



HOW TO APPLY FOR AN OVERSIZE/OVERWEIGHT ANNUAL PERMIT

1. **Complete the Oversized/Overweight vehicle permit application** (attached)
2. **Submit the application to row.permits@cityoffederalway.com with the following:**
 - WA State Business License
 - City of Federal Way Endorsement
 - City of Federal Way map with the expected haul routes marked.
 - List of vehicles to be used.
 - Certificate of Insurance (Min \$1,000,000.00 liability) naming the City of Federal Way.
 - Bond (Min \$ 5000.00)
Note: The director of public works may require larger bond amount or insurance if deemed necessary.

3. **Pay Application fee:**

Permit Fee Schedule 2024	
Oversized permit fee+ Automation Fee	\$ 253.00

Make checks payable to city of federal way.

4. **Permit issuance:** Please allow 72 hours to review the application and issue the permit. The permit will be valid through Dec 31 year of issue.
5. **Job Start:** Please send e-mail to row.permits@cityoffederalway.com at least **24 hours** prior to haul and provide the following information:
 - Permit number
 - Date and time of the haul
 - Route (Confirm the route has been driven and is suitable for the haul)
 - Dimensions of the haul
 If notice is not provided, **a penalty of \$321.00** will be issued
6. **Inspection Fee for outside of Normal Hours:** The city of federal way will inspect the route before and after haul so there will be inspection fee as following:

2024 Fee Schedule

After Hours Inspection*	\$264.00 per hour
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*4 hours minimum for evenings, holidays and weekends

Make checks payable to city of federal way.

If you have any question, please call (253)835-2725 or email row.permits@cityoffederalway.com



Oversize/House Move Permit Application
 DEPARTMENT OF PUBLIC WORKS
 33325 8TH AVENUE SOUTH - FEDERAL WAY, WA 98003
 PHONE 253-835-2725 FAX 253-835-2709

PW DATE STAMP	FILE#:
	PROJECT NAME/JOB NUMBER
	House Move Type Class: I II III IV

APPLICANT/ CONTACT:		PHONE(S):		
ADDRESS:		Email:		
Hauler/Contact:		L & I Contractor License # (For House move)		
		USDOT #		
		MC #		
ADDRESS:		PHONE(S):		
		Email:		
Escort Service/Contact (if applicable):		License#	Description & # of escorts	
ADDRESS:		PHONE(S):		
		Email:		
Max Overall Length:	Max Overall Height:	Max Overall Width:	Front Overhang:	Rear Overhang:
Gross Weight:	# of Axles:	Number of Trips:	Shipment Consists of:	
Moving Date(s):	Moving Time From:	AM	PM	TO: AM PM
Origin:			Destination:	
Description of Travel Route Requested:				
Street	From		To	

INCOMPLETE APPLICATIONS WILL BE RETURNED * INCLUDE ROUTE MAP, WSDOT/OTHER MOVE PERMIT & COFW BUILDING PERMIT FOR CLASS I & II MOVES

Signature:		Date:	
PW REVIEW/COMMENTS		POLICE REVIEW/COMMENTS	
PREMOVE INSPECTION BY (Class I & II)		FIRE REVIEW/COMMENTS	
Building Permit #			

OVERSIZE/OVERWEIGHT PERMIT GENERAL TERMS & CONDITIONS

DEFINITION: Any vehicle rated in excess of 30,000 pounds gross weight (GW) or restrictions set forth in RCW 46.44.041 considered as overload vehicle and any vehicle size more than 14ft in height (H), 8.5ft in width (W) and 40ft in length or restrictions set forth in RCW46.44.010,46.44.020,46.44.030,46.44.034 considered as oversized vehicle.

VEHICLE ROUTE: The vehicle route for oversized/overweight load vehicles highlighted in Exhibit A of this permit, all other streets within the limits of the city shall be restricted to allow only vehicles rated under 30,000 pounds gross weight, except as provided for in FWRC 8.40.040 or as authorized by Special permit (Oversize-overweight permit) under Chapter 8.43 FWRC

FEES: Special Permit fee, including any associated route inspection fees prior to and/or after haul, shall be assessed and collected by the city as set forth in the applicable section of the current fee schedule.

HOURS OF OPERATION- Permittee may only perform work in the right of way between the hours of 8:30a.m. and 3:00p.m., Monday through Friday, unless different hours of operation are approved in writing by the City. No haul is permitted in the row on weekends or holidays observed by the city. no work will be permitted after 12pm (noon) on a day prior to a holiday weekend.

NOTICE TO PUBLIC WORKS - Permittee shall notify the Public Works Department at least twenty-four (24) hours prior to commencing the Work. Crew must call permit number, date and time of route. Failure to provide such notice will result in the assessment of a **job start penalty charge per each occurrence**, in accordance with current fee schedule, in addition to any other fees provided for in this Permit.

REPAIRING DAMAGE BY PERMITTEE- In the event that the Permittee in the course of hauling causes damage of any kind, Permittee shall repair the damage at its sole cost and expense, without delay or interruption and within the time period prescribed by the City.

BUSINESS LICENSE- Per Federal Way Revised Code section 12, all contractors/businesses performing work in the City of Federal Way must possess a valid City of Federal Way business license.

PERMIT SUSPENSION OR REVOCATION: If the public work director determines that a vehicle or a combination of vehicles is operating in violation of the conditions of the permit issued under 8.43. The public work director may suspend or revoke the permit in writing for a period not to exceed one year. The permit holder may file a request for review of the public work director's decision to suspend or revoke the permit in writing on the form provided by the city within 14 calendar days of the public works director's written notice of the suspension or revocation. The failure to timely file such a request shall constitute a final bar to later seek such review. No administrative fee will be imposed for the request, and the director of public works shall issue their determination in writing.

NO ASSIGNMENT - This Permit shall not be assigned by Permittee to any person or entity without the written consent of the City, which consent may be withheld for any reason.

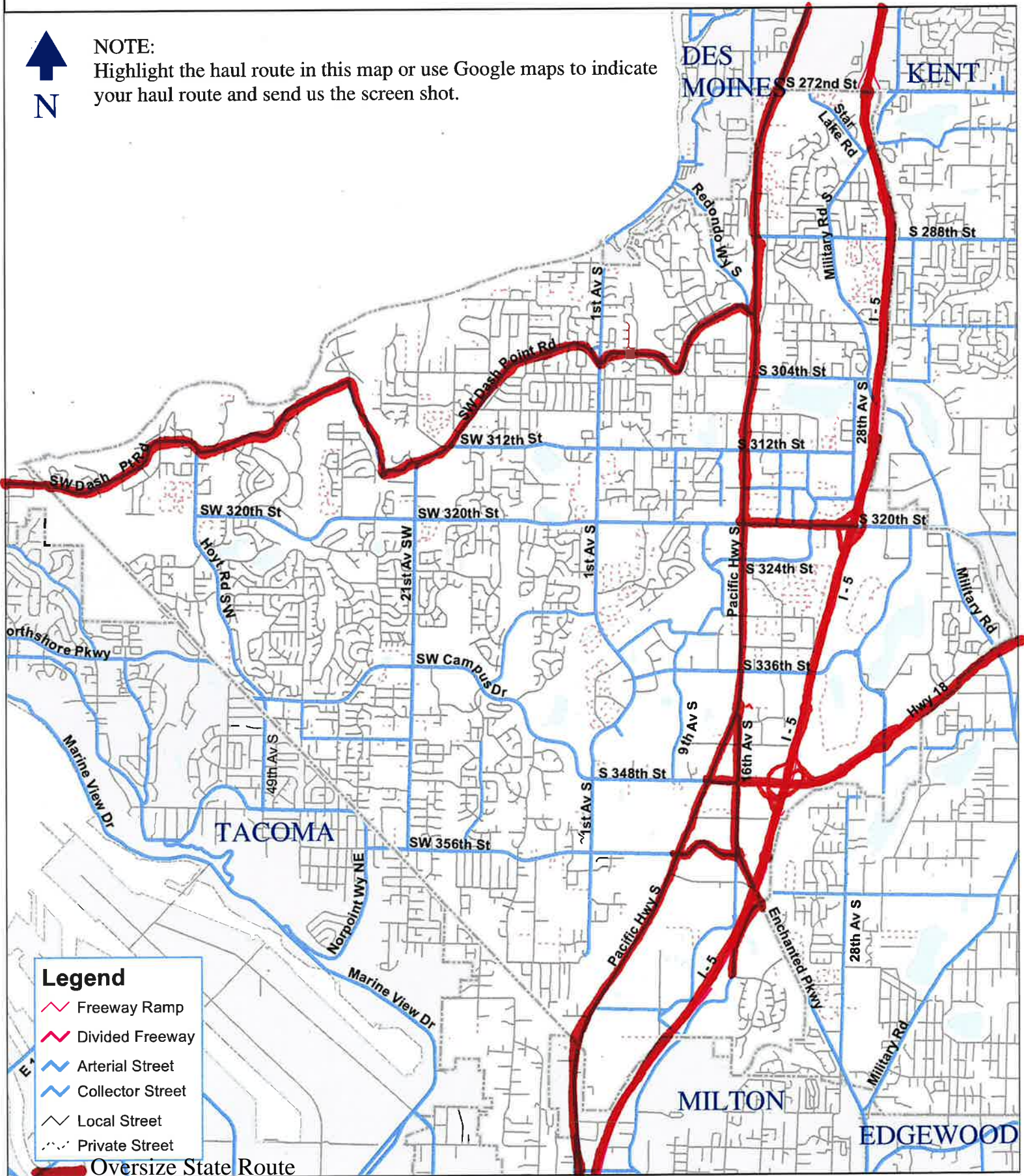
*** SPECIAL TERMS & CONDITIONS AS PRINTED ON PERMIT- FAILURE TO COMPLY WILL RESULT IN STOP WORK ORDER***

Last Update JANUARY 2023

City and Vicinity



NOTE:
Highlight the haul route in this map or use Google maps to indicate your haul route and send us the screen shot.

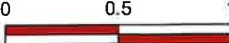


Legend

-  Freeway Ramp
-  Divided Freeway
-  Arterial Street
-  Collector Street
-  Local Street
-  Private Street

 Oversize State Route

Scale: **Exhibit A**

0 0.5 1
 Miles