

ONLINE PERMITS – Registration Process

Follow this link to register for Online Permits: http://www.th.gov.bc.ca/CVSE/tps/tps_registration.htm

You must have a BCeID to register for Online Permits. Only one (1) BCeID is required for each Client ID. Company Administrators can add users to the profile. Follow this link for a **Business BCeID Registration Guide**.
http://www.th.gov.bc.ca/CVSE/tps/documents/Getting_Started_BCeID.pdf.

Ministry of Transportation and Infrastructure

Commercial Vehicle Safety and Enforcement

Online Permits – Registration Process

To apply for a permit using Online Permits, you must complete a simple one-time registration process. This registration is available to all clients that have requested and received permits in B.C.

To complete the Online Permits registration, you will require the following:

- An ICBC Client number. If you do not have an ICBC Client Number, call the BC Provincial Permit Centre at 1-800-559-9688 to get one.
- A valid Business BCeID account. If you do not have a Business BCeID account, you can apply for one at the BCeID Website at <http://www.bceid.ca/> or call the BCeID Helpdesk at 1-888-356-2741 for more information. The attached [guide](#) is intended to help you complete the "Getting Started" section of the Business BCeID registration process.
- An e-mail account
- A phone number

Once you have all of this information, the Online Registration process is as follows:

1. Click the [Online Permits Registration form](#)
2. From the Logon screen click the Business/Organization link and enter your BCeID and password.
3. Complete the Online Registration form by filling in the relevant information and submitting it to the Provincial Permit Centre for review

The Provincial Permit Centre will then review your application and render a decision whether or not your request to access the Online Permits service is approved.

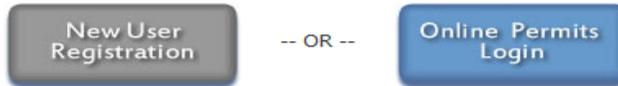
You will be notified of the decision by e-mail at the address entered on the application form. In most cases, you will receive notification within 2 to 3 business days.

If approved, you can then access the Online Permits service using the link on the Online Home Page.

Online Permits Login

Once you have a BCeID and you are registered for "Online Permits" - Go to <http://www.cvse.ca/tps/index.htm> and log on with your BCeID User ID and password.

Online Permits



The commercial vehicle Online Permits system enables registered and approved users to:

- apply for a **Single Trip, Overweight permit**
- apply for a **Single Trip, Overweight/Oversize permit**
- apply and, depending on the commodity and dimensions, immediately receive a **Single Trip, Oversize permit**
- apply and immediately receive a **Term Oversize permit** for the following specific commodities only:
[MORE ...](#)
- apply and immediately receive a **Single Trip, Non-Resident permit** for a vehicle that has an actual gross vehicle weight between 5,000 kgs and 63,500 kgs and is categorized as one of the following vehicle types:
[MORE ...](#)
- apply and immediately receive a **Motive Fuel User permit** (based on total distance travelled in BC) for a vehicle whose actual gross vehicle weight is between 11,800 kgs and 63,500 kgs;
[MORE ...](#)
- **pay online** for the requested permit using your **Inspection Station account** (certain permit types only) or **credit card**; and
- retrieve and view copies of your organization's permits using the **Permit Search function**.

All other permits must be requested through the [Provincial Permit Centre](#).

Step 1 – Log On

Go to the *Permit Application Online* and log on with your BCeID User ID and password
Click Next.

(not shown) Post logon message appears to ensure your contact information is correct.
Click Next.

Step 2: Create your Overweight Permit

To initiate a permit application, **click** on one of the permit application options from the menu on the left.

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TPS Permit Application Online Home

- Create Overweight Permit Application
- Select Overweight Permit Type**
- Requestor Details
- Permit Details
- Vehicle Details
- Vehicle Configuration/Axle Spacing Details
- Trip Details
- Application Summary/Agreement
- Application Submitted

Select Overweight Permit Type

- Please select a permit type from the list below.
- If the permit type you need is not listed, contact the Provincial Permit Centre.

Select Permit Type

Single trip overweight permit
[Permit description](#)

Term overweight permit
[Permit description](#)

Select and Continue Cancel Permit Appl.

Exit this e-service ▶

Step 3: Requestor Details

Provide information about yourself, which will be used to contact you as needed. The information is populated based on your initial application (please ensure it is accurate). Your permit will be sent to the "Client Email" **Click "Next"**.

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- Create Overweight Permit Application
- Select Overweight Permit Type
- Requestor Details**
- Permit Details
- Vehicle Details
- Vehicle Configuration/Axle Spacing Details
- Trip Details
- Application Summary/Agreement
- Application Submitted

Requestor Details

SINGLE TRIP OVERWEIGHT PERMIT

- Provide information about yourself, which will be used to contact you as needed.
- If any client details are incorrect, contact the Provincial Permit Centre to have this updated.

Client No : 012345678 Client Name : Testing Company

Requestor

Contact Name : * Online Guide

Contact Phone : * 111-222-3333

Receive Permit via : E-mail

Contact E-mail : * Online.guide@gov.bc.ca

Client Details

Address : 1838 RASPBERRY ROW
VICTORIA BC

Phone Number :
Fax Number :
Client E-mail : testing.online@gov.bc.ca

Previous Next Cancel Permit Appl.

Exit this e-service ▶

NOTE: scroll over items with a question mark ? to obtain additional information. Items with a red asterisk * are mandatory

NOTE: Left-hand action menu indicates the step you are currently in, steps you've completed and next steps

Step 4a: Permit Details

Enter start date and number of days, the end date will be automatically calculated.

Click "Next".

Single trip permits are available for one (1) to seven (7) days.

The [Commercial Vehicle Procedures Manual](#) gives more information about conditions for overweight loads, so it is important to check them.

NOTE: the Help icon  on the upper right corner will provide you with additional information pertaining to the current

Step 4b: Permit Details

Select your commodity. You must provide a detailed description of the commodity.

Click "Next".

NOTE: scroll over items with a  to obtain additional information.

Step 5: Vehicle Details

Provide vehicle identification. You are responsible for providing correct and accurate information. Click "Next".

NOTE: You can save your vehicles with typical configuration and modify them while on "Online Permits Home" page under "My Saved Vehicles".



Step 6a: Vehicle Configuration / Axle Spacing Details

Choose vehicle configuration. Click "Select Axle Configuration".

Step 6b: Vehicle Configuration / Axle Spacing Details

Enter the number of axles (and/or the number of wheels), then **click** "Search".

Vehicle Configuration/Axle Spacing Search

SINGLE TRIP OVERWEIGHT PERMIT

- Please provide the number of axles and/or the number of wheels

Search Criteria :

Number of Axles : 8

Number of Wheels :

←

Step 6c: Vehicle Configuration / Axle Spacing Details

Click "Select" for the vehicle configuration that is an exact match to your vehicle. If your vehicle configuration is not listed, contact the Provincial Permit Centre (PPC).

	Axle Diagram	Axle Configuration Description	Number of Axles	Number of Wheels
Select		8 Axle Lowbed W/PME, Single Steer, Tandem Drive, Single Jeep, Tridem Trailer, Single Booster	8	30
Select		8 Axle Lowbed W/PME, Single Steer, Tandem Drive, Tandem Jeep, Tridem Trailer	8	30
Select		8 Axle Lowbed, Single Steer, Tridem Drive, Tridem Trailer, Single Booster	8	30
Select		8 Axle Lowbed, Tandem Drive, Single Jeep, Tridem Trailer, Single Booster PARMA	8	30
Select		8 Axle Lowbed, Tandem Drive, Single Jeep, Tandem Trailer, Tandem Booster	8	30
Select		8 Axle Lowbed, Tandem drive, Tandem Jeep, Tridem Trailer	8	30

NOTE: Scroll over the "axle diagram for a preview of configuration"

Step 6d: Vehicle Configuration / Axle Spacing Details

Provide the actual tire size, axle spacing and axle weight information. **Click** on the “Calculate Overweight” button to see the overweight calculated for your vehicle.



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Vehicle Configuration / Axle Spacing Details

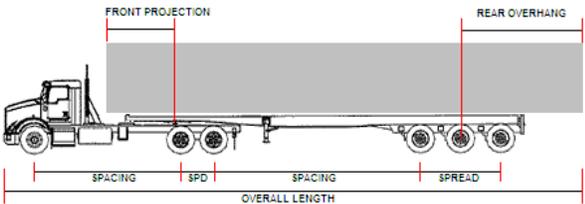
SINGLE TRIP OVERWEIGHT PERMIT

- Provide the actual tire sizes, axle spacing and axle weights information.
- Click on the Calculate Overweight button to show you the overweight for your vehicle.

Client No : 012345678 Client Name : Testing Company
 Start Date : 2011-11-01 End Date : 2011-11-03
 Commodity : COMPRESSOR Lic. GVW/Prorate (kg) : 63500

Vehicle Configuration:

Select Axle Configuration



Tractor Trailer, Tandem Drive, Tridem Trailer

Axle Spacings and Weights :

Note 1: If your tire size is not in the list, please contact the BC Provincial Permit Centre.
Note 2: Conversion facts: 1 mm = 0.1 cm; 1 inch = 2.54 cm; 1 lb = 0.455 kg; 1 ft = 0.305 m.

Axle/Axle Group Ref # :	(1)	(2)	(3)
Number of Axles :	●	●●	●●●
Number of Wheels :	2	8	12
Tire Size (mm) : * ?	279 ▼	279	279
Axle Spread (m) : * ?		1.8	3.7
Interaxle Spacing (m) : * ?		3.5	5.5
Axle/Axle Group Weight (kg) : * ?	5588	23000	29000

Calculate Overweight

 Overweight (kg) : **11088** ←

Step 7: Trip Details:

At "Origin" and "Destination", **click "Select"** and choose the actual or nearest city, town. You must provide more details in the "Specific Route Details". Enter the highways in the order that they will be travelled. Use the links at "Map of BC" and/or "Highway list" if you need help determining your route.



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Trip Details

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Trip Details

SINGLE TRIP OVERWEIGHT PERMIT

- Use the actual or nearest city, town or place and provide more details in the specific route details.
- Enter the highways in the order that they will be travelled.

Client No : 012345678 Client Name : Testing Company

Start Date : 2011-11-01 End Date : 2011-11-03

Commodity : COMPRESSOR Lic. GVW/Prorate (kg) : 63500

Overweight : 11088

Trip in BC : [Map of BC...](#)

Origin : *

Destination : *

Highways to be travelled : [Highway list...](#)

(1) (2) (3) (4) (5)

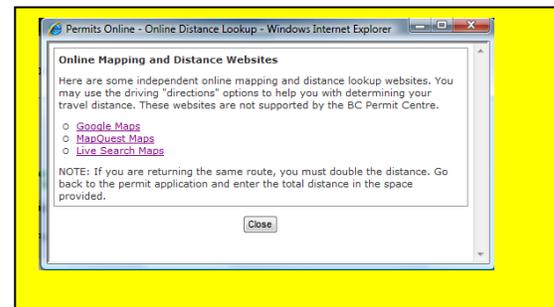
(6) (7) (8) (9) (10)

[+ \(add\)](#)

Total Distance of Trip (km) : * (1.0 mile = 1.609 km) [Distance lookup...](#)

Alaska Hwy is just past Tompkins Frontage Rd
If you reach Park Frnt you've gone a little too far
= 368.2 km

e.g. From Alberta/BC border to 10km north on highway 23 near Revelstoke.
[More examples...](#)



Step 8: Permit Application Summary

Verify the information on the permit. After reviewing, confirm at the bottom of the page. You must confirm that you have read each condition and that you will provide a copy of each condition to all persons who will be driving under the permit.

By choosing "Agree", you are confirming the information provided in this permit application is correct.



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Create Overweight Permit Application

Select Overweight Permit Type

Requestor Details

Permit Details

Vehicle Details

Vehicle Configuration/Axle Spacing Details

Trip Details

Application Summary/Agreement

Application Submitted

[Exit this e-service](#)

Permit Application Summary

SINGLE TRIP OVERWEIGHT PERMIT

- Please verify the information on the permit application.
- After reviewing, confirm at the bottom.

THIS IS NOT A PERMIT

Client No : 012345678 Requested by : Online Guide
 Client Name : Testing Company Effective Date : 2011-11-01
 Expiry Date : 2011-11-03

Address : 1838 RASPBERRY ROW
 VICTORIA BC V8N 6K3

Delivery Method : E-mail
 Contact E-Mail : online.guide@gov.bc.ca Phone # : 111-222-3333

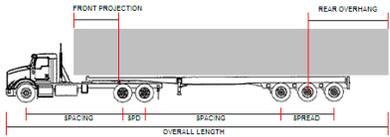
Commodity : COMPRESSOR
 Commodity Description : Gas Compressor

Vehicle Information :

Jurisdiction : British Columbia Make : PETERBILT
 Plate : 123456 VIN : 444555
 Year : 2001 Licenced GVW/Prorate (kg) : 63500

Vehicle and/or Trailer Type : Fixed Equipment Trailer
 Vehicle Reference / Unit Number : Unit 046

Vehicle Configuration :



Axle Spacings and Weights :

Number of Axles :	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Number of Wheels :	2	8	12	
Tire Size (mm) :	279	279	279	
Axle Spread (m) :		1.8	3.7	
Interaxle Spacing (m) :		3.5	5.5	
Axle/Axle Group Weight (kg) :	5588	23000	29000	

Calculated Overweight (kg) : 11088

Trip Information :

Origin : Vancouver Destination: Fort Nelson

Highways to be travelled : 1, 97, 97, 1, 97, 29, 97

Specific route details :

1. Start out going east on W 12th Ave toward Yukon St. = 3.8 km 2. W 12th Ave becomes S Grandview Hwy. = 3.0 km 3. Merge onto HWY-1 E/Trans Canada Hwy E. = 141.7km 4. Merge onto HWY-1 via EXIT 170 toward Town Centre/Cache Creek/Kamloops. = 194.0 km 5. HWY-1 becomes Cariboo Hwy S/HWY-97. = 202.7 km 6. Turn slight right onto Cariboo Hwy N/HWY-97. Cariboo Hwy N is 0.1 kilometers past Lakeview Cres = 118.5 km 7. Turn slight right onto Carson Ave/HWY-97/Cariboo Hwy. Carson Ave is 1.3 kilometers past Nelson St. = 0.6 km 8. Turn right onto Front St/HWY-97/Cariboo Hwy. Continue to follow HWY-97 N. = 423.3 km 9. Turn left onto HWY-29/50 St. Continue to follow HWY-29. HWY-29 is 0.3 kilometers past 53 St 7-ELEVEN is on the corner If you are on HWY-97 N and reach HWY-97 S you've gone about 0.1 kilometers too far = 65.1 km 10. Turn right onto Canyon Dr/HWY-29. Continue to follow HWY-29. HWY-29 is just past Ruxton Ave On the Rim is on the corner If you are on Peck Ave and reach Dr Green St you've gone about 0.2 kilometers too far. = 74.1 km 11. Turn left onto Alaska Hwy/HWY-97. Alaska Hwy is just past Tompkins Frontage Rd If you reach Park Frnt you've gone a little too far = 368.2 km

Total Distance of Trip (km) : 368

Fee Summary :
 Overweight \$157.00
 Permit Fee: \$157.00

Permit Conditions :
 You must confirm that you have read each condition and that you will provide a copy of each condition to all persons who will be driving under the permit.
[General Permit Conditions \(MV4000\)](#) confirm

NOTE !!

This permit application has exceeded one or more policy allowances and will not be issued online.
 If you continue, the permit application will be submitted and reviewed by the BC Provincial Permit Centre.

Agreement

Agree By choosing "Agree", you are confirming the information provided in this permit application is correct.

Not agree By choosing "Not agree", the permit application will not be saved or processed. If further assistance is required, please contact the Provincial Permit Centre by calling 1-800-559-9688 during regular hours of service.

Step 9: Permit Application Submitted

What happened? One or more vehicle or load dimensions and weights will need to be reviewed by the Provincial Permit Centre (PPC). Make note of the application number and print this page for reference. You must quote this to the PPC. The PPC will review your permit application within 60 minutes (or by the next service day). When the review is complete you will be notified by e-mail or by phone whether your permit application has been approved and is ready for payment. Once it has been reviewed, you will need to confirm and agree to the conditions for travel again and make your payment

If you need your permit immediately, or you have not received any communication from the PPC, call the PPC with your application number and also let them know that this is in reference to a web permit.



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Permit Application Submitted

SINGLE TRIP OVERWEIGHT PERMIT

WHAT HAPPENED?

One or more vehicle or load dimensions and weights will need to be reviewed by the Provincial Permit Centre.

WHAT NEXT?

1. Make a note of the application number, and print this page for reference. You must quote this to the Provincial Permit Centre.
2. The Provincial Permit Centre will review your permit application within 60 minutes (or by the next service day).
3. When the review is complete you will be notified by e-mail or by phone whether your permit application has been approved is ready for payment.
4. If you need your permit immediately, or you have not received any communication from the Provincial Permit Centre, call the Provincial Permit Centre. You must quote the application number when calling and also let them know that it is in reference to a web permit.

THIS IS NOT A PERMIT

Application Number : A110

Client No : 012345678 **Requested by :** Online1_CVSEHQ (Test7f)

Client Name : Testing Company **Effective Date :** 2011-11-01

Address : 1838 RASPBERRY ROW **Expiry Date :** 2011-11-03

VICTORIA BC V8N 6K3

Delivery Method : E-mail

Contact E-Mail : Online1.CVSEHQ@gov.bc.ca **Phone # :** 111-222-3333

Commodity : COMPRESSOR

Commodity Description : Gas Compressor

Vehicle Information :

Jurisdiction : British Columbia **Make :** PETERBILT

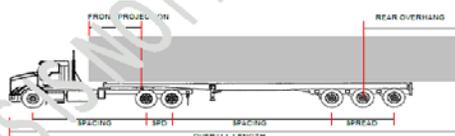
Plate : 123456 **VIN :** 444555

Year : 2001 **Licensed GVW/Prorate (kg) :** 63500

Vehicle and/or Trailer Type : Fixed Equipment Trailer

Reference / Unit Number : Unit 046

Vehicle Configuration :



Axle Spacings and Weights :

Number of Axles :	2	8	12
Number of Wheels :	279	279	279
Tire Size (mm) :		1.8	3.7
Axle Spread (m) :		3.5	5.5
Interaxle Spacing (m) :	5588	23000	29000
Axle/Axle Group Weight (kg) :	Calculated Overweight (kg) : 11088		

Trip Information :

Origin : Vancouver **Destination :** Fort Nelson

Highways to be travelled : 1, 97, 97, 1, 97, 29, 97

Specific route details :

1. Start out going east on W 12th Ave toward Yukon St. = 3.8 km 2. W 12th Ave becomes S Grandview Hwy. = 3.0 km 3. Merge onto HWY-1 E/Trans Canada Hwy E. = 141.7km 4. Merge onto HWY-1 via EXIT 170 toward Town Centre/Cache Creek/Kamloops. = 194.0 km 5. HWY-1 becomes Cariboo Hwy S/HWY-97. = 202.7 km 6. Turn slight right onto Cariboo Hwy N/HWY-97, Cariboo Hwy N is 0.1 kilometers past Lakeview Cres = 118.5 km 7. Turn slight right onto Carson Ave/HWY-97/Cariboo Hwy. Carson Ave is 1.3 kilometers past Nelson St. = 0.6 km 8. Turn right onto Front St/HWY-97/Cariboo Hwy. Continue to follow HWY-97 N. = 423.3 km 9. Turn left onto HWY-29/50 St. Continue to follow HWY-29. HWY-29 is 0.3 kilometers past 53 St 7-ELEVEN is on the corner If you are on HWY-97 N and reach HWY-97 S you've gone about 0.1 kilometers too far = 65.1 km 10. Turn right onto Canyon Dr/HWY-29. Continue to follow HWY-29. HWY-29 is just past Ruxton Ave On the Rim is on the corner If you are on Peck Ave and reach Dr Green St you've gone about 0.2 kilometers too far. = 74.1 km 11. Turn left onto Alaska Hwy/HWY-97. Alaska Hwy is just past Tompkins Frontage Rd If you reach Park Frnt you've gone a little too far = 368.2 km

Total Distance of Trip (km) : 368

Fee Summary :

Overweight \$157.00

Permit Fee: \$157.00

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Helpful Links:

[Online Permits Service Brochure](http://www.cvse.ca/tps/documents/online_permits_brochure.pdf) http://www.cvse.ca/tps/documents/online_permits_brochure.pdf

[Online Permits Login](http://www.cvse.ca/tps/index.htm) <http://www.cvse.ca/tps/index.htm>

[Online Permits System Requirements](http://www.cvse.ca/tps/tps_requirements.htm) http://www.cvse.ca/tps/tps_requirements.htm

[Online Permits Registration Process](http://www.cvse.ca/tps/tps_registration.htm) http://www.cvse.ca/tps/tps_registration.htm

[Provincial Permit Centre](http://www.cvse.ca/permit_centre.htm) http://www.cvse.ca/permit_centre.htm

[Online Permits Feedback](http://survey.th.gov.bc.ca/TakeSurvey.aspx?PageNumber=1&SurveyID=113) <http://survey.th.gov.bc.ca/TakeSurvey.aspx?PageNumber=1&SurveyID=113>

[Commercial Transport Procedures Manual](http://www.cvse.ca/CTPM/index.htm): <http://www.cvse.ca/CTPM/index.htm>