



How do I sign up for Oxcart?

As a property owner or business owner you can create a free Oxcart account to obtain a local permit by following the steps below.

1. Visit www.oxcartpermits.com
2. Click on “Need An Account.” Fill out the information in the fields listed.
 - “Account Name” will be the permit holder name or business name.
 - Boxes marked with an *asterisk* are required.
3. Click the “Create Account” button.
4. Check your email for an Email Verification Code from Oxcart.
**Check SPAM or JUNK folders **
5. Enter the 6-digit code on Oxcarts website to confirm account.
6. Once the code is validated, you will be prompted to login. The username will be the email address that you registered your account with.

Oxcart works best using Mozilla Firefox, Google Chrome, or Microsoft Edge. Oxcart does not work with Safari or Internet Explorer. Please make sure your browser is updated to the latest version and your [browsing cache has been cleared](#).

You only need to sign up once to apply for permits from any local government who utilizes Oxcart.

How do I apply for a permit?

Oxcart is used for several types of permits. Once you are logged into your account, verify you are in the appropriate tab. Under “Start New Application” select the drop down and begin typing the municipality and select “Saginaw Road Commission, County of” then click the “Right of Way Application” button below.

The screenshot shows the Oxcart web application interface. At the top, there is a blue header bar with the text "Saginaw Road Commission / Dashboard". Below this, there is a navigation bar with four tabs: "Oversize/Overweight", "Right of Way" (which is highlighted with a red circle), "Towing", and "Alarm". Below the navigation bar, there are two main sections: "START NEW APPLICATION" and "DRAFT APPLICATIONS". In the "START NEW APPLICATION" section, there is a dropdown menu labeled "Select Municipality" with the text "Saginaw Road Commission, County of" and a red circle around the dropdown arrow. Below this, there is a green button labeled "Right of Way Application" which is also highlighted with a red circle. In the "DRAFT APPLICATIONS" section, there is a search bar labeled "Municipality" and the text "No applications found".



How do I apply for a permit? (Continued)

Now that you are in the application, you will notice some fields are automatically filled out with your profile information. Make any necessary changes if needed for the permit. The email address filled out here will receive information pertaining to the permit, the invoice, and the completed permit. Boxes marked with an *asterisk* are required fields for the permit application.

See Page 3 “Application / Permit FAQs” if you have any questions regarding the application fields and permit types.

Additional information regarding each permit type and requirements can be found on The Road Commission website: www.scrs-mi.org/right-of-way

How do I pay for my permit?

Payment is not collected at the time of the application submittal. Once a permit is approved, the applicant will receive an e-mailed invoice that must be paid with a credit card or debit card before the permit can be viewed. Permit fees can be found on The Road Commission website: [SCRC Fee Schedule](#)

How long does it take to get a permit approved?

Permits are usually processed and issued within 10 business days from the date received. This is assuming all necessary information is received at the time of the application. If any additional information is required, we will follow up with an email or phone call. Processing time may fluctuate due to complicated applications, heavy application volume, reduced staffing levels, or Road Commission priorities.

If you are experiencing issues with your account, email support@oxcartpermits.com

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If you do not have access to the internet, contact our office for assistance.

Saginaw County Road Commission
3020 Sheridan Ave, Saginaw, MI 48601
(989) 752-6140



Application / Permit FAQs

Type of Permit: Each type of permit may have a different fee associated with it and different requirements. Select the appropriate type of permit for the work / request needed. If you are unsure on the permit type, select Miscellaneous Right of Way → Other → A description field will be required to explain the work to be performed.

Desired Permit Start and Work Start Date: This can be an estimated timeframe. The permit will be effective for 365 days from the approved date. If you do not complete the work within the effective dates, contact our office to request an extension on the permit.

Address Applications: An address does not expire. A date is required as a placeholder, so just select today's date.

- The Property Tax ID / Parcel Number is how we identify a parcel without an address. Find this number on your property tax bill or [Saginaw Area GIS](#)
- A site plan or sketch showing the property lines and identifying the proposed building / address location is required to accurately assign an address number. This sketch can be completed on an aerial photograph from Google or [Saginaw Area GIS](#) with a simple "X" marking the location.

Land Division - Accessibility Compliance Permit: When splitting a parcel, your Township may ask for an "approval" from the Road Commission for the split. This is the permit/form they are looking for. Attach the survey showing the parcel split / property descriptions before submitting this application.

Driveway Applications: If the driveway is NEW, the location MUST be marked or staked. Attach a document that shows property lines, proposed driveway location, distance between driveway/property lines, north arrow, etc. This sketch can be completed on an aerial photograph from Google or [Saginaw Area GIS](#) with a simple "X" marking the location.

What is the required culvert size for my driveway or ditch enclosure? The Road Commission is unable to determine this without an application being submitted. Once we receive the application the work site will be evaluated, and the minimum culvert diameter will be specified on the approved permit.

What type of pipe can I use for my driveway culvert or ditch enclosure? Acceptable culvert material is Corrugated Metal, Concrete, or N12 Dual Wall Plastic Pipe. The Road Commission is not a supplier of driveway culverts.