

## INSTRUCTIONS FOR COMPLETION OF TRANSPORTATION PERMIT FORM

\*Sections to be completed by the Applicant. The number represents the location on the application where these guidelines apply

- \* 1. Responsible person or company for transporting the permit or load or operating the vehicle.
- \* 2 & 3. Mailing address of responsible person or company including street address or a PO Box, city, state and zip Code.
- \*4. Contact telephone number where additional information can be obtained should a question arise during processing the application or the duration of the permit.
- \*5. Show the FAX number where the approved permit will be sent, N/A.
- \*6. Check correct box for move requested.
- \*7. Complete the description of the load or equipment to be moved. Where appropriate, use specific model number or serial numbers to complete identification.
- \*8. Show hauling vehicle description such as "3- axle tractor, 2- axle semi trailer". Acceptable abbreviations are included at the end of these instructions. Serial numbers should be shown for vehicles, which have inspection report.
- \*9. This dimension applies to all two-vehicle combinations towed in a semi trailer combination. It is measured from the kingpin connection to the center of the rear most axle. Legal length for single axle trailers is 38 feet and for multiple axles it is 40 ft. "**LEGAL**" is an acceptable entry for these dimensions. All two-vehicle combinations with trailer combinations with semi trailers characteristics must have an entry in this box. Manufactured housing is included in this category. The measurement for manufactured housing is from point connection to the towing vehicle to the center of the rear most axle. The box should be left blank for all other applications. See item #16 for the use of the word maximum.
- \*10. The actual length of the vehicle and/or vehicle combination from the most forward portion to the most rear portion. This length does not include overhanging portions of the load. See Item #16 for the use of the word maximum.
- \*11. Show "**LEGAL**" if 14'0" or less as measured from the pavement surface to the highest point of the load or vehicle. If greater than 14'0", then show actual height in feet and inches.
- \*12. Show "**LEGAL**" if 8.6 or less, otherwise show actual width in feet and inches.
- \*13. Show "**LEGAL**" actual length in feet and inches if longer than legal.
- \*14. "**LEGAL**" may be used if there is no overhang, otherwise show actual overhang in feet and inches. Measurement is from the last point of support to the end of the load for rear overhangs, and it is from the front bumper to the end of the load for the front overhangs.
- \*15. If the application does not involve the extralegal weight, leave this section blank. Must be completed for all overweight loads. Number of tires must be correct for the weight requested. If there are more than 9 axles in the combination put the information for the additional axles (number of tires, axles width and weight) on rider.
- \*16. If the application does not involve extralegal weight, leave this section blank. For overweight loads, the word minimum abbreviated as "**MIN.**" is acceptable with the dimensions. When minimum dimensions are used for axle spacing, the word, maximum abbreviated, as "**MAX**" must be used in Box 10 for the combinations, the word maximum should also be used in Box 9 for the Kingpin to Last Axle dimension.
- \*17. If the application does not involve extralegal weight, leave this section blank. Must be completed for all overweight loads. Provide the axle width to the nearest inch measured at the tire sidewalls. Dimension should be in feet and inches.
- \*18. If the application does not involve extralegal weight, write the word "**LEGAL**" on this line. For overweight loads use the following: 1) weights given by the transporter, 2) weights allowed by Caltrans inspection streets or 3), "Orange Weight Chart (Plate25-3)", "Green Weight Chart (Plate 25-4)" or Purple Weight Chart (Plate25-5)." Enter the group weight applied for the under the corresponding axle number(s). An authorized weight is not to exceed tire capacity.
- \*19. If the load is coming from outside the city show the highway/street designation of the other agency, and the intersecting San Jose Street. For moves beginning in the city show the street and the street number if possible.

- \*20. Must show the street and the street number if possible.
- \*21. Must show number of trips authorized.
- \*22. Must show streets move will take. Check to be sure routing information is clear and makes sense. Spell out names of roads, streets or ramps to help prevent driver error. Asterisks shall be used when appropriate to indicate that city jurisdiction ends and other agency permits are required.
- \*23. Mark "Yes" or "None Required."
- \*24. Mark and list all attachments required on permit.
- \*25. Mark applicable box and fill in amount. Single trip permits are \$16.00 for each trip completed. Multiple trip permits are \$90.00
- \*26. Must be signed by an applicant or agent on all permits.
- \*27. Must be dated on all permits.
- 28. Fill in all spaces and check appropriate boxes. The permit is valid at 12:01 AM the "Effective" date unless " No Sunset or Sunrise" is checked or another time is shown. The permit will be valid until 11:59 PM on the "Expires" date unless "No Sunset or Sunrise" is checked or another time is shown.
- 29. Must be signed by authorized city representative.
- 30. Must have a date issued by the city.
- 31. Must have a unique permit number issued by the city to verify the authenticity of the permit as well as provide a reference for historical records.

**Facsimile permits must have numbers 29, 30, and 31 completed before release to the driver/ transporter.**

List of the abbreviations to be used on transportation permits to describe type of vehicles. This list covers the majority of vehicles; you may have to improve occasionally.

Axle.....	ax
Dolly.....	Dly
Steering Dolly.....	Str Dry
Drilling equipment.....	Dril EQ
Gradall.....	GrdL
Hi Bed.....	HIBD
Low Bed.....	LB
Jeep.....	JP
Pole Dolly.....	Pldly
Tractor.....	Trac
Truck.....	TR
Trailer.....	TLR
Tiltbed.....	TLTB
Transport.....	TRAN
Tank Carrier.....	TaCr
Scraper.....	Scpr
Semi.....	Semi

If in doubt, write out:

1. Drill Rig
2. Truck crane
3. Gradall
4. Backhoe
5. Etc.