



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Design Memorandum No. 17-06 Technical Advisory

April 6, 2017

TO: All Design, Operations, and District Personnel, and Consultants

FROM: /s/Elizabeth W. Phillips
Elizabeth W. Phillips
Manager, Office of Standards and Policy
Bridge Division

SUBJECT: Bridge Load Rating Requests for Design Submittals

EFFECTIVE: Immediately

The Bridge Load Rating Request form has been revised to standardize various load rating requests. This change will allow the Department's Load Rating staff and coordinators to more efficiently process load rating requests and will facilitate automating the request process in the future.

The revised form and load rating submittal instructions are available on the Department's Editable Documents webpage at <http://www.in.gov/dot/div/contracts/design/dmforms/>, under Bridges. The submittal instructions are described below.

1. Complete the Bridge Load Rating Request form. For load rating requests associated with a new or replacement bridge, bridge rehabilitation, or a concrete overlay, the Request Type is "Design Submittal"
2. Include Plans and Details. Upload a separate set of load rating review plans in ERMS – Design Documents folder.
3. Email the request. Forward the ERMS auto-generated upload confirmation email to indotcoordinator8@indot.in.gov and copy gsnyder@indot.in.gov.
 - a. One email per bridge load rating request. Twin structures may be submitted as a single request.

- b. Attach the completed Bridge Load Rating Request form. A transmittal letter is not required.
- c. Include “Load Rating Request”, the NBI number and the structure number in the Subject line. For a new or replacement bridge, the NBI number will be “TBD” and the structure number will be the newly created structure number. For a rehabilitated bridge, the NBI number will be the existing NBI number. The structure number will be the existing structure number with newly created structure designation letter. See Design Memo 16-01 for information regarding bridge structure numbers.
- d. Include the NBI number, structure number, des. number, and request type in the body of the email.

ARCHIVED