



# CITY OF DIXON

## Engineering Department

### Transportation Permit Types and Requirements

November 2008

The Transportation Permit Program applies to transportation permits issued by the City of Dixon and addresses the following:

1. PERMIT TYPES
2. INSURANCE REQUIREMENTS
3. PAYMENT OF FEES
4. APPLICATION SUBMISSION
5. REVIEW PROCESS

If you need more information regarding this Transportation Permit Program, please contact the Engineering Department at (707) 678-7030.

#### 1. PERMIT TYPES

The following types of transportation permits are available from the Engineering Department:

##### **SINGLE TRIP PERMIT- \$14.00**

The duration of the permit shall not exceed five (5) working days. Nights and weekends may be available for some loads if requested at the time of application.

Note: A single trip permit is from a single origin to a single destination in one direction of travel.

##### **REPETITIVE TRIP PERMIT- \$51.00**

The duration of the permit shall not exceed six (6) months.

Note: A repetitive trip permit is a single trip permit for the movement of the same load type over the same route on a repeated basis.

##### **ANNUAL PERMIT- \$88.00**

The duration of the permit shall not exceed one year from the date of issue.

See approved map for permitted City roadways.

#### 2. INSURANCE REQUIREMENTS

The following insurance documents are required before a transportation permit can be issued:

- Certificate of Insurance and
- Endorsement

The "City of Dixon" shall be named as "additional insured" on the policy. Do not include additional titles such as Public Works Department, Engineering Department, etc., or individual names.

### **INSURANCE COVERAGE REQUIREMENTS**

The City requires all transportation permittees to maintain the following insurance coverage:

Required Insurance Coverage:

\$1,000,000 Automobile Liability Policy and \$1,000,000 General Liability Policy

### **INSURANCE REVIEW**

All insurance-related documents are subject to review by Risk Management staff and may require revision. A typical review period ranges from five (5) to seven (7) business days. Please take this into consideration when submitting an application.

### **3. PAYMENT OF FEES**

The City accepts the following payment methods for transportation permit applications:

Applications received at the Engineering Department **COUNTER**

- Cash
- Check (Payable to the "City of Dixon" with "Transportation Permit Fee" under memo)
- City of Dixon Account (if approved)

Applications received via **MAIL**

- Cash
- Check (Payable to the "City of Dixon" with "Transportation Permit Fee" under memo)
- City of Dixon Account (if approved)

Applications received via **FAX**

- City of Dixon Account (if approved)

Applications received via **EMAIL**

- City of Dixon Account (if approved)

Transportation permit accounts may be established by contacting the Engineering Department. If an account is established, applications may be submitted by fax or email.

### **4. APPLICATION SUBMISSION**

Completed transportation permit applications shall be directed to the attention of the Engineering Department between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday (except holidays) by the following method:

## **COUNTER & MAIL**

City of Dixon  
ATTN: Engineering Department  
171 South Fifth Street  
Dixon, CA 95620

## **FAX**

City of Dixon  
ATTN: Engineering Department  
(707)678-7039

Applications received after 3:00 p.m. may begin to be processed on the following business day.

## **5. REVIEW PROCESS**

Requested route, travel date(s), travel time(s), and any other information included in the application is subject to review by Engineering Department staff and may require revision. Application resubmittal shall be necessary under the following conditions:

- Requested route is incorrect (i.e. significant spelling errors, route errors, etc.);
- Engineering staff requires the route to be revised; and
- Other changes as deemed necessary by Engineering staff.

Additionally, if any portion of the requested route includes Caltrans right-of-way within the City, a copy of the Caltrans Transportation Permit shall be submitted with the application. If the original requested route is revised and no longer includes Caltrans right-of-way, the unnecessary portions of the Caltrans route shall be removed from the Caltrans Transportation Permit before the City's transportation permit may be issued. (Note: If the Caltrans Transportation Permit is an annual permit, a revised State permit may not be necessary.)

Please allow sufficient time to process all necessary documents, including:

- **Transportation Permit Application**, including the time to process route revisions and corrections, as described above.
- **Certificate of Insurance and Endorsement** (see "Insurance Requirements").
- **Police Department Escort**, when applicable to be determined by City staff. Under typical conditions, applicant shall be required to provide pilot car(s).