



# City of Woodland

## ***Public Works Department***

*300 First Street*

*Woodland, CA 95695*

*(530) 661-5961*

*(530) 661-5844*

*www.cityofwoodland.org*

## **Instructions for Completion of Transportation Permit Form**

**\*Sections to be Completed by Applicant**

- \*1. Name of company or person the permit is issued to.**
- \*2. Address of company or person the permit is issued to.**
- \*3. City, State and Zip Code of the applicant.**
- \*4. Complete phone number of the company/person named on the permit where additional information may be obtained and/or where the area of responsibility lies.**
- \*5. Complete phone number where approved permit will be faxed by the City of Woodland.**
- \*6. Check correct box for move requested.**
- \*7. Complete description of load or equipment to be moved. Where appropriate, use specific model number or serial numbers to complete identification.**
- \*8. Show hauling vehicle description using attached list when applicable. Serial numbers should be shown for vehicles which have an inspection report.**
- \*9. Show actual width of vehicle transporting the load.**
- \*10. This shall apply to all two-vehicle combination and all towed loads where a semi-trailer is used. Write "40' max." unless the transporter requests something different. Dimensions in excess of legal shall be allowed when the load justifies it. Actual dimensions from knob to center of rear axle is required for single trips for manufactured housing if the move is an area designed on the Pilot Car Table with a King Pin restriction over 38'0". Otherwise show as "40' max."**

**It is also applicable to seven (7), nine (9), eleven (11), and thirteen (13) axles where the dimension is greater than that shown on the inspection report. The dimension will help to determine off tracking for use in those tight radius turns where the semi-trailer may run off the road.**

- \*11. The word “*legal*” per CVC 35401 shall be used for all combinations except when the load justifies a combination vehicle length greater than “*legal*.” Permits for single vehicles shall show “*legal*” or actual dimensions.
- \*12. Must be completed for all overweight loads. Number of tires must be correct for weight requested. If more than nine (9) axles, use the “*Rider*” form to complete to the required information.
- \*13. The words “*min*” and “*max*” are allowed at the appropriate times for axle spacing. These words shall not be used unless it is your intent to exempt the applicant from the exact dimensions. Exact dimensions shall be used for all fixed load permits. Permits issued for loads to be moved from a special program such as large scrapers (i.e. 657’s and 666’s) shall show dimensions within the limits of the special scraper program. If more than nine (9) axles, use the “*Rider*” form to complete the required information.
- \*14. Must be completed for all overweight loads. Axle width must correspond to the weight requested. Width shall be measured at the tire sidewalls. If more than nine (9) axles, use the “*Rider*” form to complete the required information.
- \*15. Use one of the following: 1) legal, 2) weights given by the transporter, 3) weights allowed by Caltrans inspection sheets or 4) weights allowed by actual spacing shown on plates 25-3, 25-4, or 25-5. If more than nine (9) axles, use the “*Rider*” form to complete the required information.
- \*16. Show “*legal*” if 14’ or less; otherwise show actual height. Show actual height for manufactured housing.
- \*17. Show “*legal*” if 8’6” or less; otherwise show actual width.
- \*18. Show “*legal*” or actual length if longer than legal.
- \*19. “*Legal*” may be used. If there is a doubt as to what legal overhang is, use the actual dimension given by the transporter. Actual overhang may be needed at times to determine if a pilot car is required.
- \*20. Show weight class as determined by vehicle design and plates 25-3, 25-4, and 25-5. Applicant will leave this area blank if unsure of weight class. City of Woodland will fill in if left blank.
- \*21. Show origin of load (City or area). The on-ramp, cross street, origin address should be supplied on the route requested if known.
- \*22. Must show destination of move (City or area). The off-ramp, cross street, destination address should be supplied on the route requested if known.
- 23. Must show routes the vehicle will take (if the complete routing will not fit in space, use “*Rider*”), check to be sure routing information is clear and makes sense. Spell out names of roads, streets or ramps to help prevent driver error. Asterisks shall be used where appropriate to indicate that authorization to use the City roadways terminates and permits for county roads and/or State Highways are required. It should be used where appropriate at the beginning of the route or end of the route, and anytime a detour is indicated that requires the use of State or county roads.
- 24. Mark “*yes*” or “*no*.” If “*yes*,” indicate the number of pilot cars and clearly identify where needed.
- \*25. Must indicate method of pay.

- \*26. Must be signed on all permits.**
- \*27. Must be dated on all permits.**
- 28. Deleted.**
- 29. Fee must correspond to number of trips authorized (Item 37) times permit (\$16.00). Fee for Repetitive or Annual is \$90.00.**
- 30. Must be signed by an authorized City agent.**
- 31. Must show date signed by authorized City agent.**
- \*32. Applicant must provide a requested route. Show address of origin and delivery site and provide Thomas Guide page and coordinates if known. Requested routes shall be consistent with Chapter V, Routing and Safety Requirements in the Transportation Permits Manual. The routing should be the closest, most direct route available unless the applicant can justify the need for a circuitous routing.**  
  
**Requested move dates may also be used in this area.**
- \*33. Must be shown on all faxed or mailed applications and must be a person of responsibility that can answer all questions regarding the application request.**
- \*34. Fill in all spaces and check appropriate boxes. If the permit is valid on the day it is written, the actual time written shall be used (i.e., if used at 2:00p.m., show it valid at 2:00p.m.) If the permit is to become valid any day other than the day it is written, the word sunrise may be used instead of actual times. If the effective day is the following day and night movement is authorized, show 0001a.m. as the authorized starting time. Use footnote for special conditions for night moving. (3:00a.m. to 6:00a.m., 0001a.m. to 0500a.m. only, etc.) NEVER ISSUE A PERMIT FOR A DAY PRECEDING THE DAY(S) YOU ARE AUTHORIZING AS MOVE DAYS ON THE PERMIT.**
- \*35. All approved permits must be stamped. Make sure the number is legible.**
- \*36. Mark and list all attachments required on the permit. Write in the appropriate curfew map, holiday restrictions, or additional permit conditions, if applicable, and mark the box next to it.**
- \*37. Must indicate number of trips authorized. Repetitive permit may show either “*multi*” or “*unlimited*.”**