



# **LoadPass Permits Electronic Permit System User Guide**

**[www.loadpasspermits.com](http://www.loadpasspermits.com)**

**701-566-5576**

**[permits@loadpasspermits.com](mailto:permits@loadpasspermits.com)**



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## Welcome to the LoadPass Permit System

The LoadPass Permit System is a program that is governed by the Executive Board and LoadPass Truck Permit Advisory Committee of the Western Dakota Energy Association (formerly ND Association of Oil & Gas Producing Counties). ePermits (trip permits) for non-divisible loads, Seasonal Permits and Rig Move permits are available for purchase at [www.loadpasspermits.com](http://www.loadpasspermits.com).

### Participating Counties/Cities:

Adams County	Grand Forks County	Ransom County	City of Dickinson
Barnes County	Hettinger County	Renville County	City of Valley City
Billings County	Logan County	Richland County	City of Watford City
Bottineau County	McHenry County	Sargent County	
Bowman County	McIntosh County	Slope County	
Burke County	McKenzie County	Stark County	
Burleigh County	McLean County	Steele County	
Dickey County	Mercer County	Traill County	
Divide County	Morton County	Walsh County	
Dunn County	Mountrail County	Ward County	
Emmons County	Oliver County	Wells County	
Foster County	Pembina County	Williams County	
Golden Valley County	Ramsey County		

**Trip Permit requirements** - Trip Permits are required by the participating counties for overweight or over-dimension **non-divisible** loads traveling on participating county, city and township roads. All mobile units, cranes, workover rigs and roaded earth moving equipment must have a LoadPass permit to travel on member roads. Some permits will require county/city/township approval, and some permits will be automatically approved, depending on the load, road conditions, route taken, and member settings. 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 the [loadpasspermits.com](http://loadpasspermits.com) 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 five consecutive days, if appropriate.

**Rig Move Permit requirements:** A Rig Move Permit is 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. The permit is valid for a 5-day span.

## **Seasonal Permits**

**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) does not exceed 105,500 pounds. The fee is \$50 (unless otherwise stated by 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 (unless otherwise stated 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](#) (pdf).

**Frost Permits** in participating counties allow 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 must be provided.

**An Annual LoadPass Over-Width Permit** 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 for up to 12' wide loads. 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.

The LoadPass Permit system uses the same Legal width, height and weight criteria as the ND Highway Patrol. See the ND Vehicle Legal Height and Weight Guide NDHP Motor Carriers Operations document below.

**Over Dimension requirements** - A LoadPass Trip Permit is required on any load that is over-dimension. The participating counties follow the state guidelines for over-dimension loads. In addition, any load that exceeds 14'6" in width is required to be signed and flagged. And any load exceeding 16' wide is additionally required to have an escort vehicle with flashers in front and back of the load while traveling on participating county roads. Multiple wide load vehicles may be grouped together with one escort vehicle in front and back of group. Any load 16' or wider may not exceed a speed of 25 mph.

\*\*\*\*\*

NORTH DAKOTA VEHICLE LEGAL SIZE AND WEIGHT GUIDE NDHP Motor Carrier Operations Ref: 9-1 (7-2016) A. Legal Width 1. 8 feet 6 inches on all highways. 2. Exceptions. a. Construction and building contractors' equipment and vehicles used to move such equipment which does not exceed 10 feet in width when being moved by contractors or resident carriers. Nighttime travel is allowed provided moving equipment is properly lighted. b. Implements of husbandry being moved by resident farmers, ranchers, dealers, manufacturers, or government entities between sunrise and sunset. Nighttime travel is allowed provided the implements are properly lighted and not being moved on the interstate highway system. c. Hay in the stack being moved along the extreme right edge of a roadway between sunrise and sunset by someone other than a commercial mover. Commercial haystack movers, overwidth self-propelled fertilizer spreaders, overwidth self-propelled agricultural chemical applicators, hay grinders, grain cleaners, and forage harvesters if the owners have seasonal permits. d. All vehicles exempt from width limitations are subject to safety rules adopted by the Highway Patrol (Policy 9-3).

B. Legal Height 1. 14 feet whether loaded or unloaded, unless routes of travel include structures such as bridges and underpasses that are not 14 feet in height. 2. Exception. a. Implements of husbandry may not exceed 15 feet 6 inches in height when being moved by resident farmers, ranchers, dealers, or manufacturers between sunrise and sunset. The distance traveled cannot exceed 60 miles and travel on the interstate system is not allowed.

C. Legal Length 1. A single unit vehicle with two or more axles including the load thereon shall not exceed a length of 50 feet. 2. A combination of two, three, or four units including the load thereon shall not exceed a length of 75 feet on non-designated highways. Three and four unit combinations are subject to safety rules adopted by the NDDOT director. 3. A combination of two, three, or four units including the load thereon may exceed 75 feet in length but shall not exceed 95 feet or 110 feet in length when traveling on four-lane divided highways and those highways designated by the NDDOT director and local authorities as to the highways under their respective jurisdictions. The NDDOT designated highway map (Policy 9-1 Annex B) identifies those designated state highways. All such combinations are subject to safety rules adopted by the NDDOT director. 4. The length of a trailer or semitrailer including the load thereon may not exceed 53 feet; however, trailers and semitrailers titled and registered in North Dakota prior to July 1, 1987, and towed vehicles may not exceed a length of 60 feet. 5. Exceptions to length limitations. a. Building moving equipment. b. Emergency tow trucks towing disabled lawful combinations of vehicles to a nearby repair facility. c. Vehicles and equipment owned and operated by the armed forces of the United States or the national guard of this state. d. Structural material of telephone, power, and telegraph companies. e. Truck-mounted haystack moving equipment, provided such equipment does not exceed a length of 56 feet. f. A truck-tractor and semitrailer or trucktractor, semitrailer and trailer when operated on interstate highway systems or parts of the federal aid primary system designated by the NDDOT director. 1) The cargo carrying length shall not exceed 100 feet on a semitrailer and trailer or semitrailer converted to a trailer by use of a converter dolly and fifth wheel when the power unit is a truck-tractor. g. Automobile transporters are allowed to transport cargo or freight on a backhaul. They are allowed 80 feet on a stinger-

steered automotive transporter with a front overhang of less than 4 feet and a rear overhang of less than 6 feet. North Dakota Vehicle Legal Size and Weight Guide Ref: 9-1 (7-2016) Page 2 h. A trailer transporter towing unit may have a combination of vehicles consisting of a trailer transport towing unit and two trailers or semitrailers with a total weight not to exceed 26,000 pounds, and in which the trailer or semitrailers carry no property and constitute inventory property of a manufacturer, distributor, or dealer of such trailer or semitrailers. Length may not exceed 82 feet on the towaway trailer transporter combination. 6. Towing converter dollies. a. Converter dollies that are used to convert semitrailers to trailers are considered trailers if they meet all lighting requirements and are equipped with brakes and safety chains. b. No more than one converter dolly can be towed behind a truck-tractor, semitrailer, and trailer; and no more than two converter dollies can be towed behind a truck-tractor and semitrailer.

D. Mobile Homes 1. A mobile home permit is needed when the mobile home itself exceeds 8 feet 6 inches in width, 14 feet in height, or 75 feet in overall length including the towing vehicle.

E. Legal Weight Limitations 1. Gross vehicle weight on interstate system. a. The gross vehicle weight of any vehicle or combination of vehicles is determined by the following weight formula of:  $LN W = 500 (N-1 + 12N + 36)$  where W equals maximum weight in pounds carried on any group of two or more axles; L equals distance in feet between the extremes of any group of two or more consecutive axles; and N equals number of axles in the group under consideration except that two consecutive sets of tandem axles may carry a gross load of 34,000 pounds each, providing the overall distance between the first and last axles of the consecutive sets of tandem axles is at least 36 feet. b. The maximum gross vehicle weight on the interstate highway system is 80,000 pounds. 2. Gross vehicle weight on highways other than the interstate system. a. The gross vehicle weight of any vehicle or combination of vehicles is determined by the following weight formula of:  $LN W = 500 (N-1 + 12N + 36)$  where W equals the maximum gross weight in pounds on any vehicle or combination of vehicles; L equals distance in feet between the two extreme axles of any vehicle or combination of vehicles; and N equals the number of axles of any vehicle or combination of vehicles under consideration. b. The maximum gross vehicle weight on state highways is 105,500 pounds unless otherwise posted. On all other highways the maximum gross vehicle weight is 80,000 pounds, unless designated for more, not to exceed 105,500 pounds. 3. Axle weights. a. Steering axle: 1) The weight shall be determined by the manufacturer's axle rating and shall not exceed 20,000 pounds when travel: a) Is on the interstate system; or b) Is on Defense Highways and the load is for the US Department of Defense. 1)) Roadway segments designated as Defense Highways are: a)) US 83 from Bismarck to the Minot Air Force Base including the US 83 bypass and US 2; and b)) US 2 from Interstate 29 to the Grand Forks Air Force Base. 2) On the state system, the gross weight shall not exceed 20,000 pounds. a) No tire shall exceed 550 pounds per inch of tire width.

**Restricted Roads:** The user is responsible for determining whether a member county/city/or township road they plan to travel on is weight restricted. We can offer some assistance by providing a Restricted Road Map, which includes the participating counties. This map can be found at

<https://wdea.maps.arcgis.com/apps/webappviewer/index.html?id=65fc9ae8fdc14c5cb299ba3432c9f51c>

A link to this map is available on the electronic trip permit form, in the Route area. Text version of county road restrictions is available on our website at <http://www.loadpasspermits.com/roads>.

**Restricted Road Notification System** – Anyone interested in being notified by the LoadPass member counties/cities/or townships, when a new restriction is placed on their roads, may select the counties that they want to be notified from in the profile management page, or by creating an account at [loadpasspermits.com](http://loadpasspermits.com).

**\*\*Please Note** - The LoadPass Permit System provides restriction information, notifications and restriction map as a courtesy to the counties/cities and the industry. The information is kept as up to date as possible, and the notification system has a history of being quite reliable, but we can't guarantee accuracy. There is a lot of data to collect and maintain when working with several counties/cities, and communication systems sometimes fail. There is always a chance that the information we provide is not correct. Please do not rely on this information alone. It is the driver's responsibility to drive legally on the county/city roads, so please use whatever resources you need to make sure you are driving legally on the county/city roadways. A listing of the participating county/city road superintendents and sheriff's offices is available for view on the [loadpasspermits.com](http://loadpasspermits.com) website, under county contacts. Please call the county/city before driving to clarify any questions you have about county/city roadways or routing.

**Permit Fees:** See the fee schedule below.

**WESTERN DAKOTA ENERGY ASSOCIATION**  
**LOADPASS PERMIT SYSTEM HEAVY WEIGHT SCHEDULE**

**GVW**

**Truck & Trailer**

Over Dimension Only	-	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 & Special Mobile**

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

**Roaded Earth Moving Equipment**

40,000 - 70,000	\$30
70,001 and over	50

**Xcess Load Permit – Over 150,000 GVW**

[permits.loadpasspermits.com](https://permits.loadpasspermits.com) – Create Trip Permit

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

Formula Example:

300,000 lbs. GVW – 105,500 = 194,500lbs over road weight  
 194,500 ÷ 2,000 = 97.25 Tons over road weight  
 97.25 Tons x \$5.00 = \$486.25/mile

**Restricted Road Fees**

[Permits.loadpasspermits.com](https://permits.loadpasspermits.com) – Create Trip Permit

*Restricted Roads will have a restricted axle weight in addition to a gross vehicle weight restriction and will be marked accordingly on the routable map, usually indicated in red. Click on the road to determine restriction.*

*The fees for restricted roads are \$5.00/ton/mile for weights over the given maximum GVW restriction plus \$1.00/ton/mile for each axle that is over the given maximum axle weight restriction.*

Annual Over-Width Permit Fee

\$150 per year/per participating local gov't

Frost Law Permit Fee - \$1,000/season per participating local gov't

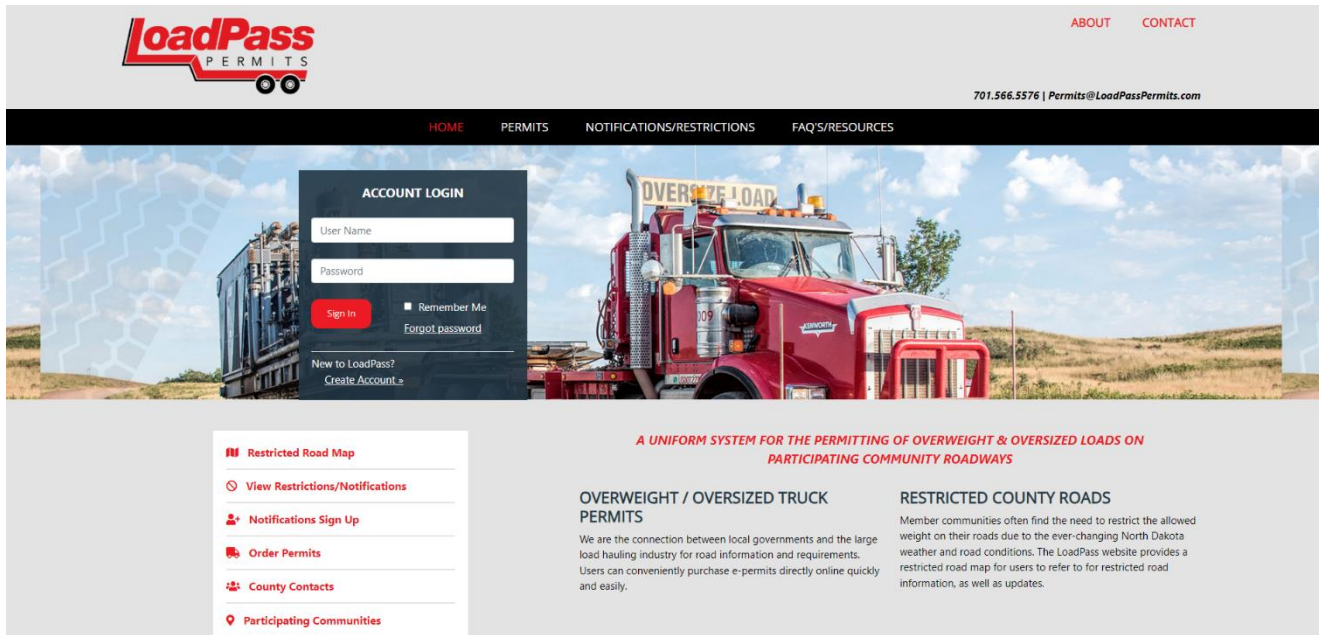
Harvest Permit Fees - \$50/30 days: \$150/season per local gov't  
 (unless otherwise noted per county)

Wintertime Permit Fees - \$50/30 day : \$150/season per local gov't  
 (unless otherwise noted per county)

Drilling Rig Movement Permit Fee \$500 per local gov't – does not include trip permits within rig move.

Revised 8/23/2023





## Purchase LoadPass Permits at [www.loadpasspermits.com](http://www.loadpasspermits.com)

To obtain a permit to drive overweight or over-dimension on participating county roads, please visit [www.loadpasspermits.com](http://www.loadpasspermits.com).

A permit may be ordered through a registered user login.

## Request an Account

**Register as a User** - To register as a new company, select 'Create Account' and complete the Account Request form. Enter requested information into each field and click Submit. You will then be directed to your dashboard within your account.

Once you have created your username and password, enter that information into the Login Screen, select Remember my login if appropriate, and click Login.

**Registered User** - To order a permit as a registered user, enter your Username and Password and select Login.

You may then go into your company account and set up additional company users and other information.

## User Setup

Users - To set up additional users for the account, from the side-bar menu icons select the 'Users' icon- create user-enter user's information and preferences – select 'Create'.

\*The User Role options give you the ability to assign the appropriate user rights to each of your company'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.

### Role Descriptions:

- **Account** - can create & edit users, assign roles
- **Administrator** - covers all other roles
- **Manage Payments** - can create / edit / delete payment methods
- **Manage Routes** - can create / edit / delete routes (Everything under Routes on the navigation bar)
- **Manage Units** - can create / edit / delete units. (Everything under Units on the navigation bar)
- **Request Permit All** – Can create / request permit, and manage all permits
- **Request Permit Mine** – Can create / request permits, and manage those permits created by that user.

Users may be created and edited by users with an Administrator role

The screenshot shows the 'Add User' form in the permits.loadpasspermits.com application. The form is divided into several sections:

- Profile:** Contains input fields for Name, Company, Phone, Email, and Password. A note indicates that passwords must be at least 8 characters in length.
- User Group:** A dropdown menu showing 'TeamWorks Consulting' as the selected company.
- User Roles:** A list of roles with checkboxes, including 'Company Account', 'Company Administrator', 'Company Manage-Payments', 'Company Manage-Routes', 'Company Manage-Units', 'Company Reports', 'Company Request-Permit-All', and 'Company Request-Permit-Mine'.
- Counties:** A section at the bottom with checkboxes for selecting all counties and individual counties like Adams, Billings, Bottineau, Bowman, Burke, Burleigh, Emmons, Golden Valley, Grand Forks, Hettinger, Logan, McHenry, Mountrail, Ramsey, Renville, Richland, Sargent, and Slope.

## Payment Methods

- Credit Card Payments – Visa, American Express, Master Card
- ACH Payments

### Credit Card Payment Method

Payment methods may be stored to be used to purchase permits if appropriate. From the 'Permits' Icon, select Saved Payments, Add Credit Card, complete the fields and select Create. The 'Payment Name' can be any user-selected label that will help your users identify the payment source. The 'Bill To' fields must contain the billing information for the card being used. The 'Card Code' is the code on the back of the credit card.

Payment Methods may be edited by using the pencil icon to the left of the Payment Method on the Payment Methods screen. Payment Methods may be deleted by selecting the edit icon next to the Payment Method and selecting Delete at the bottom of the screen.

Credit Card Payment methods may be stored when payments are entered during the permit purchase process as well.

### ACH Payments

To Request ACH as a Payment Method -

1. Select Add Bank Account

2. Complete the ACH Form  
3. Click Create

Within 2 – 4 days, there will be two micro deposits sent to your bank account to verify the account information. When you see those deposits made to your bank account, please return to this screen and enter the two amounts. When you have completed this step, your ACH bank account will be verified, and

your bank account will be set up as a Payment Method to be used to purchase LoadPass ePermits.

## Route Management – Using GIS Routable Map (preferred method)

### GIS ROUTABLE MAP -QUICK GUIDE

From the Route Page of your permit select +Add GIS route

#### Trip Permit

Company

Load

Axles

➤ Route ◀

Review

Permit #

D 395476

Status

Draft

◀ Back

Next ▶

+ Add GIS Route

+ Add Manual Route

-- Route Selector --

Add Saved Route

There are no routes on this permit yet.

◀ Back

Next ▶

Find your point of origin on the map by zooming in to that location.

You may opt to use the bookmark icon to zoom to the county first, then zoom further in from there using the wheel of your mouse or the +/- icons on the left side of the map - *do this slowly, as there is a lot that the map is trying to load. Going too fast may cause it to restart.*

Road Search

All Counties

Road Name

Report Road Network Discrepancies

Route Name\*

New Route

Vehicle Weight

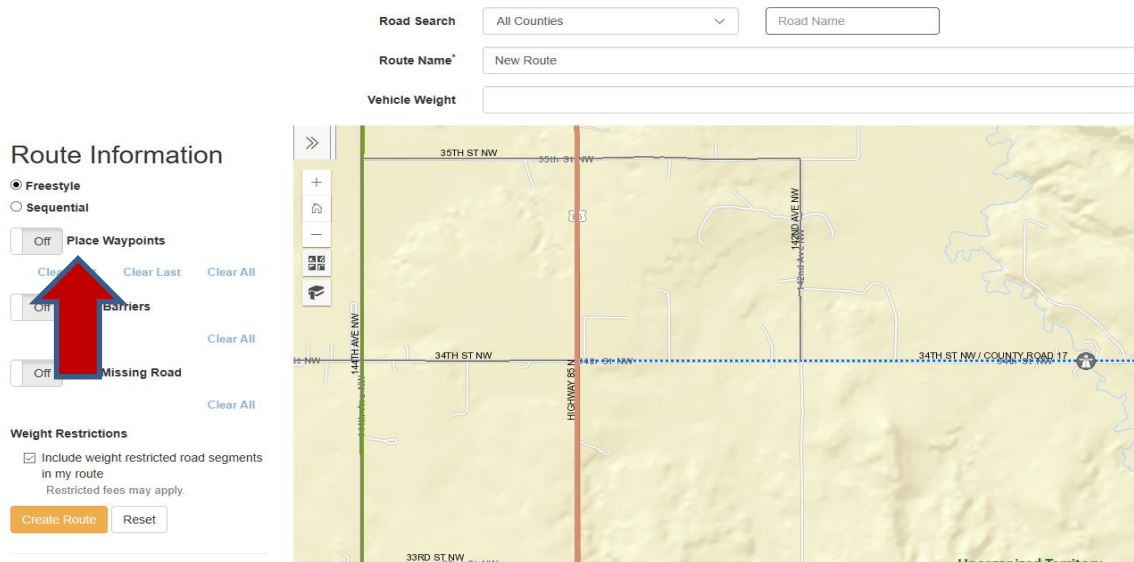
pounds

◀ Back

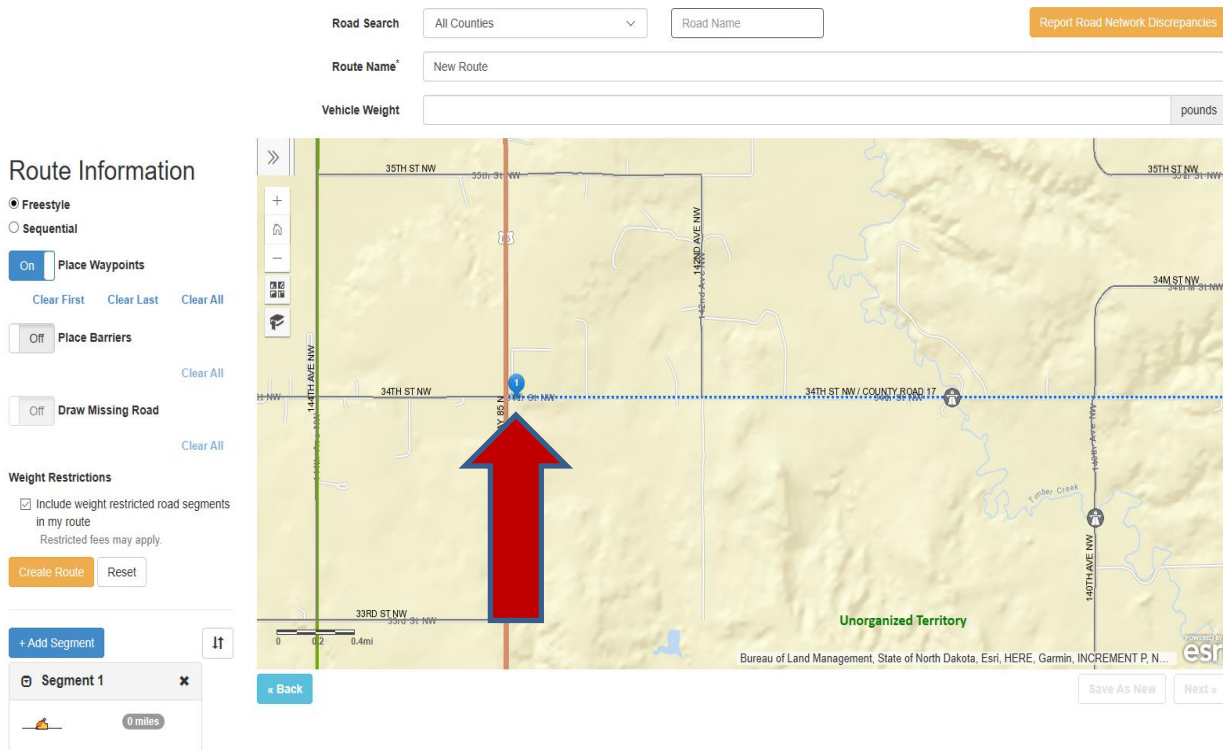
Save As New

Next ▶

Once you have found your starting point, click on the **Place Waypoints** toggle switch to turn it on. If using a pc, this can be found on the left side of the map, under **Route Information**.



Click on the starting point of your route to place your first waypoint





Click on your destination point to drop the last waypoint (you may opt to drop other waypoints along your route, especially if it is a longer route, to direct it the over the route you want to submit for review)

LoadPass Routing Application

Road Search: All Counties Road Name Report Road Network Discrepancies

Route Name: New Route

Vehicle Weight: pounds

**Route Information**

- ☒ Freestyle
- ☐ Sequential
- ☒ Place Waypoints
  - Clear First Clear Last Clear All
- ☐ Place Barriers
  - Clear All
- ☐ Draw Missing Road
  - Clear All

**Weight Restrictions**

☒ Include weight restricted road segments in my route  
Restricted fees may apply.

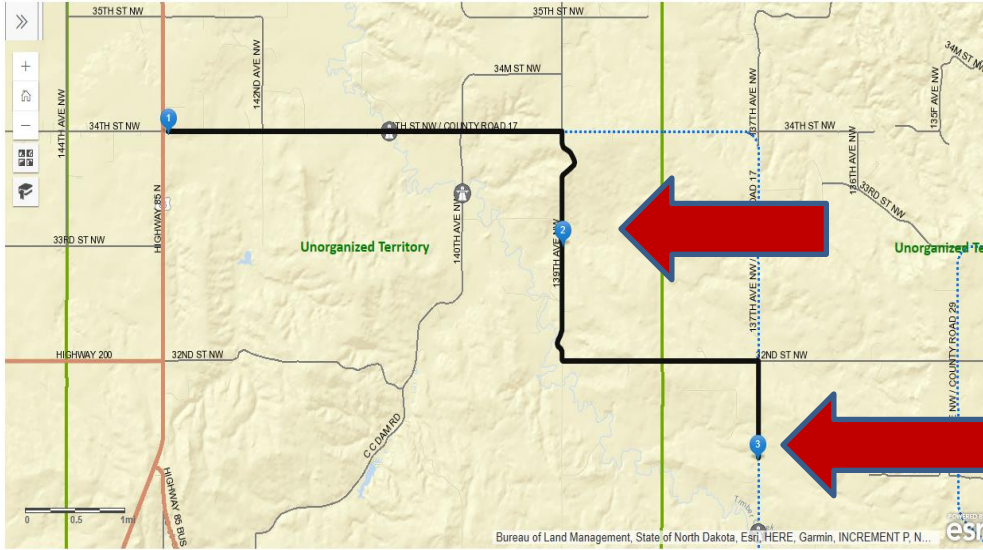
Create Route Reset

+ Add Segment

Segment 1

Back

Save As New Next



Once your route is complete, select Create Route

Then Select Next

Road Search: All Counties Road Name Report Road Network Discrepancies

Route Name: New Route

Vehicle Weight: pounds

**Route Information**

- ☒ Freestyle
- ☐ Sequential
- ☒ Place Waypoints
  - Clear First Clear Last Clear All
- ☐ Place Barriers
  - Clear All
- ☐ Draw Missing Road
  - Clear All

**Weight Restrictions**

☒ Include weight restricted road segments in my route  
Restricted fees may apply.

Create Route Reset

+ Add Segment

Segment 1

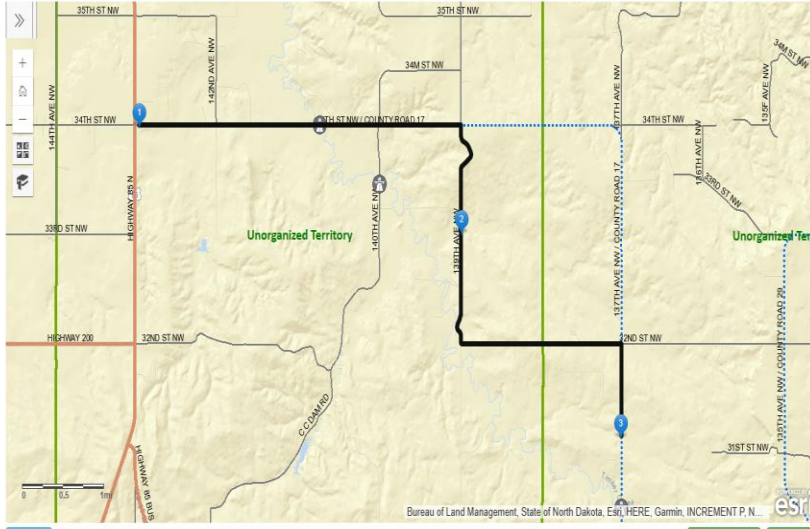
Back

Save As New Next

**Directions**

8.89 miles

1. Start at 14271-14297 34th St NW, Alexander, North Dakota, 58831\_1027
2. Go east on 34TH ST NW toward 142ND AVE NW  
3.95 mi - 5 min
3. Turn right on 139TH AVE NW  
1.08 mi - 1 min
4. Continue south on 139TH AVE NW  
1.05 mi - 1 min
5. Bear left on 32ND ST NW  
1.97 mi - 3 min
6. Turn right on 137TH AVE NW  
0.84 mi - 1 min
7. Finish at 3101-3151 137th Ave NW, Alexander, North Dakota, 58831\_1029, on the right



Your route will be saved in your dashboard and when filling out the permit and selecting the saved route the route and list of roads will be transferred to the permit. Alternatively, routes can be created on each permit.

Route Type: GIS  
Route Info

Save to Dashboard Edit Route

Route Name New Route

From To

Junction Junction

Comments View Restricted Road Map View Print Map

Save Changes

Type	County/City	Township	Road	Restriction	Miles
County	McKenzie		34TH ST NW [COUNTY ROAD 17]	By Legal Weight - 105,500 lbs	3.94
		Bridges: 27-122-16.0 - 4 NORTH 2 EAST ALEXANDER			
Township	McKenzie	Unorganized Territory approval not required	139TH AVE NW	By Legal Weight - 105,500 lbs	2.12
Township	McKenzie	Unorganized Territory approval not required	32ND ST NW	By Legal Weight - 105,500 lbs	1.97
County	McKenzie		137TH AVE NW [COUNTY ROAD 17]	By Legal Weight - 105,500 lbs	0.84
					Total Miles: 8.87

Save Changes

## Route Management - Manual

To enter a manual route, on the Route Management screen, select 'Add Route.'

- **Name** - The route name should be a user-defined label identifying the route.
- **Load From / Load To** - The 'Load From' and 'Load To' fields should contain descriptive information identifying the starting and ending points of the route.

After completing the Route description information, select 'Create.'

**Add Road to Route** - The 'Add Road to Route' fields will be displayed.

- **Road Type** - Enter the 'Road Type.' From the dropdown, select 'State/Federal' for State or Federal highways, select 'City Street' for city streets, select 'County' for county roads, select 'Township' for Township roads, and Select Lease/Private for Lease roads or private roads. If you are unsure what type of road you will be traveling on, select the blue 'View Restricted Road Map' button toward the bottom of the screen to refer to the map. See 'Restricted Road Map' section for more information on using the map or check with the County Road Department in the county in which you will be traveling.
- **City Street** - If you selected City Street Road type – select the city you are traveling in.
- **County** - If you selected County or Township Road type, select the county you are traveling in for this road. If you are traveling in more than one county, road segments for each county should be listed as separate roads.
- **Township Approved By** - If you selected a road type of Township, and this field displays, enter Township official approval name into the 'Township Approved By' field. Select the optional 'View Township Contacts' to obtain contact information for Township officials.
- **Road** – The road field should be completed with a description of the road you are traveling on, using the road name, as well as the nearest intersection and other descriptive information to allow the county official reviewing your request to understand where you will be traveling.

- **Restriction** – You must know if the road you are traveling has a weight restriction on it. If you don't know, please click the 'View Restricted Road Map' button to review the restrictions in the county or counties you are traveling in. If there is no weight restriction on the road you are entering into the system, select 'By Legal Weight 80,000-105,500' from the Restriction field dropdown menu. If there is a weight restriction on the road on which you are traveling, select the appropriate weight restriction from the dropdown menu. Please see Restricted Roads Section for more information.
- **Miles** – Enter the number of miles you are traveling on this road or road segment. Any ton/mile fees being assessed will use this number of miles in the fee formula. Miles may be entered as full or partial miles by using a decimal.

When the fields have been completed for this road or road segment, click the 'Add a Road' button at the bottom of the screen to save.

Repeat the 'Add a Road' procedure for each road you want to add to the route.

*\*Note: If you are traveling on a road that is shared by two counties, split the miles driven on that road between the two counties (or townships if on township road that is on a township border line).*

The order of the roads may be modified by using the up and down arrows to the left of the road list. The roads may be edited by selecting the pencil icon to the left of the road. The road may be deleted by selecting the trash can icon to the right of the road.

When you have added all the roads to the route, you may click the white Cancel/Return button under the Route information, and you will be taken back to the Route Management screen.

## **Axle Groups / Unit Search**

**Units** - You may pre-enter your company units into the system. From the side-bar menu, select the 'Permits' Icon, select 'Saved Units' and select 'Add Unit.' Enter Power Unit Information, select Add, enter information required for each axle, **leaving the axle center to next axle center field blank on the last axle entry.** Select Add Axle to List after *every* axle entry.

Once entered, the axle group order may be changed by using the arrow up and down option to the left of each Axle group. These entries may be edited by clicking the pencil icon to the left of the Axle group entry, and they may be deleted by clicking the trash can icon to the right of the Axle group entry.

**Unit Search** – Units may be searched by using the Search/Filter Units fields on the right side of the Unit Management screen.



## **Purchasing LoadPass Permits**

**Registered User Access** - To login with a as a registered user, enter your Username and Password on the Login Screen. (See 'Request an Account' section of the User Guide).

From the 'Permits' menu icon, select 'Create Trip Permit' (Trip Permit covers Trip, Xcess and Restricted Permits); Create Frost Permit; Create Winter-time Permit; Create Harvest Permit; or 'Create Rig Move Permit.'

**Trip Permit** – Select 'Create Trip Permit' to request a Trip permit. The Trip permit covers what has been traditionally referred to as a Trip Permit, an Xcess permit (over 150,000 lbs. GVW), an Over-Dimension Permit, and a Restricted Road permit. These will all be covered by completing the Trip Permit form.

- **Company Page** - Restricted Road and Non-divisible Load Warning Acknowledgement -Read and acknowledge that you have read the Restricted Road and Divisible Load warning by checking the box underneath the warnings.
  - **Units** – The unit(s) (equipment piece name or number) for this trip may be selected from previously saved units by selecting that unit from the Unit Selector dropdown list and selecting 'Add Unit.' More than one unit may be selected, for example if you use tractors and trailers, and mix and match the configurations, you may have each of them saved as a separate unit and select the appropriate configuration at this juncture. If unit(s) needed for this trip were not previously saved to your company profile to be selected, you will have the chance to enter the new unit information and save it if appropriate, on a future screen. If you plan to enter new unit(s) for this permit request, you may skip this field.
  - **Rig Move Permit #** - If this trip is part of a Rig Move Permit, and a Rig Move has been applied for and approved, please enter rig move permit #. Once the rig move permit number is entered, some of your fields will be prepopulated with the rig move permit information, including the route. The route information may not be changed from the route move information approved on the rig move permit. If the trip permit you are requesting, is not tied to a Rig Move, no entry is made to this field.

The screenshot shows a web form for a permit application. It includes fields for Company Name (Test Company), Contact Name (John), Phone (1112223333), and Email (johnj@dispatch.xxx). Below these is a section for 'Additional Emails for notifications' with a sub-header 'You can enter additional email addresses to receive status updated about the permit.' This section contains a table with columns 'Name' and 'Email', showing an entry for 'Peter' with email 'pete@dispatch.xxx'. There are also input fields for 'Name' and 'Email' with an 'Add Notification' button. At the bottom, there is an 'or' option with an 'Email Selector' dropdown and another 'Add Notification' button.

- **Company Information** – If requesting the permit as a registered user, the company information fields will be populated. You have the option of editing the Contact Name, Phone, and/or Email if appropriate. You may also enter additional email addresses to receive this permit information either by entering the Name and Email or by selecting the email using the Email Selector. When information on this screen is complete, click 'Next' to move to the Load screen.
- **Load Page** – Enter the driver's name. Enter the trip starting date. Trip permits are valid for single trips from Point A to Point B. The return trip requires a second permit. You are given a three-day span in which to make the trip. Select the load type from the dropdown.
  - **Trucks and Trailers (anything hauled on a truck and trailer)**
  - **Roaded Earthmoving Equipment**
  - **Workover Rigs and Cranes, or Special Mobile**

Enter the load description – describe what the load is. Enter the Width, Height and Length of the entire load. (The LoadPass Permit System follows the state guidelines on over-dimension units and can be viewed in the 'View Dimensions Requirements' button) Add any Comments you may want the county officials to receive regarding this trip. You may also upload any documents you would like to share with the county regarding the permit review. Select Next.

- **Axles Page** –
  - Enter the Unit Description (Your company's truck identification number), you can also add a unit from your saved units by selecting that unit from the 'Unit Selector' field. This will auto-populate the unit information that has been previously stored.
  - Enter the Power Unit Information
  - Enter Axle Configuration
    - Enter each axle's information individually starting with the first (front) axle's weight, then number of tires, tire width, track width and axle spacing – select Add Axle to List after each axle has been entered.
  - Repeat with each axle, selecting 'Add Axle to List' each time

- If you would like to save this unit's information to your dashboard, select 'Save Unit to Dashboard.'
- **Route Page** – (See the Route Management section of this User Guide) When the route information has been entered click Next.
- **Review** – Review your permit information and fees for accuracy, and to continue click 'Add to Cart.'
- **Permit Cart/Checkout** – After the permit has been added to the Cart, and the desired permits are checked, select 'Checkout Selected', choose payment method and enter required information if needed, select 'Place Order'

## **Rig Move Permit**

To order a Rig Move permit, from the dropdown menu select Permits and Create Rig Move Permit.

- **Restricted Road and Non-divisible Load Warning Acknowledgement.** Read and acknowledge that you have read the Restricted Road and Divisible Load warning.
- **Company Information** - If requesting the permit as a registered user, the company information fields will be populated. You have the option of editing the Contact Name, Phone, and/or Email if appropriate. An optional Reference # field is available if needed for tracking within your company. You may also enter additional email addresses to receive this permit information either by entering the Name and Email or by selecting the email using the Email Selector. When information on this screen is complete, click 'Next' to move to the Rig Move permit information screen. You may navigate each screen by clicking on the buttons at the top. As each screen is completed, the white buttons at the top of the form will turn green. If a button is white in color, there is some information missing on that screen. Select the white button and complete the required fields.
- **Rig Move Permit Information** – Complete the Start Trip Date – Rig Move Permits are valid for five days of travel. Enter the Rig Company, Rig #, Operating Company, and add any Comments you feel you would like the county to review. Optionally, you may upload a map or other documents to assist the county to understand what your plan is. Additional information is very helpful in expediting the approval process on Rig Move permit requests. When the fields are complete, click Next.
- **Route** – If your Route was selected from a saved Route, the route fields will be prepopulated. If not, enter From and To locations. These should be general explanations of where you are starting and where you are ending. Be as descriptive as possible.
- Now add your route using the GIS Routable map ( See GIS Routable Map Quick Guide on previous pages ) or by entering the Roads to the Route one at a time. Enter the 'Road Type.' From the dropdown, select 'State/Federal' for State or Federal highways, select City Streets for City Streets; select 'County' for county roads, select 'Township' for Township roads, and Select Lease/Private for Lease roads or private roads. If you are unsure what type of road you will be traveling on, select the blue 'View Restricted Road Map' button toward the bottom of the screen to refer to the map. See 'Restricted Road Map' section for more information on using the map or check with the County Road Department in the county in which you will be traveling.
- **City Street** - If you selected City Street road type – select the city you are traveling in.
- **County** - If you selected County or Township road type, select the county you are traveling in for this road. If you are traveling in more than one county, road segments for each county should be listed as separate roads.
- **Township Approved By** - If you selected a road type of Township, enter Township official approval name into the 'Township Approved By' field. Select the optional 'View Township Contacts' to obtain contact information for Township officials.
- **Road** – The road field should be completed with a description of the road you are traveling on, using the road name, as well as the direction of travel and the nearest intersection or other descriptive information, to allow the official reviewing your request to understand where you will be traveling.
- **Restriction** – You must know if the road you are traveling has a weight restriction on it. If you don't know, please click the 'View Restricted Road Map' button to review the restrictions in the county or counties you are traveling in. If there is no weight restriction on the road you are entering into the system, select 'By Legal Weight 80,000-105,500' from the Restriction field dropdown menu. If there is a

weight restriction on the road on which you are traveling, select the appropriate weight restriction from the dropdown menu. If unsure, contact the city/county official to clarify.

- **Miles** – Enter the number of miles you are traveling on this road or road segment. Any ton/mile fees being assessed will use this number of miles in the fee formula.

When the fields have been completed for this road or road segment, click the 'Add This Road to Route list' button to save. Repeat the 'Add this Road' procedure for each road you want to add to the route.

*\*Note: If you are traveling on a 'shared' county road, that involves two counties, split the mileage between the two counties (or townships if on a township bordering road).*

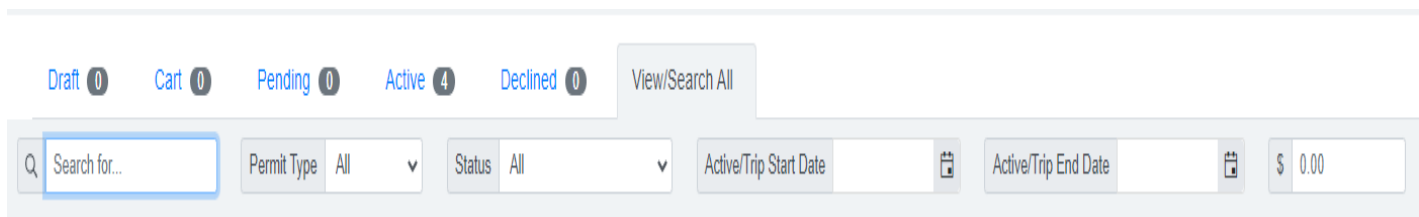
The order of the roads may be modified by using the up and down arrows to the left of the road list. The roads may be edited by selecting the pencil icon to the left of the road. The road may be deleted by selecting the trash can icon to the right of the road.

When you have added all the roads to the route, you have the option to add another, alternate route by selecting 'add route' tab, or you may continue by clicking the Next button to review your permit request. Please see the Review, Permit Cart, and Check Out sections of the User Guide to complete the purchase of your Rig Move Permit.

## **Permit Management**

A permit management page is available to registered users given the appropriate rights, for the management of current permits. To view the permit management page, either select 'LP' at the top of your menu list or select the 'Permits' Icon and select the appropriate link or tab.

- Drafts – The permit is under construction, and the purchase process has not been finalized. Drafts can be modified and completed at any time.
- Cart – Payment has not yet been entered in order to submit permit to counties
- Pending – A permit has been paid for and submitted to the county or counties for approval, but the approval has not been finalized by one or more counties. The status of each county is displayed on the Pending permit listing.
- Active – The permit has been approved or does not require county review and can be used as a valid permit.
- Declined – This permit has been declined by one or more of the counties and cannot be used as a valid permit.
- View/Search All – this tab gives you the ability to search all permits, regardless of status, using more search options.



Click on the show/hide Icon to expand permit details; the view permit icon beside the permit you wish to open and view; the double page icon to 'copy' the permit to add an identical permit to your draft folder.



After opening the permit using the 'View Permit' Icon, there are more action icons at the top of the permit, which are, in order from left to right – the copy icon; date change request icon; PDF Icon; receipt icon; request cancellation icon; and the map icon to view your submitted GIS Map.



Upon selecting the PDF Icon or the Receipt Icon, you can print; open to save; and/or email these by choosing from a list of email options or typing in one of your own.



Select Permit Contacts

Select

or Enter Email

Email Address

Send

### Cancellation Request

If you wish to cancel an active permit for a refund, open the permit you wish to cancel, select the chat bubble icon with an 'x' in it, select your replacement permit and provide comments as to why you are requesting the refund, select request cancellation. Your permit will then go to the appropriate counties to review the cancellation request.

Approved



**Replacement Permit #:**

-- Select --


*It is highly recommended to enter the replacement permit. If there is not a replacement permit or the permit is with another entity, please add the permit information in the 'Reason for Cancellation' field.*

**\* Reason for Cancellation:**

Request Cancellation

## Date Change Request

To request a date change on an approved permit, select the calendar icon and provide the requested dates in the 'New Dates' field, select if you prefer 1, 2, or 3 days to complete the move (there will be no additional fee), enter the reason for the request and select 'Request Date Change'. The county (s) will review the request and if approved you will receive a notification of the change, and the permit will be updated accordingly.

Permit # T 653754

Return to Permit

Active Dates

Active Dates January 25, 2024 - January 25, 2024

Date Change Request

\* New Dates:

1/25/2024

End Date 1/27/2024

☐ 1 Day

☐ 2 Days

☒ 3 Days

Permit valid for up to 3 day span starting on date entered.

\* Reason for Date Change:

Request Date Change

### Cancellation for Refund Policy:

**Policy: Refund of Permit Fees Approval Date: 3/27/2019 Purpose: Standard process for refund of permits fees to customers**  
LoadPass shall process all refunds for permits issued through the LoadPass system. The County may opt to have final approval of the refund. A County must provide written notice to LoadPass regarding the desire to have final approval of refunds.

Refunds may be issued for the following reasons:

1. State will not approve the route
  2. Incorrect information submitted
  3. Road closures after permit issued
  4. Technical system issues
  5. Location Changes
  6. Weekend Availability
- To receive a refund the company must submit proof of the original permit and supporting documentation for the reason of a refund request.
  - Refunds must be requested prior to expiration date. A company may request for special consideration from the county in the event of the expiration date has passed.
  - A replacement permit number must be provided if applicable.
  - The county must provide supporting documentation if they deny a request for a refund.
  - A county that chooses to review and approve refund requests must provide written notice to the LoadPass Secretary on an annual basis.
  - A fee may be charged for the processing of the refund. The fee amount shall be approved and published on the permit fee schedule.



## **IMPORTANT NOTICE TO USER:**

**WARNING: Permits are valid on Non-divisible Loads only, and Weight Restrictions may be in place on some or all county/township roads.**

PERMISSION FOR THIS MOVEMENT IS HEREBY GRANTED subject to compliance with provisions of laws put forth by individual cities & county members of the LoadPass Permit System.

THIS PERMIT MUST BE IN POSSESSION PRIOR TO STARTING ANY MOVEMENT

THIS PERMIT IS FOR SINGLE TRIP MOVEMENT ONLY

THIS PERMIT IS ONLY VALID IN PARTICIPATING COUNTIES/CITIES and is NOT valid on State Highways

THIS PERMIT IS VALID FOR NON-DIVISIBLE LOADS ONLY. DIVISIBLE LOADS MUST BE REDUCED TO LEGAL WEIGHT

Be advised that some counties/cities and townships have placed additional restrictions on the use of county/city and township roads. This permit does NOT give blanket authority to use roads that are otherwise restricted. If you will be traveling on weight restricted county or participating township roads you will need to include the road restriction in your permit route, and ton/mile fees will be applied. You may view the Restricted Road map on the [ndenergy.org](http://ndenergy.org) website for more information.

Please note: The LoadPass Permit System provides the road restriction information, notifications and road restriction map as a courtesy to the counties and the industry. The information provided is from multiple data sources from the participating Counties. The information is believed to be accurate, but LoadPass cannot guarantee the accuracy of the information within the system. It is the permit holder's responsibility to follow all applicable road restrictions. A listing of the participating county road superintendents and sheriff offices is available for download on the [ndenergy.org](http://ndenergy.org) website. Please call the county before driving to clarify any questions you have about county roadways or routing.

### **REQUIREMENTS:**

1. Overweight permits are not valid for movement on bituminous pavements when the atmospheric temperature is 85°F or above or when otherwise deemed necessary by county official(s).
2. No travel when inclement weather prevails, if visibility is poor or roadways are slippery.
3. Night Travel – Permits issued for over-dimensional movements of vehicles not exceeding 10 feet in total width including load are valid for travel during the day and night. Permits issued for over-dimensional movements of vehicles not exceeding 120 feet in total length, including load, are valid for travel during the day and night with proper lighting.
4. All vertical clearances are the responsibility of the permittee. Communication lines may be as low as 15'6", signal lights 16' and flashing lights 17'.
5. Require 18" x18" red flags, front & rear and traffic side of road
6. Require 12" x12" red flag at rearmost part of load when rear overhang is more than 4ft.
7. Must display a 12" x 60" 'OVERSIZE LOAD' sign front and rear.
8. Speed not to exceed 40 MPH on all roadways when the GVW exceeds 120,000 lbs or an axle group is more than 5,000 lbs over legal weight.
9. OVERDIMENSION RESTRICTIONS ARE THE SAME AS NORTH DAKOTA STATE LAW:

Liability of applicant: 1) The applicant or permittee, as a condition for obtaining and oversize or overweight permit, or both, permit, shall assume all responsibility for accidents, damage, or injury to any persons or damage to public or private property caused by the movement of any oversize or overweight, or both, vehicle or load covered by the permit while upon participating county, city or township roads of the LoadPass Permit System. 2) the applicant or permittee agrees to indemnify and hold harmless the counties, cities and townships participating in the LoadPass Permit System, their officers, and employees, and the LoadPass Permit System itself, from any and all claims resulting directly or indirectly from the movement of an oversize or overweight, or both, vehicle or load on any county, city or township roadways within the counties and or cities that are members of the LoadPass Permit System, governed by WDEA

**LoadPass Permits may be  
purchased online at:  
[www.loadpasspermits.com](http://www.loadpasspermits.com)**

For assistance, please call the LoadPass permit office  
at 701-566-5576 or email [permits@loadpasspermits.com](mailto:permits@loadpasspermits.com)