

To Whom It May Concern:

Starting in January 2015, the Lombard Police Department will be changing the way we process our overweight/oversize permits. We will be using an online-based permitting system via the website, www.oxcartpermits.com. Once the software is implemented, the older system of processing permits (via fax and/or email) will be discontinued. **Any of the old permitting forms submitted after that time will not be accepted and/or approved.**

Any company wanting to apply for an overweight/oversize permit in the Village of Lombard will have to use the Oxcart permitting software. Registration is easy and can be completed on the Oxcart website under the Trucking login/sign up link (<http://oxcartpermits.com/user/trucking>). Once registered, companies will then be able to reap the benefits of the following via Oxcart:

- **Access a simple to use online interface for requesting local permits**
- **Paperless permits downloadable to your computer or any mobile device**
- **Eliminate tedious paper processes, faxing and phone calls**
- **Speed the process of permit approvals**
- **Features an online, interactive mapping solution to assist in route selection**
- **Online permit approvals pushed to your email inbox**
- **Provide an easy, online payment system (Credit Card Only – see below)**

Processing and Credit Card Fees

In addition to the Lombard permitting fees, Oxcart will require a nominal processing fee for each permit. Those fees are structured as follows:

- Permit fees up to \$50.00 - **\$5.00 fee**
- Permit fees totaling \$51.00 up to \$100.00 – **10% of permit fee**
- Permit fees totaling \$101.00 up to \$200.00 - **\$12.50 fee**
- Permit fees totaling over \$200.00 - **\$15.00 fee**

Lastly, Oxcart will also assess a credit card fee for each permit processed. Those charges are as follows:

- Visa, Mastercard, Discover, American Express and Diner's Club – **2.9% of total permitting fee (permit & processing fee combined)**
- Plus a \$.30 transaction fee for **ALL** permits

Please feel free to contact me should you have any questions and/or comments.

Thanks,

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