



## CITY OF BURBANK PUBLIC WORKS DEPARTMENT

### TRANSPORTATION PERMITS BY FAX

**\*\*\*\*\* EFFECTIVE JULY 1 2025 \*\*\*\*\***

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 \$18.00 per permit for one day/trip, fax/email to Public Works at (818) 238-3999 Attention Permits or email to [pwonlinecounter@burbankca.gov](mailto:pwonlinecounter@burbankca.gov).
2.
  - Cost: \$ 17.00 for one trip/day
  - \$ 2.50 for each additional day
  - \$ 96.25 for annual permit
  - \$ 1.00 Faxing fee (Apply to permits requested by fax or email)
  - \$ 384.75 for escorted trip inspection
3. 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.
4. 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.
5. 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.
6. 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.

## CITY OF BURBANK - PUBLIC WORKS DEPARTMENT

NAME	
ADDRESS	
CITY/STATE	
PHONE	HCD. NO.

PERMIT VALID FROM <u>    </u> / <u>    </u> / <u>    </u> THRU <u>    </u> / <u>    </u> / <u>    </u>	PERMIT NO.												
1 A.M. TO 6 A.M. -- 9 A.M. TO 3 P.M. 6 P.M. TO SUNSET MOVING AUTHORIZED	DATE <u>    </u> / <u>    </u> / <u>    </u>												
<table> <tr> <td></td> <td>YES</td> <td>NO</td> </tr> <tr> <td>SATURDAY</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>SUNDAY</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>SUNRISE TO SUNSET</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		YES	NO	SATURDAY	<input type="checkbox"/>	<input type="checkbox"/>	SUNDAY	<input type="checkbox"/>	<input type="checkbox"/>	SUNRISE TO SUNSET	<input type="checkbox"/>	<input type="checkbox"/>	_____ AUTHORIZED CITY REPRESENTATIVE
	YES	NO											
SATURDAY	<input type="checkbox"/>	<input type="checkbox"/>											
SUNDAY	<input type="checkbox"/>	<input type="checkbox"/>											
SUNRISE TO SUNSET	<input type="checkbox"/>	<input type="checkbox"/>											

<input type="checkbox"/> HAUL  <input type="checkbox"/> DRIVE  <input type="checkbox"/> TOW	LOAD OR EQUIPMENT AND MODEL NO.		TELECOPIED PERMITS NOT VALID WITHOUT SEAL.
TYPE VEHICLE			
KING PIN TO LAST AXLE	COMB. VEHICLE LENGTH	SENDING STATION	RECEIVING STATION

MAX HEIGHT:		MAX WIDTH:			MAX OVERALL LENGTH:			MAX OVERHANG:		
AXLE NUMBER	1	2	3	4	5	6	7	8	9	
NUMBER TIRES										
AXLE SPACING										
AXLE WIDTH										
WEIGHT										
ORIGIN				DESTINATION				TRIPS		

[illegible]

PILOT CAR	<input type="checkbox"/>	YES	<input type="checkbox"/>	NONE REQUIRED			
<input type="checkbox"/> CASH <input type="checkbox"/> CHECK      FEE: <input type="checkbox"/> EXEMPT    \$ _____	I CERTIFY THAT ALL COUNTY AND/OR CITY TRANSPORTATION PERMITS HAVE BEEN OBTAINED IF THIS PERMIT IS FOR TOWING A MOBILEHOME.  <div style="text-align: center; margin-top: 10px;">           _____            AUTHORIZED AGENT SIGNATURE         </div>				<div style="margin-bottom: 10px;">_____/_____/_____ DATE</div>		

**ATTACHMENTS**

PERMIT CONDITIONS

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