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CHAPTER 1 – General Provisions Relating to Oversize/Overweight Transportation Permits

100 General

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

The California Department of Transportation (Caltrans) has discretionary authority with respect to highways under its jurisdiction and may, upon application and if good cause appears, issue a special permit to operate or move a vehicle or combination of vehicles or special mobile equipment of a size or weight of vehicle or load exceeding the maximum limitations specified in the California Vehicle Code (CVC) pursuant to Section 35780. In Caltrans, the Division of Traffic Operations, Office of Commercial Vehicle Operations, Transportation Permits Office is uniquely positioned to issue these special transportation permits for oversize/overweight vehicles on the State Highway System.

100.1 Permit Eligibility

Permits can only be issued for the movement of loads and/or vehicles when there exists good cause and the loads and/or vehicles are reasonably non-divisible. General guidelines toward divisibility are:

Non-divisible means any load or vehicle exceeding applicable length, width, height, or weight limits which if separated into smaller loads or vehicles would:

1. Compromise the intended use of the vehicle, i.e., make it unable to perform the function for which it was intended.
2. Destroy the value for the load or vehicle, i.e., make it unable to perform the function for which it was intended.

Caltrans Transportation Permits Office has discretionary authority to issue transportation permits. However, permits cannot be issued to circumvent the California Vehicle Code. Permits cannot be used to allow movement of vehicles when placed out of service for size or weight infractions.

101 Uniformity

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

The Caltrans Transportation Permits Office shall conform to the established policies, guidelines,

and rules so that permit application requests are reviewed and processed uniformly. The process of review and approval of transportation permits must be uniform to ensure proper compliance and routing. The use of the proper application forms and accompaniments is essential to ensure uniform understanding of permits by all parties concerned. Uniformity in the data required of the applicant is also necessary.

The Caltrans Transportation Permits Office shall be uniform in issuing the permit so the permittee, California Highway Patrol (CHP), other law enforcement agencies and Caltrans personnel can understand the permit and determine whether the permittee is complying with permit requirements.

102 Office Location and Hours

The office location and hours of the Caltrans Transportation Permits Office are as follows:

- 1120 N Street, Sacramento, CA 95814.
- Office hours: 8:00 am - 5:00 pm, Monday to Friday (Closed on State Holidays).
- During normal office hours, please contact office at (916) 322-1297.

The Caltrans Transportation Permits Office will be closed for business on State Holidays. Please refer to Holiday Information as listed on the Caltrans Transportation Permits webpage for more information.

- Walk-ins by appointment only.
- After-Hour Emergencies:

California Law makes special provisions to accommodate the movement of vehicles/loads when responding to and returning from an "emergency." The California Vehicle Code (CVC) Division 15, section 35002(c), defines an emergency as "[...] a condition which poses an imminent threat of loss of property or a hazard to life, as determined by the public agency charged with responsibility to respond thereto." Refer to the Transportation Permits Manual, Chapter 6: Emergency Moves, for more information.

When permits or verbal authorization are needed to transport equipment to an emergency, the offices listed below shall be contacted.

- To obtain permits from Monday through Friday between 8:00 a.m. and 5:00 p.m., the Caltrans Transportation Permits Office shall be contacted at (916) 322-1297.
- Outside of the above hours, the Caltrans Headquarters Communication Center shall be contacted at (916) 653-3442 or hq.comm.center@dot.ca.gov.
- Failure to apply for a permit in a timely manner does not constitute an emergency.

103 Permit Applications

All transportation permit applications, regardless of the method of submittal, shall be checked and reviewed for completeness and accuracy. All incomplete application requests will be denied and returned to the applicant with an appropriate explanation. Based on the type of permit submitted, applications shall be handled promptly and in the same order as received.

Applications for permits shall be in writing using forms available on the Caltrans website <<https://dot.ca.gov/programs/traffic-operations/transportation-permits/forms>> and submitted in person, by mail, or electronically.

A private permit service must be available to serve the public. 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 all required information which will allow the permits to be processed in a timely manner. Incomplete requests received will be returned to the permit service unprocessed.

Any changes in a transportation permit will be accomplished by the use of a Transportation Permit Rider or the issuance of a new transportation permit. These changes will be processed in the same manner as the original transportation permit.

Proposed routing for "possible future movements" or "for bidding purposes" may be requested. However, the customers are expected to cover the cost for each review. These routes are subject to change due to continual upgrading or downgrading of structure heights and weight ratings from 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 allows. The applicants should be informed of this.

103.1 Requests in Person (At Caltrans Transportation Permits Office)

- In-person visits are available by appointment for Annual permits only.
- Appropriate portions of the permit application shall be filled in by the requesting party. Sample permits designating those portions to be filled in by the requesting party should be posted online on the Caltrans Transportation Permits website.
- For all requests, the printed or electronic documents must (a) be legible, and (b) contain no alterations.
- 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 for Caltrans Facsimile Transmitted Permits

This section was removed as facsimile machines were retired and no longer in use.

103.3 Requests by Mail

- Requests submitted by mail shall use the Caltrans permit application form.
- 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.
- 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.
- It shall be noted that the permit application will be kept on file as proof of signature.
- Request by mail must be accompanied with payment (no cash) unless a Monthly Billing Account has been opened in the permit applicant's name.
- For all requests, the printed or electronic documents must (a) be legible, and (b) contain no alterations.
- All requests must be signed by the requesting party. If the signature is not legible, the name must be printed below the signature.

103.4 Online Submittal after logging into Caltrans Transportation Permit System (CTPS).

- The Caltrans Transportation Permit System (CTPS) (previously known as STARS2), is an electronic method for customers to obtain oversize/overweight transportation permits. CTPS significantly improves turnaround time for customers and streamlines application processing for Caltrans.
- CTPS currently accepts Single Trip, Annual, Repetitive, Variance and Direct Crossing Permit applications. For Single Trip, Variance and Direct Crossing permits, customers can print their approved permits on CTPS. For Annual and Repetitive permits, customers will receive their approved permits in the mail.

CTPS allows customers to use the CalRoute – Route Clearing Database to generate a route. The database verifies the route is clear of any height and/or weight violations. The customer then submits a single-trip application along with their generated route to Caltrans for review and approval. The customer can then print their approved permit application from their CTPS account.

Internet access is required when submitting requests through CTPS.

- For all requests, the printed or electronic documents must (a) be legible, and (b) contain no alterations.
- All requests must be electronically signed by the requesting party. If the signature is not legible, the name must be printed below the signature.

104 Permit Denials

Applications for transportation permits may be denied under the following conditions unless authorized by the Caltrans Transportation Permits Office:

- The load and/or vehicle exceeds transportation permit policy limits.
- Insufficient information is supplied to assure compliance with transportation permit policy.
- The load does not justify the size of the vehicle combination. See Section 111 for more information.
- The applicant or permit service does not provide sufficient information about the vehicle and/or load to determine if a permit is justified.
- The load exceeds maximum authorized width per Chapter 2 of this manual, unless approved by Caltrans Transportation Permits Managers.
- Loads exceeding 135-feet of combination vehicle must be processed as a Variance permit. Width, height and weight restrictions may also apply. See Chapter 4 Variances of this manual for more information.
- The load generates the need for a combination of hauling equipment greater than seven loading groups or some other type of special hauling equipment.
- 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.
- Vehicles traveling on a state highway under a transportation permit, when required to be escorted by a pilot car, are prohibited from travel on these legal Holidays.

New Year's Day (January 1st)

Presidents Day (3rd Monday in February)

Memorial Day (last Monday in May)

Independence Day (4th of July)

Labor Day (1st Monday in September)

Thanksgiving Day (4th Thursday in November)

Christmas (December 25th)

Holiday Travel Restriction Rule: From 4:00 PM to 12:00 AM (midnight) the day before the Holiday and from 12:00 PM (noon) to 12:00 AM (midnight) on the Holiday or days of the Holiday weekend.

Times when travel is allowed: Travel is authorized, subject to 24/7 Policy, from 12:00 AM (midnight) or sunrise to 12:00 PM (noon) during any of the prohibited days or times listed in Transportation Permit Accompaniment “Special Conditions for Holiday Travel”.

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.

- The transporter is currently on suspension for violation of permit requirements or payments of fees.
- For weights or dimensions of a type which can conform to maximum statutory size and weight limits, i.e.,
 - Loads that can be repositioned to stay within statutory size limits (even if different tractor, trailer or vehicle combination will need to be acquired.).
 - 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 qualify for 80,000 pounds of gross weight pursuant to CVC 35551 or CVC 35551.5. Tractor and semitrailer combination will require a minimum of 35'6" between axles 2 and 5.
- 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.
- Movement shall not occur in snow, fog, rain or wind when visibility is restricted to less than 1,000 feet (304.8 meters). Movement is prohibited when road surfaces are hazardous due to rain, ice, snow or frost, or when use of tire chains is mandatory. In addition, manufactured housing shall not move when the velocity of the wind is such that it causes the vehicle being towed to whip or swerve from side-to-side or fail to follow substantially in the path of the towing vehicle. Any accident caused by excessive wind or weather conditions shall be considered a *prima facie* violation.
- Extralegal weight is not authorized on hauling equipment with fixed in line axles greater than 10'-4" spacing, between the first and last axle, unless those axles beyond the 10'-4" dimension are steerable. On tandem axles with spacing greater than 8'-0", weight is restricted to that allowed in the California Vehicle Code.
- 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.
- Extralegal weight is requested, and the vehicle is equipped with an air or hydraulic operated booster axle system.
- Extralegal weight is requested, and mixed suspension types are used within any axle group.
- The request does not comply with Chapter 3 Section 302.7. Tandem Axle Semitrailer.

When a transportation permit is denied, the reason for denial shall be written on the application and returned to the applicant.

105 Appeals

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.

- Submit the appeal to the Caltrans Transportation Permits Office.
- Applicant should make every effort to resolve the conflict with the Caltrans Transportation Permits Office.
- If the conflict cannot be resolved at the Permits Managers level, the applicant may submit written justification and other evidence to the Chief of Commercial Vehicle Operations, Division of Traffic Operations.

106 Permit Forms

106.1 Transportation Permit Application Forms and Rider

Transportation permit application forms and rider are available on Caltrans website.

[<https://dot.ca.gov/programs/traffic-operations/transportation-permits/forms>](https://dot.ca.gov/programs/traffic-operations/transportation-permits/forms)

Any changes to data indicated on the transportation permit after stamped and signed by the Permit Writer shall be made on transportation permit rider.

106.2 Transportation Permit Accompaniments

106.2.1 Transportation Permit Conditions

The publication "Transportation Permit Conditions" shall be attached to all transportation permits issued.

106.2.2 Inspection Reports

Appropriate inspection reports shall be completed and attached to appropriate permits.

106.2.3 Red Route Summary Table

There will be a single statewide list of restricted routes contained in the red route summary table. Each district shall establish a list of appropriate restricted routes to accompany the Annual Transportation Permit. It is the responsibility of each district to review their routes annually and submit the proposed changes to the Caltrans Transportation Permits Office by January 1st of each year. The Caltrans Transportation Permits Office shall review these changes and incorporate appropriate changes into the statewide list.

106.2.4 Electronic Carry and Display

Drivers operating under a Transportation Permit can carry and display the Single Trip Permit, Variance Permit, and all Permit Accompaniments, in either printed from Caltrans Transportation Permits website or electronic form. Drivers must carry original hard copy of Annual and Repetitive Permit. The printed or electronic document must be legible and contain no alterations. The driver can display the electronic document to law enforcement on an acceptable electronic device (such as laptop, tablet, or smartphone).

The operator of the motor vehicle will display the proof required upon demand from any law enforcement officer or commercial vehicle inspector. Law enforcement will determine acceptable electronic devices.

106.3 How to Complete Permit Application Forms

All persons concerned (owners, transporters and permit services) are responsible for providing complete and accurate information so the extralegal vehicle/load may be moved from origin to destination without incident to the general motoring public or damage to the State Highway System.

106.3.1 Data Required from Applicant

- Complete name, address, office phone number of the responsible person or company transporting the permit load or operating the vehicle. Permits are not allowed to be transferred or consigned.
- 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 extralegal 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 fixed 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 extralegal 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 those 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 writer 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 driver by the most direct route to the destination except the driver 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 exact number of trips the applicant wants to make.

106.3.2 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. If night travel is authorized on the face of the permit, the travel time will begin at 12:01 AM.

- The date the permit will expire.
- Whether permit movement is authorized on Saturday or Sunday and sunset to sunrise.
- The proposed route shall be reviewed to ensure that it can be safely traversed by the proposed vehicle/load. The route review shall consider the transporter's ability to safely move the vehicle/load balancing public safety as well as protecting physical infrastructure of the proposed route. The review shall consider lane width, number of lanes, grade, alignment, superelevation, load carrying capacity of structures, traffic volume, other features that may influence traffic volume, and any other features that may influence the specific move being considered. See Section 106.4.3 for route description formatting standards.
- 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 accompaniments 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 display a unique identifier and the name or signature of the approving authorized state representative. A unique identifier is any combination of letters or numbers that uniquely identifies a particular permit.

106.3.3 Standard Routes Description Format

106.3.3.1 General

The following legend applies to the route description shown on the face of the permit. Acceptable abbreviations are listed below:

Ave	Avenue	Mtn	Mountain
Blvd	Boulevard	N/B	Northbound
Cir	Circle	PM	Postmile
Co	County	Pkwy	Parkway
Ct	Court	Pl	Place
Cyn	Canyon	Rd	Road
Dr	Drive	Rte	Route
E/B	Eastbound	S/B	Southbound
Exp	Expressway	St	Street
Fwy	Freeway	W/B	Westbound
Hwy	Highway	Wy	Way
Ln	Lane	*	Permit from another agency may be required

Consecutive State highways shall be separated by a hyphen (-). Direction of travel (N, S, E, W) shall be shown for all authorized State highways in accordance with the above legend. When used as part of a street name, West, East, North, and South shall be spelled out (e.g. – West Birch Ave). Where several highway junctions are the same, ie., 5N – 99N (North Jct) or 5N – 99N (South Jct), etc., a geographic location is required. It may take a N.S.E.W. directional description to serve the desired purpose. When a street name occurs in more than one location along the same State highway, the location shall be clarified by including the city or county-postmile in parentheses (Elm St (Woodland) or Pine Rd (Pla-PM 32.4)). Postmiles should only be used when the intersecting street does not fall within a recognized city or town or when starting or ending at a job site (see Section 106.4.3.2. and 106.4.3.5 below).

106.3.3.2 Beginning of Route

The route begins where the vehicle enters the State Highway System. This may be at an on-ramp, an at-grade intersection, a driveway, or a highway construction job site. If the vehicle enters the State Highway System at an on-ramp or at-grade intersection, a permit from another agency (city, county, U.S. Forest Service, etc.) is likely required.

Examples:

- On-ramps: *from MAPLE ST W/B ON RAMP...
- At-grade intersections: *from MAPLE ST – 101N...
- Driveways: *from 1425 RTE 16 – 16N...
- Job sites: *from JOB SITE AT SF-PM 16.4 – 101N – 80E...

106.3.3.3 Crossing State Routes

A State permit is required whenever an extralegal vehicle/load crosses a State highway.

Examples:

- Crossing at an at-grade intersection: ...* OAK BLVD ACROSS 132 *...
- Crossing over a State highway: ...* SOUTH SYCAMORE AVE OVER 173*...
- Crossing under a State highway: ...* CHERRY RD UNDER 580 *...

When exiting a state highway and immediately crossing under or over the State highway, no other permits are required until the State highway has been crossed. The directional movement takes into account the height and weight carrying ability of the structure.

Example:

- ... 880N to ALMOND LN W/B OFF RAMP *...

When crossing over or under a state highway before entering the State Highway System, the route is written as follows:

Example:

- ... * from ORANGE EXP E/B ON RAMP – 5N ...

106.3.3.4 Detour Via Ramps

A detour via ramps (i.e., exiting the highway at an off-ramp and immediately entering the highway at the on-ramp) is written as follows:

Example:

- ...142E to Exit 37 NORTH OLIVE DR S/B Off RAMP – DETOUR VIA RAMPS – from NORTH OLIVE DR N/B ON RAMP – 142E...

106.3.3.5 End of Route

The route ends where the vehicle exits the State highway system for the last time. This may be at an off-ramp, an at-grade intersection, a driveway, or a highway construction job site. If the vehicle exits the State Highway System at an off-ramp, a permit from another agency is likely required. If the prescribed route ends at an at-grade intersection, a permit from another agency is likely required. If exiting at an off-ramp, the exit name, exit number and street name with direction of travel shall be used. If the exit name and street name are the same then only street name with direction of travel and exist number, if available, is required. For example, an exit sign may say “Arbuckle Exit” or “Exit 567” instead of the street name, in this case the exit information would be used in addition to the street name and direction of travel. If there is no exit number and street name and exit name are the same, then street name with direction of travel shall be used.

Examples:

- Off-ramps: ...005S to ARBUCKLE Exit 567 – PUTMAN RD W/B Exit*
- At-Grade Intersections: ...97S to CO RD 33*
- Driveways: ...13W to 5487 RTE 13*
- Job sites: ...72N to JOB SITE AT ORA-PM 42.3*

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

- The completed form with authorized state representative signature shall be serially numbered for filing and accounting purposes. A unique permit number will be assigned by the Caltrans Transportation Permits Office for each type of permit.
- The original hard copy or electronic version of the permit will be issued to the permittee.

108.2 Transportation Permit Rider

Transportation permit rider shall be issued and accounted for as described in Section 108.1 above.

108.3 Transportation Permits Daily Accounting Report

Daily accounting report for the transportation permits issued shall be generated at the end of the day and sent to the accounting section at the end of each week. It shall account for all numbers used on that date for transportation permits and riders. (NOTE: All skip and voided numbers must also be accounted for on this transmittal. The Caltrans Transportation Permits Office keeps the original and the copy of the skip and voided permits.)

108.4 The Monthly Billing Account

108.4.1 Invoices

The Caltrans Accounting Office shall mail a monthly invoice to Customers who have been approved for and issued a Monthly Billing Account by the Caltrans Transportation Permits Office. The purpose of the Monthly Billing Account is to allow a Customer to charge Transportation Permit fees incurred by the Customer, and to pay the accumulated fees when billed each month.

108.4.2 Late Payment Notices

If payment is not received within 30 days after the date of the invoice, the Caltrans Accounting Office shall send the Customer a letter, notifying the Customer that the account is past due, and must be paid on or before 60 days following the date of the invoice. If payment is not received within 60 days after the date of the invoice, the Caltrans Accounting Office shall send the Customer a second letter, notifying the Customer that the account is past due, and that payment must be made on or before 90 days following the date of the invoice, or the account will then be determined delinquent, and all use of the account by Customer to charge Transportation Permit fees shall be suspended without further notice.

108.4.3 First Suspension

The Customer shall be notified of any suspension of the Monthly Billing Account by the Caltrans Transportation Permits Office. For a first suspension, the account shall remain in suspension until Customer pays all amounts due to the Caltrans on all invoices owing. The account shall be reinstated upon the Caltrans's receipt of all amounts owing as described above. It shall be the responsibility of Customer to document payment to the Caltrans Transportation Permits Office for this purpose.

108.4.4 Second Suspension

If the Monthly Billing Account shall become delinquent and suspended a second time, Customer shall be notified of the account suspension by the Caltrans Transportation Permits Office. Upon this second suspension, the account shall remain in suspension until 3 conditions are met:

- 1) The Customer must pay all amounts due to Caltrans on all invoices owing;
- 2) The Monthly Billing Account shall be suspended for a period of at least 6 months from the effective date of the “Notice of Suspension”; and,
- 3) After the Customer satisfies conditions one and two above, the Customer may submit an application form for reinstatement to the Caltrans Transportation Permits Office. If all conditions have been met, the Caltrans Transportation Permits Office shall send the Customer a “Notice of Second Reinstatement of Monthly Billing Account” by e-mail, which will entitle the Customer to again charge transportation permit fees to the Monthly Billing Account.

108.4.5 Termination

If a Monthly Billing Account becomes delinquent a third time, the account shall be terminated, and Shall not be reinstated at any later time. The Customer shall be notified of the termination of Monthly Billing Account by the Caltrans Transportation Permits Office.

108.4.6 Account Changes or Closure

The Monthly Billing Account application form shall also be used for the reporting by Customer of any change of information. The Customer shall promptly notify the Caltrans Transportation Permits Office of any change in account information, or a closure of the account.

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 \$16.00 for a Single Trip permit or rider modifying any original permit, \$90.00 for an Annual permit or a Repetitive Permit.

The Department will not issue permits or riders free of charge, except for “Direct Crossing” permits issued in accordance with CVC 4006. If a permit or rider contains a mistake made by a Department employee, the Department will invalidate the original transaction and replace the permit or rider at no charge. The Department will not refund permit fees for any reason.

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.

111 Unladen Extralegal Semi-trailers and Semi-trailers with Non-qualifying Loads

The Department will issue Single Trip and Repetitive Permits from Point A (origin) to Point B (destination) for unladen extralegal semi-trailers and semi-trailers with non-qualifying loads under the following conditions:

- The transporter is planning to deliver or has delivered a qualifying load to Point A (origin).
 --or--
- The transporter is picking up a qualifying load at Point B (destination).
 --or--
- Trailers designed to haul specialized loads will be given a permit for a non-qualifying load of the type that the trailer is designed for, or for an unladen vehicle from Point A (origin) to Point B (destination), only if hauling a qualifying load that the trailer was designed for on one leg of their move.
- STAA vehicles will not be considered for this exception, unless the load they will carry cannot be hauled on a California legal vehicle.

The applicant must submit with the permit application a valid permit confirming that one of the above conditions has been or will be satisfied.

See Section 112 for procedures for vehicles travelling without a valid permit.

112 Vehicles Without a Valid Permit

The following procedures apply when a vehicle/load is travelling without a valid permit:

- The vehicle/load qualifies for a transportation permit.
 - 1) The Department will assign compliance points to the transporter in accordance with Chapter 7 of this manual for not carrying a valid permit.
 - 2) The transporter must apply for a permit in accordance with Chapter 1 of this manual. If the vehicle requires an inspection report, the transporter must contact a Caltrans Vehicle Inspector.
- The vehicle/load does not qualify for a transportation permit but could comply following on-site modifications.
 - 1) The Department will assign compliance points to the transporter in accordance with Chapter 7 of this manual for not carrying a valid permit.
 - 2) The transporter will be required to make the necessary modifications, as determined by the law enforcement officer. If the law enforcement officer determines that it is unsafe to make the necessary modifications at that location, the officer may escort the load to a safe location. The Department will verify the adequacy of the proposed route if requested by the enforcement officer.
 - 3) The transporter must apply for a permit (or permits, if necessary) in accordance with Chapter 1 of this manual. If the vehicle requires an inspection report, the transporter must contact a Caltrans Vehicle Inspector.
- The vehicle/load does not qualify for a transportation permit and on-site modifications are not reasonable.
 - 1) The Department will assign compliance points to the transporter in accordance with Chapter 7 of this manual for not carrying a valid permit.
 - 2) The transporter will be required to modify the vehicle/load such that it will qualify for a transportation permit (example – offload and reload onto a qualifying vehicle). If the law enforcement officer determines that it is unsafe to modify the vehicle/load at that location, the officer may escort the vehicle/load to a safe location. The Department will verify the adequacy of the proposed route if requested by the enforcement officer.

- 3) The transporter must apply for a permit (or permits, if necessary) in accordance with Chapter 1 of this manual. If the vehicle requires an inspection report, the transporter must contact a Caltrans Vehicle Inspector. If an unladen vehicle is extralegal size or weight, the Department may issue a permit in accordance with its policy on unladen extralegal vehicles (see Section 111).