



## Hubbard County Highway Department Oversized Loads – Mobile/Modular Home Permit Application Procedures

This tutorial has been created to guide you through the Movement of Oversized Load Permit application process.

If you have any questions, please call us at: (218) 732-3302 or email: [jeff.adolphson@co.hubbard.mn.us](mailto:jeff.adolphson@co.hubbard.mn.us)

**Oversized Load Permit Mobile/Modular Home** – A fee of \$10.00 is required with application.

Log on at: <https://onegov.co.hubbard.mn.us/>

(Sign up for a user profile in the upper right corner if you don't already have one.)

Under **Oversize/Moving – Mobile/Modular Home** click the blue link **Start New** to begin a new application:

**Oversize/Moving** Hide

Go to: [Dashboard / List of Applications](#)

- Annual Overwidth (per vehicle)  
[Start New](#)
- Single Use (per vehicle)  
[Start New](#)
- Mobile/Modular Home  
[Start New](#)

1. **Applicant** – Fill in fields as requested then click **Next** at top or bottom of page.

**\*NAME = name of the MOVING COMPANY\***

**Annual Overwidth (per vehicle)** Next >

**1. Applicant**

\* Applicant:

Options: **Clear**

Name:

Phone: ( ) -

Email Address:

Mailing Address:

Address Line 1:

Address Line 2:

City: State: Zip Code:

Fax: ( ) -

\* Insurance Company:

\* Insurance Policy Number:

\* Amount Insured:

Next >



## Hubbard County Highway Department Oversized Loads – Mobile/Modular Home Permit Application Procedures

2. **Vehicle** – Fill in the fields as required then click **Next** at the top or bottom of page.

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1. Applicant  
2. **Vehicle**  
3. Move Details  
4. Overall Dimensions  
5. Route  
6. Axles  
7. Trailers  
8. Other Apps  
9. Terms and Conditions  
10. Invoice  
11. Review

Vehicle License: 123TMC  
VIN: 1234567  
\* USDOT Number: 80005  
\* Vehicle Year: 2020  
\* Vehicle Make: Test Vehicle  
\* Vehicle Model: Mega Mover  
\* Vehicle Type: Semi  
\* Empty Weight: 25000 Pounds  
\* Regulation Weight: 25000 Pounds  
Attach state issued vehicle permit:  
New file:  Browse...  
Add another attachment  
Refresh / Save new names for files

< Previous Next > Delete Print

3. **Move Details** – Fill in the fields as required then click **Next** at the top or bottom of page.

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1. Applicant  
2. Vehicle  
3. **Move Details**  
4. Overall Dimensions  
5. Route  
6. Axles  
7. Trailers  
8. Other Apps  
9. Terms and Conditions  
10. Invoice  
11. Review

\* Move Dates:  As Employee, Override Rules  
08/23/2021 to 08/23/2021  
comments/notes  
Has a permit been issued for State Highways? --Select One--  
Permit Number:   
Has a permit been issued for the final location? --Select One--

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4. **Overall Dimensions** – Fill in all the dimensions of the load to be moved and click **Next** at the top or bottom of page.

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1. Applicant  
2. Vehicle  
3. Move Details  
4. **Overall Dimensions**  
5. Route  
6. Axles  
7. Trailers  
8. Other Apps  
9. Terms and Conditions  
10. Invoice  
11. Review

\* Load Description:   
\* Length:  feet  inches  
\* Width:  feet  inches  
\* Height:  feet  inches  
\* Front Overhang:  feet  inches  
\* Rear Overhang:  feet  inches  
\* Left Overhang:  feet  inches  
\* Right Overhang:  feet  inches  
\* Gross Weight:  Pounds  
\* Max Axle Weight:  Pounds

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## Hubbard County Highway Department Oversized Loads – Mobile/Modular Home Permit Application Procedures

5. **Route** – Fill in the Route Description. Use the route map provided then click **Next** at the top or bottom of page.

1. Applicant

2. Vehicle

3. Move Details

4. Overall Dimensions

5. Route

6. Axles

7. Trailers

8. Other Apps

9. Terms and Conditions

10. Invoice

11. Review

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\* Route Description:

\* Roads:

Route Map:  Find it

Enter in a nearby street address (213 1st Ave SE, Little Falls, MN 56345) or street name and zip code (Ridge Street, 64576) to center the map display. Use the toolbar located in the upper right hand corner to draw a polygon shape or create a point to mark the location of the proposed construction. For shapes, double-click the last point to stop drawing. To modify or delete the shape or point, click to highlight. Then either hit the Delete key or move the points to modify the shape. To move the shape, drag the center point of the shape.

\* Route Length:  Miles

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6. **Tax Clearance Form** - If your mobile/modular home is used, please upload your tax clearance form. This form must be signed by the Assessor's office in the County where the home is currently located. Once you have uploaded your signed form click **Next** at the top or bottom of page.

1. Applicant

2. Vehicle

3. Move Details

4. Overall Dimensions

5. Route

6. Tax Clearance Form

7. Terms and Conditions

8. Invoice

9. Review

Mobile/Modular Home 6/9

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Please fill out a Tax Clearance Form and upload the completed form below.

\* Is your Mobile/Modular Home New or Used? -- Select One --

\* If your mobile/modular home is used, please upload your tax clearance sheet.

Tax Clearance Form

 Browse...

Attach file

Delete Print

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## Hubbard County Highway Department Oversized Loads – Mobile/Modular Home Permit Application Procedures

7. **Terms & Conditions** – Read Oversize Move Terms and Conditions then check the box that you have read and agree to these terms and conditions. Click **Next** at the top or bottom of page.

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I have read and agree to these Terms and Conditions

### General Terms and Conditions

No movement at night, on weekends, or holidays without specific permission

Permittee must notify the Hubbard County Sheriff's Office (Phone: 218-732-3331) and the Hubbard County Highway Department of any Dat or Route change after this permit is issued.

The Applicant is responsible for their designated route, any obstacles, including overhead utility lines, overhanging trees, narrow bridges, sharp corners, etc., and contacting utility companies and property owners impacted by their oversize load movement.

This permit is for roads and highways under the jurisdiction of the Hubbard County Highway Department only, which include Hubbard County Roads and Hubbard County State Aid Highways. State, Township, and Local roads may require separate permits.

Hubbard County is not responsible for verifying the vehicle or combination vehicle registration, licensed weight, insurance coverage, and vehicle operation condition, nor the vehicle operator's license or any other vehicle related criteria required by law, ordinance, or regulation. RE: Minnesota State Statute 160.26, 169.80, 169.801, 169.82 (2019).

Hubbard County is not responsible for verifying the vehicle or combination vehicle axle and gross weights or the overall length, width and height of the vehicle or combination vehicle and object or material hauled included in this permit.

The Applicant is responsible for the adequacy and condition of their vehicle and any equipment required to load, secure, haul or tow any object or material, including all operations required to perform the oversize load movement included in this permit.

The Applicant will defend and hold harmless Hubbard County and its agents or employees in any traffic violation, civil, or criminal action resulting from the movement of oversize loads authorized by this permit.

By certifying that all information is correct on this permit application, the Applicant accepts all responsibility for any damage or personal injury caused by this movement for any reason. If granted this permit, the Applicant agrees to comply with Hubbard County's aforementioned rules, the General Provisions listed below, and all other rules and regulations governing the movement of oversize loads and buildings.

### General Provisions

A copy of an approved Hubbard County Oversize Moving Permit, including these General Provisions, must be carried in the vehicle during transport of an Oversize (OS) load/vehicle and made available to law enforcement or a Hubbard County official when requested. An electronic copy of the approved Hubbard County OS Moving Permit, including these General Provisions, may reside on a portable electronic device (e.g. laptop, tablet, smartphone) as long as the device provides a complete and legible copy of the documents.

1. **Vehicle Registration.** Vehicle must be registered for its permitted weight. A Hubbard County OS Moving permit does not increase a vehicle's registered weight.

2. **Bad Weather/Road Conditions.** Movement is not allowed during hazardous weather or road conditions, or when visibility is less than 500 feet, or when winds prevent the vehicle from staying within its travel lane.

8. **Invoice** – Choose a payment option from the drop-down menu. Click **Next**.

Single Use (per vehicle) 10/11

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Mode: Automatic Manual

Apply	Charge	Cost	Quantity	Total
Grand Total				Total
				\$0.00

Payment

Expected Payment Method: [dropdown]

Set Method Create Payment

9. **Review** - If you wish to review your data, click **View the Application**. When ready to submit your application click **Finish**. This submits your application for review, and you will be notified by email and be able to click a link to view your application.

- If you choose to pay by check, make it payable to Hubbard County Highway Department and mail to: 101 Crocus Hill Street E, Park Rapids, MN 56470. Include a note that your check is for an Oversize Moving Permit.
- If you choose to pay online, you will start the online payment process when you click **Finish**.