



State of Wisconsin
Governor Tony Evers

Department of Agriculture, Trade and Consumer Protection
Secretary Randy Romanski

TO: Vehicle Scale Owner/Operator
FROM: Bureau of Weights and Measures, Division of Trade and Consumer Protection
SUBJECT: Vehicle Scale Installation or Relocation

Vehicle Scale Installations or Relocations

- The vehicle scale installation/relocation process involves several steps.
- The following is required for all scales except those scales that are exempt under ATCP 92.30(9).

Requirements Prior to Installation or Relocation

- Complete, sign and return the enclosed Vehicle Scale Installation Permit Application (TR-WM-30) with a check payable to DATCP to the address on the form. The installation permit will not be issued if the application is incomplete.
- The Permit application must include a construction plan for the vehicle scale.
- If installation or relocation will be completed using an existing foundation a Variance Request: Installation of a Vehicle Scale on an Existing Foundation (TR-WM-151) form must be completed and approved.
- A Vehicle Scale Installation Variance Request (TR-WM-30b) must be completed and approved if installation does not meet all installation requirements found on the TR-WM-30 Vehicle Scale Installation Permit Application form.

Requirements During Installation and Relocation

- The installation or relocation must be completed by a Service company licensed by this department as per ATCP 92.20(1).
- The installation or relocation must meet the construction requirements found in ATCP 92.30(3) and the requirements of any approved variance.
- At the finish of the installation or relocation, the scale must be tested and meet acceptance tolerance as found in ATCP 92.30(4).

(over)

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Post Installation or Relocation Requirements

- The completed installation or relocation must be reported to the department within 5 days of completion as found in ATCP 92.30(5) using the Vehicle Scale Report of Completed Installation Form (TR-WM-30a). Licensed service company test report must be included in the submission.
- Complete and return Vehicle Scale Operator License Application (TR-WM-55).
- **Scale cannot be operated until you receive your Vehicle Scale License from DATCP**

Wisconsin Administrative Code

Subchapter IV – Vehicle Scales, permits, construction, and testing, [section 92.30](#)

Subchapter IV – Vehicle Scale; license to operate, [section 92.31](#)

Wisconsin Statute

Vehicle Scales, [section 98.16](#) and prohibited acts; penalty; injunction, [section 98.26](#)

Companies who are authorized to test VS scales are listed on the following website:

<https://datcp.wi.gov/Documents/WeightsMeasuresServiceCompanyListing.pdf>

If you have questions, please contact us at:

(608) 224-4942

Email: datcpweightsandmeasures@wisconsin.gov



Wisconsin Department of Agriculture, Trade and Consumer Protection
 Division of Trade and Consumer Protection
 Phone: (608) 224-4942

FOR DEPARTMENT USE ONLY

Date Issued:

Fee Amount: \$65

Lockbox Date:

Permit Number:

ACCT:

Wis. Admin. Code § ATCP 92.30

VEHICLE SCALE INSTALLATION PERMIT APPLICATION

Wisconsin Stat. § 15.04(1)(m) requires the following notice: This form is authorized by Wis. Stat. §§ 93.07(2) and 98.16(4). Under Wis. Admin. Code § ATCP 92.30(1)(b), completing this form TR-WM-30 is required to apply for a permit to install a commercial vehicle scale. Failure to comply with any rule in Wis. Admin. Code ch. ATCP 92 is subject to the penalties listed in Wis. Stat. § 98.26(1)(f). This form is subject to Wisconsin's public records law, Wis. Stat. §§ 19.31 to 19.39. Therefore, personally identifiable information provided in this form might be used for purposes other than for which it was originally collected.

If you have any questions, please contact us at (608) 224-4942 or at DATCPWeightsAndMeasures@wisconsin.gov.

SCALE OWNER								
State of Formation:			Permit Fee: \$65					
Check One:	<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership	<input type="checkbox"/> Cooperative	<input type="checkbox"/> Cooperation	<input type="checkbox"/> LLC	<input type="checkbox"/> Trust	<input type="checkbox"/> LLP	<input type="checkbox"/> Other
LEGAL NAME OF SCALE OWNER								
STREET ADDRESS								
CITY		STATE		ZIP				
CONTACT NAME			PHONE () -					
E-MAIL								
LICENSED SCALE SERVICE COMPANY								
NAME								
ADDRESS								
CITY		STATE		ZIP				
CONTACT NAME			PHONE () -					
E-MAIL								
SCALE TO BE INSTALLED AT								
PHYSICAL ADDRESS OF VEHICLE SCALE SITE		CITY	COUNTY	STATE WI	ZIP			
Specific Directions to Scale (Please be as specific as possible to assist inspection staff)								
Is the scale installation a pit scale or an above ground installation?			<input type="checkbox"/> Pit	<input type="checkbox"/> Above Ground				
Is the scale being installed a new scale or a relocation of an existing scale?			<input type="checkbox"/> New	<input type="checkbox"/> Relocation				
If the scale is being relocated from another location within Wisconsin, what was its previous license number?								
Will this scale replace an existing scale at the site?				<input type="checkbox"/> Yes	<input type="checkbox"/> No			
If yes: Provide Existing Scale License Number: What will be done with the existing scale: Examples: Sold or Scrapped/Decommissioned								

<p>ATCP 92.30(3)(c)1 Required for pit and above ground scales</p> <p>(c) Foundations.</p> <p>1. Load-bearing piers and scale walls shall rest on reinforced concrete footings which extend at least 12 inches (30 cm) below the frost line, or on a reinforced concrete base slab not less than 12 inches (30 cm) thick. Footings and slabs which support load-bearing piers or scale walls shall be constructed according to the manufacturer's engineering drawings, and shall be constructed to prevent frost heaving.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>ATCP 92.30(3)(c)2 Required for pit and above ground scales</p> <p>2. Scale pit floors and surfaces underlying above-ground vehicle scales shall be constructed of concrete, and shall be constructed so that they are well drained. The concrete floor or surface shall extend the full length and width of the scale. This subdivision does not apply to above-ground scales constructed prior to January 1, 1992.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>ATCP 92.30(3)(c)3 Required for above ground scales only</p> <p>3. A load-bearing concrete surface underlying an above-ground vehicle scale shall rest on a bed of compacted aggregate which is at least 6 inches (15 cm) thick under every portion of the load-bearing concrete surface, or on an alternative foundation constructed according to the manufacturer's engineering drawings. This subdivision does not apply to above-ground scales installed prior to January 1, 1992.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>ATCP 92.30(3)(d) Required for pit and above ground scales</p> <p>(d) Top edge of scale wall. The top inside edge of every scale wall shall be framed, for its entire length, with a structural steel angle iron coping. The angle iron shall be at least 2 inches (5 cm) by 2 inches (5 cm) by 1/4 inch (.6 cm), and shall be constructed with welded projections so that it can be anchored in the concrete at approximately 4 foot (1.2 meter) intervals.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>ATCP 92.30(3)(e)1</p> <p>Required for pit scales only:</p> <p>(e) Clearances around scales.</p> <p>In every scale pit, there shall be a clearance of not less than 6 feet (1.8 meters) between the finished floor line of the scale pit and the top edge of the pit coping, or a clearance of not less than 48 inches (1.2 meters) between the finished floor line of the scale pit and the bottom of the load receiving element, the bottom of the beam supporting the load receiving element, or the top of the fully electronic load receiving element.</p> <p>The clearance between the load receiving element and the coping of every scale pit wall shall be not less than 1/2 inch (1.2 cm) and not more than 3/4 inch (1.8 cm). If the scale manufacturer approves a different clearance, attach a letter that shall be from a professional engineer employed by the scale manufacturer, the engineer managing the manufacturer's engineering department or another qualified licensed engineer that clearly states the manufacturer recommendation for this clearance.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Required for above ground scales only:</p> <p>NIST Handbook 44 (2009)2.20 Scales UR.2.4 Foundation, Supports, and Clearance</p> <p>The foundation . . . 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. <i>On vehicle and livestock scales, 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. (Nonretroactive as of January 1, 1973)</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>ATCP 92.30(3)(e)2 Required for above ground scales only</p> <p>2. In every above-ground scale, there shall be a clearance of not less than 6 inches (15 cm) between the top surface of the base slab and the bottom of the load receiving element. This subdivision does not apply to above-ground scales constructed prior to January 1, 1992.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>ATCP 92.30(3)(e)3 Required for pit scales only</p> <p>3. In a scale pit containing a lever-type weighing element, there shall be a clearance of at least 27 inches (70 cm) on one side of the transverse lever between the transverse lever and the pit neck wall.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

ATCP 92.30(3)(f) Required for pit scales only (f) Mechanical indicating elements; support. Mechanical indicating elements, including weigh beams and dials, shall be placed on reinforced concrete footings or metal structural members which are sufficiently strong to prevent deflection.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
ATCP 92.30(3)(g) Required for pit scales only (g) Scale pit entrance. Every scale pit shall include an entrance through which persons may enter the scale pit. The entrance shall take one of the following forms: ATCP 92.30(3)(g)1 Required for pit scales only 1. In a scale pit containing a lever-type weighing element, a square opening in the pit neck, with dimensions of at least 22 inches (58 cm) by 22 inches (58 cm).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
ATCP 92.30(3)(g)2 Required for pit scales only 2. An opening, at least 24 inches (60 cm) in diameter, in the scale platform.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
ATCP 92.30(3)(g)3 Required for pit scales only 3. An opening in the pit wall, not less than 36 inches (90 cm) wide. The top of the opening shall be no lower than the bottom of the weigh bridge, and the bottom of the opening shall be approximately even with the pit floor.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
ATCP 92.30(3)(h) Required for pit and above ground scales (h) Approach surfaces. Entry and exit approaches to a vehicle scale shall be at least as wide as the scale platform and at least 1/2 the length of the scale platform. Where it meets the end wall of a scale, each approach shall be supported on a step in the top of the end wall as provided under par. (b). Extending for the first 10 feet from the scale, each approach surface shall be on the same plane with the scale platform and shall be constructed of reinforced concrete, compacted asphaltic materials, steel grating or structural steel plate of sufficient strength to withstand all loads equal to the concentrated load capacity of the scale. The remainder of the approach surface shall be constructed of a durable material and shall have a slope of not more than 1:12 (vertical rise/horizontal run). The approach shall be constructed and maintained to drain away from the scale, to provide easy vehicle access to the scale, and to provide easy access by the department or a scale service company to test compliance with s. ATCP 92.02 (1).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The scale installation must meet all the above applicable requirements. If the scale does not meet construction requirements, you may request a variance by completing the variance installation request form located at the website: https://datcp.wi.gov/Documents/TR-WM-30b.pdf		
Installation Permit Application Completed By	Company	Position Title
Scale Owner (Print Name)	Company	Position Title
Scale Owner Signature (Per Wis. Stat. 98.16(2)(m) the scale owners' signature is required)	Date	
CC: Vehicle Scale Inspector: Vehicle Scale Supervisor: Municipal Prog:		