

## Welcome to the ND Uniform County Permit System

The ND Uniform County Permit System is a program that is governed by the Executive Board and Truck Permit Committee of the ND Association of Oil & Gas Producing Counties. It is the Permit Operator's responsibility to send you permits when you order them, bill you for used permits, and collect the funds for blank permits that your company orders. Self-issuing blank permits may be ordered and issued as needed, or ePermits are available for purchase at [www.ndenergy.org/permits](http://www.ndenergy.org/permits). In addition, Rig Move Permits are required for the movement of a drilling rig from one site to another.

The 17 counties presently using this program are:

**Adams – Billings – Bottineau – Bowman – Burke - Divide - Dunn –  
Golden Valley – Hettinger – McKenzie – McLean - Mountrail –  
Renville – Slope – Stark – Ward - Williams**

### ePERMIT ORDERING INFORMATION

**New accounts MUST read this entire document before ordering their first ePermit.** ePermits are available online. To order a ND Uniform County road epermit, go to [www.ndenergy.org/permits](http://www.ndenergy.org/permits), select '**Order ePermits (Trip and Rig Move)**,' complete all of the information, pay by credit or debit card, and print or email your ePermit. ePermits are single trip movement permits, but since they are pre-purchased, a three-day timeframe is allowed for the single trip to be taken.

### BLANK SELF-ISSUING PERMIT ORDERING INFORMATION

**New accounts MUST read this entire document before placing their first order.** Blank permits are **\$4.00** each. Blank self-issuing permits may not be used on loads over 150,000 lbs. except when part of a rig move. Permits can be ordered by any one of the following methods:

- Online: [www.ndenergy.org/Permits](http://www.ndenergy.org/Permits) (Preferred) - select '**Order Blank Permits**'
- Phone: (701) 566-5576
- Email: [permits@ndenergy.org](mailto:permits@ndenergy.org) – Please include mailing and billing address in email.

**You are encouraged to keep an adequate supply on hand. A one month supply or more is recommended.** Permits are numbered and issued sequentially. Due to the strict auditing procedures used by the permit program, once permits are ordered and mailed, there are no refunds. The blank Uniform County Permit forms have no expiration date.

### XCESS LOAD PERMIT (Effective November 15, 2013)

An **Xcess Load Permit** is required on any load with a gross vehicle weight over **150,000 lbs.** being transported on a NDAOGPC member county road. **No self-issuing permits will be allowed to be used on Xcess Loads** (except when part of a rig move permit group). **ePermits** (Trip Permits) will be required and may be applied for at [www.ndenergy.org/permits](http://www.ndenergy.org/permits). Xcess Load permits must be requested at least 2 business days before the tentative trip date. When the Xcess Load permit request is submitted, an automatic email will be sent to the county officials as well as the Uniform County Permit office. A county official will review the request and may Approve or Deny the request, or may request more information or a route change by emailing or calling the company contact listed on the permit request. An approval will trigger an approval email that will go out to the permit office and the requestor. The requestor's email will include the approved Permit pdf as an attachment. If the permit is denied, the county will include in the comment field, the reason for denial

The counties will have up to two business days to respond to the request, giving them some time to check roads or take care of any other issues before responding, but most requests will be handled within a few hours of receiving the request.

### **RIG MOVE PERMIT ORDERING INFORMATION**

A rig move permit is required for the transport of a **drilling rig** from one location to another. The rig move permit request form can be completed by going to [ndenergy.org/permits](http://ndenergy.org/permits) and selecting 'Order ePermits.' The cost is \$500 per county per move, plus \$4 permit fee, and processing fee. The rig move permit request must be submitted at least two full business days prior to the move date (modified from three days effective November 15, 2013), and must include the specific county road route being requested and company contact information. The county or counties involved will be notified of the rig move permit request, and will contact the requesting company with any questions or requested route or permit changes within the two-business-day waiting period. The company must comply with any county change request, and may contact the permit operator with the agreed upon changes to the permit. A revised permit will be emailed to the company prior to the move. If no changes are required by the county, the original rig move permit will remain valid.

### **HEAVY WEIGHT FEES**

A uniform heavy weight fee schedule applies for all permits in all seventeen counties. When using a county road in any of the counties, AND if you are overweight, or over dimensioned, or if your vehicle is a Crane, Work-over rig, or roaded construction vehicle, you **MUST** use a permit.

Should you travel in several counties on the same trip, **you may use one permit** providing that you circle the counties whose roads you intend to use are circled. Overweight fees are applied to each county traveled. For example, if you circle two counties on your permit, and the overweight fee is \$30, you will be assessed \$30 for each county for a total of \$60.

County permits are **NOT** valid on State Highways.

ALL blanks on the permits **must** be filled in and they should be printed and legible. If not complete, the permit will be considered **VOID** by any law enforcement officer checking them (Highway Patrol, Sheriff). If all blanks are not filled in, the driver **can receive a citation**.

### **BILLING PROCEDURE FOR SELF-ISSUING PERMITS**

At the end of the month, your company will receive a report of all trips turned in for that period. That report will show the amount in fees owed to each county you traveled in. Those fees are paid **directly** to that county, and **NOT TO THE ND UNIFORM COUNTY PERMIT SYSTEM**.

The preferred method of ordering blank self-issuing permits is to go online and order paying by credit card. But if you ordered blank permits via phone or email and requested to be invoiced, you will also receive a billing statement for the blank permits you ordered from ND Uniform County Permit System. You will send payment for the blank permits directly to The ND Uniform County Permit System, PO Box 1315, Watford City, ND 58854. Payment is required within 10 days.

These permits are **SINGLE TRIP PERMITS ONLY** that is, from point 'A' to point 'B' and cannot be used for more than one trip. The return trip would require another permit if the load required one. **They are valid for ONE DATE only.**

Ordered permits **MUST** be paid for by the last day of the month in which the statement was sent. Late payment will result in the immediate loss of phone ordering privileges, and future permit orders will be honored **ONLY** when paid by credit card.

If full payment is not received within 7 days from your receipt of a late notice:

1. Credit will no longer be extended to you.
2. All permits in your possession will be declared VOID.
3. Sheriffs of participating counties will be notified **NOT** to honor your permits, and any permits in your possession will not be valid.

Upon full payment, permits in your possession will be reinstated as valid. If two delinquent notices are sent out to your company in one year, your company will be required to pay for permits in advance on a permanent basis.

If fees due to the participating counties are not paid within 30 days of billing, your company will **NOT** be allowed to use Multi-county permits.

The Permit Section is **NOT** an enforcement agency; however, the Permit Section Operator has the authority to suspend any contractor or void permits issued for any violation of the permit section regulations. The Sheriffs of the participating counties **WILL** enforce weight and size laws on the county roads. The ND Highway Patrol can also check any vehicle on any county road.

I strongly suggest that you have a brief meeting with your drivers/operators about how to use these permits. All blanks must be filled out **BEFORE** you start your trip, and the permit **MUST** be signed by the driver. Please tell them that the fees that are charged to your company are based on **GROSS WEIGHT**, not Licensed Weight.

The Driver keeps the top copy of the permit, the middle copy is for your office records, and the 'hard' copy is sent in to us after the trip has been made. Used permits must be mailed to this office within 7 days of being used. If you have multiple permits to submit, they may be submitted together in an envelope.

**These permits do NOT give you blanket authority to use county roads that are WEIGHT RESTRICTED. Check with the county road superintendent if you have any questions before you use a county road that may have restrictions placed on it.**

Remember, if you are not driving a crane, workover unit, oversized vehicle, overweight, or roaded earth moving equipment, you do NOT need a county permit. If you have any questions, please call the permit office.

NOTE: The Uniform County Permit System is in no way connected with any Law Enforcement Agency.

Once again, welcome to the Uniform County Permit System!

**Janet Sanford**  
**ND Uniform County Permit System Operation**  
**PO Box 1315**  
**Watford City, ND 58854**  
**(701) 566-5576**

# **NORTH DAKOTA ASSOCIATION OF OIL AND GAS PRODUCING COUNTIES**

## **UNIFORM COUNTY PERMIT PROGRAM POLICIES**

### **I. PURPOSE**

The following shall be the official policies of the various North Dakota counties that are members of the “Association of Oil and Gas Producing Counties.” The policies are established by the participating counties with input from the Industry. The purpose of this agreement is as follow:

1. To establish size and weight limitations for vehicular traffic on public roads in the various jurisdictions.
2. To control the size and weight of vehicles operating in excess of the maximums specified herein.
3. To reduce damage to public roadways.
4. To provide for the safety of the general public using the roadways.
5. To establish a system of permits for the legal operation of vehicles of excess size and/or weight on a uniform basis throughout the state.
6. To set and collect uniform road use fees for the operation of vehicles of excessive size and weight.

### **II. SIZE AND WEIGHT**

Unless otherwise provided, no vehicle shall be operated on roads covered under this agreement in excess of the following limitations:

1. Width, height and length shall not exceed the limitations as set forth in Section 39-12-04 of the NDCC.
2. Weights shall not exceed the limitations as set forth in Section 39-12-05 of the NDCC.
3. The maximum gross vehicle weight, including the load therein, shall not exceed 105,500 pounds. However, maximum gross vehicle and/or axle weight may be restricted to a lesser amount as authorized by Section 39-12-03, NDCC, whenever road or weather conditions require such restrictions.
4. It shall be the local governing bodies responsibility to identify roads and bridges restricted to a lesser amount than found in Section 39-12-05, NDCC, within their jurisdiction.
5. It shall be the local governing bodies’ responsibility to inform the permit section operator which roads and bridges are on permanent restriction or any changes thereof.

### **III. OVERSIZE AND OVERWEIGHT PERMITS**

It is hereby mutually agreed that the permit policies as established by participating counties shall be the uniform permit policies for the movement of oversize and overweight vehicles and/or loads on the county roads covered under this agreement.

1. Single Trip Transportation Permits:
  - A. Vehicles operating at a size and/or weight in excess of the maximum specified in Section II shall have available for display in the cab of the vehicle a single trip permit authorizing such movement obtained from the Association of Oil and Gas Producing Counties.
  - B. Each permit shall be for a single trip only and shall be in written format.
  - C. Each permit shall specify the following: Name of owner, Address, City and State, Unit No., Make, License No., License Wt., Gross Wt., Axle Wts. No. 1, No. 2-3 or 2-3-4, No. 4-5 or 4-5-6, or 5-6-7, No. 6-7 or 6-7-8 or 7-8-9, Description of load, Width, Height, Length, Movement from/to, County, Road No., Date of movement, and Drivers signature.
2. Single Trip Movement Approval Forms:
  - A. The Uniform County Permit Single Trip Movement Approval Forms will be issued by the Association of Oil and Gas Producing Counties Permit Section Operator.
  - B. The fees to be charged to the companies shall be determined by the Uniform Heavy Weight Fee Schedule adopted by all of the participating counties.

### **IV. BILLING PROCEDURE**

1. The Association of Oil and Gas Producing Counties Permit Section Operator has the responsibility to send the billing statements to companies using the Uniform County Permits at the end of each month along with other necessary information.
2. The Association of Oil and Gas Producing Counties Permit Section Operator sends a listing of the permits used in each county to that county's sheriff at the end of each month. The information lists the names of the companies and how much money is owed to that county from permit use. The information from the permit cards is included on the county sheriff's monthly report.
3. The companies are advised to make direct payment to the participating counties.
4. Each county is responsible for collecting past due accounts.
5. The Association of Oil and Gas Producing Counties Permit Section Operator does not handle the counties' permit money.