

# CITY OF GILROY

## Community Development Department Engineering Division Memorandum

TO: Whom It May Concern

FROM: Arlynn A. Bumanglag, Engineer II

DATE: 13 December 2007

RE: **Transportation Permits – Oversize Loads/Vehicles  
Types, Requirements, and Process**

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The following information applies to transportation permits issued by the City of Gilroy and addresses the following:

1. PERMIT TYPES
2. INSURANCE REQUIREMENTS
3. ACCEPTED PAYMENT METHODS
4. APPLICATION SUBMISSION
5. REVIEW PROCESS

All information, requirements, etc. contained in this memo are effective immediately and supersede any previous memos, requirements, etc. Please contact the Engineering Division at 408.846.0451 for any questions.

**IMPORTANT!! Please Note:**

- **Applications received on or after the date of this memorandum must submit proof of automobile liability coverage before a permit can be issued, even if the permittee has already submitted insurance documents for a previous application.** (The City originally required general liability insurance only.)
- Each permittee shall submit a Certificate of Insurance and endorsement that provides proof of coverage.
- See “2. Insurance Requirements” for specific details and requirements.

## 1. PERMIT TYPES

The following types of transportation permits are available from the City of Gilroy Engineering Division:

**SINGLE TRIP**      Three (3) to five (5) working days duration. Nights and weekends  
**\$16**              available for some loads if requested at time of application.

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

**ANNUAL**  
**\$90**

One-year duration. See approved map for allowed City roadways.

**REPETITIVE**  
**\$90**

Six-month duration maximum. A single trip permit for the delivery of the same load over the same route on a repeated basis (i.e. over width pipe to a project).

## 2. INSURANCE REQUIREMENTS

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

- Certificate of Insurance and
- Endorsement

The City of Gilroy shall be named as an “Additional Insured” on the policy. Do not include additional titles such as Public Works Department, Engineering Division, etc. or individual names.

### INSURANCE COVERAGE

The City of Gilroy highly recommends all transportation permits maintain the following insurance coverage:

Recommended Insurance Coverage:

\$2,000,000 Automobile Liability Policy and \$2,000,000 General Liability Policy

However, the following minimum insurance levels are acceptable:

Minimum Insurance Coverage:

Automobile Liability Policy with minimum coverage as listed in the table below

Vehicle/Cargo	Minimum Coverage Required
Vehicle with Gross Vehicle Weight Rating (GVWR) of <b>10,000 lbs. or more</b> , carrying <b>non-hazardous</b> cargo (property other than oil, hazardous material, or hazardous waste)	\$750,000; combined single limit
Vehicle with GVWR <b>under 10,000 lbs</b> , carrying <b>non-hazardous</b> cargo (property other than oil, hazardous material, or hazardous waste)	\$300,000; combined single limit
Vehicle of any weight, carrying <b>oil or hazardous</b> material, or hazardous waste requiring a placard	\$1,000,000; combined single limit
Vehicle of any weight, carrying <b>compressed gas</b> over 3,500 gallons, Class A, B <b>explosive poison</b> , or highway route controlled <b>radioactive</b> material	\$5,000,000; combined single limit
<b>Petroleum</b> or petroleum waste in tank/vacuum trucks	\$5,000,000/\$1,000,000 for bodily injuries and \$200,000 for property damage, (excluding cargo)  OR  \$1,200,000 combined single limit

## **INSURANCE REVIEW**

All insurance-related documents are subject to review and revision by Risk Management staff, as necessary. A typical review period could range from five (5) to seven (7) business days. Please take this into account when processing application.

## **3. ACCEPTED PAYMENT METHODS**

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

Applications received at the Engineering Division **COUNTER**

- Cash
- Check – payable to the “City of Gilroy”
- VISA or MasterCard – include card number and expiration date

Applications received via **MAIL**

- Cash
- Check – payable to the “City of Gilroy”
- VISA or MasterCard – include card number and expiration date

Applications received via **FAX**

- VISA or MasterCard – include card number and expiration date or call the Engineering Division at 408.846.0451 and provide card number

## **4. APPLICATION SUBMISSION**

Completed transportation permit applications shall be directed to the attention of the Engineering Division between 8:00 am and 5:00 pm Monday through Friday (except holidays) to the following:

### **COUNTER & MAIL**

City of Gilroy  
ATTN: Engineering Division  
7351 Rosanna Street  
Gilroy, CA 95020

### **FAX**

City of Gilroy  
ATTN: Engineering Division  
408.846.0429 or 408.846.0500

Applications received after 3:00 pm may be processed the following business day.

## **5. REVIEW PROCESS**

Requested route, travel date(s), travel time(s), etc. are subject to review and revision by Engineering Division staff, as necessary. Application resubmittal shall be necessary under the following conditions:

- Requested route is incorrect (i.e. significant spelling errors, route errors, etc.)
- Engineering staff revises route
- Other changes as deemed necessary by Engineering staff

Additionally, if any portion of transport traverses over Caltrans right-of-way in Gilroy, a copy of the Caltrans permit shall be included in the application submittal. If the original route is revised and no longer travels over Caltrans right-of-way, *unnecessary portions of Caltrans route shall be removed from Caltrans permit before the City permit will be issued.* (If the Caltrans permit is an annual state permit, a revised state permit may not be necessary.)

Please allow sufficient time to process all necessary documents including:

- **Transportation Permit Application**, including 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 (very special circumstances only). Under typical conditions, applicant shall be required to supply pilot car(s).

cc: Engineering Division