

## Permit Request Form

CEDA Fleet is pleased to announce the release of the newly revised permit request form. The new version is a more robust document and is now a PDF fillable document to aid in completion of the information. This re-design should alleviate questions between CEDA Fleet and Operations when requesting permits; as well as ensuring that all required information has been received prior to CEDA Fleet starting the order process. The form is available on [oneCEDA](#) and can be found under Shared Services, Transportation and Fleet, "Policies, Practices, Standards and Forms".

Types of permits available using this form:

1. Single Trip Overweight or Over-dimension permits – all Provinces (except the Territories)
2. Single Trip Licensing / Fuel permit – all Provinces (except the Territories)
3. Monthly Licensing (Alberta Only)

This form must be completed in full and accompany any permit requests sent to CEDA Fleet. A lead-time of 2 days is preferred, but CEDA Fleet does recognize there may be 'emergency trips', based on the type of work and places we travel to. Permit requests made without the form or without all the required information, will delay processing time for permits.

The supervisor is responsible to ensure all information on this form is correct. Supervisors are required to ensure any permits received are reviewed with the driver, and that all conditions and terms of the permit are met. If any changes are required to a permit, CEDA Fleet must be notified immediately.

If you have any questions regarding the new permit form, or the types of permits please contact

[CEDA.Fleet@cedagroup.com](mailto:CEDA.Fleet@cedagroup.com)

**Permit Request**

1. Form must be completed in full and sent to [CEDA.Fleet@cedagroup.com](mailto:CEDA.Fleet@cedagroup.com) at least two days in advance of trip to allow processing time.  
2. See page 2 for additional information pertaining to obtaining permits.  
3. Supervisors are required to ensure permits received are reviewed with the driver and that all conditions and terms of the permit are understood and followed.

|                                                                                                                                                                                                                                |                                                    |                                                                                             |                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------|
| Date of Travel:                                                                                                                                                                                                                |                                                    | # of Days Required                                                                          |                          |
| Will the Truck Remain on Site for the Duration of the Permit?<br>(If no, additional permits may be required for travel. Refer to additional information on page 2)                                                             |                                                    | Yes <input type="radio"/>                                                                   | No <input type="radio"/> |
| From: (Provide address, Legal Land Description or GPS coordinates)                                                                                                                                                             |                                                    | To: (Provide address, Legal Land Description or GPS coordinates)                            |                          |
| Route of Travel (If no route provided CEDA Fleet will route using the most direct route):                                                                                                                                      |                                                    |                                                                                             |                          |
| <b>VEHICLE INFORMATION</b>                                                                                                                                                                                                     |                                                    |                                                                                             |                          |
| Unit #                                                                                                                                                                                                                         | Plate #                                            | Trailer # (if applicable)                                                                   | Plate #                  |
| Type of Unit                                                                                                                                                                                                                   | Make                                               | Year                                                                                        | TARE                     |
| Will the truck be travelling empty?                                                                                                                                                                                            | Yes <input type="radio"/> No <input type="radio"/> | If loaded – what is the load being hauled?                                                  | Registered GVW           |
| Type of Trailer (enclosed, flat deck, step deck)                                                                                                                                                                               | Hitch Type (pintle, ball, fifth wheel)             | # of axles                                                                                  | Truck / Trailer          |
| Is the trailer wider than 2.6 metres?                                                                                                                                                                                          | Yes <input type="radio"/> No <input type="radio"/> | If "Yes" what is the width of the trailer only?                                             |                          |
| Is the load divisible? (can the load be divided into smaller sections or volume)                                                                                                                                               | Yes <input type="radio"/> No <input type="radio"/> | **Note: Overweight travel permits cannot be ordered for loads that are considered divisible |                          |
| Will the load, when loaded on the trailer be over-dimension?                                                                                                                                                                   | Yes <input type="radio"/> No <input type="radio"/> | If "Yes" what will the dimensions be when loaded?                                           |                          |
| **Maximum legal dimensions are: Length – 23 metres; Height – 4.15 metres; Width – 2.6 metres**                                                                                                                                 |                                                    |                                                                                             |                          |
| Anything measuring beyond this will require an over-dimension permit for travel                                                                                                                                                |                                                    |                                                                                             |                          |
| <b>Actual Weight of Truck – By Axle Grouping (include scale ticket or photo of scale if available)</b>                                                                                                                         |                                                    |                                                                                             |                          |
| Steer Axle                                                                                                                                                                                                                     | Drive Axle                                         | Trailer Axle                                                                                |                          |
| <b>INTERNAL MEASUREMENTS – REQUIRED FOR PERMANENTLY MOUNTED EQUIPMENT</b><br>(Straight Trucks / Vacuum Trucks / Chemical Cleaning Units / Hydro or Combo Vacs)<br>(Semi-Truck/Trailer Combinations - Semi-Vac / Pigging Units) |                                                    |                                                                                             |                          |
| Pigging Units / Semi-Vac Units                                                                                                                                                                                                 | **see directions on page 2 for measurements        |                                                                                             |                          |
| Truck Wheelbase                                                                                                                                                                                                                | Trailer Length                                     |                                                                                             |                          |
| Truck Inter-Axle                                                                                                                                                                                                               | Trailer Wheelbase                                  |                                                                                             |                          |
| Drive Axle Spread                                                                                                                                                                                                              | Trailer Inter-Axle Spacing                         |                                                                                             |                          |
| King Pin Set-Back                                                                                                                                                                                                              | Trailer Axle Spread                                |                                                                                             |                          |
| Effective Overhang*                                                                                                                                                                                                            | Trailer Width                                      |                                                                                             |                          |
| Steer Tire Size                                                                                                                                                                                                                | Drive Tire Size                                    | Trailer Tire Size                                                                           |                          |
| <b>Straight Trucks</b> ** see directions on page 2 for measurements (applicable for either tandem or tri-drive trucks)                                                                                                         |                                                    |                                                                                             |                          |
| Truck Wheelbase                                                                                                                                                                                                                | Truck Inter-Axle                                   |                                                                                             |                          |
| Effective Overhang*                                                                                                                                                                                                            | Drive Axle Spread                                  |                                                                                             |                          |
| Steer Tire Size                                                                                                                                                                                                                | Drive Tire Size                                    | Trailer Tire Size                                                                           |                          |

\*Effective Overhang must measure a maximum of 4 metres on permanently mounted equipment trailers and straight trucks

### Additional Information

#### Alberta

1. Single trip permits to enter into Alberta are issued in 1-7 day increments. These permits allow a vehicle to travel from the border to a final destination within Alberta and exit the province again within the allotted time frame.
2. Monthly licensing permits are issued in increments of 30, 60 or 90 days. These permits allow a truck to travel within Alberta for the length of the permit requested. These permits do not exempt a truck with a heavier steer axle from obtaining an overweight permit for the steer axle.
3. Straight trucks (combo vacs / hydrovacs / hot rollers...etc.) travelling in Alberta with a steer axle that weighs more than 7,300KG will require an overweight permit for the steer axle (if vehicle does not have a valid annual steer axle permit for Alberta). This is applicable whether the permit is for a single trip or a monthly licensing. However if the truck is under a monthly licence, an annual permit for steer axle overweight will be applied for. This will require a printed scale ticket.

#### British Columbia

1. British Columbia does NOT allow point-to-point travel within their province. A vehicle permitted to enter British Columbia must travel to the destination and then exit the province, before another permit for travel will be issued.

#### Saskatchewan

1. Permits are issued as single trip ONLY to the location noted when the permit is ordered, but can be ordered to include the return trip back to the home province, if requested.
2. Vehicles required to travel within Saskatchewan (to dump loads or change working locations) MUST have additional permits ordered as required. A copy of this form must be submitted with the load information and axle weights before a permit can be issued.

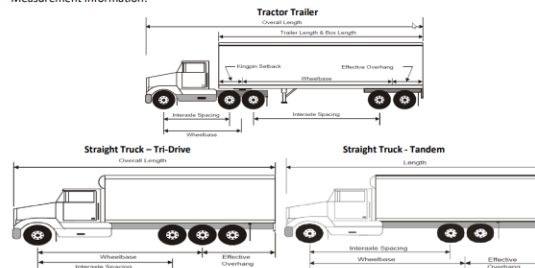
#### Manitoba

1. Permits are issued as single trip ONLY and by standard issue are for valid for 5 days. However, the permit is only valid for ONE trip. If additional trips into the province are needed, additional permits will be required.
2. If the vehicle will be travelling loaded at any time in Manitoba, the actual weight of the load will be required for the permit.

#### Ontario

1. These permits are valid for a period of 10 days and will include a return permit when the original permit is ordered, unless otherwise noted.

#### Measurement Information:



- \*\* If tractor is a tri-drive refer to Straight Truck – Tri-Drive for measurements on tractor ONLY  
\*\* Axle spread – measured from the centre of the first drive axle to the centre of the last drive axle.  
\*\* Trailer spread – measured from the centre of the first trailer axle to the centre of the last trailer axle.