



## Hubbard County Highway Department Oversized Loads – Single Use 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 at: [jeff.adolphson@co.hubbard.mn.us](mailto:jeff.adolphson@co.hubbard.mn.us)

**Oversized Load Permit Single Use** – A fee of \$10.00 is required with application, unless an Annual Oversized Moving Permit is issued.

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 – Single Use** 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 >

\* 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 >

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



## Hubbard County Highway Department Oversized Loads – Single Use Permit Application Procedures

**Single Use (per vehicle)** 2/11

Author: Olson, Renae <renae.olson@co.hubbard.mn.us> [Switch](#) [Delete](#) [Print](#)

1. Applicant [< Previous](#) [Next >](#)

2. Vehicle

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.

**Single Use (per vehicle)** 3/11

Author: Olson, Renae <renae.olson@co.hubbard.mn.us> [Switch](#) [Delete](#) [Print](#)

1. Applicant [< Previous](#) [Next >](#)

2. Vehicle

3. Move Details

\* 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--

[< Previous](#) [Next >](#) [Delete](#) [Print](#)

Powered by [RTVISION](#)

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

**Single Use (per vehicle)** 4/11

Author: Olson, Renae <renae.olson@co.hubbard.mn.us> [Switch](#) [Delete](#) [Print](#)

1. Applicant [< Previous](#) [Next >](#)

2. Vehicle

3. Move Details

4. Overall Dimensions

\* 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

[< Previous](#) [Next >](#) [Delete](#) [Print](#)

Powered by [RTVISION](#)

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



## Hubbard County Highway Department Oversized Loads – Single Use Permit Application Procedures

**Single Use (per vehicle)** 5/11

Author: Olson, Renae <renae.olson@co.hubbard.mn.us> [Switch](#) [Delete](#) [Print](#)

< Previous Next >

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

\* 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, 54078) 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

< Previous Next > [Delete](#) [Print](#)

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

**Single Use (per vehicle)** 6/11

Author: Olson, Renae <renae.olson@co.hubbard.mn.us> [Switch](#) [Delete](#) [Print](#)

< Previous Next >

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

\* Axle Description:   
\* Axle Tire Type:  [-- Select One --](#)  
\* Axle Weight:  Pounds  
\* Axle Width:  feet  inches  
\* Spacing:  feet  inches  
Axle Group:   
\* Axle Wheels:

< Previous Next > [Delete](#) [Print](#)

Powered by RT Vision

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

**Annual Overwidth (per vehicle)**

< Previous Next >

1. Applicant  
2. Vehicle  
3. Trailers  
4. Terms and Conditions  
5. Invoice  
6. Review

\* Trailer Description:   
\* Trailer License:   
\* Trailer State:   
Trailer Serial Number:   
Trailer Make:   
Trailer Model:   
Trailer Type:  [-- Select One --](#)  
Empty Weight:  Pounds  
Regulation Weight:  Pounds

< Previous Next >

8. **Other Apps** – If you have applied for an Annual Oversized permit, answer yes and click **Next**.



## Hubbard County Highway Department Oversized Loads – Single Use Permit Application Procedures

Single Use (per vehicle) 8/11

Author: Olson, Renae <renae.olson@co.hubbard.mn.us> [Switch] [Delete] [Print]

< Previous Next >

\* Have you applied for an Annual Overwidth permit?

< Previous Next > [Delete] [Print]

Powered by RtVISION

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

9. **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.

Single Use (per vehicle) 9/11

Author: Olson, Renae <renae.olson@co.hubbard.mn.us> [Switch] [Delete] [Print]

< Previous Next >

☐ I have read and agree to these Terms and Conditions

**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 Date 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.
- 

10. Invoice  
11. Review

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

Single Use (per vehicle) 10/11

Author: Olson, Renae <renae.olson@co.hubbard.mn.us> [Switch] [Delete] [Print]

< Previous Next >

Mode: Automatic ☒ Manual ☐

Apply	Charge	Cost	Quantity	Total
Grand Total				
			Total	\$0.00

Payment  
Expected Payment Method:

[Set Method] [Create Payment]

< Previous Next > [Delete] [Print]

Powered by RtVISION

10. Invoice  
11. Review

11. **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**.