



## City of Duarte

COMMUNITY DEVELOPMENT DEPARTMENT  
1600 Huntington Drive  
Duarte, CA 91010  
Tel No. (626) 357-7931 Fax No. (626) 358-0018  
www.accessduarte.com

## Instruction for Completion of Transportation Permit Form

**Cost: \$15.00 for a day permits**  
**\$100.00 for a year permits**

Applicant to fill out the following information:

1. Name of company or person permit is issued to.
2. Address of company of person permit is issued to.
3. Street address or P.O. Box, city, state and zip code.
4. Complete phone number of company/person named on permit where additional information may be obtained and/or where the area of responsibility lies.
5. Check the correct box for requested permit.
6. Complete description of load or equipment to be moved. Where appropriate, use specific model number or serial numbers to complete identification.
7. Provide hauling vehicle description. Attach additional sheets if more space is needed. Serial numbers should be shown for vehicles that have an inspection report.
8. Kingpin to last axle: shall apply to all two-vehicle combinations 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. Annual and single trip permits for manufactured housing shall show the word "variable"
9. Combined vehicle length: The word "legal" per CVC 35401 shall be used for all combinations except when the load justifies a dimension greater than "legal." Permits for single vehicles shall show legal or actual dimensions.
10. Number of tires per axle: must be completed for all overweight loads. Number of tires must be correct for weight requested. If more than 9 axles are used, attach additional sheets with the appropriate information.
11. Distance between axles: allows for the words "min" and "max" 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 special program such as large scrappers and shall show dimensions within the limits of the special scrapper program.



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12. Width of axles: must be completed for all overweight loads. Axle width must correspond to the weight.
13. Maximum allowable weight: use one of the following:
  - 1) "legal"
  - 2) weights given by the transporter
  - 3) weights allowed by Caltrans inspection sheets
  - 4) weights allowed by actual spacing\*authorized weights cannot exceed tire capacity.
14. Loaded height: show "legal" if 14' or less, otherwise show actual height. Show actual height for manufactured housing.
15. Loaded width: show "legal" if 8'-6" or less, otherwise show actual width.
16. Overall loaded length: show "legal or actual length if longer than legal.
17. Loaded overhang: "legal" may be used, however if there is doubt as to what the 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.
18. Weight class: must be completed for all overweight loads. Number of tires must be correct for weight requested.
19. Origin: show origin of load (city of area). The on ramp, cross street, origin address is to be supplied on the route request.
20. Destination: show destination of load (city or area). The off ramp, cross street, destination address is to be supplied on the route request.
21. Applicant signature & date: applicant to sign and date the appropriate place.
22. Fee: fill in the appropriate fee \$15.00 for a day permit, or \$100.00 for a yearly permit. If application is mailed see directions below.
23. Requested Route: Specify origin address, on ramps, streets, off ramps, cross streets and destination address.
24. Contact Person: First and last name, printed.

If application will be mailed include a check or money order for the appropriate amount payable to the *City of Duarte* and mail to the following address: **City of Duarte Community Development – Engineering Dept. 1600 Huntington Dr. Duarte, CA 91010-2592.**