

CITY OF NORFOLK
MOVING AND HAULING
PERMIT MANUAL

PERMIT OFFICE

DIVISION OF TRANSPORTATION
DEPARTMENT OF PUBLIC WORKS
NORFOLK, VIRGINIA 23510

JANUARY 1, 1996
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**CITY OF NORFOLK
MOVING AND HAULING MANUAL
INTRODUCTION**

Purpose

The purpose of this manual is to provide the customer with a reference and source of information on regulations and the permitting process governing the movement of oversized and overweight vehicles within the City of Norfolk.

Legal Reference

Operating authority for the program is found in Chapter 25 of the Code of the City of Norfolk and Chapter 46 of the Code of the Commonwealth of Virginia as administered by the Virginia Department of Transportation. Reference is made to the Virginia Department of Transportation Hauling Permit Manual.

PREPARED BY
Permit Office of the Division of Transportation
Department of Public Works
Permit Supervisor

David A. Barton _____ Date: _____

RECOMMENDED BY
City Transportation Engineer

Guzin Akan _____ Date: _____

APPROVED BY
Director of Public Works

John M. Keifer _____ Date: _____

PART I - GENERAL PROVISIONS

1. OPERATIONAL DEFINITIONS

"**Applicant**" means one who makes a request for a moving and hauling permit.

"**Blanket Permit**" means the permit is valid for more than one move.

"**Certified Escort Driver**" means the driver must have a valid Virginia driver's license or a valid license in the state or jurisdiction in which he is a resident, comply with the permit policies and regulations and all city and state traffic laws and must have successfully completed the Virginia Escort Driver Certification Program.

"**Escort Vehicle**" means a companion vehicle, properly marked and equipped, whose function is to ensure safe passage.

"**Emergency**" "An emergency is defined as a calamity, existing or imminent, caused by fire, flood, riot, windstorm, explosion or act of God, which requires immediate remedial action to protect life or property". All emergency move requests shall be called in to the permit office, at 664-7306. After normal office hours call City of Norfolk Police Department (supervisor on duty) 441-5610.

"**Non-divisible load or vehicle**" means a load or vehicle exceeding applicable length, height, width, or weight limits which, if separated into smaller loads or vehicles would:

- (1) Compromise the intended use of the vehicle, ie., make it permanently unable to perform the function for which it was intended.
- (2) Destroy the value of the load or vehicle, ie., make it unusable for its intended purpose.
- (3) Require more than eight hours to dismantle using appropriate equipment.

The applicant for a nondivisible load permit has the burden of proof as to the number of work hours required to dismantle the load.

"**Permit Office**" means the City of Norfolk agent responsible for issuing moving and hauling permits.

"**Permittee**" means one who has been **granted** a permit.

"**Posted Roads**" means highways or bridges which have signage restricting travel to

limited size and/or weight vehicle loads due to infrastructure design constraints, age or condition.

"Primary Routes" means those travel routes within the City of Norfolk most suitable for over dimensional/overweight vehicle movements.

"Right-of-way" means the land, property, or interest therein, usually in a strip, acquired for or devoted to a public street, sidewalk, curb, gutters, etc.

"Routing" means roadways of travel from origin to destination.

"Single-Trip Permit" means the permit is valid for one move only.

"Solid Waste" means any garbage, refuse, sludge or other discarded material, including solid, liquid, semisolid or gaseous materials, resulting from industrial, commercial, mining and agricultural operations, or community activities.

"Sunrise / Sunset" refers to the official times listed in news publications (i.e. Local News Papers, Airports, News Broadcast, National Weather Service, NOAA).

"Surety" means a pledge or formal promise made to secure against loss, damage, or default; a person who assumes responsibilities or debts in the event of default.

"VDOT" means the Virginia Department of Transportation. Information on permits for interstate travel can be obtained through the Richmond VDOT Hauling Permit Office at (804) 786-2787. Fax number (804)-786-5722, Norfolk Office (757)-494-2451, Suffolk Office (757)-925-2261.

2. GENERAL

- A. The Code of Virginia sets forth limitations of weight, width, height and length of objects and vehicles which may be moved along state highways and also empowers the Commonwealth Transportation Board to issue oversize or overweight permits for vehicles traveling over Virginia's Highways with loads, that when reduced to their smallest dimensions, exceed maximum legal limits.

- B. City of Norfolk has jurisdiction on those roads maintained by the City and specified on the permit. Separate permits must be obtained for travel on state highways and/or any other municipality's roads, from each governing authority
- C. The intent of establishing limitations is to protect the traveling public from hazard and unnecessary inconvenience, and to preserve the capacity and structural integrity of roadways and bridges. The policy of the City is to give primary consideration to safety, comfort, convenience and economic interest of the general public and the protection of its roadway system.

3. AUTHORITY; PERMITS

- A. The Director of Public Works or his/her designee issues moving and hauling permits at their discretion.
- B. Application should be made to:
City of Norfolk Permit Office, Division of Transportation
Department of Public Works
200 City Hall Building
Norfolk, Virginia 23510

Telephone Number: (757)-664-7306

Facsimile Number: (757)-664-4696

Business Hours:

8:30am to 4:30pm Monday through Friday

- C. The Permit Office must be notified of an emergency move not previously authorized within 24 hours of such move.

House moves must be applied for and purchased by a certified and bonded house mover. A moving and hauling permit for a house move will not be issued until a building permit has been issued by the Department of City Planning and Codes Administration along with cut off letters from Utility Companies.

- D. Applications for moving and hauling permits must be made on the appropriate form. There is an application form provided at Appendix A. Application forms may be obtained by calling the City of Norfolk Permit Office at (757)-664-7306 the form at Appendix A may be reproduced for use. Completed applications may be faxed to the City of Norfolk Permit Office at

(757)-664-4696). The party requesting the permit must provide the following information:

- a. Description of equipment and/or materials to be moved;
- b.. Overall dimensions and gross weight of vehicle and load;
- c. Truck and/or trailer license number of vehicle or vehicles and state in which licensed. (This information only necessary for single trip permits.);
- d. Origin and destination of movement within the City of Norfolk;
- e. Proposed roadway routes over which movement is requested;
- f. Requests for overweight vehicles must include maximum weight requested, **distance between center of the steering axle and center of the rear most axle and the number of axles on vehicle/vehicle combination;**
- g. A copy of the Virginia Department of Transportation moving and hauling permit for vehicle, if applicable;
- h. A copy of a valid certificate of automobile liability insurance in the amount of \$500,000, *or a permit bond in an amount as specified by the City of Norfolk Permit Office.*

E. Permits may be denied, revoked, or declared invalid as stated in **Sections IV, VII, and VIII** of this manual.

PART II - WEIGHT AND SIZE LIMITS

- 1. A Virginia Department of Transportation (VDOT) moving and hauling permit is valid for travel on I-64, I-264, and I-564. Also, no city permit is required for that portion of Northampton Blvd. between I-64 and Va. Beach city line or vice versa.
- 2. A local moving and hauling permit is required for all travel within the City of Norfolk not covered in paragraph 1 above and when any vehicle or combination of vehicles exceeds any of the following dimensions:

- 1. Gross Weight: 80,000 lbs.
- 2. Height: Thirteen (13) feet, Six (6) inches
- 3. Length: Forty (40) foot vehicle alone
Sixty-five (65) foot Tractor semi-trailer combination including load, Sixty (60) foot Combination of a towing vehicle and any manufactured housing including load and coupling.
- 4. Width: All vehicles over Eight (8) feet, Six (6) inches

excluding mirrors.

In addition, any vehicle which **exceeds** the maximum axle weights allowed for single and tandem axles must obtain a local moving and hauling permit although the gross weight of the vehicle may be less than 80,000 lbs. as specified above.

The maximum axle weights allowed **without a permit** are as follows:

- | | | |
|----|-----------------------------|-------------|
| 1. | Maximum Single Axle Weight: | 20,000 lbs. |
| 2. | Maximum Tandem Axle Weight: | 34,000 lbs. |

Specifically, the vehicles listed below must obtain local moving and hauling permits under this restriction:

1. Vehicles used exclusively for hauling solid waste.
2. Concrete mixed-in-transit vehicles;
3. Self-propelled truck cranes weighing 80,000 lbs. or less and under ten (10) feet wide.

3. Fire-fighting equipment is exempt from size limitations and does not require a moving and hauling permit.
4. The chart (Chart 1) at Appendix E provides the legal weight chart for any group of two (2) or more consecutive axles. A hauling permit is required when a vehicle configuration exceeds the weight limitations according to axle spacing.
5. The chart (Chart 2) at Appendix F provides the maximum weight in pounds according to vehicle axle spacing allowed by permit without requiring an engineering review by the City of Norfolk, Department of Public Works, Design Division for any group of two (2) or more consecutive axles.

PART III - DESCRIPTIONS, REQUIREMENTS AND LIMITATIONS OF SPECIAL PERMITS AVAILABLE

1. **General Blanket Permit** - Blanket permits will be issued for frequent moves of an on-going nature along one or more routes when the general blanket permit criterion is met.

The **maximum dimensions** for which a General Blanket permit can be issued are as follows:

Gross weight	up to 115,000 lbs. for trucks and tractor trailers up to 90,000 lbs. for mobile cranes
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Height	up to 13 feet 6 inches
Width	up to 12 feet (14 feet for mobile homes)
Length	up to 85 feet (100 feet for mobile homes)

Permits will be processed within two (2) weeks of submittal. Blanket permits will be used for up to twelve months. All blanket permits will be re-evaluated prior to renewal.

All permit requests that are overweight **must adhere** to the Weight and Axle Chart contained in this manual or match **VDOT Permit**. Any vehicle making a move under a blanket permit will be required to have an original permit in the vehicle at the time of the move. The annual permit must meet the exact dimensions listed on the permit. For example a 5 axle vehicle must have a 5 axle permit, a 7 axle vehicle, 7 axle permit. Each company should request a sufficient number of blanket permits to cover daily operations.

Permits will be valid up to one (1) year unless otherwise specified.

Any move exceeding the dimensions listed above will be considered on a case by case basis and may be confined to a single trip.

2. **Restricted Blanket Permit** - A restricted blanket permit may be issued when a general blanket permit is not, due to the vehicles weight distribution, configuration or an engineer's review shows that the vehicle warrants restricted travel. Mobile cranes between 90,000 and 115,000 lbs. and exceeding the "Maximum Weight/Axle Spacing" (Chart 2) will be considered under this category. For mobile cranes weighing between 115,000 and 130,000 pounds, a Restricted Blanket permit will be matched to the State blanket. Restricted blanket permits will be issued in periods not to exceed six (6) months. All requests shall be submitted 48 hours prior to the first date of move (not including Saturday and Sunday) for review.

3. **Single Trip Permit** – A single trip permit is issued for a one time move of an over dimensional/overweight vehicle within the City of Norfolk. **All axle weights not to exceed maximum weight allowed by permit based on axle spacing, Chart 2, provided at Appendix F of this manual or matching VDOT Oversize or Overweight permit.**

Requests for single trip permits should be made at least 48 hours (not including Saturday and Sunday) prior to the anticipated date of movement.

A single trip permit is issued to cover "one movement between two specific points within a five (5) working day period." Return trips will be covered under the same permit if requested on the application. The permit duration can be extended up to a 13-day period after a careful engineering review. An additional fee will be charged for return trips extending beyond the five (5) day period.

If vehicle configuration exceeds any of the parameters listed below, permits will be issued on a case-by-case basis after an appropriate engineering review has been completed to ensure the applicant's vehicle configuration will not damage bridges and structures on the designated route of travel:

- Height: 15 feet
- Width: 14 feet
- Length: 100 feet
- Gross Weight: 130,000 lbs

For extreme weights, field verification may be required to determine if item can be reasonably reduced. Possible engineering evaluation of the route may also be required for extreme weights. For extreme height or width, a Vertical/Horizontal Clearance certification statement must be filled out with the application (Appendix C).

Most permits will be processed within two working days of application. Extremely over-dimensional/overweight moves may take up to 30 days to process.

The permit will specify days and times of travel and items to be reduced. Extremely over dimensional/overweight moves will usually be scheduled to move early Sunday mornings. (House moves etc.) Request for movement at any other time shall be stated on application and is subject to approval by the Permit Supervisor.

4. Mobile Homes and Manufactured Housing

A. The maximum dimensions for which blanket permits to move mobile homes and manufactured housing can be issued are as follows. In addition to the maximum dimensions, the City of Norfolk has established designated routes for travel to and from all mobile home parks (Appendix D).

GROSS WEIGHT	80,000 to 90,000 lbs.
WIDTH	8'6" -14'
HEIGHT	13'6"
LENGTH	60' - 100'

Mobile home movements not destined for a mobile home park listed with a designated route will **not** be covered under a blanket permit.

B. Mobile homes that are greater than 14 feet in width will be allowed to move under a date specific single trip only. Applications must be submitted to the

Permit Office at least 48 hours in advance of the date of the move. Due to the extreme width, the following conditions will be applied to these moves. In addition to those listed below, all state regulations for travel of 16' wide mobile homes must be adhered to. The Permit Office may also impose additional conditions if necessary.

1. Travel time will be limited to Monday through Friday, 11:00 p.m. to 4:00 a.m.
 2. Police escorts may be required in addition to certified front and back escorts.
 3. Mover must provide written verification from trailer park management of suitable staging area within the park. Written verification must accompany application.
5. **Local Companies** - Norfolk based moving and hauling companies will be issued a blanket permit for trips to access the interstate system. Those trips should be made on routes designated as a result of an appropriate engineering review on a case-by-case basis. The designated routes should be clearly indicated on the permit application.

PART IV - TRAVEL RESTRICTIONS/REGULATIONS

1. No permitted travel is allowed within the corporate limits of the city between the hours of 6:00 - 9:00 a.m. and 4:00 - 6:00p.m. Monday through Friday, except for configurations which are overweight and overheight. The permit Office shall have the authority to route vehicles outside the normal hours of travel or restrict times of travel during normal hours of travel if it is determined necessary giving primary considerations to the safety and well being of the traveling public.
2. No vehicle shall be operated or driven across any bridge or culvert posted with signage indicating a weight limit if the gross weight of such vehicle is greater than the maximum weight limit posted. In cases of an emergency affecting the health, safety and welfare of the public, when there is no alternative route and a posted bridge must be crossed by a vehicle exceeding the posted weight limit, an engineering evaluation must be conducted and submitted with the application. The Permit Supervisor and the Structural and Waterfront Engineer must approve the application.

The City of Norfolk may impose temporary weight restrictions for periods not to exceed ninety (90) days by reason of deterioration or heavy rain, snow or other climatic conditions. Weight limits shall be posted and no vehicles or loads exceeding the reduced weight limit shall be allowed to travel across the roadway during the period the weight restriction is in force.

- 3. Each permit shall specify the route(s) to be traveled. All over dimensional and/or overweight vehicles and loads will be routed over the safest and most desirable roadways, in the judgement of the issuing authority, even though it may mean the distance to be traveled would be further. The City of Norfolk has designated certain roadways as primary routes as shown in Appendix B-1. These roadways will be used for routing over dimensional/overweight vehicles and loads to the maximum extent practical. (See City of Norfolk Bridges/Underpasses Travel Map B-2).
- 4. Each vehicle operating under a local moving and hauling permit shall operate at a reduced speed. The reduced speed limit shall be ten (10) miles per hour slower than the legal posted speed limit in fifty-five (55), forty-five (45) and thirty-five (35) miles per hour speed limit zones.

PART V - PERMIT FEES

(1)	(Annual Blanket) Permit	\$200.00
(2)	(Restricted Blanket) Permit for Mobile Crane.....	\$100.00
(3)	House Move Permit (single instance) includes Police Escort.	\$100.00
(4)	Single Trip Permit	\$50.00
	Single Trip/Return Trip Permit (for extended periods).....	\$50.00
	Additional Fee for Each Police Escort not Included in Permit Fee....	\$50.00

PART VI - ESCORT SERVICE AND OTHER SAFETY REQUIREMENTS

- 1. Escort Service Requirements - Escort vehicles must comply with the Escort Vehicle Regulations contained in the VDOT Hauling Permit Manual - 24 VAC 30-111-160.

When escort vehicle (s) are required by the Permit, they shall comply with the following regulations:

- A. All escort vehicles shall be equipped with a two-way radio and maintain communication with the permitted vehicle driver and any other escort vehicles in the convoy.

- B. Escort vehicles shall have signs, descriptive of the load it is escorting, i.e., "WIDE LOAD" or "OVERSIZE LOAD" or "OVER-DIMENSION LOAD" displayed on the vehicle to be visible to an approaching motorist in day or night. Escort vehicles shall maintain adequate distance (minimum 500 feet) in front of, or behind, the permitted vehicle to warn an approaching motorist of the oversize vehicle configuration.
 - C. At least one amber high-intensity flashing, blinking, or alternating light shall be located on top of the escort vehicle. The light shall be visible for a distance of 500 feet or greater.
 - D. The escort vehicle's headlights, and any other steady burning exterior lights shall be turned on while escorting an oversize permitted vehicle.
 - E. A front escort vehicle equipped with a hot-pole is required when the overall vehicle configuration height exceeds 13'6".
The hot-pole shall extend three inches above the specified overall height of the permitted load.
2. Safety Requirements - City of Norfolk Crews may be required to escort a move when:
- 1. City of Norfolk infrastructure must be altered in any way (e.g., when signs or traffic signals are moved or steel plates must be placed on bridges); and/or
 - 2. A police escort is required for public safety by the permit office.
- A. **Flags** - red flags or fluorescent orange flags shall be displayed at each of the four corners of any vehicle/load that is over width or over length or with an overhang of more than 3 feet. Flags are to be placed at the extremities of the width, length or overhang. Flags must be square, measure eighteen (18) inches along the side and in good condition. Flags are not required when the vehicle/load is over height or overweight only.
- At the discretion of the Permit Office, when transporting a load that overhangs trailer length, six red flags or fluorescent orange flags may be required. In addition to displaying flags at each of the four corners, two flags shall be displayed at the middle of the load.
- B. **Flagperson** - when it is necessary to post a flagperson or flagpersons in order to warn and direct approaching traffic, each flagperson must be wearing a red jacket or vest and be equipped with a red flag and/or paddle reading "STOP" in white letters with red background. Flagperson shall be eighteen (18) years of age or older and capable of and trained in carrying out flagging responsibilities.

- C. **Lights** - all vehicle headlights and other steady burning exterior lights shall be turned on and in working order, including those of the escort vehicles.

- D. **Signs** - All permitted loads or vehicles being moved on city streets exceeding 8' 6" width, 65 feet in length or with more than ten (10) feet of overhang must display appropriate warning signs. Signs shall be posted front and rear and shall read "WIDE LOAD" or "OVERSIZE LOAD." The "WIDE LOAD" sign shall be used whenever overall width exceeds eight (8) feet. The "OVERSIZE LOAD" sign shall be used for over length and other oversize features. The more definitive signs reading "WIDE LOAD" or "LONG LOAD", may be substituted for the "OVERSIZE LOAD" sign when appropriate. The "LONG LOAD" sign shall have preference when length exceeds 100 feet and other oversize features exist. The lettering shall be an 8-inch minimum height with a 1 ½-inch minimum brush Stroke width, and a minimum one inch border all around. All signs shall have black letters on a yellow background, mounted at least 18-inches above the roadway surface. Signs must be clean, legible, mounted securely and visible from straight ahead or behind and to 45 degree either side thereof. Upon completion of the move all signs shall be covered or removed.

- E. **Amber Flashing Lights** - all permitted vehicles and loads must display one (1) amber flashing light located on top of the towing vehicle plus one (1) amber flashing light located on the upper rear end of the vehicle or load. Lights shall be visible for 500 feet.

- F. **Load Overhang** - Front overhang shall not exceed three (3) feet; rear overhang shall not exceed 1/3 of the length of the load, 2/3 of which must rest upon truck or trailer bed. No overhang will be allowed during hours of darkness. No over length load shall be permitted to drag upon the roadway.

Part VII- Operational Provisions

1. No travel shall be allowed upon any roadway having physical or geometrical restrictions that prohibit movement as determined by the City of Norfolk Permit Office.
2. No travel shall be allowed upon any public roadway without written permission from the Permit Office specifying that route as an approved roadway for transport.
3. No travel shall be allowed upon any roadway when visibility is limited by atmospheric or other conditions so as to make travel hazardous for any vehicle. No travel is allowed when any person, vehicle or roadway is not clearly discernible at a distance of 500 feet. Travel may be permitted during periods of light rain if the aforementioned conditions are met and continued travel does not create a hazardous condition for the traveling public. No travel is allowed when the surface of the roadway is made hazardous by rain, sleet, snow or ice. No travel is allowed when movement is made hazardous by fog, flood or wind. The law enforcement officer's determination will prevail without exception!
4. Traffic shall not be detained for more than ten minutes for loading or unloading or for any other reason.
5. Wide load movements shall not travel in a convoy. Wide load movements, including escort vehicles when so required, must maintain a travel distance not less than 2,000 feet.
6. The driver of the towing vehicle will be responsible for the least possible inconvenience to other traffic by using every opportunity to allow following traffic to pass. If traffic buildup behind the unit becomes heavy (considered to be six or more vehicles), the entire combined unit shall be removed from the traveled way to allow traffic to pass.
7. All necessary safety precautions shall be employed. Extreme caution is to be exercised when crossing narrow structures or encountering pedestrians along the roadway edge. Special safety precautions shall be utilized during vehicle breakdown and the unit shall be immediately removed from the traveled portion of the roadway. The disabled unit shall be removed from the roadway system at the earliest possible time after breakdown.
8. Permittee is to notify the Permit Office at (757)-664-7306 of any accident or damage within the right-of-way (road signs, trees, guard rails, etc.) within 24 hours of the occurrence. In addition, the Permittee shall notify the Police Department immediately upon occurrence of the accident or damage.

9. Permittee is responsible for checking all horizontal and vertical clearances along each proposed route of travel to ensure that proper clearances exist. Travel shall not commence without ensuring proper clearances along all proposed routes of travel.
10. Under no circumstances are bridge railings to be removed or adjusted, or any roadway structures to be modified or tampered with to allow passage without assistance from Permit Office or assistance from the Traffic Operation Center #441-5818.
11. All loads shall be securely fastened to prevent the load from falling from the transport vehicle.
12. The permit shall be carried in the vehicle(s) to which it refers and shall be open to inspection by any enforcement officer.
13. No deviations from routes of travel as shown on the permit will be allowed unless a police escort is present and the police officer initiates the deviation for safety purposes.
14. Emergency Moves:
If an emergency exists, the Permitted shall notify the Communications Division of the Police Department. The permitted shall wait for authorization from the Chief of Police or his designee before the movement is made. The Police department will determine if it is an emergency and if an escort is required. The 24 hour phone number for Communication is 441-5610. (See definition of an Emergency)

Part VIII- Permit Requirements/Responsibilities

1. The permit will specify days and times of travel and items to be reduced. Extremely over dimensional/overweight moves will usually be scheduled to move early Sunday mornings. (House moves etc.) Request for movement at any other time shall be stated on application and is subject to approval by the Permit Supervisor.
2. City crews may be required to escort a move when:
 - (A) City of Norfolk infrastructure must be altered in any way (e.g., when signs or traffic signals are moved or steel plates must be placed on bridges); and/or
 - (B) A police escort is required for public safety by the permit office.

3. A permit will not be issued for any vehicle or load which can reasonably be reduced to legal limitations of size and weight. The legal gross axle weight limits are set forth on page 5 through 6 of this manual. Field verifications may be required to determine whether an item can be reasonably reduced. The size and/or weight shall be reduced as required by the "City of Norfolk Moving and Hauling Permit Manual" and loaded in such a manner that will most nearly conform to legal limits. Items shall not be loaded side-by-side to create over width condition; end-to-end to create over length condition; or stacked to create over height conditions. ***Note- When hauling more than one item at a time, gross weight and axle weights must be in accordance with Weight and Axle Chart provided at Appendix E.**

A permit will not be issued when it is determined upon review that the move may cause undue harm to public infrastructure or to the safety and welfare of the citizens.

4. Surety may be required upon individual evaluation of extremely over dimensional/overweight movements. The amount of the surety is determined based on the estimated cost of restoring the City of Norfolk infrastructure should damage occur during the move.

Sureties must be posted by letter of credit, liability bond, or cashier's check by either the mover or the owner of the item to be moved. Sureties must be posted with the Permit Office prior to the issuance of a permit. The permittee must notify the Permit Office upon completion of the move to request an inspection. If no damage has occurred and all City of Norfolk invoices related to the move have been paid, the surety will be released by the Permit Office.

5. Permittee is responsible for checking all horizontal and vertical clearances along each proposed route of travel to ensure that proper clearances exist. Travel shall not commence without proper clearances along all proposed routes of travel. Over height vehicles shall be equipped with an over height pole (hot pole) extended to a minimum of 3" higher than the permitted height of the vehicle/load.

The permittee, must comply with all travel regulations and operational provisions contained in this manual, as well as any additional restrictions stated on the permit.

The permittee its agents, employees, officers and assigns assume all responsibility and liability for any injury to persons or damage to public or private property, caused directly or indirectly, by the transportation of vehicles and loads under a permit. Furthermore, the permittee, its agents, employees, officers and assigns agree to save and hold harmless the City of

Norfolk, its agents, employees, and officers from any and all claims, demands, actions, judgements, executions, damages or proceedings for any and all personal injury, and injuries to property real or personal, public or private, caused by arising out of, directly or indirectly, from the transportation of the vehicle and/or load under a permit.

6. Permittee is responsible for coordinating with local utility companies if a conflict with utility infrastructure (e.g., overhead lines) is anticipated. The Permit Office will require written verification from the various utility companies affected by the move stating that they have been notified of the move and will have crews available to assist the mover if necessary.
7. A hauling permit may be revoked upon findings that the permittee violated the terms of the permit, which shall incorporate by reference these rules, as well as state and local laws and ordinances regulating the operation of overweight or oversized vehicles. Repeated violations may result in a permanent denial of the right to use the city roadways for transportation of overweight and oversized vehicle configurations. A permit may also be revoked for misrepresentation of the information on the application, fraudulently obtaining a permit, alteration of a permit, or unauthorized use of a permit.

Permits will be invalid if the vehicle or vehicle combination is found by a law-enforcement officer to be operating in violation of permit conditions regarding route, time of movement licensing, number of axles or any special conditions contained within the permit.

8. The Norfolk Police Department and all other law enforcement officers, and Public Works Permit office are responsible for the enforcement of over dimensional/overweight vehicle regulations. Failure to acquire a permit and/or citations that result in a conviction shall be considered a violation.

The owner, operator or persons charged with a violation of any weight limit or charged with a violation of the weight limitations of any hauling permit issued by the City of Norfolk shall be in violation of Sec. 25-134-25.134.1 and in addition to liquidated damage assessments as outlined by the Code of Virginia Highway laws. **Continued violations could result in revocation of all permits.**



Applying for a Hauling Permit?

****PLEASE ALLOW TWO (2) BUSINESS DAYS FOR PROCESSING****

Types of oversize/overweight/over height hauling permits:

- Single trip permits – one trip, one-way; a faxed copy is valid for vehicle
- Blanket Permits – must have original (city seal) in vehicle; must have original (pink seal) in vehicle.
- Restricted Annual Permit – issued when vehicle dimensions are outside of regular annual dimensions and a specific route is designated for vehicle movement within the City of Norfolk

Please include the following with the attached application:

- A copy of the DMV/VDOT permit page showing dimensions
- A copy of liability insurance (\$500,000.00 minimum)

Cost:

- Single Trip: \$75.00
- Annual Permit: \$300.00 – valid for one year starting on the date issued.
- Restricted Annual Permit: \$300.00

Payment Methods:

- We accept Visa, Master Card, and Checks (not TELECHECK)
 - Please indicate on application. We will then contact you when permit is ready for card information. **PLEASE DO NOT WRITE CREDIT CARD NUMBER ON THE APPLICATION FORM.**
- If paying by check, the check must be received prior to the issuance of the permit.

Mailing Address:

City of Norfolk - Public Works Division of Right-of-Way
810 Union Street, Room 200, Norfolk VA 23510

Contacts:

Questions/Status: 757.664.7306

Fax Number: 757.664.4696

e-mail: pwrow@norfolk.gov



HAULING PERMIT TRAVEL CONDITIONS

For OVERSIZE, OVERHEIGHT, OVERWEIGHT LOADS

TRAVEL TIMES

- **Normal times** of travel for permitted loads are **sunrise to sunset** (published times), **Monday through Saturday** and *12:00 noon until 30 minutes before sunset on Sundays*.
- No permitted travel is allowed within city limits of Norfolk between the hours of **6:00 a.m. to 9:00 am** and **4:00 pm to 6:00 pm**. Over weight vehicles without any overhangs will be permitted to travel without time of day constraints.

ESCORTS

- A certified **rear escort** is required when vehicles configurations exceeds one or more of the following:
 - 9 feet in width (>9')
 - 65 feet 6 inches in length; (>65'6")
 - or an overhang
- A certified **front** escort is required when vehicles configurations exceeds one or more of the following:
 - 10 feet 6 inches in width (>10'6")
 - 13 feet 6 inches height (>13'6")
- Certified **front and rear** escorts are always required when vehicle configurations exceed 12 feet 1 in width (>12'1").
- Red flags or fluorescent orange flags shall be displayed at each of the four corners of the vehicle/load.
- All permitted vehicles and loads must display one (1) amber flashing light located on top of towing vehicle plus one (1) amber flashing light located on the upper rear end of the vehicle or load. Lights shall be visible for 500 feet.
- Maximum speed – 10mph less than the legal posted speed limit for areas with speed limit of 35 mph or greater.
- Permittee must verify clearances by riding the route before mount out.
- **EXCEPTION:** On **International Terminal Blvd** between Norfolk International Terminal and I-564, an escort is not required except when vehicle exceeds **12 feet in width (>12')** or **75 feet in length (>75')**.



City of Norfolk

Department of Public Works

RIGHT OF WAY PERMIT OFFICE

ROOM 200 CITY HALL BUILDING
NORFOLK, VIRGINIA 23510

PHONE: # (757)-664-7306 FAX # (757)-664-4696

HAULING/OVERSIZED LOAD PERMIT APPLICATION

Must have insurance in the amount of \$500,000 to cover the vehicle during the time of move. Also a copy of state permit is required if destination is to or from the interstate.

TYPE OF PERMIT REQUESTED:

RESTRICTED BLANKET COST PRORATED:

\$ 75.00 SINGLE:

\$ 300.00 BLANKET:

DATE OF MOVE: ___/___/___

PERMITTEE _____ PHONE#: _____

ADDRESS: _____ FAX#: _____

CITY/ STATE/ ZIP: _____

ROUTING: FROM (ORIGIN): _____ TO (DESTINATION): _____

PREFERRED ROUTE OF TRAVEL:

Route to NIT: From 64 to Terminal Blvd. across Hampton Blvd

North Hampton to VA Beach: From 64 to North Hampton Blvd towards VA Beach (No Fee)

Other (specify below):

ITEM(S) TO BE MOVED: _____

TRUCK LICENSE/SER# _____ TRAILER LICENSE/SER# _____

OVERALL SIZE REQUEST: HEIGHT: ___ FT ___ IN WIDTH: ___ FT ___ IN LENGTH: ___ FT ___ IN

VEHICLE LOAD/TRAILER OVERHANG: FRONT _____ FT/IN SIDE _____ FT/IN REAR _____ FT/IN

WEIGHT REQUEST

Gross weight of vehicle or vehicle combination with load _____ #Axles on vehicle or vehicle combination

Wheel base, measure front center axle to rear center axle: FT _____ IN _____

Axle Spacing and Weight Displacement Estimates:

Axles 1 to 2 _____ Wt. _____	Axles 2 to 3 _____ Wt. _____
Axles 3 to 4 _____ Wt. _____	Axles 4 to 5 _____ Wt. _____
Axles 5 to 6 _____ Wt. _____	Axles 6 to 7 _____ Wt. _____
Axles 7 to 8 _____ Wt. _____	Other Groupings _____

HOLD HARMLESS

The permittee, its agents, employees, officers and assigns assume all responsibility and liability for any injury to persons or damage to public or private property, caused directly or indirectly, by the operational, and/or arising from the permitted activity. Furthermore, the permittee, its agents, employees, officers and assigns agree to save and hold harmless the City of Norfolk its agents, employees, and officers from any and all claims, demands, actions, judgments, executions, damages or proceedings for any and all personal injury, and injuries to property real or personal, public or private, caused by or arising out of, directly or indirectly, from the permitted activity. I certify that the information supplied by me in this application is complete and true to the best of my knowledge, **whereas the weight provided is the actual weight, and for cranes over 90,000 lbs., the weight cannot be reduced any further than the configuration provided.** I understand any misstatement or omission of material facts shall cause issued permit to be null and void.

SIGNATURE _____ DATE _____ PRINT NAME _____

APPENDIX B - PRIMARY ROUTES

Listed Primary Routes shall be utilized from Origin to Destination as much as possible.

I-64 and I-264	from City line to City line.
Brambleton Ave.	from I-264 to Hampton Blvd.
Campostella Road	from I-264 to City line.
Hampton Blvd.	from Brambleton Ave. to Admiral Taussig Blvd.
St. Paul's Blvd.	between Waterside Drive and Va. Beach Blvd.
Monticello Ave.	between Va. Beach Blvd. and 27th Street
Tidewater Drive	between Brambleton Ave. and Ocean View Avenue
Ballentine Blvd.	between I-264 and Lafayette Blvd.
Ingleside Road	between Va. Beach Blvd. and Tait Terrace and Cromwell Pkway to Chesapeake Street.
Cromwell Road	between Chesapeake Street and Tidewater Drive.
Azalea Garden Road	between Va. Beach Blvd. and Military Hwy.
Military Hwy..	between City line and Little Creek Road.
Sewells Pt. Rd.	Chesapeake Blvd. between Princess Anne Road and Ocean View Ave.
Park Ave.	between Brambleton Ave. and Princess Anne Road.
Va. Beach Blvd.	between Monticello Ave. and City line.
Princess Anne Road	between Tidewater Drive and Military Highway.
Northampton Boulevard	between Military Hwy.. and City line.
26th/27th Streets	between Hampton Blvd. and Monticello Ave.
Little Creek Road	between Hampton Blvd. and Shore Drive.
Terminal Blvd.	between Hampton Blvd. and I-564.
I-564	between I-64 and Admiral Taussig Blvd.
Ocean View Ave.	between 4th View Street and Shore Drive.
Shore Drive	between Ocean View Ave. and City line.
Norview Ave.	between Chesapeake Blvd. and Military Hwy..

CITY OF NORFOLK

BRIDGE/UNDERPASS

Vehicles making a move under blanket permit authorization, will be required to use the following bridges listed: from origin to destination, (if applicable).

- (B-1) Brambleton Ave. Bridge over Smith Creek (Hague)
Use Center Lanes Only
- (B-2) Campostella Rd. Bridge over the Elizabeth River
- (B-3) 26th/27th Street Bridge over Lafayette River
- (B-4) Hampton Blvd. over Lafayette River
- (B-5) Granby Street over Lafayette River
- (B-6) Tidewater Drive Bridge over Lafayette River (Seeley's Bridge)
- (B-7) Tidewater Drive Bridge over Lafayette River (Bell's Bridge)
- (B-8) Va Beach Blvd. Over Broad Creek
- (B-10) Military Hwy. over Elizabeth River
- (B-11) Northampton Blvd. Bridge at Lake Wright
- (B-15) Va. Beach Blvd. Over N&W RR
- (B-24) Little Creek Rd. over Tidewater Drive (Underpass)
- (B-36) Indian River Road over Steamboat Creek
- (B-48) Norview Ave. over Lake Whitehurst

APPENDIX C - DESIGNATED TRAVEL ROUTES TO MOBILE HOME PARKS

These travel routes must be used for all mobile home movements executed under blanket permit authorization. Permit Office must be notified at least 24 hours in advance of all mobile home movements executed under blanket permit authorization. Routes out of the mobile home park will be opposite of the route in unless otherwise stated.

<u>Mobile Home Parks</u>	<u>Address</u>
Bayview	1846 E. Little Creek Rd.
Castertons	555 E. Little Creek Rd.
Central	3584 Argonne Ave.
Daughertys	7900 Block of Woodall and Redmon Road
Delmar	8141 Shore Drive
Eldorado	7922 Shore Drive
Ferris	8040 Woodall Road
Grays	5678 Brickell Road
Hogshires	1351 E. Little Creek Rd.
Lights	7920 Ransom Road
Milts	4011 Pleasant Avenue
Princess Anne	4020 E. Little Creek Rd.
Smittys	6659 E. Virginia Bch Blvd.

Bayview - 1846 E. Little Road

Routes In:

1. I-64 to Little Creek Road to destination.
2. Military Hwy. from Va. Beach city line to Little Creek Rd. to destination.
3. Shore Drive from City line to Little Creek Road to destination.

Casterton's - 555 Little Creek Road

Routes In:

1. I-64 to Little Creek Road to destination.
2. Military Hwy. from Va. Beach city line to Little Creek Rd. to destination.
3. Shore Drive from City line to Little Creek Road to destination.

Central - 3584 Argonne Avenue

Routes In:

1. I-64 to Chesapeake Blvd. to Cromwell Drive to Argonne Avenue to northern terminus.
2. Military Hwy. from Virginia Beach line to Norview Avenue to Chesapeake Blvd. to Cromwell Drive to Argonne Avenue.

Daugherty's - 7900 Woodall and Redmon Road

Routes In:

1. I-64 to Little Creek Rd to destination

2. Military Hwy. from Va. Beach City line to Little Creek Rd. to destination.
3. Shore Drive from City line to Little Creek Rd. to destination.

Delmar - 8141 Shore Drive

Routes In:

1. I-64 to Little Creek Rd to Shore Drive.
2. Shore Drive from Virginia Beach City line to destination.
3. Military Hwy. to Little Creek Rd. to Shore Drive to destination.

Eldorado - 7922 Shore Drive

Routes In:

1. I-64 to Little Creek Rd. to Shore Drive
2. Shore Drive from Virginia Beach City line to destination.
3. Military Hwy. to Little Creek Rd. to Shore Drive to destination.

Ferris - 8040 Woodall Road

Routes In:

1. I-64 to Little Creek Rd to destination.
2. Military Hwy. from Virginia Beach City line to Little Creek Rd to destination.
3. Shore Drive from City line to Little Creek Rd. to destination.

Gray's 5678 Brickell Road

Routes In:

1. Military Hwy. from Virginia Beach City line to Brickell Rd.
2. I-64 or I-264 to Military Hwy. to Brickell Rd.

Hogshires - 1351 E. Little Creek Rd.

Routes In:

1. I-64 to Little Creek Rd. to destination.
2. Military Hwy. from Virginia Beach City line to Little Creek Rd. to destination.
3. Shore Drive from City line to Little Creek Rd. to destination.

Lights - 7920 Ramsom Road

Routes In:

1. I-64 to Little Creek Rd. to destination.
2. Military Hwy. from Virginia Beach City line to Little Creek Rd. to destination.
3. Shore Drive from City line to Little Creek Rd. to destination.

Milts - 4011 Pleasant Avenue

Routes In:

1. Shore Drive from Virginia Beach City line to Pleasant Ave. to destination.
2. I-64 to Little Creek Rd. to Shore Drive to Pleasant Ave. to destination.

3. Military Hwy. from Virginia Beach to Little Creek Rd to Shore Drive to Pleasant Ave. to destination.

Princess Anne - 4020 E. Little Creek Road

Routes In:

1. I-64 to Little Creek Road to destination.
2. Military Hwy. from Virginia Beach City line to Little Creek Rd. to destination.
3. Shore Drive from city line to Little Creek Rd. to destination.

Smitty's - 6659 E. Virginia Beach Blvd.

Routes In:

1. Military Hwy. from Virginia Beach line to Virginia Beach Blvd. to Newtown Road to destination.
2. I-64 to I-264 to Military Hwy. to Virginia Beach Blvd. to Newtown Rd. to destination.

APPENDIX D - CERTIFICATION STATEMENT

CITY OF NORFOLK
MOVING AND HAULING PERMIT
CERTIFICATION STATEMENT
VERIFYING CLEARANCE ENROUTE

TO: Permit Supervisor
City of Norfolk
Division of Transportation
Department of Public Works
200 City Hall Building
Norfolk, Virginia 23510

This is to certify that I have checked **all** horizontal and vertical clearances enroute between _____ (origin) and _____ (designation) via street names _____, _____, _____.

I can maintain a 3" minimum vertical or 12" horizontal clearance (each side) to provide safe operating clearances between the overall extremities of the following vehicle/load width ___ft. ___in., height ___ft. ___in., length ___ft. ___in., without reservation. It is further understood that pursuant to the moving and hauling permit travel regulations the permittee is responsible for all vertical and horizontal clearances enroute.

I will furnish a front escort vehicle equipped with an over height pole (hot pole) extended a minimum of 3" inches higher than the permitted height of the vehicle/load to ensure safe travel. I will use a minimum of one front and one rear escort vehicle to ensure safe travel.

Date

Signature of Permittee or Designated Agent

APPENDIX E

Chart 1 - Legal Weight Limits

“L” is defined as the distance in feet between the extremes of any group of two (2) or more consecutive axles (measure center of first axle to center of last axle).

“L”	2 axles	3 axles	4 axles	5 axles	6 axles	7 axles
4	34,000					
5	34,000					
6	34,000					
7	34,000					
8	34,000	34,000				
9	39,000	42,500				
10	40,000	43,500				
11		44,000				
12		45,000	50,000			
13		45,500	50,500			
14		46,500	51,500			
15		47,000	52,000			
16		48,000	52,500	58,500		
17		48,500	53,500	58,500		
18		49,500	54,000	59,000		
19		50,000	54,500	60,000		
20		51,000	55,500	60,500	66,000	
21		51,500	56,000	61,000	66,500	
22		52,500	56,500	61,500	67,000	
23		53,000	57,500	62,500	68,000	
24		54,000	58,000	63,000	68,500	74,000
25		54,500	58,500	63,500	69,000	74,500
26		55,500	59,500	64,000	69,500	75,000
27		56,000	60,000	65,000	70,000	75,500
28		57,000	60,500	65,500	71,000	76,500
“L”	2 axles	3 axles	4 axles	5 axles	6 axles	7 axles

29	57,500	61,500	66,000	71,500	77,000
30	58,500	62,000	66,500	72,000	77,500
31	59,000	62,500	67,500	72,500	78,000
32	60,000	63,500	68,000	73,000	78,500
33		64,000	68,500	74,000	79,000
34		64,500	69,000	74,500	
35		65,500	70,000	75,000	
36		66,000	70,500	75,500	
37		66,500	71,000	76,000	
38		67,500	72,000	77,000	
39		68,000	72,500	77,500	
40		68,500	73,000	78,000	
41		69,500	73,500	78,500	
42		70,000	74,000	79,000	
43		70,500	75,000	80,000	
44		71,500	75,500		
45		72,000	76,000		
46		72,500	76,500		
47		73,500	77,500		
48		74,000	78,000		
49		74,500	78,500		
50		75,500	79,000		
51		76,000	80,000		

APPENDIX F

Chart 2 - Permitted Weight Limits

"L " is defined as the distance in feet between the extremes of any group of two (2) or more consecutive axles. (Measure center of first axle to center of last axle.)

"L"	2 axles	3 axles	4 axles	5 axles	6 axles	7 or more
4	44,000					
5	44,000					
6	44,000					
7	44,000					
9	48,000	53,500				
10		54,500				
10		55,000				
11		56,000				
12		56,500		63,000		
13		57,500		63,500		
14		58,000		64,500		
15		59,000		65,000		
16		59,500		65,500	72,500	
17		60,500		66,500	73,000	
18		61,000		67,000	74,000	
19		62,000		67,500	74,500	
20		62,500		68,500	75,000	82,000
21		63,500	69,000	75,500	82,500	
22		64,000	69,500	76,500	83,000	
23		65,000	70,500	77,000	84,000	
24		65,500	71,000	77,500	84,500	91,500
25		66,500	71,500	78,000	85,000	92,000
26		67,000	72,500	79,000	85,500	92,500
27		68,000	73,000	79,500	86,000	93,000
"L"	2 axles	3 axles	4 axles	5 axles	6 axles	7 or more

28	68,500	73,500	80,000	87,000	94,000	
29	69,500	74,500	80,500	87,500	94,500	
30	70,000	75,000	81,500	88,000	95,000	
31	71,000	75,500	82,000	88,500	95,500	
32	71,500	76,500	82,500	89,000	96,000	
33		77,000	83,000	90,000	97,000	
34		77,500	84,000	90,500	97,500	
35		78,500	84,500	91,000	98,000	
36		79,000	85,000	91,500	98,500	
37		79,500	85,500	92,000	99,000	
38		80,500	86,500	93,000	99,500	
39		81,000	87,000	93,500	100,500	
40		81,500	87,500	94,000	101,000	
41		82,500	88,000	94,500	101,500	
42		83,000	89,000	95,000	102,000	
43		83,500	89,500	96,000	102,500	
44		84,500	90,000	96,500	103,000	
45		85,000	90,500	97,000	104,000	
46		85,500	91,500	97,500	104,500	
47		86,500	92,000	98,000	105,000	
48		87,000	92,500	99,000	105,500	
49		87,500	93,000	99,500	106,000	
50		88,500	94,000	100,000	106,500	
51		89,000	94,500	100,500	107,500	
52		89,500	95,000	101,000	108,000	
53		90,500	95,500	102,000	108,500	
54		91,000	96,500	102,500	109,500	
55		91,500	97,000	103,000	109,500	
56		92,500	97,500	104,000	110,000	
"L"	2 axles	3 axles	4 axles	5 axles	6 axles	7 or more
57			93,000	98,000	104,500	111,000
58			94,000	99,000	105,000	111,500

<u>59</u>	<u>94,500</u>	<u>99,500</u>	<u>105,500</u>	<u>112,000</u>
<u>60</u>	<u>95,000</u>	<u>100,000</u>	<u>106,000</u>	<u>112,500</u>
<u>61</u>	<u>96,000</u>	<u>101,000</u>	<u>106,500</u>	<u>113,000</u>
<u>62</u>		<u>101,500</u>	<u>107,000</u>	<u>113,500</u>
<u>63</u>		<u>102,000</u>	<u>108,000</u>	<u>114,500</u>
<u>64</u>		<u>102,500</u>	<u>108,500</u>	<u>115,000</u>