CITY OF BURBANK
PUBLIC WORKS DEPARTMENT

TRANSPORTATION PERMITS BY FAX

***** EFFECTIVE JULY 1, 2026 *****

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 $18.46 per permit for one day/trip, fax/email to Public Works at (818) 238-3999 Attention Permits or email to pwonlinecounter@burbankca.go .

   Cost: $17.46 for one trip/day
   $1.00 Faxing fee (Apply to permit requested by fax or email)
   $2.57 for each additional day
   $98.85 for annual permit (Plus Faxing Fee if Applicable)
   $395.14 for escorted trip inspection

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	PERMIT VALID FROM ___/___/___ THRU ___/___/___	**PERMIT NO.**
ADDRESS	1 A.M. TO 6 A.M. -- 9 A.M. TO 3 P.M. 6 P.M. TO SUNSET MOVING AUTHORIZED	DATE ___/___/___
CITY/STATE		
PHONE / HCD. NO.	SATURDAY ☐ YES ☐ NO; SUNDAY ☐ ☐; SUNRISE TO SUNSET ☐ ☐	AUTHORIZED CITY REPRESENTATIVE

☐ HAUL	LOAD OR EQUIPMENT AND MODEL NO.	TELECOPIED PERMITS NOT VALID WITHOUT SEAL.
☐ DRIVE		
☐ TOW		
TYPE VEHICLE		

KING PIN TO LAST AXLE	COMB. VEHICLE LENGTH	SENDING STATION	RECEIVING STATION

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

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

AUTHORIZED CITY STREETS

PILOT CAR ☐ YES ☐ NONE REQUIRED

ATTACHMENTS

- [X] PERMIT CONDITIONS
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

☐ CASH
☐ CHECK FEE:
☐ EXEMPT $ _____

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

AUTHORIZED AGENT SIGNATURE ___/___/___ DATE

B234-19 5/90