

**CITY OF ARCADIA  
DEVELOPMENT SERVICES DEPARTMENT  
ENGINEERING DIVISION  
Transportation Permit Procedures**

**Single Trip/Repetitive Trip and Annual Permits**

1. Most permits are faxed to us first. At time of receipt, verify the company has insurance, the route is okay, and verify the date. The following are the minimum insurance requirements:

Bodily Injury:            \$1,000,000 each person  
                              \$2,000,000 each occurrence

**All Vehicles**

Bodily Injury:            \$500,000 each person  
                              \$1,000,000 each occurrence

Property Damage:        \$100,000

2. When runner arrives, he/she completes the Transportation Permit at the counter.
3. Authorized City Representative signs, dates, assigns permit and charges fee(s) accordingly:

Single Trip:                \$ 50  
Repetitive & Annual Trip:    \$150