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 http://www.dot.ca.gov/hq/traffops/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
Division of Traffic Operations, MS 36
P.O. Box 942874
Sacramento, California
94274

Faxed submittals are not accepted. Allow a minimum of 30 calendar days for a decision. Decision notification is by letter. If you have any questions, call 916-654-3093 regarding an “policy exception request.”