

# MANUFACTURED HOUSING PERMIT POLICY

NDHP Motor Carrier Division

Ref: 9-8 (08/2023)

## PURPOSE

To establish guidelines when permits will be issued to transport manufactured housing (mobile homes and modular units) exceeding 8 feet 6 inches in width, 14 feet in height, and 60 feet in length so they can be moved upon the highways of the state of North Dakota.

## POLICY STATEMENT

As authorized by section 39-12-02 NDCC and Article 38-06 NDAC, the NDHP will issue single trip permits, when good cause is shown, for the movement of oversize manufactured housing on state highways.

The following procedures outline the requirements and methods for issuing permits for the movement of oversize manufactured housing.

## PROCEDURE

### A. Permit Requirements

1. Permits must be in possession prior to starting any movement. They shall designate the route to be traveled and may contain such other restrictions as deemed necessary by the NDHP or NDDOT. The NDHP has the authority to revoke permits when the holder violates or abuses the privilege or conditions of the permits.
2. General travel restrictions.
  - a. Single trip permits shall not be issued authorizing overdimensional movements from ½ hour after sunset to ½ hour before sunrise unless:
    - 1) Twelve feet or less in width and one hundred twenty feet or less in length, or
    - 2) Approved by the Superintendent.
  - b. Single trip permits for overwidth movements **exceeding 16 feet** shall not be issued authorizing travel on Saturday after 12 noon, all day Sunday, and on holidays of New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
    - 1) No overwidth permit exceeding 16 feet will be valid from 12 noon the day before the holiday until sunrise the day after the holiday.
  - c. Single trip permits shall not authorize movements when inclement weather prevails, highways are slippery, or when visibility is ½ mile or less.
  - d. No travel if wind velocity exceeds 25 mph.
  - e. Oversize vehicle and load movements shall allow traffic to pass.

### B. Tow Vehicle Requirements

1. The tow vehicle shall be equipped with at least one drive axle with four tires.
2. The tow vehicle wheel base shall be a minimum of 100 inches.

3. The rated gross vehicle weight of the tow vehicle shall be based on the base width of the manufactured housing which it is transporting as follows:

<b>MFG HOUSE WIDTH</b>	<b>MINIMUM GVW RATING</b>
10 feet or less	6,000 pounds
10 feet to 12 feet	8,000 pounds
12 feet and greater	9,000 pounds

4. The tow vehicle shall have two outside mirrors, one on each side, to reflect a rear view of 200 feet to the driver.
5. The tow vehicle must be a registered vehicle. Vehicles such as a farm tractor cannot be used as a tow vehicle.

#### C. Insurance Requirements -- Towing Vehicle

1. \$100,000 bodily injury liability for one person, \$300,000 bodily injury liability for one accident, \$50,000 property damage liability.

#### D. General Safety Requirements

1. Must have minimum 18-inch by 18-inch red or bright orange flags displayed on all four corners of the mobile home or modular unit, and not less than four feet nor more than six feet above the roadway surface.
2. Authorized nighttime movements shall require:
  - a. Clearance lights visible from the front, rear, and side marking the outermost portion of the vehicle and load which extends beyond 8 feet 6 inches.
  - b. One rotating or two flashing amber light(s) mounted above the cab visible at a distance not less than 500 feet.
    - 1) When lights on the cab are not visible to the rear, additional flashing amber lights are required at the rear.
  - c. Lights shall be SAE (Society of Automotive Engineers) approved Class 1 lights and reflectors.
  - d. Vehicles must be capable of traveling at the posted speed limit.
3. When moving mobile homes and modular units with an overall width exceeding 14 feet 6 inches including overhang, lighted flashing amber lights will be required on the front of the towing vehicle and on the rear of the mobile home or modular unit. The lights must be at least four inches in diameter and be visible for a minimum 500 feet.
4. Vehicle(s) must be capable of traveling at the posted highway speed.
5. Must have OVERSIZE LOAD signs at the front end or roof line of the towing vehicle and at the rear end of the mobile home or modular unit. Both signs must be at least 12 inches in height and 60 inches in length. The letters shall be at least 8 inches high with 1-inch brush stroke. The lettering shall be black on yellow background.
6. All commercial oversize vehicles must be equipped in accordance with the requirements and specifications of Parts 393 and 396 of 49CFR.

#### E. Escort Requirements

1. 16 feet in overall width or less -- no pilot cars are required, unless otherwise determined by the district engineer or Highway Patrol.
2. Exceeding 16 feet in overall width.
  - a. One pilot car is required to precede each movement at a distance of 300 to 700 feet and one pilot car is required to follow each movement at a distance of 300 to 700 feet on two-lane highways.
  - b. One pilot car is required to follow each movement at a distance of 300 to 700 feet on four-lane divided highways.
3. Pilot car requirements.
  - a. The vehicle must be a passenger vehicle or two-axle truck only and must be operated as a single unit only.
  - b. The vehicle must have on the highest part a sign that is minimum 12 inches in height and 60 inches in length with the words **OVERSIZE LOAD** on it. The sign shall be yellow with black lettering. The lettering shall not be less than 8 inches high and 1-inch brush strokes. In addition, flashing amber lights shall be mounted on both ends of the sign. In place of the two alternating lights there can be one centrally mounted revolving amber light on the top of the sign. There shall be radio communication between the pilot car(s) and the mobile home or modular unit toter.

#### F. Permit Issuing Personnel May Designate Routes

1. Permit will not allow the use of state highways where adequate width for safe traffic movement cannot be provided. Routes of travel will be shown.
2. Road construction may limit overwidth movements to 12 feet in width or less on some highways. Visit the ND Department of Transportation website [www.dot.nd.gov/travel-info](http://www.dot.nd.gov/travel-info) for current road construction and travel information or contact the NDHP Permit Office.

#### G. Mobile Home and Modular Unit Definitions

1. A mobile home is any non-self-propelled vehicular structure built on a chassis ordinarily designed for human living quarters, either on a temporary or permanent basis, and used as the residence or place of business of the owner or occupant.
2. A modular unit is a factory fabricated transportable building unit designed to be incorporated with similar units at a building site into a modular structure to be used for residential, commercial, educational, or industrial purposes to include tiny houses, park models and mobile offices.
3. Mobile home and modular unit entryways that become attached to mobile home or modular units are defined as modular units or buildings. They may be moved under the Manufactured Housing Permit Policy or the Building Moving Permit Policy.

#### H. Width Restrictions

1. The maximum width of a mobile home or modular unit that will be permitted on North Dakota state highways is 18 feet in overall width.
2. Width limitations include roof overhang and door handles but not safety equipment such as protruding reflectors and lights.
3. The width limitation does not apply to double-wide mobile homes or modular units being relocated on timbers and dollies or special trailer.

#### I. Vertical Clearances

1. Single trip permits shall not be issued for movements exceeding the vertical clearance under structures. If there is a bypass or exit ramp around structures, permits may be issued directing the movement around the structure. Communication cables may be as low as 15 feet 6 inches, signal lights as low as 16 feet, and flashing signal lights as low as 17 feet.
  - a. **ALL VERTICAL CLEARANCES SHALL BE THE RESPONSIBILITY OF THE PERMITTEE.**

#### J. General Size Requirements

1. An unladen overlength and/or overwidth trailer designed to haul an oversize manufactured housing unit may be issued a single trip permit to run into or through the state.

#### K. Liability of Permittee

1. The applicant or permittee, as a condition for obtaining an oversize permit, shall assume all responsibility for accidents, damage, or injury to any persons or damage to public or private property caused by the movement of any oversize vehicle or load covered by the permit while upon public highways of the state.
2. The applicant or permittee agrees to indemnify and hold harmless the North Dakota Department of Transportation, the North Dakota Highway Patrol, their officers and employees from any and all claims resulting directly or indirectly from the movement of an oversize vehicle or load on any public highway of the state of North Dakota.

#### L. Application Procedure

1. Single trip permits can be purchased online [www.nd.gov/ndhp](http://www.nd.gov/ndhp), click on E-Permits.
  - a. Permits purchased online will be automatically issued with an authorized route of travel or can be submitted to the Permit Office for review.
  - b. Information required to obtain a single trip permit:
    - 1) Company name, address, city, state, zip code, phone number, and email address (optional).
    - 2) Liability insurance on the towing vehicle: insurance company, amounts of

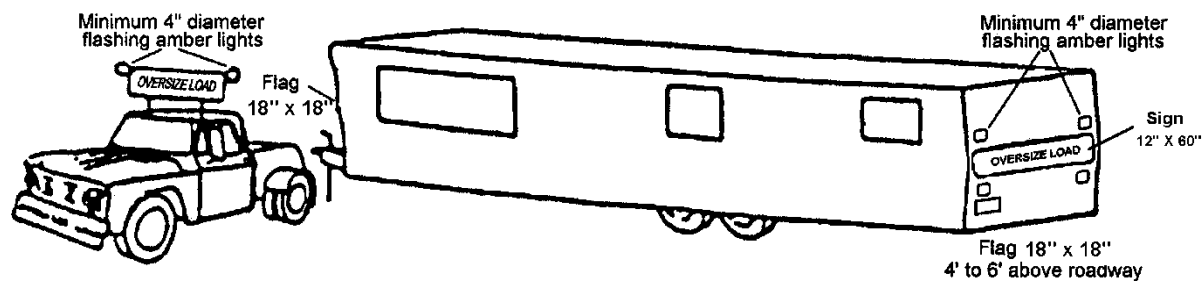
- coverage, policy number, expiration date.
- 3) Description of towing vehicle: year, make, manufactured gross vehicle weight rating, serial number, license number and state, ND registered gross vehicle weight.
- 4) Description of mobile home or modular unit: year, make, serial number, HUD number (optional).
- 5) Overall dimensions of the vehicle and the load (width, height, length, overhang).
- 6) Number of axles, number of tires per axle, tire width (marking from tire sidewall), axle spacings, track width, and axle weights.
- 7) Start date of travel, point of origin and destination, and desired route to be traveled.
  - a) Origin and destination **must** include name, address, city, state, and zip code when location is a private residence in North Dakota.
- c. Applicant must present "Mobile Home Moving Permit" printed on 8½" X 11" fluorescent orange stock. The applicant shall be required to obtain a "Mobile Home Moving Permit" from the ND County Directors of Tax Equalization to show proof that mobile home taxes in North Dakota have been paid.
- d. Applicant must show proof of registration on the mobile home to be moved. The registration fee is \$20. Companies moving manufactured housing units commercially may purchase a transporter license (in-transit plate and registration card) from the NDDOT Motor Vehicle Division for \$65.
- 2. Single trip permits can also be obtained from the Highway Patrol Permit Office, motor carrier inspectors, or troopers.
  - a. Applications to the Permit Office may be made in person, by telephone, email, or through a permit service company.
  - b. Applications may also be made with a trooper or motor carrier inspector, in person or by telephone.
- 3. A legible electronic or paper copy of the permit must be in possession prior to entering North Dakota or starting movement.
  - a. The applicant/driver is responsible for complying with the travel restrictions and safety requirements listed on the receipt/permit.
- 4. Permit fees.
  - a. \$20 for each Single Trip Permit, SFN 3507 (Receipt/Permit).
  - b. \$5 fee for each permit faxed.
  - c. \$8 service/routing fee for each single trip permit.
  - d. Ton mile fees as per Load Restriction Permit Policy (Policy 9-17).
    - 1) Assess only when axle weights or gross vehicle weight exceed posted weight limits during the spring thaw and on highways that have load restriction weight limits year-round.
- 5. Single trip permits can be purchased online [www.nd.gov/ndhp](http://www.nd.gov/ndhp), click on e-permits.
- 6. Applications for single trip permits can be obtained from the North Dakota Highway Patrol, Permit Office, 600 E Boulevard Avenue Dept. 504, Bismarck, ND 58505-0240.

Note: Oversize load sign and lights can be in front of the towing vehicle or on top of the cab.

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Note: All identifying oversize load signs must be covered or removed from the pilot car or towing unit when not being used.