

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.

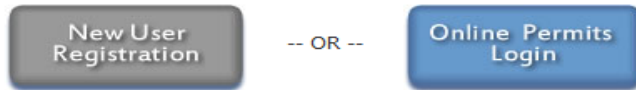
You will be notified of the decision by e-mail at the address entered on the application form. In most cases, you will receive notification within 2 to 3 business days.

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



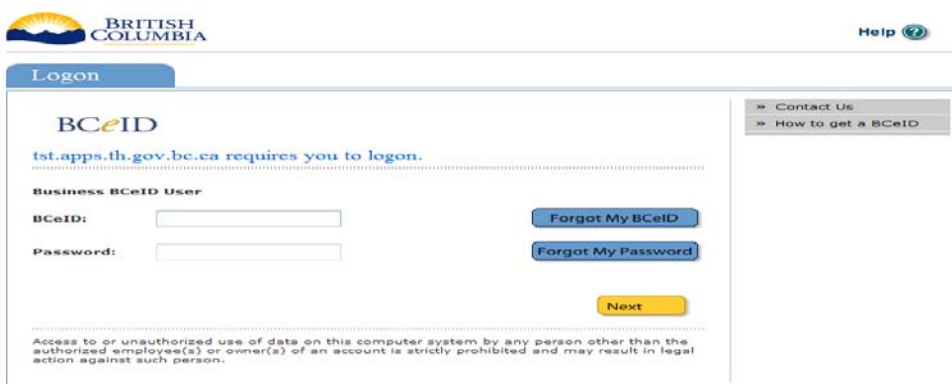
The commercial vehicle Online Permits system enables registered and approved users to:

- 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".

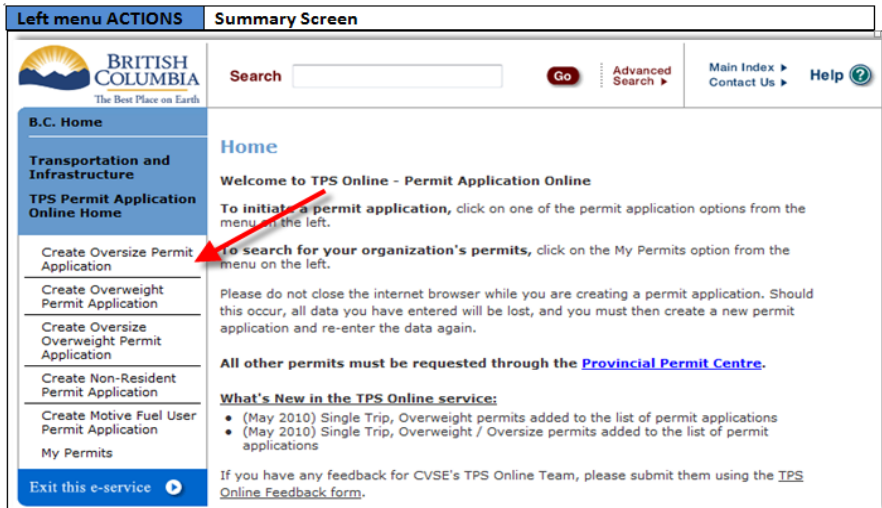


The screenshot shows the BCeID login interface. At the top left is the British Columbia logo. In the top right corner, there is a "Help" link with a question mark icon. Below the logo is a blue "Ligon" button. The main content area features the BCeID logo and the text "tst.apps.th.gov.bc.ca requires you to logon." Below this, there are two input fields: "Business BCeID User" and "BCeID:" followed by a text box, and "Password:" followed by a text box. To the right of the BCeID input field is a blue button labeled "Forgot My BCeID", and to the right of the password input field is a blue button labeled "Forgot My Password". Below the input fields is a yellow button labeled "Next". On the right side of the page, there is a grey box containing two links: "» Contact Us" and "» How to get a BCeID". At the bottom of the page, there is a small disclaimer: "Access to or unauthorized use of data on this computer system by any person other than the authorized employee(s) or owner(s) of an account is strictly prohibited and may result in legal action against such person."

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

Step 2: Create your Oversize Permit

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

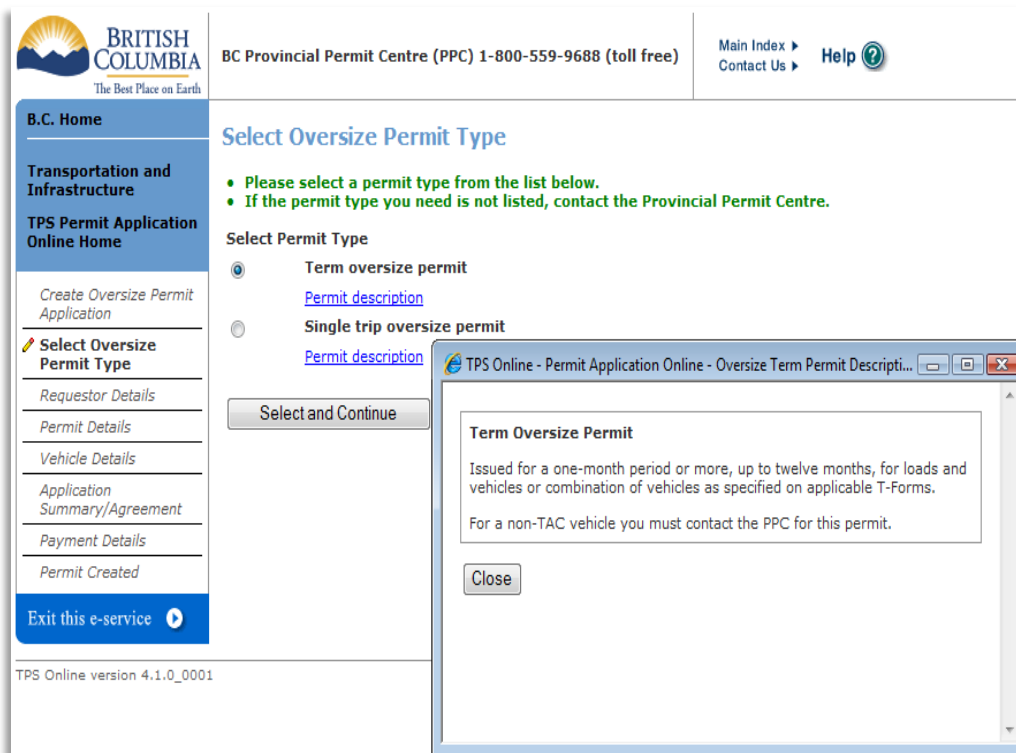


Step 3: Initiate a permit (sample shows “Oversize Permit Type”)

Select your Permit Type, from the list below. Term permits are for smaller dimensions and are not route specific.

Single trip permits allow larger dimensions but on specific approved routes.

Click “Select and Continue”.



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: 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 5: Permit Details

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

Click "Next".

Term permits are available in 30 day increments to one year. The default dimensions that will appear on your permit are established from the commodities selected. (see page 5).

T-forms give more accurate details about maximum dimensions for each commodity, so it is important to check them.


| Description | Conditions | Select ONE or MORE |
|-----------------------------------|------------|-------------------------------------|
| --- General --- | | |
| GENERAL - VEHICLE AND LOADS | T-53 T-53A | <input checked="" type="checkbox"/> |
| GENERAL - MOBILE HOMES | T-53 T-53C | <input type="checkbox"/> |
| BOOMSTICKS AND POLES | T-56 | <input type="checkbox"/> |
| HAYBALES (ROUND) | T-57 | <input type="checkbox"/> |
| HAYBALES (ROUND) PEACE RIVER ONLY | T-57A | <input type="checkbox"/> |
| LONG LOGS | T-58 | <input type="checkbox"/> |
| --- Specific --- | | |
| AUTO CARRIER, CAMPERS AND BOATS | T-49 | <input type="checkbox"/> |
| INTER-CITY BUS WITH PONY TRAILER | T-67 | <input type="checkbox"/> |

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

NOTE: T-forms are permit attachments intended to describe the policy you will need to know on the road. You can view these forms at www.cvse.ca

Step 6: Vehicle Details

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



BC Provincial Permit Centre (PPC) 1-800-559-9688 (toll free)

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B.C. Home

Transportation and Infrastructure

TPS Permit Application Online Home

Create Oversize Permit Application

Select Oversize Permit Type

Requestor Details

Permit Details

Vehicle Details

Application Summary/Agreement

Payment Details

Permit Created

Exit this e-service ▶

Vehicle Details

TERM OVERSIZE PERMIT

- Please provide vehicle identification, and the vehicle and load size.
- If the vehicle is out-of-province, Non-Resident permits may be required in addition to the Provincial Permit Centre at 1-800-559-9688 for more information.

Client No : [redacted] Client Name : [redacted]
 Start Date : 2011-10-20 End Date : 2011-11-18

Get My Saved Vehicle Using: Ref./Unit Number

OR

Vehicle :





Vehicle Jurisdiction : * 


Plate : *

VIN : * 

Make : * OR enter Make :


Year : * 

Reference / Unit Number : 

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".



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B.C. Home

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TPS Permit Application Online Home

Create Oversize Permit Application

Select Oversize Permit Type

Requestor Details

Permit Details

Vehicle Details

Application Summary/Agreement

Payment Details

Permit Created

Exit this e-service ▶

Permit Application Summary

TERM OVERSIZE PERMIT

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

THIS IS NOT A PERMIT

Client No : [redacted] Requested by : [redacted]
 Client Name : [redacted] Effective Date : [redacted]
 Address : [redacted] Expiry Date : [redacted]

Delivery Method : E-mail
 Contact E-Mail : [redacted] Phone # : 111-222-3333

Commodity : GENERAL - VEHICLE AND LOADS

Vehicle Information :

Jurisdiction : [redacted] Make : [redacted]
 Plate : [redacted] VIN : [redacted]
 Year : [redacted]

Vehicle Reference / Unit Number : [redacted]

Dimensions: The dimensions set out below are the maximum allowed, unless additional T-Form(s) are requested and attached to this permit.

Width (m) : 3.2 Height (m) : 4.3 Length (m) : 25.0
 Front Projection (m) : 3.0 Rear Overhang (m) : 6.5

Note: The maximum for a single vehicle is 16m in overall length.
 If a T-Form restricts dimensions further than those listed on the face of the permit due to a specific commodity or vehicle configuration, the conditions of the T-Form(s) shall apply.

Fee Summary :

Term Oversize \$0.00
 Permit Fee: \$0.00

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

[T-53 \(3 PAGES\) Movement of vehicles and non-reducible loads \(unless otherwise specified\) up to 3.2m wide, 16m in length \(single vehicle\), 25m overall length \(vehicle combination\), 3.0m front projection, 6.5m rear overhang, and 4.3m overall height. CRANES must be approved by the BC Permit Centre. \(T-53\)](#) confirm

[T-53A \(2 PAGES\) Movement of loads over 3.2m to 3.8m wide, vehicle combinations over 25m to 31m overall length, and vehicles/loads with front/rear projections requiring a pilot car. \(T-53A\)](#) confirm

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 8: Payment Details

(not shown) 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"

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

BRITISH COLUMBIA
The Best Place on Earth

Internet Payments Program

Credit Card Payment

Payment Information

Invoice/Order Number: 30080576
 Amount: \$30.00 CAD
 Credit Card Type: VISA
 Credit Card Number:
 Expiration Date: 01 / 2011

Cancel Pay Now

COPYRIGHT | DISCLAIMER | PRIVACY | ACCESSIBILITY

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.

BC Express Pay

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: | 08/16/2011 | Transaction Type: | Purchase |
| Card Type: | Visa | Transaction ID: | 30080576 |
| Card Number: | XXXXXXXXXXXXXXXXXX | Amount: | \$30.00 |
| Invoice / Receipt Number: | TSTW4131 | | |

Note: The above card number is hidden for privacy

| | | | |
|--------------------|-------------------------|--------------------------|--------------|
| Host Date/Time: | Aug 16, 2011 4:27:24 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".

The screenshot shows the BC Provincial Permit Centre (PPC) website interface. The header includes the British Columbia logo and contact information: "BC Provincial Permit Centre (PPC) 1-800-559-9688 (toll free)", "Main Index", "Contact Us", and "Help". The left sidebar contains navigation links: "B.C. Home", "Transportation and Infrastructure", "TPS Permit Application Online Home", "Create Oversize Permit Application", "Select Oversize Permit Type", "Requestor Details", "Permit Details", "Vehicle Details", "Application Summary/Agreement", "Payment Details", and "Permit Created" (highlighted). The main content area displays "Permit Created" and "TERM OVERSIZE PERMIT". It includes 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 this, a table shows permit details: Client No., Client Name, Start Date (2011-08-16), End Date (2011-09-14), Application Number (A110058F), Payment Method (Credit card), and Permit Fee (\$30). A "Check for permit" button is visible. A note at the bottom states: "Please use the above Permit Number (or Application Number) for any correspondence when contacting the Provincial Permit Centre." and a "Home" button is present.

NOTE: This may take a couple minutes

Step 12: Printing your permit

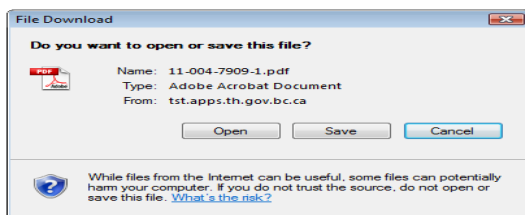
Once your permit is issued and you've **clicked** "Check for permit" you may print your permit and receipt.

View and PRINT your Permit now : [Permit #: 11-004-7909](#)

View and PRINT your Receipt now : [Receipt #: 4131](#)

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