ 1,500
<u>Activity</u>	<u>Annual Membership Fee</u>
0-500	\$ 500
501-1500	\$ 750
1501-3000	\$ 1,250
3001-5000	\$ 1,500
5001 – Over	\$ 2,000

The administration of LoadPass Permits is funded by a \$6 per permit fee paid by the system users. So all of the overweight and oversize permit fees collected for each member county/city are distributed to the members each month.

In July, 2017 the LoadPass Truck Permit Advisory Board recommended, and the WDEA Executive Board approved, the development of a routable map system to enhance the LoadPass Permit system, and provide the local governments with additional customizability for their local roads. Since this was an enhancement beyond the capacity of the WDEA to fund through the regular \$6 per permit funding stream, the member counties/cities voted to withhold from 0% to 4% of their permit fees each month to be paid toward the routable map system development and ongoing maintenance. Currently that percentage is set at 2.5%. Thus, the counties/cities are currently sent 97.50% of their permit fees collected each month via an ACH deposit. The routable road map, Phase I, is scheduled to be released in February, 2018. Phase II of the routable map project will be released later in 2018.

County/City Personnel LoadPass Permit Membership and Administration

Permit Approvals

Depending upon the weight of the load and the settings selected by the local government member, there are certain permits that will need to be approved by a city official. These include the following:

- Overweight permits on a Weight Restricted road
- Rig Move Permit (permission to move a rig from one location to another)
- Xcess Weight Load – Over 150,000 Gross Vehicle Weight
- Depending upon your county's/city's setting in the system, you may require review and approval on the following tiers of load weights:
 - All permits
 - Permits for loads over 105,500 lbs. GVW
 - Permits for loads over 129,000 lbs. GVW
 - Permits for loads over 150,000 lbs. GVW (as listed above under Xcess Weight Loads)

When the system determines that county/city review and approval is required on a permit, an email is sent to the pre-determined county/city permit personnel. The permit may be reviewed and acted upon through the email or by logging into the member LoadPass dashboard. The permit may be approved, denied, or more information may be requested.

If more information is requested, and the permit request is for more than one county, both counties will need to review and act upon the permit after the requested changes are made. The reason for this is that the user may make a change that affects both counties, so both counties must approve the permit before it is issued.

Permit Approval Times

LoadPass Permit requests that require approval will need to be reviewed by the county/city using the interactive email option, or the Permit System Dashboard throughout the day each business day, Monday through Friday, and it is expected that the permits are acted upon as soon as possible after they are submitted. Most permits during business hours are responded to by the counties/cities within the hour. For extra heavy loads or permits that require more research by the county/city, it may occasionally take a bit longer. We are constantly updating the system to allow the review and approval process to be as seamless and quick as possible, and most county/city officials find that the additional effort it takes to approve the permits is well worth the benefits of saving their roads and controlling the traffic in their jurisdictions.

Weekend Approvals

On weekends, the companies continue to work, so all of the counties/cities participating in our system, are required to have someone who can review the permits and grant approval over the weekends as well. Most counties or cities review them two to three times per day on the weekend.

It is imperative that we keep the approval times to a minimal to encourage compliance in the permit system. If permit requests that require approval are not being acted upon, the companies may decide to skip the permitting process and take their chances.

Permit System Dashboard

Your county/city will have a Permit Dashboard created for the management of your permit requests. The Permit System dashboard is a color-coded system that displays your active permit requests and allows for easy management of your permit requests. We will work with your staff to train them on using the Permit Dashboard.

Notification System

Our system offers a Notification System for the industry to stay plugged into any changes being made to the participating county/city/township roads. The users sign up to receive a text or email when a restriction is placed on or removed from a county/city/township road. If LoadPass members need to weight restrict a road, close a road, remove a restriction, or even announce a holiday office closure, the member can login to our Notification System and send out a text/email notification to all who are signed up for the service. The notifications are being received by tens of thousands of users.

Truck Permit Meetings

As a member of LoadPass Permits, we want to hear from you regarding our system. What is working, what could be better, future enhancements that may be considered, etc. We have a LoadPass Permits Truck Permit Committee meeting semi-annually, and we encourage each member to have at least one representative at the meeting.

Permit System Funds

All permits are purchased online using a credit card or ACH funding. The funds are accumulated each month and disbursed via ACH to the counties/cities monthly. Typically, by the 10th of the following month. An email is sent out to pre-determined county/city officials when funds are disbursed.

Permit Types

Trip Permits are for overweight or over-dimension **non-divisible** loads traveling on county roads. All cranes, workover rigs and roaded earth moving equipment must have a county permit to travel on county roads. Permits are considered valid for a single trip (from point A to point B). For round trip travel, the reverse trip requires a second permit. Although permits are single trip movement forms, the electronic trip permit purchased on our website allows for a three-day window in which to take the trip. This gives the user a couple of days to obtain permits before the trip is to be taken and allows for unforeseen delays. The exception to that rule is the Rig Move Permit, which is valid for movement on all three days, if appropriate.

Rig Move Permits are required for permission to move a drilling rig from one site to another, using participating county roads. A county approved Rig Move Permit only gives the permission to move the rig and the units associated with it. Each overweight or over-dimension unit within the rig move group, must have a valid trip permit for the move as well, if applicable. The cost of the Rig Move Permit is \$500 per county in, and \$500 per county out of the site, and requires county approval.

Frost Permits allows divisible and non-divisible loads to travel weighing up to 7 ton per axle on a 6 ton per axle restricted gravel road (not valid for pavement) during the Frost Law period. Permit cost is \$1,000 per county if that county chooses to participate. License plate and unit numbers need to be provided.

Annual Over-Width Permits can be purchased in lieu of a single trip permit when a vehicle/load exceeds the legal width of 8'6". All other dimensions (length and height) must be legal. Gross weights and axle weights must be legal. Gross/Axle vehicle weight cannot exceed weight limits imposed on roads during spring thaw or when travel is on a road with restricted load limits year around. The over-width permit can be issued up to 12' wide. The permit must be non-reducible for width unless the overall width of the load is 10' or less. The permit is valid for one calendar year. The fee for the annual over-width permit is \$150 per county/city. Vehicle license number and unit number must be provided on application.

LoadPass Permits uses the same Legal width, height and weight criteria as the ND Highway Patrol.

****Harvest and Wintertime Permits coming soon****

Harvest Permits

Valid between July 15 - November 30. This permit allows a vehicle 10% more weight when hauling a harvested product from the field to the first point of storage, and for the transport of solid waste. Gross vehicle weight (GVW) not to exceed 105,500 pounds. The fee is \$50 per county/(township if applicable) per 30-day period.

A carrier purchasing a weight exemption permit is allowed 10% more weight on a vehicle when hauling a harvested farm product from the field to the 1st point of storage. Solid waste, sugar beets, and potatoes may be hauled from any location to a point of storage with 10% more weight. The weight exemption permit is valid for 10% over legal axle weights and/or 10% over legal exterior bridge distance (measurement between extreme axle centers), whichever is more restrictive.

Permit is valid only on LoadPass participating County, Township, and City roads. When traveling on 80,000 pounds GVW roadways, the GVW **cannot** exceed 88,000 pounds. On all other participating roadways, the GVW **CANNOT** exceed 105,500 pounds GVW. The permit must be carried in the vehicle to be valid.

Wintertime Permits Valid between December 1 - March 7. This permit allows a vehicle 10% more weight when hauling a divisible load, not to exceed a gross vehicle weight (GVW) of 105,500 pounds. (If spring load restrictions become effective prior to March 7, the 10% weight exemption permit is cancelled.) The fee is \$50 per county/(township if applicable) per 30 day period.

Carriers purchasing a wintertime weight exemption permit and hauling a divisible load are authorized to haul 10% more weight. The permit is valid for 10% over legal axle weights and/or 10% over legal exterior bridge distance (measurement between extreme axle centers), **whichever is more restrictive**. The GVW **MAY NOT** exceed 105,500 pounds.

Permit is valid only on LoadPass participating County, Township, and City roads. When traveling on 80,000 pounds GVW roadways, the GVW **cannot** exceed 88,000 pounds. On all other participating roadways, the GVW **CANNOT** exceed 105,500 pounds GVW. The permit must be carried in the vehicle to be valid.

AXLE/GROSS WEIGHT LIMITATIONS

1. Tire weight may not exceed 605 pounds per inch width of tire. (550lbs. plus 10%)
 - Example:
 - 8:25-inch tire on a steering axle = 9,075 plus 10% = 9,983 lbs.
 - 9:00-inch tire on a steering axle = 9,900 plus 10% = 10,890 lbs.
 - 10:00-inch tire on a steering axle = 11,000 plus 10% = 12,100 lbs.
 - 11:00-inch tires on a steering axle=12,100 plus 10% = 13,310 lbs.
2. Single axle weight (4 tires) may not exceed 22,000 pounds. (20,000 lbs. plus 10%)
 - Example:
 - 8:25-inch tires = 18,150 lbs. plus 10% = 19,965 lbs.
 - 9:00-inch tires = 19,800 lbs. plus 10% = 21,780 lbs.
 - 10:00-inch tires = 20,000 lbs. plus 10% = 22,000 lbs.
 - 11:00-inch tires on a steering axle=12,100 plus 10% = 13,310 lbs.
3. Tandem axle weight (8 tires) may not exceed 37,400 pounds. (34,000 lbs. plus 10%)
 - Example:
 - 7:50-inch tire = 33,000 lbs. plus 10% = 36,300 lbs.
 - 8:00-inch tire or larger qualify for 34,000 lbs. plus 10% = 37,400 lbs.
4. Triple axle weight (12 tires) may not exceed 52,800 pounds. (48,000 lbs. plus 10%, not to exceed 18,700 lbs. per axle)
5. Gross vehicle weights are determined by number of axles and the measurement between extreme axle centers.
 - Example:
 - 3 axles x 16 feet = 48,000 lbs. plus 10% = 52,800 lbs.
 - 4 axles x 22 feet = 56,500 lbs. plus 10% = 62,150 lbs.
 - 5 axles x 48 feet = 78,000 lbs. plus 10% = 85,800 lbs.
 - 5 axles x 51 feet = 80,000 lbs. plus 10% = 88,000 lbs.

Vehicle combinations of six or more axles also qualify for the 10% additional weight as determined by the ND Weight Limitations Chart.

WESTERN DAKOTA ENERGY ASSOCIATION
LOADPASS PERMIT SYSTEM HEAVY WEIGHT FEE SCHEDULE

Gross Weight	Trucks & Trailers
Under road weight but Overwidth or Overlength	20
80,001 - 105,500	20
105,501 - 110,000	30
110,001 - 115,000	40
115,001 - 120,000	50
120,001 - 125,000	60
125,001 - 130,000	70
130,001 - 135,000	80
135,001 - 140,000	90
140,001 - 145,000	100
145,001 - 150,000	110
Over 150,000 (Xcess)	\$5 / ton / mile

Workover Rigs & Cranes	
40,000 - 60,000	\$30
60,001 - 100,000	40
100,001 - 110,000	60
110,001 - 115,000	70
115,001 - 120,000	80
120,001 - 125,000	90
125,000 - 130,000	100
130,001 - 135,000	110
135,001 - 140,000	120
140,001 - 145,000	130
145,001 - 150,000	140
Over 150,000 (Xcess)	\$5 / ton / mile

Earth Moving Equipment (Roaded)	
40,000 - 70,000	\$30
70,001 and over	50

Frost Law Permit - \$1,000 per season
 Annual Over-Width Permit - \$150 per year
 Drilling Rig Move Permit - \$500/local gov't. per move
www.NDEnergy.org - Order Truck Permits Permits - Create Rig Move Permit

Revised 11/30/2016

Xcess Load Permit - Over 150,000 lbs GVW

www.NDEnergy.org Order Truck Permits Permits - Create Trip Permit

For Xcess Loads (150,000 lbs GVW and heavier) the fee is \$5 per ton per mile driven on county (or participating township) roads, on weight over the 80,000- 105,500 lbs. roads

- **APPROVAL REQUIRED.**

Formula Example:

300,000 lb. GVW - 105,500 = 194,500
 194,500 ÷ 2,000 = 97.25 Tons
 97.25 Tons X \$5.00 = \$486.25/mile

LoadPass Permits are NOT authority to use county roads if road has been weight restricted by county. See restricted permit information below or contact the Sheriff's Dept. or County Road Superintendent in each county before using any weight-restricted county road. Restriction

Restricted Roads

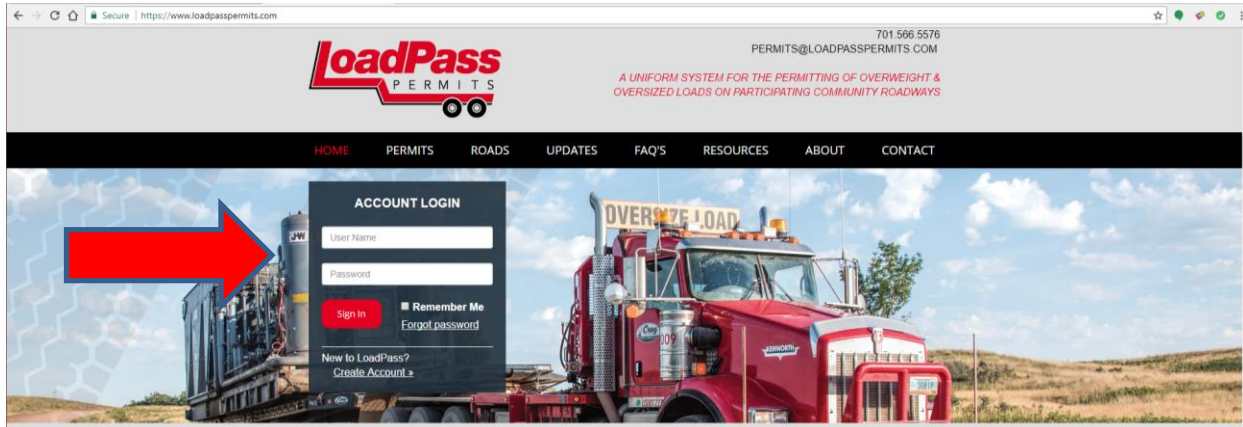
www.NDEnergy.org Order Truck Permits Permits - Create Trip Permit

To travel overweight on a restricted county road, a company must have a uniform county epermit in their possession, either paper form or electronic version displayed on a device. The permit must be an epermit obtained online at ndenergy.org, and approved by the county. The fees are \$5/ton/mile over the restricted road maximum weight (gvw) plus \$1/ton/mile for each axle over the restricted axle weights. **APPROVAL REQUIRED**
 Restriction Map -

LoadPass Permit Dashboard Login Page:

<https://www.loadpasspermits.com>

For assistance please call the county permit office
701-566-5576 or email permits@loadpasspermits.com



Login to County Dashboard at [loadpasspermits.com](https://www.loadpasspermits.com)

Enter login information (username and password), if one has not been assigned to you, please contact a county official that is already a user or contact us at 701-566-5576 to obtain a login.

User Setup - To set up additional users for the account, from the drop-down menu, select Account, Users, select Add User and complete the fields.

The User Role options give you the ability to assign the appropriate user rights to each of your local government's users. You may choose one or more roles for each of your users. The Administrator role gives the user the ability to see and work in all areas of your company's account...see Role Descriptions to follow.

Uniform County Permits Permits ▾ Townships Reports ▾ RCR Notifications Account ▾ Help ▾ User ▾

User Management

User Name *

Password *

Status * Active ▾

Name *

Phone *

Phone 2

Email *

Roles

- Account
- Administrator
- Permits
- RCR
- Reports
- Township

[Role Descriptions](#)

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Role Descriptions:

- **Account** - can create & edit users, assign roles
- **Permits** - has access to manage all permits for the County
- **RCR** - can create, edit and remove road restrictions and or notifications to be sent to notification subscribers
- **Reports**-has access to Run reports for the County
- **Townships**-has access to Manage all Townships for the County
- **Administrator** – has access to all roles

Users may be edited by users with Account or Administrator roles by clicking on the pencil icon to the left of the User, and users may be deleted by users with Account or Administrator roles by clicking the trash can to the right of the User.

Settings—to set preferences for your county select Account, Settings

All permit requests with loads over 150,000 lbs. GVW will require county/city approval. If you wish to set that approval level to a lower weight, you may make that selection in the settings area.

Select the gross vehicle weight your county wants to approve permits. This can be set at 105,500 lbs and over, 129,900 lbs and over or, 150,000 lbs and over.

Counties can opt to require Approval on ALL permits by selecting the corresponding check box. ****we ask that you please be available to approve these permits within the hour of permit request when this is selected****

Select Restriction Weights for Township Roads

Select *Update* to save changes

Weight Restriction Settings

Your county/city may select the different weight restriction levels used on roads in your county/city, if any. Check the box next to each of the restriction levels used on your roads. If checked, these levels will be included in the drop-down on the permit form route page when a user is entering the roads on their permit request.

The screenshot displays the 'User Management' settings page. It features three main sections: 'Approval Weight', 'Require Approval on all Permits', and 'Township Road Restriction'. The 'Approval Weight' section has a dropdown menu set to '105,500 lbs and over'. The 'Require Approval on all Permits' section has a checked checkbox. The 'Township Road Restriction' section is a list of weight ranges with checkboxes: 'By Legal Weight' (checked), '5 ton - 60,000 lbs' (unchecked), '5 ton - 80,000 lbs' (unchecked), '6 ton - 65,000 lbs' (unchecked), '6 ton - 80,000 lbs' (checked), '7 ton - 80,000 lbs' (unchecked), '7 ton - 105,500 lbs' (checked), '8 ton - 80,000 lbs' (checked), '8 ton - 105,500 lbs' (unchecked), and '10 ton - 105,500 lbs' (checked). A red asterisk is next to the '7 ton - 80,000 lbs' option. At the bottom are 'Update' and 'Cancel' buttons.

Setting	Value
Approval Weight	105,500 lbs and over
Require Approval on all Permits	<input checked="" type="checkbox"/>
Township Road Restriction	<input checked="" type="checkbox"/> By Legal Weight
	<input type="checkbox"/> 5 ton - 60,000 lbs
	<input type="checkbox"/> 5 ton - 80,000 lbs
	<input type="checkbox"/> 6 ton - 65,000 lbs
	<input checked="" type="checkbox"/> 6 ton - 80,000 lbs
	<input type="checkbox"/> 7 ton - 80,000 lbs
	<input checked="" type="checkbox"/> 7 ton - 105,500 lbs
	<input checked="" type="checkbox"/> 8 ton - 80,000 lbs
	<input type="checkbox"/> 8 ton - 105,500 lbs
	<input checked="" type="checkbox"/> 10 ton - 105,500 lbs

Email Recipients – From the dropdown menu, select ‘Account’ and ‘Email Recipients’. Email information can be entered for each person you want to receive permit approval requests via email. Select ‘Add Contact’ to save.

Uniform County Permits Permits Townships Reports RCR Notifications Account Help User

Contact Email Management

Name	Email
Mike Greer	mgreer@co.mckenzie.nd.us

Name Email

Permit Approval Process:

From the dropdown menu select Permits, County Dashboard. Select Pending to view any pending permits-click on View at the left side of the permit # to open permit and view the permit details. Carefully review permit request and if okay for approval select ‘Approve’ at the bottom of the permit page. You may enter comments as well. If permit is not satisfactory select ‘Return for Changes’ with comments stating what the company needs to change. Or if needed, select Decline and add comments (required) pertaining to denial.

Rig Move Permit Approvals:

Do the same as above for rig move approvals, however, there may be more than one route submitted for approval on a rig move permit. Under each route enter the credentials that you would be willing to let trip permits, within this rig move, auto-approve. If no credentials are entered, no trip permits, within this rig move will be allowed to auto-approve. For quick entry, you may select your default settings. Default settings are found in your county dashboard, select ‘Account’ drop down menu item then select ‘settings’ to add these to your default list. These can be changed as needed.

County Dashboard – to view Pending (needing attention) and Active (already approved and within the current time period) permits, select 'Permits' drop down menu, then select County Dashboard.

The screenshot shows the 'UCP - County Dashboard' interface. At the top, there is a navigation bar with links for 'Uniform County Permits', 'Permits', 'Townships', 'Reports', 'RCR Notifications', and 'Account'. On the right side of the navigation bar are 'Help' and 'User' options. Below the navigation bar, the dashboard title 'UCP - County Dashboard' is displayed. There are two tabs: 'Pending' with a count of 1 and 'Active' with a count of 125. Below the tabs is a search area with two input fields: 'Permit #' and 'Company:'. To the right of these fields are 'Search' and 'Clear' buttons. Below the search area, it says 'Records 1 - 1 of 1'. A table with the following data is shown:

Permit #	Type	Trip Dates	Route	Company	Load	Status
View t87498	Trip	8/2/16 - 8/4/16	From: 131st Ave To: Oasis - Rolfson Location	Borsheim Crane Service	self propelled crane	McKenzie : Pending

View/Search Permits – to view past permits, from the Permits drop down menu select View/Search Permits and enter by date range; permit # or company name.

Township Management-To manage township approval and permit requirements, select Township menu item. A list of townships within your county is listed. To edit the requirements select the pencil next to the appropriate township and select the 'require approval' check box if a township officer needs to be contacted and listed on the permit. Add/Edit Township Contact information.

If fees need to be collected for travel on this township's roads select Require Permit check box.

Comments may be added for applicants to see when adding these fields.

Select 'Update' when changes are made.

Reports—to view permit activity and daily or monthly charge reports, select Reports drop down menu and select *Activity by Trip Date*; *Activity by Requested Date* (date which the permit was requested); or *Charge Activity by Date*. Enter the date range of the activity you would like to view, select Create Report- or Report PDF to view.

To View/Print Monthly Reports-To view monthly reports for previous month's activity, select Reports drop down menu, select Charge Activity by Date, Enter the 1st day of the month requested through the last day of the month requested in the Date Range fields select Report PDF.

RCR Notifications—to manage road restrictions or send notifications to notification subscribers select RCR Notifications (Restricted Road Notifications). To edit or remove already active restrictions, type in road name to search for listing, select the trash can on the right side of restriction to delete restriction, or pencil on the left of restriction to edit it.

To add new restriction or notification select *Add Notification*. Select Type of message (restriction or notification)-enter active date, year-round restriction (if applicable), road name or title (subject) of notification and enter the restriction or message. Select Continue. If you have a link or file that you would like to upload add it to the Links & Files page-Continue. Preview your restriction-Continue. Select Send Notification if you want this notice to be sent to subscribers (industry personnel that are signed up to receive notice when a new restriction is posted). Submit.

Thank you for your participation in LoadPass Permits.

Please Contact Janet, Gayle or Joelle with questions or concerns at:

701-566-5576

Or email us at: permits@loadpasspermits.com