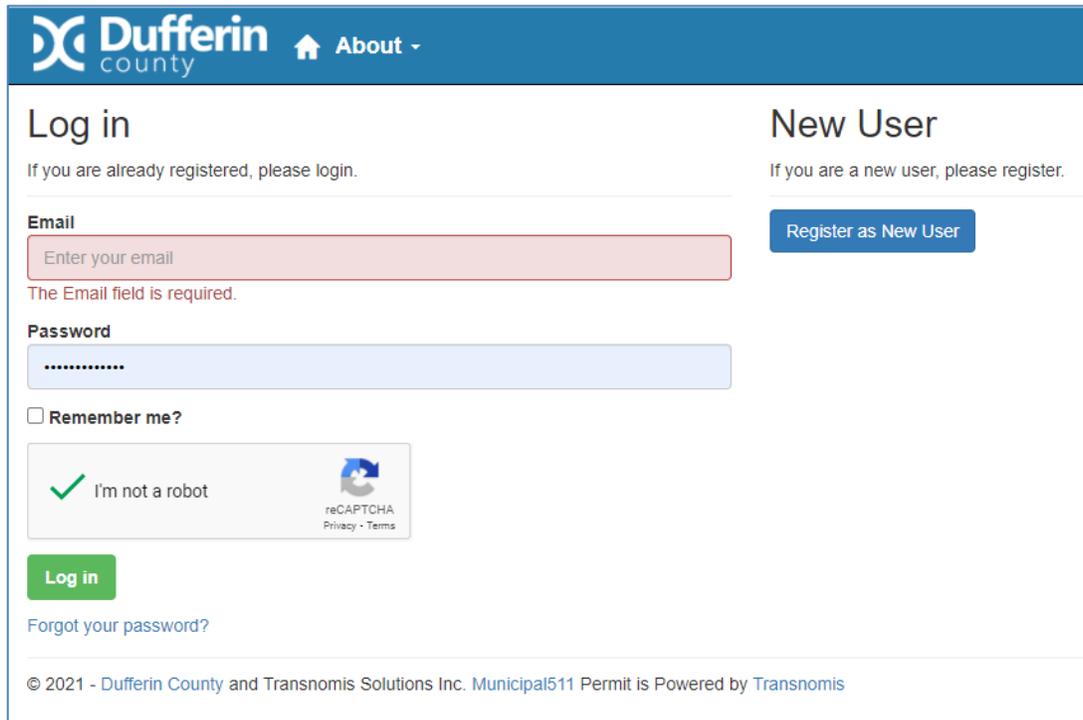# On-Line Permit Portal Service
Help Manual

This Help Manual summarizes the commonly used features of the **Municipal511 Permit** web application. Once you subscribe and log into the system you are encouraged to check for newer and more detailed versions from time to time. This information can be found on your landing page under the 'About' button as shown below:

1. Become a Subscriber!

Go to: https://dufferincounty.permitcentral.ca/

Register as a New User

The **New User** option loads the registration page.

Upon submitting the registration form, you will receive an automated email which you must reply to before you are given system access. Look for the following address, its not spam!
Permit Notifications <notifications@transnomis.com>

After receiving an email that you are now registered, you may log in.

2. What will I see on my Landing Page?

1. Shows that you are connected to the road system in Dufferin County

2. Your Home button will return you to the 'Permit Types' page as shown below where you can 'Apply' for a specific type of permit. Additional links are provided for Dufferin County's permit 'Terms and Conditions' and the 'Highway Traffic Act'.

Permit Types

Oversize Load - Annual (CAD: $250.00 Per permit)
An Oversize Load Permit is required for the transportation of loads on County Roads that exceed the limits prescribed in the Highway Traffic Act.

[Apply] [Terms and Conditions] [Highway Traffic Act]

Oversize Load - Single Trip (CAD: $50.00 Per truck)
An Oversize Load Permit is required for the transportation of loads on County Roads that exceed the limits prescribed the the Highway Traffic Act.

[Apply] [Terms and Conditions] [Highway Traffic Act]

Oversize Load - Special Annual (CAD: $250.00 Per Permit)
An Oversize Load Permit is required for the transportation of loads on County Roads that exceed the limits prescribed the the Highway Traffic Act. A Special Annual Permit is commonly used when 5 or more oversized loads being moved within a calendar year, that are beyond the allowed loads for Annual Permits.

[Apply] [Terms and Conditions] [Highway Traffic Act]

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3. **My Applications** button will take you to all the applications you are working on and have submitted. You can have this page refresh by activating this button: Table Auto Refresh: [OFF]

My Applications

Table Auto Refresh: [OFF]

Application Type:	All	Application Status:	All
Time Type:	Creation Time Between	Time Range:	2020-08-12 12:00 AM - 2021-08-12 11:59 PM ✖

Application ID	Created Date	Organization	Name	Location	Start Date	End Date	Assigned Staff	Status
duf-ospt-100	2021-08-12 09:54 AM	Special test 1	Berry Booth	County Road 17 98m North of Highway 89 to County Road 17 57m North of Highway 10 to County Road 17 1062m East of 3Rd Line to County Road 124 3014m North of Sideroad 20	2021-08-12 12:00 AM	2021-08-12 11:59 PM	Beverley Frank	Approved
duf-oasp-100	2021-08-12 09:43 AM	Special test 1	Berry Booth	Not specified	2021-08-12 09:43 AM	2022-08-12 12:00 AM	Beverley Frank	Approved
duf-os-102	2021-08-11 01:44 PM	Dufferin County	Berry Booth	Highway 10 & 89(89/10) 196m Northwest of Sylvanwood Road to Highway 10 1524m South of Sideroad 30 to Highway 10 & 89(89/10) 145m West of Highway 10	2021-08-11 12:00 AM	2021-08-12 11:59 PM	Scott Martin	Review

4. **👤 My Name** Click on the person icon and you will have the following options:

Change Municipality ▸
Account Details
Log Off

5. Click on the 'About' button to learn more about the Public User Manual, Transnomis Solutions and Municipal511.ca:

6. Apply for a Permit

To apply for a permit, select the permit type on the home page and click 'Apply'.

Your account profile will automatically populate in the appropriate fields and the program will remember you each time you create a permit. You may change/update your information at any time. You may also create a 'Reoccurring Permit' and all the information you insert will duplicate on your next permit application.

All fields with a red asterisk * are required and must be used.

For Single Trip applications use the map to select your route through Dufferin County. Right click or 'long click' to place a marker where you will enter our County. Multiple markers help to define your route. Note that once you establish your route through Dufferin, the program will automatically create corresponding text.

The **Municipal511** feature at the top right corner of the map may be used to turn on and off content found at www.Municipal511.ca , including construction projects, truck routes, restrictions and cautions.

**Location / Route**

Please use either the map or the text area:

Map:
• Right click or long press on the map to add a marker
• Specific routes may be created using multiple markers
• Markers may be moved by dragging them

Text Area:
• Enter intersections in the format: Main Rd. and Cross Rd.
• Enter road segments in the format: Main Rd. from Cross Rd. to Cross Rd.

| Clear Location and Start Over | Add A New Location |
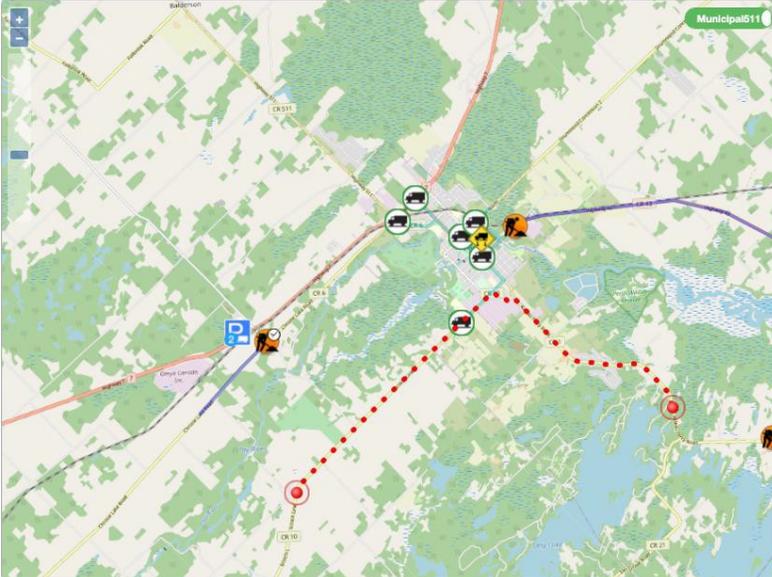
The road information displayed is also available at www.Municipal511.ca

Scotch Line(10) at Upper Scotch Line
to Rideau Ferry Road(1) 128m North of Lakewood Lane

7. When you have completed your application and attached the required documents, press the 'Submit' button at the bottom, right of your screen. Any errors or omissions will appear in a large, red block at the top of your application. Make the required corrections and re submit.

8. You will receive an email notice that your application is under review.

9. You may receive further notices if more information is required. This generally occurs when you are waiting for the associated MTO permit to be issued and we require this permit to complete your application.

10. And finally, you will receive an email stating that your permit is approved pending receipt of payment. This message will include a link to our secure, online payment portal; https://www.dufferincounty.ca/purchase. Upon payment you will receive an automatic receipt and your permit will be released.

?Questions? publicworks@dufferincounty.ca, 519-941-2816 extension 2600