

How to Apply for a Permit

Go to the Oxcart Website: <https://www.oxcartpermits.com/>

Click on **APPLICANT** signup



Fill out the information - *even if you are not a Business, this sign-up is also for Residential Applicants.*

Sign Up For Your Free Account!

Don't want to set up an account? You can always contact one of our preferred Permit Service partners to help you apply and obtain permits on Oxcart. To learn more click [HERE](#).

Tell Us About Your Business (need help?) * Denotes Required Field

Before setting up a new account, did you know you could be added as a user to an existing account for your company?

Name*	<input type="text" value="Name"/>
Contact Name*	<input type="text" value="Contact Name"/>
Contact Title*	<input type="text" value="Contact Title"/>
Country*	<input type="text" value="United States"/>
Address Line 1*	<input type="text" value="Address"/>
Address Line 2	<input type="text" value="Address"/>
City*	<input type="text" value="City"/>
State*	<input type="text" value="Alabama"/>
Zip*	<input type="text"/>
Phone*	<input type="text" value="(xxx) xxx-xxxx"/> <input type="text" value="ext."/>

Now that you are logged in, you can apply for a permit.

On the **Right of Way Dashboard**, under the **Application Submit** area, type: *Saginaw County Road Commission* in the **Select municipality** box

Click **Apply for permit**

OXCART PERMIT SYSTEMS

HOME start here ABOUT who we are ACCOUNT HELP get in touch NOTIFICATIONS LOG OUT log out

DASHBOARD

Saginaw County Road Commission

Oversize/Overweight **Right of Way**

Application Submit

Begin typing to automatically filter the list!

Saginaw Road Commission, County of

Apply for permit

Draft Applications (not submitted)

Municipality Effective Date Actions

MM/DD/YYYY

You have no draft applications at this time, or that match the filter(s).

Pending Applications (submitted and awaiting approval)

Application # Municipality Effective Date Expiration Date Actions

Fill out your contact information, then select and fill out the appropriate application form.

SUBMIT A PERMIT APPLICATION

Right of Way Permit | Saginaw County Road Commission

Desired Permit Start Date

Permittee * Saginaw County Road Commission

Applicant Name * Saginaw County Road Commission

Address *

3020 Sheridan Ave

Street Address Line 2

Saginaw Michigan

48601 United States

Phone * (989) 752-6140

Email * permits@scrc-mi.org

Fax

Type of Permit *

- Driveway Permit
- Utility Permit
- Land Division Permit
- Other

Add Sub-Accounts:

A company/business can create an account for the Company and then create sub accounts for individual employees by adding:

1. Carrier Administrators (who can apply for permits with their login) and
2. Carrier Users (who can only view permits with their login, not apply for permits or change account settings).

All permits that have been submitted for review and all approved permits will be *viewable* on the Dashboard by all Users with a login under the Company Account. Each user has their own account login, so no one can tamper with another person's permit application form. Applicants do have the option to store credit card information.

Go to: Account – Manage Users

The screenshot shows the OXCART Permit Systems dashboard. At the top left is the logo with a bull silhouette. The navigation bar includes: HOME (start here), ABOUT (who we are), ACCOUNT (circled in red), HELP (get in touch), NOTIFICATIONS, and LOG OUT (log out). The main content area is titled 'MANAGE USERS' with a sub-header 'Saginaw County Road'. A dropdown menu is open under 'ACCOUNT', listing: Edit Profile, Manage Users (circled in red), Vehicle Library, Payment Methods, Message Center, Document Center, Report Center, Saved Applications, Pending Applications, Approved Applications, and Logout. On the right side, there is an 'Add User' button (circled in red) and a pagination control with buttons for 10, 25, 50, and 100. A 'Return to Dashboard' button is at the bottom left.

The screenshot shows the 'Add New User' form. At the top right, it says '* Denotes Required Field'. The form has the following fields: Email (required), First Name (required), Last Name (required), Phone (with a format '(xxx) xxx-xxxx' and an 'ext.' field), and Role (a dropdown menu). The dropdown menu is open, showing 'Select a role:' at the top, followed by 'Carrier Administrator' and 'Carrier User' (both circled in red). A 'Return to Dashboard' button is at the bottom left.

Processing Time

Permits will usually be processed and issued within 10 business days from the date received, provided that all required information is received at the time of application. Incomplete applications will be delayed or not processed until all required information is received. Additional processing time may be needed for complicated applications, heavy application volume, reduced staffing levels, or Road Commission priorities.

Payment

Once a permit is approved, the applicant will receive an e-mailed invoice that must be paid with a charge card before the permit can be viewed.

If not all applicants have a charge card, create a User login for the payables department. This way they can login to the dashboard and pay without having to rely on forwarding email links. Also, they would then have access to activity downloads as well so they can stay on top of what payments have been made. The applicant will be emailed the permit once it has been paid for.