



**APPLICATION FOR PERMIT TO MOVE A HOUSE OR AN EXTRA-LEGAL LOAD**

This packet has been assembled to provide you with the necessary forms and information that you will need to apply for moving a building or an extra-legal load.

If this permit is for moving a building, please be sure to read the pamphlet entitled "Permits to Move a Building" enclosed. All conditions outlined therein must be satisfied in the order stated before the Public Works Department can begin to process the Transportation Permit.

If all conditions from the Department of Conservation and Development and the Public Works Department have been satisfied, the permit application will be accepted for review.

Each form must be clearly and completely filled out in order to be processed. Incomplete forms will be returned. All parties listed must be notified by the Applicant before he/she signs the "Transportation Permit Agency Notification Form" which allows those interested parties to move or protect their property.

After the fees, bonds, route survey and application forms have been accepted by the Public Works Representative at the Application and Permit Center, and the Applicant has supplied an insurance rider from his/her insurance company which names Contra Costa County as an additional insured, the route will be evaluated, and a permit will be issued if the Public Works Department determines the move can be accomplished safely.

Allow seven to ten working days for this process to be completed. It is the responsibility of the Applicant to provide adequate processing time to meet his schedules.

Contra Costa County Public Works Department Fee Schedule (Effective October 12, 1998)

House Move Review Deposit	\$500.00	Time and materials
House Move Inspection Deposit	\$500.00	Time and materials
Extra-legal load permit fee	\$16.00	Fee set by Caltrans
Extra-legal load Review Deposit	\$500.00	Time and materials
Extra-legal load Inspection Deposit	\$500.00	Time and materials
Extra-legal load permit fee	\$16.00	Fee set by Caltrans

A cash bond may be required on any permit.

If you have any questions, please contact the Public Works Representative at the Application and Permit Center. The telephone number is (925) 674-7744.



**AGENCY NOTIFICATION FORM**

I hereby certify that I have notified and received consent of each of the affected utilities, public agencies, or other interested parties indicated below, to allow them to provide any necessary protective action, or as required by law under Sections 1002-4.006, 1002-4008 of the Contra Costa County Ordinance Code, Chapter 1002-4, Public Works and Flood Control, or as specified in the attached *Ordinance Specifications for Transportation Permits and House Moving Permits*, Section 2, Application Requirements.

Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

**California Public Utilities Commission** (Or CAL-T# \_\_\_\_\_ )

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Location: \_\_\_\_\_

Phone: \_\_\_\_\_

**California Highway Patrol**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Location: \_\_\_\_\_

Phone: \_\_\_\_\_

**Contra Costa County Sheriff's Department**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Location: \_\_\_\_\_

Phone: \_\_\_\_\_

**Contra Costa Fire Protection District**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Location: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Pacific Gas and Electric Company**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Location: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Pacific Bell**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Location: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Cable Television:** \_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Location: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Railroad:** \_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Location: \_\_\_\_\_  
Phone: \_\_\_\_\_

**School District:** \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Location: \_\_\_\_\_

Phone: \_\_\_\_\_

**Post Office**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Location: \_\_\_\_\_

Phone: \_\_\_\_\_

**Local Jurisdictions (Cities):** \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Location: \_\_\_\_\_

Phone: \_\_\_\_\_

**Other:** \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Location: \_\_\_\_\_

Phone: \_\_\_\_\_

**Other:** \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Location: \_\_\_\_\_

Phone: \_\_\_\_\_

## **CONTRA COSTA COUNTY PUBLIC WORKS DEPARTMENT TRANSPORTATION PERMIT CONDITIONS**

### **Authority**

Under the appropriate authority of Division 15, Chapter 5, Article 6 of the California Vehicle Code (CVC), the Public Works Department may, at its discretion upon application and if good cause appears, issue special permits to operate or move a vehicle or combination of vehicles or special mobile equipment of a size or weight of vehicle or load exceeding the maximums specified in the CVC. Except as specifically provided herein, the requirements of the CVC, including vehicle registration requirements, signing (CVC 27900) and other applicable laws, must be complied with in all particulars.

### **Possession of Permit:**

This permit shall be carried in the vehicle to which it refers at all times while the vehicle is being moved within the highway limits, and shall be open to inspection by any peace officer, traffic officer, authorized agent of the Public Works Department, or any other officer or employee charged with the care and protection of such highways (CVC. 35783).

### **Definition:**

Per CVC 320.5 An "**extralegal** load" is a single unit or an assembled item which, due to its design, cannot be reasonably reduced or dismantled in size or weight so that it can be legally transported as a load without a permit as required by Section 35780 (CVC).

### **Responsibility of Permittee:**

The permittee shall be knowledgeable and in compliance with all applicable California as well as County conditions, requirements, and laws for the use of County roads and highways and in particular movement of extralegal vehicles and/or loads.

### **Permit Conditions**

#### **1. Validity of Permit**

This permit is valid only for movement on the assigned County Maintained Streets under the jurisdiction of the Public Works Department and on alternate routes and detours signed as such and approved by the State and/or City permits where appropriate must be secured for travel on roads and streets under their respective jurisdictions unless otherwise specified on this permit.

#### **2. Void Permit**

This permit is null and void and hereby declared non-existent

- a. if any portion, part or section is illegible.
- b. if it is not signed by an authorized representative of the Contra Costa County Public Works Department.
- c. if any portion, part or section has been altered or if an attempt to alter is apparent.
- d. if used to represent proper authority for carrying a load and/or moving a vehicle which is not specifically described on the face of the permit.
- e. if used to represent proper authority for carrying a load or moving a vehicle by any company, crew, or equipment not specifically named or organizationally related to the company, agency, or firm to which the permit was issued.
- f. if presented without the attachments firmly affixed that are, specifically, named and required upon the face of the permit.
- g. if used to represent proper authority for carrying a load or moving a vehicle before and/or after the times and dates authorized.

#### **3. Permittee Agreement**

Acceptance of this permit constitutes an agreement by the permittee to observe and comply with all of the general and specific conditions on the face of the permit and attachments thereto.

The use of this permit is prima facie evidence that the driver has checked the load and/or vehicle and knows it to be within the limits as set forth hereon and has verified the routing accuracy. The vehicle and/or load authorized under this permit is subject to inspection by representatives of the Public Works Department and costs of such inspection shall be borne by the permittee.

#### **4. Repair of Damage**

In accepting this permit, the permittee agrees to repair at his own expense and to the satisfaction of the Director of Public Works Department any damage to highway appurtenances or structures resulting from travel under this permit. Notwithstanding, work or repair may be done by Public Works Department forces at the option of the Director of Public Works, the cost to be borne by the permittee. In the event of damage to County highway facilities such as bridges, traffic signals, light standards and other appurtenances, a written report must be filed with the Department within 72 hours after such damage has been done. Failure to make this report will be considered cause for cancellation of all permit privileges pending a satisfactory arrangement with the Department for repair or replacement of the damaged facility.

**5. Liabilities**

The permittee is responsible for all liability for injury to, or death of any person, or damage to property which may occur through any act or omission of either the permittee or Contra Costa County arising from the issuance of this permit. In the event any claim, suit or action is brought against Contra Costa County, its officers, employees or agents thereof, by reason of, or in connection with any such act or omission, permittee shall defend, indemnify, and hold harmless the County, its officers, employees or agents from such claim, suit or action.

**6. Overhead Clearance**

When height of load exceeds legal limit, it becomes the responsibility of the permittee to check all underpasses, over-crossings, bridges, overhead wires or other structures for impaired vertical clearance and to bypass or arrange clearance at such locations.

**7. Reducible loads**

This permit is issued for the movement of an "Extralegal Load" as defined in CVC. 320.5 when loaded at its least dimensions. This permit is automatically canceled if the permitted dimensions and weight can be reduced to legal limits by repositioning and/or practical removal of a part, portion, or unit therefrom. This permit does not authorize extralegal weight if the load can be repositioned to stay within legal axle or axle group weights authorized in CVC 35551 or 35551.5. If the load cannot be repositioned, the weights shown on the permit are authorized. Other items may be hauled in addition to the permitted item provided they do not exceed the dimensions of the vehicle or permitted item (whichever is greater) and the loaded vehicle is of legal axle and gross weights. Overheight permits shall not be issued for items transported on a conventional flat deck trailer unless the deck is needed to support a long fragile load or a long load that would cause unbalanced axle group weights.

**8. Tire Capacity**

Tires on permitted vehicles shall comply with the California Code of Regulations Title 13, commencing with Section 1085 of Article 14. Permitted axle or axle group weights shall not exceed the rated capacity marked on the tire sidewall.

**9. Booster Type Axles**

A booster axle is an axle, generally, having an air or hydraulic cylinder suspension system that can be actuated independently to assume a portion of the weight that would otherwise be carried by adjacent axles. Booster axles and add-on or "Joe Dog" axles shall not be used in the movement of overweight permit loads.

**10. Traveled Way**

Where practical, the vehicle shall be kept in the far right lane of the highway and shall not encroach on highway shoulders except where necessary to allow trailing traffic to pass.

**11. Movement During Darkness**

"Darkness" is defined in Section 280 of the CVC as being "... any time from one-half hour after sunset to one-half hour before sunrise...". Reference to "sunset" and/or "sunrise" on the face of the permit includes this said one-half hour grace period before and after sunrise and sunset. Movement is not allowed when visibility is less than 1,000 feet.

**12. Holiday Movement**

Unless authorized on the face of this permit, movement is prohibited on the following holidays (or any of these holidays falling on a weekend and celebrated on a weekday): New Years Day, Washington's Birthday (3rd Monday in February), Memorial Day (Last Monday in May), Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. When one of the above listed holidays falls on Monday or Friday, permit movements will not be allowed on the holiday, nor on the immediately preceding or following weekend, unless authorized on the face of the permit. Restriction on the time of move may be imposed on certain highways where, due to a holiday, a substitute increase in traffic volume is recorded. Alternate routes should be used where available.

**13. Moving in Inclement Weather**

Movement shall not occur in snow, fog, rain or wind when visibility is restricted to less than 1,000 feet. Movement is prohibited when road surfaces are hazardous due to rain, ice, snow or frost, or when use of tire chains is mandatory. No moving shall be done when the velocity of the wind is such that it causes the vehicle being towed to whip or swerve from side-to-side or fail to follow substantially in the path of the towing vehicle. Any accident caused by excessive wind or weather conditions shall be considered a prima facie violation of this condition.

**14. Movement in Convoy**

Movement in convoy shall not be permitted unless specified on the face of the permit.

**15. Load Signs**

All loads or vehicles being moved on County Maintained Streets which exceed 8'-6" in width, 80' in length, or more than 10' of overhang shall display appropriate warning signs.

Signs shall be posted on front and rear and shall read "LONG LOAD" or "OVERSIZE". The "LONG LOAD" sign shall be used whenever overall length exceeds 100 feet. The "OVERSIZE" sign shall be used for shorter lengths and other oversize features. The more definitive signs reading "WIDE LOAD", "LONG LOAD", "OVERSIZE LOAD", "EXCESSIVE FRONT OVERHANG" or "EXCESSIVE REAR OVERHANG" may be substituted for the "OVERSIZE" sign when appropriate. The "LONG LOAD" sign shall have preference when length exceeds 100 feet and other oversize features exist. The lettering shall be a 10-inch minimum height with a 1-5/8-inch minimum brush stroke, and a minimum 1-inch margin all around. All signs shall be black letters on a yellow background, mounted at least 18 inches above the road surface front and rear. Signs shall be neat, clean, legible, mounted securely and visible from straight ahead or behind and to 45-degree either side thereof.

**16. Pilot Car and Equipment**

It shall be the responsibility of the permittee to ensure that pilot car vehicles and operators are equipped and briefed as to their duties prior to movement. Pilot cars shall be single vehicles with a minimum of 60 inches in width, and may operate with a nondestructive vertical clearance measuring device with height in excess of 14 feet.

Pilot cars shall be equipped with:

- a. one each STOP/SLOW sign paddle;
- b. one each orange vest, shirt or jacket;
- c. one each red hand flag (24-inches square);
- d. two-way radio communication between the pilot car(s) and the transporting vehicle.
- e. top-mounted flashing amber warning light(s). The light(s) shall be visible to the front when leading and to the rear when following, and shall be operated at all times when escorting a permit move. Lights shall be removed or covered with opaque material when not escorting movement described on Permit (25270 C.V.C.).
- g. red warning flag on each side of vehicle. The flags shall be a minimum of 16-inches square, and shall be mounted so as to be visible from both the front and rear of the vehicle. The flags shall be removed or covered when the vehicle is not operating as a pilot vehicle.
- f. neat, clean and legible sign(s) visible from straight ahead or behind and to 45-degree either side thereof. The bottom of the sign(s) shall be a minimum of 48 inches above the ground. The sign shall read "OVERSIZE" when viewed from the front or rear. The more definitive signs reading "OVERSIZE LOAD", "WIDE LOAD", or "LONG LOAD" may be substituted for the "OVERSIZE" sign when appropriate. The sign shall have a bright yellow background with black lettering and have a minimum of projected area of 440 square inches. The lettering shall have a one-inch minimum brush stroke with a six (6) inch minimum projected letter height.

**17. Pilot Car Location and Responsibility**

When required a permit shall list all streets where pilot car(s) are required.

A pilot car shall:

- a. precede the load on two- or three-lane conventional roads and follow on four or more lane conventional highways and divided highways. When two pilot cars are required, one shall precede and one shall follow;
- b. remain right of the centering of the roadway at all times except when prevented by the physical limitations of the highway. The use of a pilot car does not grant to the permittee the right to pre-empt the opposing traffic lane. When it becomes necessary because of physical limitations of the highway to use a portion of the opposing traffic lane, the permit move shall not occupy that lane until it has been advised by the pilot car that the lane is clear of all on-coming traffic. Opposing traffic is not to be stopped, except in extreme emergencies. It shall be the responsibility of the permit move to stop safely and wait until the opposing lane is free of traffic before proceeding.
- c. maintain proper interval between load and the pilot car to allow passing by other traffic.

A pilot car shall not:

- d. impede or pre-empt opposing traffic;
- e. tow another vehicle while being used as a pilot car
- f. display the STOP/SLOW sign paddle out of the window of a moving vehicle;
- g. stop opposing traffic except in extreme emergencies;
- h. convoy more than one load at the same time;

When necessary to post a flagger in order to warn and direct traffic, the flagging shall be done in accordance with Title 8, Sections 1598 and 1599 of the California Division of Occupational Safety and Health Construction Safety Orders and the Manual of Uniform Traffic Control Devices, California Supplement. Flaggers shall not be less than 18 years of age.

**18. Manufactured Housing Axle Weight**

Axle weights for "Manufactured Housing" (VC 387) shall not exceed 6,000 lbs. per axle.

**19. Manufactured Housing - Tow Vehicle**

Tractor units towing manufactured housing is defined in C.V.C. 387 that exceed legal width and up to 12 feet width shall be equipped with dual rear wheel and shall have an unladen weight as defined in C.V.C. 660 of not less than 6,500 lbs.

Tractor units towing manufactured housing exceeding 12 feet in width shall be equipped as required above with an unladen weight as defined in C.V.C. 660 of not less than 9,500 lbs.

**20. Open Side Covering**

Open sided units shall be covered by plywood, hard board or other rigid material. In lieu of rigid material, suitable plastics, or other flexible material may be used. Billowing or flapping of plastic or flexible side covering in excess of 6 inches in any one place will not be permitted.

Units open on both sides, such as used for temporary schools, warehouses, offices, etc., may be moved empty with no side covering.

**21. Tow Cars**

Disabled legal vehicles or legal combination of vehicles may be towed on County streets to the nearest appropriate place of repair or to the nearest secure storage area that is appropriate for the vehicles or lead, whichever is closest and most accessible. It is not the intent of this permit to allow these combinations to be towed to their ultimate destination for convenience, unless that destination meets the above criteria.

Disabled legal vehicles or combination of vehicles, when connected to a tow care may exceed legal gross weight. When one end of a truck or truck tractor of legal weight is elevated by a tow care, the drive axles, the tow car and/or the drive axle or axles of the disabled vehicles may exceed legal axle or axle group weight limitations. If any axle or axle group exceeds legal weight, movement is limited to the routes or area shown on the attachment.

**22. Towing Permit Loads and/or Vehicles**

Disabled extralegal vehicles or extra legal combination of vehicles whose movement is authorized by a transportation permit or any disabled legal vehicle or legal combination of vehicles which because of damage has incurred distortion in width or height thereby causing an excess in legal dimension may only be moved at the direction of a peace officer. Disabled overweight permit vehicles/loads shall only be authorized movement by a peace officer to a point where the highway has been safely cleared. Movement of the permit vehicle/load beyond this point shall be completed under the authority of a City, County or State transportation permit, whichever is applicable. Single trip permits for towing permit vehicles shall require reduction of the disabled combinations to the least dimension possible.

**23. Vehicle Manufacturer's Recommendations**

By using a transportation permit for the transport of extralegal loads issued by the County of Contra Costa Public Works Department, the hauler is responsible for complying with all the vehicle manufacture's recommendations and assumes all liability.

**24. Permit Accuracy and Proposed Routing**

The permittee shall be responsible for the accuracy and completeness of the proposed routing, and for obtaining any required City and/or State permits and/or other rights of entry for those portions of the route which are outside of the jurisdiction of the County. The permittee shall be responsible for assuring that the actual vehicle/vehicle combination/load is within the maximum permitted dimensional limits described on the face of this permit and for verifying that the proposed route shown on the face of this permit will provide adequate horizontal and at least three (3) inches vertical clearance for the said vehicle/vehicle combination/load. The actual vehicle/vehicle combination/load is not required to be as large as the permitted dimensions.

**25. Route Survey**

All vehicle/vehicle combinations/loads exceeding 15' in height require a route survey to be performed prior to the issuance of the permit. The permittee shall complete Attachment 5 "Route Survey Form" and submit it to the County with the transportation permit.

**25. Building Permit Required**

Any mobile home, modular building, office trailer, building or structure requiring a Building Permit (as determined by the Contra Costa County Building Inspection Department) moved onto private property within the unincorporated areas of the County shall have a valid Building Permit number from the County Building Inspection Department prior to the issuance of the transportation permit. The Building Permit number shall be written on the face of the transportation permit form.

**26. House Moves**

The movement of a building or structure on dollies, or on a vehicle exceeding a loaded height of 15' or loaded width of 15' requires a House Move Permit and a Building Permit and is not authorized to be moved by a standard County transportation permit.

**27. Insurance**

The permittee shall provide an acceptable certificate of insurance naming Contra Costa County, its officers, employees and agents as additionally insured. The minimum coverage amounts are one million dollars of Comprehensive or Commercial General Liability Insurance, and one million dollars Comprehensive Automobile Liability, and Worker's Compensation Insurance pursuant to State Law, including Employer's Liability.



## **ORDINANCE SPECIFICATIONS FOR TRANSPORTATION PERMITS AND PERMITS TO MOVE A STRUCTURE**

### **I. Scope**

A permit to travel on public roads in the unincorporated area of Contra Costa County, issued under authority of the California Vehicle Code and the Contra Costa County Ordinance Code (Chapter 1002-4 et seq.), is required for any vehicle or combination of vehicles or object of dimension, weight, size or characteristics otherwise prohibited by law.

Such permits are termed either a Transportation Permit or a Permit to Move a Structure as classified herein:

- A. Transportation Permit applies to the movement of a vehicle, or combination of vehicles (excluding house moving dollies) with or without loads, and to the movement of building or structure on such vehicles which do not exceed 15 feet in width nor exceed 15 feet in height above the roadway.
- B. Permit to Move a Structure applies to the movement of any building or structure on dollies, or on a vehicle except as provided above.

### **II. Application Requirements**

- A. An application for either a Transportation Permit or a Permit to Move a Structure shall be submitted on forms obtainable from the Public Works Director. In addition to other information required on the form, the following information shall be clearly specified:
  - 1. The type, size, weight, license number and description of the vehicle, load, or object to be moved.
  - 2. The points of origin and destination of the vehicle, load or object being moved.
  - 3. The proposed route for the movement.
  - 4. The time of movement and the estimated time to complete the movement.
  - 5. A signed affidavit certifying that all affected utilities, public agencies, and other known interested parties will be notified sufficiently in advance of the move to allow any necessary protective action.
- B. The applicant shall pay all fees and furnish the sureties prescribed by Resolution of the Board of Supervisors.
- C. The application shall be accompanied, unless waived by the County, by certificates or other evidence required herein pertaining to:
  - 1. Liability insurance as specified herein.
  - 2. Authorization from other agencies to move on or across State highways and railroads.
  - 3. Permission to move into an adjoining political jurisdiction or onto private property enroute to a destination within the County.
- D. In connection with an application for a Permit to Move a Structure, the applicant shall also furnish evidence of:
  - 1. Consent to move onto private property at locations where object is to be parked enroute, or crossed enroute to final location at end of move.
  - 2. Evidence of a valid Building Permit where applicable, permitting the installation of the building or structure as its terminal location.

### **III. Approval of Permits**

The Public Works Director, upon receipt of the application and fee and after approval of application, sureties and supplementary certificates required herein, may issue a permit subject to such conditions as he may, in his discretion, prescribe for the protection of the road and facilities therein, and for the protection of public traffic and adjoining properties that may be affected by the applicant's operations.

The application may be denied because of limiting conditions along the proposed route, or for reasonable doubt as to the applicant's ability to complete the operation without damage to public or private property, lack of suitable equipment or competent personnel to perform the movement expeditiously, or because of an unsatisfactory record of operations under a County permit.

### **IV. Surety Bond Requirements**

- A. Prior to the issuance of a Transportation Permit, the applicant must file with the Director surety, which may be a surety bond or a cash bond, in accordance with the schedule established by the Board of Supervisors. Surety bonds shall be executed by the owner of the vehicle or object, as principal, and by surety company authorized to do business in this State, as surety. The bond shall name Contra Costa County as obligee and shall guarantee:
  - 1. Compliance with all and each of the terms and conditions of the Transportation Permit.
  - 2. That all of the work required to be done pursuant to the conditions of the Transportation Permit shall be fully performed and completed within the time limit specified in said permit and approved extensions of time, or, if no time limit is specified, within thirty (30) days after the date of issuance of said permit.
- B. The Surety Bond required by this Section must be approved as to form by the County Counsel.

- C. The bonds required by this Section shall terminate upon the completion of all the terms and conditions of the Transportation Permit.
- D. Upon default in performance of terms and conditions, the following rules shall apply:
  - 1. Written notice shall be given to the principal and the surety on the bond, stating the work to be done, the estimated cost thereof, and the period of time deemed to be reasonably necessary to complete such work, and the surety must, with the time therein specified, either cause the work to be done or pay to the Director the estimated cost of doing the work, including overhead plus fifteen (15) percent thereof.
  - 2. If cash has been posted in lieu of a bond, notice of default, as indicated above, shall be given to the principal, and if compliance is not had within the time specified, the Director is authorized to apply the cash deposit, or any portion thereof, to the cost of completing the work as required by the permit. The balance of the deposit, if any, shall be returned to the depositor, his successors or assigns, after deducting the cost of the work plus fifteen (15) percent.
  - 3. In the event no work has been done within thirty (30) days after issuance of the permit, the principal or surety may request that the permit be declared void and that the cash or bond be returned by the Director.

**V. Insurance**

It shall be mandatory that the applicant provide written evidence to the Public Works Director of valid public liability insurance coverage in the amounts of not less than combined single limit coverage of \$1,000,000 and shall name Contra Costa County as an additional insured on a valid insurance rider.

**VI. Alternative Certificate Endorsement of Insurance for Transportation Permits**

If authorized by the Board of Supervisors, the Public Works Director may accept, in lieu of other surety required herein, a properly executed endorsement certificate of the extension of the insurance coverage required above, to guarantee compliance with requirements of the California Vehicle Code, County Ordinances, and the provisions of the Transportation Permit and provide for full reimbursement for damages resulting from operations under the permit.

**VII. Time Limit of Permits**

- A. The permit shall state the period for which the permit is valid, and if more than one trip is permitted.
- B. An extension of time for the performance of the operation under the permit may be granted at the discretion of the Public Works Director, but such extension of time shall not operate to release any surety required under the permit. Extension of time shall not be valid unless in writing.
- C. The Public Works Director reserves the right to cancel any permit for failure to commence or complete operations during the term of the permit, or for failure of the Permittee to fulfill the conditions of the permit or to complete any operations under the permit as expeditiously as possible, or for violation of any legal requirement otherwise applicable to the operation under the permit, or for failure to maintain adequate insurance coverage or for termination of surety bonds, or for any other reasonable cause involving public interest.

**VIII. Approval of Route**

The Public Works Director may require the applicant to have the proposed route and time of move approved by the Sheriff's Office, the California Highway Patrol and the affected Fire Districts prior to approval of the permit requested. Applicant shall provide written route survey showing widths of streets, any possible obstructions and proposed method of avoiding any obstacles with his permit application.

**IX. Repairs to Public Property**

If the movement of any vehicle or load or structure or object for which a Transportation Permit or a Permit to Move a Structure shall have been granted hereunder, causes damage to the public streets and/or other public property, and/or authorized encroachment on public property (such as overhead wires or trees), the person, firm or corporation to whom such permit has been issued, shall upon written notification from the Director proceed to make all necessary repairs to such streets and such other property within the time specified in the notice. If said person, firm or corporation fails to make said necessary repairs within the period of time designated in the written notice, the Director may cause such repairs to be made and the cost thereof shall be a charge against the bond.

**X. Transportation Permits are Discretionary**

Transportation Permits and Permits to Move a Structure will not be granted automatically to waive limitations for vehicle size and weight requirements or other legal maximums specified in the California Vehicle Code, but must be justified as matter of necessity by the applicant.

The issuance of a permit is not a mandatory requirement of a public agency, but may be granted as an accommodation to the owner or carrier after every reasonable action has been taken to make the vehicle or load conform to legal size and weights and where it is evident that public facilities, traffic, and adjoining property owners will not be adversely affected if the movement is permitted under controlled conditions.

**FOR YOUR CONVENIENCE, HERE IS A PARTIAL LIST OF AGENCIES TO BE NOTIFIED OF STRUCTURE MOVES:**

**Fire Districts:**

Contra Costa Fire Prot. Dist., 2010 Geary Rd., Pleasant Hill	930-5531
Crockett-Carquinez Fire Prot. Dist., 746 Loring Ave., Crockett	(510) 787-2717
Kensington Fire Prot. Dist., 215 Arlington Ave., Kensington	(510) 527-8855 or (510) 620-6901
Pinole Fire Dept., 880 Tennent Avenue, Pinole	724-8953 or 724-8950
Rodeo-Hercules Fire Prot. Dist., 1680 Refugio Valley Rd., Hercules	(510) 724-8953
San Ramon Valley Fire Prot. Dist., 1500 Bollinger Canyon, San Ramon	838-6640
West County Fire Prot. Dist., 330 25th St., Richmond	(510) 620-6901

**Law Enforcement Agencies:**

California Highway Patrol, 1551 Benicia Rd., Vallejo	(707) 648-4180
Contra Costa Co. Sheriff's Dept., 651 Pine St., Martinez	646-2441

**Post Office:**

Alamo - 225-A Alamo Plaza, Alamo	935-1155
Antioch - 2730 W. Tregalles Rd., Antioch	757-4192
Bethel Island - 6270 Bethel Island Rd., Bethel Island	684-2561
Brentwood - 760 First Street, Brentwood	634-3148
Byron - 3852 Main Street, Byron	634-2600
Canyon - Pinehurst Road, Canyon	376-5600
Clayton - 1028 Diablo, Clayton	672-6515
Concord - 2121 Meridian Park Blvd., Concord	687-1500
Danville - 2605 Camino Tassajara, Danville	736-5044
Diablo - 1701 El Nido, Diablo	837-3800
Knightsen - Knightsen Avenue, Knightsen	625-2724
Lafayette - 3641 Mount Diablo Blvd., Lafayette	283-8229
Martinez - 4100 Alhambra Ave., Martinez	228-1000
Moraga - 460 Center, Moraga	376-4948
Oakley - 400 Del Antico Ave., Oakley	625-2232
Orinda - 29 Orinda Way, Orinda	254-2298
Pittsburg - 835 Railroad Ave., Pittsburg	432-0123
Pleasant Hill - 1945 Contra Costa Blvd., Pleasant Hill	671-9607
San Ramon - 12935 Alcosta Blvd., San Ramon	277-0527
Walnut Creek - 2070 N. Broadway, Walnut Creek	935-2611

**School Districts:**

Martinez Unified School Dist., 921 Susana St., Martinez	313-0480
Moraga School Dist., 1540 School St., Moraga	376-5943
Mt. Diablo Unified School Dist., 1936 Carlotta Dr., Concord	682-8000
Murray School Dist., 7416 Brighton Drive., Dublin	828-2551
Pittsburg Unified School Dist., 2000 Railroad Ave., Pittsburg	432-4705
San Ramon Valley Unified Sch. Dist., 699 Old Orchard Dr., San Ramon	837-1511



Contra Costa County  
**Public Works  
Department**

**APPLICATION AND PERMIT CENTER**

**FIRE DISTRICT NOTIFICATION**

It Is the responsibility of the Permittee to comply with requirements to keep emergency services notified of the status of the structure move covered under this permit. The Permittee shall complete this form showing the date, time and person notified fro each step as noted below.

***This form is part of the moving permit and shall be returned to the address above by the fifth working day following the move. The Permittee's deposit will not be released until this form has been returned.***

**FIRE DISTRICT(S) NOTIFIED:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTIFICATION OF START OF MOVE:** \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Person Notified: \_\_\_\_\_

**NOTIFICATION OF COMPLETION OF MOVE:**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Person Notified: \_\_\_\_\_

**I hereby certify that the above information is correct.**

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## **CHECKLIST FOR HOUSEMOVES**

Are the following items in the file?

<u>Yes</u>	<u>No</u>	<u>Item</u>
<input type="checkbox"/>	<input type="checkbox"/>	Application form – completely and correctly filled out and signed
<input type="checkbox"/>	<input type="checkbox"/>	Review and Inspection Deposit (\$_____)
<input type="checkbox"/>	<input type="checkbox"/>	Insurance Rider naming Contra Costa County, its employees and officers and agents as additional insured. (Amount \$ _____)
<input type="checkbox"/>	<input type="checkbox"/>	Agency Notification Form – filled out and signed
		<input type="checkbox"/> Reviewed
		<input type="checkbox"/> Called to verify
<input type="checkbox"/>	<input type="checkbox"/>	P.U.C. Permit / CAL-T#
<input type="checkbox"/>	<input type="checkbox"/>	Proof of Ownership of building
<input type="checkbox"/>	<input type="checkbox"/>	Route Survey Form – filled out and signed
<input type="checkbox"/>	<input type="checkbox"/>	C.D.D. Approval
<input type="checkbox"/>	<input type="checkbox"/>	Permit from Building Inspection Department (or waiver)
<input type="checkbox"/>	<input type="checkbox"/>	Surety Bond Required?
<input type="checkbox"/>	<input type="checkbox"/>	Cash Bond Required?
<input type="checkbox"/>	<input type="checkbox"/>	C-21 Building Moving and Demolition Contractor License
<input type="checkbox"/>	<input type="checkbox"/>	Letter of approval from adjoining property owner(s) to be crossed by move
<input type="checkbox"/>	<input type="checkbox"/>	Inspector from C.C.C.P.W.D. Construction Division scheduled for move
<input type="checkbox"/>	<input type="checkbox"/>	A copy of the CHP escort contract
<input type="checkbox"/>	<input type="checkbox"/>	Fire District Notification Form (within 5 working days of move, and before the bond or Deposit is refunded)