



INDIANA DEPARTMENT OF TRANSPORTATION

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Eric Holcomb, Governor
Michael Smith, Commissioner

April 5, 2022

TO: District Deputy Commissioner
District Highway Maintenance Directors
District Technical Services Director
District Permit Managers
Traffic Management Division Director
Traffic Management Center

**PERMIT
OPERATIONS
MEMORANDUM 22-01**

FROM: Monica Hartke-Tarr
Statewide Permits Director

Ed Cox
ITS Engineering Director

SUBJECT: WEIGH IN MOTION PERMIT POLICY

1.0 POLICY AND PURPOSE

A Weigh in Motion Permit (WMP) has been developed by the Indiana Department of Transportation (INDOT) to allow a contractor to conduct *routine maintenance activities* on established facilities within state-owned roadways/right-of-way. WMP is designed to provide a streamlined—one application per district—annual application option for contractor to maintain designated “Weigh in Motion” facilities within state-owned roadways/right-of-way in a good state of repair, both structurally and aesthetically. “Weigh in Motion” facilities will be defined as all locations specified in the QPA documents.

WMP applications must be submitted to each respective district in which the maintenance activities are to be conducted. To be eligible, an annual routine maintenance plan—identifying the routine maintenance activities, expected dates (if known), and the locations of the facilities for which the work is planned—must be provided as part of the annual (yearly) WMP application. Any maintenance activities that are substantial in nature (e.g., the general footprint of the existing facility is being changed) will require individual plan sheets in addition to the routine maintenance plans submitted with the application.

2.0 WHAT CONSTITUTES ROUTINE MAINTENANCE OF WEIGH IN MOTION FACILITIES?

WMPs are issued for *routine maintenance* of “Weigh in Motion” facilities located in state-owned roadways and right-of-way, are to be used for work that is routine in nature. For the purposes of this permit-type, *routine maintenance activities* are those that are described in the current QPA. Applicant must follow the [Interstate Highway Congestion Policy](#) while performing any work under this permit.

3.0 WHAT IS NOT ALLOWED UNDER A WMP?

No new locations not specified in the QPA (or amendments to the QPA, if any) will be allowed under this permit type.

4.0 WHO CAN APPLY FOR A WMP?

The application must be submitted by a representative of the company currently contracted by INDOT to install and maintain “Weigh in Motion” facilities located in state-owned roadways/right-of-way.

5.0 APPLICATION PROCESS

The process begins by submitting a complete application through the INDOT Electronic Permitting System (EPS).

The application and related documents for permits can be found and completed at:

<https://www.in.gov/indot/doing-business-with-indot/permits/>

For permit type, select “**Occupancy (Below Ground)**” and, for permit subtype, select “**Weigh in Motion**” to complete an application for a permit. There is no fee to submit a WMP application.

More information on navigating EPS:

<https://www.in.gov/indot/doing-business-with-indot/permits/>

To be considered a complete, an application for a WMP:

- Must be submitted utilizing the Electronic Permit System (EPS),
- Must include a full description of all routine maintenance activities expected to take place in conjunction with this permit (this will likely be included in an attached document or previously signed contract),
- Must include emergency contact information of the contractor doing the work (Point of Contact)
- Traffic Control Plan
- Contract Proposal
- Contract Plan Set
- Fee Waiver Form
- Consultant Consent Form
- Map of locations of existing facilities requiring maintenance under the permit
- Contract notice to proceed
- Contract Specifications and Special Provisions

The application forms and related documents for all permit types can be found and completed at:

<https://www.in.gov/indot/doing-business-with-indot/permits/>

6.0 APPLICATION REVIEW PROCESS

The application and all submitted documentation will be reviewed by the Traffic Manager, as designated by TMC. The traffic manager is responsible for ensuring the application is complete, all relevant documents have been submitted, applicant has submitted a sufficient blanket bond to Permits Central

Office, and all requirements have been met. TMC must review maintenance of traffic and have appropriate plans in place for all planned or foreseeable possibilities. All approvals and denials are as directed by the TMC.

The Traffic Manager is then responsible for changing the application's status in EPS to either 'Recommend Approve' or 'Recommend Deny'. Recommend Approve signifies that the application is complete, accurate, and meets all requirements. Recommend Deny signifies that the application is lacking necessary elements. If an application has errors or is missing elements, it is the Traffic Manager's sole discretion either to communicate the mistakes to the applicant in an effort to correct the errors, or to Recommend Deny. If status is changed to 'Recommend Approve', the relevant District permit manager will verify the bond information in the application is accurate and matches the bond filed with Central Office. Once verified, the District Manager will approve or deny the permit on behalf of the TMC, within five (5) business days of the Traffic Manager's recommendation. TMC must inform the District Permit Manager, preferably via EPS, if approval of the permit is needed quicker than five (5) days.

The review process is illustrated in **Attachment 1**.

6.1 Permit Denial

TMC retains the right to determine which routine maintenance activities are suitable to be conducted within the framework of the annual permit application along the state-owned or state-controlled roadways/right-of-way.

Issuance or denial of the permit is within TMC's sole discretion.

Potential reasons for denial include, but are not limited to:

- Bond requirements not being met;
- A conflict with existing agreements;
- Interference with traffic control devices;
- Not meeting requirements of the [Interstate Highway Congestion Policy](#) or the [Indiana Manual on Uniform Traffic Control Devices \(IMUTCD\)](#);
- Incomplete information; or
- Maintenance activity that may constitute a safety hazard (i.e., insufficient clear zone requirements, impeding sight distance, etc.).

7.0 APPLICATION PACKAGE

7.1 Elements

Applicant must fully describe which activities will be conducted as a part of the WMP. Any additional maintenance activities, not included in the approved permit, will require the submission of an addendum to modify the existing permit.

Applicant must include descriptions of each type of maintenance activity expected or foreseeable, but if activities are the same for all districts, they can submit identical descriptions with every application.

7.2 Supporting Documentation

Documentation accompanying the plan must provide enough detail and description to convey what the proposed maintenance will include and what steps will be taken to ensure the safety of workers and drivers during the performance of all permitted activities.

The final application package must include all of the following:

- **Overview of routine maintenance activities:** Must include general descriptions of the types of maintenance expected and the proposed steps to be taken regarding traffic safety.
- **Location information:** This permit will be restricted to maintenance activities related to “weigh in motion” facilities, as detailed in the QPA, within the applicable district for which the application is submitted. Separate permits will be required for each district in which maintenance activities will be performed.
- **Routine maintenance plan:** Must include detailed maintenance requirements for the applicable facilities, including frequency of maintenance and **required traffic control plans**. Details must cover all foreseeable components of maintaining the facility, including any necessary inspection of structural elements, and seasonal or periodic maintenance. The routine maintenance plan must also include the parameters of when work will be completed and identify who will complete all maintenance.

8.0 SPECIFIC REQUIREMENTS

8.1 Notice Requirements

Permittee must notify TMC, in writing (preferably through EPS), five (5) days prior to commencing any work activities related to this permit, and TMC must give its permission (also through EPS) before a permittee begins any work activities in the state-owned roadways/right-of-way. Five (5) days’ notice is required for all non-emergency work requiring temporary lane closure. In an emergency, the Traffic Manager, District Permit Manager, and the State Patrol must immediately be notified of possible traffic hazards.

Permittee must notify the TMC dispatch center prior to restricting any lanes or shoulders as a part of the work activity. This will ensure that CARS and all other public notification systems have accurate information.

8.2 Traffic Plan Requirements

For each individual maintenance activity, applicant must provide a maintenance of traffic plan to TMC along with the written notification. The maintenance of traffic plan must be approved by TMC before applicant begins the specified maintenance activity. In cases where emergency maintenance is required, applicant must follow all relevant safety guidelines and must follow any instructions from TMC related to traffic maintenance or safety, even after the emergency maintenance activities have been initiated.

TMC must ensure that all relevant information is entered into CARS in a timely fashion. TMC can enter the information or require applicant to do so, but TMC is ultimately responsible for keeping the data in CARS accurate and complete.

9.0 LIABILITY, BOND REQUIREMENTS, AND RIGHT TO REMOVAL

Permittee shall assume all liability resulting from activities conducted as part of the approved permit from the first routine maintenance activity conducted through the conclusion of the final approved inspection report from the last completed maintenance activity associated with the permit. Permittee is required to indemnify and hold harmless the state for any and all injury, loss, or damage occasioned to or by persons or property resulting directly or indirectly from such work. See *150 IAC 7-1-29*.

Prior to issuance of any permit, Applicant must have secured a blanket bond, processed by a qualified surety, sufficient to cover the scope of work at every facility location within the state. TMC is responsible for determining a sufficient amount for this blanket bond. The [blanket bond form](#) is to be notarized and submitted with original signatures to:

**INDOT Permits
100 N. Senate Avenue, Room N758-PER
Indianapolis, IN 46204**

Once the Bond is received at INDOT Central Office, the Program Coordinator records the blanket bond in EPS and the original is kept on file.

If the Department must remove any equipment installed during maintenance activities, Permittee will be charged for the complete cost of removal, including without limitation, all administrative costs.

10.0 RIGHT OF ENTRY

As part of any approved of permit, INDOT will grant Permittee (and its assigned contractors and subcontractors) permission to enter upon state-owned or state-controlled roadways/right-of-way for the sole purpose of repairing and maintaining the items and locations specified in the Permit. Permittee must notify the INDOT District Permit Manager and the Traffic Manager and get written approval before beginning any maintenance work that is not detailed in the Permit.

11.0 TERMS OF PERMITS

The term of a WMP is for a period of one (1) year. Beginning thirty (30) days prior to expiration, Permittee can apply for a new one (1) year WMP. There is no limit to the number of consecutive years of WMP submissions.

12.0 INSPECTIONS

Each time Permittee provides the required five (5) days' notice of maintenance activities, TMC will conduct an inspection upon completion of said activities. If Permittee is noncompliant with the WMP or any associated guidelines, a written notice outlining a course of action will be entered into EPS and provided to Permittee. Failure to adhere to the requirements set forth in the permit or failure to provide written notice five (5) days prior to performance of maintenance activities may result in termination of the permit.

TMC is responsible for conducting inspections in a timely fashion and entering inspection info into EPS. A permit may only be complied out when TMC gives authorization to do so.

Attachment 1:

APPLICATION REVIEW PROCESS

After submission of a permit application, the approval process begins on the INDOT side. There are multiple steps to the INDOT approval process:

- A TMC Traffic Manager will review the permit application for completeness and accuracy and make the initial recommendation to Approve or Deny the permit application.
- If a request for more information from the customer is made by the Traffic Manager, the status of the application changes in EPS to “Investigator Info Requested”.
- Once the TMC Traffic Manager completes the review, a “Recommend Approve” or “Recommend Deny” is submitted in EPS, and the application is forwarded to the District Permit Manager. No decision is considered final until approved or denied by the District Permit Manager.
- The Permit Manager will approve or deny the permit application on behalf of TMC.
- If a permit application is approved, the permit status changes to “Active”.
- If a permit application is denied, the permit status changes to “Denied”, and the application can only be printed.

STATUS OF PERMIT IN EPS		
PENDING	APPROVED	DENIED
<p>While a permit application is pending, its status will appear as one of the following:</p> <ul style="list-style-type: none"> • SUBMITTED • RECOMMEND APPROVE • RECOMMEND DENY • INVESTIGATOR INFO REQUESTED 	<p>A permit application appears as “ACTIVE” when it has been approved.</p>	<p>A permit application appears as “DENIED” when it has been denied.</p>