

# Special Permit Management System User Guide

For persons applying for special permits



February 2019



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## **PREAMBLE**

An outsized vehicle is a vehicle whose weight or dimensions exceed the limits provided for in the *Vehicle Load and Size Limits Regulation*.

The *Highway Safety Code* provides that no owner or operator of an outsized vehicle may drive on the road network unless he or she has obtained a special permit issued for that purpose.

The conditions for the operation of a vehicle that was manufactured as an outsized vehicle or is outsized due to its indivisible load are specified in the *Regulation respecting special permits*.

Special permits are issued by the ministère des Transports, in accordance with the duties and fees prescribed by the Regulation.

## INTRODUCTION

As of February 11, 2019, the ministère des Transports is responsible for receiving and processing applications for special permits and for issuing them. Hence, special permit applications must be made exclusively through the Ministère's website, using the special permit management system (GPM).

This guide describes the steps to access the GPM system and apply for a special permit (classes 1 to 7 and road train), as well as the system's functions.

This guide is a reference tool meant to guide users through the steps in applying for a special permit.

Do not hesitate to consult the  tooltips in the application. They contain additional information about the various aspects of your special permit application.

## 1. REGISTERING WITH THE SPECIAL PERMIT MANAGEMENT SYSTEM

To register with the special permit management system (GPM), you must create an authentication account by providing a valid email address; this is required only once, and it enables identification for all electronic services provided by the Ministère.

The same email address must be used for every authentication for GPM system access.

If you are a carrier, you must provide the following information when creating your client account:

- Register Identification Number (RIN) with the Commission des transports du Québec;
- OR
- Safety Fitness Certificate (SFC) number issued by a Canadian administration.

Use the following link to access the system:

[www.transports.gouv.qc.ca/permis-speciaux](http://www.transports.gouv.qc.ca/permis-speciaux)

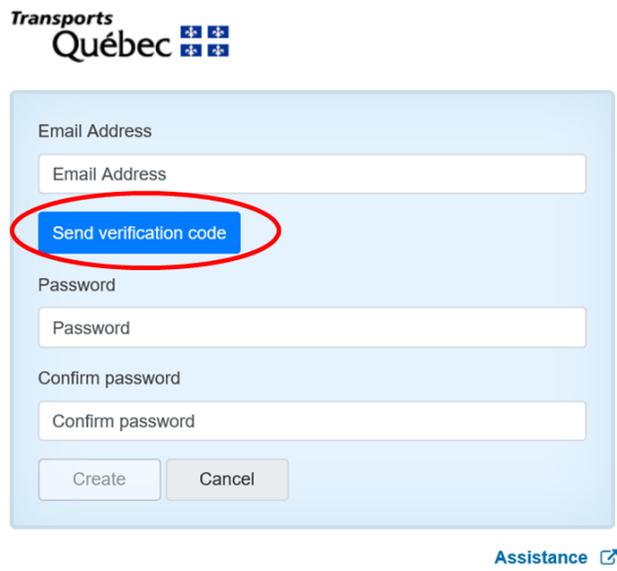
The authentication page will be displayed; click on **Connection**.

The screenshot shows the website header with the logo and navigation links. Below the header, there is a section titled 'Departmental permit management - Login'. The main content area has a 'Welcome' section with the following text: 'During registration, you must provide a valid email address. If you are a carrier, you must provide, according on your situation: Register Identification Number (RIN) from the Commission des transports du Québec OR National safety code (NSC) certificate issued by a Canadian administration.' A green button labeled 'Connection' is circled in red.

A. The next page will be displayed; click on **I wish to register**.

The screenshot shows the website header with the logo. Below the header, there is a section titled 'I have an account' with a form containing 'Email Address' and 'Password' fields, and a 'Sign in' button. Below this, there is a section titled 'I have no account' with a button labeled 'I wish to register' circled in red.

B. Enter your email address and click on **Send verification code**.



The screenshot shows the Transports Québec registration interface. At the top is the logo with the text "Transports Québec" and a flag icon. Below the logo are four input fields: "Email Address", "Password", and "Confirm password". The "Email Address" field is filled with the text "Email Address". A blue button labeled "Send verification code" is positioned below the email field and is circled in red. Below the password fields are "Create" and "Cancel" buttons. At the bottom right, there is a link for "Assistance" with an external icon.

C. A verification code will be sent to the email address indicated.

D. Enter the verification code in the designated space and click on **Verify code**.



The screenshot shows the Transports Québec registration interface at a later stage. The "Email Address" field is now filled with a greyed-out address. The "Verification code" field is filled with the number "756312". A blue button labeled "Verify code" is positioned below the verification code field and is circled in red. To the right of the "Verify code" button is a grey button labeled "Send another code". Below the verification code field are the "Password" and "Confirm password" fields, which are currently empty. At the bottom are "Create" and "Cancel" buttons. At the bottom right, there is a link for "Assistance" with an external icon.

- E. Once the code is validated, select your password, enter it again to confirm it, then click on **Create**.

Transports Québec

Email address verified. You can now continue.

Email Address

Password

Confirm password

Create Cancel

Assistance [↗](#)

Your authentication account has been created. You will be directed to the client account creation page in the GPM application.

## 2. CREATING A CLIENT ACCOUNT

There are three types of client accounts:

- Individual: intended for individuals for non-commercial purposes.
- Carrier: intended for trucking enterprises.
- Authorized representative: intended for businesses that file permit applications for individuals and carriers.

This selection is important; it will determine the functions to which you have access.

- A. Select the type of client account that corresponds to your situation, then click on **Continue**.

Select the type of client account

Select the type of client account to be created :

<p><b>Individual</b> <input type="radio"/></p> <p>This type of account is intended for individuals who need a permit for non-commercial uses</p>	<p><b>Carrier</b> <input checked="" type="radio"/></p> <p>This type of account is intended for trucking industry companies</p>	<p><b>Authorized representative</b> <input type="radio"/></p> <p>This type of account is intended for companies that make permit applications for individuals and carriers</p>
--	--	--

Continue

- B. Enter the requested information and click on **Save**. All fields marked with an asterisk\* are mandatory.

**Location where the National Safety Code Certificate was obtained**  
Fields marked with an asterisk: \* are mandatory.

Province/Territory\*  
Quebec

**Client account**  
Fields marked with an asterisk: \* are mandatory.

Enter your RIN / SFC and Click on the **Obtain contact information** button.

Account type  
Carrier

**RIN/National Safety Code Certificate Number**  
r0030842

**Obtain contact information**

**Company name\***

Address line 1 (maximum 36 characters)\*

Address line 2 (maximum 36 characters)

City/Town/Municipality (maximum 20 characters)

Province/Territory/State\*  
Quebec

Country  
Canada

Postal code (XXX XXX)/ZIP code (99999 or 99999-9999)\*

Telephone ((999) 999-9999, 3)\*

**Person responsible for the client account**  
Fields marked with an asterisk: \* are mandatory.

Last name\*

First name\*

**Authentication email address**  
2pitou7@gmail.com

**Communication email address\***

Telephone ((999) 999-9999, 3)\*

Cancel Save

Number used to find the name and address of your business.

Note that this number (RIN or SFC) is not required for Nova Scotia, Nunavut and Newfoundland and Labrador.

The authenticating email address is used to connect to the GPM system.

Enter another email address in the field "Communication email address" to receive emails from the GPM system at another address than the authenticating address.

Your client account has been created. Click on **Close**.

**Confirmation of registration**

You client account has been created successfully.

You can manage your account information via the **Client account** menu.

 Users may be added in the **Carrier** or **Authorized representative** accounts by clicking on the **Manage users** button when updating the client account.

Close

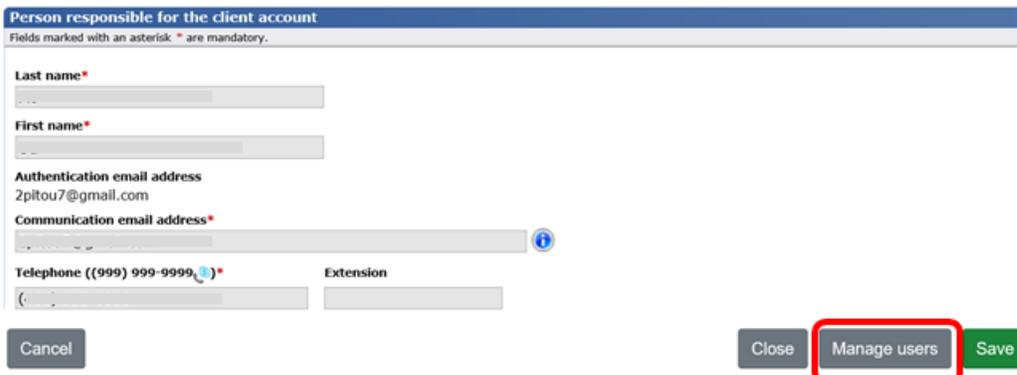
## Adding users to a client account

The names of other users may be added to “Carrier” and “Authorized representative” client accounts. The other users may also apply for permits on behalf of the business.

A. Click on **Client account**, then click on **Update my client account**.

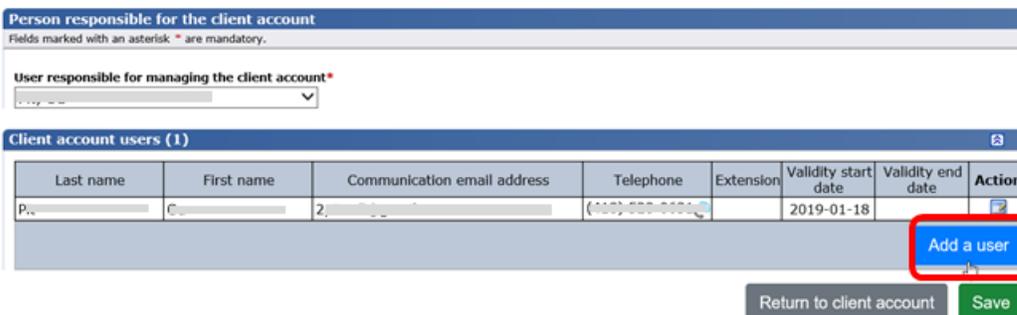


B. Go to the bottom of the page and click on **Manage users**.



The screenshot shows a form titled 'Person responsible for the client account'. The form contains fields for Last name\*, First name\*, Authentication email address (2pitou7@gmail.com), Communication email address\*, Telephone ((999) 999-9999, 5)\*, and Extension. At the bottom of the form, there are four buttons: Cancel, Close, Manage users, and Save. The 'Manage users' button is highlighted with a red box.

C. Click on **Add a user**.



The screenshot shows a table titled 'Client account users (1)'. The table has the following columns: Last name, First name, Communication email address, Telephone, Extension, Validity start date, Validity end date, and Action. The table contains one row of data. Below the table, there is a blue 'Add a user' button, which is highlighted with a red box. At the bottom of the form, there are two buttons: Return to client account and Save.

Last name	First name	Communication email address	Telephone	Extension	Validity start date	Validity end date	Action
P.	C.	2.	(999) 999-9999		2019-01-18		

D. Enter the requested information and click on **Apply**.

The screenshot shows a web form titled "User" with a blue header bar. Below the header, a note states "Fields marked with an asterisk \* are mandatory." The form contains several input fields: "Last name\*", "First name\*", "Authentication email address\*", and "Communication email address\*", each with an information icon to its right. Below these are "Telephone ((999) 999-9999)\*" and "Extension" fields. A "Language of communication\*" section has radio buttons for "French" and "English". There are also "Validity start date (YYYY-MM-DD)" (pre-filled with "2019-01-18") and "Validity end date (YYYY-MM-DD)" fields. At the bottom right, there are two buttons: a grey "Cancel" button and a green "Apply" button, which is highlighted with a red square.

The new user will receive a message at the authenticating email address defined for him or her, describing the procedure for applying for a permit.

Example of email sent to the user:

*You have been added as a user to client account (No. of account) in the special permit management system (GPM).*

*To apply for a permit, please follow this procedure:*

- 1. Go to the Special permit management website*
- 2. Click on **Connect***
- 3. On the **Connect** page, enter the messaging address (**authentication address**)*
- 4. Click on **Did you forget your password?***
- 5. Follow the required steps*

*In addition, please note that the next emails from the GPM system will be sent to you at the communication address defined in your client account.*

## Businesses with several establishments

It is recommended that businesses having several establishments create one client account per establishment, using the same RIN or SFC.

This method offers the following advantages:

- The possibility of receiving Class 1, 2 or 3 general category special permits by mail at the address of the establishment indicated in the client account;
- The address of the establishment indicated in the client account appears on all special permits issued by the ministère des Transports.

### 3. APPLYING FOR A SPECIAL PERMIT

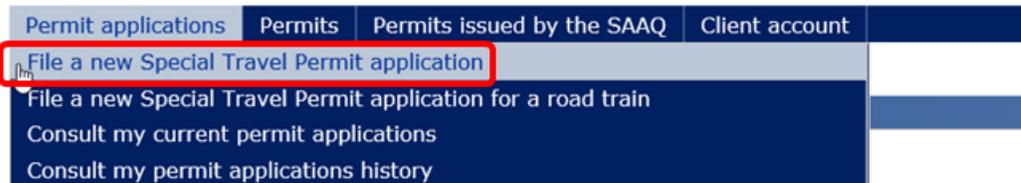
The GPM system can be used to apply for two types of special permits.

- Special permit – Classes 1 to 7
- Special road train operating permit

#### 3.1. Special permit – Classes 1 to 7

You can access the online form by clicking on **Permit applications – File a new Special Travel Permit application**. The number of pages (six maximum) to fill out varies depending on the desired class and category of the special permit.

##### Departmental permit management - Manage client account users



All fields marked with an asterisk\* must be filled out before moving on to the next page.

It is important that you fill out each page of the form before moving on to the next page.

The data entered on each page of the special permit application form is saved automatically when you click on **Next**.

## PAGES OF THE FORM

### Page 1 – Permits section

This page enables you to select the class and category of the special permit, as well as the desired dates of validity.

Please note that, once you have moved on to page 2 of the form, it is no longer possible to change the class and category of the permit on the application.

Permit applications	Permits	Permits issued by the SAAQ	Client account
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**1. Permit**    2. Holder    3. Configuration    4. Dimensions    5. Routes    6. Statements

**Permit category\***

General

Specific (1 trip only, valid 7 days)

**Permit validity period**

Fields marked with an asterisk \* are mandatory.

**Number of months\***

Please select

**Validity start date (YYYY-MM-DD)\***

**Permit class(es)\***

**Sizes**

Class 1 - Outsize load or vehicle (width, height, length, front or rear overhang)

Class 2 - Transportation of prefabricated buildings

Class 3 - Transportation of swimming pools

Class 7 - Outsize transportation requiring an expert's report from the ministères des Transports

**Overloads**

Class 4 - Tow trucks

Class 5 - Overloaded transportation

Class 6 - Overloaded transportation requiring an expert's report from the ministères des Transports

Class 6 - Overloaded transportation requiring an expert's report from the ministères des Transports (for express authorization to drive on a weight-posted bridge)

**Sizes and overloads**

Classes 1-2-3

Classes 1-2-3-5

Classes 1-4

Classes 1-5

Classes 1-6

Classes 2-5

Classes 5-7

Classes 6-7

### Page 2 – Holder section

In “Carrier” and “Individual” accounts, the fields containing information about the holder of the special permit are pre-filled and displayed in view mode.

If the application concerns a Class 1, 2 or 3 general category special permit, the requested permit will be sent to the address indicated in this section.

You must make sure that the information identifying the holder is accurate. To make a correction, you must update the client account by clicking on **Client account – Update my client account**.

In “Authorized representative” accounts, information about the holder of the special permit must be entered for each new special permit application, on the basis of the client for whom the application is made.

### Page 3 – Configuration section

This page is displayed only for Class 1, 4, 5, 6 or 7 specific category special permit applications or combinations thereof.

The information requested on the “Configuration” page is based on the class and category of the special permit requested. All the information must be entered before moving on to the next page.

The meaning of the abbreviations for the various types of vehicles and axles is available simply by hovering the mouse over the appropriate tooltip. 

**Outsized vehicle or combination of outsized vehicles** 

Fields marked with an asterisk \* are mandatory.

**Category of vehicle and combinaison of vehicles\***  
Please select

**Type(s) of vehicles\***  
Please select 

**Type(s) of axles\***  
Please select 

CA: Truck  
GR: Crane  
VO: Tool vehicle  
TR: Tractor  
SR: Semi-trailer  
DT: Dolly

ES: Single axle  
ET: Tandem axle  
EP: Triple axle  
EQ: Quadruple axle  
E2: Combination of two axles  
E3: Combination of three axles  
E4: Combination of four axles

Apply the configuration

## Page 4 – Dimensions section

This page is displayed for Class 6 or 7 general category special permit applications and for Class 1, 2, 3, 6 or 7 specific category special permit applications or combinations thereof.

The information requested is based on the class and category of the special permit requested.

**Application information** ✖

<b>Account number</b> 100195	<b>Permit class(es)</b> 1-5
<b>Application number</b> 115806	<b>Permit category</b> Specific
<b>Application status</b> Drafting in progress	

**Size of the oversized vehicle or combination of oversized vehicles, including load and equipment**

Fields marked with an asterisk \* are mandatory.

<b>Front surplus (m) (use a comma for decimals)*</b>	<input type="text"/>
<b>Back surplus (m) (use a comma for decimals)*</b>	<input type="text"/>
<b>Length (m) (use a comma for decimals)*</b>	<input type="text"/>
<b>Width (m) (use a comma for decimals)*</b>	<input type="text"/>
<b>Height (m) (use a comma for decimals)*</b>	<input type="text"/>

**Loads and sizes that make the vehicle or combination of vehicles oversized**

Fields marked with an asterisk \* are mandatory.

<b>Nature of load*</b>	<input type="text"/>
<b>Length (m) (use a comma for decimals)</b>	<input type="text"/>
<b>Width (m) (use a comma for decimals)</b>	<input type="text"/>
<b>Height (m) (use a comma for decimals)</b>	<input type="text"/>

For an unloaded vehicle, enter the vehicle type.

For a general permit without a specific load, enter "indivisible load"

Cancel the application
Close
Previous
Next

A preview of your special permit application, including loads, will be displayed.

**Information about authorized weights** ✖

Based on the configuration and the characteristics entered, here are the **axle loads** and the **total loaded masses** that will be **recorded** on your permit.

If you wish to make changes, click on the **Update configuration** button  
Otherwise, click the **Continue** button.

<b>Axle load (kg)</b>												
	1	2	3	4	5	6	7	8	9	10	11	12
<b>Normal period</b>	9000	14000	14000	12500	12500	<input type="text"/>						
<b>Thaw period</b>	<input type="text"/>											
	13	14	15	16	17	18	19	20	21	22	23	24
<b>Normal period</b>	<input type="text"/>											
<b>Thaw period</b>	<input type="text"/>											

<b>Total loaded weight (kg)</b>	
<b>Normal period</b> 48750	<b>Tractor weight</b> 36000
<b>Thaw period</b>	<b>Tractor and dolly weight</b>

Edit the configuration
Continue

## Page 5 – Route section

This page is displayed for Class 6 or 7 general category special permit applications and for Class 1, 2, 3, 6 or 7 specific category special permit applications or combinations thereof.

The information requested is based on the class and category of the special permit requested.

### Proposed route

Fields marked with an asterisk \* are mandatory.

**Departure address (full address)\***

**Destination address (full address)\***

**Used roads (maximum 835 characters)\***

## Page 6 – Statements section

This page is displayed for all types of special permit applications. You must agree to all the conditions listed in order to submit your application.

### Application information

<b>Account number</b> <input type="text"/>	<b>Permit class(es)</b> 1-5
<b>Application number</b> 115806	<b>Permit category</b> Specific
<b>Application status</b> Drafting in progress	

### Statements

Fields marked with an asterisk \* are mandatory.

- I hereby acknowledge that the information provided with this application is accurate\*
- I hereby acknowledge that the load or equipment cannot be distributed or divided so as to comply with the standards set out under the Vehicle Load and Size Limits Regulation\*
- I hereby acknowledge that the driver is aware of the vertical clearances under Québec bridges published by the ministère des Transports\*
- I hereby acknowledge that the driver has verified that the road network supports the sizes and loads being transported\*
- I hereby acknowledge that the driver will check Québec's traffic hindrances (Québec 511) before his departure\*
- I hereby acknowledge that I have read and comply with the Regulation respecting special permits\*

### Application transmission information

**Applicant**

<b>Last name</b> <input type="text"/>	<b>First name</b> <input type="text"/>
<b>Company name</b> <input type="text"/>	

After submitting your application for a Class 1 to 5 special permit, or a combination thereof, you will be directed to the payment page to pay the required fees.

For information about the payment of the special permit, please refer to [section 4](#), **Paying for a special permit**.

For applications for a Class 6 or 7 special permit, or a combination of these and other classes, you will be directed to the “Confirmation of submission” page.

Departmental permit management - Confirmation of submission

Permit applications | Permits | Permits issued by the SAAQ | Client account

**Confirmation of submission**

Your permit application 115835 has been submitted successfully to the special permits team for analysis.

A person will contact you if your permit application requires additional information.

 At the end of analysis of your permit application, you will receive an email informing you if your application has been accepted or refused.

You may consult your application via the menu **Permit applications – Consult my current permit applications**.

[Close](#)

### 3.2. Special permit – Road train

You can access the online form by clicking on **Permit applications – File a new Special Travel Permit application for a road train**. The form is one page long.

Transports Québec 

Home | Site map | Contact us | Québec.ca

Departmental permit management - Home

Permit applications | Permits | Permits issued by the SAAQ | Client account

File a new Special Travel Permit application

**File a new Special Travel Permit application for a road train**

Consult my current permit applications

Consult my permit applications history

Please note that only holders of a “Carrier” or “Authorized representative” client account can apply for this type of special permit.

**Duration**

3 months or less

More than 3 months

**Vehicles (0)**

For each permit requested, **click** on the **Add a vehicle** button and enter the requested information in the **Vehicule** section, which will open.

In the **Action** column:

- To update a vehicle's information, click on the **Update** icon.
- To delete a vehicle, click on the **Delete** icon.

No data

**Add a vehicle**

**Declaration**

Fields marked with an asterisk \* are mandatory.

I hereby acknowledge that the information provided with this application is accurate\*

Close Attach a document Submit Save

After submitting your application for a special road train operating permit, you will be directed to the payment page to pay the exigible fees.

For information about the payment of the special permit, please refer to [section 4](#), "Paying for a special permit".

### Applying for more than one special permit using the same form

It is possible to apply for up to 40 permits using a single form. For each application, click on **Add a vehicle** in the "Vehicles" section and enter the information requested for each vehicle.

### Nova Scotia, Nunavut or Newfoundland and Labrador

You must enclose a copy of your SFC with your application. To do so, click on **Attach a document** at the bottom of the form.

**Vehicles (0)**

For each permit requested, **click** on the **Add a vehicle** button and enter the requested information in the **Vehicule** section, which will open.

In the **Action** column:

- To update a vehicle's information, click on the **Update** icon.
- To delete a vehicle, click on the **Delete** icon.

No data

**Add a vehicle**

**Declaration**

Fields marked with an asterisk \* are mandatory.

I hereby acknowledge that the information provided with this application is accurate\*

Close Attach a document Submit Save

## 4. PAYING FOR A SPECIAL PERMIT

A special permit must be paid with a credit card. The amount indicated is in Canadian dollars.

To make the payment immediately, click on **Pay**.

Permit applications | Permits | Permits issued by the SAAQ | Client account

---

**Transaction information** ✖

Application number 115808	Invoice date 2019-01-21
Applicant [REDACTED]	Currency CAD
Permit holder [REDACTED]	
Permit type SRT	

The applicable fees and administrative costs are established according to the tariffs in force.

---

**Transaction details**

Description	Price	Quantity	Total
Permit request fee SRT 3 months or less	0	1	0
Administrative fees		1	0
<b>Amount to be paid</b>			

The confirmation of payment is displayed in a new window, which displays, among other things, information about the receipt, printing and validity of the special permit.

The transaction record will be sent to the applicant's communication address.

The cost of special permits varies depending on the number of months of use and the class of the permit.

The list of rates for special permits can be accessed via the following links:

- Classes 1 to 7: <https://www.transports.gouv.qc.ca/en/camionnage/permis-speciaux/exces-charges-dimensions/Pages/exces-charges-dimensions.aspx>
- Large road train: <https://www.transports.gouv.qc.ca/en/camionnage/permis-speciaux/train-routier-plus-25m/Pages/train-routier-plus-25m.aspx>
- 

Example of message displayed following payment of a Class 1, 2 or 3 general category permit.

**Confirmation of payment**

Your permit application **115809** has been paid successfully.

The Special Travel Permits issued will be mailed to you. Please allow for a maximum of 6 business days before receipt.

Until receipt, to drive legally, please print the temporary permit or permits via the menu **Permits – Consult my active issued permits**.

 The temporary permit or permits will be authorized up to **2019-02-04**. After that date, you must have in your possession the official permit or permits received by mail.

Please note that no person may drive a non-standard vehicle unless he / she carries the special permit (L.R.Q., C-24.2, section 464). Please **sign** the special circulation permit.

Example of message displayed following payment of a special road train operating permit or a permit other than a Class 1, 2 or 3 general category permit.

**Confirmation of payment**

Your permit application **115806** has been paid successfully.

**Please print** the Special Travel Permit issued via the menu **Permits – Consult my active issued permits**.

 Please note that no person may drive an outsized vehicle unless he carries the Special Travel Permit (CQLR, Chapter C-24.2, s. 464). Please **sign** the Special Travel Permit.

[Close](#)

If you click on **Close**, you have until the end of the day to pay for the special permit (except in the case of Class 6 or 7 permits). If you do not make the payment within the day, the following message will be sent to the communication address defined:

*Your permit (permit number) has not been paid.*

*We wish to remind you that you must pay the permit on the same day the application is submitted.*

*To resubmit your application for permit (permit number), please follow this procedure:*

1. Go to the [Special permit management](#) website
2. **Connect** to your account
3. Access the **Permit application – Consult my current permit applications** menu
4. Consult the application for permit (permit number)
5. Click on **Submit** at the bottom of the last page of the form.

## 5. PRINTING A SPECIAL PERMIT

Special permits may be printed only after the fees have been paid by clicking on **Permits – Consult my active issued permits**.



The screenshot shows the website header for Transports Québec with navigation links: Home, Site map, Contact us, and Québec.ca. Below the header, the page title is 'Departmental permit management - Home'. A navigation bar contains four items: 'Permit applications', 'Permits', 'Permits issued by the SAAQ', and 'Client account'. A red arrow points to the 'Permits' item, which has a dropdown menu open. The dropdown menu lists five options: 'Consult my active issued permits' (highlighted with a red box), 'Consult my current permit updates', 'Consult my permits payable', 'Consult my permits history', and 'Consult my invoice history'.

1. Enter the search criteria for the permit you wish to print and click on **Search**.
2. A list of results is displayed. Click on the  icon for the requested permit.

**Permits that meet the criteria (8)**

In the **Action** column:

- To consult and print a permit, click on the **Consult the permit** icon and print it.
- To update an issued permit, click on the **Update the permit** icon.
- To order an official permit by mail, click on the **Order a permit** icon.
- To Consult all permits displayed, click on the **Consult all permits displayed** button.

Permit number	Application number	Permit class (es)	Permit category	Holder	Validity start date	Validity end date	Permit status	Action
115806-01-00	115806	1-5	Specific		2019-01-21	2019-01-27	Issued	
100372	115808	SRT	Specific		2019-03-01	2019-06-01	Issued	
115809-01-00	115809	1	General		2019-01-23	2019-05-23	Issued	
100373	115810	SRT	Specific		2019-03-01	2019-11-30	Issued	
115813-01-00	115813	1	General		2019-01-23	2019-05-23	Issued	
115813-02-00	115813	1	General		2019-01-23	2019-05-23	Issued	
115813-03-00	115813	1	General		2019-01-23	2019-05-23	Issued	
115813-04-00	115813	1	General		2019-01-23	2019-05-23	Issued	

[Consult all active issued permits displayed](#)

3. The permit is displayed in a new window.
4. Print and sign the permit.

**The special permit is ready for use.**

## 6. CONSULTING AND PRINTING AN INVOICE

You can consult and print invoices for special permits only after the fees have been paid. When a special permit is paid, an electronic invoice is kept.

To consult and print the invoice, click on **Permits – Consult my invoice history**.

Permit applications	Permits	Permits issued by the SAAQ	Client account
Consult my active issued permits Consult my current permit updates Consult my permits payable Consult my permits history <b>Consult my invoice history</b>			

1. Enter the search criteria for the invoice you wish to print and click on **Search**.
2. A list of results is displayed. Click on the  icon for the requested invoice.

**Transactions that meet the criteria (2)**

In the **Action** column, click on the **Consult the invoice** icon to consult the PDF document of an invoice.

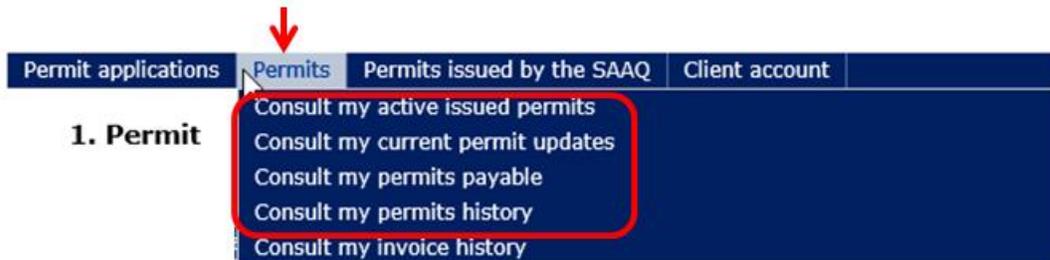
Invoice number	Application number	Permit class (es)	Permit category	Holder	Invoice date	Total amount	Transaction status	Action
101354	115813	1	General	LES TRANSPORTS DA-LI I...	2019-01-21	\$757,60	Paid	
101350	115809	1	General	LES TRANSPORTS DA-LI I...	2019-01-21	\$189,40	Paid	

3. The invoice is displayed in a new window for consultation and printing.

## 7. CONSULTING A SPECIAL PERMIT

The **Permits** option enables you to consult active issued permits, permits being updated, the list of permits to be paid, and the permit history.

To consult, enter the search criteria and click on **Search**. A list of results is displayed. Simply click on the appropriate  icon.



## 8. CONTINUING OR UPDATING A SPECIAL PERMIT APPLICATION

It is possible to continue an ongoing special permit application or update.

### Continuing a special permit application

To continue a special permit application, click on **Permit application – Consult my current permit applications**.



### 8.1. Special permit – Classes 1 to 7

The data you enter is saved only after you click on **Next** at the bottom of each page of the form.

### 8.2. Special permit – Road train

The data you enter is saved only after you click on **Save** at the bottom of the form.

To recover and continue the application, click on the  icon (Tooltip – Update the application).

Permit applications that meet the criteria (3)

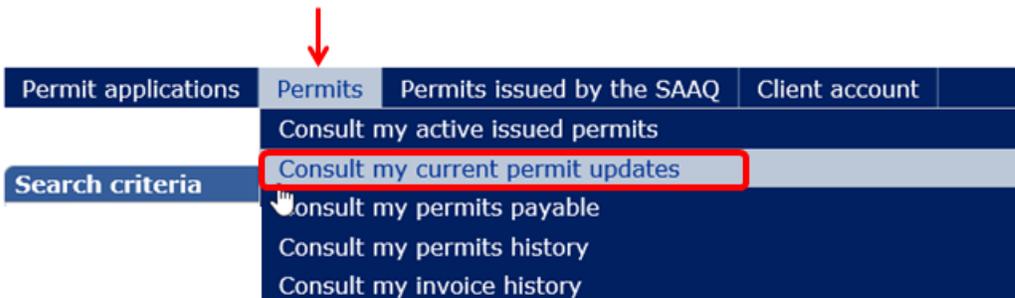
In the **Action** column:

- To update a permit application while drafting it, click on the **Update the application** icon.
- To consult the PDF document of an original permit application, click on the **Consult the original application** icon.
- To consult the online form of a permit application, click on the **Consult the application** icon.

Application number	Permit class (es)	Permit category	Holder	Application date	Application status	
115815	1	General		2019-01-21	Drafting in progress	 <span>Update the application</span>
115807	SRT	Specific	L	2019-01-21	Submitted	 
115811	1	General	L	2019-01-21	Submitted	 

## Continuing a special permit update

To continue updating a special permit, click on **Permits – Consult my current permit updates**.



1. Enter the search criteria to find the application to update.
2. Click on **Search**.
3. In the list of results, click on the  icon (Tooltip – Update the application).

Permit applications that meet the criteria (7)

In the **Action** column:

- To update a permit application while drafting it, click on the **Update the application** icon.
- To consult the PDF document of an original permit application, click on the **Consult the original application** icon.
- To consult the online form of a permit application, click on the **Consult the application** icon.

Application number	Permit class (es)	Permit category	Holder	Application date	Application status	
115807	SRT	Specific	LES TRANSPORTS DA-LI INC.	2019-01-21	Drafting in progress	 <span>Update the application</span>
115811	1	General	LES TRANSPORTS DA-LI INC.	2019-01-21	Drafting in progress	 <span>Update the application</span>

4. Make the desired updates and follow the same steps as when making a new permit application ([section 3](#)).

## 9. DUPLICATING A SPECIAL PERMIT APPLICATION

It is possible to duplicate a special permit application with the “closed” status. This means the special permit has been issued.

A special road train operating permit may not be duplicated.

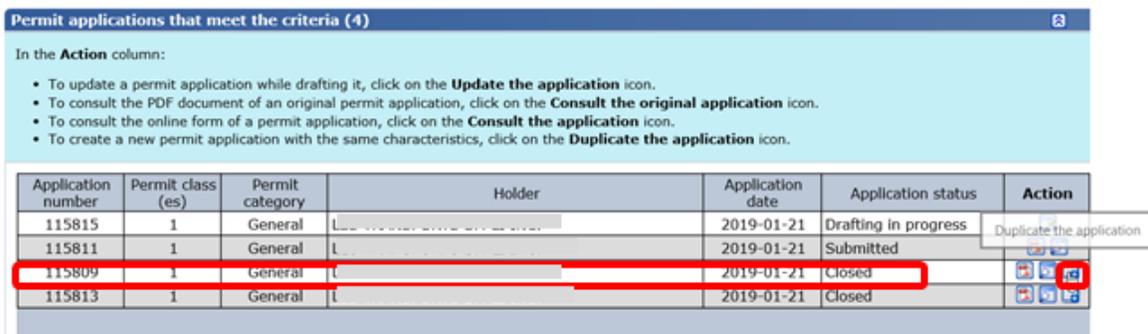
Duplicating a permit is possible in the following situations:

- Recurrent applications for “yearly” special permits
- OR
- Application for special permits for which vehicle configuration is similar to another vehicle and for which a special permit has been issued.

To duplicate a special permit application, click on **Permit application – Consult my permit applications history**.



- 1 Enter search criteria to find the application to duplicate.
- 2 Click on the **Search** button.
- 3 In the list of results, click on the icon  (Tooltip – Duplicate the application) of the permit to duplicate.



- 4 Your application for the desired permit is displayed. You can now duplicate and update your application, if needed.

## 10. UPDATING AN ACTIVE SPECIAL PERMIT

It is possible to update an active special permit issued by the Société de l'assurance automobile du Québec (SAAQ) or by the ministère des Transports.

### 10.1. Special permit issued by the SAAQ

The number of the special permit issued by the SAAQ is **required** to make an update. This number is essential for the special permit team to verify the compliance of the information entered. Only the following updates may be made:

- update of the licence plate number
- addition or removal of a load dividing dolly
- tire characteristics
- axle spacing

The class, category and dates of validity must be the same as the special permit issued by the SAAQ.

To update a special permit issued by the SAAQ, click on **Permits issued by the SAAQ – Update my permit issued by the SAAQ**.



After updating and sending your application, a new window will be displayed and will indicate that:

- your application has been successfully sent to the special permit team for processing;
- AND
- a member of the special permit team will contact you for additional information if needed.

Then, an email will be sent to your communication address, which will inform you of the outcome of your application.

- Application accepted: the steps to obtain your permit will be explained.
- Application refused: a new update application is required.

The update of a special permit issued by the SAAQ will no longer be possible as of February 10, 2020.

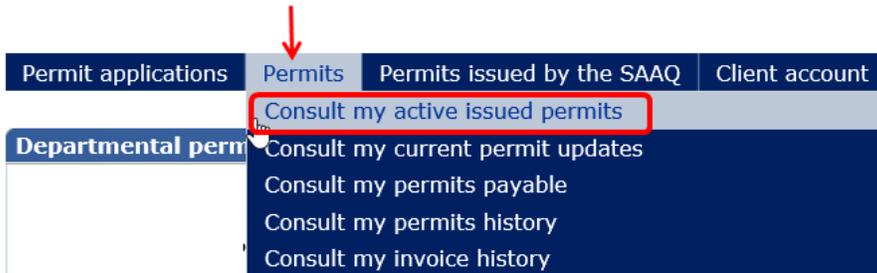
## 10.2. Special permit issued by the Ministère

The update of a special permit issued by the Ministère is possible only for the following permits:

- Class 4, 5, 1-4, 1-5, 1-2,-3-5 or 5-7 general category special permit;
- Special road train operating permit.

Special permits of the specific category are not updatable, regardless of the class.

To update a special permit issued by the Ministère, click on **Permits – Consult my active issued permits**.



1. Enter search criteria to find the permit you wish to update.
2. Click on the **Search** button.
3. In the list of results, click on the icon  (Tooltip – Update the permit).

Permits that meet the criteria (14)

In the **Action** column:

- To consult and print a permit, click on the **Consult the permit** icon and print it.
- To update an issued permit, click on the **Update the permit** icon.
- To order an official permit by mail, click on the **Order a permit** icon.
- To Consult all permits displayed, click on the **Consult all permits displayed** button.

Permit number	Application number	Permit class (es)	Permit category	Holder	Validity start date	Validity end date	Permit status	Action
100146	114428	SRT	Specific	MARTIN SIMARD TRANSPORT INC.	2019-03-01	2019-11-30	Issued	 
100147	114429	SRT	Specific	MARTIN SIMARD TRANSPORT INC.	2019-03-01	2019-11-30	Issued	 
114432-01-00	114432	1-5	General	MARTIN SIMARD TRANSPORT INC.	2018-02-12	2019-02-12	Issued	 
114928-01-01	114928	7	General	MARTIN SIMARD TRANSPORT INC.	2018-05-02	2019-05-02	Issued	  Update the permit
115030-01-01	115030	5	General	MARTIN SIMARD TRANSPORT INC.	2018-05-16	2019-05-16	Issued	 
115653-01-00	115653	1-2-3	General	MARTIN SIMARD TRANSPORT INC.	2018-12-08	2019-12-08	Issued	

4. Page 1 (Permit) of the **File a new Special Travel Permit application** form is displayed.
5. Enter the desired updated in the right page and follow the same procedure as what is indicated in [section 3](#).

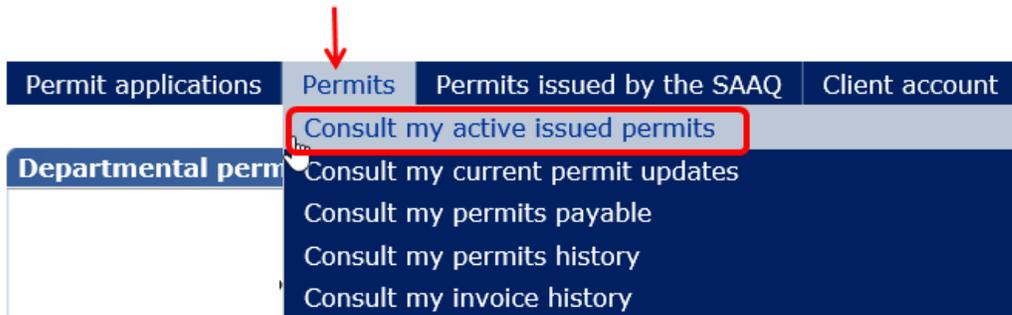
The cost of special permits varies depending on the number of months of use and the class of the permit. The list of rates for special permits can be accessed via the following link: <https://www.transports.gouv.qc.ca/en/camionnage/permis-speciaux/exces-charges-dimensions/Pages/exces-charges-dimensions.aspx>.

## 11. REPLACING A CLASS 1, 2 OR 3 GENERAL CATEGORY SPECIAL PERMIT ISSUED BY THE MINISTÈRE

It is possible to replace a Class 1, 2 or 3 general category special permit in the event the permit is lost or for any other reason. These permits are printed on security paper, which prevent their reproduction.

Please note that replacement fees apply. To know the cost, refer to the following webpage: <https://www.transports.gouv.qc.ca/en/camionnage/permis-speciaux/exces-charges-dimensions/Pages/exces-charges-dimensions.aspx>.

To reprint your permit, click on **Permits – Consult my active issued permits**.



1. Enter search criteria to find the permit you wish to reprint.
2. Click on the **Search** button.
3. In the list of results, click on the icon  (Tooltip – Order a permit).

Permits that meet the criteria (5)

In the **Action** column:

- To consult and print a permit, click on the **Consult the permit** icon and print it.
- To update an issued permit, click on the **Update the permit** icon.
- To order an official permit by mail, click on the **Order a permit** icon.
- To Consult all permits displayed, click on the **Consult all permits displayed** button.

Permit number	Application number	Permit class (es)	Permit category	Holder	Validity start date	Validity end date	Permit status	Order a permit
115809-01-00	115809	1	General	LES TRANSPORTS DA-LI INC.	2019-01-23	2019-05-23	Issued	
115813-01-00	115813	1	General	LES TRANSPORTS DA-LI INC.	2019-01-23	2019-05-23	Issued	
115813-02-00	115813	1	General	LES TRANSPORTS DA-LI INC.	2019-01-23	2019-05-23	Issued	
115813-03-00	115813	1	General	LES TRANSPORTS DA-LI INC.	2019-01-23	2019-05-23	Issued	
115813-04-00	115813	1	General	LES TRANSPORTS DA-LI INC.	2019-01-23	2019-05-23	Issued	

Consult all active issued permits displayed

4. A message indicating that you will be sent a new permit will be displayed. You will then be redirected to the payment page.
5. The confirmation of payment is displayed in a new window, which displays, among other things, information about the time to receive the new special permit and the validity of the special permit.

6. The transaction record will be sent to the applicant's communication address.

Administration fees apply for the replacement of permits. Please refer to the list of rates via the following link: <https://www.transports.gouv.qc.ca/en/camionnage/permis-speciaux/exces-charges-dimensions/Pages/exces-charges-dimensions.aspx>.

## 12. CANCELLING A SPECIAL PERMIT

### Special permit application being filed

To cancel a special permit application being filed, click on the **Cancel application** button at the bottom of the page of the form. It will still be possible to consult this application, which will have the "Cancelled" status, at the "Consult my special permit history" page.

### Update of a special permit

The update of a special permit issued by the SAAQ or the Ministère automatically cancels this permit when the update is completed and fees have been paid.

An email will be sent to your communication address to this effect.

Creating a new special permit cancels its initial version.

It will still be possible to consult the earlier version of the permit, which will have the "Cancelled" status, at the "Consult my special permit history" page.