



Extra-Legal Transport Policy Exception Request Checklist

Use this checklist to request an extra-legal transport policy exception (send two copies of everything). For more information regarding extra-legal transport provisions, see our website at <https://dot.ca.gov/programs/traffic-operations/transportation-permits>. In order to determine if your request is justified and qualified pursuant to applicable extra-legal transport requirements, you must provide all applicable information, including the following:

1. Letter on company letter head and signed by a company officer with:
 - Cites of all extra-legal transport requirements for which an exception is being requested.
 - Statement, and detailed explanation of, why the exception is needed.
 - Detailed load and/or equipment description including primary task, haul, drive or tow and all non-integral components, equipment, etc. that will accompany the load and/or equipment during transport (outriggers, load block, internal components, etc.).
 - Signing officer's title, mailing address and telephone number.
2. Copies of all documentation supporting your request including transportation permit applications, permits, inspection report, correspondence, studies, reports, etc.
3. 11" X 17" plan and elevation views of the load and/or equipment to include:
 - Manufacturer's company name, mailing address, phone and model number.
 - All equipment component dimensions (height, width, length, axle spreads & spacings, etc.)
 - If expandable/stretchable indicate and show least and greatest dimensions.
 - All suspension types and enough details to completely analyze.
 - Number of tires on each axle and tire and wheel ratings.
 - Ratings and weights for each axle/axle group.
 - Indicate all steering, lift, flip, etc. axles.
 - Indicate mechanical distribution units and other special component.
4. Close-up photographs showing the entire front, rear and both side views.
5. Include a copy of this checklist with your submittal.

A request may be made in person or by electronic or regular mail. The mailing address is:

State of California
Department of Transportation
Headquarters Transportation Permit Office
1823 14th Street
Sacramento, California 94274-0001

Faxed submittals are not accepted. Allow a minimum of 20 business days for a decision. Decision notification is by letter. If you have any questions, call 916-322-1297 regarding a "policy exception request."