Notice of Change of Structure Clearance or Permit Rating

Revision and Approval

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Nature of Changes</th>
<th>Approved By</th>
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</thead>
<tbody>
<tr>
<td>0</td>
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<td>Steve Altman</td>
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</tbody>
</table>

Click here for previous versions

Background

This process establishes Structure Construction (SC) roles, responsibilities, and procedures for obtaining and reporting an impending, temporary, or permanent change of structure clearance or permit rating.

The change in clearance or permit rating of a structure can affect the issuance of transportation permits and the routing of oversize and overweight vehicles. The notification procedures for changes in the clearance or permit rating of a structure are addressed in the Caltrans Construction Manual, Section 3-703, Public Safety. The clearance changes addressed by Section 3-703 are not limited to bridge structures, but also include the clearance changes caused by the installation or modification of sign structures. The procedures within this process apply to any changes in existing clearances or permit rating, even if the resulting clearance or permit rating satisfies legal clearance or load limitations. The timely reporting of this information on a statewide basis is essential to maintaining the accuracy of the clearance and permit rating database and ultimately the safety of the traveling public.¹

Process Inputs

1. A physical object (permanent or temporary) encroaching toward or over the traveled roadway.

2. Theoretical vertical and horizontal clearances from authorized falsework shop drawings as stated in Caltrans Falsework Manual, Section 8, Traffic Openings.

3. Changes to a bridge’s permit rating specified in the Contract Special Provisions or by the designer.

Procedure

¹ Deputy Directive 57, Route Information for Oversize and Overweight Vehicles.
1. Review the contract documents for potential temporary and permanent impairments to the travelled way:
   a. Temporary and permanent impairments to the travelled way include impairments to clearances and changes in permit rating.
   b. Typically, these involve construction of overhead sign structures or falsework for permanent structures. However, this can also include less common items, such as temporary containment systems for bridge painting or substructure rehabilitation work requiring a temporary permit load reduction.

   Refer to BCM 8-1.0, Railroads, for temporary construction clearances and notifications for railroads.

2. Discuss Transportation Permits Branch (TPB) notification protocols with the Resident Engineer (RE).

3. Discuss requirements for temporary impairment notifications at the preconstruction conference and with the Contractor as situations arise.

4. For temporary impairments to the travelled way:
   a. Upon receipt of falsework shop drawings or other submittals that temporarily impair the travelled way:
      • Estimate the impending clearance.
      • Complete form TR-0019, Notice of Change in Clearance or Bridge Weight Rating, TR-0020, Notice of Change in Vertical or Horizontal Clearance, or TR-0029, Notice of Change in Clearance or Bridge Weight Rating, as appropriate.
      • Notify TPB at least 15 calendar days prior to construction of the impairment.
      • Notify the affected agency in writing if the clearance change is on a local jurisdiction roadway.
      • Take appropriate action if the measured clearance is less than that previously reported.
   b. Upon construction of the temporary impairment:
      • Verify actual dimensions of clearance.
      • Update form TR-0019, TR-0020, or TR-0029.
      • Notify TPB.
   c. Notify and RE when a temporary impairment is removed when applicable.

5. For permanent impairments to the travelled way:
   a. Follow procedure for construction of the temporary impairment (Step 4b).
   b. Send form(s) for permanent changes in impairments to SC HQ.
6. For temporary changes of bridge permit rating specified in the Contract Special Provisions or by designer:
   a. Notify RE in writing and the Bridge Rating Engineer (BRE) fifteen days before implementing proposed bridge permit rating changes
      • Complete form TR-0019 or TR-0029 as appropriate.
      • Notify TPB.
   b. Notify RE in writing and the BRE within 3 days of rescinding the temporary bridge permit rating.

7. For permanent changes of bridge permit rating specified in the Contract Special Provisions or by designer:
   a. Notify RE in writing and the BRE fifteen days before implementing proposed bridge permit rating changes.
      • Complete form TR-0019 or TR-0029 as appropriate.
      • Notify TPB.

8. Place a copy of all notification forms in the project records.

**Process Outputs**

Completed form TR-0019, TR-0020, or TR-0029.

**Attachments**

None