

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.

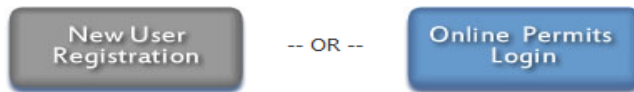
You will be notified of the decision by e-mail at the address entered on the application form. In most cases, you will receive notification within 2 to 3 business days.

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 BC ID 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 Non-Resident Permit

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

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Search **Go** [Advanced Search](#) [Main Index](#) [Contact Us](#) [Help](#)

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Transportation and Infrastructure

Online Permits Home

- Create Oversize Permit Application
- Create Overweight Permit Application
- Create Oversize Overweight Permit Application
- Create Non-Resident Permit Application**
- Create Motive Fuel User Permit Application
- My Permits
- My Saved Vehicles

Exit this e-service

Home

Welcome to TPS Online - Permit Application Online

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

To search for your organization's permits, click on the My Permits option from the menu on the left.

Please do not close the internet browser while you are creating a permit application. Should this occur, all data you have entered will be lost, and you must then create a new permit application and re-enter the data again.

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

What's New in the Online Permits service:

- Term Overweight and Non-Resident Quarterly permits are now available.
- For an established federal or local government organization you may be exempt from some permit fees.
- You can add your vehicle profiles into the system with the **My Saved Vehicles** menu option on the left. Once saved, the vehicle details can be copied onto future permit applications.

If you have any feedback for CVSE's Online Permits Team, please submit them using the [Online Permits Feedback form](#).

Step 3: Initiate a permit (sample shows “Non-Resident / single trip Permit Type”)

Select your Permit Type, from the list below. A single trip non-resident permit which is valid for one trip into and out of the province for a period not exceeding 30 days.

Click “Select and Continue”.

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- Create Non-Resident Permit Application
- Select Non-Resident Permit Type**
- Requestor Details
- Permit Details
- Vehicle Details
- Application Summary/Agreement
- Payment Details
- Permit Created

Exit this e-service

Select Non-Resident 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 non-resident permit** (Payment accepted by Credit Card Only)
[Permit description](#)
- Quarterly non-resident permit** (Payment accepted by Credit Card Only)
[Permit description](#)


Select and Continue Cancel Permit Appl.

NOTE: click Permit description for additional information for each permit type

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

Step 4: 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".

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

Step 5: Permit Details

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

Click "Next". Single trip permits are available from one (1) to 30 days. Enter when the permit is needed and for how long. If you do not have a valid financial responsibility number you must purchase non-refundable insurance. If you have questions or problems with the financial responsibility number, contact the Provincial Permit Centre.

Single Trip/Quarterly Non-Resident Permit

Vehicle descriptions (reference extracts from B.C. acts and regulations):

- Commercial Vehicle (Commercial Transport Act)**
Includes
(a) a motor vehicle having permanently attached to it a truck or delivery body,
(b) an ambulance, casket wagon, fire apparatus, hearse, motor bus, tow car, road building machine, taxi and a tractor,
(c) a combination of vehicles (means every combination of truck, truck tractor, semi-trailer and trailer), and
(d) other vehicles as specified by regulation of the Lieutenant Governor in Council;
- Industrial Machine (X-Plated) (Motor Vehicle Act, section 10)**
The Insurance Corporation of British Columbia may, in respect of any motor vehicle known or described as a tractor, grader, loader, shovel, roller, mixer, crane or other self propelled construction machinery used in performing work in or on a mine or industrial undertaking, cause a licence to be issued permitting the operation of the motor vehicle for the purpose of proceeding to or returning from the work without load, and the form of the licence must be varied accordingly.
- Commercial Passenger Vehicle (Bus) (Passenger Transportation Act)**
Means a motor vehicle operated on a highway by or on behalf of a person who charges or collects compensation for the transportation of passengers in that motor vehicle;
- Farm Tractor (Motor Vehicle Act, section 8)**
Means a motor vehicle designed and used primarily as an implement of husbandry for drawing agricultural equipment;
- Farm Vehicle (Commercial Transport Regulations)**
Means a commercial vehicle owned and operated by a farmer, rancher or market gardener, the use of which is confined to purposes connected with his farm, ranch or market garden, including use for pleasure and is not used in connection with any other business in which the owner may be engaged;

Step 6: Vehicle Details

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

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

Step 7: Application Summary/ Agreement

Verify the information on the permit application. Permit conditions: You **MUST** read and confirm you have read each condition. Click "Next". You will NOT be able to make any changes once you click next.

Step 8: Payment Details

Payment type will be credit card only unless you have a CVSE credit account established. For more information about CVSE Credit accounts (also called Inspection Station Accounts) contact ISFinance@gov.bc.ca

Click "Make Payment"

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Select Non-Resident Permit Type
Requestor Details
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Payment Details

SINGLE TRIP NON-RESIDENT PERMIT

- Payment will be accepted by Credit Card only.

Client No : 012345678 Client Name : Testing Company
Start Date : 2011-11-17 End Date : 2011-12-16

THIS IS NOT A RECEIPT

Payment Method : Credit card ▼
Permit Fee : \$315

Make Payment Cancel Permit Appl.

Step 9: Credit Card Payment

Enter your credit card information and **Click "Pay Now"**.

Once you click "Pay Now" you must wait for your receipt to appear before navigating away from or closing this window

BC Express Pay

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Help ⓘ

Internet Payments Program

Credit Card Payment

Payment Information

Invoice/Order Number: 30000576
Amount: \$30.00 CAD
Credit Card Type: VISA
Credit Card Number:
Expiration Date: 01 / 2011

Cancel Pay Now

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NOTE: The credit card screen uses the British Columbia Government "Express Pay" credit card service, and no credit card data is stored in the permit system.

Step 10: Credit Card Payment Receipt

This is your credit card receipt, **click** "print".

When you have finished, **click** "Close Payment Window", wait to be redirected to the "Permit Created" screen and for your permit to be displayed.

Credit Card Payment Receipt

Approved You have successfully purchased a permit. Thank-you.

Print

Click "Print" if you want a copy of this credit card receipt for your records.
When you have finished, click "Close Payment Window" and wait to be redirected to the "Permit Created" screen and wait for your permit to be displayed.

The following information details the approval or decline of your credit card transaction.
You may want to print or record it.

| | | | |
|---------------------------|----------------------|-------------------|----------|
| Date: | 11/10/2011 | Transaction Type: | Purchase |
| Card Type: | Visa | Transaction ID: | 30083312 |
| Card Number: | XXXXXXXXXXXXXXXXXXXX | Amount: | \$315.00 |
| Invoice / Receipt Number: | TSTW4391 | | |

Note: The above card number is hidden for privacy

| | | | |
|--------------------|-------------------------|--------------------------|--------------|
| Host Date/Time: | Nov 10, 2011 5:21:44 AM | Response Message: | Approved |
| Approval Code: | TEST | Sequence Number: | 000000000000 |
| ISO Response Code: | 00 | Terminal: | Y20091123011 |
| Response Code: | 000 | WS Response Description: | Approved |
| WS Response Code: | A | | |

NOTE: An additional permit receipt will come with your permit

Step 11: Permit Created

Your payment is in progress and the permit will be issued soon.

Click on "Check for permit".

NOTE: This may take a couple minutes



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[Vehicle Details](#)

[Application Summary/Agreement](#)

[Payment Details](#)

Permit Created

Exit this e-service

Permit Created

SINGLE TRIP NON-RESIDENT PERMIT

- The payment is in progress and the permit will be issued soon.
- First, click on the "Check for permit" button.
- Then click "View and PRINT your Permit now" link when it becomes available.

| | | | |
|----------------------|-------------|---------------|-----------------|
| Client No : | 012345678 | Client Name : | Testing Company |
| Start Date : | 2011-11-17 | End Date : | 2011-12-16 |
| Application Number : | A11006259 | | |
| Payment Method : | Credit card | Permit Fee : | \$315 |

Click this button first :

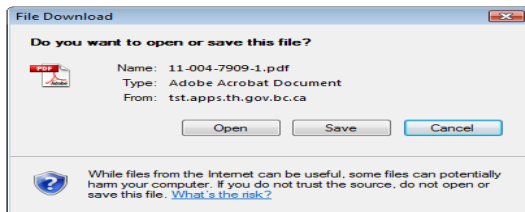
Please use the above Permit Number (or Application Number) for any correspondence when contacting the Provincial Permit Centre.

Step 12: Printing your permit

Once your permit is issued and you've **clicked** "Check for permit" you may print your permit and receipt.

The screenshot shows the BC Provincial Permit Centre (PPC) website interface. At the top left is the British Columbia logo with the tagline 'The Best Place on Earth'. To the right of the logo, it says 'BC Provincial Permit Centre (PPC) 1-800-559-9688 (toll free)'. Further right are links for 'Main Index', 'Contact Us', and 'Help'. Below the header is a navigation menu with 'B.C. Home', 'Transportation and Infrastructure', and 'Online Permits Home'. The 'Online Permits Home' section contains a list of links: 'Create Non-Resident Permit Application', 'Select Non-Resident Permit Type', 'Requestor Details', 'Permit Details', 'Vehicle Details', 'Application Summary/Agreement', 'Payment Details', and 'Permit Created' (which is highlighted). Below the navigation menu is a button 'Exit this e-service'. The main content area is titled 'Permit Created' and 'SINGLE TRIP NON-RESIDENT PERMIT'. It contains a list of instructions: 'The payment is in progress and the permit will be issued soon.', 'First, click on the "Check for permit" button.', and 'Then click "View and PRINT your Permit now" link when it becomes available.'. Below the instructions is a table with permit details: Client No: 012345678, Client Name: Testing Company, Start Date: 2011-11-17, End Date: 2011-12-16, Application Number: A11006259, Payment Method: Credit card, and Permit Fee: \$315. Below the table are links to 'View and PRINT your Permit now' (Permit #: 11-005-1331) and 'View and PRINT your Receipt now' (Receipt #: 4391). A note states: 'Please use the above Permit Number (or Application Number) for any correspondence when contacting the Provincial Permit Centre.' At the bottom of the main content area are two buttons: 'Home' and 'Print this page'.

Your permit and receipt will be an Adobe Acrobat Document. If you don't have Adobe Acrobat, you may get it here: <http://get.adobe.com/reader/>



**For assistance, please contact BC Provincial Permit Centre (PPC)
1-800-559-9688 (toll free)**

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>