



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
CENTRAL SERVICES DIVISION
OVERWEIGHT & OVERDIMENSIONAL PERMITS
SUITE 800, JAMES K. POLK BUILDING
505 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1402

JOHN C. SCHROER
COMMISSIONER

BILL HASLAM
GOVERNOR

September 12, 2016

RE: Route Survey Process Clarification

Recently we have noticed that there has been some confusion regarding the Route Survey process. We would like to clarify a few points about this process.

- **ALL** route surveys must be filled out on the TN Route Survey form. This can be found on our website at: <http://www.tn.gov/tdot/article/central-services-oversize-overweight-permit-resources>
- Once a permit has been submitted via TOOPS, please e-mail the route survey to TDOT.PermitOffice@tn.gov. We request that you put the **permit's application number in the 'subject' line of the e-mail**. This ensures that we are able to locate it easily once we go to process it.
- Route Surveys are **required on all loads over 15 feet in height**; unless using a route that has been pre-approved in our system. These routes are commonly referred to as 'envelop routes'.
- Route Surveys may take a **minimum of three (3) business days** to process. Each time a new route survey must be submitted, the processing time frame starts over. Depending on workflow, we may be able to process these quicker. However, we respectfully request that carriers do not call to inquire if the route survey has been processed before the minimum three (3) day processing time frame. These calls tend to interrupt the route survey process and therefore delay the surveys from being processed.

Should you have any questions or concerns please contact us at (615) 741-3821 or TDOT.PermitOffice@tn.gov