



City of San Leandro Police Department



TRANSPORTATION PERMIT PROCEDURE

- The City of San Leandro provides a list of fee-based permit services for information only and the City of San Leandro does not endorse or recommend any permit service and is not responsible for the representation or acts of these companies. Permit services are especially useful to the commercial trucking industry to expedite processing and to coordinate multiple permit applications. Permit services are always optional and never mandatory. The City of San Leandro gives no preferential treatment to permit service companies or their applications. See **Authorized Permit Companies** for a list of permit services.

Transportation permit applications may be received from the applicant either in person, via email, fax or first class mail. The City's goal is to provide a same day service; however, there is a 3 working day maximum for single trip permits and a 14 working day maximum for all other permits.

- All applications are checked for accuracy, complication and to verify that the applicant meets all insurance requirements.

The insurance requirements are as follows:

- \$1 million general liability & \$1 million auto insurance
- The City of San Leandro must be named as additional insured

(Faxed copies are acceptable.)

SINGLE TRIP PERMITS: A single trip permit is valid for a laden and unladen round-trip. The application is checked for height, length, weight, overhang and width specifications, and requested route on application. If the application falls within the following criteria, then the vehicle is deemed acceptable for a single trip permit.

- **WIDTH:** Maximum width is 14' unless authorized by an Engineer or representative of the City of San Leandro. Up to 8'6" is considered legal and anything wider than 12' requires a pilot car. A pilot car may be required for widths greater than 10' as determined by an Engineer.
- **LENGTH:** Maximum length is 135' unless authorized by an Engineer or representative of the City of San Leandro. Up to 40' from kingpin to last axle for double axle is considered legal (combination vehicle length is 65') and anything longer than 40' should be specified on the application. Anything longer than 120' requires a pilot car.
- **HEIGHT:** Maximum height is 17' unless authorized by an Engineer or representative of the City of San Leandro whereupon a written route review is required by applicant. Up to 14' is considered legal and anything taller requires a survey.
- **OVERHANG:** Maximum rear overhang is 35' and maximum front overhang is 30'. Pilot car is required for overhang of 25' or greater.

- **WEIGHT:** The Caltrans Weight Chart should be used as guidelines for allowable weight given axle spacing. The following are general maximums:
 - ♦ **Single Axle:** Up to 20,000 lbs for a single axle (22,500 lbs for 2-axle tow truck) is considered legal. No single axle shall exceed 30,000 lbs.
 - ♦ **Tandem Axle:**
 - 46,725 lbs with 4'-6" axle spacing
 - 58,406 lbs with 4'-6" axle spacing, 10' width, 16 tires.
 - 60,000 lbs with a minimum 5'-9" axle spacing, 10' width, 16 tires.
 - The maximum allowable axle spacing for a tandem axle on a conventional 40' flatbed trailer is 8'-0".
 - ♦ **Tridem:**
 - 51,450 lbs with 9'-0" axle spacing
 - 52,500 lbs with 10'-0" axle spacing

- **SPECIAL WEIGHT LIMITS:** Commercial vehicles over 25 tons are prohibited on the following roadways:
 - ♦ Estudillo Avenue
 - ♦ Dutton Avenue

- **AUTHORIZED ROUTE:** An Engineer or authorized representative of The City of San Leandro shall determine the authorized route. The authorized route shall designate a **specific route** comprised of existing truck routes as much as possible to access the destination. When varying from the truck route, the recommended route shall be along major roadways. The Annual Transportation Permit Map should be used as a guide for allowable routes other than truck routes. Do not route trucks on Fairway Dr over I-880.

COST: The cost for a single trip permit is \$17. The permit will not be issued without receipt of the approved permit fee.

REPETITIVE PERMITS: Repetitive permits are available for hauling non-reducible loads along a specific route to a specific destination for an unlimited number of trips. An additional permit may be required for return trips if the unladen vehicle is over-sized. Repetitive permits are valid for 90 days and are not available for variance loads.

- **WIDTH:** Maximum width is 12'
- **LENGTH:** Maximum length is 90'
- **HEIGHT:** Maximum height is 14'6"
- **ORIGINAL REQUIRED:** The original Repetitive Permit is mailed (not faxed) to the permittee. The permittee must carry the original permit, with all required attachments, in the permitted vehicle. The original permit *shall* be stamped with the following:
 - “REPETITIVE”**
 - “NOT VALID IF FAXED OR COPIED”**
 The stamps *shall* be in **Bold** font and in *Red Ink*.
- **COST:** The cost for a repetitive permit is \$94. The permit will not be issued without receipt of the approved permit fee.

ANNUAL PERMITS: Generally, if the applicant can provide an annual permit granted by the State of California, the City will also consider issuing an annual permit. A copy of the State annual permit must be submitted when applying for an annual permit. All information on the State of California Annual Permit and the City of San Leandro's Annual Permit **must be identical** and the State Permit number must be entered on the City of San Leandro's Annual Permit.

The general guidelines for an annual permit are as follows:

- **WIDTH:** Vehicle width shall be legal width (8'6") and a maximum of 10' to include additional width of 8 tires per axle (i.e. tires will extend beyond trailer width). The loaded width is 12' maximum.
- **LENGTH:** Kingpin to rear-axle (if tandem axle) maximum is 40'. The total maximum vehicle length is 65', with an allowable legal overhang. Auxiliary dollies or jeep combinations are not allowed in an annual permit. The maximum number of axles allowed is 6 axles. Pilot car is required for overhang of 25' or greater.
- **HEIGHTS:** Maximum height is 14' which is legal.
- **WEIGHT:** Allowable weight can be up to bonus purple for 5 axles and straight purple for 6 axles.
- **UNLADEN PERMIT:** An unladen permit is valid for trips without loads. The maximum unladen permit is as follows:
 - **Length:** 125'
 - **Vehicle Width:** 11'
 - **Weight:** All axles legal, gross weight not to exceed 110,000 lbs.
- **AUTHORIZED ROUTE:** The authorized route shall designate a specific route whenever possible. However, travel is permitted on all designated truck routes within the City of San Leandro. Travel **OFF** the designated truck routes requires an additional Single Trip Permit.
- **ORIGINAL REQUIRED:** The original Annual Permit is mailed (not faxed) to the permittee. The permittee must carry the **original permit**, with all required attachments, in the permitted vehicle. The original permit *shall* be stamped with the following:
 - “**ANNUAL**”
 - “**NOT VALID IF FAXED OR COPIED**”The stamps *shall* be in **Bold** font and in **Red Ink**.
In the “**For City Use Only**” area: it *shall* state –
 - “**Travel permitted on all designated truck routes within the City of San Leandro. Travel Off the designated truck routes requires an additional Single Trip Permit**”.
- **COST:** The cost for an Annual Permit is \$94. The permit will not be issued without receipt of the approved permit fee.

***Note:** The original permit attached to the “Transportation Permit Conditions” (and any other required attachments such as Special Conditions for Loads and/or Vehicles Escorted by Pilot Car(s) and Annual Route Map) goes to the applicant and one copy is filed in the San Leandro Police Department / Traffic Division.