

# **Steps to obtain an Overweight & Overdimensional Single Trip Permit**

## **➤ For Commercial Customers (Trucking Companies)**

Contact an Authorized Permit Agency. They will collect all the necessary information and be able to fax or e-mail the single trip permit.

## **➤ For Non-Commercial Customers (Private Individuals)**

### ***Option 1: Authorized Permit Agency***

Contact an Authorized Permit Agency. They will collect all the necessary information and be able to fax or e-mail the single trip permit. This is the **FASTEST** way to obtain a single trip permit. Authorized Permit Agencies are the only ones allowed to fax or e-mail Single Trip Permits. TN Overweight & Overdimensional Permit Office **CANNOT** send Single Trip Permits via fax or e-mail. Single Trip Permits issued directly through the Overweight & Overdimensional Permit Office can only be sent via regular mail, FedEx, or picked up at the TDOT Headquarters in Nashville, TN.

### ***Option 2: Overweight & Overdimensional Permit Office***

1. Complete the Single Trip Permit Request Form
2. Provide the following information on the Single Trip Permit Request Form:
  - a. Company Name
  - b. Company Address
  - c. Company Contact Information (Phone & E-mail)
  - d. Company FEIN & DOT (if applicable)
  - e. Truck Specifications
  - f. Current COI with TDOT as a Certificate Holder
3. Once the form is completed and COI obtained, contact the Overweight & Overdimensional Permit Office via phone (615-741-3821), e-mail (TDOT.PermitOffice@tn.gov), fax (615-741-8993), or visit the office on the 8<sup>th</sup> floor of the James K. Polk Building in Downtown Nashville.
4. The Overweight & Overdimensional Permit Office will determine the type/pricing of the Single Trip Permit (see Rule 1680-7-1-.24 Fees in the Overweight and Overdimensional Movements on Tennessee Highways Guidelines for more detailed information regarding pricing)
5. Pay for the Single Trip Permit with a check made payable to TDOT or credit card (credit card has a 4% processing charge)
6. The Overweight & Overdimensional Permit Office will process the Single Trip Permit.

7. Single Trip Permit documentation may only be obtained via regular mail, FedEx, or picked up at the Nashville office on the 8<sup>th</sup> floor of the James K. Polk Building. TN Overweight & Overdimensional Permit Office **CANNOT** send Single Trip Permits via fax or e-mail.