

PREMIUM BILLING ACCOUNT

The Public Works Department does not accept debit or credit cards. So in order to obtain transportation permit via the fax, companies must first establish a premium billing account with the County. The company must request in writing, on company letterhead, for the County to establish a premium billing account for the company. The letter should include the billing information for the company, the mailing address, and a contact person with telephone, fax number and email address. With the letter include a certificate of insurance naming Contra Costa County, it's officers, employees and agents as additionally insured, and a copy of any CALTRANS annual permits that have been issued to the company. Submitted with the letter should be both the annual administration fee and the required security deposit. Contact the APC for the current fee schedule. The security deposit is refundable when the account is closed. Upon receipt of these items Public Works will establish a premium billing account and provide the applicant with permit forms to use, standard permit conditions and other account documentation. Once the account is established the applicant can apply for transportation permits via the fax. Applicants will be invoiced monthly for all of the transportation permits they have applied for during that billing cycle. Applicants not wishing to establish a premium billing account, and due to time constraints cannot apply for a transportation permit through the mail or in person at the APC, can utilize a permit service that has an established premium billing account to apply for transportation permits on their behalf. Contact the APC for a list of permit services with established premium billing accounts.

ROUTE DETERMINATION

The Public Works Department does not determine routes for single trip or repetitive transportation permits. It is the applicant's responsibility to check the feasibility of the proposed route. When the height of the load exceeds the legal limit, it is the applicant's responsibility to check all underpasses, bridges, overhead wires and other structures or trees for impaired vertical clearance and to bypass or arrange clearance at such locations. **WHEN THE LOADED HEIGHT EXCEEDS 15'0" A ROUTE SURVEY IS REQUIRED.** Once an application is submitted Public Works will review it for completeness and accuracy. The proposed route will be checked for both weight restrictions and any known height or other restrictions. Once the review is complete the permit will be issued with the applicable permit conditions attached.

Annual permits are valid only on the roads listed on the "Routes Authorized for an Annual Transportation Permit" attachment, subject to the requirements of conditions attached to the permit and the restrictions of the "Restricted Routes" attachment to the permit.

CONTACT INFORMATION

For more information on transportation permits, permit fees, establishing premium billing accounts or obtaining permit or route survey forms contact the Application and Permit Center Public Works representative at (925) 374-2136.

G:\engsvc\Permit Center\Permit Forms\Pamphlet\APC-3
Transportation Permit Pamphlet rev 2022 May.doc
Revised 05/2022



TRANSPORTATION PERMITS

Public Works Department
255 Glacier Drive, Martinez, CA 94553
Main: (925) 313-2000
Permit Desk: (925) 374-2136
Permit Fax (925) 313-2021
E-mail: pw.permits@pw.cccounty.us
Hours: Monday – Thursday 7:30 – 5:00
Friday 7:00 – 4:00 (closed 12:00-1:00)

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.

APPLICABLE COUNTY ORDINANCE CODES

1002-2.002 Definitions.

As used in this title the following words and phrases shall have the meanings given in this section:

"Public highway" means the full width of the surfaced or traveled portion, including shoulders, of any road, street, path, lane, or alley dedicated to, reserved for, or used by or for the general public when those roads, streets, paths, lanes, and alleys have been accepted as and declared to be part of the county system of public highways, except highways forming a part of the state highway system or of an incorporated city street system.

"Right-of-way" means all land or interest therein which by deed, conveyance, agreement, easement, dedication, usage, or process of law is reserved for or dedicated to the use of the general public for road or highway purposes.

"Encroach" includes going on, over, or under, or using any right-of-way so as to prevent, obstruct, or interfere with the normal use of that way, including the performance of any of the following acts:

"Traveling on the right-of-way by any vehicle or combination of vehicles or

object of dimension, weight, or other characteristic prohibited by law without a permit."

1002-2.008 Act requiring Permit.

No person, firm, corporation, or association, without first obtaining a written permit, shall:

"Move over the surface of any right-of-way or over any bridge, viaduct, or other structure maintained by this county any vehicle or combination of vehicles or other object of dimension or weight prohibited by law or having other characteristics capable of damaging the right-of-way."

1002-4.008 Special permit required to move certain objects.

Before a vehicle or combination of vehicles or objects of weight, dimension, or characteristic prohibited by law without a permit, is moved on a public right-of-way, a permit shall first be granted by the director as set forth in specifications adopted by resolution of the board of supervisors.

TRANSPORTATION PERMIT APPLICATIONS

Single trip, repetitive, and annual transportation permits can be applied for at the Application and Permit Center (APC). Applicants should apply for a transportation permit on the prescribed form. The County transportation permit requires specific information about the vehicle and the load. Applicants must have a description of the load and hauling equipment, including the vehicle width, semi-trailer length, distance from kingpin to last axles, combined vehicle length, number of axles, number of tires per axle, distance between axles, width of axles at tire sidewall, and the maximum allowable axle weight. The loaded dimensions are also

required including: loaded height, loaded width, loaded overall length, loaded overhang, and CALTRANS color coded weight classification. Loads exceeding the purple classification are only considered on a case by case basis and may not be permitted. The applicant lists the point of origin and the destination along with the proposed route on the permit application.

REQUIRED SUBMITTALS

To apply for a single trip or repetitive transportation permit the applicant needs to submit 1) a completed transportation permit form; 2) a certificate of insurance naming Contra Costa County, its officers, employees and agents as additionally insured; 3) permit fee as set by the state; 4) and for all loads over 15' high, or when required by Public Works, a completed "Route Survey" form. **To apply for an annual permit the applicant needs to submit** 1) a completed application for an annual transportation permit; 2) a copy of the applicants state annual permit; 3) a copy of the state vehicle inspection report; 4) a certificate of insurance naming Contra Costa County, its officers, employees and agents as additionally insured; 5) permit fee as set by the state. The transportation permit application submittal can be applied for over the counter in the APC, or the application submittal can be mailed into the APC, or if the applicant has a premium billing account established with the County, they can apply for the permit via the fax, or the applicant can utilize a permit company with an established premium billing account with the County to obtain the transportation permit on their behalf.

The County reserves the right to deny any "extralegal" transportation permit request.