

INSTRUCTIONS FOR REQUESTING SPECIAL HAULING PERMITS DURING PERIODS OF NATIONAL EMERGENCY / DISASTER RELIEF

Introduction

Special Hauling Permits used for periods of National Emergency and/or Disaster Relief can be processed on the DelDOT OSOW Permit System.

To use the system you must have an online account.

For customers that do not have a Username / Password you can self register by 'clicking' on [Quick Links](#)
1. Don't have an online account? [Register now](#) located on the login screen.

When you have successfully self registered, received the system generated email and activated your account you can enter, purchase and print permits.

Quick instructions for processing Emergency Permits are listed below.

Detailed instructions for using the online system are in the User Guide for Online Customers which can be viewed by 'clicking' on the [User Guide](#) link on the left hand side of the permit system web site.

Emergency Permits are **self approving** and the OSOW permit system can be accessed 24/7.

Emergency Permits are described in detail on next page.

There are 3 types of Emergency Permits that will be enabled upon a National Emergency Declaration. Each permit will have duration of 5 calendar days and limited to movement on Interstate Highways in Delaware.

1. **Load Code 20** - Emergency Permit for movement of Manufactured Housing (FEMA Trailers/etc).

Vehicle/Load Restriction **Length** - ≤ 119 feet; **Width** < 15 feet; **Height** ≤ 14 feet; **GVW** 80000 lbs.

Special Provision that will display regarding Escort Requirement, Movement Time(s) and Tolls:

POWER UNIT / MANUFACTURED HOUSING MOVING ON ROADWAYS DESIGNATED ABOVE DO NOT REQUIRE ESCORTS WHEN LENGTH IS ONE HUNDRED (100) FEET OR LESS, WHEN WIDTH IS FOURTEEN (14) FEET OR LESS, AND HEIGHT IS FOURTEEN (14) FEET OR LESS. FRONT AND REAR ESCORTS WILL BE REQUIRED FOR MOVEMENT OVER 100 FEET IN LENGTH AND OVER 14 FEET IN WIDTH. MOVE MAY NOT EXCEED FOURTEEN (14) FEET IN HEIGHT. CONTINUOUS MOVEMENT IS AUTHORIZED TO INCLUDE MOVEMENT DURING RESTRICTED HOLIDAY PERIODS. WHEN MOVING AT NIGHT WARNING LIGHTS SHALL BE IN ACCORDANCE WITH DELDOT POLICY. PROCEED TO THE FAR RIGHT LANE (PERMIT LANE) OF ANY TOLL PLAZA ENCOUNTERED ALONG ROUTE UNLESS OTHERWISE INSTRUCTED BY ELECTRONIC OR MANUAL SIGNAGE.

2. **Load Code 21** - Emergency Permit for movement of OSOW non-divisible Vehicles or other items of Equipment.

Vehicle/Load Restriction **Length** - ≤ 119 feet; **Width** < 15 feet; **Height** ≤ 14 feet; **GVW** 100000 lbs.

Special Provision that will display regarding Escort Requirement, Movement Time(s) and Tolls:

THIS PERMIT AUTHORIZES MOVEMENT OF NONDIVISIBLE EQUIPMENT SUCH AS, BUT NOT LIMITED TO DOZER, EXCAVATOR, BACKHOE, BOOM TRUCK, GENERATOR, WATER PURIFICATION PLANT, ETC. MOVEMENT ON ROADWAYS DESIGNATED ABOVE DO NOT REQUIRE ESCORTS WHEN LENGTH IS ONE HUNDRED (100) FEET OR LESS, WHEN WIDTH IS FOURTEEN (14) FEET OR LESS, AND HEIGHT IS FOURTEEN (14) FEET OR LESS. FRONT AND REAR ESCORTS WILL BE REQUIRED FOR MOVEMENT OVER 100 FEET IN LENGTH AND OVER 14 FEET IN WIDTH. MOVE MAY NOT EXCEED FOURTEEN (14) FEET IN HEIGHT. CONTINUOUS MOVEMENT IS AUTHORIZED TO INCLUDE MOVEMENT DURING RESTRICTED HOLIDAY PERIODS. WHEN MOVING AT NIGHT WARNING LIGHTS SHALL BE IN ACCORDANCE WITH DELDOT POLICY. PROCEED TO THE FAR RIGHT LANE (PERMIT LANE) OF ANY TOLL PLAZA ENCOUNTERED ALONG ROUTE UNLESS OTHERWISE INSTRUCTED BY ELECTRONIC OR MANUAL SIGNAGE.

3. **Load Code 22** - Emergency Permit for movement of Divisible Supplies (Food/Water/Medical/Material used to construct temporary housing/etc).

Vehicle/Load Restriction **Length** - ≤ 119 feet; **Width** < 15 feet; **Height** ≤ 14 feet; **GVW** 100000 lbs.

Special Provision that will display regarding Escort Requirement, Movement Time(s) and Tolls:

THIS PERMIT AUTHORIZES MOVEMENT OF DIVISIBLE RELIEF SUPPLIES SUCH AS, BUT NOT LIMITED TO MEDICINE, MEDICAL SUPPLIES, FOOD SUPPLIES, WATER, MATERIALS USED TO PROVIDE OR CONSTRUCT TEMPORARY HOUSING, ETC. MOVEMENT ON ROADWAYS DESIGNATED ABOVE DO NOT REQUIRE ESCORTS WHEN LENGTH IS ONE HUNDRED (100) FEET OR LESS, WHEN WIDTH IS FOURTEEN (14) FEET OR LESS, AND HEIGHT IS FOURTEEN (14) FEET OR LESS. FRONT AND REAR ESCORTS WILL BE REQUIRED FOR MOVEMENT OVER 100 FEET IN LENGTH AND OVER 14 FEET IN WIDTH. MOVE MAY NOT EXCEED FOURTEEN (14) FEET IN HEIGHT. CONTINUOUS MOVEMENT IS AUTHORIZED TO INCLUDE MOVEMENT DURING RESTRICTED HOLIDAY PERIODS. WHEN MOVING AT NIGHT WARNING LIGHTS SHALL BE IN ACCORDANCE WITH DELDOT POLICY. PROCEED TO THE FAR RIGHT LANE (PERMIT LANE) OF ANY TOLL PLAZA ENCOUNTERED ALONG ROUTE UNLESS OTHERWISE INSTRUCTED BY ELECTRONIC OR MANUAL SIGNAGE.

[Type text]

Login and Processing Permits

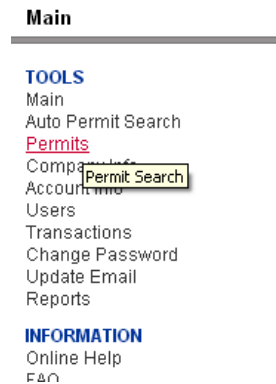
Current Users can process Emergency Permits as returning Users to the permit system.

New customers (after self registration described in the Introduction section) can follow the quick steps below:

Login to permit system.

After login the **Main** screen will display.

On the **Main** page 'click' on the **Permits** link in the **TOOLS** menu



A **Permits** screen will display. "Click" on **Create New** button in the **Actions** column.



A **Create New Permit** screen will display.

[Type text]

Create New Permit

TOOLS

- Main
- Auto Permit Search
- Permits
- Company Info
- Account Info
- Users
- Transactions
- Change Password
- Update Email
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Customer Code

Load Code

Power Unit Axles

Trailer Axles

This screen (1 of 2) will display **YOUR** Customer Code (The Customer Code above is a sample only), data fields to select the appropriate Load Code (dropdown box) and Quantity of Power Unit and Trailer Axles.

Using the drop down box Select the **Load Code** that represents your permit request:

Load Code 20 - Emergency Permits for movement of **Manufactured Housing** (FEMA Trailers/etc).

Load Code 21 - Emergency Permits for movement of **OSOW non-divisible load** - Vehicle or other items of Equipment (Generator/Water Purification Unit/Dozer/Excavator/etc).

Load Code 22 - Emergency Permits for movement of **Divisible Supplies** (Food/Water/Medical/Material used to construct temporary housing/etc).

Create New Permit

TOOLS

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- Permanent Route Restrictions
- Temporary Route Restrictions

Customer Code

Load Code

Power Unit Axles

Trailer Axles

- 1-SIZE
- 2-WEIGHT
- 3-SUPER LOAD
- 4-MNFD HOME
- 5-SEALED CONTAINER
- 6-SHIP
- 7-POLE
- 9-SINGLE TRIP IS
- 10-MULTIPLE TRIP IS
- 11-CRANE
- 12-MULTI-TRIP TWIN TRL
- 20-EMERGENCY - MNFD HOME
- 21-EMERGENCY - EQUIPMENT
- 22-EMERGENCY - RELIEF SUPPLIES

[Type text]

Next enter the Power Unit and Trailer Axle quantities. NOTE: For Load Codes 21 and 22 if a single or self propelled vehicle is being moved (UOP) enter a zero (0) in the Trailer Axles box or leave data filed **BLANK**.

Create New Permit

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Customer Code

Load Code

Power Unit Axles

Trailer Axles

“Click” the **Next** function button and a **Create Permit: Load Code 20, 21 or 22**, as applicable, (screen 2 of 2) will display:

This screen will display 5 sections of the permit application. Section 1 – Start Date and Company Information; Section 2 – Load Information; Section 3 – Power Unit and/or Trailer registration Information; Section 4 – Power Unit and /or Trailer individual axle Weight and Spacing and Section 5 – From and To Information

Start Date <input type="text" value="10/29/2016"/>		USDOT/FEIN <input type="text" value="24-457899"/>	Customer Code <input type="text" value="003T2"/>
Name <input type="text" value="ABC TRUCKING COMPANY"/>		Address <input type="text" value="123 MAIN ST"/>	City <input type="text" value="SEAFORD"/>
State <input type="text" value="DE"/>		Zip <input type="text" value="19973"/>	Phone <input type="text" value="(302)555-5656"/>
Load Code <input type="text" value="21"/>	Load Desc <input type="text" value="WATER UNIT"/>	Pieces <input type="text" value="1"/>	
Length (Ft-In) <input type="text" value="L"/>	Width (Ft-In) <input type="text" value="12"/> <input type="text" value="6"/>	Height (Ft-In) <input type="text" value="L"/>	
Gross Weight <input type="text" value="100000"/>	Overhang Front (Ft-In) <input type="text"/>	Overhang Rear (Ft-In) <input type="text"/>	
Power Unit	License <input type="text" value="CL21233"/>	State <input type="text" value="DE"/>	Axles <input type="text" value="3"/>
Trailer	<input type="text" value="T343434"/>	<input type="text" value="DE"/>	<input type="text" value="2"/>
Power Unit Axles		Trailer Axles	
Axle Weight	<input type="text" value="1"/> <input type="text" value="20000"/>	<input type="text" value="2"/> <input type="text" value="20000"/>	<input type="text" value="3"/> <input type="text" value="20000"/>
Axle Spacing (Ft-In)	<input type="text" value="12"/> <input type="text" value="0"/>	<input type="text" value="35"/> <input type="text" value="0"/>	<input type="text" value="4"/> <input type="text" value="6"/>
From	Address <input type="text"/>	City <input type="text" value="TRENTON"/>	State <input type="text" value="NJ"/>
To	<input type="text"/>	<input type="text" value="BALTIMORE"/>	<input type="text" value="MD"/>
Route THIS EMERGENCY ORDER SPECIAL HAULING PERMIT AUTHORIZES MOVEMENT ON INTERSTATE HIGHWAY 95 IN CONJUNCTION WITH EITHER INTERSTATE 295 OR INTERSTATE 495 IN THE STATE OF DELAWARE. CONTINUOUS MOVEMENT ON INTERSTATE 95 THRU CITY OF WILMINGTON IS PROHIBITED.			
<input type="button" value="Cancel"/>		<input type="button" value="Approve"/>	

Section 1 – Start Date and Company Information

[Type text]

Start Date	<input type="text" value="10/29/2016"/>	USDOT/FEIN	<input type="text" value="24-457899"/>	Customer Code	<input type="text" value="003T2"/>
Name	<input type="text" value="ABC TRUCKING COMPANY"/>	Address	<input type="text" value="123 MAIN ST"/>	City	<input type="text" value="SEAFORD"/>
State	<input type="text" value="DE"/>	Zip	<input type="text" value="19973"/>	Phone	<input type="text" value="(302)555-5656"/>

Section 1 will display your company information. You can modify any of the information except company name by 'clicking' on the Company Info link in the TOOLS menu then Modify. The current date is default as the Start Date. To change date 'click' on the calendar next to the Start Date, cursor to the desired date and double click and new Start Date will display.

Section 2 – Load Information

Load Code	<input type="text" value="20"/>	Pieces	<input type="text" value="1"/>	Serial Number	<input type="text"/>
Year	<input type="text"/>	Make	<input type="text"/>	Height (Ft-In)	<input type="text"/>
Length (Ft-In)	<input type="text"/>	Width (Ft-In)	<input type="text"/>		
Gross Weight	<input type="text"/>				

For Load Code 20 this section will ask information for the Year, Make, and Serial Number for Manufactured Housing being moved, Overall dimensions and GVW.

Load Code	<input type="text" value="21"/>	Load Desc	<input type="text" value="CRANE"/>	Pieces	<input type="text" value="1"/>
Length (Ft-In)	<input type="text"/>	Width (Ft-In)	<input type="text" value="13"/> <input type="text" value="0"/>	Height (Ft-In)	<input type="text"/>
Gross Weight	<input type="text" value="100000"/>	Overhang Front (Ft-In)	<input type="text"/>	Overhang Rear (Ft-In)	<input type="text"/>

For Load Code 21 and 22 this section will ask information about what is being moved, Overall dimensions and GVW.

Section 3 – Power Unit and/or Trailer registration Information

Power Unit	License	State	Axles
	<input type="text" value="CL123461"/>	<input type="text" value="DE"/>	<input type="text" value="3"/>
Trailer	<input type="text"/>	<input type="text" value="DE"/>	<input type="text" value="2"/>

This section will ask information about Power Unit and/or Trailer registration.

Section 4 – Power Unit and /or Trailer individual axle Weight and Spacing

	Power Unit Axles			Trailer Axles	
Axle Weight	<input type="text" value="25000"/>	<input type="text" value="25000"/>	<input type="text" value="25000"/>	<input type="text"/>	<input type="text"/>
Axle Spacing (Ft-In)	<input type="text" value="5"/> <input type="text" value="3"/>	<input type="text" value="12"/> <input type="text" value="2"/>	<input type="text" value="2"/> <input type="text" value="1"/>	<input type="text"/>	<input type="text"/>

This section will ask for Individual Axle Weight and Spacing. Sum of the individual axles must equal GVW.

Part 5 – From and To Information

[Type text]

	Address	City	State
From	<input type="text"/>	JERSEY CITY	NJ
To	<input type="text"/>	BALTIMORE CITY	MD
Route	THIS EMERGENCY ORDER SPECIAL HAULING PERMIT AUTHORIZES MOVEMENT ON INTERSTATE HIGHWAY 95 IN CONJUNCTION WITH EITHER INTERSTATE 295 OR INTERSTATE 495 IN THE STATE OF DELAWARE. CONTINUOUS MOVEMENT ON INTERSTATE 95 THRU CITY OF WILMINGTON IS PROHIBITED.		
<input type="button" value="Cancel"/> <input type="button" value="Approve"/>			

This section will ask Point of Origin and Destination of current move. From and To points will be United States or Canadian Province City and State. A USPS Mailing Address is only required for a state of Delaware Point of Origin or Destination which does not apply to the Emergency Permit moving on Interstate Highways in Delaware, therefore From and To Address data fields can be left BLANK.

[Type text]

Review all entered data and if correct 'click' on the **Approve** button. Permit will self approve and display a fully populated permit application including Special Provisions for this move.

Permit Number	003T2131030004	Status	APPROVED	Last Updated By	PRIVATE COMPANY
Start Date	11/04/2013	Effective Date	11/04/2013	Expiration Date	11/08/2013
USDOT/FEIN	24-457899	Customer Code	003T2	Customer Name	ABC TRUCKING COMPANY
Load Code	21	Load Desc	EXCAVATOR		
Pieces	3	Length	110' 0"	Width	14' 0"
				Height	14' 0"
				Front	
				Rear	
Power Unit	License	State	Axles	Gross Weight	100000
Trailer	CL113841	MD	3		
	T49148	MD	2		
		Power Unit Axles		Trailer Axles	
	1	2	3	1	2
Axle Weight	20000	20000	20000	20000	20000
Axle Spacing		12' 0"	4' 6"	35' 0"	4' 6"
From	Address		City		State
To			BALTIMORE		MD
			NEWPORT		RI
Route	THIS EMERGENCY ORDER SPECIAL HAULING PERMIT AUTHORIZES MOVEMENT ON INTERSTATE HIGHWAY 95 IN CONJUNCTION WITH EITHER INTERSTATE 295 OR INTERSTATE 495 IN THE STATE OF DELAWARE. CONTINUOUS MOVEMENT ON INTERSTATE 95 THRU CITY OF WILMINGTON IS PROHIBITED.				
	Minimum Fee	Overweight Fee	Total Fee		
	10	15	25		
Special Provisions					
THIS PERMIT AUTHORIZES MOVEMENT OF NONDIVISIBLE EQUIPMENT SUCH AS, BUT NOT LIMITED TO DOZER, EXCAVATOR, BACKHOE, BOOM TRUCK, GENERATOR, WATER PURIFICATION PLANT, ETC. MOVEMENT ON ROADWAYS DESIGNATED ABOVE DO NOT REQUIRE ESCORTS WHEN LENGTH IS ONE HUNDRED (100) FEET OR LESS, WHEN WIDTH IS FOURTEEN (14) FEET OR LESS, AND HEIGHT IS FOURTEEN (14) FEET OR LESS. FRONT AND REAR ESCORTS WILL BE REQUIRED FOR MOVEMENT OVER 100 FEET IN LENGTH AND OVER 14 FEET IN WIDTH. MOVE MAY NOT EXCEED FOURTEEN (14) FEET IN HEIGHT. CONTINUOUS MOVEMENT IS AUTHORIZED TO INCLUDE MOVEMENT DURING RESTRICTED HOLIDAY PERIODS. WHEN MOVING AT NIGHT WARNING LIGHTS SHALL BE IN ACCORDANCE WITH DELDOT POLICY. PROCEED TO THE FAR RIGHT LANE (PERMIT LANE) OF ANY TOLL PLAZA ENCOUNTERED ALONG ROUTE UNLESS OTHERWISE INSTRUCTED BY ELECTRONIC OR MANUAL SIGNAGE.					
Comments					
<div style="border: 1px solid black; height: 40px;"></div>					
<input type="button" value="Duplicate"/> <input type="button" value="Permit Search"/> <input type="button" value="Reject"/> <input type="button" value="On Hold"/> <input type="button" value="Modify"/> <input type="button" value="Purchase"/>					

This page may NOT be used as a valid permit.
Please print the *validated* permit after 'purchasing' by selecting the PRINT button at the bottom of this page.

Buttons at bottom of screen will allow you to perform other functions, however, if all appears correct you can proceed with the purchase function by 'clicking' on the **Purchase** button.

If you selected the Purchase button a **Purchase Permit** will display:
 [Type text]

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Permit Number	Customer Name	Effective Date	Total Fee
003T2131029002	ABC TRUCKING COMPANY	10/29/2013	\$25.00

Payment Type

PURCHASE BY CREDIT CARD
 PURCHASE BY ELECTRONIC CHECK
 PURCHASE BY FUND

Using the **Payment Type** dropdown box you can select method of payment. If you select **PURCHASE BY FUND** and your Fund Account balance is below that required to purchase a notice be display that will give instruction how to deposit funds to your account. Another method is to 'click' on the Transactions link in the **TOOLS** menu. Select **Create New** button in the **Actions** column and follow instructions on the screen.

After you selected type payment and completed required credit card or electronic check, as applicable, a **Successful Purchase** screen will display.

Successful Purchase**TOOLS**

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The purchase was successful.

Permit Number	Customer Name	Effective Date	Total Fee	Status
003T2131030004	ABC TRUCKING COMPANY	11/04/2013	\$25.00	VALIDATED

You can now print your permit using the **Print Permit** button. The printed permit will display on your screen and you can send to your printer. The printed permit must be certified by the Driver(s) and available with the vehicle.

[Type text]

Example of final printed permit:

STATE OF DELAWARE PERMIT OVERSIZE/OVERWEIGHT NONDIVISIBLE LOADS

										PAGE 1 OF 1									
APPLICANT ABC TRUCKING COMPANY					REQUESTED START DATE 11/04/2013					OVERALL FEET* INCHES* LENGTH 110' 0"			OVERALL FEET* INCHES* HEIGHT 14' 0"						
LOAD DESCRIPTION - MAKE, MODEL, SERIAL No. OR BILL OF LADING No. EXCAVATOR					LOAD CODE 21					WIDTH 14' 0"			OVERHANG FEET* INCHES* FRONT LEGAL REAR LEGAL						
					# OF PIECES 3														
MOTOR CARRIER'S NAME AND ADDRESS ABC TRUCKING COMPANY 123 MAIN ST SEAFORD, DE 19973 (302)555-5656								USDOT / FEIN 24-457899				VEHICLE		LIC. PLATE # IF NONE: VIN		ST/ JUR		# OF AXLES	
								POWER UNIT		CL113841		MD		3					
								TRAILER		T49148		MD		2					
AXLE #		STEERING AXLE		2		3		4		5		6		7		GROSS WEIGHT			
AXLE WEIGHTS		20000		20000		20000		20000		20000						100000			
AXLE SPACINGS FEET / INCHES*		12' 0"		4' 6"		35' 0"		4' 6"											
SPECIFIC ADDRESS OF TRIP ORIGIN BALTIMORE MD								SPECIFIC ADDRESS OF TRIP DESTINATION NEWPORT RI											
ROUTING INFORMATION										FEES									
THIS EMERGENCY ORDER SPECIAL HAULING PERMIT AUTHORIZES MOVEMENT ON										MIN:		\$10.00							
INTERSTATE HIGHWAY 95 IN CONJUNCTION WITH EITHER INTERSTATE 295 OR										WT:		\$15.00							
INTERSTATE 495 IN THE STATE OF DELAWARE. CONTINUOUS MOVEMENT ON																			
INTERSTATE 95 THRU CITY OF WILMINGTON IS PROHIBITED.																			
										TOTAL:		\$25.00							
NAME OF APPLICANT'S REPRESENTATIVE PRIVATE COMPANY					REP'S PHONE NUMBER (302)555-6644					_____ DRIVER SIGNATURE									
DATE AND TIME OF APPLICATION 10/30/2013 9:05:35 AM EDT					REPS FAX NUMBER (302)555-6565					_____ DRIVER SIGNATURE									
EFFECTIVE DATE 11/04/2013					ISSUE DATE 10/30/2013														
EXPIRATION DATE 11/08/2013					ISSUE TIME 9:18 AM					PERMIT NUMBER 003T2131030004									
SPECIAL PROVISIONS THIS PERMIT AUTHORIZES MOVEMENT OF NONDIVISIBLE EQUIPMENT SUCH AS, BUT NOT LIMITED TO DOZER, EXCAVATOR, BACKHOE, BOOM TRUCK, GENERATOR, WATER PURIFICATION PLANT, ETC. MOVEMENT ON ROADWAYS DESIGNATED ABOVE DO NOT REQUIRE ESCORTS WHEN LENGTH IS ONE HUNDRED (100) FEET OR LESS, WHEN WIDTH IS FOURTEEN (14) FEET OR LESS, AND HEIGHT IS FOURTEEN (14) FEET OR LESS. FRONT AND REAR ESCORTS WILL BE REQUIRED FOR MOVEMENT OVER 100 FEET IN LENGTH AND OVER 14 FEET IN WIDTH. MOVE MAY NOT EXCEED FOURTEEN (14) FEET IN HEIGHT. CONTINUOUS MOVEMENT IS AUTHORIZED TO INCLUDE MOVEMENT DURING RESTRICTED HOLIDAY PERIODS. WHEN MOVING AT NIGHT WARNING LIGHTS SHALL BE IN ACCORDANCE WITH DELDOT POLICY. PROCEED TO THE FAR RIGHT LANE (PERMIT LANE) OF ANY TOLL PLAZA ENCOUNTERED ALONG ROUTE UNLESS OTHERWISE INSTRUCTED BY ELECTRONIC OR MANUAL SIGNAGE.																			
THIS SPECIAL HAULING PERMIT AUTHORIZES THE MOVEMENT OF OVERSIZE/OVERWEIGHT VEHICLES, EQUIPMENT AND MATERIAL IDENTIFIED ABOVE TO BE USED IN EMERGENCY DISASTER RELIEF OR HUMANITARIAN RELIEF PURPOSES IN THE AREAS THAT HAVE BEEN DECLARED DISASTER AREAS BY FEDERAL OR STATE PROCLAMATION. THE SIGNED PERMIT MUST BE WITH THE VEHICLE DESTINED FOR THE AREAS DESIGNATED IN THE AUTHORIZING EMERGENCY ORDER.																			

[Type text]