The Public Works Department is initiating a program to issue Transportation Permits by FAX, under the following procedure:

1. The Department initially furnishes the requesting trucking company agent, called Permit Company, a City of Burbank Transportation Permit form with the serial number whited out, a copy which the requestor shall complete and, together with a copy of the payment check at $23.00 ($22.00 + $1.00 fax fee) per permit for one day/trip, FAX to Public Works at (818) 238-3999 Attention Permits.

   Cost: $ 22.00 for one trip/day (plus fax fee, if submitting by fax)  
   $107.75 for annual permit (plus fax fee, if submitting by fax)  
   $300.00 for escorted trip inspection  
   $  2.30 for each additional day  
   $  1.00 Faxing Fee

2. Permits Section shall review the faxed application and, on approval, shall assign hand-written permit number on it. This number shall be taken from an unused Transportation Permit form which should forthwith be torn up and trashed to prevent number duplication.

3. The numbered permit shall be signed, the necessary requirements per the over legal schedule and fee amount indicated, and then faxed back to the requestor. The stick-on FAX transmission and transmittal confirmation must be attached to the original FAX as part of the permit record.

4. A photocopy made for the Public Works Inspector shall be highlighted in pink over the permit number. The original FAX is to be used for the cashier’s stamp when the payment check is received by mail. It will take the place of the regular yellow copy.

5. The requestor, on the receipt of the approved permit by FAX, shall indicate the permit number on the payment check prior to mailing.

This permitting program is being set up at the insistence of a certain Permit Company, and may even be extended to trucking companies that operate frequently in the City. It will somehow entail more work on the part of the Permits Section, but a certain convenience as opposed to the press of over-the-counter transactions. The permit companies will, of course, benefit most as they would be relieved from hiring runners to pull the permits.
TRANSPORTATION PERMIT
CITY OF BURBANK - PUBLIC WORKS DEPARTMENT

IN COMPLIANCE WITH YOUR REQUEST AND SUBJECT TO ALL OF THE TERMS, CONDITIONS AND RESTRICTIONS WRITTEN BELOW AND THE ATTACHMENTS, PERMISSION IS HEREBY GRANTED TO:

NAME

ADDRESS

CITY/STATE

PHONE

HAUL

LOAD OR EQUIPMENT AND MODEL NO.

DRIVE

TOW

TYPE VEHICLE

KING PIN TO LAST AXLE

COMB. VEHICLE LENGTH

SENDING STATION

RECEIVING STATION

PERMIT VALID

FROM ___ / ___

THRU ___ / ___

1 A.M. TO 6 A.M. -- 9 A.M. TO 3 P.M.
6 P.M. TO SUNSET MOVING AUTHORIZED

SATURDAY YES NO

SUNDAY

SUNRISE TO SUNSET

DATE ___ / ___

AUTHORIZED CITY REPRESENTATIVE

TELECOPIED PERMITS NOT VALID WITHOUT SEAL.

LOADED DIMENSIONS DIFFERENT THAN OR WEIGHTS EXCEEDING THOSE SHOWN BELOW ARE NOT AUTHORIZED

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<th>MAX WIDTH:</th>
<th>MAX OVERALL LENGTH:</th>
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<td>3   4</td>
<td>5   6</td>
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ORIGIN: DESTINATION TRIPS

AUTHORIZED CITY STREETS

PILOT CAR YES NONE REQUIRED

ATTACHMENTS

PERMIT CONDITIONS

CASH CHECK FEE: $0

I CERTIFY THAT ALL COUNTY AND/OR CITY TRANSPORTATION PERMITS HAVE BEEN OBTAINED IF THIS PERMIT IS FOR TOWING A MOBILE HOME.

AUTHORIZED AGENT SIGNATURE DATE

07/14/10 6/00

DISTRIBUTION: ## (Signature)