ONLINE INSTRUCTIONS TO APPLY FOR A TRANSPORTATION PERMIT

Head to duluthmn.gov Click on the “Departments” dropdown menu. Click on “Engineering” located in the middle column under Public Works & Utilities. Click on “Permits” located on the left hand side of the page. Click on “Transportation Permit for Oversize/Overweight.” Click “Apply Online” and follow the instructions below to complete your permit application.

1. Click “APPLY/NEW PERMIT” under the permits tab

2. Use the CONTRACTOR LOGIN. If you have previously taken out a transportation permit before your company should be in the database. Your default password (PIN) is the last four digits of your telephone number. To have your PIN changed, or if you experience any difficulty with this step, please call the Engineering Division at 218-730-5200.
3. **DISCLAIMER PAGE.** You will need to click on the radio button next to “I Agree” to proceed.

4. **PERMIT TYPE.** Scroll down to WENG TRANSPORTATION and highlight it.

5. **PERMIT SUBTYPE.** Choose either TRANS SINGLE, TRANS SEASONAL, or TRANS FRACTURECRITICAL BRIDGE based on your movement type. Please note that the seasonal permit only applies to those local contractors that move their own construction machinery and equipment for their own use.

6. **The SHORT DESCRIPTION and JOB VALUE fields do not apply, however, must be completed to proceed. Please enter N/A in the Short Description and $0.00 in the Job Value Field.**
8. **VEHICLE & LOAD.** Please fill out all fields. The dropdown menus for VEH/EQUIP LIC STATE includes all U.S. States and Canadian Provinces.

9. **ROUTE/INSURANCE.** Please fill out all fields. Please check the road closure map to make sure there are no closures or obstructions on your proposed route that will present conflicts for your move. duluthmn.gov/road-closures

10. **WEIGHT AND DIMS.** Please fill out all fields.

11. **ADDL INFO.** Please fill out all fields.
12. LOCATION. **These fields do not apply, however must be completed to proceed. Type “000 NO” in the field to the right of the “Address” Pulldown and hit the blue “Search” button. When “000 NOADDRESS – Parcel” comes up in the next window, highlight it.

13. ATTACHMENTS. Here you can upload documents such as a sketch of the load distribution, a map of your route, or a certificate of insurance. Hit the “Select” button, find the document you want to attach, then hit the “Upload” button. Hit the “Accept” button on the disclaimer pop-up window.

14. APPLICANT INFORMATION. Verify all of these fields are correct.

**Disregard the rest of the sections on this page.
15. **OVERVIEW.** This will show you an overview of the information entered, along with the fee owed. Hit the “Next Step” button.

16. **FINALIZE.** Hit the “Back to Step One” button if you need to make any changes. Hit the “Add to Shopping Cart” to pay later. Hit “Pay Now” to pay now.
17. **CREDIT CARD INFORMATION.** Please fill out all fields. Hit the “Pay Now” button to submit your application. You will receive a confirmation message once the charge clears, and your permit will be electronically submitted to the Engineering Division for review and approval. Upon approval, a PDF copy of the permit will be emailed to you.