



**City of San Leandro
Police Department**



**Instructions for Completion of the
City of San Leandro Transportation Permit**

1. Name of the company or person responsible for transporting the permit load or operating the vehicle.
2. Street address or P.O. Box of responsible company or person.
3. City, state and zip of responsible person or company.
4. Contact phone number where additional information can be obtained should a question arise during the processing of the application or during the duration of the permit.
5. Fax number required for permits issued via fax.
6. Check correct box for move requested.
7. Complete description of load or equipment to be moved. Where appropriate, use specific model number and/or serial numbers to complete identification.
8. Dimensions of the load (L x W x H). For example, 42'0" long, 9'8" wide, 6'5" high.
9. Descriptions of hauling equipment. For example, "3 axle tractor, 2 axle jeep, 3 axle semi-trailer".
- 9a. The special requirements for extra legal Transportation Permit Applications are as follows:
 - For a truck carrying more than 20,000 lbs on the steering axle a VIN# or State Inspection Report is required.
 - Tow Trucks – VIN# Required.
 - Fixed loads that are driven, not towed (for example cranes) – VIN# Required.
 - Tows/Drives – Inspection Report is required for annual permits only.
 - Unladen 7/9 Axle – Inspection Report required.
10. This is the width of the vehicle hauling the load. If the width is 8'6" or less, writing "legal" is preferred. California Vehicle Code Section 35104 specifies vehicles allowed a width of 10' feet.
11. This is the length of the semi-trailer hauling the load. If the semi-trailer is 48'0" or less, writing "48' Max." is preferred.
12. All applications must have an entry in this section. An entry of "Legal" is not acceptable for this section. The following applies to most applications:
 - Single Vehicle: Enter "N/A".
 - Tractor-Semi: Measure from the center of the kingpin to the center of the rear-most axle.
 - Truck-Trailer: Enter "N/A".
 - Manufactured Housing: From the hitch, including draw bar length, to the center of the rear-most axle.
 - Heavy Haul: 7, 9, 11, 13 axle combinations should measure from the center of the kingpin to the rear-most axle of the load-carrying trailer.

- Other: Any other applications such as double wide dolly configurations should enter “N/A”.
13. The actual length of the vehicle and/or vehicle combination from the most forward portion to the most rear portion. This length does not include overhanging portions of a load.
 14. If the application does not involve extralegal weight, leave this section blank. Number of tires must be correct for weight requested. If more than 9 axles are used, use Transportation Permit Rider form.
 15. If the application does not involve extralegal weight, leave this section blank. Allowable weight is determined by the spacing between axles in a group. Generally, as the spacing increases, so does the allowable weight. Enforcement is to the nearest inch. Consequently, it is important that accurate distance in feet and inches are entered in these spaces. The first entry will be the spacing from the center of axle one (steering) to the center of axle two. The next entry will be from the center of axle two to the center of axle three and so on.
 16. If the application does not involve extralegal weight, leave this section blank. For weight applications, provide the axle width to the nearest inch measured at the tire sidewalls.
 17. If the application does not involve extralegal weight, write the word “Legal” on this line. Show the exact axle group weight or the corresponding maximum axle group weight from the Caltrans Weight Charts (Orange, Green and Purple).
 18. This entry is mandatory for all applications. Enter “Legal” if 14’0” or less as measured from the pavement surface to the highest point of the load or vehicle. If greater than 14’0” - enter the actual height in feet and inches. Annual permit maximum is 14’0”.
 19. This entry is mandatory for all applications. Enter “Legal” if 8’6” or less. If greater than 8’6” - enter the widest dimension of the vehicle or load, whichever is greater, in feet and inches. Annual permit maximum is 12’0”.
 20. This entry is mandatory for all applications. The dimension should be in feet and inches. “Legal” is an acceptable entry.
 21. This entry is mandatory for all applications. The dimension should be in feet and inches. Measurement is from the last point of support to the end of the load for rear overhangs, and it is from the front bumper to the end of the load for overhangs. “Legal” is an acceptable entry.
 22. The Weight Class indicates the Caltrans Weight Chart categories (Orange, Green and Purple).
 23. This entry must be as specific as possible to show the origin of load.
 24. This entry must show the destinations of the load.
 25. **To be completed by City personnel or agent only. Do not write in this space.** An asterisk is used to indicate when State and/or County permits are required. Typically, the routing will start or end with an asterisk. The applicant is cautioned to verify their routing with a map and if there are any questions, contact City personnel who signed the permit.

26. **To be completed by City personnel or agent only. Do not write in this space.** If “No” is checked, a pilot car is not required. If “Yes” is checked, the Special Conditions for Loads and/or Vehicles Escorted by Pilot Car(s) will be indicated as an attachment. The number of pilot cars and the routes they are required on will be indicated in this section.
27. Provide credit card or credit information. If cash, write “Cash”.
28. Must be signed by applicant or agent.
29. The date of when the application is submitted to the City for processing.
30. Provide credit card expiration date for credit card transactions.
31. The fee is dependent upon the type of permit. Annual and repetitive permits are \$90 and single trip permits are \$16 for each trip completed.
32. Indicate the number of trips desired under this permit in the space provided.
33. **To be completed by City personnel or agent only. Do not write in this space.** Must be signed by City personnel or agent completing the permit. **The permit is not valid unless signed.**
34. **To be completed by City personnel or agent only. Do not write in this space.** Date completed and signed by City personnel or agent.
35. Provide as much information as possible for desired routing. Use a second sheet if necessary.
36. Provide the name of the person that can be contacted for additional information while the application is being processed or during the duration of the permit.
37. **To be completed by City personnel or agent only. Do not write in this space.** City personnel or agent will mark the appropriate attachments on the face of the permit. **The permit is not valid without these attachments.**
38. Provide when the permit is requested for travel. Include special conditions such as weekend movement or night movement.
39. **To be completed by City personnel or agent only. Do not write in this space.** The permit number is a unique number which is used to verify the authenticity of a permit.