

Transportation Permits

Transportation permits are over-the-counter permits. They are required for all vehicles or loads that exceed the limits of a legal load. The City's Master Fee Schedule defines the limits of a legal load as 12' wide, 14' high, 65' long and/or 80,000 gross pounds. Any vehicle or load exceeding any one of these measurements requires a transportation permit.

Fees

- Single trip (\$16)
- Move a house, single trip (\$55)
- Annual permit (\$90)
- Emergency permit (\$32). Emergency permit fees shall be in addition to any other applicable fines.

Insurance - Transportation permits require a certificate of insurance (COI) naming the City as certificate holder and as additional insured with insurance limits per City requirements.

- COI must include Automobile Liability insurance with a limit no less than \$1,000,000 per accident for bodily injury and property damage.
- Check the insurance certificate for coverage expiration dates. Must not be expired.
- Check the AM Best's rating for the insurance provider and write it on the COI.
 - The insurance company should have an insurance rating of A- or better; however, we will accept a B rating if that's all they can get.
 - If moving a house, a B rating is not acceptable without written (or email) approval from Risk Management.
 - The insurance company must be domiciled in the USA.
- Place a copy of their COI in the binder labeled 'Transportation Insurance' (located under the front counter) if a current copy is not already there.
- The applicant should provide an original COI, not a faxed copy. If we have the original (but expired) insurance certificate in the insurance binder, we will accept a faxed current certificate only once. Put it in the binder with the date it was used; otherwise, they must provide the original insurance certificate.

Route restrictions

- Fourth Ave. ('E' St. – 'H' St) - Due to median widths, **if the load is wider than 20' and if the route proposes to use Fourth Av between 'E' St and 'H' St**, they shall detour off of Fourth Av between 'C' St and 'H' St.
 - Type the following statement on the permit under the space for 'Authorized Streets':
FOURTH AV BETWEEN 'E' ST. AND 'H' ST IS OFF LIMITS. DETOUR SHALL USE FOURTH AV - 'C' ST – BROADWAY – 'H' ST – FOURTH AV (OR VICE VERSA).
- Fourth Ave. south of 'L' St. - Oversize loads may not be allowed due to pedestrian signals at or near Westby St., Orsett St. and Tremont Street. Traffic Engineering review and approval required if they propose to travel in this area.
- Broadway south of 'L' St. - Oversize loads are not allowed due to median widths.
- Freeway under/over crossings - Check the transportation insurance binder for current State Dept. of Transportation 'Notice of Change in Clearance or Bridge Weight Rating' notices. If the proposed route is affected by the restrictions on the notice, write on the permit '**See clearance restrictions attached**' and staple a copy of the clearance notice to the permit.

General Conditions

- Inform the applicant that they shall contact the City's Traffic Signal staff (Rob LeClaire, 619-397-6163) sufficiently in advance of the move to ensure that the move is completed without damage to City traffic signals, signs and/or other City equipment.
- Call the applicants attention to the general and standard special conditions on the back of the Transportation permit form and to the special conditions that you add to the permit.
- Vehicles and/or loads >13' wide, >16' high or >100' long require Traffic Engineering review and approval.

Single Trip Permits

- If moving a house or mobile home, see the section below.
- 5 working days is the maximum time period allowed for a single trip permit.
- If the width is > 12' a pilot car is required. Check the 'yes' box for pilot car.

Move a house or mobile home - A Transportation permit shall not be issued:

- Unless a building permit for the move has already been issued, and
- Until the applicant proves that they have deposited a bond with the Building Division for the move.
- Get written approval by email (or in writing) from Risk Management if the insurance company for the certificate of insurance only has a 'B' rating. NEVER take the applicant's word that Risk Management says the insurance certificate is okay for the 'B' rating. Staple the email from Risk Management to the insurance certificate and place in the 'transportation insurance' binder under the front counter.

Annual Permits

- Annual permits shall not be issued for loads >12' wide or >14' high or >100' long.
- Annual permits shall not be issued to move houses or mobile homes.
- If the weight exceeds the limits in the CA Vehicle Code by more than 25%, then the move shall be subject to additional route restrictions as required by the City. See CA Vehicle Code (Div. 15) for weight limits per axle starting with Section 35000 and Ch. 5 Section 35550.
- Type the following statement on the permit in the space for 'Authorized Streets': **FOR APPROVED CITY OF CHULA VISTA TRUCK ROUTES.**
- If their certificate of insurance expires before the permit expires, type the following notice on the permit: **IF THE UPDATED INSURANCE CERTIFICATE IS NOT RECEIVED BY _____, THIS PERMIT IS NULL AND VOID.** Fill in the expiration date of the insurance coverage as the date the permit is void.

General Notes

- Make sure they sign and date the transportation permit at the bottom of the form.
- Validate the transportation permit (validation stamp) when you process payment.
- If you need an account number to process payment, use account 2150.
- A transportation permit application can be faxed to the City if the applicant (or a permit runner) comes in and fills out the permit form (from the fax) at the front counter.
- We can mail the transportation permit to them if they give us a self-addressed stamped envelope.
- Charge your time to PA004

Distribution:

- Applicant
- Police Dept.
- Counter – drawer under the slot for project creation forms
- File – send to PA004 (scan and file)