

BUILDING MOVING PERMIT POLICY

NDHP Motor Carrier Division

Ref: 9-9 (8/2023)

PURPOSE

To establish guidelines when permits will be issued for buildings exceeding legal size for movement on the state highway system.

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 buildings.

The following procedures outline the requirements and methods for issuing permits for oversize buildings.

PROCEDURE

A. Permit Requirements

1. Permits must be in possession prior to starting any movement. The permit will designate the route to be traveled and may contain other restrictions as deemed necessary by the NDHP or NDDOT engineers. The NDHP has the authority to revoke permits when the holder violates or abuses the privilege or conditions of the permits.

B. General Travel Restrictions

1. Single trip permits may not be issued for overdimensional movements from ½ hour after sunset to ½ hour before sunrise.
2. Single trip permits for overwidth exceeding 16 feet will not be issued authorizing movements 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.
 - a. No overwidth permit exceeding 16 feet will be valid from 12 noon on the day before the holiday until sunrise the day after the holiday.
3. Single trip permits shall not authorize movements when inclement weather prevails, highways are slippery, or when visibility is ½ mile or less.
4. Single trip permits do not authorize travel on shoulders of road.
5. All movements of buildings will be by single trip permit only.
6. Single trip permits will be for the duration of one movement within a five day period.
7. All permits shall require a minimum distance of 1,000 feet between vehicles in a convoy of two or more vehicles.
8. For movements exceeding 14 feet 6 inches in width, the permit issuing personnel may restrict and control the permits issued so as to avoid times or roadways with large traffic volume, or movements which create traffic tie-ups, safety hazards, blockage of roads, etc. The permit may require the movement at designated times or over designated highways.
9. If an overwidth trailer or semitrailer is used to transport an overwidth building,

only one permit would be required for the round trip movement.

C. Sign Takedown and Removal

1. The mover must contact NDDOT district engineer(s) for all movements that require the removal or takedown of road signs at the mover's expense.

D. General Safety Requirements

1. For the duration of a move, minimum 18" x 18" red or bright orange flags must be displayed on the traffic side, front and rear, of the building and moving equipment. Flags on the building shall be fastened flat at the bottom corner of the building and at a height of approximately 10 feet above the ground.
2. When the overall length of an overdimensional movement exceeds 75 feet in length or 8 feet 6 inches in width, there shall be at least a 12" x 60" **OVERSIZE LOAD** sign on the front and rear. The lettering shall be black on yellow background. Letters shall be at least 8 inches high with 1-inch brush stroke. When the movement is overlength only, exceeding 75 feet in overall length, a **LONG LOAD** sign that is a minimum 12" x 60" in size may be used in lieu of the **OVERSIZE LOAD** sign. The lettering shall be black on yellow background. The letters shall be at least 8 inches high with 1-inch brush stroke. The sign shall be covered or removed when the movement is not overdimensional.
3. Pilot cars shall be staffed with red flags so displayed as to warn all traffic.

E. General Conditions for Overweight Movements

1. Overweight permits are not valid for movement on bituminous pavements when the atmospheric temperature is 90°F or above or when otherwise deemed necessary by the North Dakota Department of Transportation.
2. Routing is restricted by the Permit Bridge Load Limitations Map (Policy 9-6 Annex A), the Approved Gross Vehicle Weight Map (Policy 9-6 Annex D), the Weight Limitations Map (Policy 9-1 Annex D), and the Load Restriction Map <https://www.dot.nd.gov/driver/commercial/north-dakota-load-restrictions>

F. Escort Requirements

1. For all movements exceeding 14 feet 6 inches in width, 18 feet in height, and 120 feet in overall length, 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. In lieu of the pilot car requirement for movements not exceeding 16 feet in width, the overwidth vehicle itself, or vehicle towing or hauling an overwidth load, may be equipped with a lighted rotating or flashing amber light(s) that is visible from front and rear for a minimum 500 feet. On four-lane divided highways there are no pilot car requirements for movements not exceeding 16 feet in width.
2. In addition to pilot cars, the mover shall provide as many flag persons as needed to direct and control traffic safely.
3. Movements exceeding 18 feet in width may be subject to Highway Patrol escort if

deemed necessary by a regional commander. A Highway Patrol escort would be in addition to pilot car requirements.

- a. The moving company must call 701-328-2447 to contact the regional commander in the region in which the load originates.
- b. In the event that the oversize load movement leaves the region of origin, the regional commander shall coordinate with other regional commanders as needed.

G. Pilot Car Requirements

1. The vehicle must be a passenger vehicle or two-axle truck only and must be operated as a single unit only.
2. The vehicle must have on the highest part a sign that is minimum 12" x 60" 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 with 1-inch brush stroke. 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 or flashing amber light on the top of the sign. There must be radio communications between the pilot car(s) and the vehicle being escorted.

H. Parking of Buildings

1. Buildings may not be parked on approaches, highway right of way, or NDDOT property except under emergency conditions.
 - a. Mover must have attempted to but was unable to complete a permitted movement and was unable to find a suitable parking place.
 - b. Building and equipment must be parked completely off the roadway and shoulder.
 - c. Building and equipment must be removed from highway right of way the following day as soon as weather permits.
 - d. Mover is liable for all damage to highway right of way which has been caused by the building movement or parking.
 - e. No parking is allowed in the median.

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. All movements exceeding 18 feet in height must have written authority from utility companies to travel under overhead wires. Communication cables may be as low as 15 feet 6 inches. Flashing signal lights over the highway may be as low as 17 feet.
 - a. NDDOT list of bridges with vertical clearances will be referred to when issuing all overheight permits and may cause overheight movements to be given special route restrictions.
 - b. **ALL VERTICAL CLEARANCES SHALL BE THE RESPONSIBILITY OF THE PERMITTEE.**

J. Crossing Highways

1. Single trip permits **ARE NOT** required when crossing state highways at a right angle to the roadway.
 - a. The mover must provide as many flag persons as needed to direct and control traffic safely.

K. General Size Limitations

1. Building contractors' equipment and vehicles used to move such equipment are exempt from width limitations not to exceed 10 feet in width.
2. Building moving equipment is exempt from length limitations.

L. Interstate Movements

1. Permits will not be issued for movements exceeding 18 feet in width on the interstate system. Movements on the interstate system will be authorized **only** if a trailer or semitrailer is used to transport the building.

M. Movement During Road Restrictions

1. Permits will be issued for movements exceeding 14 feet 6 inches in width but not exceeding 26 feet in width only if the outside width of the dollies does not exceed 14 feet, unless approved by NDDOT district engineer(s) or chief engineer.
2. Movements exceeding 14 feet 6 inches in width will be subject to a Highway Patrol escort if requested by NDDOT district engineers.
3. Axle weights may not exceed posted road restriction limits.

N. Movement of Double-wide Manufactured Housing (Mobile Homes and Modular Units)

1. Double-wide manufactured housing may be relocated on timbers and dollies or special trailers.
2. Prior to obtaining a single trip permit from the Highway Patrol, the mover must obtain a moving permit from the County Director of Tax Equalization.

O. 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.

P. Application Procedure

1. Building permits can be purchased online at <https://www.nd.gov/ndhp/e-permits>.
 - a. Information required to obtain permits:
 - 1) Company name and address.
 - 2) Owner of building.
 - 3) Description of power unit: year, make, capacity, serial number, license number and state, tire widths (the first set of numbers from the tires sidewall), number of axles, number of tires per axle, and axle spacings.
 - 4) Description of towed unit: type of unit (timber and dollies or trailer), length, width, tire widths (the first set of number form the tire sidewall), number of axles, number of tires per axle, axle spacings, and track width.
 - 5) Dimensions and weight of load.
 - 6) Overall dimensions of vehicle and load
 - 7) Axle weights
 - 8) Dates of travel, point of origin and destination, and desired route to be traveled.
 - b. Applications to the permit office may be made in person, by telephone, by e-mail, or through a permit service.
 - c. Applications for routine load movements may be made in the field. Requests may be made in person or by telephone if the permit is paid by credit card and faxed or e-mailed.
 - 1) The applicant must read and sign the reverse side of the handwritten receipt/permit acknowledging the movement restrictions and requirements.
2. A legible electronic or paper copy of the permit must be in possession prior to entering North Dakota or starting movement.
 - a. The applicant and driver are responsible for complying with the travel restrictions and safety requirements listed on the receipt/permit.
3. Violating provisions and conditions on a single trip permit may result in invalidating the permit.
4. Permit fees.
 - a. \$20 for each single trip permit (Official Receipt/Permit, SFN 3507).
 - b. \$8 service/routing fee will be applied to each single trip permit.
 - c. The fee for an NDHP escort is \$50 per hour and \$.50 per mile per trooper.
5. Applications can be obtained from the North Dakota Highway Patrol, Permit Office, 600 E Boulevard Avenue Dept. 504, Bismarck, ND 58505-0240. The telephone number is 701-328-2621.