Ordering Single Trip Permits

Traffic Operations Division-Overweight & Overdimensional Permits
William R. Snodgrass Tennessee Tower, 20th Floor
312 Rosa L. Parks Ave.
Nashville, Tennessee 37243
(615)741-3821 TDOT.PermitOffice@tn.gov

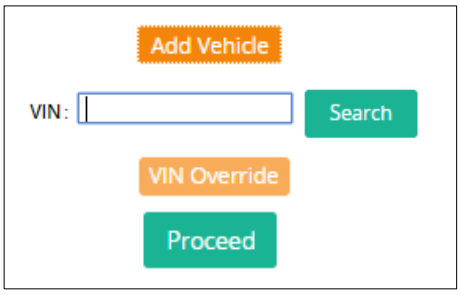
When you first log in you will be on the Customer Dashboard. Locate the blue Navigation Panel on the left of your screen. Click **Services → Permit.**

This will take you to the Site Map. Locate the white box titled **Apply for a Permit**. Click **Single Trip Permit**.

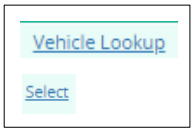
On the **Search By** page your account number will already be in the first field. Do Not Enter Anything Else. Click **Proceed**.

From the **General Details Page** you may change the start date of your permit if needed. Then **Proceed.**

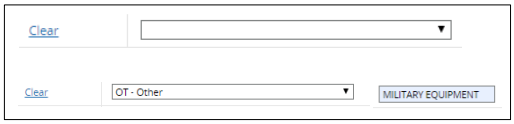
From the **Load & Dimensions Page:**



In the **Vehicle Details** section use the **Add Vehicle** button to add your vehicle. Enter the **VIN** in the **Vehicle Search** section and click **Search.** The VIN will appear in the **Vehicle Details** section. Click the orange VIN Override button and enter the Plate, Year, Make, Jur. (registration state) and Vehicle Type (typically Tractor Trailer). Then **Proceed.** **Proceed** again on the Verification Page.



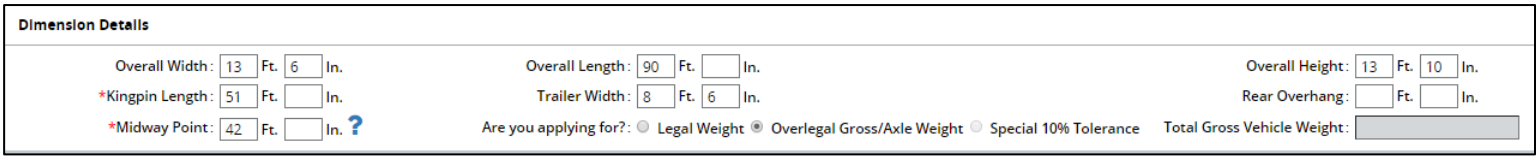
Back on the Load & Dimensions Page – directly beneath the Add Vehicle button, locate the **Vehicle Lookup** and **Select** your vehicle.



In the **Load Details** section use the drop down menu to select your **load code** (what you are hauling). If your load code does not appear in the list, select Other and use the space to the right to enter the load code.

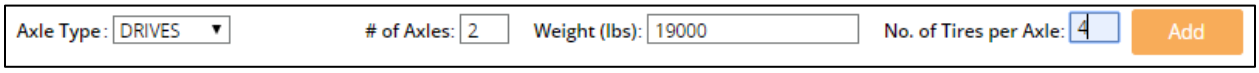
Click **Next.**

In the **Dimension Details** section, enter your dimensions. Kingpin length is the length from the point of attachment to the rearmost point of the trailer or load. Midway point is only required if your Kingpin is greater than 48'. Midway point is the measurement from the point of attachment to the center of the rear axle or midway point between the two rear axles in a tandem configuration.



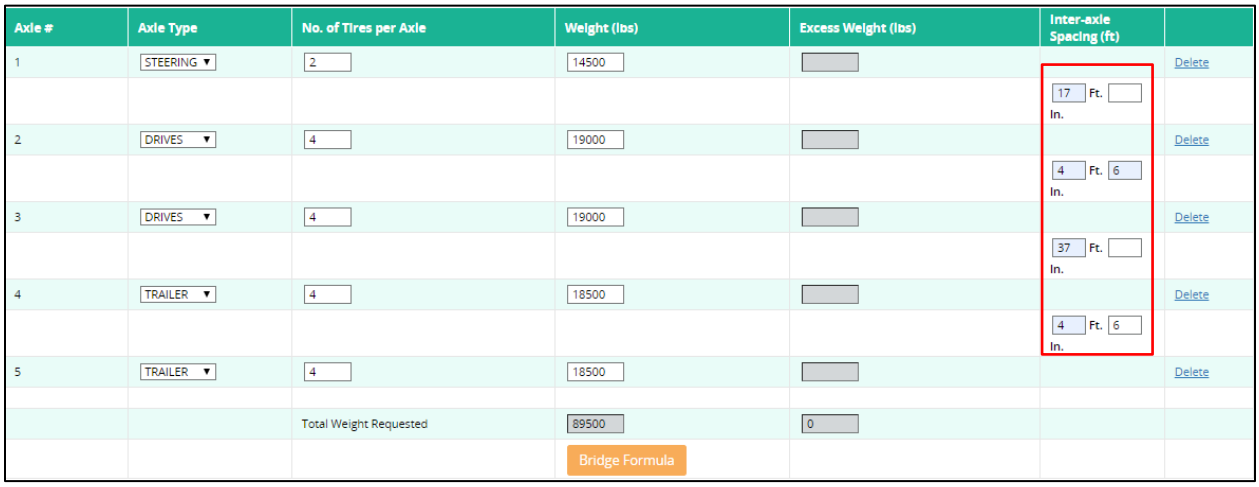
If your load is legal weight, select this option and enter your registered weight in the field to the right. If you load is greater than legal weight, select the over legal Weight option.

In the axle table you will need to enter each axle by type, number of axles, weight, and



number of tires. Click **Add** after entering each axle. *You may enter multiple axles of the same type which have the same weight together by entering the number of that axle configuration in the # of Axles field.*

Once all of the axle weights are entered you will move down to the table and enter the axle spacings to the right of each axle.



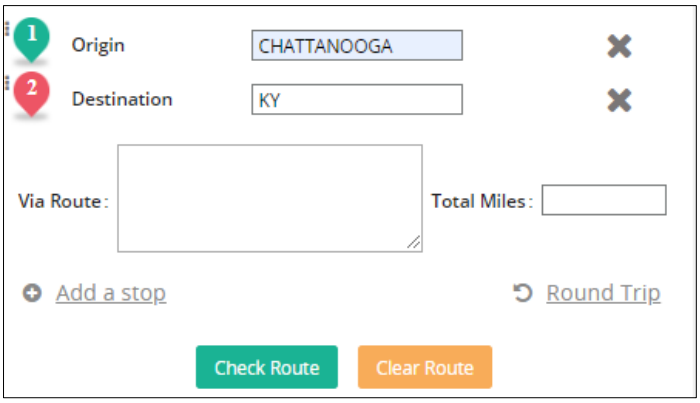


In the **Oversize Annual Permit** section click **Finish**.

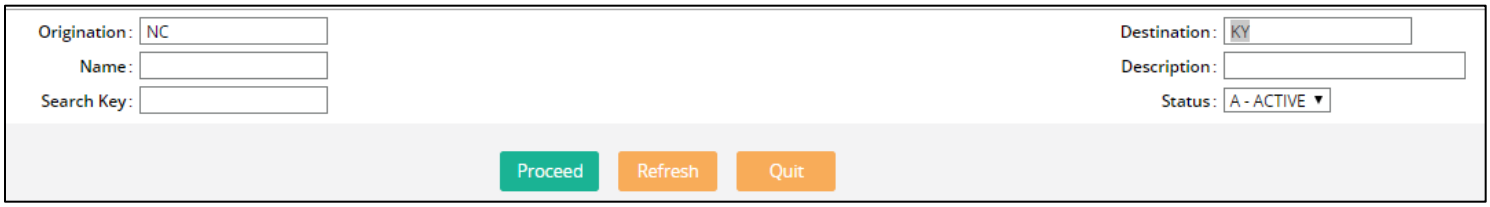
From the **Routing Details Page:**

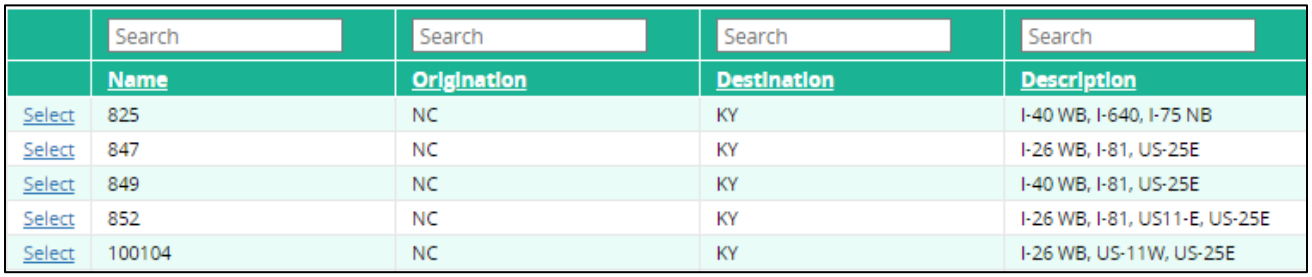
If you are legal weight, legal height, and under 16' wide select the option for **Enter Route**. In the **Origin** enter the state abbreviation or TN city name you will be starting from. In the **Destination** enter the state abbreviation or TN city name you will be ending in. Click **Check Route. Proceed**.

you will not need to enter a specific route if you are within the above dimensions. If you are over you will have to enter a route and milage.



If you are required to enter a route and are traveling from state border to state border you may use a **Pre Defined Route**. A new window will open. Enter the state abbreviations in the origin and destination and click **Proceed**. **Select** the route you would like to use.



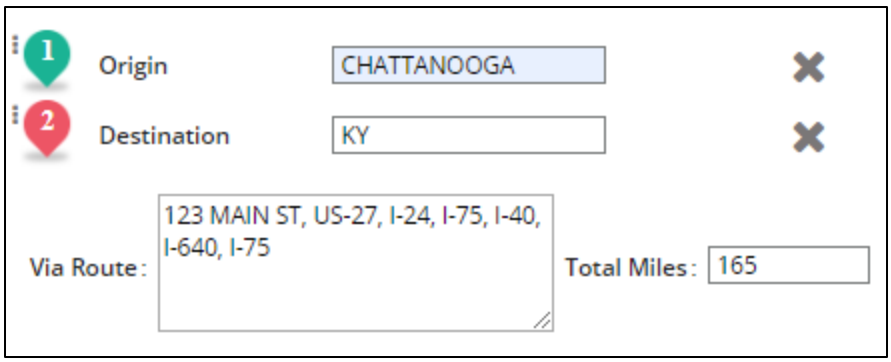


	Search	Search	Search	Search
	Name	Origination	Destination	Description
Select	825	NC	KY	I-40 WB, I-640, I-75 NB
Select	847	NC	KY	I-26 WB, I-81, US-25E
Select	849	NC	KY	I-40 WB, I-81, US-25E
Select	852	NC	KY	I-26 WB, I-81, US11-E, US-25E
Select	100104	NC	KY	I-26 WB, US-11W, US-25E

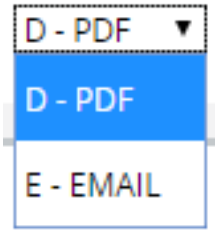


Back on the Route page click **Check Route. Proceed.**

If you are required to enter are route and are not traveling border to border or the route you would like is not available in the pre defined routes, select **Enter Route**. Enter the city name. Enter your route in the **Via Route Box**. Enter your mileage then click **Check Route**. **Proceed.**



From the **Verification Page:**
Proceed.



From the **Billing Page:**
In the **Delivery Details** section select either **PDF** or **Email**. This is how you will receive your permit.

Proceed.

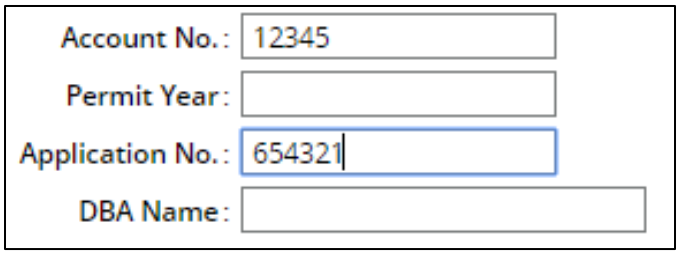
From the **Web Processing Page:**

Submit.

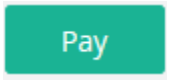
If you are auto-approved you can continue to process payment. If not you will need to wait on an email from the system.

Once this email is receive you will log back into the system and go the **Services → Permits** and locate the box labeled **Others** select **Resume Application**.

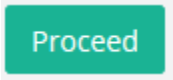
Your account number will appear in the first field. If you know your application number you may enter that in the corresponding field. Click **Proceed**.



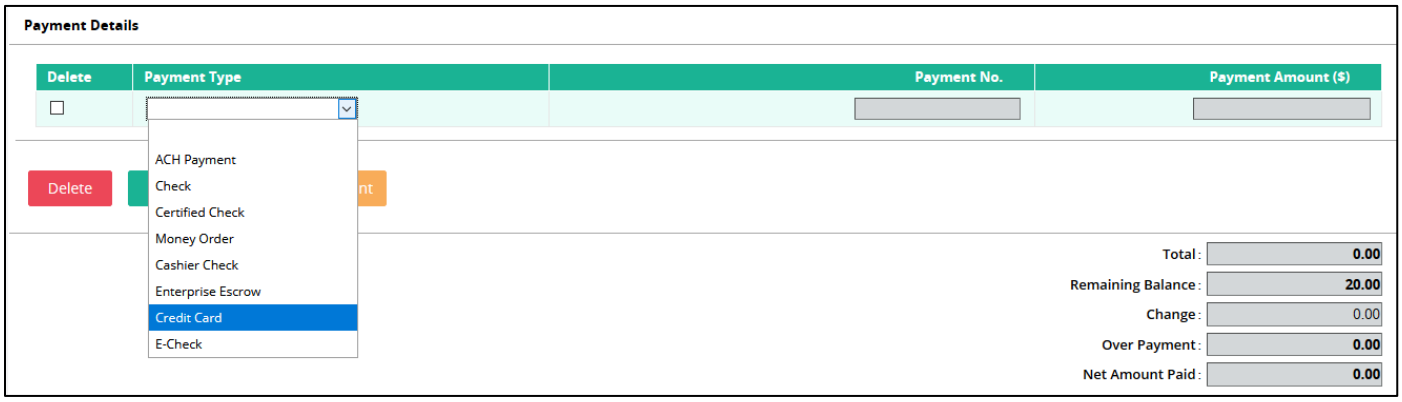
Select the application. This will take you to the billing page. If you are processing multiple permits click **Add to Cart** or if you are processing only one permit click **Proceed**.



From the cart payment click **Proceed.** On the next screen click **Pay**. Then **Proceed.**

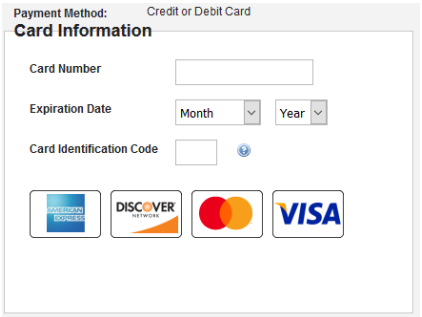


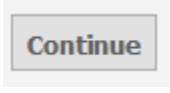
On the payment page use the drop down menu to select either **Credit Card** (or Escrow if you have an escrow account set up). Then click the **Electronic Payment** button.

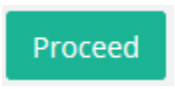




A window will pop up. Enter your payment details and click **Process Payment.** On the next page click **Confirm Payment.** You will then find yourself back on the payment page. Click **Proceed** one last time to issue the permit. You will receive the permit as either a PDF or by email.







If a message, which state "**Reload**", rather than the credit card details page appears, you will need to change your browser settings to allow pop ups on the TNTRIPS webpage.

For assistance with the Pop-Up Blocker:

Chrome:
https://support.google.com/chrome/answer/95472?co=GENIE.Platform%3DDesktop&hl=en

Firefox: https://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting#w_pop-up-blocker-settings

Internet Explorer: https://support.microsoft.com/en-us/help/17479/windows-internet-explorer-11-change-security-privacy-settings