

# How to Generate and Issue an Annual Permit

To generate and issue an Annual Permit do the following:

- Select SERVICES from section below Customer Dashboard then select Permits
- Select ANNUAL PERMIT from the APPLY FOR A PERMIT menu tile
- At the Search screen, enter at a minimum the Account No. and select PROCEED
  - Additional fields are available for searching including: Permit No., USDOT No., TIN, Legal Name and/or DBA Name

## 1.3.3.2.1 General

The Annual Permit General Details screen displays next and contains various sections.

- Permits Account Details: Most of this information is populated from the Customer account level and is disabled so it cannot be changed. The Mailing Address, Issuing Location and Contacts tabs are all available for selection or changes, as needed.
- Insurance Details : Displays information entered from the Permits Account level and cannot be changed
- Permit Details Section:
  - Permit Type – Auto-populated to Annual Permit and cannot be changed
  - Permit Subtype – This field is mandatory and the user can use the drop down list to select one of the available option listed below:
    - Commercial Boat
    - Cotton Seed
    - Fixed Over Weight (120K, 150K)
    - Mobile Home
    - Non Commercial Boat
    - Over Dimension
    - Ocean Going Container

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- Over Weight (100K, 120K, 140K, 155K, 165K)
- Roof Trusses
- Tow Truck
- Transaction Type – Auto-populated to New Permit and cannot be changed
- Effective Date – Defaults to the current date and can be changed; the user can enter a future effective date that is up to 30 days in the future from the current date
- End Date – Defaults to a date that is exactly one year from the effective date and cannot be changed
- Permit No. – This field is blank since the permit is not yet issued
- Application Status – Is auto-populated to “Not Submitted” and cannot be changed
- Application Status Date – Is auto-populated to the current date and cannot be changed

The screenshot displays a web-based form for generating an Annual Permit. The form is organized into several sections: General Details, Permits Account Details, Insurance Details, and Permit Details. At the top, there is a navigation bar with tabs for General, Load & Dimensions, Conditions, Verification, Billing, Approval, Main Menu, and Inquiries. A warning message at the top left states: "GEN34 : [W] USDOT No. is required." The form is titled "Annual Permit" in the top right corner.

**General Details**

Account No.: 29314 TIN: 546121321 USDOT No.:  
Legal Name: M & S HOLDINGS DBA Name: ALL STAR TRANSPORT Application No.:  
Physical Address: Mailing Address: Issuing Location: Contacts:  
\*Contact Name: SUZANNE  
Contact Name: Primary Phone No.: Ext.:  
Email: Alternate Phone No.: Fax No.:  
Insurance Details  
Insurance Carrier: FIDELITY TRUST Policy Number: 2018-001212 Expiration Date: 11/30/2018  
Combined Liability: 1500000  
Permit Details  
Permit Type: ANNUAL PERMIT \*Permit Subtype: Transaction Type: APR - NEW PERMIT  
\*Effective Date: 04/06/2018 End Date: 04/05/2019 Permit No.:  
Application Status: NOT SUBMITTED Application Status Date: 04/06/2018  
Comments +  
Proceed Refresh Quit Cancel ?

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## 1.3.3.2.2 Load & Dimensions

The next screen for the Annual Permit application collects information specific to the permit load and dimensions. This screen will walk the user through the various Detail sections, listed below.

- Load Details -
- Dimension Details
- Vehicle Details
- Registered Gross Vehicle Weight Details

The Permit Account Details and Permit Details sections on this screen contain pre-populated information that cannot be changed

### 1.3.3.2.2.1 Load Details

The Load Details section provides users the ability to use the dropdown option to select an available load code

- Load Code can be selected using the drop down list and up to 4 load codes can be provided for each Annual Permit
  - In many cases the load code selected cannot be used more than once or cannot be used with another load code. Consult the TN business rules for load codes selections.

The screenshot shows the 'Load & Dimensions Details' screen for an Annual Permit application. The top navigation bar includes tabs for General, Load & Dimensions (active), Conditions, Verification, Billing, Appraisal, Main Menu, and Inquiries. The screen is divided into three main sections: Permits Account Details, Permit Details, and Load Details.

**Permits Account Details**

Account No.:	29314	TIN:	546121321	USDOT No.:	
Legal Name:	M & S HOLDINGS	DBA Name:	ALL STAR TRANSPORT	Application No.:	18606

**Permit Details**

Transaction Type:	APR - NEW PERMIT	Permit Subtype:	OD - Over Dimension	Permit No.:	
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**Load Details**

	Load Code	Other
Clear	<input type="text"/>	<input type="text"/>
Clear	<input type="text"/>	<input type="text"/>
Clear	<input type="text"/>	<input type="text"/>
Clear	<input type="text"/>	<input type="text"/>

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## 1.3.3.2.2.2 Dimension Details

Based on the Annual Permit Subtype and Load Code(s) selected, the Dimension Details section will:

- Default to the maximum allowable dimensions based on the load code and cannot be changed
- The user can select the Overlegal Width, Overlegal Length, and/or Overlegal Height checkboxes if applicable
  - Selecting one or more of these checkboxes will automatically adjust the corresponding Width, Length, and/or Height that was auto-populated by the system.
- Select the required Total Gross Vehicle Weight using the drop down

The screenshot shows a web form with two main sections: 'Load Details' and 'Dimension Details'.

**Load Details:** This section contains a table with two columns: 'Load Code' and 'Other'. There are four rows, each with a 'Clear' button to the left of a dropdown menu. The first two dropdowns are populated with 'GEN - Generators' and 'AC - Air Conditioner Units' respectively. The 'Other' column has four empty text input fields.

**Dimension Details:** This section contains three rows of dimension inputs, each with a red asterisk indicating a required field.

- Overall Width:** 8 Ft. 6 In. Below it is an 'Overlegal Width' checkbox.
- Overall Length:** 90 Ft. In. Below it is an 'Overlegal Length' checkbox, which is checked.
- Overall Height:** 13 Ft. 6 In. Below it is an 'Overlegal Height' checkbox.

At the bottom left, there is a 'Total Gross Vehicle Weight' dropdown menu set to '120000'.

## 1.3.3.2.2.3 Vehicle Details

- Users can add a vehicle using the ADD VEHICLE button then follow the steps in Section 1.3.2.1 (ADD VEHICLE)
- Users can also use the VEHICLE LOOKUP link will open a pop-up listing existing vehicles on the account to select from
  - The vehicle pop-up window provides a search field for each column and allows for partial data searches for ease in searching for a vehicle
  - Click the SELECT link of the vehicle to be added and the system auto-populates some required vehicle information and closes the vehicle list pop-up window
- If the wrong vehicle was selected or a vehicle other than the one originally selected, needs to be used for the permit transaction, the user can select the CLEAR link to remove the selected vehicle from the Permit transaction and then select a subsequent one

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- NOTE: Only one power unit is allowable on a Annual Permit

**Dimension Details**

\*Overall Width: 8 Ft. 6 In.      \*Overall Length: 90 Ft.      \*Overall Height: 13 Ft. 6 In.  
Overlegal Width: ☐      Overlegal Length: ☒      Overlegal Height: ☐  
\*Total Gross Vehicle Weight: 120000

**Vehicle Details** [Add Vehicle](#)

Vehicle Lookup	Clear	Vehicle Type	VIN	Make	Year	Plate No.	Jur	Unit No.
		OTH - OTHER TYPES OF POWER UNITS	1ABTESTVIN3422874	AMGN - AMERICAN GENERAL	2013	TTB4312	AR	14

## 1.3.3.2.2.4 Registered Gross Vehicle Weight

In the Registered Gross Vehicle Weight section, the user must select either Yes or No in response to whether the vehicle is registered in Tennessee (base jurisdiction).

- A Yes response will allow the user to continue with the Annual Permit transaction
- A No response will not allow the user to proceed with the Annual Permit transaction as the vehicle must be registered in Tennessee

**Vehicle Details** [Add Vehicle](#)

Vehicle Lookup	Clear	Vehicle Type	VIN	Make	Year	Plate No.	Jur	Unit No.
		OTH - OTHER TYPES OF POWER UNITS	1ABTESTVIN3422874	AMGN - AMERICAN GENERAL	2013	TTB4312	AR	14

**Registered Gross Vehicle Weight**

Is Tennessee registered on your IRP apportioned Cab Card or is the vehicle a Tennessee county plated vehicle? : ☒ Yes ☐ No

**Comments** [Add Comment](#)

Comment :

Access Level :  Internal ☐ Delete Allowed [Add/Update Comment](#) [Clear Comment](#)

[Proceed](#) [Refresh](#) [Quit](#) [Cancel](#) [?](#)

- Enter any comments if required
- Select PROCEED to continue to the Conditions screen / tab

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## 1.3.3.2.3 Conditions

The Conditions details screen will display some pre-defined data based on the TN business rules for the permit load & dimensions and route information entered.

- Filter Tag – Use the drop down list to select a particular filter or use the All. Selecting Non-Standard will remove all other conditions from view and only display the Non-Standard conditions. So All will display all conditions on the screen
- Standard – These conditions are auto-populated and the checkbox is defaulted to checked and disabled
- Non Standard – The user can check the checkbox in the Select column to apply the conditions as required
  - Some conditions will automatically be checked based on TN business rules and user can add additional Non-Standard conditions by clicking the corresponding checkbox
- Additional Conditions – The user can add additional conditions as required by selecting the “Additional” Conditions tab then clicking the plus (+) sign icon. The user must enter a description for each condition added. To delete any additional conditions added check the select checkbox and then click the minus (-) sign icon. Unclick the Select checkbox for any additional conditions you DO NOT want to remove.
- Select PROCEED to display the Permit Verification screen

# How to Generate and Issue an Annual Permit

**Conditions Details** Annual Permit

**Permits Account Details**

Account No.: 29314 TIN: 546121321 USDOT No.:  
Legal Name: M & S HOLDINGS DBA Name: ALL STAR TRANSPORT Application No.: 18625

**Permit Details**

Transaction Type: APR - NEW PERMIT Permit Subtype: OW - Over Weight (100K, 12) Permit No.:

**Conditions**

Filter Tag: All Proceed

Sequence No.	Select	Filter Tag	Conditions	Notes
1	<input checked="" type="checkbox"/>	NON-STANDARD	24 hours, 7 days per week continuous movement with normal travel conditions authorized, with exception to county curfew	Travel Restriction
3	<input checked="" type="checkbox"/>	NON-STANDARD	Loads that exceed 10' in width must have proper OS/OW signage, markings and lighting.	Signs and Markings
17	<input type="checkbox"/>	NON-STANDARD	A tow truck by itself shall not exceed 85,000 lbs.	Tow Truck
18	<input type="checkbox"/>	NON-STANDARD	A tow truck and towed vehicle in combination shall not exceed the following axle weight limits when engaged in towing operations, no more	Tow Truck
19	<input type="checkbox"/>	NON-STANDARD	Length limitation of 90' is waived only during an emergency movement operation and only to the	Tow Truck

## 1.3.3.2.4 Verification

Once all the Permit sections and data are entered, the system will display the Verification screen with a tab for each section (General, Load & Dimensions, Conditions).

- Use the tabs to view the data. If any changes/updates are necessary, then select the appropriate tab at the top of the screen (in the permit flow area) and perform any updates as required prior to billing
  - When selecting these tabs, the user must select “OK” to the message prompt indicating “Unsaved data can be lost. Would you like to proceed?”
- Select PROCEED if all the data is completed to continue with billing

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General Load & Dimensions Conditions Verification Billing Approval Main Menu Inquiries

GEN4399 : [!] Please verify the information entered, click Proceed to continue with the Permit Application otherwise click Edit to modify details.

Verification Annual Permit

Proceed

General Load & Dimensions Conditions

Edit

**Permits Account Details**

Account No.: 29314	TIN: 546121321	USDOT No.:
Legal Name: M & S HOLDINGS	DBA Name: ALL STAR TRANSPORT	Application No.: 18625

**Physical Address**

Street: 123 E. ANYWHERE DR	Zip Code: 37809	Jur: TN-TENNESSEE
City: MIDWAY	County: GREENE	Country: US

**Mailing Address**

Mailing Address: 8961 E BELL RD, STE 101, SCOTTSDALE, AZ 85260, US	Zip Code: 85260	Jur: AZ-ARIZONA
Street: 8961 E BELL RD, STE 101	County: MARICOPA	Country: US
City: SCOTTSDALE		

**Issuing Location**

Service Location: 100-NASHVILLE	Zip Code:	Jur: TN-TENNESSEE
Street:	County:	Country: US
City:		

**Contacts**

Contact Name: SUZANNE	Primary Phone No.: 888-555-1212	Ext.:
Email: SRIVERA@CELTIC.BZ	Alternate Phone No.:	Fax No.:

**Insurance Details**

Insurance Carrier: FIDELITY TRUST	Policy Number: 2018-001212	Expiration Date: 11/30/2018
Combined Liability: 1500000		

**Permit Details**

Permit Type: ANNUAL PERMIT	Permit Subtype: OW - Over Weight (100K, 120K, 140K, 155K, 165K)	Transaction Type: APR - NEW PERMIT
Effective Date: 04/12/2018	End Date: 04/11/2019	Permit No.:
Application Status: NOT SUBMITTED	Application Status Date: 04/09/2018	

Proceed Out ?

## 1.3.3.2.5 Billing

The Billing details will display all fees applicable to the permit transaction as entered. Once the fees are calculated, the system will display the Payment Details and issue the permit credentials.

- Permit Account Details – Details are pre-populated and cannot be changed
- Billing Details – Details are pre-populated and cannot be changed
- Fees Section
  - The fees are calculated based on the Permit subtype, load code(s) and any indicators identified for excess length, width or height



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- Displays any available Escrow Balances (cannot be changed)
- Waive / Manual Adjustment Amount – An authorized user can check the waive checkbox available for each fee or enter an adjustment amount as required/allowed
- Documentation Requirements – This section defaults with the “COI – Certificate of Liability Insurance” already listed and defaulted to “System Collected”
  - The user must verify this is collected or can change the status
- Attachment Upload – A user can upload additional documents by using the Browse option to select a file then select UPLOAD to load the file

General

Load & Dimensions

Conditions

Verification

Billing

Approval

Main Menu

Inquiries

Billing DetailsAnnual Permit

Permits Account Details

Account No.: 29314TIN: 546121321USDOT No.: Legal Name: M & S HOLDINGSDBA Name: ALL STAR TRANSPORTApplication No.: 18625

Billing Details

Permit Type: ANNUAL PERMITPermit Subtype: OW - Over Weight (100K, 12)Permit No.: Billing Date: 04/09/2018Transaction Type: APR - NEW PERMITTransaction Status: O - OPEN

Fees Section

Enterprise Escrow Balance: 0.00Permit Escrow Balance: 0.00

Fee Type	Fee Amt(\$)	[Waive]	Manual Adj. Amt.(\$)
Annual 120K Overweight	1500.00	<input type="checkbox"/>	
Excess Length	100.00	<input type="checkbox"/>	
Total Due (\$)	1600.00		
Net Amount Due(\$)	1600.00		

Documentation Requirements

Add

Document(s)	Status	
COI - CERTIFICATE OF LIABILITY INSURANCE	S - SYSTEM COLLECTED	Delete

Attachment Upload

Browse...

Upload

Delivery Details

Permit/VWA Electronic Delivery Type: D - PDF

Comments

Proceed

Cancel

Refresh

Quit

Draft Permit

Show Hand Log

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- Delivery Details – Use the drop down to select the Electronic Delivery Type (PDF, Email, Print)
- Draft Permit – On this screen the system provides the option to produce a draft permit based on the permit details entered
  - VOID will display as the Permit Number for the Draft Permit
- Select PROCEED to display the Billing verification screen and continue with payment and generation of the Gross Vehicle Weight Permit

General > Load & Dimensions > Conditions > Verification > **Billing** > Approval > Main Menu > Inquiries

**Billing Details** Annual Permit

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**Permits Account Details**

Account No.:	29314	TIN:	546121321	USDOT No.:	
Legal Name:	M & S HOLDINGS	DBA Name:	ALL STAR TRANSPORT	Application No.:	18625

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**Billing Details**

Permit Type:	ANNUAL PERMIT	Permit Subtype:	OW - Over Weight (100K, 12	Permit No.:	
Billing Date:	04/09/2018	Transaction Type:	APR - NEW PERMIT	Transaction Status:	1 - INVOICED

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**Fees Section**

Enterprise Escrow Balance:	0.00	Permit Escrow Balance:	0.00
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Fee Type	Fee Amt(\$)	[Waive]	Manual Adj. Amt(\$)
Annual 120K Overweight	1500.00	<input type="checkbox"/>	
Excess Length	100.00	<input type="checkbox"/>	
<b>Total Due (\$)</b>	<b>1600.00</b>		
<b>Net Amount Due(\$)</b>	<b>1600.00</b>		

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**Documentation Requirements**

  

Document(s)	Status
COI - CERTIFICATE OF LIABILITY INSURANCE	5 - SYSTEM COLLECTED

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**Attachment Upload**

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**Delivery Details**

Permit/VWA Electronic Delivery Type:

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- Select PROCEED to complete the payment process