# CHAPTER 8 - INTERIM REVISIONS

#### 8.2.3.1 Special Permit Vehicle Analysis rating calculations shall be performed in accordance with the following guidelines. Request for clarification of or deviation from these guidelines must be submitted via email. Responses will be provided via email.

### Format

The Special Permit Vehicle Analysis Report submitted by the consultant Rating Engineer shall be as an electronic file in PDF format. The cover of the report must contain the Permit Applicant’s name as entered in their permit application, start and end points of the move, a description of the vehicle(s), the name and address of the consultant Rating Engineering firm that prepared the report, the date of the report, and the Rating Engineer’s professional engineering stamp along with an original signature and date. The Special Permit Vehicle Analysis Report shall consist of the following sections:

### Submission and Processing Protocol

Electronic Submissions: Submissions larger than 25 MB in size shall be made through MassDOT’s Bridge Inspections and Ratings SharePoint site. The site address starts as follows: https:/masgov.sharepoint.com/sites/DOT-Highway-Bridge/

Since each consultant will have a folder with access restricted to that consultant, MassDOT, and FHWA, the remainder of the address will be unique to each consultant. Access to the Bridge Inspection and Ratings SharePoint will be established for a consultant group staff by the Site Owner, currently the Bridge Load Ratings and Overloads Engineer. Requests for individual access will be rejected.

Submissions shall be made by creating a .zip file of the entire contents of the submittal, and then dragging and dropping it into the Submission folder under the consultant folder, then notifying the Site Owner.

Smaller submissions, roughly under 25 MB, may ne made by creating a .zip file of the entire contents or a portion of the submittal and emailing that .zip file directly to the Bridge Load Ratings and Overloads Engineer.

 An email copy of the cover letter shall also be sent to the MassDOT Deputy Chief Engineer for Operations and Maintenance, attention to the Permits Manager, and to the State Bridge Engineer for review.

Sufficient lead time must be provided to allow MassDOT to review the Special Permit Vehicle Analysis. Reports will be reviewed and processed in the order that they are received.

Recommendations will be forwarded to the Permits Manager; these recommendations are not the permit. The purpose of the recommendations is to assist the Permits Manager in determining the eligibility of a permit request based on all applicable permit regulations. The Permits Manager will make the final decision whether or not to issue a permit based on these recommendations.

Consultant Rating Engineers shall advise the Permit Applicant(s) accordingly.