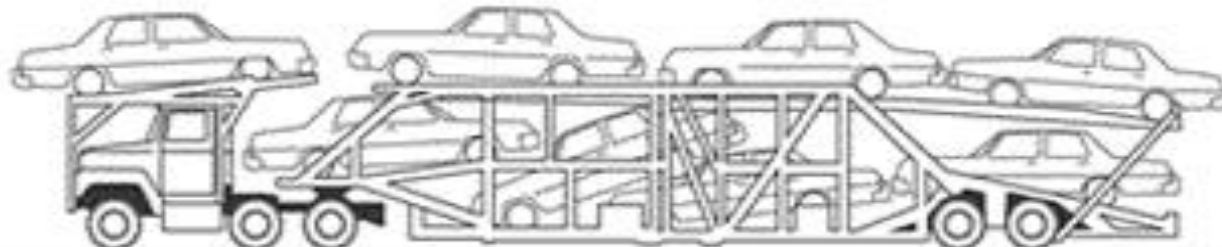# Permit Application System Demo

The Permit Application System, or PAS for short, is an online permitting program designed for issuance of Oversize and Overweight Road Use Permits. The following demo outlines how to use the program and its basic functions.

Permit Application System Demo
Contents

- **Create ISA User Account** **(required for access to PAS)**

- **Create Account Profile** **(optional)**

- **Create Application** **(required for obtaining a permit)**

- **Searching for Applications** **(informational)**

- **Viewing Roadway Restrictions** **(informational)**

- **Viewing Blanket Maps** **(informational)**

- **Additional Assistance & Conclusion**

Create ISA User Account

ISA stands for Internet Subscriber Account. ISA's are used to access many of FDOT's external web applications. Anyone who is not an FDOT Employee or Staff Consultant is eligible to create and use an account if they need to access one or more applications that accept an ISA. In this case, to access the PAS application.

You only need one ISA to access multiple web applications

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

- 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

*Company name can be a personal name if the user is not creating the account for a company.

FDOT Internet Subscriber Account (ISA) Terms of Use   ✕

1. **ACCEPTANCE OF TERMS:** Welcome to the Florida Department of Transportation's Internet Subscriber Account System. This service is provided to you, subject to the following Terms of Use ("TOU"). In addition, when using the Service, you shall be subject to any posted guidelines or rules applicable to such services. All such guidelines or rules are hereby incorporated by reference into this TOU.

2. **YOUR ACCOUNT:** In consideration of your use of the Service, you agree to: (i) provide true, accurate, current and complete information about yourself as prompted by the Service's registration form and (ii) maintain and promptly update the Registration Data to keep it true, accurate, current and complete. If you provide any information that is untrue, inaccurate, not current or incomplete or the Department has reasonable grounds to suspect that such information is untrue, inaccurate, not current or incomplete, the Department has the right to suspend or terminate your account and refuse any and all current or future use of the Service, or any portion thereof with or without notice. You will receive a password and account designation (the email address you designate) upon completing the Service's registration process. You are responsible for maintaining the confidentiality of the password and account, and are fully responsible for all activities using your account. You agree to (i) immediately notify Customer Support of any unauthorized use of your password or account or any other breach of security, and (ii) ensure that you exit from your account at the end of each session. You are entirely responsible for all content that you upload, post, email, transmit or otherwise make available to the Department through the Service. The Department and its agents involved, directly or indirectly, in the delivery and operation of the Service, shall not be liable for any loss or damage arising from your failure to comply with this section.

3. **USE OF ACCOUNT / EMAIL ADDRESS:** You are responsible for maintaining the confidentiality of the password and account, and are fully responsible for all activities using your account. NOTE: Any person with access to the email address you provide as your account identifier will have access to your Internet Subscriber Account. For this reason, the email address you provide to us as your Internet Subscriber Account must not be shared with other persons or parties, or transfered to anyone.

4. **CUSTOMER SUPPORT:** The Department shall provide customer support to you sufficient for

[I accept]   [Cancel]

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.
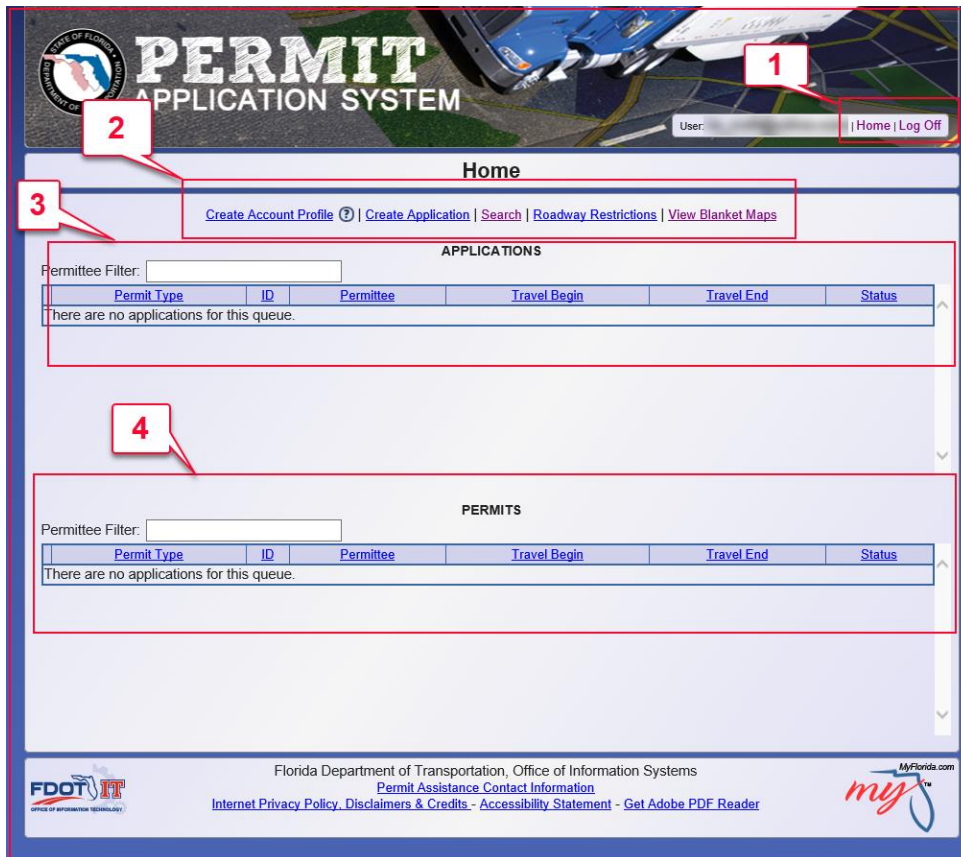
- Once the user has registered, they will receive an email with a temporary password.

- The user will log into PAS using the temporary password.

- Once logged in, the system will prompt the user to change the password.

- When the password change is successful, the system will prompt the user to "Return to Logon Page" to log in using the new password.

After logging on with the new password the user will be able to start using the Permit Application System.

1. Links to return to the Home screen or to Log Off of PAS.

2. Links to Create an Account Profile, Create & Search Applications, View Roadway Restrictions & Blanket Maps.

3. Displays Applications created in the account the user is logged onto. Here the user can manage, pay, and/or duplicate applications.

4. Displays Permits Issued based on applications created in the account the user is logged onto. Here the user can print permits, and duplicate an application from an issued permit.

Back to Menu

Create Account Profile

The "Account Profile" feature 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 applications. Once the 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.

Click on "Create Account Profile"

Manage Profile

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

Save

Account Name

First Name:

Middle Initial:

Last Name:

Permittee Name: *

Address

Address: *
Country: United States *
City: *
State/Province: Florida *
Zip: *

Verify Address

Phone No.: *
Ext.:
Fax No.:
Email: *

Notification Emails ⓘ

Add

Delegates ⓘ

Add

Save   Cancel

"Account Profile Information" Tab:

Name of Account Owner.

Address & contact information of Account Owner.

Can add up to five (5) ISA users who will receive email notifications related to permit application statuses and account activities.

"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.

Save when finished, or cancel to undo profile

All fields with asterisks (*) next to them must be completed before saving and moving onto the next tab.

Click on the "Permittee Information" tab, then click on the "Add Permittee" button.

Manage Profile

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

Add Permittee

| Action | First Name | Last Name | Permittee Name | Address | Phone Number | Email Address | Group Name |

No Permittee Profiles have been created

Permittee Name

☐ Is Permittee Information same as Account Owner?

Select or Type Permittee Group:
Select A Group Name ▾ ⑦

Permittee Name:
_____ *

DOT #:
_____

Address

Address: _____ *
Country: United States ▾ *
City: _____ *
State/Province: Florida ▾ *
Zip: _____ *

Verify Address

Phone No.: _____ *
Ext.: _____
Fax No.: _____
Email: _____ *

Save   Cancel

* - Required input fields

"Permittee Information" Tab:

As Permittees are added, their profiles will display here. Here the user will be able to Add / Modify / Delete Permittee Information.

Hauling Company name or Driver's name.

Assign "Permittee Groups" (optional)*

DOT # is optional.

Permittee's Address and Contact information

Save when finished, or cancel to undo Permittee

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

Manage Profile

| 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
No Vehicle Profiles have been created

Florida Department of Transportation, Office of Information Systems
Permit Assistance Contact Information
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MyFlorida.com

Click on the "Vehicle Configuration" tab, then click on the "Add New Vehicle" button.

Permit Application System Demo
Create Account Profile

Manage Profile

| 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
No Vehicle Profiles have been created

Vehicle Information

Vehicle Profile Name: _____ * ⑦

Vehicle Configuration: Select … *

Gross Vehicle Weight: 0 lbs.

Total Height: ___ ft ___ in *
Total Width: ___ ft ___ in *
Total Length: ___ ft ___ in *
Outer Bridge: 0 ft 0 in

Trailer Length: ___ ft ___ in
Kingpin Distance: ___ ft ___ in
Front Overhang: ___ ft ___ in
Rear Overhang: ___ ft ___ in

☐ This Vehicle Is Legal Weight As Per F.S. 316.535

Axle Information

Number of Axles: 2

	Weight	Axle Spacings	# of Tires	Tire Width		
Axle 1:	___ lbs *		N/A	N/A in	Remove	Duplicate
Axle 2:	___ lbs *	Axle 1 to 2: ___ ft ___ in *	N/A	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 Transverse Information (Select an axle to add Transverse Information)

Note: Transverse information is only required if any axle weight is more than 30K lbs

Note: If any transverse axle spacings are entered, your permit will be manually reviewed and will not be auto issued by the system.

Save   Cancel

* - Required input fields

"Vehicle Configuration" Tab:

As Vehicle Profiles are added, they'll display here. Here the user will be able to Add / Modify / Delete Vehicle Profiles.

Name the Vehicle Profile*

Select the Vehicle Configuration.

Provide the Overall Loaded Dimensions of the vehicle configuration.

If the vehicle configuration is legal weight, check this box. Checking this box removes the Axle Information.

If the vehicle configuration is overweight, type the vehicle configuration's total number of axles and provide the axle spacings and axle weights.

Save when finished, or cancel to undo profile.

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

Manage Profile

| 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
No Vehicle Profiles have been created								

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The "Routes" tab works differently than the Permittee Information and Vehicle Configurations tabs in that information cannot be added on this tab. Route information can only be saved from the permit application's "Routing" tab when creating a permit application.

Once route(s) have been saved from the application(s), the user can view/remove them from the "Manage Profile" feature by clicking the "Routes" tab.

Back to Menu

Create Application

The main function of PAS is to provide an online tool for the submission of Oversize/Overweight Road Use Permit Applications and the auto issuance of Routine Oversize/Overweight Road Use Permits. The "Create Application" feature is where the user will create and submit their applications in PAS.

Click on "Create Application"

The application is divided into a series of tabs that the user will be required to complete prior to submitting their request.

How to complete the application

- Tab 1. General Information

- Tab 2. Permit & Vehicle Configuration

- Tab 3. Routing (Trip & Route Specific Blanket Permits only)

- Tab 4. Attachments

- Tab 5. Review & Submit

- Tab 6. Payment

Back to Menu

Application Maintenance

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

General Information

Permittee Information

Permittee: [New Permittee ▾]

Permittee Name: [_____] *

Address: [_____] *

Country: [United States ▾] *   Phone No.: [_____] *

City: [_____] *   Ext.: [_____]

State/Province: [Florida ▾] *   Fax No.: [_____]

Zip: [_____] *

[Verify Address]

Email: [_____] *

[Add Permittee to Account Profile]

Invoicee Information

☐ Is invoicee same as permittee?

First Name: [_____]   Middle Initial: [____]   Last Name: [_____]

Business Name: [_____] *

[Continue] [Cancel]

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

"General Information" Tab 1:

Here the user can load information from a saved Permittee Profile. If creating an application for a Permittee for which a profile has not been created select "New Permittee".

Name and contact information for the Hauling Company or Driver that is operating the vehicle configuration for which a permit is being applied for.
(Note: Blanket Permits will be mailed to the address entered on the General Information Tab, and notifications concerning the application will be sent to the email address entered on the General Information Tab)

Address verification must be made before continuing to the next tab.

Clicking this button will create a Permittee Profile using the information entered on this tab.

Invoicee is the Company/Person paying for the permit.

Click "Continue" when finished to proceed to Tab 2 "Permit & Vehicle Configuration", or "Cancel" to abandon the permit application.

Back to Menu

"Permit & Vehicle Conf." Tab 2.

General Permit Information

Vehicle Information

Axle Information

Back to Menu

"Permit & Vehicle Conf." Tab 2. (General Permit Information)

After completing the General Information tab an Application ID # will be assigned to the application.

Select a Permit Type*

Type the number of Permits requested. (Note: Only Blanket & Route Specific Blanket permit types can order more than one permit on a single application.)

Application Maintenance   Application ID: 1572313

View Application Pdf

| 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   ○ Vehicle Specific Blanket   Number of Permits: 1
How to request a Round Trip Permit

Travel Begin Date: [_____]*   Travel End Date: Will there be nighttime travel? ☐ ⑦

Select Profile Vehicle: [Select Profile Vehicle ▾]

Save   Cancel

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

---

*Permit Types:

- **Blanket Permit –** Allows unlimited trips on designated roads/highways and is not assigned to a specific vehicle. The original blanket permit printed on FDOT goldenrod paper with the FDOT logo must be on board the permitted vehicle to be valid, no photocopies. Blanket permits are mailed to the permittee or picked up in person and are valid for twelve (12) months from the start date. Refunds are only considered when the original permit is returned within thirty (30) days of issuance.

- **Route Specific Blanket Permit –** Is reserved for loads that exceed the size or weight criteria for a regular blanket permit. This permit allows for unlimited trips on a specific route for a specific vehicle configuration. Additional permit restrictions such as law enforcement escorts may be required. The application review process may take up to ten (10) business days. A Letter of Essentiality is required at the time of submission of the application. The original permit must be on board the permitted vehicle to be valid, no photocopies. Route specific blanket permits are mailed to the permittee or picked up in person. Route specific blanket permits are valid for three (3) months and **all sales are final, no amendments or refunds**.

- **Trip Permit –** Allows a single trip on a single route. A single trip is from a single point to a destination with **NO** deliveries/pickup between the two points. Trip permits can be the original, faxed, email copy, or displayed electronically by the driver on a phone, tablet, or other electronic device. Trip permits are valid for ten (10) days from the start date and **all sales are final, no amendments or refunds**.

- **Vehicle Specific Blanket Permit –** Is the same as a blanket permit except it is assigned to a specific vehicle. The Vehicle Identification Number (VIN) of the power unit utilizing the permit is required on the application and the permit is only valid for that power unit. The VIN number will be printed on the permit. Vehicle specific blanket permits can be the original, faxed, email copy, or displayed electronically by the driver on a phone, tablet, or other electronic device. Vehicle specific blanket permits are valid for twelve (12) months from the start date and **all sales are final, no amendments or refunds**.

"Permit & Vehicle Conf." Tab 2. (General Permit Information)

Only select the nighttime travel box when the hauler must move at night in a situation where the overall loaded dimensions do not allow for night travel:

Greater than 14' 6" high, 8' 6" wide, and/or 80' long.

(Note: A Letter of Essentiality will be required in such a scenario and the review process could take up to 10 business days.)

Select a date from the drop down calendar you want the permit to begin (See previous slide for date range for different permit types).

Once you select the start date, the "Travel End Date:" will auto populate based on the date range for the selected Permit Type showing the user when the permit, if issued, will expire.

Back to Menu

"Permit & Vehicle Conf." Tab 2. (Vehicle Information)

Here the user can load information from a saved Vehicle Profile. If creating an application for a Vehicle Configuration for which a profile has not been created select "New Vehicle".

Select the applicable vehicle configuration. The layout and required fields to be completed will vary depending on the configuration selected.

Only check Divisible Load when applying for an overweight only permit which exceeds the legal weight by up to 10% and hauling a divisible load (e.g. Sand, Rock, Gravel, Timber, etc.) These permits do not allow travel on Interstate Roadways.

Load Description is a brief description of the item that is creating the oversize/overweight situation.

Select one item from the drop down menu and provide the number in the box below.

If the vehicle configuration is legal weight, check this box. Checking this box removes the Axle Information.

The Total Dimensions refer to the Overall Loaded Dimensions of the configuration:

- Total Height is measured from the ground to the highest point on the loaded configuration.

- Total Width is measured from the widest part of the loaded configuration.

- Total Length is measured from the extreme front-end to the extreme rear-end of the loaded configuration, including any overhang.

Back to Menu

"Permit & Vehicle Conf." Tab 2. (Axle Information)

Number of axles is the total number of axles on the loaded configuration that touch the ground. The default number in this field is "2", however this can be changed. (Most configurations will consist of more than two axles)

"# of Tires" and "Tire Width" are only required for Self Propelled Configurations and Configurations that provide Transverse Information.

After entering the number of axles, provide the individual axle weights (axle 1 is the steering axle) and the axle spacings (distance between each set of two axles measured from center hub to center hub).

Transverse information is only required for configurations which contain at least one axle whose weight exceeds 30,000 lbs. and/or for configurations which require Alternate/Dual Lane Loading review.

Click here to create a profile for the Vehicle Configuration entered on this tab.

This is beneficial if the user will order multiple permits for the vehicle configuration being entered.

After completing Tab 2 "Permit & Vehicle Conf." save and click on the next appropriate tab, or cancel to Undo changes.

Back to Menu

"Routing" Tab 3:

Note: This Tab is only to be completed for Trip Permits and Route Specific Blanket Permits.

After clicking on the routing tab, the system will load roadway restrictions identifying areas on the map that have height/width restrictions that apply to the configuration, based on the dimensions entered on tab 2 "Permit & Vehicle Conf."

Roadway Restrictions will show up on the Map as Red areas on Roadways. Clicking on a Roadway Restriction will bring up a Window showing details pertaining to the restriction.

Application Maintenance — Application ID: 1572278

View Application Pdf

Routing Information

There is currently no valid route associated with this application.

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

Sub-tabs: Route Information | Stops | Directions

Select Route: New Route

Enter Starting Location

Type: Address / Airport / Freeform / Seaport / State Boundary *
Address: *
City: *
Zip: *

Highlight on Map

Reverse Route

Enter Destination Location

Type: Address *
Address: *
City: *
Zip: *

Highlight on Map

Avoid Toll Roads? ☐
Generate Unvalidated Route
Generate Validated Route

Save   Cancel

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

"Routing" Tab 3:

Select "New Route" unless you want to load a route that was created in another application and saved to the account profile.

Entering Starting & Destination Locations.

The system provides the user with several options: Providing a Florida Street Address, selecting a predefined Airport, Seaport or State Boundary, or by using the Freeform function to manually define the location on the Florida Map.

(Note: PAS only issues permits for travel in the State of Florida, therefore all starting/destination locations must be located either on the Florida border, or within the State of Florida in order for the system to locate a route.)

Selecting "Reverse Route" only swaps the saved starting & destination locations. It doesn't allow a return trip on the same application.

Select "Avoid Toll Roads?" if you do not want the system to route on the Turnpike.

"Generate Unvalidated Route" generates a route that has not been validated for weight.

"Generate Validated Route" generates a route that has been validated for weight.

(Note: The PAS system doesn't route around Roadway Restrictions. When validating a route, it will notify the user if Roadway Restrictions are located on the route, and the user must route around them by manipulating the route line generated on an unvalidated route, or define a route using the "Stops" tab to place waypoints on the map prior to generating a route.)

"Routing" Tab 3: (PAS Generated Route)

The PAS system is designed to automatically plot a route between the starting and destination locations defined by the user. However, sometimes the system will plot a route that contains unrealistic maneuvers, such as U-turns or shortcutting through a neighborhood. Therefore, if the user is going to use a PAS generated route, it is important that they review the route in detail prior to submitting the application.

If the user wants to edit the route, or use a different route, they have two options:

1. They can manipulate the route line for an Unvalidated Route. This option is sufficient for small changes to a PAS generated route.

2. They can place waypoints on the map along a route they wish to use prior to generating a route. This option is better for routes that would require many changes to a PAS generated route.

Routing Information

Add Route to Account Profile

| Route Information | Stops | Directions |

Step-By-Step Directions

Start at 720 S Barracks St, Pensacola, Florida, 32502
Go north on S BARRACKS ST toward E MAIN ST
Turn left on E MAIN ST
Turn right on S TARRAGONA ST
Continue
Continue on N TARRAGONA ST
Turn right
Bear left onto ramp to I-110 N toward I-10 / AIRPORT
Continue on I-110 (SR-8A)
At exit 6 bear right onto ramp to I-10 E / SR-291 / DAVIS HWY toward TALLAHASSEE
At exit 6 keep left on I-10 E toward TALLAHASSEE
At exit 17 take ramp on the right to US-90
Turn left on SCENIC HWY (SR-10A)
Finish at 8301 Scenic Hwy, Pensacola, Florida, 32514, on the left
Total driving distance: 11.80 miles

How do I modify my route ?
Note: This route is not yet validated and cannot be saved until bridge analysis is performed. Once you have replicated the route indicated by the applicant please click the validate route button to validate and save the route.

Validate Route   Save   Cancel

Example of a PAS generated route.

<u>**"Routing" Tab 3.**</u> **(Manipulating the Route Line):**
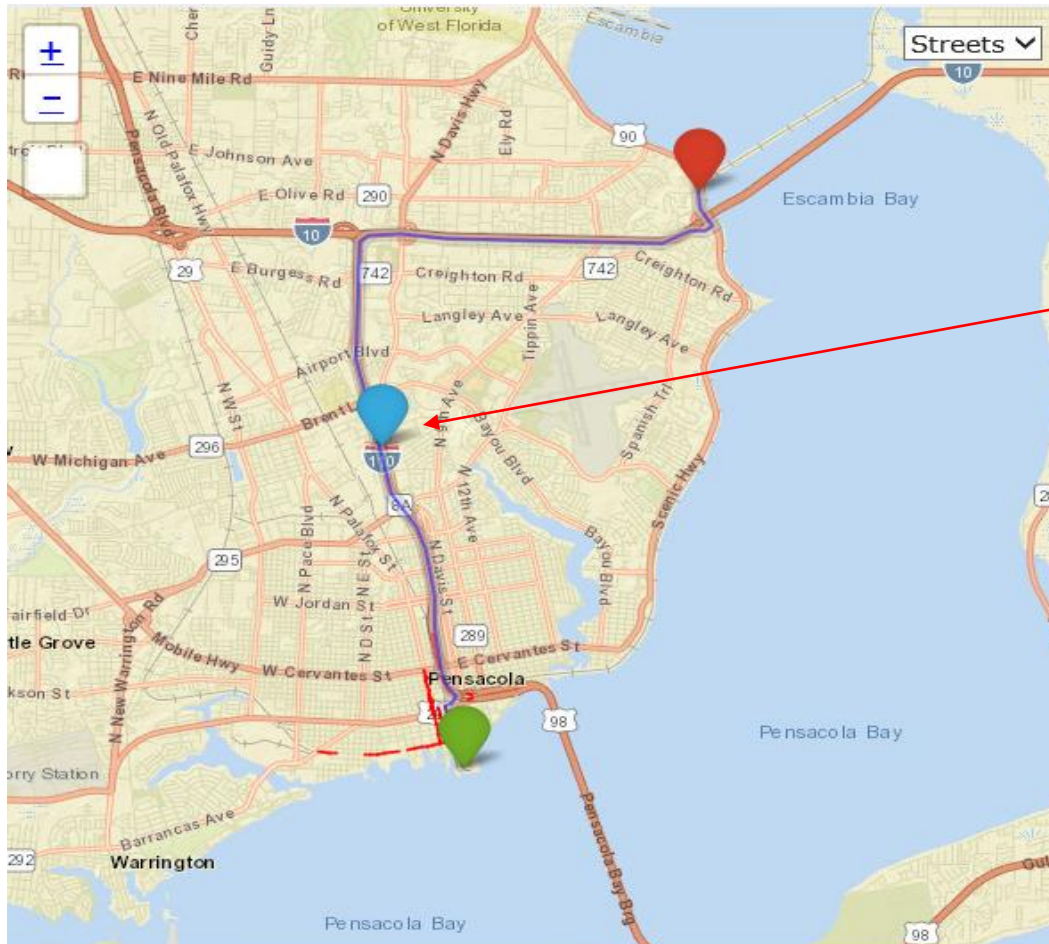
After generating an unvalidated route click on the route line to generate a waypoint.

"Routing" Tab 3. (Manipulating the Route Line):
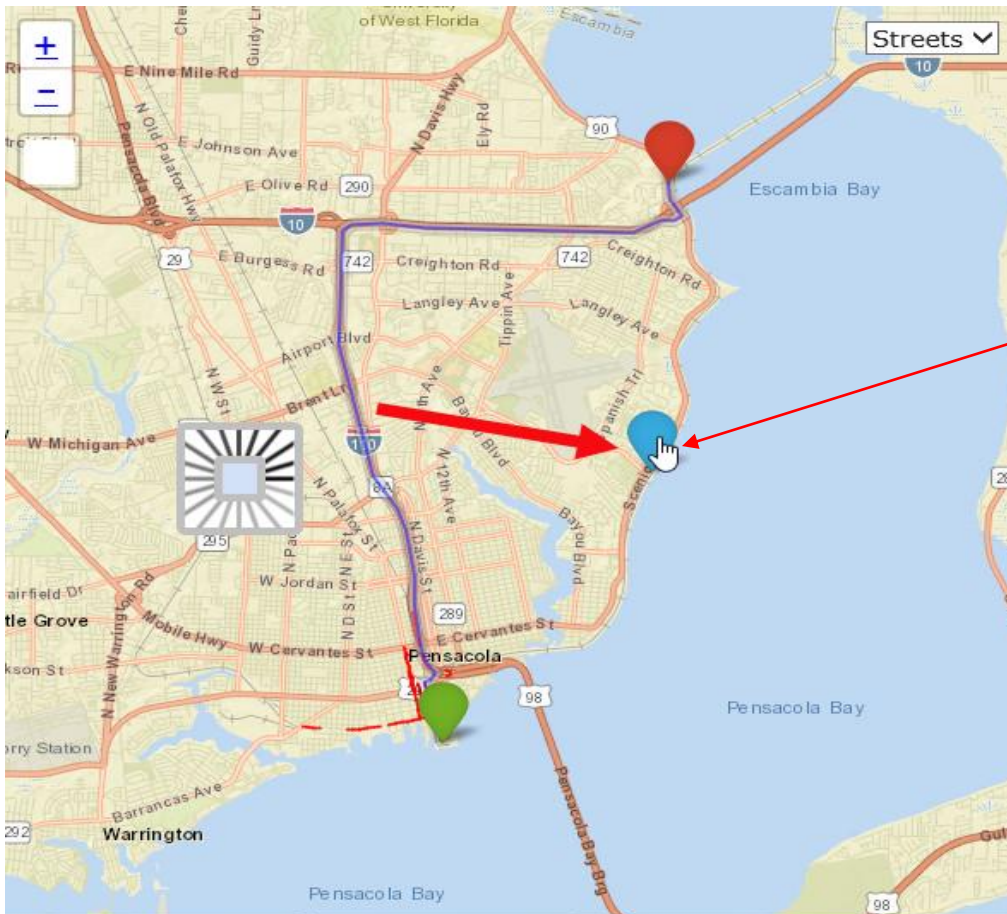
After the waypoint appears, click on the waypoint and drag it to the desired location.

It will be necessary to zoom into the map where the waypoint is placed to ensure it is appearing on the correct roadway and on the correct side of a divided hwy.

"Routing" Tab 3. (Manipulating the Route Line):
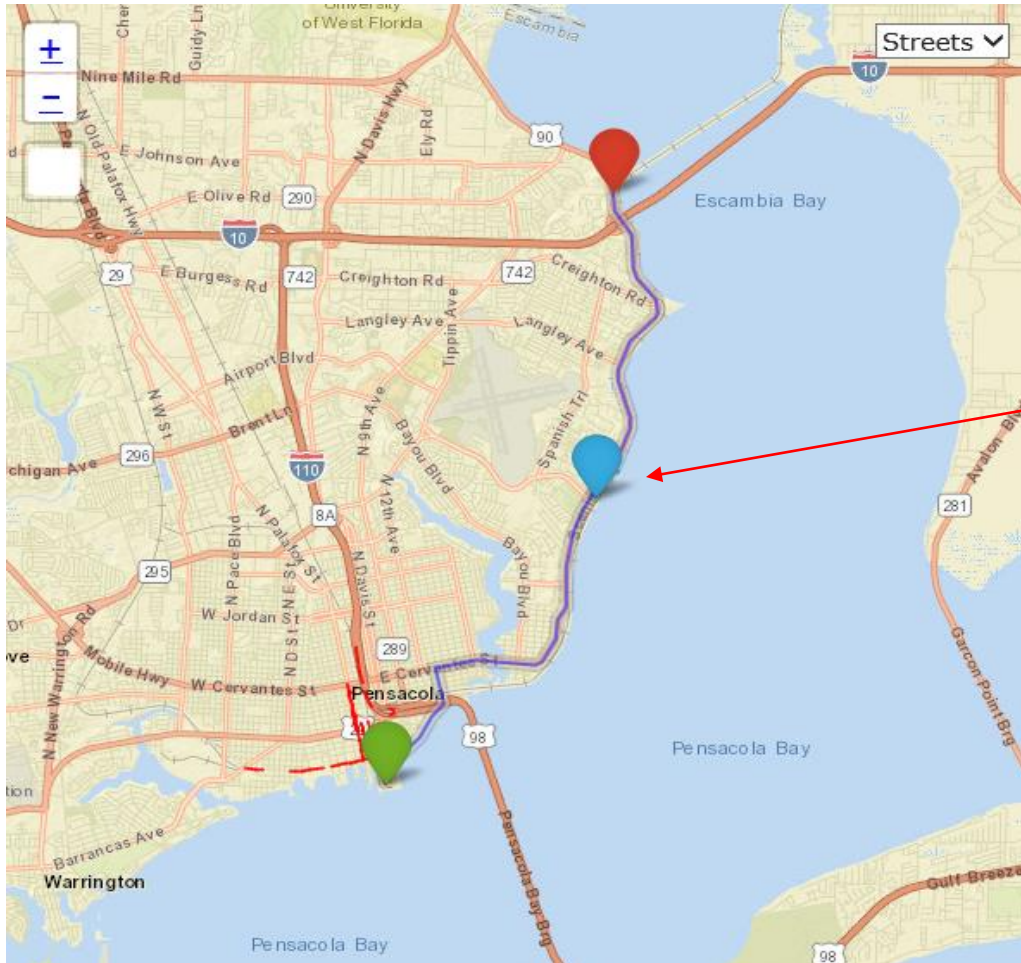
The system will then regenerate the route connecting from the starting location to the waypoint, then from the waypoint to the destination location. The system routes to the waypoints in the order they are created.

*After the system regenerates the route, any existing blue waypoint can be moved by clicking and dragging it. Sometimes the waypoints may need re-positioning.

"Routing" Tab 3. (Placing Waypoints):

1.

Routing Information

There is currently no valid route associated with this application.

Route Information | Stops

Select Route:
Currently Saved Route

Enter Starting Location

Type:	Address	*
Address:	720 S BARRACKS ST	*
City:	PENSACOLA	*
Zip:	32502	*

Highlight on Map

Reverse Route ⓘ

Enter Destination Location

Type:	Address	*
Address:	8301 SCENIC HWY	*
City:	PENSACOLA	*
Zip:	32514	*
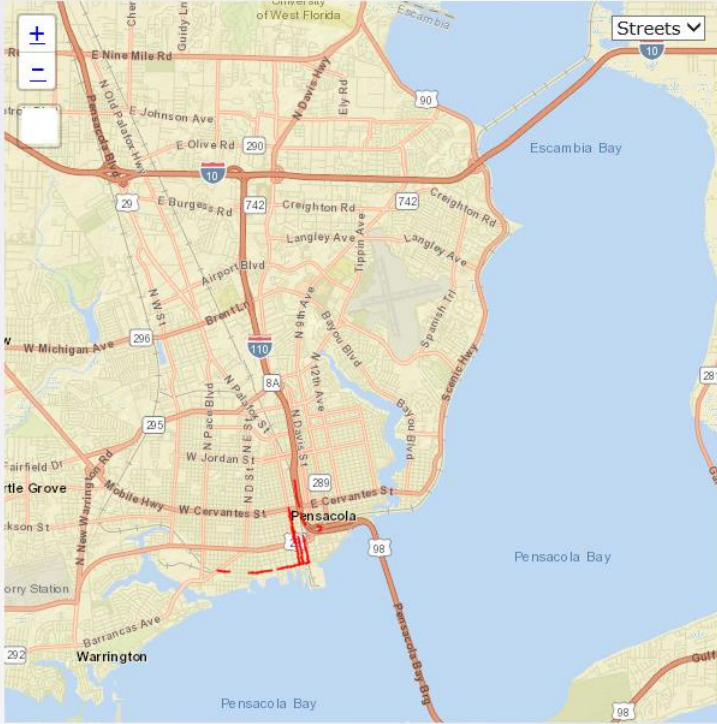
Highlight on Map

Avoid Toll Roads? ☐

Generate Unvalidated Route

Generate Validated Route

Streets ▾

Save | Cancel

- Save starting & destination locations.

- If there is a route on the map, clear it by clicking "Clear Route".

- Click on the "Stops" tab.

"Routing" Tab 3. (Placing Waypoints):

2.

Routing Information

There is currently no valid route associated with this application.

| Route Information | Stops | Directions |

Add Waypoint

Streets ⌄

Streets map showing Pensacola area with waypoint placement box near Pensacola.

Save   Cancel

- After Clicking on the "Stops" tab, zoom in on the map where the waypoint is to be placed.

"Routing" Tab 3. (Placing Waypoints):

3.

Routing Information

There is currently no valid route associated with this application.

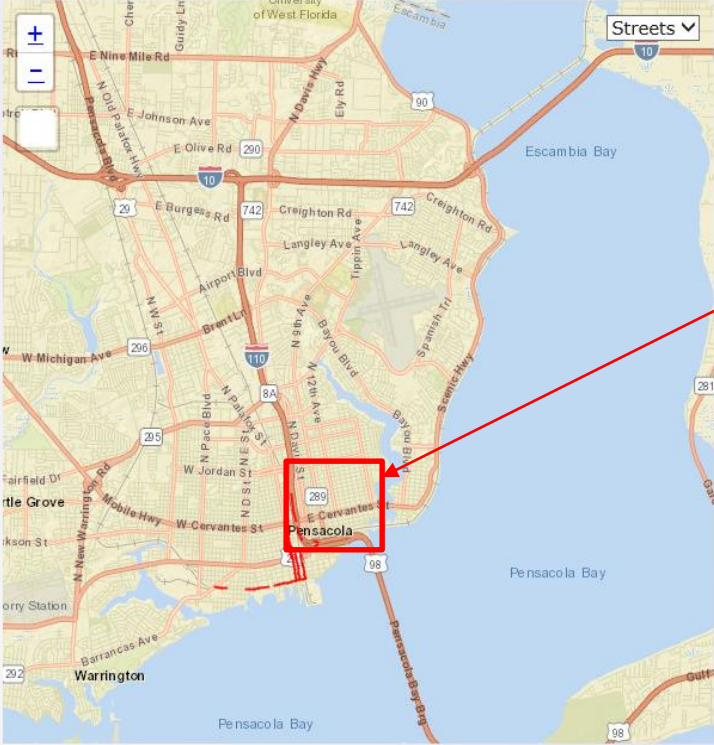Route Information | Stops | Directions

Add Waypoint

Click map to place marker.

Save | Cancel
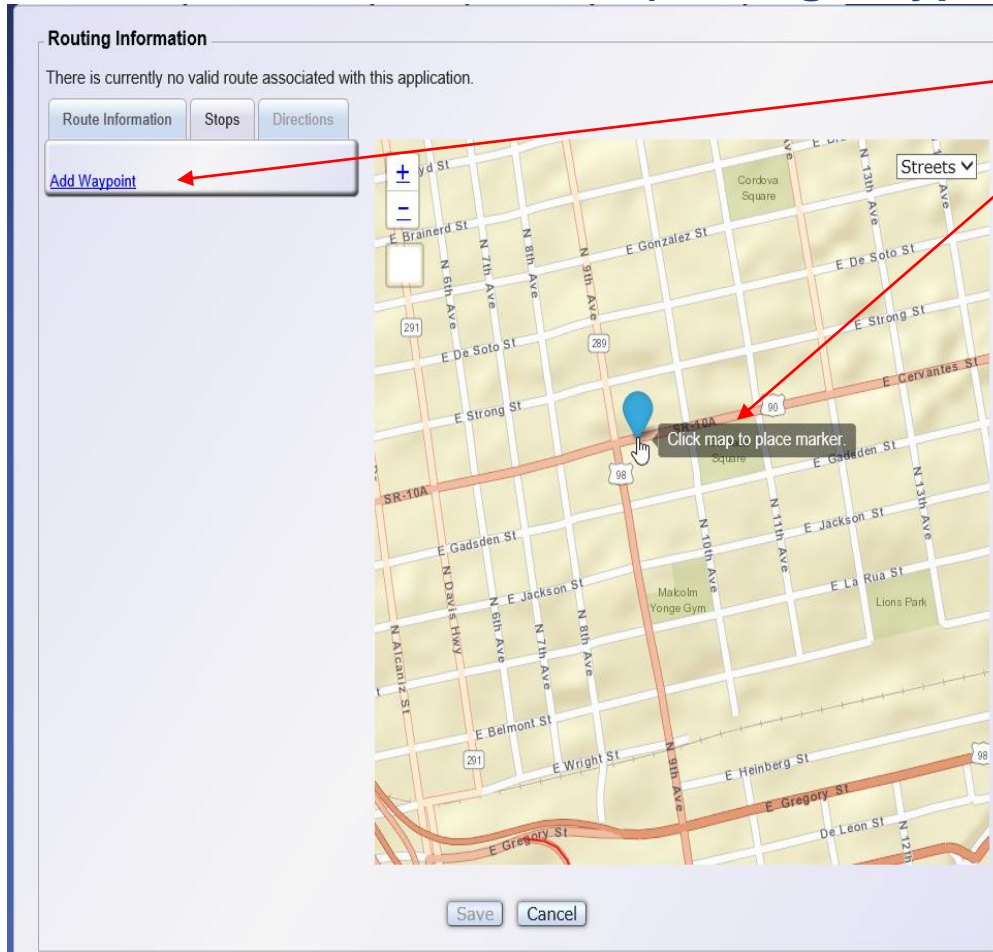
- Click "Add Waypoint" and then click on the map where the waypoint needs to be added. Make sure you are zoomed in enough to confirm the waypoint is placed on the correct road and the correct side of the road.

- After the waypoint has been plotted on the map, its location can be changed or refined by clicking on the waypoint and moving it.

- Repeat steps to create as many waypoints as are needed.

Create waypoints in the order the hauler would encounter them on the route.

"Routing" Tab 3. (Placing Waypoints):

4.

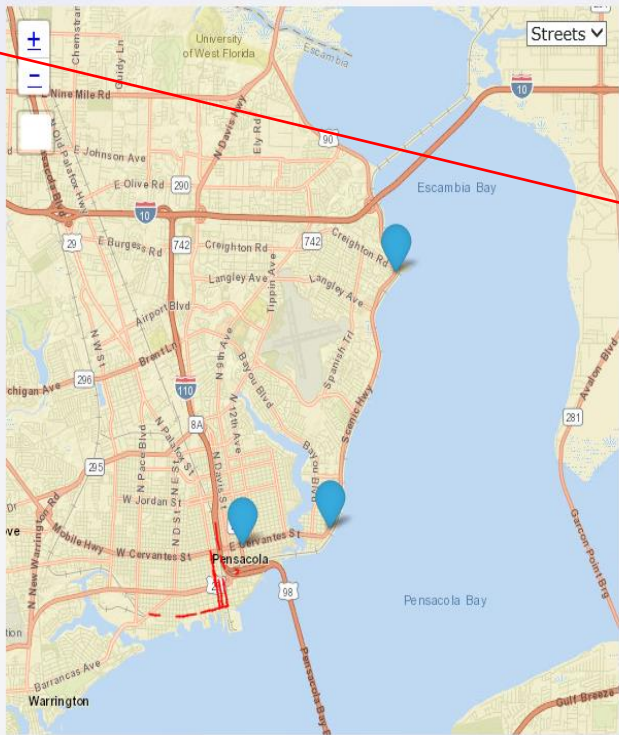- Once all the waypoints are in place, return to the "Route Information" Tab to generate an un-validated route.
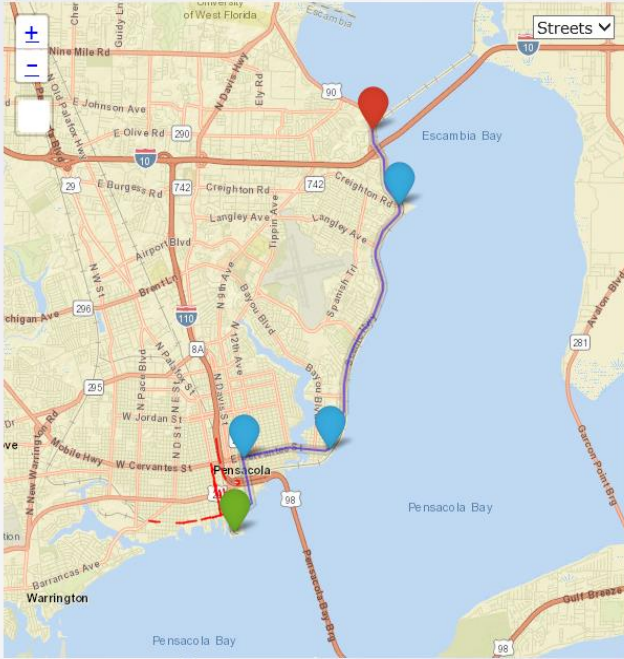
"Routing" Tab 3. (Placing Waypoints):

5.

Routing Information

Add Route to Account Profile

| Route Information | Stops | Directions |

Step-By-Step Directions

Start at 720 S Barracks St, Pensacola, Florida, 32502
Go north on S BARRACKS ST toward E MAIN ST
Turn right on E MAIN ST
Continue on BAYFRONT PKWY (SR-196)
Turn left on S 9TH AVE
Turn right on E CERVANTES ST (SR-10A)
Arrive at Waypoint, on the right
Depart Waypoint
Continue east on E CERVANTES ST (SR-10A)
Arrive at Waypoint, on the left
Depart Waypoint
Go northeast on E CERVANTES ST (SR-10A)
Continue on SCENIC HWY (SR-10A)
Arrive at Waypoint, on the left
Depart Waypoint
Continue northwest on SCENIC HWY (SR-10A)
Finish at 8301 Scenic Hwy, Pensacola, Florida, 32514, on the left
Total driving distance: 9.96 miles

How do I modify my route ?
Note: This route is not yet validated and cannot be saved until bridge analysis is performed. Once you have replicated the route indicated by the applicant please click the validate route button to validate and save the route.

Validate Route   Save   Cancel

- Click on "Generate Un-validated Route".

- Check the route to confirm it is accurate.

When checking an Un-validated route, be careful not to click on the route line, otherwise the system will think you're making an edit and proceed to create a new waypoint messing up the route.

Additional changes may be required.
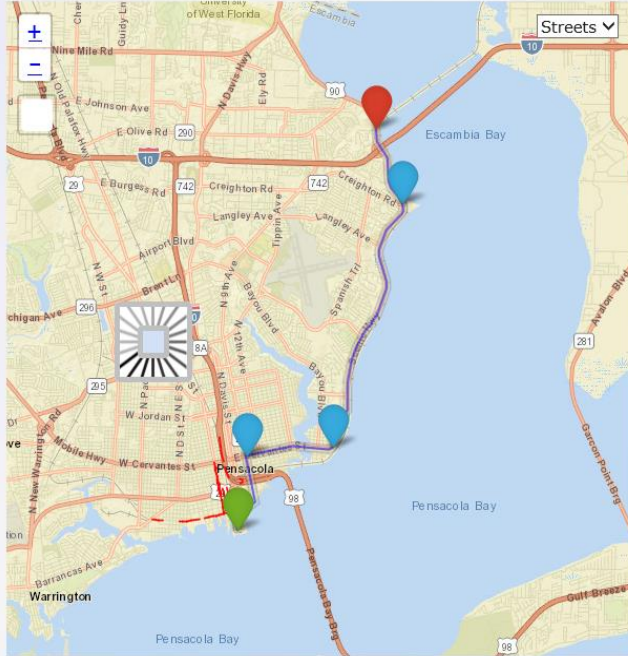
"Routing" Tab 3. (Placing Waypoints):

6.

- After the un-validated route has been confirmed for accuracy, click on "Validate Route" to check for restrictions.

If restrictions are found, additional edits to route will be required.

"Routing" Tab 3: (Conclusion)

Route Disclaimer ✕

A route has been successfully generated for your vehicle. The Department has not analyzed this route for width, length or height. The Department has not analyzed any roadways or bridges on the local network associated with this route. You are responsible for verifying that the route is complete and accurate before submitting this application.

I Understand | Modify Route

Once a validated route has been generated, the system will require the user to accept a routing disclaimer by selecting "I Understand".
Selecting "Modify Route" will clear the generated route, so the user can create a different one.

Routing Information

Add Route to Account Profile

Route Information | Stops | Directions

Step-By-Step Directions

Start at 720 S Barracks St, Pensacola, Florida, 32502
Go north on S BARRACKS ST toward E MAIN ST
Turn right on E MAIN ST
Continue on BAYFRONT PKWY (SR-196)
Turn left on S 9TH AVE
Turn right on E CERVANTES ST (SR-10A)
Arrive at Waypoint, on the right
Depart Waypoint
Continue east on E CERVANTES ST (SR-10A)
Arrive at Waypoint, on the left
Depart Waypoint
Go northeast on E CERVANTES ST (SR-10A)
Continue on SCENIC HWY (SR-10A)
Arrive at Waypoint, on the left
Depart Waypoint
Continue northwest on SCENIC HWY (SR-10A)
Finish at 8301 Scenic Hwy, Pensacola, Florida, 32514, on the left
Total driving distance: 9.96 miles

Streets ▾

How do I modify my route ❓

Save | Cancel

Once the route has been generated, validated, & saved, the user may add the route to their account profile for use in other applications.

This is useful for a route that is difficult to generate, and may be used again on another application.

"Attachments" Tab 4:

This is where the user can attach additional documents to their permit request.

Note: Attaching documents to the application will result in the application going into a review status and will not auto issue.

Letter of Essentiality is a Letter composed, signed, & dated by the ultimate recipient of the load or service, and explains the essential reason why the permit request must be approved.

Schematic is any schematics detailing measurements of the load or loaded configuration.

Survey Letters are route survey affidavits composed, signed, and dated by the Permittee that verifies the requested route has been surveyed and found to safely accommodate the loaded configuration.

Maps are any maps detailing/clarifying the route the hauler is requesting to use.

Other is for attachments that do not fall into the previous categories. (i.e. Previously Issued Permit for reference or Special Requests such as preapproval for weight only)

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Application Maintenance

View Application Pdf

Application ID: 1572437

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

Additional Attachments

Letter Of Essentiality: Select files...

Schematic: Select files...

Survey Letters: Select files...

Maps: Select files...

Other: Select files...

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

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Application Maintenance

View Application Pdf

Application ID: 1572437

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

Review and Submit

Application ID# 1572437 is completed and ready to be submitted. Please review your application before submission.

Routing Disclaimer

The Department does not analyze routes for width, length or height. The Department does not analyze routes or issue permits for travel on roadways or bridges on the local network. The hauler is responsible for ensuring all vertical and horizontal clearances exist on route prior to movement and for obtaining permission for travel on any portion of the local network.

☐ Accept

Submit

Rule 14-26.00411, F.A.C.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
REQUEST FOR SPECIAL ROAD USE OVERSIZE / OVERWEIGHT
PERMIT APPLICATION (#1572437)

FORM 850-040-02
MAINTENANCE
OGC 08/09

Fax(850) 410-5779 Phone (850) 410-5777 or visit www.fdotmaint.com/permitnew 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 (see permit for effective dates)

VEHICLE SPECIFIC BLANKET (valid for 1 year)   QTY 1

CONTACT INFORMATION – Please provide information requested below.   Application Number : 1572437

PERMITTEE NAME: PHONE NUMBER:
INVOICE NAME: FAX NUMBER:
MAILING ADDRESS: EMAIL ADDRESS:
CITY, STATE, ZIP: TRAVEL BEGIN DATE: 7/2/2018

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

☐ CHECK ☐ CASH ☐ MONEY ORDER ☐ CREDIT CARD ☐ ARI/ESCROW

ROUTING INFORMATION – To be completed only for a trip permit

FROM (CITY): PENSACOLA   TO (CITY):   PENSACOLA
ROUTE: See next page for Route details.

☐ RETURN TRIP NEEDED

VEHICLE CONFIGURATION – Select the configuration which applies and describe the load as needed.   Is this a Divisible Load?

X TRUCK TRACTOR SEMITRAILER HAULING: DROMEDARY BOX   ☐ YES X NO
TRUCK TRACTOR WITH >48(+)' - 57'6" SEMITRAILER WITH KINGPIN SETTING > 41'.
STRAIGHT TRUCK TOWING OR TOWING A TRAILER CARRYING: ☐ YES ☐ NO

"Review & Submit" Tab 5:

Here the applicant can review the application to confirm accuracy prior to submission. If changes need to be made to the application, the applicant will have to click on the appropriate tab to change the information.

The applicant must check "Accept" on the routing disclaimer before the system will let them submit the application.

When ready, click "Submit" to submit the application.

After submitting the application it will enter one of two statuses:

1. Approved - If auto approved, then the "Payment" tab will become enabled allowing the applicant to provide their payment information.

2. Review - If the request doesn't qualify for auto issuance, then the system will forward the application to the Department for additional review by qualified staff who will determine if the request can be approved. The applicant may call the Permit Office at (850) 410-5777 to check the status of the review process. Once the review process is completed, the applicant will receive an email notifying them of the approval or rejection of the application.

Note: No changes can be made after submitting the application. All information is locked. If a change needs to be made, a new application will have to be submitted.

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Once the application has been approved, the user may access the Payment Tab to make their payment.

Select the method of payment.

If you are making payment by a method that does not appear on this list, you may contact the Permit Office at (850) 410-5777 and speak with accounting for assistance.

Click on "Secure Payment Gateway" to make an online payment using your credit/debit card. This will direct the applicant to a secure site where they will provide their payment information. Once payment has been processed, the permit will be issued, and the user will be able to access the issued permit in the "Permits" section on the Home Screen.

Note: All sales are final. There are no amendments or refunds for Trips, Route Specific Blankets, and Vehicle Specific Blankets.

As for Standard Blankets, Refunds are only considered when the original permit is returned within thirty (30) days of issuance.

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Searching for Applications

The Search option allows 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 applications and permits created in their account.

Click on "Search"

"Search Criteria" Tab:

The search tab is useful for clients who will accumulate many applications/permits in the PAS system.

Users can locate a specific application/permit by using the application/permit I.D. #.

The user can also search their catalog of applications/permits by using a variety of criteria to yield different results.

Search

Search Criteria	Search Results

Navigate   **Showing Items**   **Go To Page**

Previous | Next   1 to 3 of 3   1 ▾

Excel

Permit Search Results		Permit Detail	
Permit App.	**Permittee Name**	View (Tabbed) View (Single Page) Duplicate	
TR 1572437	PERMIT OFFICE COORDINATOR	**Application Status:**	APPROVED
TR 1572313	PERMIT OFFICE COORDINATOR	**Permit Application:**	📄 TR 1572437
TR 1572278	PERMIT OFFICE COORDINATOR	**Application Created:**	6/26/2018 3:20:35 PM
		Application Received:	7/2/2018 4:06:10 PM
		Permittee Name:	
		Permittee Business:	PERMIT OFFICE COORDINATOR
		Invoice Name:	
		Invoice Business:	PERMIT OFFICE COORDINATOR
		Gross Weight:	0 lbs
		Total Height:	13 ft 6 in
		Total Length:	80 ft 0 in
		Total Width:	8 ft 6 in
		➕ **Line Item Invoicing Information**	
		➕ **Application History**	
		➕ **Application Attachments**	
		➖ **Permit History**	
		No Permit History Found	

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MyFlorida.com

"Search Results" Tab:

"Search Results" displays the search results with the most recent application appearing first. These results can be exported to an Excel file if needed.

Here there are links to perform various actions:

View (Tabbed) - viewing application tabs as they appear when completing an application.

View (Single Page) - Stacks the application tabs so they can be viewed all at once.

Duplicate - Copies information from the application and uses it to create a new application.

Manage Application – If incomplete, this link will appear allowing the user to return to the application and continue where they left off.

Details for selected application.

Application/Permit History details are available as well as Invoicing information and any documents that are attached to the application. These can be viewed/hidden by clicking on the +/- buttons.

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Viewing Roadway Restrictions

The "Roadway Restrictions" map allows the user to view roadway restrictions that have been placed on the map in PAS at the request of the Departments various District Offices.

When creating a route for an application, only the restrictions that apply to that particular application will show up on its' map.

Note: Ultimately the Hauler is responsible for verifying all vertical and horizontal clearances.

Click on "Roadway Restrictions"

Roadway Restrictions

The roadway restrictions appear on the Map as blue lines defining the parameters of the restriction.

Selecting a particular District, will only show restrictions pertaining to the selected District.

All District
District 1
District 2
District 3
District 4
District 5
District 6
District 7
Turnpike

All the restrictions on the map are listed here. Clicking on the icon under the "Zoom" column will zoom to the restriction on the map.

Clicking on the icon in the "Details" column will pull up a card showing the restriction details, such as location, parameters, duration, restricted dimensions, and applicable comments.

Filter By District All District

Zoom	Description	Beginning Restriction Parameter	Ending Restriction Parameter	District	Details	Has Error
🔍	Alton Road SB & 5th St WB & 6th St @ SR-907 NB On-Ramp (Structure #870099)	SR-907 NB On-Ramp	SR-907 NB On-Ramp	D6	☑	true
🔍	Channelside Dr & Twiggs St & Nebraska Ave & Kennedy Blvd & Jackson St & Jefferson St & Morgan St & Florida Ave @ SR-618 WB (Structure #100332)	SR-618 WB	SR-618 WB	D7	☑	true
🔍	Hendricks St & Kings St & Montana Ave @ I-95 SB Ramp (Structure #720529)	I-95 SB Ramp	I-95 SB Ramp	D2	☑	true
🔍	I-10 @ CR-217/Yellow Water Road (Structure #720361)	CR-217/Yellow Water Road	CR-217/Yellow Water Road	D2	☑	true
🔍	I-110 SB Exit #1A	I-110 SB	Gregory St WB	D3	☑	true
🔍	I-110 SB Exit #1C	I-110 SB	US-98 Business/Garden St	D3	☑	true
🔍	I-110 SB Exit #2	I-110 SB	US-90/Cervantes St	D3	☑	true
🔍	I-275 NB	Sunshine Skyway Toll Plaza	Sunshine Skyway Toll Plaza	D1	☑	true
🔍	I-275 SB	Sunshine Skyway Toll Plaza	Sunshine Skyway Toll Plaza	D7	☑	true

Details of a restriction can also be viewed by clicking the roadway restriction on the map.

The dimension(s) in the restriction details are the maximum dimensions allowed through the restricted area.

"null" means no restriction applies to the particular dimension it appears next to.

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Roadway Restrictions

Description		SR-40 @ Ocklawaha River (Structure #360055)
Beginning Restriction Parameter		Ocklawaha River
Ending Restriction Parameter		Ocklawaha River
Begin Date		8/1/2017
End Date		2/28/2019
Height		null' null"
Width		10' 0"
Length		null' null"

Streets ▾

Filter By District All District ▾

Zoom	Description	Beginning Restriction Parameter	Ending Restriction Parameter	District	Details	Has Error
🔍	Alton Road SB & 5th St WB & 6th St @ SR-907 NB On-Ramp (Structure #870099)	SR-907 NB On-Ramp	SR-907 NB On-Ramp	D6	☑	true
🔍	Channelside Dr & Twiggs St & Nebraska Ave & Kennedy Blvd & Jackson St & Jefferson St & Morgan St & Florida Ave @ SR-618 WB (Structure #100332)	SR-618 WB	SR-618 WB	D7	☑	true
🔍	Hendricks St & Kings St & Montana Ave @ I-95 SB Ramp (Structure #720529)	I-95 SB Ramp	I-95 SB Ramp	D2	☑	true
🔍	I-10 @ CR-217/Yellow Water Road (Structure #720361)	CR-217/Yellow Water Road	CR-217/Yellow Water Road	D2	☑	true
🔍	I-110 SB Exit #1A	I-110 SB	Gregory St WB	D3	☑	true
🔍	I-110 SB Exit #1C	I-110 SB	US-98 Business/Garden St	D3	☑	true
🔍	I-110 SB Exit #2	I-110 SB	US-90/Cervantes St	D3	☑	true
🔍	I-275 NB	Sunshine Skyway Toll Plaza	Sunshine Skyway Toll Plaza	D1	☑	true
🔍	I-275 SB	Sunshine Skyway Toll Plaza	Sunshine Skyway Toll Plaza	D7	☑	true

Viewing Blanket Maps

"View Blanket Maps" allows the user to view the location of weight restrictions on the map in PAS. When issued an Overweight Blanket Permit, the permit will display the name of the applicable map. The user can also use the "Weight Restriction Charts" located on the Permit Office webpage* to find out which map their vehicle configuration fits. This will be useful for planning a route for an overweight vehicle configuration, so as to avoid the weight restrictions that apply to the configuration.

* http://www.fdot.gov/maintenance/OWODPermits.shtm

Note: Overweight Blanket permits must have a hard copy of the applicable map with the permit at all times. These are mailed to the hauler with the permit, however the hauler is responsible for checking the Permit Office Webpage* periodically for updates.

Click on "View Blanket Maps"

There are currently six blanket maps. Which map applies to the user's application is determined by their axle configuration.

The current bridge restrictions for the map selected will show.

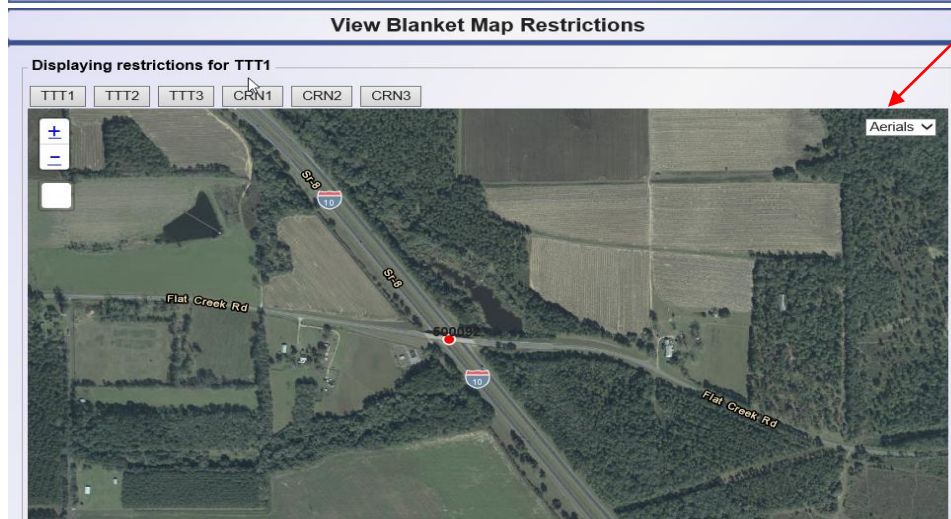In this example, "TTT1" has been selected, so only weight restrictions for TTT1 display.

The weight restricted structures will show up on the map as red dots. The number associated with the dot is the bridge number.
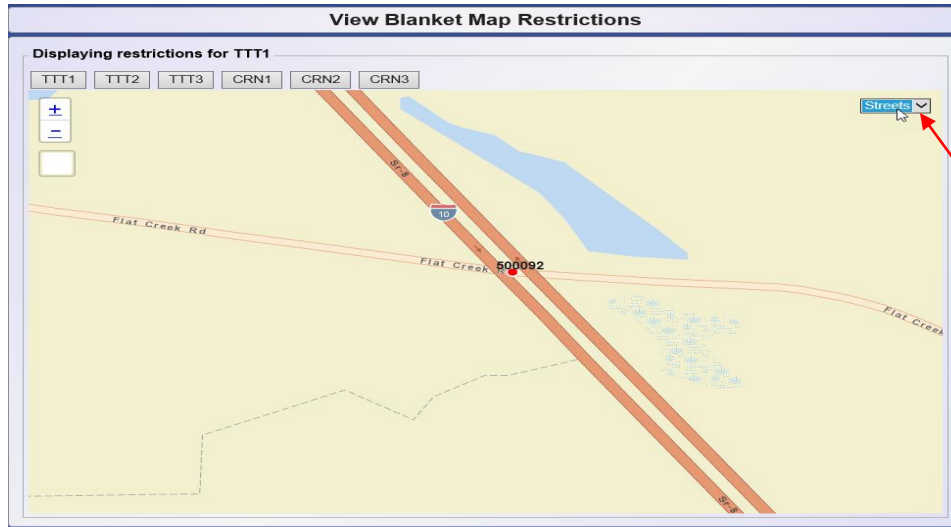
When viewing the map, the user can switch from "Streets" view to "Aerials" view to see the actual bridge on the roadway.

This can be useful when a restriction is located at an intersection and it is difficult to determine which road the restricted bridge is on.

(this feature is available on all the maps in PAS)

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Click here to access contact information for additional permit assistance.

Permit Assistance: For assistance with checking the status of your application, password resets or assistance with using the Permit Application System (PAS) contact:

Permit Office
850-410-5777
Hours of Operation
7:30 AM – 5:30 PM (EST) M – F, 8:00 AM – 12:00 PM (EST) Sat
ASSISTANCE IS NOT AVAILABLE AFTER-HOURS

Technical Assistance: For assistance with PAS technical system errors contact:

Service Desk
1-866-955-4357 (HELP)
Or
FDOT.ServiceDesk@dot.state.fl.us
Hours of Operation
8:00 AM – 5:00 PM (EST) M-F
ASSISTANCE IS NOT AVAILABLE AFTER-HOURS

Emergencies (After-Hours): For emergency permit assistance (i.e. power plant components, national defense moves, loss or destruction of property due to natural disasters) contact:

Permit Office
850-410-5777 (After-Hours)
Follow the prompts

Your call will be returned by a Permit Office employee within one (1) hour if a Scale Facility Inspector determines that the call is of an emergency nature. **Non-emergency permit requests will not be addressed. You will need to call the Permit Office and leave a message or contact the Permit Office on the next business day.**

Self-Help Links:
PAS Frequently Asked Questions
Do I Need a Permit? (Florida Trucking Manual)
PAS User Demo
Regulations and Fees (Chapter 14-26)

Clicking on Permit Assistance will pull up the information displayed to the left.

Call the Permit Office with permitting questions, assistance in using PAS to apply for permits, status checks, and other permit related issues.

Click here to submit a service desk ticket when experiencing technical problems with the website or login issues.

This number is only for emergency situations during after-hours. If an emergency occurs during operating hours, contact the Permit Office directly.

Conclusion

That concludes this demo. For additional assistance, view the Video Tutorials on the Permit Office webpage*. You can also contact the Permit Office staff at (850) 410-5777 for assistance using the Permit Application System.

Thank you for doing business with FDOT.

* http://www.fdot.gov/maintenance/OWODPermits.shtm

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