



## MOVING SUBMITTAL CHECKLIST

PERMIT # \_\_\_\_\_

This submittal checklist identifies minimum application elements for the City to accept an application. If any of the required items are not provided, the application will not be accepted at the counter.

Check each box under the Applicant heading on this checklist to confirm that items are included in your submittal. The permit technician will check off each box under Staff when the item is confirmed as included in the submittal package.

### GENERAL SUBMITTAL REQUIREMENTS

- | Staff                    | Applicant                |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed and signed Permit Application                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Property address and/or legal description of the site – include parcel # |
| <input type="checkbox"/> | <input type="checkbox"/> | Three (3) route maps   |
| <input type="checkbox"/> | <input type="checkbox"/> | Contractor's License number and expiration date                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Sensitive Area Identification Form                             |

### ADDITIONAL REQUIREMENTS

- | Staff                    | Applicant                |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Contractor must have a current City of Black Diamond business license.            |
| <input type="checkbox"/> | <input type="checkbox"/> | Height, width and length as loaded.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Notify utility companies in advance regarding poles, wires or other obstructions. |
| <input type="checkbox"/> | <input type="checkbox"/> | Notify Fire Marshall (253) 735-0284   |

### REGULATIONS TO BE OBSERVED

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Red flags to be displayed on load                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Escort vehicles front and rear required for vehicles over 11 feet wide. |
| <input type="checkbox"/> | <input type="checkbox"/> | Flaggers ahead and rear   |
| <input type="checkbox"/> | <input type="checkbox"/> | Oversize load signs   |
| <input type="checkbox"/> | <input type="checkbox"/> | Pneumatic tires only  |
| <input type="checkbox"/> | <input type="checkbox"/> | Permit must be carried on vehicle described                             |