

FAQ's

1. What is a special permit for overweight and oversize vehicles?

A permit issued by the City of Suffolk authorizing movement of any vehicle of a size or weight that exceeds the maximums specified in the Code of Virginia, title 46.2.

2. Why do I need a special permit for Suffolk?

On December 31st, 2009, at 11:59 p.m. the Virginia Department of Motor Vehicles will cease to issue these permits for Suffolk. The City of Suffolk will issue permits for overweight and oversize vehicles that travel over the roadways maintained by the City of Suffolk.

3. I have a Virginia State Permit, do I still need a permit from the City of Suffolk?

Yes, if your route of travel is through the City of Suffolk and the vehicle exceeds the maximum specified in the Code of Virginia, title 46.2, you are required to have a permit issued by the City of Suffolk.

4. When is a special permit required?

If your vehicle configuration is reduced to its smallest dimensions possible and still exceeds the maximum limitations identified below, you must obtain a special permit prior to traveling over Suffolk's roadways. This table displays configurations and maximum dimensions for vehicles before a permit is required.

Dimension	Limitation
Height	13 feet 6 inches
Width	8 feet 6 inches
Length	40 feet for Motorized Vehicles other than Buses or Motor Homes
Length	48 feet for Trailers (53 foot trailers are allowed on interstate system)
Length	65 feet for Vehicle/Trailer Combination
Overhang	4 feet - Rear 3 feet - Front
Weight	20,000 pounds - Single Axle
Weight	34,000 pounds - Tandem Axle

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5. What type of special permit does the City of Suffolk issue and what are the fees?

<i>Type of permit</i>	<i>Fee for each permit</i>	<i>Description</i>
<i>Single Trip</i>	<i>\$75.00</i>	<i>A single trip permit shall authorize one trip between the point of origin and the point of destination and shall expire 13 days from the date of issuance.</i>
<i>Blanket Permit</i>	<i>\$300.00</i>	<i>A blanket permit shall authorize travel over all unrestricted streets and bridges in the city except for those which prohibit truck traffic or have weight restrictions. The permit shall expire 12 months from the last day of the month issued.</i>
<i>Single Trip/House Move Permit (Superload)</i>	<i>\$100.00</i>	<i>A single trip/house move (Superload) permit shall cover one movement between two specific points and require an engineering study to be done by the Department of Public Works. Exact date of movement is required.</i>

6. What is an Engineering Analysis (Study) and do I need one?

This is an in depth engineering analysis to determine if the vehicle configurations will not harm or damage bridges and structures on the designated route. When the application is submitted the applicant will be informed if this study is required.

*An Engineering Study is broken down into the following two categories, **Basic Engineering Study and In-depth Engineering Study.***

A **basic engineering analysis** consists of reviewing the latest inspection report and performing calculations to determine values of load carrying members of the structure. Next, the consultant checks values against the operating capacity of the individual bridge structure to determine if the vehicle configuration in question will harm or damage the structure. Then, restrictions will be assigned as needed to allow vehicles passage within a certain amount over the operating capacity. If the calculated values exceed the load-carrying member's threshold, and in-depth engineering analysis is required.

Cost: \$50 fixed

An **in-depth engineering analysis** consists of all the above with the inclusion of reviewing as-built plans to determine the controlling load carrying member value. After this member is identified, live load distribution is accounted for based on

structural member spacing. Then, a hands-on inspection is required to determine the instantaneous condition of the structural members and to see if some temporary members or other alternative measures can be applied to allow the load safe passage. This study is normally required for super-load vehicle configurations.

Cost: \$300 per structure

7. What is the process get a special permit for oversize and overweight?

a. *Download the application for the permit on the City's website www.city.suffolk.va.us or call (757) 514-7607 or (757) 514-7600 to request an application to be faxed or mailed to you.*

b. *Submit the application & payment.:*

Step #1 (choose one of the following)

- *Fax application to: (757) 514-7655 or (757) 923-2484*
- *Email to: sgriffin@city.suffolk.va.us*
- *Mail to:*

*City of Suffolk, Attention: Permits Office
866 Carolina Road, Suffolk, VA 23434*

Step #2

- *Payment can be made by:*
 - *Credit card or debit card (a convenience fee will apply)*
 - *Cash, check or money order:*

*Checks made payable to:
Ronald H. Williams, Treasurer
Treasurer's Office,
P.O. Box 1583
441 Market St., Suffolk, VA 23434.*

**All payments must be made through the City of Suffolk
Treasurer's Office.**

8. Will the City of Suffolk bill me for the permit?

Not at this time.

9. Do I need a Certificate of Insurance?

Yes. A copy of the Certificate of Insurance is required to accompany the application and payment.

10. How long does it take to get a permit?

Applications for a permit must be submitted with a minimum of 5 business days prior to the requested move date. Applications that require an engineering study will require a minimum of 10 days.

11. When will my application be processed?

Applications are processed in the order they are received. Applications must be completed and signed, along with a copy of the Certificate of Insurance and the State Permit. Failure to submit any of these items will delay the processing of the application..