



PURPOSE

To establish guidelines when permits will be issued to transport manufactured housing (mobile homes and modular units) exceeding 8 feet 6 inches in width, 14 feet in height, and 60 feet in length so they can be moved upon the highways of the state of North Dakota.

POLICY STATEMENT

As authorized by section 39-12-02 NDCC and Article 38-06 NDAC, the NDHP will issue single trip permits, when good cause is shown, for the movement of oversize manufactured housing on state highways.

The following procedures outline the requirements and methods for issuing permits for the movement of oversize manufactured housing.

PROCEDURE

A. Permit Requirements

1. Permits must be in possession prior to starting any movement. They shall designate the route to be traveled and may contain such other restrictions as deemed necessary by the NDHP or NDDOT. The NDHP has the authority to revoke permits when the holder violates or abuses the privilege or conditions of the permits.
2. General travel restrictions.
 - a. Single trip permits shall not be issued authorizing overdimensional movements from ½ hour after sunset to ½ hour before sunrise unless:
 - 1) Ten feet or less in width only, or
 - 2) Approved by the Superintendent.
 - b. Single trip permits for overwidth **exceeding 16 feet** shall not be issued authorizing movements on Saturday after 12 noon, all day Sunday, and on holidays of New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
 - 1) When any above named holiday is on a Sunday, the following Monday shall be the holiday.
 - 2) When any above named holiday is on a Saturday, the preceding Friday shall be the holiday.
 - 3) No overwidth permit exceeding 16 feet will be valid from 12 noon the day before the holiday until sunrise the day after the holiday.
 - c. Single trip permits shall not authorize movements when inclement weather prevails, highways are slippery, or when visibility is poor.
 - d. No travel if wind velocity exceeds 25 mph.

B. Tow Vehicle Requirements

1. The tow vehicle shall be equipped with at least one drive axle with four tires.
2. The tow vehicle wheel base shall be a minimum of 100 inches.
3. The rated gross vehicle weight of the tow vehicle shall be based on the base width of the manufactured housing which it is transporting as follows:

MFG HOUSE WIDTH	MINIMUM GVW RATING
10 feet or less	6,000 pounds
10 feet to 12 feet	8,000 pounds
12 feet and greater	9,000 pounds

4. The tow vehicle shall have two outside mirrors, one on each side, to reflect a rear view of 200 feet to the driver.
5. The tow vehicle must be a registered vehicle. Vehicles such as a farm tractor cannot be used as a tow vehicle.

C. Insurance Requirements -- Towing Vehicle

1. \$100,000 bodily injury liability for one person, \$300,000 bodily injury liability for one accident, \$50,000 property damage liability.

D. Warning Flags and Flashing Amber Lights

1. Must have minimum 12-inch by 12-inch red or bright orange flags displayed on all four corners of the mobile home or modular unit, and not less than four feet nor more than six feet above the roadway surface.
2. When moving all mobile homes and modular units with an overall width exceeding 14 feet 6 inches, including overhang, lighted flashing amber lights will be required on the front of the towing vehicle and on the rear of the mobile home or modular unit. The lights must be at least four inches in diameter and be visible for a minimum 500 feet.
3. Authorized nighttime movements shall be lighted with clearance lights mounted on the extreme outer width and visible at a distance from the front and rear not less than 500 feet.
4. All commercial oversize vehicles must be equipped in accordance with the requirements and specifications of Parts 393 and 396 of 49CFR.

E. Oversize Load Sign

1. Must have OVERSIZE LOAD sign at the front end or roof line of the towing vehicle and at the rear end of the mobile home or modular unit. Both signs must be at least 12 inches in height and 60 inches in length. The letters shall be at least 8 inches high with 1-inch brush stroke. The lettering shall be black on yellow background.

F. Escort Requirements

1. 16 feet in overall width or less -- no pilot cars are required.
2. Exceeding 16 feet in overall width.
 - a. One pilot car is required to precede each movement at a distance of 300 to 700 feet and one pilot car is required to follow each movement at a distance of 300 to 700 feet on two-lane highways.
 - b. One pilot car is required to follow each movement at a distance of 300 to 700 feet on four-lane divided highways.
3. Pilot car requirements.
 - a. The vehicle must be a passenger vehicle or two-axle truck only and must be operated as a single unit only.
 - b. The vehicle must have on the highest part a sign that is minimum 12 inches in height and 60 inches in length with the words **OVERSIZE LOAD** on it. The sign shall be yellow with black lettering. The lettering shall not be less than 8 inches high and 1-inch brush strokes. In addition, flashing amber lights shall be mounted on both ends of the sign. In place of the two alternating lights, there can be one centrally mounted revolving amber light on the top of the sign. There shall be radio communication between the pilot car(s) and the mobile home or modular unit toter.

G. Permit Issuing Personnel May Designate Routes

1. Permit will not allow the use of state highways where adequate width for safe traffic movement cannot be provided. Routes of travel will be shown.
2. Road construction may limit overwidth movements to 12 feet in width or less on some highways. Contact the Highway Patrol Permit Section or visit the NDDOT Construction Services website at www.dot.nd.gov/travel-info for current road construction information.

H. Mobile Home and Modular Unit Definitions

1. A mobile home is any nonself-propelled vehicular structure built on a chassis ordinarily designed for human living quarters, either on a temporary or permanent basis, and used as the residence or place of business of the owner or occupant.
2. A modular unit is a factory fabricated transportable building unit designed to be incorporated with similar units at a building site into a modular structure to be used for residential, commercial, educational, or industrial purposes.
3. Mobile home and modular unit entryways that become attached to mobile home or modular units are defined as modular units or buildings. They may be moved under the Manufactured Housing Permit Policy or the Building Moving Permit Policy.

I. Width Restrictions

1. The maximum width of a mobile home or modular unit that will be permitted on North Dakota state highways is 18 feet in overall width.
2. Width limitations include roof overhang and door handles but not safety equipment such as protruding reflectors and lights.
3. The width limitation does not apply to double-wide mobile homes or modular units being relocated on timbers and dollies or special trailer.

J. Vertical Clearances

1. Single trip permits shall not be issued for movements exceeding the vertical clearance under structures. If there is a bypass or exit ramp around structures, permits may be issued directing the movement around the structure. Communication cables may be as low as 15 feet 6 inches, signal lights as low as 16 feet, and flashing signal lights as low as 17 feet.
 - a. **ALL VERTICAL CLEARANCES SHALL BE THE RESPONSIBILITY OF THE PERMITTEE.**

K. General Size Requirements

1. An unladen overlength and/or overwidth trailer designed to haul an oversize manufactured housing unit may be issued a single trip permit to run into or through the state.

L. Liability of Permittee

1. The applicant or permittee, as a condition for obtaining an oversize permit, shall assume all responsibility for accidents, damage, or injury to any persons or damage to public or private property caused by the movement of any oversize vehicle or load covered by the permit while upon public highways of the state.
2. The applicant or permittee agrees to indemnify and hold harmless the North Dakota Department of Transportation, the North Dakota Highway Patrol, their officers and employees from any and all claims resulting directly or indirectly from the movement of an oversize vehicle or load on any public highway of the state of North Dakota.

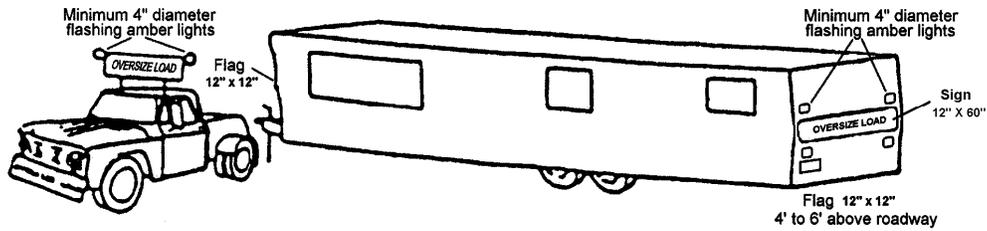
M. Application Procedure

1. Information required to obtain permits.
 - a. Company name, address, city, state, zip code, phone number, and e-mail address.
 - b. Certificate of insurance showing the correct amounts of coverage, policy number, expiration date, and vehicle insured.
 - c. Description of towing vehicle: year, make, capacity, serial number, license number, number of axles, and tire width (from tire sidewall).
 - d. Description of mobile home or modular unit: year, make, size, serial number, HUD number, and number of axles.
 - e. Dates of travel, point of origin and destination, and desired route to be traveled. Origin and destination **must** include address and name of dealer, trailer court, or private residence.

- f. Applicant must present "Mobile Home Moving Permit" printed on 8½" X 11" fluorescent orange stock. The Moving Permit is obtained from the County Directors of Tax Equalization and is required to show proof that mobile home taxes have been paid.
 - g. Applicant must show proof of registration on the mobile home to be moved. The registration fee is \$20. Companies moving manufactured housing units commercially may purchase a transporter license (intransit plate and registration card) from the NDDOT Motor Vehicle Department for \$65.
 2. Single Trip Permits can be obtained from the Highway Patrol Permit Section, regional offices, troopers, or motor carrier inspectors.
 - a. Applications to the Permit Section may be made in person, by mail, by telephone, by e-mail, or through a permit service company. Application forms are available at www.nd.gov/ndhp, click on Motor Carrier or E-Permits. The e-mail address is ndhppermits@nd.gov.
 - b. Applications at the regional offices, with a trooper, or with a motor carrier inspector may be made in person, by telephone, or by sending contact information for a **routine permit request** to epermits@nd.gov.
 - c. A paper copy of the permit must be in possession prior to entering North Dakota or starting movement.
 - d. The applicant must read and sign the receipt/permit acknowledging the movement restrictions and requirements.
 3. To facilitate the movement of oversize mobile homes and modular units, Identification Supplements (SFN 3318) can be obtained from the Highway Patrol Permit Section. Identification Supplements will identify the towing vehicle and include maximum size limitations for each movement.
 - a. The original Identification Supplements must be carried in the vehicle and must be validated by Single Trip Movement Approval form (SFN 14242) prior to any oversize movement. SFN 14242, which is available only from the Permit Section, is a postcard-type self-issuing permit.
 - b. Telephone authority must be obtained for all movements exceeding 14 feet 6 inches in overall width, 15 feet 6 inches in overall height, and 120 feet in overall length. Authority can be obtained by calling the Permit Section at 701-328-2621 or from any trooper or motor carrier inspector.
 - c. Identification Supplements expire December 31 but are considered valid through January 31 of the following year.
 4. Instructions for filling out single trip movement approval forms.
 - a. All forms must be filled out completely by typewriter or printed in dark ink. Prior to movement of the mobile home, the third (pink) and fourth (postcard copy) copies of the single trip movement approval form must be deposited in a mailbox. The first copy shall be attached to the identification supplement and carried in the vehicle. The second copy shall be kept by the carrier for company records.
 - b. The number shown on the Identification Supplement must be entered on the Single Trip Movement Approval form as the identification supplement number. The first four digits of the identification supplement number will indicate if the ID is valid. Example: Number 20120M0001 would be issued for the calendar year 2012.
 - c. When a mobile home or modular unit is being relocated, the origin address, destination address, HUD number, and the county tax receipt number must be shown on the Single Trip Movement Approval form. If the owner does not have a copy of the tax receipt showing full payment for the year, the mover must call the County Director of Tax Equalization to obtain the number. A Moving Permit must also be obtained by the owner from the County Director of Tax Equalization indicating that all taxes, penalties, and interest levied against the mobile home have been paid. While the mobile home is being transported, the Moving Permit must be displayed on the rear of the mobile home.
 - d. Improper use of a Single Trip Movement Approval form or failure to comply with the permit policy will void the form and subject the vehicle to **legal** size limitations.
 5. Permit fees.
 - a. \$20 for each Single Trip Permit, SFN 3507 (Receipt/Permit form).
 - b. \$10 for each Identification Supplement, SFN 3318.
 - c. \$20 for each Single Trip Movement Approval form, SFN 14242.
 - d. \$5 administrative fee for each permit faxed out on state fax when making payment with credit card.

- Applications for Identification Supplements and Single Trip Movement Approval forms are available on the NDHP website at www.nd.gov/ndhp or can be obtained from the North Dakota Highway Patrol, Motor Carrier Operations Permit Section, 600 E Boulevard Avenue Dept. 504, Bismarck, ND 58505-0240.

Note: Oversize load sign and lights can be in front of the towing vehicle or on top of the cab.



Note: All identifying oversize load signs must be covered or removed from the pilot car or towing unit when not being used.