

Submitting a Right of Way Permit Online for Delta County Road Commission through Oxcart Permit Systems.

Things you'll need

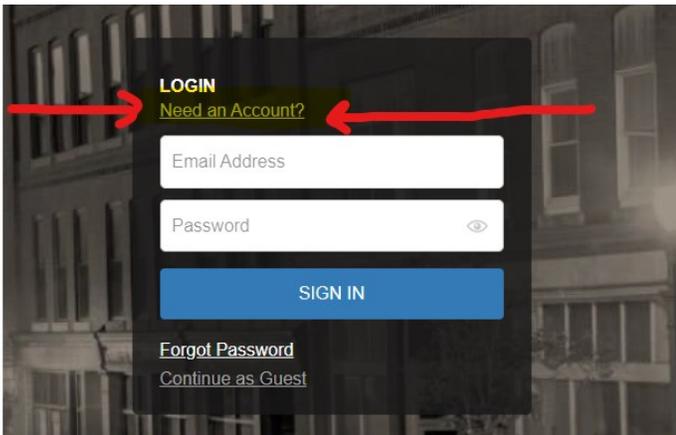
- Access to a smartphone, tablet or computer
- An e-mail address (to set up an account)
- Access to your e-mail to get a verification code from Oxcart
- Planned work location
- Township of work location
- Nearest crossroads to work location
- A credit card (for payment once the permit is approved)
- General Liability Insurance (if you are a utility company)

Permit Website:

<https://www.oxcartpermits.com/>

Creating an Account:

1. On the homepage on the top right, select "Need an Account?" under the login box.



2. Fill out the required information, check "I'm not a robot" at the bottom & then the "Create Account" button.

You will then be directed to the e-mail verification page.

OX CART
PERMIT SYSTEMS

Sign up for your *free* account today!

Create a new applicant account here with Oxcart.
Before setting up a new account, did you know you could be added as a user to an existing account for your company?

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](#).

Account Name *

First Name * Last Name *

Email *

Address Line 1 *

Address Line 2

City * State * Zip *

Country * Phone *

United States () - -

Create Password * Retype Password *

I'm not a robot

reCAPTCHA
Privacy - Terms

[Return to Login](#) [+ Create Account](#)

E-mail verification

3. In another window or tab check your e-mail for an e-mail from Oxcart that looks something similar to this:

Email Verification

Hello Delta County Road Commission,

Your email changed for your Oxcart Permits account and we need to verify ownership.

Please enter the 6 digit code at the [Email Confirmation Screen](#).

E76 048

This code will expire within 10 minutes of receipt

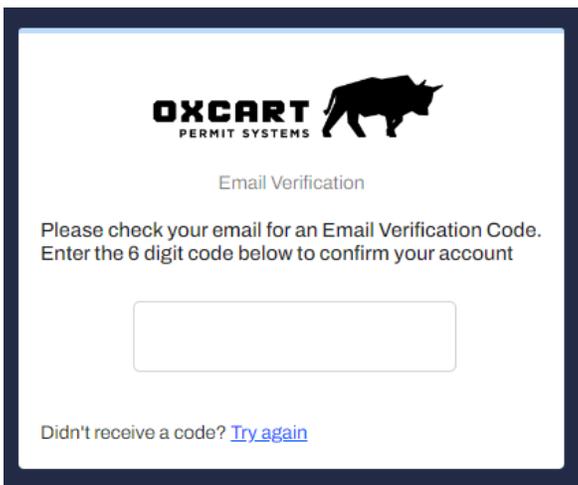
If you did not initiate this request, please ignore this message and the account setup will not be completed.

Regards,

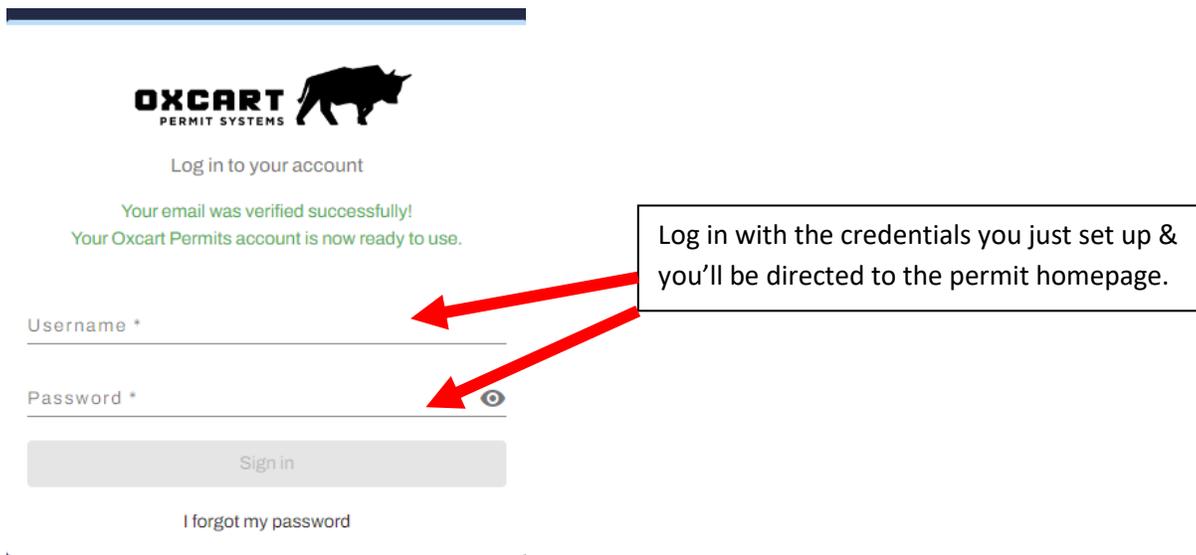
Oxcart Permit Systems

support@oxcartpermits.com

4. Enter the code from your e-mail (**WITHOUT SPACES**) into the e-mail confirmation page:



5. Once the code is accepted you will then be directed to this log in screen:



Applying for a Right of Way Permit:

6. After logging in you'll be on your home screen. Make sure Right of Way is selected.
7. Under "Start New Application" type del (for Delta) into the box and you'll see Delta Road Commission pop up.

PermitAgain / Dashboard

Oversize/Overweight **Right of Way** Towing Alarm

START NEW APPLICATION

Select Municipality

del

Michigan

Delta Road Commission, County of (MI)

DRAFT APPLICATIONS ⓘ

Municipality

No applications found

PENDING APPLICATIONS

Application Number	Municipality
No applications found	

8. Select Delta Road Commission & the green Right of Way Application button to start your permit.

START NEW APPLICATION

Select Municipality

Delta Road Commission, County of

Right of Way Application

9. The blank permit will appear on the screen - please fill out the required information for the permit.
10. Once you reach the mapping portion of the permit, do your best to place a point where the work is located.
11. You also have the option to upload a sketch in the plans section towards the end of the permit (optional).

Plans

Upload file

12. You have the option to save your permit & come back to it later by selecting the orange "Save Application" button at the bottom of the application or if you have entered all the required information, you can select the blue "Submit Application" button.

Approval Process:

Once you submit your permit application we get a notification here at the Road Commission & the Superintendent or Manager goes out to the work site to inspect the area. Please note that right of way applications can take up to 5 business days to be approved.

Once they complete their inspection they will complete your application with the required conditions needed. Such as culvert size, paving requirements, or if you're a utility company – the standards to adhere to. They will also add any additional documents you may need such as a driveway specification sheet for a driveway permit.

After your permit application is approved, you will receive an e-mail notification from Oxcart that your permit is ready. You will need to log back into Oxcart and pay for your permit (with a credit card) in order to access it.

Then you will be all set!

Support:

Please call our office if you have any questions. We are happy to help but are not complete IT support, some issues may require help from Oxcart themselves at: support@oxcartpermits.com

Thank you!

*Delta County Road Commission
906-786-3200
office@deltacrc.org*