



City of Gilroy

Public Works Department
7351 Rosanna St., Gilroy, CA 95020
Phone (408) 846-0223

Oversize Vehicle Transportation Permit Submittal Requirements

Revised – August 2021

All oversize vehicle transportation permit application submittals must contain the documents outlined below. Please note that if there are missing items at first submittal, City staff will deem the packet **INCOMPLETE** and will request a re-submittal of a complete package.

Incomplete submittals are not logged into our tracking system. Please ensure that all re-submittals are provided as full complete packets. Failure to do so will result in the application being returned as INCOMPLETE.

Upon receipt of the permit application with the required items below, the assigned engineer will review the application and provide any comments back to the applicant in 3 to 5 business days.

REQUIRED AT SUBMITTAL:

- 1. Transportation Permit application**
 - a. Filled out completely and signed.
 - b. In “Description of Load or Equipment” include a complete description of the load or equipment to be moved.
 - c. In “Description of Hauling Equipment” include a complete description of the hauling equipment such as “3-axle tractor, 2-axle flatbed trailer” and the vehicle serial number or license plate number.

- 2. Transportation Permit Types**
 - a. Single Trip - \$16
 - i. A single trip permit is from a single origin to a single destination
 - ii. Three (3) to Five (5) working days duration.
 - iii. Nights and weekends available for some loads if requested at time of application.
 - b. Annual - \$90
 - i. Annual permits are valid for one year.
 - ii. Transport vehicles are to use the City’s Haul Routes.
 - iii. See map for allowed City Haul Routes.

3. Insurance Requirements

- a. All transportation permit applications must include a Certificate of Insurance.
- b. The policy shall name the City of Gilroy and its officers, employees, and agents as additional insureds.
- c. Insurance Limits (see table)

Vehicle/Cargo	Minimum Coverage Required
Vehicle with Gross Vehicle Weight Rating (GVWR) of 10,000 lbs. or more , carrying nonhazardous cargo (property other than oil, hazardous material, or hazardous waste)	\$750,000; combined single limit
Vehicle with GVWR under 10,000 lbs , carrying non-hazardous cargo (property other than oil, hazardous material, or hazardous waste)	\$300,000; combined single limit
Vehicle of any weight, carrying oil or hazardous material, or hazardous waste requiring a placard	\$1,000,000; combined single limit
Vehicle of any weight, carrying compressed gas over 3,500 gallons, Class A, B explosive poison , or highway route controlled radioactive material	\$5,000,000; combined single limit
Petroleum 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

4. Other Permits (required if any portion of transport traverses their jurisdiction)

- a. Caltrans
- b. Santa Clara County

REQUIRED FOR ISSUANCE OF PERMIT:

6. Payment of Fees

- a. Upon receipt and review of the transportation permit application, the assigned engineer will provide an invoice to the applicant, via e-mail, for payment of the permit fees.
- b. The transportation permit fees may be paid by credit card or check.
 - **If by Credit Card**- Credit Card information must be provided on the invoice and returned to the assigned engineer for processing.
 - **If by Check**- Checks must be sent to the Finance Department, with the invoice, at the address below. It is the responsibility of the applicant to also notify the assigned engineer that a check will be sent. Note: payment by check may delay issuance of permit to applicant as the permit will not be issued until payment is received.

City of Gilroy
Finance Department
ATTN: Susan Castro
7351 Rosanna Street
Gilroy, CA 95020