

How to Apply for a permit

- Submit the Oversized Load Permit Application through our online portal [eTRAKiT](#).
- If you do not have an account, you can create an account via the Public Account Setup link. When creating an account, list out the Company Name for First Name and Last Name. For example, if ACME Transportation is applying, the First Name would be ACME and the Last Name would be Transportation.
 - a. Applicant: Full Company Name of Permit Applicant Company (If you are the company transporting, then use Full Company Name of Transportation Company.)
 - b. Contractor: Full Company Name of Transportation Company
 - c. Owner: Full Company Name of Transportation Company
- Select Apply / New Permit. **Use Adobe Acrobat to fill out the form fillable application.**
- Upload the form fillable application as an attachment.
- Follow the additional eTRAKiT prompts to complete the application process.
 - a. The Location portion of the online application is not required.
 - b. The Job Value is equal to the permit value (\$16 or \$90).
 - c. When filling out the Contact Information please use the full Company name.
- To view status and print the issued permit see 'How to View Permit Status & Issued Permit'.

Tips for Applying

- If the load has more than 9 axles, you would need to create a separate application document with the same information.

- When you want to submit the information in the Attachments, simply attach both as separate documents for the load. You can list them as part A and part B of the permit for the single load.
- If there are multiple loads, a single permit application must be submitted for each individual load on eTRAKiT.
- If the load does not exceed the number of axles already listed on the document, you only need to fill out one page.
- Do not fill out authorized agent signature until after the issuance of the permit
- Take note of the permit reference number for viewing permit status.

How to View Permit Status & Issued Permit

- Login to [eTRAKiT](#).
- Select Search. This will allow you to search for existing permits and to view their status as well as any attachments.
- Type in the permit reference number.
- Under 'My Active Permits', you will see a 'Status' column.
 - a. If the 'Status column says 'Issued', your permit is available for download and printing.
- To download your permit, select the paper clip icon for the permit record you wish to view. This icon is the 'Attachments' associated with the permits. From there, the permit can be viewed and downloaded. You can also receive a copy of the issued permit via email.

How to Submit Permit Corrections

- Search for the permit record. (See 'How to View the Status of Permit & Obtain Issued Permit' section above.)

- **Select the paper clip icon for the permit record you wish to view. This icon is the 'Attachments' associated with the permit.**
- **To submit your permit correction, select the permit attachment correction you wish to upload.**
- **Add a description.**
- **Select 'Upload'.**
- **Verify that the document has uploaded under Attachment(s).**