

# MANUAL OF ISSUANCE OF SPECIAL HAULING PERMITS ON WARREN COUNTY HIGHWAYS

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## A. INTRODUCTION

Section 4513.34 of the Ohio Revised Code, in part, grants permission to local authorities with respect to highways under their jurisdiction, to issue special permits for the operation of vehicles or combinations of vehicles of a size or weight of a vehicle or load exceeding the maximum specified in Sections 5577.01 to 5577.09 of the Ohio Revised Code.

The Warren County Board of Commissioners, in their effort to effectively control the use of County maintained highways, have set forth the following conditions whereby permission may be granted to operate such oversize or overweight vehicles or move such oversize or overweight loads in a manner that will not materially affect the safety of the motoring public or the integrity of the highway or structures.

## B. SCOPE AND APPLICATION

This policy applies to the movement on or across any and all Warren County and Township Trustee maintained highways of all vehicles and loads that exceed the maximum allowable weight, width, height, and/or length as described in Sections 5577.04 and 5577.05 of the Ohio Revised Code.

## C. PERMITS

### 1. GENERAL

All individuals, firms, partnerships, companies or corporations wishing to operate or move a vehicle or combination of vehicles of a size or weight of vehicle or load exceeding the maximum specified in Sections 5577.01 to 5577.09 of the Ohio Revised Code on any or all Warren County and Township Trustee maintained highways or bridges must obtain a special hauling permit from the Warren County Commissioners through the Warren County Engineer.

### 2. TYPES OF PERMITS

#### Trip

The trip permit provides for one movement of one vehicle and load(s) over one specific route. Special provisions such as signage, escorts, etc. will be specified in the permit.

## Trip and Return

The Trip and Return permit provides for two movements of a specific vehicle and load(s) over the same specified route. Special provisions required such as signage, escorts, etc. will be specified in the permit.

### 3. RESPONSIBILITY FOR PERMITS

The Warren County Engineer on behalf of the Board of Warren County Commissioners shall be responsible for administering the issuance of special hauling permits, including receiving applications for special permits; reviewing applications for completion; inspecting proposed routes; recommending issuance or denial of permits, and maintaining records of all applications and permits.

### 4. REQUIREMENTS FOR OBTAINING A SPECIAL HAULING PERMIT

- a. The maximum axle weights for which a SPECIAL HAULING PERMIT WILL BE ISSUED are 29,000 pounds for a single axle, and 50,000 pounds for a tandem axle. However, if the County Engineer determines that vehicles with axles of these weights could cause damage to the highways or structures, the loads must be reduced or other routes selected. The maximum height, width, and length of vehicles or combinations for which a SPECIAL HAULING PERMIT will be issued will be determined by the clearances of structures or other obstruction and by the extent that a vehicle or combinations with such dimensions would interfere with or endanger normal traffic on the routes traversed.
- b. Prior to the issuance of any special hauling permit, a Certificate of Liability Insurance must be attached to the permit. The insurance coverage shall comply with the limits defined in Section D-4-a of this Manual, "Permit Procedure."
- c. Each application will be given individual consideration to determine whether the load can be moved or routed so as to be the least likely to cause damage to the highways, endanger or interfere with normal traffic.
- d. All weights and dimensions given on an application for a special hauling permit are to be the actual weights and dimensions and not the minimum allowable limits for such a movement.
- e. An application for a permit to move a load of such dimensions that may cause detouring of normal highway traffic will be reviewed by the Warren County Engineer.
- f. Non-compliance with the general or provisions of a permit, exceeding the weights or dimensions granted, or operating on dates or upon highways other than assigned shall render the permit null and void and the operator of the vehicle subject to arrest as provided in Sections 5577.02 to 5577.05 inclusive of the Revised Code of Ohio.

## 5. LIMITATIONS ON THE USE OF A SPECIAL HAULING PERMIT

- a. The granting of a permit does not guarantee that the load described can be moved without damage to the pavement or structure. The permit is granted on the assumption that the load can be moved without damage based on the best information available.
- b. Permittee will be held liable for any damage caused by the movement. The County assumes no responsibility for damage to the Permittee's equipment or load being moved due to any such failure. The Permittee agrees to compensate Warren County for any damage to a roadway or road structure and also to hold Warren County and the Warren County Engineer harmless from all claims, damages, or proceedings of any kind and from all responsibility for personal injury or property damages (public or private) caused directly or indirectly as a result of the transportation of said vehicle(s) or load(s).
- c. The applicant must file a certificate of their liability insurance, showing that the company has procured adequate insurance to cover the provisions of paragraph D-4-a of the manual, "Permit Procedure."
- d. A hard copy of the permit shall be in the possession of the driver at all times during the progress of transportation and will be shown on demand to the Warren County Engineer or their representative, the Warren County Commissioners, the Warren County Sheriff or the Ohio State Highway Patrol.
- e. Permit applies only to county and township roadways. Permit also applies to all county bridges regardless of roadway.
- f. An ODOT permit will be required for ODOT owned structures over the Interstate Highway System on county or township roadways.
- g. The permission granted restricts the movement of the vehicle(s) or load(s) to the highways specified, between the points designated, and within the time allotted.
- h. A representative of the Warren County Engineer may be required to be present during the time of movement if so stipulated in the permit. Notification of the exact time of movement must be made during the County Engineer's normal working hours. If a representative of the Warren County Engineer is required to be present during the movement, a minimum of two hours is required between time of notification and start of move.
- i. All permit requests must be made during normal working hours Monday thru Friday 8:00 a.m. to 4:00 p.m., excluding holidays.
- j. Movements under a special hauling permit shall be made during daylight hours and in such a manner to minimize disruptions to normal highway traffic. If the applicant wishes to make a movement after daylight hours and can prove to the County that such a movement can be safely made and would minimize disruption to normal traffic to a lesser extent than

during daylight hours, then such a move may be granted. All movements made after daylight hours shall be required to have a minimum of two escorts.

- k. Escort(s) shall be required when a hazard exists or when a vehicle and/or loads exceed certain dimensions. Escort(s) shall be required under the following circumstances:
  - 1. When total width including any load exceeds 10 feet but is less than 13'-6", a minimum of one escort shall be required.
  - 2. When total width including any load equals 13'-6" or more a minimum of two escorts shall be required.
  - 3. When overall length including any load exceeds 80 feet but less than 90 feet, a minimum of one escort shall be required.
  - 4. When overall length including any load exceeds 90 feet or more, a minimum of two escorts shall be required.
  - 5. When overall height including load equals 14'-6" or more, a minimum of one escort shall be required with height sensing equipment.
  - 6. When any two of width, length and/or height are required, two escorts shall be required.
  - 7. When movement is to be made after daylight hours a minimum of two escorts shall be required.
  - 8. Vehicles and loads that are extremely heavy, wide, or long may require additional escorts and will be so specified in the permit. The requirements for escorts may be waived or modified if conditions exist that would allow safe movement of the vehicle and load(s) without undue risk or hazard. Any modifications to the above conditions will be specified in the permit and will supersede the minimum requirements as otherwise stated. The Warren County Engineer or their representative shall make the final determination of escort requirements for a particular move.
  - 9. Law Enforcement Officer escort(s) maybe required at the discretion of the Engineer.
    - a. If Law Enforcement Officer escort(s) is required, it is the permit holder's responsibility to contact the Warren County Sherriff's Office to set up the detail for the movement.
    - b. If Sheriff Escort is required and the move is to occur during normal business hours (8am-4PM), please contact Deputy Mark Pelfrey at [mark.pelfrey@wcooh.org](mailto:mark.pelfrey@wcooh.org) before 3:00pm the business day prior to the move for arraignments. If the move is not during normal business hours, please contact Deputy Mark Pelfrey at least forty eight hours prior to the requested move. Please ensure your move arrives at the time you requested. If arraignments are not made with Deputy Mark Pelfrey in the allocated time, your move will be delayed.
- l. No vehicle(s) or load being transported under a Special Hauling Permit shall stop on the road for any reason.
- m. No vehicle(s) or load(s) being transported under a Special Hauling Permit shall be left parked on the roadway either day or night except in an emergency, in which case adequate protection shall be provided within the limits of the roadway.

- n. The vehicle(s) or load(s) being transported shall not be loaded or unloaded within the limits of the roadway.
- o. The operator of the vehicle(s) must comply with all laws, rules, or regulations covering the movement of traffic over highways and streets.
- p. Any time road, weather or traffic conditions make travel unsafe, movements shall be delayed until safe conditions exist.
- q. A permit will not be issued for loads that are divisible into legal loads, such as gravel, dirt, mulch, scrap iron, ready mixed concrete, etc., and equipment and/or machinery that can be reasonably broken down and transported in legal loads.
- r. Oversize and/or overweight loads shall be operated or moved at such speeds and in such manner as to cause minimum interference with other traffic and minimum impact stresses on structures and pavements. If a reduced speed is determined necessary for safe movement, a required speed limit will be specified in the PROVISIONS portion of the permit.
- s. Loads having extremely large dimensions shall require additional protective measures when necessary for the safeguarding of other traffic. Every effort shall be made to limit traffic congestion in both directions. One or more flaggers, or escort(s) may be required and will be specified in the permit.
- t. Non-compliance with general or provisions of a permit, exceeding the weights or dimensions granted, and/or operating on dates and highways other than assigned shall render the permit null and void. The operator of the vehicle will be subject to arrest, as provided in Sections 5577.02 to 5577.05 inclusive of the Revised Code of Ohio, and/or a fine as provided in Section 4513.34.
- u. All construction equipment and other machinery shall be identified showing the manufacturer's name and the model.

## 6. PRIVATE ESCORT REQUIREMENTS

### a. Vehicle Requirements

A private escort vehicle may be a passenger sedan, open van type vehicle, station wagon, or two (2) axle panel or pickup truck having a rated capacity not to exceed two tons. An escort vehicle shall have a rear view mirror on each side and shall be in good mechanical condition. It shall be equipped with a two-way radio for communication with the operator of the permit movement, and shall carry at least one spare tire at all times. Escort vehicles, when required by a Special Hauling Permit to accompany an over dimensional or overweight vehicle/load, shall be required to display a warning sign, yellow with black letters, reading "OVERSIZE LOAD". The sign shall be 5 feet long by 12 inches high with 8 inch high letters. When a private escort vehicle is traveling ahead of the permit vehicle,

it shall display an “OVERSIZE LOAD” sign visibly toward the front, and when the escort vehicle is trailing, the sign shall be displayed to the rear. All private vehicles shall have a flashing or rotating amber beacon of such intensity as to be clearly seen at a minimum distance of 1000 feet in normal daytime conditions.

b. Operator Requirements

A private escort vehicle operator shall be at least 18 years of age and have a valid driver’s license.

c. Position

1. When one escort vehicle is required for width it shall precede the permit movement when operating on two-lane highways with traffic in either direction. It shall, if at all possible, be positioned 150 feet in advance of the permit movement.
2. When one escort vehicle is required for length it shall follow the permit movement when operating on two-lane highways with traffic in either direction. It shall, if at all possible, be positioned 150 feet behind the permit movement.
3. When one escort vehicle is required for height it shall precede the permit movement when operating on two-lane highways with traffic in either direction. It shall, if at all possible, be positioned 150 feet in advance of the permit movement.
4. When two escort vehicles are required one shall precede the permit movement and the other shall follow the permit movement at a distance of 150 feet where possible.
5. No action shall be taken by an escort or towing vehicle to prevent an overtaking vehicle from safely entering and occupying the space between the escort and the permit vehicle.

d. Traffic Control

Escort vehicles, together with flaggers, shall control the permit movement in a manner that will insure the safety of the traveling public. When it becomes necessary to occupy a portion of the opposing traffic lane for any reason, it shall not be occupied by the permit movement until the operator is signaled by the escort driver or flagger that the lane is clear of opposing traffic. Opposing traffic shall not be stopped except in extreme emergencies or as directed by a police officer. It shall be the responsibility of the operator of the permit movement to stop safely until the opposing lane is free of approaching traffic before proceeding, regardless of conflicting signals by an escort driver or flagger.

e. Headlights

Towing and private escort vehicles are required to have headlights turned on at all times during the permit movement.

f. Law Enforcement Officer

A law enforcement officer(s) may be required for your move. A law enforcement

officer(s) may not be used in lieu of a private escort vehicle.

## **D. PERMIT PROCEDURES**

### **1. GENERAL**

- a. The procedures set forth herein shall serve as a guide in establishing a uniform method for the application of regulations governing the issuance of permits to operate or move vehicles or combinations of vehicles of a size or weight of a vehicle or load exceeding the maximum specified in Sections 5577.01 to 5577.09 of the Ohio Revised Code on or across any and all Warren County and Township Trustee maintained highways and bridges.
- b. Issuance of special hauling permits shall apply only to County highways outside of municipal corporations unless the County has, by agreement, assumed full maintenance of a section of highway that lies wholly or in part within a municipal corporation or any County maintained bridge regardless of roadway jurisdiction.
- c. Requests for special hauling permits must be made in accordance with the policies and procedures as set forth in this section. Applicants are advised that these permits cover Warren County and Township Trustee maintained highways and bridges. Permits to move over state highways must be obtained from the Director of Transportation. Permits to move over municipal highways must be obtained from the applicable municipality if so required. The Warren County Commissioners assume no responsibility for the failure of the applicant to secure such applicable state or municipal permits.

### **2. APPLICATION FOR PERMIT**

- a. Application for special hauling permit forms is available online at <http://www.wceo.us/Operations/Permits.aspx>. The office of the Warren County Engineer is located at 210 W. Main Street, Lebanon, Ohio 43036, Telephone: (513) 695-3301; Fax (513) 695-7714. Normal working hours are 8:00 a.m. to 4:00 p.m. Monday through Friday, excluding holidays.
- b. Submit applications to:
  - Primary Contact:  
Dominic Brigano, P.E., S.I.  
(o) 513-695-3313  
[Dominic.Brigano@co.warren.oh.us](mailto:Dominic.Brigano@co.warren.oh.us)
  - Secondary Contacts:  
Roy Henson, P.E., P.S.  
(o) 513-695-3310  
[Roy.Henson@co.warren.oh.us](mailto:Roy.Henson@co.warren.oh.us)
  - Matt Ervin  
(o) 513-695-7727  
[Matthew.Ervin@co.warren.oh.us](mailto:Matthew.Ervin@co.warren.oh.us)

Other Contact:  
Deputy Mark Pelfrey  
[Mark.Pelfrey@wcsooh.org](mailto:Mark.Pelfrey@wcsooh.org)

- c. Completed applications containing all required information as outlined on the application form shall be returned to the Warren County Engineer for processing.
- d. All applications must show the exact axle spacing and weights. If the application is not for an overweight movement, weights and axle spacing are not required to be shown unless specifically requested by the Warren County Engineer or their designate. The form must be complete in every other regard.
- e. Applications shall bear the signature and title of the person (or his/her authorized representative) assuming full responsibility for the proposed move.

### 3. APPLICATION REVIEW AND SITE INSPECTION

- a. After receiving the application, the County Engineer will review the form for completeness. The County Engineer or their authorized representative will inspect the proposed route, examining roadway and structure conditions.
- b. Review time will be governed by the amount of weight and size of the vehicles or loads to be moved together with the length of the proposed route and the impact the move will have on the highway. Permits will be processed as soon as possible in the order they are received. While routine requests can normally be handled in half a working day, permittees should try to schedule their moves to allow at least one normal working day of processing time. When characteristics of a movement require field or structure analysis a minimum of two (2) working days should be allowed for processing the application. All applications should be made as soon as possible to avoid unnecessary delays.
- c. If, after reviewing the application and inspecting the proposed route, the County Engineer determines that the proposed move would materially affect the operation or maintenance of the highway, a conference may be scheduled at the applicant's request to discuss possible revisions to the proposed route and/or reductions in size and weight of the load. If application or route condition is not suitable for permit issuance, the permit will be denied for that designated route and the applicant will be so informed.

### 4. INSURANCE

Prior to issuance of a special hauling permit, the applicant will be required to furnish the following liability insurance and agree to indemnify the County by checking the box on the Special Hauling Permit Application:



a. Liability Insurance

Permit Applicant shall procure and maintain for the duration of the “Special Hauling Permit” insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, their agents, representatives, employees or subcontractors.

**MINIMUM SCOPE AND LIMIT OF INSURANCE**

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage. **Transporters of Hazardous Materials and Wastes** are required to carry the MCS-90.

The MCS-90 is a required endorsement to a business automobile policy for hazardous material/waste transporters.

3. **Workers’ Compensation:** as required by the State of Ohio, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

4. **Umbrella or Excess Liability:** Insurance with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. (*Umbrella or Excess will attach to the General Liability, Auto Liability and Employers Liability*). Any combination of GL, Auto & Umb/Excess Limits providing at combined total of at least \$3,000,000 per occurrence will be acceptable.

***Acceptability of Insurers***

*Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best rating of no less than A: VII, unless otherwise acceptable to the County*

***Self-Insured Retentions***

Self-insured retentions must be declared to and approved by the Board of Warren County Commissioners. At the option of the County, either: the Permit Applicant shall cause the Permit Applicant to reduce or eliminate such self-insured retentions as respects the County, its officers, officials, employees, and volunteers; or the Permit Applicant shall provide a financial guarantee satisfactory to the County guaranteeing payment of losses and related investigations, claim administration, and defense expenses. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or County.

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the Entity requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Entity.

b. Indemnify

It is distinctly understood and agreed that the Company, in consideration of an additional premium already included, and in consideration of the granting of a permit to the INSURED by the WARREN COUNTY ENGINEER'S OFFICE for transporting loads of excessive size and weight upon the public highways of Warren County, pursuant to the provisions of the OHIO VEHICLE LAW, 4513.34 of the Ohio Revised Code will indemnify and save harmless the WARREN COUNTY ENGINEER'S OFFICE and the WARREN COUNTY BOARD OF COUNTY COMMISSIONERS from all loss arising from damage to the road beds and wearing surfaces of any highways and structures used by said permittee and all sub-surface installation, and/or signs, signals, etc. not exceeding in the aggregate of per OCCURANCE.

c. Liability Insurance – Personal Insurance

For those individuals (non-companies) whom do not comply with the insurance “Minimum Scope and Limit of Insurance” will have to disclose this to Warren County and provide proof of all insurance that they maintain and the Risk Management Department will have to review and determine whether acceptable or what additional steps the applicant may have to take to be considered acceptable.

## 5. ISSUANCE OF PERMITS

- a. After all necessary insurances have been received and after both the applicant and the County Engineer have agreed on the time of the move and the route, the County Engineer, acting as the representative of the County Commissioners, will administer the issuance of the permit.
- b. The Warren County Engineer, acting under the authority of the County Commissioners, may recommend issuance of a permit, rejection of the application or request that a revised application be submitted.
- c. Issued permits will be signed by the Warren County Engineer or their designate.

## 7. PERMIT VIOLATIONS

- a. Misrepresentation of information on a permit or non-compliance with the provisions of a permit may result in revocation of a permit or other administrative actions against an offender. Administrative actions include but are not limited to:
  1. Official letter of reprimand.
  2. Imposition of special conditions on future permits deemed appropriate to assure compliance.
  3. Rejection of future permit applications for specified periods of time.
- b. Following an arrest for a permit or traffic violation, the equipment may be removed to a safe location at the direction of the arresting officer who may then revoke the permit and prevent further movement until a new permit is issued or authority is granted to continue

the movement. If such authority or permit is refused, the vehicle and load may be required to be reduced to legal or permit size and/or weight.

- c. A record of permit violations and supporting evidence will be maintained in the permit files in the Warren County Engineer's Office and will be reviewed when future applications for permits by the permittee are being considered.

## **E. FEES**

### **1. GENERAL**

- a. A fee, payable to the Warren County Engineer, may be charged to cover the cost of issuing a permit and/or inspecting the roadway and structures before, during and after the permitted movement.
- b. Permit fees shall be paid by check or money order. The permit holder may elect to establish an account with the Warren County Engineer's Office whereby future permit fees may be drawn from the balance.
- c. If the permit application is crossing a structure that is in need of a special load rating for a submitted permit and is unable to be completed by the Warren County Engineer's Office, Warren County will hire a Consultant to complete the load rating of the structure. Cost of the load rating will be paid by the permit applicant. Load rating may take several weeks to complete.
- d. Fees for special inspection fees shall be as follows:
  - 1. \$40 per hour for each employee involved with the inspection
  - 2. Vehicles and equipment utilized for the inspection will be billed at the standard hourly rate established by the Warren County Engineer.

### **2. INSPECTION FEES**

- a. The permit holder will be responsible for all inspection fees charged for the movement of a load.
- b. An inspection fee will be charged when an inspector is required to perform inspection at a time other than normal working hours.
- c. Normal working hours are 8:00 A.M. to 4:00 P.M., Monday through Friday, excluding holidays.
- d. If in the event an inspector is needed and the hauler does not arrive or commence the move at the designated time, a minimum 2 hour charge will be assessed.

- e. There will be a two hour minimum charge, in addition to the cost of the permit anytime an inspector is required.
- f. Failure to pay invoices billed for inspections within (30) days after receipt of invoice may result in the withholding of issuance of any future special hauling permits until the invoices have been paid.