





**MEMORANDUM**

**TO:** Extralegal Truck Permit Agencies, Trucking and Hauling Companies

**THRU:** Harvey Quan   
Senior Engineer

**FROM:** Cindy B. Shamban   
Project Manager

**RE:** New Procedures for Issuing San Francisco Extralegal Truck Permits

**DATE:** June 19, 2014

INTRODUCTION:

As there will be a change in personnel writing extralegal truck permits for the City of San Francisco, we are establishing a formal protocol for the extralegal truck permit application process. Presently, the City of San Francisco has one primary permit writer, but due to my retirement, the duties of permit writing will be assigned to a small group of permit writers beginning June 24, 2014.

NEW PROTOCOL:

Currently, most of the applications are received and returned via fax. Effective immediately, completed applications should be emailed to:

[truckpermits@sfmta.com](mailto:truckpermits@sfmta.com)

There will be a transition period when faxed submittals will be considered, but after **August 1, 2014, no applications will be accepted via fax.**

The application for an extralegal permit shall be the permit form, a PDF document which can be downloaded from the SFMTA extralegal truck permit webpage. The applicant should fill in all fields except the permit number and the route. To be considered valid, the application must be electronically signed by clicking inside the field labeled applicant signature. Adobe Reader is required to view and fill out this form. The program can be downloaded for free at <http://get.adobe.com/reader/>. Once the application has been completed, the applicant should send the permit via email to [truckpermits@sfmta.com](mailto:truckpermits@sfmta.com). Applications via fax will no longer be accepted **after August 1, 2014.**

In addition to the San Francisco permit application form, we require a copy of the state permit being used for the move.

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Before any permits can be issued, we will need the required insurance on file. Please note that the SFMTA has very specific insurance requirements. The insurance requirements can be found on the SFMTA extralegal truck permit webpage at:

<http://www.sfmta.com/getting-around/commercial-vehicles/extralegal-truck-permit>.

See # 8 of the permit conditions. Note: A certificate of insurance is not sufficient. An additional insured policy endorsement for auto liability is also required. Insurance is kept on file until the policy expiration date or cancellation of the policy.

Please contact the permit writer on duty to determine the most appropriate state route prior to submitting an application to the state. If the permit writer is not consulted prior to the issuance of a state permit, he or she may reject the point of entry on the state route and require a new state permit.

#### The Process

1. Once the application has been completed, it must be submitted via e-mail to the permit writer at [truckpermits@sfmta.com](mailto:truckpermits@sfmta.com). Permits will be issued prior to the proposed move but require a minimum of one business day to process. We cannot guarantee that a permit will be issued for an application received less than 24 hours before the proposed move. Business hours are Monday – Friday 9 AM to 5 PM.

For example:

- An application to move on Wednesday morning must be received by 9 AM Tuesday in order to be processed by 5 PM Tuesday.
  - An application to move on Saturday morning must be received by 9 AM Friday in order to be processed by 5 PM Friday.
  - An application to move on Monday morning must be received by 9 AM Friday in order to be processed by 5 PM Friday.
2. When submitting the application, please include in the body of the email, the preferred route if one has been identified and any other pertinent information above and beyond what is included in the application. The suggested route is subject to change by the permit writer. Depending upon the size of the load and the route, there may be time restrictions imposed by the permit writer.

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3. If you wish to be contacted by phone regarding a permit application, please include that request in your e-mail as well. You may also leave a voicemail for the permit writer on duty at (415) 646-2123
4. Permits will be sent via e-mail. Annual permits will continue to be mailed via USPS upon request by the applicant.

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