Application Instructions

“WIDE LOAD” PERMIT

The “Wide Load” application type is for a vehicle hauling an extralegal load or piece of equipment. This permit are issued for either one (1) day (Daily) or for one (1) year (Annual).

START YOUR APPLICATION

1. Go to Online Permit Portal at [https://aca.accela.com/CONCORD](https://aca.accela.com/CONCORD)
2. You must “Register for an Account” and “Login” in order to create applications. When registering your account be sure to include your phone and email information as this will be used to contact you regarding your permits.

3. Select the “Engineering” application type.
4. Select “Create an Application”

5. Read the disclaimer, check the check-box and select “Continue Application”.

6. Select “Wide Load Permit” and select “Continue Application”.

1. Fill out all the necessary information about the vehicle and load/equipment. When that is complete select “Continue Application”.

**Application Fields**

**WIDELOAD INFO**

- Description of the Load or Equipment Being Hauled:
- Hauling Equipment Description:
- Origin:
- Destination:
- Travel Route:
- State Permit #:
- Application Subtype: --select--

**PERMIT VALID TIME INFO**

- From Date:
- From Time (use 24 hour clock):
- To Date:
- To Time (use 24 hour clock):
- Pilot Car?: Yes No
- Loaded Height:
- Loaded Width:
- Loaded Length:
- Overhang:
- Vehicle Length:
- Kingpin to Axle:
- Vehicle Width:
- Weight:
You must fill out the “Applicant” information. You can either “Select from Account” or “Add New”. Be sure to fill out the phone and email as this is how permit staff will contact the applicant and provide permit updates. Once that is complete, select “Continue Application.”
TRANSPORTER INFORMATION

1. You must fill out the “Transporter Information”. You can either “Select from Account” or “Add New”. Once that is complete, select “Continue Application.”

   Step 3: Transporter Information > Transporter

REVIEW

1. Review all the information and edit any as necessary. At the bottom of the page read the certification, check the check-box, and select “Continue Application”.

   [Image of certification]

   By checking this box, I agree to the above certification.

   Continue Application

   [Image of continue button]

   Save and resume later

PAY FEES

1. This screen summarizes the fees due. Review and select “Continue Application”.

   Step 5: Pay Fees

   Listed below are preliminary fees based upon the information you’ve entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

   Application Fees

<table>
<thead>
<tr>
<th>Fees</th>
<th>Qty</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oversized Load Single Day</td>
<td>1</td>
<td>$16.00</td>
</tr>
</tbody>
</table>

   TOTAL FEES: $16.00

   Note: This does not include additional inspection fees which may be assessed later.

   Continue Application
2. Enter all the required fields for the credit card information and select “Submit Payment”.

### Credit Card Information:

- **Card Type:**
- **Card Number:**
- **Security Code:**
- **Name on Card:**
- **Exp. Date:**

### Credit Card Holder Information:

- **Auto-fill with**:
- **Country:**
- **Billing Address:**
- **City:**
- **State:**
- **Zip:**
- **Phone:**
- **E-mail:**

**Submit Payment »**

---

**RECORD ISSUANCE**

1. The next screen will show confirmation that payment was made and your application was successfully submitted. You will also receive an email confirming the payment, along with a receipt.

   **Step 6: Record Issuance**

   ![Record Issuance](image)

   **Your Application has been submitted and payment is received. It is now pending review.**

   Thank you for using our online services.

   **Your Record Number is WL200051.**

   You will need this number to check the status of your application.

2. The Engineering Division will receive notice that a Wide Load Permit has been applied for and fees have been paid. Permit staff will go over the submittal and make sure everything is correct. If more information is needed, the applicant will be contacted by email. Once permit staff has checked everything, the Wide Load Permit will be issued and a copy of the issued permit will be emailed to the applicant.