

# Mobile Home Moving Permit Requirements

(A mobile home permit is required for all mobile homes 10 feet or wider)

## Certificate of Insurance:

- \$500,000 General Liability from the Moving Company
- **Certificate Holder: Tippecanoe County Board of Commissioners**
- If Auto Liability is used, a copy of that portion of the policy is required that states the county right-of-way will be covered if it is damaged.

## Treasurer's Tax Release Form/Manufactured (Mobile) Home Permit:

- Obtain this from the Treasurer's office on used mobile homes.

## Route:

- From Origin to Destination, to include name of mobile home park and the lot number.
- **NOTE:** If route includes travel over county bridges or culverts, a structure review may be required. This could delay review time.

## Letter from Sheriff:

- Letter from Sheriff's Department regarding assistance with traffic control, if required.  
(See Provisions)

## Contact Utilities:

- It is the owner/mover's responsibility to notify all utilities along the route.

## Drive:

- Must apply for an Existing Drive *or* a Residential Drive Permit **if** the home is **not** going into a mobile home park **or** out of Tippecanoe County

## Fee:

- \$20.00 - Mobile Home
- \$20.00 - Modular Home/Per Section
- Checks Made Payable To: Tippecanoe County Treasurer

*Prepared by the Tippecanoe County Highway Engineering Department  
20 North 3<sup>rd</sup> Street  
Lafayette, IN 47901*

*(765) 423-9210*

## Oversize/Overweight Vehicle Permit Application

### Section A - Company Information

1. Company Name	2. Trip Start Date	3. Trip End Date	4. Telephone Number
			5. Email

### Section B - Vehicle Information

6. VIN	7. Make of Tractor	8. License Plate Number
9. State Licensed	10. Year of Tractor	11. Load Serial Number
12. <b>Vehicle Description</b> (check all that apply) <input type="checkbox"/> Tractor-Trailer <input type="checkbox"/> Truck-Trailer <input type="checkbox"/> Self-Propelled Equipment <input type="checkbox"/> Fifth Wheel Hook-Up <input type="checkbox"/> Truck <input type="checkbox"/> Auto-Trailer <input type="checkbox"/> Other/Towed <input type="checkbox"/> Rear Steerable Axle		

#### Vehicle Dimensions:

13. Overall Length: _____	14. Width: _____	15. Height: _____	16. Total Gross Weight: _____							
17. Loaded Axle Weights:	a _____	b _____	c _____	d _____	e _____					
	f _____	g _____	h _____	i _____	j _____					
18. Axle Spacing:	a-b _____	b-c _____	c-d _____	d-e _____	e-f _____					
	f-g _____	g-h _____	h-i _____	i-j _____						
19. Tire Size:	a _____	b _____	c _____	d _____	e _____					
	f _____	g _____	h _____	i _____	j _____					
20. Tires per Axle:	a _____	b _____	c _____	d _____	e _____	f _____	g _____	h _____	i _____	j _____
21. Width Between Tires:	a _____	b _____	c _____	d _____	e _____	f _____	g _____	h _____	i _____	j _____

### Section C - Permit Information

22. Type of Permit: (Check One)       Oversize and/or Overweight Permit       Mobile Home Moving Permit

23. Mileage \_\_\_\_\_ 24. Origin \_\_\_\_\_ 25. Destination \_\_\_\_\_

26. Route to be traveled \_\_\_\_\_

A permit will **not** be granted if your load is **divisible**, either by method of loading or disassembly.

27. Describe the load that you are moving: \_\_\_\_\_

28. (Check One If Applicable)       Stacked       Side by Side       End to End       Nested       Single

This permit does not apply to any county roads or bridges that are closed for construction purposes, or to any roads or bridges that are posted for gross load limits, and/or any roads, structures, wires, etc., having a restricted height and/or width clearance that will not clear said load. This permit does not apply to any state highways or city streets, only county maintained roadways.

### Section D - Signature Information

Any provisions, conditions, or restrictions that are incorporated by reference into this permit and are as binding upon the permit holder as if they had appeared on the face of this permit. This permit is void if the provisions, conditions, or restrictions are omitted or are not attached. The Tippecanoe County Highway Department disclaims any responsibility in relation to the correctness in the transmitting of the permit as a whole, or any part thereof, including provisions, conditions, or restrictions. This Permit is not valid unless signed below by both an authorized company owner or officer, and the county. The company's signature attests to the fact that the description of the vehicle and load is accurate and that the provisions, conditions, or restrictions have been read and understood by the driver. Under the penalty of perjury, I have examined this permit, and to the best of my knowledge and belief, it is true, complete and correct. I also understand that all provisions of the Transporting Company Agreement apply in full force.

Permit Approved By: \_\_\_\_\_

Company Owner or Responsible Officer Signature      Date

Stewart W. Kline, P. E., Executive Director  
 Tippecanoe County Highway

Date

## Instructions for Oversize/Overweight Vehicle Permit Application

### Section A

- Line 1:** Enter the name of the company
- Line 2:** Enter the date the permit will begin
- Line 3:** Enter the date the permit will end
- Line 4:** Enter the company telephone number
- Line 5:** Enter the company's email address

### Section B

- Line 6:** Enter the VIN number of the vehicle that will be transporting the load
- Line 7:** Enter the make of the vehicle transporting the load
- Line 8:** Enter the license plate number of the transporting vehicle (except if self propelled)
- Line 9:** Enter the state the transporting vehicle is registered in
- Line 10:** Enter the year of the tractor
- Line 11:** You must enter a load serial number here (mobile home)
- Line 12:** Check the type of vehicle that will be transporting the load
- Line 13:** Enter the overall length of the vehicle and load
- Line 14:** Enter the width from the widest point of the loaded vehicle
- Line 15:** Enter the height from the tallest point of the loaded vehicle
- Line 16:** Enter the total gross weight of the loaded vehicle
- Line 17:** Enter the loaded axle weights, each line represents an axle
- Line 18:** Enter the axle spacings between each axle
- Line 19:** Enter the tire size of each axle
- Line 20:** Enter the number of tires per axle
- Line 21:** Enter the width between tires

### Section C

- Line 22:** Check the type of permit that is being requested, check only one
- Line 23:** Enter the total miles of your route
- Line 24:** Enter the Origin which must be a city within Indiana or the state line in which you will be entering from
- Line 25:** Enter the Destination which must be a city within Indiana or the state line in which you will be exiting to, include the mobile home park and lot number if this is a Mobile Home Moving Permit
- Line 26:** Enter the route to be traveled, please list each individual road or street in your route
- Line 27:** Enter a description of the load you are transporting
- Line 28:** Check how the load is being transported, check only one

### Section D

Company owner or officer must sign the application before the permit is approved.

A Manufactured (Mobile) Home Permit (Tax Release Form) from the County Treasurer to be submitted with a Mobile Home Moving Permit.

Tippecanoe County Highway Department  
**Provisions for an Oversize/Overweight Vehicle Permit**

**Required Markings**

- Oversize Vehicles must be marked on front and rear with a sign reading "OVER-SIZE LOAD."
  - The sign must be at least 18 inches high and between 6 to 8 feet long.
  - The letters must be black, 12 inches high, with a 2-inch stroke on yellow background.
  - Color combinations or wording approved by other states will be permitted, when trip originates outside Indiana.
- Vehicles must be marked with 2 red or orange flags, placed at the widest extremities of the vehicle or load.
  - Flags must be in good condition, plain or orange with no figures.
  - Flags must be 18 inches square and placed so that approaching traffic can see them.

**Lighting**

- All provisions of 49 CFR 393.11 apply, plus the following:
- Permitted vehicles must have low beam headlights on while transporting a load.
- Mobile homes and sectionalized buildings having widths of 12 feet 4 inches or more must be equipped with four high intensity, amber, flashing lights.
  - Two of these must be mounted on the front. Two must be mounted on the rear of the combination.
  - Lights mounted on the load must be placed at the outer edges and not be less than 6 feet above the roadway.
  - Front lights may be mounted on the towing vehicle at furthest extreme of any safety device, not extending beyond the mirrors, and must be double-faced lamps, visible both on front and rear.
  - Lights must be visible at 500 feet in normal sunlight.

**Flagmen**

- Flagmen will be provided by the transporting company at all locations needing such traffic control. Locations needing such flagmen include: encroachment into opposing traffic lanes and stops, or blockages of traffic locations where stops are not normally required by existing traffic control devices.

**Speed**

- Any permitted oversized/overweight vehicle may not exceed 45 miles per hour on any county roadway.

**Blockage of Traffic**

- Permitted vehicles must not block traffic at any time from use of the roadway, including the loading and unloading of equipment.
- Permitted vehicles must not be parked either day or night on any shoulder or within the right-of-way.
- Permitted vehicles will use the roadway shoulder only on those occasions necessary to allow for the safe unrestricted passage of oncoming/passing traffic.

**Vehicle Operators**

- Operators must be 18 years of age or older and hold a valid Indiana Chauffeurs License or Commercial Driver's License, whichever is applicable.
- Drivers must have the vehicle permit in possession during transport and must show permit, on demand, to any police officer or motor carrier inspector.

- The mover and/or owner of the vehicle and/or load will be held responsible in the event that it is necessary to remove any buildings, railings, or other structures from the roadway. In the event that any buildings, railings, or other structures are damaged, the cost of the removal and/or damage will be the responsibility of the permit applicant.

**Weather**

- Permitted oversized vehicles are not allowed to operate during hazardous weather, road, or traffic conditions, and/or when visibility is less than 500 feet. Permitted vehicles may not operate when wind velocity exceeds 25 miles per hour.

**Escort Vehicle(s) Requirements**

All permitted vehicles 110' in length or 14'6" in height must have at least one escort vehicle. Additional requirements vary by width and roadway as listed below.

- Permitted vehicles exceeding 12'4" and up to 14'3" in width must have one escort
  - Front escort on two-lane roadways OR
  - Rear escort on a divided roadways
- Permitted vehicles between 14'4" and up to 17' in width
  - Front and rear escorts on two-lane roadways OR
  - One rear escort on divided roadways

Permitted vehicles over 130' in length and/or wider than 17' must have front and rear Police escorts on all roadways. In addition, permitted vehicles must have an escort with a height stick traveling in front of load when they exceed 14'6" in height.

Escort vehicles may not be more than 500 feet from permitted vehicle and/or load and must have a minimum of 4 wheels with a maximum gross registered weight of 11,000 lbs., a flashing amber light mounted on top, an oversize load sign visible to approaching traffic, and have radio communication with permitted vehicle and/or load.

**Other Provisions**

- This permit does not apply to any county roads or bridges that are closed for construction purposes, or to any roads or bridges that are posted for gross load limits, and/or any roads, structures, wires, etc., having a restricted height and/or width clearance that will not clear said load.
- This permit does not apply to any state roads or city streets.
- Any violation of this permit shall automatically cause the permit to be void. Upon violation the police officer or motor carrier inspector will have the authority to withdraw your permit.
- All transporting vehicles must meet all safety requirements as set forth in Title 49, CFR (Code of Federal Regulations).
- This permit does not cover license or other registration requirements.

**Holiday Restrictions**

- Permitted vehicles not operate on county roadways from 12 PM the last weekday preceding and continuing until 9 AM on the weekday following: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

**Hours of Operation**

- Monday - Friday 9 AM - 3 PM, unless approved with permit.
- No weekend or night movement, unless approved with permit.

**Note to Enforcement Agencies:** Advise the Tippecanoe County Highway Department as soon as possible after withdrawing this permit by calling (765) 423-9210.