

# INGHAM COUNTY ROAD DEPARTMENT

Austin E. Cavanaugh Administration Building  
301 Bush Street, P.O. Box 38, Mason, MI 48854-0038

William M. Conklin, P.E.  
Managing Director

RE: Right To Fax Single Move Permits

To Whom It May Concern:

Thank you for your interest in receiving Single Move Permits through our office. If you wish to have the right to fax in single move permits you will need to set up an account and provide the following:

- ❖ A \$200 cash bond, which will be placed on file with the accounts payable department, to establish an account.
  - You may pay for your bond by cash, check, Visa or MasterCard. If you are paying by credit card, you may submit your bond via fax however; you will need to provide a letter to our office giving us permission to charge the \$200 bond. Please include your credit card number, the type of credit card, and expiration date in the letter.
  - The bond will remain on file until the applicant no longer desires the right to fax in permits. To cancel the account, the applicant must submit in writing a request for refund of the bond.
  - The applicant will be billed at the end of each billing cycle for their moves. If the applicant does not make payment as required, the cost of single moves will be deducted from the bond and the right to fax in permits may be revoked.
  - The fax number for sending in your letter and Single Move Permits is (517) 676-5914.
- ❖ An updated copy of a Certificate of Liability Insurance naming the Ingham County Road Department as additional insured and certificate holder is required.
  - Permits are not valid without insurance. The type and amount of insurance coverage required, along with the wording to be used on the certificate, is explained in the Single Move Permit Rules and Regulations listed on the backside of the permit.

(Note: If you do not have an account set up for the right to fax in permits you will need to mail in your permit(s) or apply for them in person.)

Please do not hesitate to contact me at (517) 676-2200 or E-mail me at [bmoyer@ingham.org](mailto:bmoyer@ingham.org) with any questions or concerns.

Sincerely,  
INGHAM COUNTY ROAD DEPARTMENT

Brenda K. Moyer  
Engineering/Permit Agent