



**Vehicle Scale Construction/Relocation Approval Application**  
 Department approval is required prior to construction or relocation.

**Bureau of Weights and Measures**  
 P.O. Box 19281  
 Springfield, IL 62794-9281  
 217/785-8301 • TDD 217/524-6858 • Fax 217/524-7801

This application must be complete and accurate.  
 Signatures are required from the scale owner or facility manager /representative and the Registered Service Person.  
 We are aware that a serial number may not be available for a new scale until the scale is ordered and or received.

<b>Department Use Only</b>	
Date Issued:	<input type="text"/>
Permit Number:	
<input type="text"/>	

**SCALE OWNER -** \_\_\_\_\_

**Check One:**    Individual    Partnership    Cooperative    Corporation    LLC    Trust    LLP    Other

LEGAL NAME of SCALE OWNER

STREET ADDRESS

CITY

STATE

ZIP

CONTACT NAME

PHONE

FAX

E-MAIL

**Registered Service Company**

**Construction Contractor**

NAME

REGISTERED SERVICE COMPANY NUMBER

NAME

ADDRESS

ADDRESS

CITY

STATE

ZIP

CITY

STATE

ZIP

CONTACT NAME

PHONE

CONTACT NAME

PHONE

E-MAIL

Fax

E-MAIL

Fax

**Scale To Be Installed At**

LEGAL NAME of SCALE OWNER

CITY

**IL**  
STATE

ZIP

PHYSICAL ADDRESS of VEHICLE SCALE SITE

COUNTY

PHONE

SPECIFIC DIRECTIONS TO SCALE

- 1) Is the scale being installed a new scale or a relocation of an existing scale?    New    Relocation
- 2) If 1) is "relocation", has the scale ever been inspected by this Bureau or City Sealer    Yes    No   If Yes, what was the date? \_\_\_\_\_
- 1) If the scale is being relocated from another location within Illinois, what was the previous / most recent approved decal number? \_\_\_\_\_
- 2) What is the business name and address the scale is being moved from? \_\_\_\_\_
- Will this scale replace an existing scale at the site?    Yes    No
- If this scale replaces an existing scale, then:
- 1) What is the manufacture name, model / serial number of the existing scale? \_\_\_\_\_
- 2) Describe what will be done with the existing scale? \_\_\_\_\_

The scale installation will be?    Pit    Low Profile Pitless    Portable Pitless    Shallow Pit

SCALE CAPACITY _____	CLC or SECTIONAL CAPACITY _____	SCALE DECK LENGTH _____ feet	SCALE DECK WIDTH _____ feet
SCALE MANUFACTURER _____	SCALE MODEL _____	SCALE SERIAL NUMBER _____	SCALE COC NUMBER _____
INDICATING ELEMENTS MANUFACTURE _____	INDICATING ELEMENTS MODEL _____	INDICATING ELEMENT SERIAL NO. _____	INDICATING ELEMENT COC NUMBER _____
LOAD CELLS AND/OR LEVER SYSTEM MANUFACTURED BY: _____			COC NUMBER _____

\* Is the scale to be used in a commercial application?  Yes  No

Non-commercial scales do not require a permit. A non-commercial application is one in which the device is NOT being used or employed in establishing size, quantity, extent, area, or measurement of quantities, things, produce, or articles for distribution or consumption which are purchased, offered, or submitted for sale, hire, or award. A state inspection and test will not be performed on a scale used exclusively in a non-commercial application.

\* What will be the main commodity being purchased, sold or traded for over the scale? \_\_\_\_\_

\* What is the estimated start date of the scale installation? \_\_\_\_\_

**All Vehicle Scale Installations must comply with Section 600.300 Vehicle Scales Regulation and NIST HB 44**

Instructions for completing construction standards section below:

1. Each section listed below **must** have a box checked.
2. The N/A box should only be checked if the section does not apply to your installation e.g. the requirement is for an above-ground scale and you are installing a pit scale.
3. If the section does apply but your installation does not meet the section requirement, check **NO** and include a detailed explanation of the reason for non-compliance. If an extraordinary circumstance exists you may request a variance from construction requirements by completing the variance request form.

**Section 600.300 Vehicle Scales Regulation:**

a) Except for scales used for the enforcement of highway weight laws, all vehicle scales shall comply with the requirement of the National Institute of Standards and Technology Handbook 44, which is adopted in Section 8 of the Weights and Measures Act [225 ILCS 470/8] and shall, in addition, meet either 1, 2, 3 or 4 of the following requirements:

<p><b>1) Vehicle Pit Scale.</b> <span style="float:right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>          Shall be installed to comply with the following requirements:          (A) The pit shall have a minimum depth of 32 inches to be measured from the bottom of the eyebeam to the floor of the pit.          (B) Floor of the pit is to be constructed of concrete with drainage.</p>	<p style="text-align:center;"><b>Complete below if "Yes"</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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<p><b>2) Low Profile Pitless Vehicle Scales.</b> <span style="float:right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>          All low profile pitless vehicle scales shall be installed to comply with the following requirements:          A) concrete pad shall be poured underneath the entire length and width of the scale at or above ground level.          B) The scale shall be installed to ensure that surface water will drain away from the scale area.          C) Clearance of at least four inches shall be provided from the bottom of the eyebeam to the top of the concrete pad of the underneath side of the scale.          D) Clearance of at least three feet shall be provided around the sides of the scale to ensure for proper cleaning and servicing.</p>	<p style="text-align:center;"><b>Complete below if "Yes"</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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<p><b>I request an exemption to the side space requirements only for the installation of :</b> <span style="float:right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <ol style="list-style-type: none"> <li>1. <input type="checkbox"/> Grain Probe - a) Distance from the scale _____". Size of pad _____ "W x _____ "L X _____ "H</li> <li>2. <input type="checkbox"/> Ticket Printer - a) Distance from the scale _____". Size of pad _____ "W x _____ "L X _____ "H</li> <li>3. <input type="checkbox"/> Outside Indicator- a) Distance from the scale _____". Size of pad _____ "W x _____ "L X _____ "H</li> <li>4. <input type="checkbox"/> Pads for overhead bin/hopper/silo. a) Distance from scale _____". Size of pad _____ "W x _____ "L X _____ "H</li> <li>5. <input type="checkbox"/> Pads for side rails. a) Distance from scale _____". Size of pad _____ "W x _____ "L X _____ "H          b) Number of piers per each side of scale _____</li> </ol>	<p style="text-align:center;"><b>Complete below if "Yes"</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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<p><b>3) Portable Pitless Vehicle Scales</b> <span style="float:right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>A) Temporary Use of Scale – the scale may be used at the same facility for a period of not more than twelve months from the date of the initial state certification.</p> <p>B) Limited Use of Scale – the scale shall be used only for the weighing of soil, gravel, sand, cement and other building materials.</p> <p>C) State Test Required – a state scale test (Sections 10 and 30 of the Weights and Measures Act) is required prior to the use of the scale. This procedure is to be repeated each time the scale is moved.</p> <ol style="list-style-type: none"> <li>1. I understand that a scale installed in any one location for a period of six months or more shall have not less than 3 m (10 ft) of any approach adjacent to the platform constructed of concrete or similar durable material to ensure that this portion remains smooth and level and in the same plane as the platform; however, grating of sufficient strength to withstand all loads equal to the concentrated load capacity of the scale may be installed in this portion.</li> </ol>	<p style="text-align:center;"><b>Complete below if "Yes"</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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<p><b>4) Shallow Pit Vehicle Scales</b> <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>  <b>All shallow pit vehicle scales shall be installed to comply with the following requirements:</b></p> <p>A) A concrete floor shall be poured the entire length and width of the pit.</p> <p>B) The scale pit shall be installed to ensure that water will drain at all times away from the entire scale pit area.</p> <p>C) Clearance of at least four inches shall be provided from the bottom of the eyebeam to the top of the concrete pad on the underneath side of the scale.</p> <p>D) Concrete walls with a clearance of a minimum of three feet shall be provided around the sides of the scale.</p> <p>E). The top of the scale and concrete walls shall be level and at or above grade.</p> <p>F) Grating or plating able to be removed for cleanout and inspections and solid enough to withstand normal foot traffic shall be placed over the three-foot space between the scale and outside concrete walls.</p> <p>G) Scales shall be equipped with manufacturer approved rub rails.</p> <p>H) All scales must be fully electronic.</p>	<p><b>Complete below if "Yes"</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b><u>Approaches.</u></b>  <b>Vehicle Scales.</b> – On the entrance and exit end(s) of a vehicle scale, I understand there shall be a straight approach as follows:</p> <p>(a) the width at least the width of the platform</p> <p>(b) the length at least one-half the length of the platform but not required to be more than 12 m (40 ft), and</p> <p>(c) not less than 3 m (10 ft) of any approach adjacent to the platform shall be in the same plane as the platform. Any slope in the remaining portion of the approach shall ensure (1) ease of vehicle access, (2) ease for testing purposes, and</p> <p>(3) drainage away from the scale.</p> <p><i>In addition to (a), (b), and (c), scales installed in any one location for a period of six months or more shall have not less than 3 m (10 ft) of any approach adjacent to the platform constructed of concrete or similar durable material to ensure that this portion remains smooth and level and in the same plane as the platform; however, grating of sufficient strength to withstand all loads equal to the concentrated load capacity of the scale may be installed in this portion.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b><u>Access to Weighing Elements.</u></b>  Adequate provision shall be made for ready access to the pit of a vehicle scale for the purpose of inspection and maintenance. Any of these scales without a pit shall be installed with adequate means for inspection and maintenance of the weighing elements.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b><u>Foundation, Supports, and Clearance.</u></b>  The foundation and supports of any scale installed in a fixed location shall be such as to provide strength, rigidity, and permanence of all components, and clearance shall be provided around all live parts to the extent that no contacts may result when the load-receiving element is empty, nor throughout the weighing range of the scale. The clearance between the load-receiving elements and the coping at the bottom edge of the platform shall be greater than at the top edge of the platform.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b><u>Hoists.</u></b>– On vehicle scales equipped with means for raising the load-receiving element from the weighing element for vehicle unloading, means shall be provided so that it is readily apparent to the scale operator when the load-receiving element is in its designed weighing position.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b><u>Scale Modification.</u></b> – The dimensions (e.g., length, width, thickness, etc.) of the load receiving element of a scale shall not be changed beyond the manufacturer’s specifications, nor shall the capacity of a scale be increased beyond its design capacity by replacing or modifying the original primary indicating or recording element with one of a higher capacity, except when the modification has been approved by a competent engineering authority, preferably that of the engineering department of the manufacturer of the scale, and by the weights and measures authority having jurisdiction over the scale.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b><u>Single-Draft Vehicle Weighing.</u></b> – A vehicle or a coupled-vehicle combination shall be commercially weighed on a vehicle scale only as a single draft. That is, the total weight of such a vehicle or combination shall not be determined by adding together the results obtained by separately and not simultaneously weighing each end of such vehicle or individual elements of such coupled combination. However, the weight of: (a) a coupled combination may be determined by uncoupling the various elements (tractor, semitrailer, trailer), weighing each unit separately as a single draft, and adding together the results; or (b) a vehicle or coupled-vehicle combination may be determined by adding together the weights obtained while all individual elements are resting simultaneously on more than one scale platform.</p> <p><b><u>Position of Equipment.</u></b> – A device or system equipped with a primary indicating element (indicator) and used in direct sales, except for prescription scales, shall be positioned so that its indications (readings) may be accurately read and the weighing or measuring operation may be observed from some reasonable “customer” and “operator” position. The permissible distance between the equipment and a reasonable customer and operator position shall be determined in each case upon the basis of the individual circumstances, particularly the size and character of the indicating element.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

**Installation of Indicating or Recording Element.** – A device shall be so installed that there is no obstruction between a primary indicating or recording element (indicator) and the weighing or measuring element (scale); otherwise there shall be convenient and permanently installed means for direct communication, oral or visual, between an individual located at a primary indicating or recording element and an individual located at the weighing or measuring element.

Yes  No

**The scale installation must meet all the above applicable requirements. If an extraordinary circumstance exists you may request a variance by completing the variance request form located at the web-site:**

<https://www.agr.state.il.us/pdf/IllinoisVehicleScaleInstallationVarianceRequestForm.pdf>

**Return the completed and signed Vehicle Scale Installation Permit Application to:**

**Illinois Department of Agriculture,  
Bureau of Weights and Measures,  
P.O. Box 19281,  
Springfield, IL 92794-9281**

**NAMES AND SIGNATURES FROM BOTH PARTIES ARE REQUIRED.**

**X** SCALE OWNER (PRINT NAME) \_\_\_\_\_

SCALE OWNER (SIGNATURE) \_\_\_\_\_

DATE \_\_\_\_\_

**REGISTERED SERVICE COMPANY REPRESENTATIVE**

NOTE: A properly executed Placed in Service Report must be sent to W & M within 5 business days after scale has been placed into service.

**X** PRINT NAME \_\_\_\_\_

**X** SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**Department Use Only**

\_\_\_\_\_  
DATE APPLICATION WAS RECEIVED

Yes  No  
VARIANCE REQUEST RECEIVED

\_\_\_\_\_  
DATE VARIANCE REQUEST WAS RECEIVED

Yes  No  
VARIANCE REQUEST APPROVED

Yes  No  
SITE INSPECTION CONDUCTED?

\_\_\_\_\_  
DATE OF SITE INSPECTION

Yes  No  
APPLICATION APPROVED

\_\_\_\_\_  
SCALE INSTALLATION PERMIT NUMBER

\_\_\_\_\_  
Signature

**IN ATTENDANCE DURING SITE INSPECTION:**

BUREAU of WEIGHTS AND MEASURES \_\_\_\_\_

SCALE OWNER/MANAGER/OPERATOR \_\_\_\_\_

REGISTERED SERVICE PERSON \_\_\_\_\_

**Comments:**

Products and Standards Inspector: \_\_\_\_\_