

## **CAPS OVERSIZE AND OVERWEIGHT PERMIT REQUIREMENTS**

### **I. Remittance**

- a) Payment for permit fees may be in the form of a certified, cashier's, company or personal check; credit card or postal or telegraphic money order made payable to "CAPS". Permit fees must be paid in advance.
- b) The Highway Department will charge a service fee of \$25 for a check returned for any reason.

### **II. Exemption to the Requirement of Payment of Fees**

The requirement for payment of fees shall not apply to vehicles owned and operated by the United States, the State of Illinois or any political subdivision or municipality of this state. However, a permit must be obtained.

### **III. Accounts**

An applicant may establish an Escrow Account with Winnebago County in lieu of paying for each permit before it is issued. Application forms may be obtained from the Winnebago County Highway Department for establishing these accounts.

The Following conditions apply to Escrow Accounts.

- 1) Application form must be completed in duplicate and submitted to the Highway Department.
- 2) Deposits must be made in multiples of \$100 minimum.
- 3) Upon approval of the account, the applicant will be given a confidential number that must be given with each application. The applicant is responsible for all charges filed against the account.
- 4) Winnebago County will furnish a statement when requested, but no more often than monthly, providing there has been activity against the account that will show charges, deposits, adjustments, and the current prepaid amount remaining.
- 5) The account holder may replenish his/her fund at any time.

- 6) An escrow (prepaid) account will remain open as long as there is a positive balance. The balance will be reduced by the fee amount for each permit issued.
- 7) An escrow account may be closed at any time and the unused balance processed for a refund. Closing of the account and requests for refunds must be in writing.

#### IV. **Refunds**

- a) Refunds may be made under the following circumstances:
  - 1) Winnebago County has received an amount in excess of the required permit fee;
  - 2) The application for permit has not been approved by the Highway Department;
  - 3) The applicant has canceled the application before the permit has been issued by the Highway Department or before the effective date of the permit;
  - 4) The Highway Department has been notified, prior to the expiration date of the permit that unusual circumstances, which render a proposed move impractical or impossible, have developed. This must be substantiated, in writing, to the satisfaction of the Highway Department;
  - 5) The applicant has notified the Highway Department of an overcharge on a permit; or
  - 6) The customer has closed his/her escrow account.
- b) If an adjustment is made in a permit fee or a permit is canceled, and the customer has an existing account with Winnebago County, the refund will be shown as an adjustment to the account along with an appropriate note. Under no circumstances will the processing fee be refunded once the permit has been completed.

#### V. **Security Requirements**

If requested by the Highway Department before a permit is issued, the applicant will be required to secure an Irrevocable Letter of Credit or, other designated form of security in favor of Winnebago County in an amount sufficient to cover any damages to the highway system that may be caused by the proposed movement. The security will be retained until the damages are determined and repairs completed.

#### VI. **Basis for Fees**

Permit fees will be based upon the fee schedules as approved by any of the agencies that are part of this program (CAPS) and may differ from agency to agency. Winnebago County will also charge an additional processing fee. Such processing fees will be based upon the permit types as noted below and will be as follows:

- 1) Oversize/overweight vehicle trip permit [Section IX (1), (2a) & (3b)] a processing fee will be charged for each permit.
- 2) Oversize/overweight 120 day trip permit [Section IX (2b)] a processing fee will be charged for the individual permit and for the subsequent approval of each movement
- 3) Oversize/overweight Annual Fleet trip permit [Section IX (3a)] a processing fee will be charged for the individual permit and for the subsequent approval of each movement.
- 4) Oversize only Annual Fleet trip permit [Section IX (3b)] a processing fee will be charged for the individual permit and for each subsequent approval of each movement for an oversize load that exceeds a height of 14'-6", a width of 14'-6" a length of 110', and any subsequent movement not using designated truck routes.

## VII. **Fee for Engineering Inspections and Investigations**

The following additional fees will be charged for engineering inspections and investigations that may be necessary due to the size or weight of the load.

For normal engineering inspections and investigations, all or a portion of the following:

- 1) Bridge structural analysis - \$100 per hour plus computer costs.
- 2) Pavement structural analysis - \$70 per hour.
- 3) Field investigation of movement feasibility - \$40 per hour.
- 4) Accompanying the move - \$40 per hour.  
Weekend Rate- \$60 per hour
- 5) Interim or final inspection for damages - \$40 per hour.  
Weekend Rate- \$60 per hour
- 6) Computer usage time - \$25 per hour.

## VIII. **Fees for Law Enforcement Escorts**

The following fees for the use of Law Enforcement escorts shall be paid by the applicant to "CAPS": \$75 per hour per vehicle.

## IX. **Permit Types**

- 1) Oversize/overweight vehicle trip permit is a general permit for any individual oversize/overweight load as follows:
  - a) Single trip permit

- b) Round trip permits (not to exceed 14 days)  
A 14-day round trip permit for movement to a site is valid only for the first day the permit is valid. The return trip must be made on the same designated route on any of the remaining 13 days.

2) Oversize/overweight 120 day trip permit is issued under one of the following conditions:

- a) This permit will be valid for: oversize loads involving repeated trips when the movement uses the same vehicle, same trailer, same load, and same route. For this situation, the permittee is not required to get approval prior to each movement. However, the permit is not valid in any area (such as construction zones) where the allowable width is less than the permitted width.
- b) This permit will be valid for: gross vehicle weights not exceeding 120,000 pounds when the movement uses the same vehicle, same trailer, same load, but different routes. This permit requires approval of the route for each movement.
- c) This permit will be valid for: Winnebago County Roadways only for gross vehicle weights not exceeding 120,000 pounds when the movement uses the same vehicle, same trailer, “same type” of load and same route. The “same type” of load shall be defined as loads that are similar but not identical such as heavy equipment (loaders, bulldozers, backhoes ect.). Each load shall not exceed 12’ wide, 115’ in length and legal height.

3) Annual oversize/overweight trip permit is issued for all vehicles of a single business entity, and is valid for roads within the boundaries of and under the jurisdiction of the agency designated on the permit (Rockford, Loves Park). A list of all vehicles to be covered by the permit must be submitted by the business entity with the permit. This permit is not valid in any area (such as construction-zones) where the allowable width is less than the permitted width. The permit can be issued under one of the following two conditions:

**a) Rockford, Loves Park and Roscoe Annual Construction Business Vehicle Fleet Permit**

(Rockford, Loves Park & Roscoe) This permit will be valid for: the approved construction business vehicles as listed in the permit for any road under the jurisdiction and within the boundaries of the city of Loves Park, subject to route approval for each for each individual movement. Therefore, prior to any movement, route approval must be received to validate this permit. The initial annual permit number must be referenced in the area provided on the permit form for follow-up route approvals to avoid additional municipal fee charges.

**b) Annual Unlimited Trip Permit For Oversize Only Loads Delivered To Or From  
A Single Site Within The City Of Rockford**

(Rockford) This permit will be valid for: approved oversize loads under one of the following two conditions:

- Loads not requiring prior approval of the route for each movement. Such oversize loads that do not exceed a height of 14'-6", width of 14'-6" /or and length of 110' and use any designated truck route within the boundaries and under the jurisdiction of the City of Rockford, do not need route approval for each movement, the permittee must use the truck routes as designated by the City of Rockford as shown on the truck route map as prepared by the Rockford Area Transportation Study (RATS). The truck routes shown on the RATS truck route map which are under the jurisdiction of the City of Rockford are listed on the next page.
- Loads requiring prior approval of the route for each movement. Such loads which exceed a height of 14'-6", width of 14'-6" and / or length of 110' or loads on any route other than the designated truck route can be permitted as an annual trip permit, but will require approval of the route for each movement.