CHAPTER I
GENERAL PROVISIONS RELATING TO OVERSIZE/OVERWEIGHT TRANSPORTATION PERMIT

100 GENERAL

This chapter covers the general permit administration as it applies to the uniform issuance of permits, location for obtaining permits and the general administrative procedure applicable to the movement of an extralegal vehicle and/or load.

101 UNIFORMITY

Districts shall conform to the established guidelines so that requests will be uniformly handled in all districts. Particular attention shall be directed to the necessity of strict observance of the guidelines on moves involving two or more districts. Districts other than originating districts shall issue permits as a service to the other districts and to the transporter. The issuing district shall consult with those other districts affected by the movement for vehicles or loads with extreme dimensions.

Extreme dimensions are those dimensions that you are not comfortable with in providing a route for their movement without consulting the other districts involved.

It is strongly recommended that all routing that involves overheight be verified by the other districts involved.

The transporter shall not be subjected to unnecessary travel or other delay in obtaining allowable permits. The issuance of transportation permits within established guidelines is a service to the public which should be courteously rendered with the public service factor fully in mind.

The use of the proper forms and attachments is essential throughout the state to ensure uniform understanding of permits by all parties concerned. Permittees must be able to obtain the same permit from all districts.

The mechanics of review and approval of transportation permits must be uniform statewide to ensure proper compliance and routing. Uniformity in the data required of the applicant is also necessary.

Caltrans personnel shall be uniform in issuing the permit so the permittee, regulatory personnel (CHP) and Caltrans personnel can understand the permit and determine whether the permittee is complying with permit requirements.

102 OFFICE LOCATIONS AND HOURS

Permits will be issued at Caltrans 12 District Offices. The Department's Policy and Procedure #P81-5 requires all offices providing a public service be open from 8 a.m. until 5 p.m. Caltrans transportation permit offices shall be open during these hours. Applications received after 4 p.m. may be processed or held over for processing the following day.

To meet the intent of the Department policy applicants shall be provided a place to deposit permit applications after 4 p.m. Permit offices may be open before 8 a.m. Staggered lunch hours shall be utilized to provide continuous service throughout the day.

103 PERMIT APPLICATIONS

All transportation permit applications, regardless of the method of submittal, shall be checked and reviewed for completeness and accuracy. All applications shall be handled promptly and in the same order as received. Permit Services shall prioritize their submittals so that at the close of the business day the routine applications can be processed without carry over to the next day.

Applications for permits shall be in writing using Caltrans furnished Permit Form DM-M-P16 or in a letter form containing the necessary information and data.

The use of a permit service is a privilege to the permittee and is to be of service both to the permittee and to the State. The submittal of multiple groups of permit requests from permit services must include supplemental data which will expedite the routing of those requests (proposed routings, credit status, dimensions, etc.). Incomplete requests received will be returned to the permit service unprocessed.

Initialed changes are not permitted on any permit. Any changes in a transportation permit will be accomplished by the use of a Transportation Permit Rider (DMO-M-P-17) or the issuance of a new transportation permit. These changes will be processed in the same manner as the original transportation permit. Riders may be issued by any district with prior approval from the district that wrote the original permit.

Proposed routing for "possible future movements" or "for bidding purposes" may be requested. These clearances are subject to change due to continual upgrading, ongoing construction contracts and maintenance operations. The routes given are not binding and it will again be necessary to recheck the route before the move is actually made. These applications will be handled as time permits. The applicants should be informed of this.

103.1 REQUESTS IN PERSON (At Caltrans Issuing Offices)

103.1.1 Appropriate portions of the permit request may be filled in by the requesting party. Sample permits designating those portions to be filled in by the requesting party should be posted at the issuing locations.

103.1.2 All requests must be either typewritten or in ink.

103.1.3 All requests must be legible.

103.1.4 All requests must be signed by the requesting party. If the signature is not legible, the name must be printed below the signature.

103.2 REQUESTS BY PERMIT SERVICE PERSONNEL

103.2.1 All requirements of Section 103.1 shall apply.

103.2.2 Those personnel submitting requests must be familiar and knowledgeable with the procedures of obtaining transportation permits.

103.2.3 The submitting party shall represent the permittee and be knowledgeable of the information submitted; i.e., description, dimensions, origin and destination, preferred routings, etc.

103.2.4 The permit service representative shall sign the request as an authorized agent of the applicant.

103.3 REQUESTS FOR CALTRANS FACSIMILE TRANSMITTED PERMITS

Requests for Caltrans facsimile transmitted permits are not accepted. Requests for permits to be sent to private or public locations which are approved by Caltrans as authorized receiving stations shall be referred to local permit services.

103.4 REQUESTS BY MAIL

103.4.1 Requests submitted by mail may use the Caltrans permit form or may be submitted in letter form.

103.4.2 Sufficient data must be included in the request to complete the transportation request as though the individual were applying in person. Supplemental information necessary should also be submitted in writing for verification

103.4.3 Renewal of annual or repetitive permits without any changes may be made in writing by referring to the expiring permit. The new permit will be prepared using the data submitted with the original permit request. Single trip

permit applications will be accepted if all pertinent information is provided or a form DM-M-P16 is completed and attached.

103.4.4 It shall be noted on the permit that the letter of application will be kept on file as proof of signature.

103.4.5 Request by mail must be accompanied with payment (no cash) unless a charge account has been opened in the permit applicants name.

104 PERMIT DENIALS

104.1 Applications for transportation permits may be denied under the following conditions unless authorized by Headquarters:

104.1.1 The load and/or vehicle exceeds policy limits.

104.1.2 Insufficient information is supplied to assure compliance with permit policy.

104.1.3 The load does not justify the size of vehicle.

104.1.4 The applicant or permit service cannot provide sufficient information about the vehicle and/or load to determine if a permit is justified.

104.1.5 The load exceeds 14 feet in width unless authorized by Headquarters variance approval, or is an acceptable piece of equipment that is allowed 14'6" in width.

104.1.6 The load exceeds 135-feet of combination vehicle and load length unless authorized by Headquarters.

104.1.7 The load generates the need for a combination of hauling equipment greater than seven loading groups or some other type of special hauling equipment.

104.1.8 The routes required would present an undue hazard to other traffic.

104.1.9 The overall height creates a clearance less than three-inches between the top of the vehicle/load and the lowest point of the structure on the traveled way, regardless of where that point is.

104.1.10 Requested to move on the legal Holidays: New Year's Day, Washington's Birthday (third Monday in February), Memorial Day (last Monday in May), Independence Day, Labor Day, Thanksgiving Day and Christmas. When these holidays fall on a Monday or Friday, permit movement will not be allowed on the holiday nor the immediately preceding or following weekend,

unless authorized on the face of the permit. Holiday hours are from 12:01 A.M. of the first day to 12:00 P.M. of the last day of the holiday period.

104.1.11 The transporter is currently on suspension for violation of permit requirements or payments of fees.

104.1.12 For weights or dimensions of a type which can conform to statute size and weight, i.e.,

- loads that can be repositioned to stay within statute size (even if additional hauling equipment would be mandated);
- any tractor, motor truck or power unit not qualified for maximum gross weight;
- any trailer or semitrailer when coupled together with a power unit would not by CVC 35551 or CVC 35551.5 qualify for 80,000 pounds of gross weight. Tractor and semitrailer combination will require a minimum of 35'6" between axles 2 and 5.

104.1.13 For any motor vehicle or semitrailer with a fixed-load that has equipment or features that can reasonably be reduced to a lesser size or weight unless permitted elsewhere in this manual.

104.1.14 Requested to move during fog or other inclement weather when visibility is less than 1,000 feet.

104.1.15 Extralegal weight will be moved on hauling equipment incorporating fixed in line axles with a dimension greater than 10'0" between the first and last axle on any given unit unless all axles outside the 10'0" dimension are steerable. On tandem axles with spacings greater than 8'0", weight will be restricted to that allowed in the California Vehicle Code.

104.1.16 Front overhang exceeds 30'0" from the bumper or if there is no front bumper from the front of the front tire, or for loads that exceed legal rear overhang unless authorized elsewhere in the manual.

104.1.17 Extralegal weight is requested and the vehicle is equipped with an air or hydraulic operated booster axle system.

104.1.18 Extralegal weight is requested and mixed suspension types are used within any axle group.

When a transportation permit is denied the reason for denial shall be written on the application and returned to the applicant. The pink copy shall be retained for the engineers file.

105 APPEALS

105.1 The following appeal procedures shall apply for applicants who believe they have been denied a permit because of misinterpretation of policy by the Caltrans issuing representative.

105.1.1 Applicant should make every effort to resolve the guideline conflict with the issuing office.

105.1.2 Submit the appeal to the District Permit Engineer.

105.1.3 If the guideline conflict cannot be resolved at the District Permit Engineer level, the applicant may submit written justification and other evidence to the District Permit Engineer for forwarding to the Chief, Transportation Permit Branch Engineer or submit it directly to the Chief, Transportation Permit Branch.

106 PERMIT FORMS

106.1 TRANSPORTATION PERMIT:

106.1.1 Requests for transportation permits shall be made on DOT Form DM-M-P-16.

106.2 TRANSPORTATION PERMIT RIDER:

106.2.1 Any changes to data indicated on the transportation permit after stamped and signed by the Permit Engineer shall be made on Form DMO-M-P-17.

106.3 ATTACHMENTS

106.3.1 Permit Conditions: The publication "Permit Conditions" shall be attached to all transportation permits issued. The latest date of these conditions should be posted at all permit issuing locations to ensure the appropriate edition is being used.

106.3.2 12 Ft. Wide Arterial System: The current edition of this publication shall be attached to the Statewide, 12 Wide O. W. L. annual and the 12 Wide Manufactured Housing annual.

106.3.3 Prohibited State Routes and Pilot Car Requirements for Transportation Permit Number /__ /__/__/__/__/__: The current edition of this publication shall be attached to the 10 wide Manufactured Housing annual and the 10 Wide Unladen Multi-Vehicle Combination annual.

106.3.4 Inspection Reports: Appropriate inspection reports for cranes and fixed load vehicle shall be completed and attached to appropriate annual permits.

106.3.5 100 miles/75 mile Radius Maps: Each district shall have radius maps for attachments to annual permits.

106.3.6 Restrictions: There will be a single statewide list of restricted routes. Each district shall establish a list of appropriate restricted routes from that list to accompany the 100/75 mile radius maps. It is the responsibility of each district to review their routes annually and submit the proposed changes to Headquarters by January 1st of each year. Headquarters shall review these changes and incorporate appropriate changes into the statewide list.

106.4 **How to Complete Permit Forms All persons concerned (owners, transporters, permit services and permit engineers) are responsible for providing complete and accurate information so the extra legal vehicle/load may be moved from origin to destination without incidents to the general motoring public or damage to the highway system.**

106.4.1 Data Required from Applicant

- **Complete name, address, and phone number of the permittee.**
- **Complete and accurate description of the qualifying load and/or vehicle being moved. (i.e., length, width, and height dimensions of the load.)**
- **Complete and accurate description of the hauling vehicle.**
- **The kingpin to the last axle dimension of the semitrailer if moved on a tractor/ semitrailer combination. The kingpin shall be shown as "40' maximum" or exact dimensions if it exceeds 40 feet.**
- **The overall combination vehicle length dimension measured from the front of the power unit to the rear of the last vehicle.**
- **The maximum loaded height measured from the ground to the highest point of the vehicle or load. Show as "legal" if 14'0" or less. Show exact measurement if 14"0" is exceeded.**
- **The maximum width measured perpendicular to the longitudinal centerline of the hauling vehicle from the furthest point on the left to the furthest point on the right. Show the exact measurement or whatever is requested if 8'6" is exceeded.**
- **The maximum overall length measured from the extreme front of the power unit or load, whichever is furthest forward, to the extreme end of hauling**

equipment or load, whichever is furthest to the rear. Show as "legal" unless legal is exceeded. A minimum or maximum dimension may be used for hauling equipment. The exact dimension shall be shown for fixed load combinations.

- The maximum rear overhang measured from the last point of support of the load to the extreme end of the load. Show exact measurement if legal is exceeded.

- The maximum front overhang measured from: the front of the front tires of the vehicle; or, the front bumper of the vehicle, to the extreme end of the load, whichever is applicable. Show exact measurement if legal is exceeded.

- The number of tires on each axle of the hauling equipment if extra legal weight is required.

- The axle spacing measured from the centerline of the first axle to the centerline of the second axle and between centerlines of each following axle if extralegal weight is required. A minimum or maximum dimension may be used for hauling equipment. The exact dimension shall be shown for fix load combinations.

- The maximum axle width measured from the extreme width of the axle or tire on the left side to the extreme width of the axle or tire of the same axle on the right side if extra legal weight is required. Do not measure loaded induced tire bulge. Actual measurements are required. Do not "round-off". Axle width shall be a minimum of 96 inches to qualify for extralegal weight except that dollies used in beam and dolly operations may be allowed a proportionate amount of straight purple chart weight.

  Eight tired axles shall be a minimum of 96 inches wide in order to qualify for the 15 percent bonus and 120 inches wide to qualify for the 25 percent bonus. All tires per axle must be of equal size. Tires must have capacity for the weight requested.

- The axle weight desired for route clearance. This may be either the actual weight known on each axle group or the next highest (green or purple) weight classification used for bridge rating. Weights should be known for short coupled combinations and for short semitrailers.

- The exact origin of the extralegal vehicle or load and the location at which the extralegal vehicle or load enters the State highway system.

- The exact destination including enough information to determine appropriate exit from the State highway system. Any deviation from the most direct route requires justification to the permit engineer issuing the permit. Legal weight permits up to 12 feet wide may include circuitous routing for the delivery of

more than one load. All other permits will normally route the trucker by the most direct route to the destination except the trucker may be routed a short distance or take a reasonably longer route to stay in a company's yard overnight or on a weekend.

- The applicant shall sign and date the permit.

- Applications from permit services shall include the sending and receiving station seal numbers.

- The exact number of trips the applicant wants to make. Up to nine (9) duplicate trips may be made on one application.

106.4.2 Completion by Caltrans

- Exact time and date the permit will be effective unless issued for some day in the future. Then "Sunrise" shall be used in lieu of exact time.

- The date the permit will expire.

- Whether permit movement is authorized on Saturday or Sunday and sunset to sunrise.

- The authorized state highways. This shall include a clear identification of where the permit move enters the state highway system, the continuation of the move after entering the system, exact location of the beginning of any detours, and the exact location where the state route terminates. The asterisks shall be used during the description of the route to identify city or county routes used before entering the next portion of the state system.

- This description shall be clear and accurate to eliminate any confusion to the driver of the permitted vehicle. If necessary it shall include local street names and/or numbers in addition to the city.

- Where several highway junctions are the same, ie., 5/99 at Bakersfield or 5/99 at Sacramento, etc., a geographic location is required. It may take a N.S.E.W. directional description to serve the desired purpose.

- The routing from origin to destination shall also include acceptable state structures when traversing a city or county route that crosses a state highway. The route review shall include the transporters ability to safely move the vehicle/load without excessive inconvenience to the public along with the physical features of the roadway over which the vehicle/load must move. This review shall include, lane width; number of lanes, grade, alignment, super-elevation; structure load carrying capacity; traffic volume and any other feature that may influence volume and any other feature that may influence the specific move being considered.

- Indicate whether pilot car(s) are required. When a pilot car is required from origin to destination, write "Entire Move". When a pilot car is required only on a portion of the move, indicate exact limits of its requirement.

- All attachments shall be listed on the permit.

- The cash, charge or exempt box shall be checked and the amount charged shall be indicated.

- All completed permits shall be stamped with a sequential six digit number and signed by an authorized state representative.

107 BONDING OR INSURANCE

The filing of a security bond or evidence of insurance is not required to obtain a transportation permit. The transporter is responsible for compliance with the "Financial Responsibility Law" of the California Vehicle Code and is liable for any damage to the highway or for personal injury or property damage which may occur while acting under the authority of the permit.

108 ACCOUNTABILITY FOR PERMITS

108.1 TRANSPORTATION PERMIT (Form DM-M-P-16)

108.1.1 The completed form with authorized state representative signature shall be serially numbered for filing and accounting purposes. Permits will be stamped by an electrically operated machine that will identify the district and permit number. Permit numbers will be assigned by the District Accounting Officer. Districts shall keep an adequate supply of pre-numbered permit forms for use if the electric numbering machine is not available.

108.1.2 The original (white) copy of the permit will be issued to the permittee.

108.1.3 The yellow copy will be included with the daily transmittal listing and forwarded to the District Accounting Office for the accounting of collected funds and for billing purposes.

108.1.4 The pink copy will be filed in the District Permit Office for a period of one (1) year for use in resolving any claims that might arise.

108.2 TRANSPORTATION PERMIT RIDER

(Form DMO-M-P-17) shall be issued and accounted for as described in Section 108.1 above.

108.3 DAILY TRANSMITTAL OF TRANSPORTATION PERMITS

A daily transmittal of transportation permits issued shall be made and sent to the accounting section at the end of each day. It shall account for all numbers used on that date for transportation permits and riders. (NOTE: All voided numbers must also be accounted for on this transmittal. The original and the yellow copy of the voided permit must accompany the transmittal to Accounting.)

108.4 DISTRICT ACCOUNTING DEPARTMENT

The District Accounting Department issues the Account Receivable Billing for all transporters who have established a charge account with the District. Transporters receiving an average of 10 permits per month for 6 months may be billed monthly for accumulated permit fees on their request and approval. Interdistrict charges should not be allowed. Transporters shall establish separate accounts in each District.

108.4.1 If payment is not received within the 30 days allowed on the initial billing, the District Accounting Department issues the "1st Follow-up Letter" by registered mail, return receipt requested. This letter notifies the transporter that his permit privileges will be cancelled if payment is not received within 40 days.

108.4.2 If payment is not received within the first 30 days, the District Accounting Department will issue the "2nd Follow-up Letter" by registered mail, return receipt requested, notifying and reminding the transporter of the date on which the permit privileges will be revoked.

108.4.3 If payment is not received within this 70 day time limit, notification will be made to the District Permit Engineer and appropriate suspension of permit privileges will be instituted.

108.4.4 When the billing is finally paid in full and permit privileges are restored, the transporter will not have district credit privileges for a period of at least 6 months and then only upon application and approval.

109 PERMIT FEES

Section 35795 of the Vehicle Code provides that the Department of Transportation may charge a fee for the issuance of transportation permits. The fee schedule shall produce an estimated revenue not to exceed the total cost to the Department for administering the issuance of transportation permits. Permit fees shall be $15.00 for a single trip permit or rider modifying any original permit, $70.00 for an annual permit or a repetitive permit.

All fees for single trip permits and riders issued will be changed even when issued for moves that are cancelled, regardless of the reason the move was not

made. There are no "free" riders due to moves not made due to weather conditions or mistakes made on the original permit unless the mistake was made by Caltrans. The only exception to this is for changing the receiving station number. There shall be no charge for "Direct Crossing" permits issued in accordance with CVC 4006.

110 EXEMPT PERMITS

Permit fees for transportation permits issued to any governmental agency or public entity deriving income through public taxation are exempt from State fees. Permit fees for contract haulers hired by any governmental agency or public entity when responding to or returning from a declared emergency are also exempt.