



Wisconsin State Patrol Permit Support Request Requirements

This document serves as a guide to motor carriers requesting support for State Patrol services outlined in Wisconsin Department of Transportation oversized/overweight vehicle permits or draft permits in the case of a pending application. Requests for service include pre-trip Level 7 Inspections and/or escorts by Wisconsin State Patrol Inspectors and Troopers.

A standardized process has been established statewide. Motor carriers will be required to follow the guidelines below and provide all required information to obtain support. Faxed documents and telephone calls will no longer be accepted as a way to request escorts or inspections. Requests must be submitted in email to the appropriate **State Patrol Post where the escort is to originate or where the inspection will take place**. After the email is sent, the carrier is required to call the appropriate State Patrol Post to notify a duty sergeant of the sent email requesting a Level 7 Inspection or escort.

REQUIRED INFORMATION AND REQUEST PROCESS

1. The email must contain a legible copy of the draft permit which is watermarked as **"DRAFT"** (or similar language) and associated with the specific vehicle that is to be escorted or inspected, and **the attached Wisconsin State Patrol Permit Support Request form completed, explaining:**
 - A. What service is needed? (Inspection or escort)
 - B. The name of your company, billing address, a primary contact person, and one or more phone numbers where that person can be reached between 6 a.m. and 6 p.m.
 - C. Driver's name who will operate the vehicle to be escorted and a mobile phone number for that driver.
 - D. Date and exact time of proposed escort or inspection.
 - E. Exact LOCATION of the vehicle to be inspected or from which the escort will originate.
 - F. Number of State Patrol personnel required for escort.
 - G. How long **you estimate** the escort will take.
 - H. If the trip will require a layover, **the layover location and duration must be included**. Include Contact name and number for layover.
 - I. Notification of any problem areas along the route. **(The movers shall drive the route in advance of the move to ensure that the load is capable of safely making the maneuvers necessary without damaging any property or causing delay on the highway.)**
2. After emailing the above information you are required to call the appropriate State Patrol Post to notify a duty sergeant of a **"pending emailed"** request. **It is important that you state that your call is to "Confirm" receipt of your emailed request.**
3. You **must** give a **minimum of 48 hours** of notice for inspections/escorts to be set up. Failure to provide this amount of time may result in not being able to schedule the escort in a timely manner.
4. A duty sergeant will contact you to confirm any details or questions or concerns about the escort and to confirm that your escort(s)/or inspection(s) request has been filled.
5. **It is your responsibility to contact any/all local or county agencies listed in the permit**, within the time period required on the permit in order to notify them of the impending escorted transport. Proof of local notification may be reviewed by WSP prior to commencing escort or as part of the Level 7 Inspection.

CANCELLATION of ESCORT or INSPECTION

For cancellations you must call the State Patrol Post from which the escort/inspection was scheduled. Cancellation of scheduled escorts or inspections must be communicated to a duty sergeant.

COMMUNICATION DEVICES

The motor carrier to which the permit is issued must provide a form of electronic communication, (i.e. CB Radio or 2-way radios) between the driver of the oversized/overweight vehicle and all of the state patrol personnel associated with the escort. If a private pilot car is required by the permit, the pilot car must have a form of electronic communication that is compatible with the devices to be used by WSP and the vehicle driver.

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STATE PATROL POST PRIMARY JURISDICTION AND CONTACT INFORMATION

Southwest Region

Wisconsin State Patrol DeForest Post

DOTDSPDEFPermits@dot.wi.gov

Phone: (608) 846-8500 (Press 1)

Fax: (608) 846-8536

DeForest Post counties:

Serves Columbia, Dane, Dodge, Green, Iowa, Lafayette, Rock and Sauk

Wisconsin State Patrol Tomah Post

DOTDSPATOMPermits@dot.wi.gov

Phone: (608) 374-0513 (Press 1)

Fax: (608) 846-8536

Tomah Post counties:

Serves Crawford, Grant, Juneau, La Crosse, Monroe, Richland and Vernon

Southeast Region

Wisconsin State Patrol Waukesha Post

DOTDSPWKEPermits@dot.wi.gov

Phone: (262) 785-4700 (Press 1)

Fax: (262) 785-4722

Waukesha Post counties:

Serves Jefferson, Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington and Waukesha

Northeast Region

Wisconsin State Patrol Fond du Lac Post

DOTDSPD3Permits@dot.wi.gov

Phone: (920) 929-3700 (Press 1)

Fax: (920) 929-7666

Fond du Lac Post counties:

Serves Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Marinette, Oconto, Outagamie, Sheboygan and Winnebago

North Central Region Wausau

DOTDSPWSAPermits@dot.wi.gov

Phone: (715) 845-1143 (Press 1)

Fax: (715) 848-9255

Wausau Post counties:

Serves Adams, Florence, Forest, Green Lake, Iron, Langlade, Lincoln, Marathon, Marquette, Menominee, Oneida, Portage, Price, Shawano, Vilas, Waupaca, Waushara, and Wood

Northwest Region

Wisconsin State Patrol Eau Claire Post

DOTDSPEAUPermits@dot.wi.gov

Phone: (715) 839-3800 (Press 1)

Fax: (715) 839-3841

Eau Claire Post counties:

Serves Buffalo, Chippewa, Clark, Dunn, Eau Claire, Jackson, Pepin, Pierce, St. Croix and Trempealeau

Wisconsin State Patrol Spooner Post

DOTDSPSPOPermits@dot.wi.gov

Phone: (715) 635-2141 (Press 1)

Fax: (715) 635-6373

Spooner Post counties:

Serves Ashland, Barron, Bayfield, Burnett, Douglas, Polk, Rusk, Sawyer, Taylor and Washburn



Wisconsin State Patrol Permit Support Request

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| Service Requested: | |
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| Company name: | |
| Billing address: | |
| Primary contact person: | |
| Reachable phone # between 6am-6pm: | |
| Driver's email address: | |
| Driver's name: | |
| Mobile number: | |
| | |
| Date & time inspection/escort to start: | |
| | |
| Exact location inspection/escort will originate: | |
| | |
| Number of Officers required: | |
| | |
| Time you estimate escort will take: | |
| | |
| Layover required: | |
| Layover location & duration: | |
| | |
| Contact name & number for layover: | |
| | |
| Problem areas along the route: | (Movers shall drive the route in advance) |
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