



State of California  
DEPARTMENT OF TRANSPORTATION  
Traffic Operations, Mail Stop #36  
Office of Truck Services  
Headquarters Transportation Permit Office  
P.O. Box 942874  
Sacramento, California 94274

Business, Transportation and Housing Agency

## 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 916-322-4868 regarding an "policy exception request."