



**Prince George's County**  
Department of Permitting, Inspections  
and Enforcement  
**SITE/ROAD PLAN REVIEW DIVISION**  
9400 Peppercorn Place  
Largo, Maryland 20774  
301.636.2060 ♦ FAX: 301.925.8510



## **SPECIAL PERMIT FOR OVERWEIGHT/OVERSIZE VEHICLE CHECKLIST**

**This Permit is required for transporting extremely large and/or heavy items (i.e., homes, electric transformers, turbines, etc.) over any public roadway in Prince Georges County, Maryland.**

All applications, fee payments\* and bond submittals are processed at **DPIE's Permit Center, 9400 Peppercorn Place, 1<sup>st</sup> Floor, Largo, Maryland 20774.**

For Submittal of Permits with Paper Copies, Provide:

- All documents — 1 copy
- **All documents in digital format on Compact Disc**

For Submittal of Permits Electronically (ePlan/Project Dox), Provide:

- All Plans to be provided in vectorized Computer-Aided Design and Drafting (CADD) format
- Vectorized CADD files or scanned (PDF) plans
- **\*\*Upon completion of all plan review and permit comments, applicant to submit one mylar set of plans signed and sealed by a registered professional engineer licensed in the State of Maryland. These plans will be signature approved by the County and issued for permit.**

This permit process is broken into the following components:

- APPLICATION PROCESS; • PERMIT ISSUANCE; • PERMIT RELEASE

The permit shall expire 6 months from the date of issuance.

- A. PERMIT APPLICATION PROCESS:** 30–45 days advance notice is required for coordination of permit for transporting houses, electrical transformers, gas/electric turbines, overweight/oversize equipment, etc. In addition, the Department requires sufficient time to conduct an inspection of the proposed hauling route and for analysis of the equipment. No bridges, box culverts, or corrugated steel/aluminum pipe arch culverts may be crossed if combined load is in excess of Maryland Legal Load Limits or Posting Limits. Adjustment to County-maintained traffic signal heads and supporting cables, etc., may constitute additional fees/charges and/or performance bonds. Proof of coordination with all applicable overhead cable/ wire utility companies is required prior to the issuance of a Department permit.

For the submission of application for a special permit for overweight/oversize vehicle, the following **items 1 through 7** are required:

- 1. Minimum filing fee of \$250.00, plus 5% technology fee.
- 2. Completed permit application (one copy) — This application form is available at the Permit Center, 6th floor, 9400 Peppercorn Place, Largo, Maryland.
- 3. Proof of Maryland Department of Transportation State Highway Administration Special Hauling Permit if State-maintained roads are included in the hauling route. (one copy required)
- 4. Proof of valid commercial license to haul class of loading, copy of insurance policy, and policy number.



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**A. PERMIT APPLICATION PROCESS:** For the submission of application for a special permit for overweight/oversize vehicle, the following **items 1 through 7** are required:

- 5. Copy of map indicating proposed hauling route. The applicant must show the origin and the point of destination.
- 6. Copy of gross load analysis computation for combined loading, including the steering axle load, load per tire, size of tires, etc. Duplicate same for drive axles and all trailer axles. Applicant must also provide a profile drawing of the combined height, overall length, payload dimensions, counterweights, all axle spacing (center-to-center), and an end view detail of the top view of the trailer.
- 7. Coordination with local elected officials, State Police, County Police, Federal Police (if applicable) and Fire Department.

**B. PERMIT ISSUANCE:** For the issuance of a special permit for overweight/oversize vehicle, the following **items 1 and 2** are required prior to issuance:

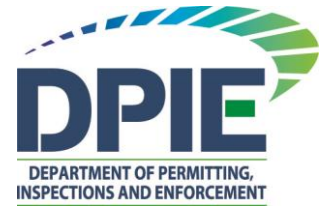
- 1. Permit fee of \$1200, plus 5% technology fee, less the filing fee.
- 2. Posting of Department haul road permit bonds — Performance bond = \$10,000 minimum and \$100,000 maximum.

**C. SPECIAL CONDITIONS:** For the special conditions for a special permit for overweight/oversize vehicle, the following **items 1 through 11** are required:

- 1. Maryland State Police escort is required on all State-maintained roadways.
- 2. Park Police escort is required on all roadways under the jurisdiction of the U.S. Department of Interior.
- 3. All County, Federal, or State Police may temporarily close parts of the public right-of-way as deemed necessary during the hauling operation.
- 4. Coordination with State Police, County Police, Fire Department and Police/Fire Communications is required.
- 5. The Permittee is responsible for overhead clearances. A letter of permission is required from the appropriate utility company accepting responsibility for adjustments to all applicable overhead wires and supporting cable.
- 6. A letter of proof is required pertaining to all impacted traffic signal lights to be adjusted along County-maintained or State-maintained roadways. (Applicant must coordinate with DPW&T's Traffic Management and Operations Division for traffic signal clearances.)
- 7. All Saturday afternoon, Sunday, and holiday movements are prohibited and subject to penalty in accordance with County Code.
- 8. Flagmen equipped with emergency flares and/or other devices visible at night, including wide load banners on front and rear of equipment, flashing lights on the tractor/truck, trailer, and private escort vehicles are required on all County-maintained roadways.
- 9. Two escort vehicles equipped with flashing lights are required, one for the front and one for the rear of the payload.
- 10. No more than 30,000 pounds maximum is permitted on any one axle, per State regulation.



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11. Maximum speed allowed is 35 mph on highways.

### **D. GENERAL CONDITIONS**

1. The permit is subject to favorable time frames and road and weather conditions.
2. Issuance of the Department permit shall include written permission, from other applicable jurisdictions and agencies, authorizing the special hauling use over their highways, bridges, roads, and railroad crossings, bridges in municipalities, and adjacent County or State roadways.

### **E. PERMIT RELEASE:** For the special permit for overweight/oversize vehicle release process, the following **items 1 through 9** are required:

1. Contact the DPIE Inspections and Enforcement Division office at 301-883-5710 to determine the Department Inspector for your project.
2. Schedule a meeting with the Department District Engineer, giving 30 to 45 days advance notification. On the agenda of this meeting should be:
- a. Discussion of the route that the Permittee will be using
  - b. Identification of areas where the road is in poor condition (the Inspector should document these areas)
3. Once the work that necessitated the haul road is completed, and upon request, the Inspector will provide a written list of uncompleted permit requirements to the Permittee. The list will be valid for 10 days.
4. Once all items on the list have been addressed, the release is processed by the Inspector and forwarded to the District Engineer.
5. The District Engineer will sign off on the release package and forward it to the Department Permits Section.
6. The Permits Section will then log in the release package and process the final release of the permit.

#### **If the haul road permit bond is a cash bond, then:**

7. A letter is written to the Prince George's County Office of Finance by the Permits Section requesting that the cash bond be refunded. This process takes approximately 4–6 weeks.

#### **If the haul road permit bond is not a cash bond, then:**

8. The Permits Section will send a release-of-liens form to the Permittee.
9. Once the release-of-liens form has been processed, then a letter is sent by the Permits Section to the bond company indicating that the bond obligations have been met.

\* All Permitting fees are assessed a 5% technology fee.