

## Department of Public Works MOVING PERMIT APPLICATION (For Wide Load / Heavy Equipment)

Moving permit applications will be accepted through one of the following methods:

- Permit Counter at Room N140 City Hall during normal business hours
- Telephone at 626-744-4195 (An advance deposit of \$100 is required for all call-in services)
- Fax at 626-744-4757 (An advance deposit of \$100 is required for all fax-in services)

The following information will be required for the issuance of a moving permit:

- Type of Moving Equipment
- Height
- Width
- Length
- Weight (tons)
- From (address)
- To (address)
- Route to be used preferably Truck Route as designated in the City website.
- Date and hours of operation
- Applicant's Company name, address, and telephone number

All moving permits shall comply with the City of Pasadena Ordinance. In addition, the applicant shall provide the City with updated insurance information, which is subject to the City's general insurance requirements. Please allow a minimum of two (2) working days for insurance approval. Thank you.