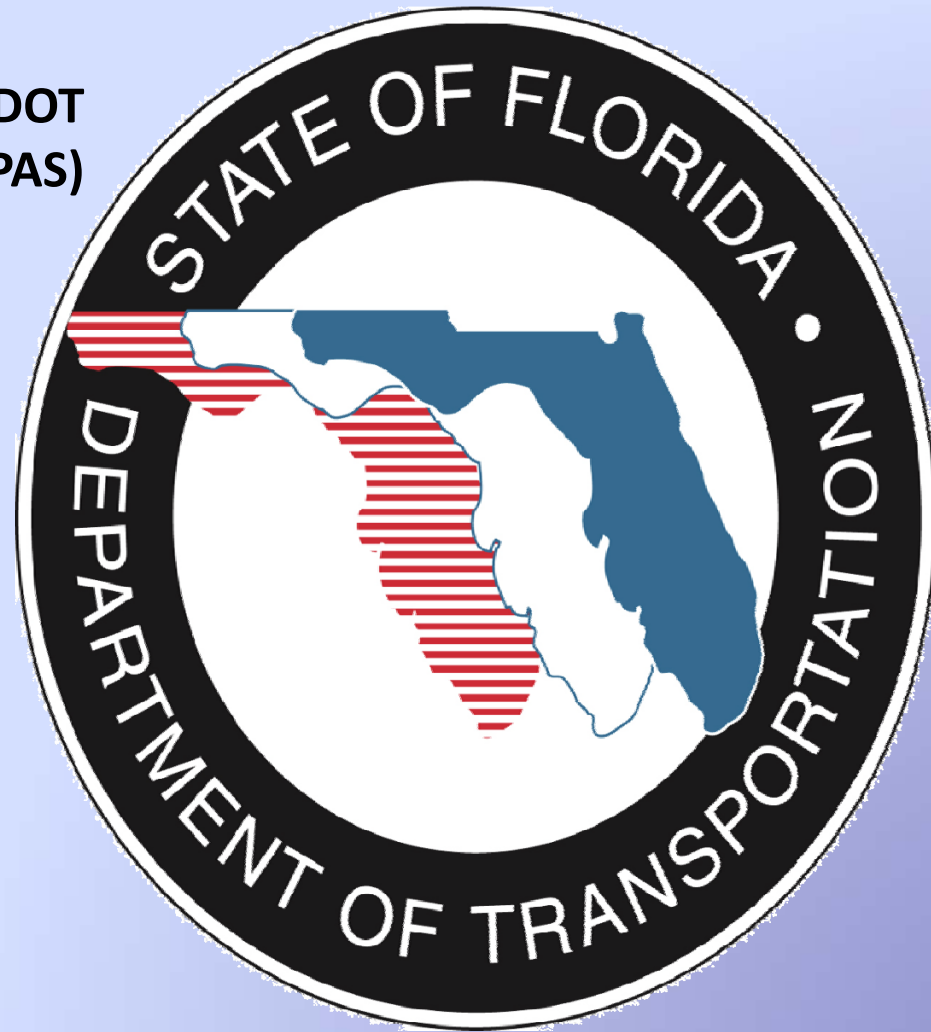


**FDOT
Permit Application System (PAS)**



December 2013

Important PAS Information

- ✓ The following permits can be self-issued by the user (pending qualification and online payment):
 - ✓ Loads up to 12 feet wide, 14 feet 6 inches high and 120 feet long.
 - ✓ All Truck Tractor Semi-Trailers weighing up to 112,000 pounds (including Sealed Containers, Inner Bridge & Divisible Loads).
 - ✓ All self-propelled vehicles weighing up to 80,000 pounds.
- ✓ Loads up to 8 feet 6 inches wide, up to 14 feet 6 inches high and/or up to 80 feet long are allowed to travel all days, all hours. Do not check the nighttime travel box if you do not exceed these dimensions. **Note:** Anytime a user checks the box for nighttime movement, the application will automatically require review by the Department of Transportation.
- ✓ Users applying for a Divisible Load permit will be responsible for ensuring that their requested route does not include travel on any portion of the Interstate Highway System.
- ✓ Maximum 12 feet width and 14 feet 6 inches height allowed on Florida's Toll Roads.
- ✓ PAS does not verify routing for width, length, height or local roadways.
- ✓ Contact the Permit Office at (850) 410-5777 for further details.

Login Screen



PERMIT APPLICATION SYSTEM

Log On

FDOT Disclaimer

By logging on to a FDOT system, you acknowledge your responsibility to comply with all laws, rules, directives, policies, and procedures related to the use and security of information technology resources. Unauthorized use is strictly prohibited. You are hereby on notice that you should have no expectation of privacy as to your use of Department information technology resources as all data is potentially subject to Florida's public records law.

Permits are issued for travel on the State and Federal network only. Do not attempt to obtain a permit for local network working using this system.

Account Information

Please enter your username and password.
[Create New Account](#) if you don't have an account.

User name:

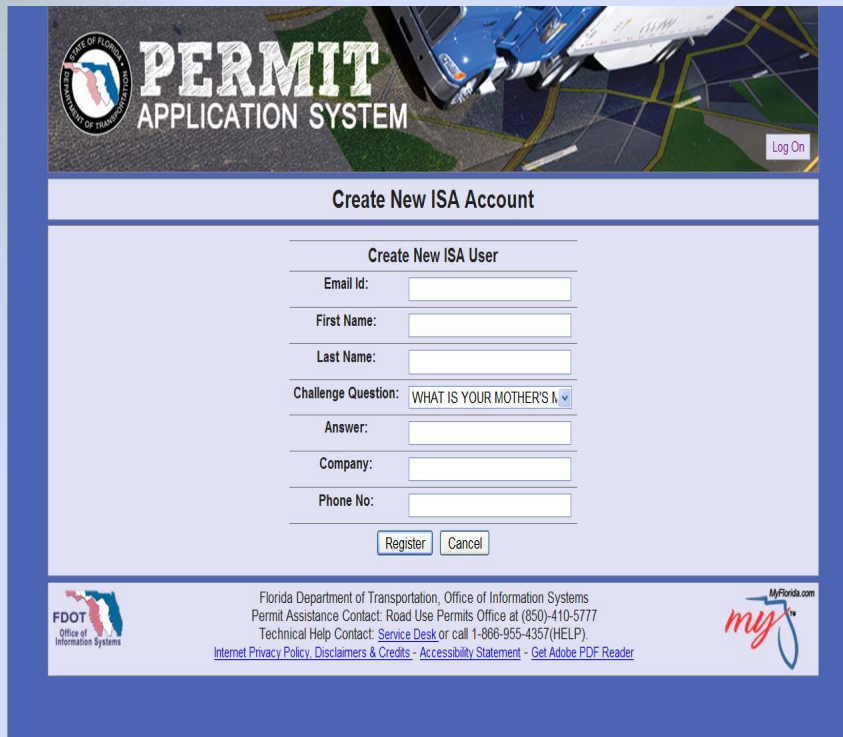
Password:

[Forgot Password? \(External Accounts\)](#)

Florida Department of Transportation, Office of Information Systems
Permit Assistance Contact: Road Use Permits Office at (850)-410-5777
Technical Help Contact: [Service Desk](#) or call 1-866-955-4357(HELP)
[Internet Privacy Policy](#) - [Disclaimers & Credits](#) - [Accessibility Statement](#) - [Get Adobe PDF Reader](#)

New system users will be required to select the “Create New Account” link in order to access PAS.

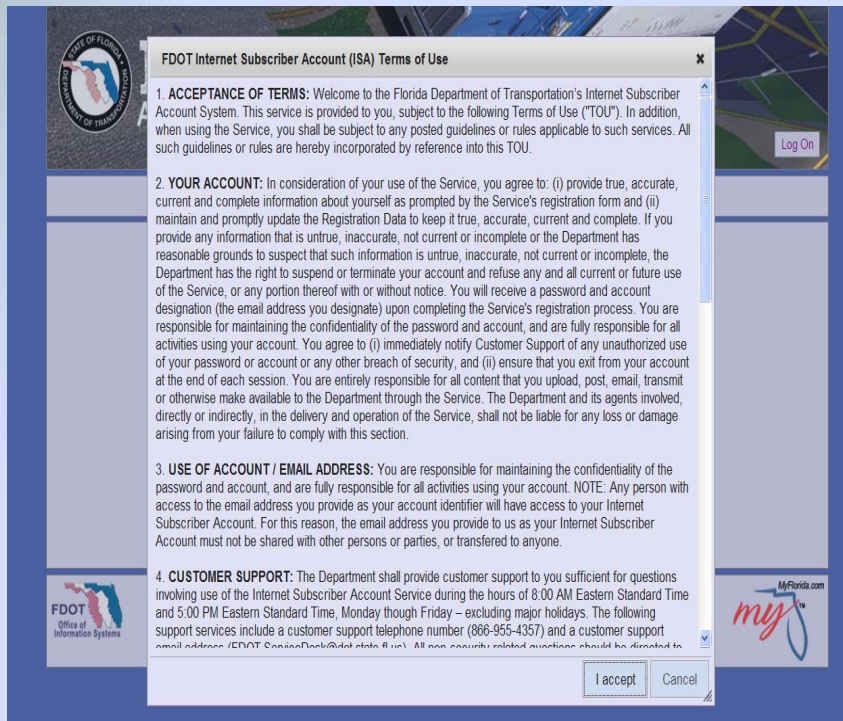
Create New ISA Account



The screenshot shows the 'PERMIT APPLICATION SYSTEM' interface. At the top left is the Florida Department of Transportation logo. The main title is 'PERMIT APPLICATION SYSTEM'. Below this is a 'Log On' button. The central section is titled 'Create New ISA Account' and contains a 'Create New ISA User' form with the following fields: Email Id, First Name, Last Name, Challenge Question (a dropdown menu currently showing 'WHAT IS YOUR MOTHER'S I...'), Answer, Company, and Phone No. There are 'Register' and 'Cancel' buttons at the bottom of the form. The footer includes the FDOT logo, contact information for the Office of Information Systems, and a 'myFlorida.com' logo.

- Enter a valid email address.
- Enter first and last name of user.
- Select a challenge question and provide the appropriate answer.
- Provide the company name and phone number.

FDOT Internet Subscriber Terms of Use



The user will be prompted to read and agree to the “FDOT Internet Subscriber Account (ISA) Terms of Use” prior to completing registration and accessing the system.

Home Screen

#1

1. Home Links

- › Manage Account Profile
- › Create Applications
- › Search Options
- › View Blanket Maps (TTT and Crane)

2. Applications Section

- › Manage Applications
- › Pay Applications
- › Duplicate Applications

3. Permits Section

- › Print Permits
- › Duplicate an application from a permit

Home

[Manage Account Profile](#) | [Create Application](#) | [Search](#) | [View Blanket Maps](#)

APPLICATIONS

Permittee Filter:

| Action | Permit Type | ID | Permittee | Travel Begin | Travel End | Status |
|---------------------------------|-------------|----------------------------|---|--------------|------------|----------|
| Duplicate | TRIP | TR-1074578 | TEST COMPANY - TTT - OVER 112K ONLY | 12/05/2013 | 12/15/2013 | REVIEW |
| Duplicate | TRIP | TR-1074577 | TEST COMPANY - STRAIGHT TRUCK - NON LOCAL | 12/05/2013 | 12/15/2013 | REVIEW |
| Duplicate | TRIP | TR-1074576 | TEST COMPANY - CRANE | 12/05/2013 | 12/15/2013 | REVIEW |
| Duplicate | BLANKET | BL-1074575 | TEST COMPANY | 12/05/2013 | 12/05/2014 | REVIEW |
| Pay - Duplicate | TRIP | TR-1074574 | TEST COMPANY - CRANE | 12/05/2013 | 12/15/2013 | APPROVED |
| Pay - Duplicate | TRIP | TR-1074572 | TEST COMPANY | 12/13/2013 | 12/23/2013 | APPROVED |

PERMITS

Permittee Filter:

| Action | Permit Type | ID | Permittee | Travel Begin | Travel End | Status |
|-----------------------------------|-------------|-----------------------------------|------------------------------------|--------------|------------|--------|
| Print - Duplicate | TRIP | 1074589-2013-0001 | TEST COMPANY - WRECKER - NON LOCAL | 12/05/2013 | 12/15/2013 | ISSUED |
| Print - Duplicate | BLANKET | 1074588-2013-0001 | TEST COMPANY (BOC) & NON LOCAL | 12/05/2013 | 12/05/2014 | ISSUED |
| Print - Duplicate | TRIP | 1074586-2013-0001 | TEST COMPANY | 12/05/2013 | 12/15/2013 | ISSUED |

#2

#3

Account Profile

“Account Profile” is a new feature which allows users to save and manage Permittee Information, Vehicle Configurations and Routes. Account profiles are not tied to any other part of the system and the user is not required to create an account profile in order to apply for permits in PAS. This feature simply allows the user to enter and save an unlimited amount of permittees, vehicle configurations and routes for future permit application. Once this information is saved, the account owner or its delegates can create permit applications by selecting stored account information to populate the permit application. Users can also edit existing account information and save the newly modified information to the account from the permit application screens.

“Delegates” are users assigned to the account by the account owner. Delegates must be registered ISA users. An unlimited number of Delegates can be added to an account. Delegates can select, add or remove permittees, vehicle configurations and routes from the account.

Account Owners can also add up to five (5) ISA users to their account who will receive email notifications related to permit application statuses and account activities.

Note: The asterisks symbol (*) indicates required fields in PAS.

Account Profile (Cont.)

Account Profile Information Permittee Information Vehicle Configuration Routes

Save

Account Name

Account Owner:

Change Account Owner:

First Name: * Middle Initial: Last Name: *

Business Name: * Escrow Account #:

Address

Address: *

Line 2 (Optional):

Country: * City: *

State/Province: * Zip: *

Verify Address The US Postal Service has located a corresponding address.

Phone No.: * Ext.:

Fax No.:

“Account Profile Information” Tab:

- Enter Account Owner information
- Assign Delegates
- Assign email recipients

Account Profile (Cont.)

Account Profile Information | **Permittee Information** | Vehicle Configuration | Routes

Add Permittee

| Action | First Name | Last Name | Business Name | Address | Phone Number | Email Address | Group Name |
|---|------------|-----------|---------------|--|--------------|-----------------------------|------------|
| View Delete | EXAMPLE | USER | TEST COMPANY | 605 SUWANNEE ST TALLAHASSEE, FL 32399-6544 | 850-410-5777 | FDOT.PERMIT@DOT.STATE.FL.US | OPTIONAL |

Permittee Name

Is Permittee Information same as Account Owner?

Select or Type Permittee Group:
Select A Group Name ?

First Name: * Middle Initial:

Last Name: *

Business Name: * DOT #:

Address

Address: *

Line 2 (Optional):

Country: *

City: *

State/Province: *

Zip: *

Phone No.: *

Ext.:

“Permittee Information” Tab:

- Add/Remove/Modify Permittee Information.
- Assign “Permittee Groups”

Permittee Groups is an optional function which allows users to make a distinction between various permittees (e.g. Trucking Company ABC – Orlando Office).

Account Profile (Cont.)

Account Profile Information | Permittee Information | **Vehicle Configuration** | Routes

[Add New Vehicle](#)

| Action | Profile Name | Vehicle Configuration | Height | Width | Length | Outer Bridge | Trailer Length | Kingpin Distance |
|---|-------------------------|---------------------------------|------------|-----------|------------|--------------|----------------|------------------|
| View Delete | ORLANDO FLEET UNIT #403 | Sealed Containerized Cargo Unit | 13 ft 6 in | 8 ft 6 in | 80 ft 0 in | 56 ft 5 in | 0 ft 0 in | 0 ft 0 in |

Vehicle Information

Vehicle Profile Name: * ?

Vehicle Configuration: *

Gross Vehicle Weight: 0 lbs. Trailer Length: ft in

Total Height: ft in * Kingpin Distance: ft in

Total Width: ft in * Front Overhang: ft in

Total Length: ft in * Rear Overhang: ft in

Outer Bridge: 0 ft 0 in

This Vehicle Is Legal Weight As Per [F.S. 316.535](#)

Axle Information

Number of Axles:

| Weight | Axle Spacings | # of Tires | Tire Width |
|------------------------------------|--|----------------------------------|--|
| Axle 1: <input type="text"/> lbs * | | <input type="text" value="N/A"/> | <input type="text" value="N/A"/> in Remove Duplicate |
| Axle 2: <input type="text"/> lbs * | Axle 1 to 2: <input type="text"/> ft <input type="text"/> in * | <input type="text" value="N/A"/> | <input type="text" value="N/A"/> in Remove Duplicate |

Note: Number of Tires must be between 2 and 16 for each Axle.
Note: Please round Tire Width to the nearest whole inch.

Add Optional Trussing Information (Select axle to add Trussing Information)

“Vehicle Configuration” Tab:


- Add/Remove/Modify Vehicle Configurations.
- Assign “Vehicle Profile Name”

Vehicle Profile is an optional function which allows users to make a distinction between various vehicle configurations (e.g. Lowboy Trailer – Unit # 623).

Account Profile (Cont.)

Account Profile Information Permittee Information Vehicle Configuration **Routes**

| Action | Route Desc | Starting Location | Destination |
|---|--------------------|------------------------|------------------------|
| View Delete | GA LINE TO AL LINE | I-75 - AT GEORGIA LINE | I-10 - AT ALABAMA LINE |



“Routes” Tab:

- View/Remove routes

The Routes tab works differently than the permittee information and vehicle configurations tab in that information cannot be added on this tab. Route information can only be saved from the permit application’s “3. Routing” tab.

Create Application

Application Maintenance

1. General Information | 2. Permit & Vehicle Conf. | 3. Routing | 4. Attachments | 5. Review & Submit | 6. Payment

General Information

Permittee Information

Permittee: TEST COMPANY
New Permittee
TEST COMPANY

First Name: EXAMPLE * Middle Initial: Last Name: USER *

Business Name: TEST COMPANY *

Address: 605 SUWANNEE ST *

Line 2 (Optional):

Country: United States * Phone No.: 850-410-5777 *

City: TALLAHASSEE * Ext.:

State/Province: Florida * Fax No.:

Zip: 32399-6544 *

The US Postal Service has located a corresponding address.

Email: FDOT.PERMIT@DOT.STATE.FL.US *

Invoice Information

Is invoice same as permittee?

“General Information” Tab:

- Enter Permittee Information

This function can be performed by either entering new permittee information or by selecting pre-stored account information from the “Permittee” drop down menu. New and modified permittee Information can also be stored to an account from this screen. Upon saving user information to this screen, the system will automatically generate an application number which will appear on the next tab (upper right corner).

Create Application (Cont.)

1. General Information | 2. Permit & Vehicle Conf. | 3. Routing | 4. Attachments | 5. Review & Submit | 6. Payment

General Permit Information

Permit Type: Blanket Route Specific Blanket Trip Number of Permits: 1
[How to request a Round Trip Permit](#)

Travel Begin Date: 12/12/2013 * Travel End Date: 12/22/2013 Will there be nighttime travel? ?

Select Profile Vehicle: ORLANDO FLEET UNIT #403
Select Profile Vehicle
New Vehicle

Vehicle Information

Vehicle Configuration: Sealed Containerized Caroo Unit *

Gross Vehicle Weight: 100000 lbs. Seal Number (Last Four Digits): 1534 *

Total Height: 13 ft 6 in * Identity Of Load: Select...
Total Width: 8 ft 6 in *
Total Length: 80 ft 0 in *
Outer Bridge: 56 ft 5 in
Trailer Length: 0 ft 0 in
Kingpin Distance: 0 ft 0 in
Front Overhang: 0 ft 0 in
Rear Overhang: 0 ft 0 in

This Vehicle Is Legal Weight As Per [F.S. 316.535](#)

Axle Information

Number of Axles: 5

| Weight | Axle Spacings | # of Tires | Tire Width | |
|---------------------|---------------------------|------------|------------|--|
| Axle 1: 12000 lbs * | | N/A | N/A in | Remove Duplicate |
| Axle 2: 22000 lbs * | Axle 1 to 2: 13 ft 5 in * | N/A | N/A in | Remove Duplicate |
| Axle 3: 22000 lbs * | Axle 2 to 3: 5 ft 0 in * | N/A | N/A in | Remove Duplicate |
| Axle 4: 22000 lbs * | Axle 3 to 4: 3 ft 0 in * | N/A | N/A in | Remove Duplicate |

“Permit & Vehicle Conf” Tab:

- Enter Vehicle Configuration Information

This function can be performed by either entering a new vehicle configuration or by selecting pre-stored account information from the “Select Profile Vehicle” drop down menu. New and modified vehicle configurations can also be stored to an account from this screen. At this stage of the application process, the user can exit at any point and any saved information will be retained. The user can re-enter the application at a later time by selecting “manage” next to the application ID number on from the Home Screen.

Create Application (Cont.)

1. General Information 2. Permit & Vehicle Conf. 3. Routing 4. Attachments 5. Review & Submit 6. Payment

Routing Information

There is currently no valid route associated with this application.

Route Information Directions

Select Route: GA LINE TO AL LINE
New Route

Enter Starting: GA LINE TO AL LINE

Type: State Boundary

State Boundary: I-75 - AT GEORGIA LINE

[Highlight on Map](#)

Reverse Route ?

Enter Destination Location

Type: State Boundary

State Boundary: I-75 - AT GEORGIA LINE

[Highlight on Map](#)

Generate Route

“Routing” Tab:

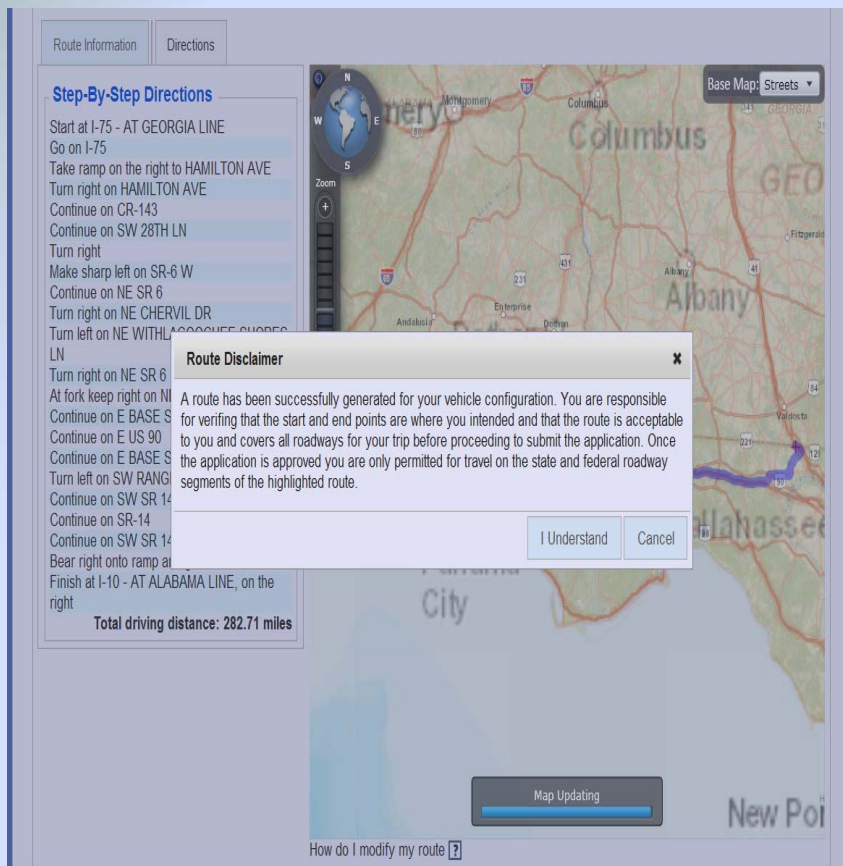
- Enter Route Information

This function can be performed by either entering a new route or by selecting pre-stored account Information from the “Select Route” drop down menu. New and modified routes can also be Stored to an account from this screen. Routing options include entering a physical address, selecting a seaport, airport or state boundary or by using freeform routing. Freeform routing is when The user zooms in to the lowest level possible and places a point on the map.

The “Generate Route” button prompts the PAS Application to locate the most direct route available.

Users need to be aware that the **PAS** application **does not verify routes for length, width or height or routes on the local network.**

Create Application (Cont.)



“Routing” Tab (Cont.):

Users can manipulate system generated routes by Dragging the route line to the desired location (adding waypoints). Each time a waypoint is added, the system will automatically recalculate the route with the added point and determine if the route is still valid. The system will automatically make three (3) attempts to locate a valid route.

Users can also “switch to manual routing” and enter a text description of their desired route. **Note:** this will result in the Department of Transportation reviewing the application prior to permit issuance.

Once a valid route has been identified by the system, the user is required to read the “Route Disclaimer” language and select “I understand” prior to continuing.

Create Application (Cont.)

[View Application Pdf](#) **Application Maintenance** Application ID: 1074591

1. General Information 2. Permit & Vehicle Conf. 3. Routing 4. Attachments 5. Review & Submit 6. Payment

Additional Attachments

Letter Of Essentiality:

Schematic:

Survey Letters:

Maps:

Other:

Note: Data will not be saved for a given tab until all validation errors are corrected on that tab.

 Florida Department of Transportation, Office of Information Systems
Permit Assistance Contact: Road Use Permits Office at (850)-410-5777
Technical Help Contact: [Service Desk](#) or call 1-866-955-4357(HELP).
[Internet Privacy Policy](#) - [Disclaimers & Credits](#) - [Accessibility Statement](#) - [Get Adobe PDF Reader](#)



“Attachments” Tab:

Users can add attachments to their application such as Letter of Essentiality, Vehicle Schematics, Route Survey Letters, etc.

Note: Adding any attachments to an application will result in the Department of Transportation analyzing the application prior to permit issuance.

Create Application (Cont.)

[View Application Pdf](#) **Application Maintenance** Application ID: 1074591

1. General Information 2. Permit & Vehicle Conf. 3. Routing 4. Attachments 5. Review & Submit 6. Payment

Review and Submit

Application ID# 1074591 is completed and ready to be submitted. Please review your application before submission.

Routing Disclaimer

The Department does not analyze routes for oversize loads. The Department does not analyze routes or issue permits for travel on local roadways/bridges. The hauler is responsible for ensuring oversize clearances on route and for obtaining approval for travel on local roadways/bridges prior to movement.

Accept

1 / 2 100% Sign Find

Rule 14-26.00411, F.A.C. STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION REQUEST FOR SPECIAL ROAD USE OVERSIZE / OVERWEIGHT PERMIT APPLICATION (#1074591) FORM 850-040-02 MAINTENANCE 00C 06/09

Fax(850) 410-5779 Phone (850) 410-5777 or visit www.fdotmaint.com/permnew for more information or to apply online.

APPLICATION INFORMATION - Please select type of permit needed and quantity. Trip permits require a separate application for each load.

X TRIP (single load, valid for 10 days, specific route) BLANKET (valid for 1 year) ROUTE SPECIFIC BLANKET (specific route, for 1 year) QTY 1

CONTACT INFORMATION - Please provide information requested below. Application Number : 1074591

| | | | |
|-------------------|----------------------------|--------------------|-----------------------------|
| PERMITTEE NAME: | EXAMPLE USER | PHONE NUMBER: | (850) 410-5777 |
| INVOICE NAME: | EXAMPLE USER | FAX NUMBER: | |
| MAILING ADDRESS: | 605 SUWANNEE ST | EMAIL ADDRESS: | FDOT.PERMIT@DOT.STATE.FL.US |
| CITY, STATE, ZIP: | TALLAHASSEE, FL 32399-6544 | TRAVEL BEGIN DATE: | 12/12/2013 |

PAYMENT METHOD - Please select one of the following payment methods.

| | | | | |
|-------|------|-------------|-------------|------------|
| CHECK | CASH | MONEY ORDER | CREDIT CARD | ARI/ESCROW |
|-------|------|-------------|-------------|------------|

“Review & Submit” Tab:

The user has completed the application process at this point and needs to review the information entered for accuracy, review the routing disclaimer language, accept and submit. Once the application has been submitted, an application status will appear next to the application ID number.

Create Application (Cont.)

[View Application Pdf](#) **Application Maintenance** Application ID: 1074591 (APPROVED)

1. General Information 2. Permit & Vehicle Conf. 3. Routing 4. Attachments 5. Review & Submit 6. Payment

Payment Information

Your application for 1 Trip permit(s) is approved. The total amount due is \$97.

Please select payment method:

- Check
- Money Order
- Cash
- Escrow
- Online Payment (Visa/MasterCard Only)
- Credit Card via Phone (Visa/MasterCard/Discover/Amex)
- Not Paying

Note: Information and actions below change depending on the Payment Type selected.

Online Payment

[Secure Payment Gateway](#)

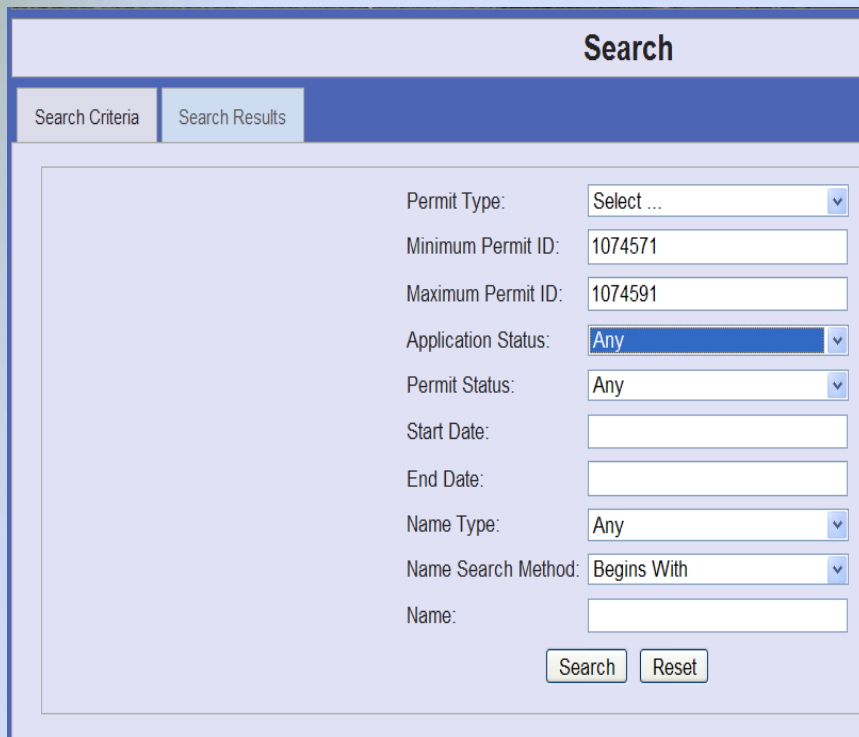
[Return Home](#)

“Payment” Tab:

The user must select a method of payment. Users can print **trip permits only** from the Home Screen once payment has been made. Blanket permits will still be mailed to customers. Users entering an application for “Approval Only” should select the “Not Paying” option. Applications with a “Not Paying” status will only be active for 14 business days. Expired applications and permits can be duplicated from the Home Screen or Search Screen at any time.

Note: Any application with a payment selection other than paying online will result in the Permit Office reviewing the application prior to permit issuance.

Search



The screenshot shows a web application search interface. At the top, there is a header labeled "Search". Below the header, there are two tabs: "Search Criteria" (which is active) and "Search Results". The "Search Criteria" tab contains several search filters:

- Permit Type: Select ... (dropdown menu)
- Minimum Permit ID: 1074571 (text input)
- Maximum Permit ID: 1074591 (text input)
- Application Status: Any (dropdown menu)
- Permit Status: Any (dropdown menu)
- Start Date: (text input)
- End Date: (text input)
- Name Type: Any (dropdown menu)
- Name Search Method: Begins With (dropdown menu)
- Name: (text input)

At the bottom of the search criteria section, there are two buttons: "Search" and "Reset".

“Search Criteria” Tab:

A search option has been added to allow the user to search for applications and permits regardless of their status (e.g. incomplete, approved, issued, etc.).

Note: Users will only be able to view their own applications and permits.

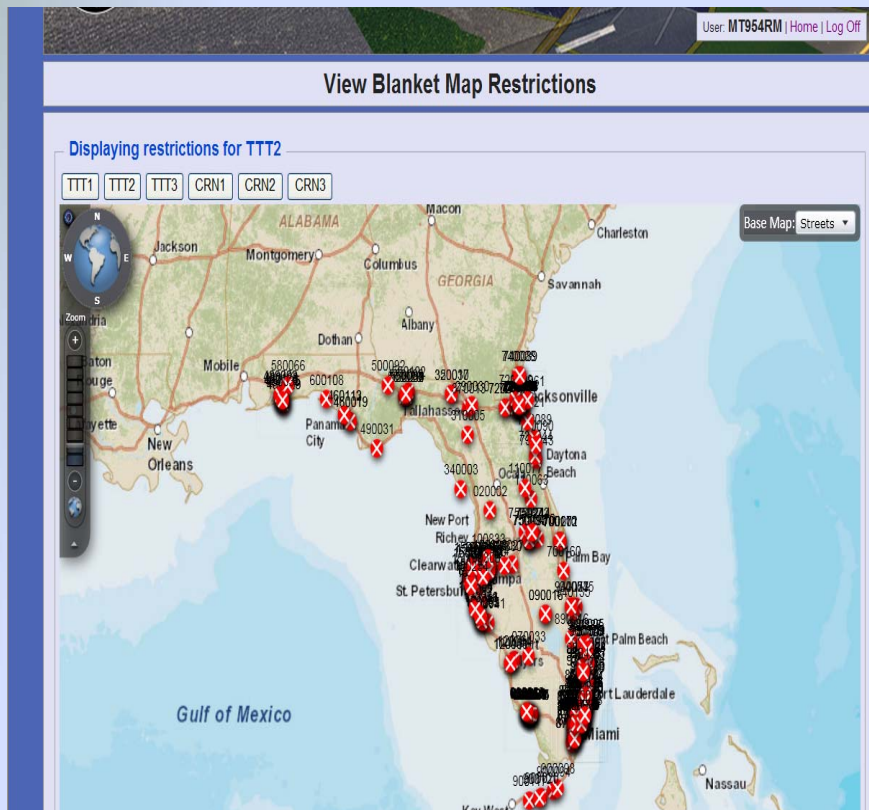
Search Results

| Search Criteria | | Search Results | |
|-----------------------|--|--|--|
| Navigate | | Showing Items | |
| Previous Next | | 1 to 19 of 19 | |
| | | Go To Page <input type="text" value="1"/> | |
| Excel | | | |
| Permit Search Results | | Permit Detail | |
| Permit App. | Permittee Name | View (Tabbed) View (Single Page) Duplicate | |
| TR 1074591 | TEST COMPANY | Application Status: | PERMIT ISSUED |
| TR 1074590 | TEST COMPANY - LEGAL VEHICLE | Permit Application: | TR 1074591 |
| TR 1074589 | TEST COMPANY - WRECKER - NC | Permittee Name: | EXAMPLE USER |
| BL 1074588 | TEST COMPANY - TTT (BOC) & NC | Permittee Business: | TEST COMPANY |
| BL 1074587 | TEST COMPANY - SELF PROPELLED AW & NC | Invoice Name: | EXAMPLE USER |
| TR 1074586 | TEST COMPANY - WRECKER - NC | Invoice Business: | TEST COMPANY |
| TR 1074585 | TEST COMPANY - NC | Gross Weight: | 100000 lbs |
| BL 1074584 | TEST COMPANY - SC & NC | Total Height: | 13 ft 6 in |
| TR 1074583 | TEST COMPANY - TTT - OVER 112K ONLY | Total Length: | 80 ft 0 in |
| BL 1074582 | TEST COMPANY | Total Width: | 8 ft 6 in |
| TR 1074580 | TEST COMPANY - MOBILE HOME - LEGAL NOT CHECK | | Line Item Invoicing Information |
| TR 1074579 | TEST COMPANY - LEGAL VEHICLE | | Application History |
| TR 1074578 | TEST COMPANY - TTT - OVER 112K ONLY | | Application Attachments |
| TR 1074577 | TEST COMPANY - STRAIGHT TRUCK - NON LOCAL | | Permit History |
| TR 1074576 | TEST COMPANY - CRANE - REVIEW | | All Permits |
| BL 1074575 | TEST COMPANY | Permit | Status |
| TR 1074574 | TEST COMPANY - CRANE | 2013-0001 | ISSUED 12/5/2013 11:14:40 AM |

“Search Results” Tab:

- Displays search results (most recent first)
- Displays permit details
- Application/Permit History details are available as well as Invoicing information
- Results can be exported to an excel file from the page.

View Blanket Maps



- Displays current bridge restrictions for the map selected.
- Has the same zooming features available on the “Route Tab” are available on these maps.
- Can be used in conjunction with the Weight Restrictions Charts on the Permit Office website.

THANK YOU