

Moving-Day Parking & Truck Access Checklist

Build a loading plan for your exact address and moving vehicle. Start with the truck approach, check the proposed location, and prepare an alternative before moving day. Keep confirmed arrangements separate from questions that still need an answer.

An original Pro Moving & Storage planning worksheet, not a permit or parking authorization. Do not assume a residential, guest or visitor permit covers a moving truck. Confirm the vehicle, location and loading activity with the responsible office.

1. Show the route from truck to door

A street address may not identify the entrance the crew should use. Name the proposed entrance and loading location, then ask your mover to assess the approach. A route used by a passenger car still needs checking for the moving vehicle.

- ☐ Photograph the proposed approach, entrance, loading spot and nearby signs.
- ☐ Flag visible clearance limits, tight turns, gates and other access constraints.
- ☐ Note stairs, elevators and the approximate carrying distance from the truck.
- ☐ Ask the property contact which areas they manage and what access arrangements are needed.

Pickup address / building / unit

Entrance / approach notes

Property contact / access arrangement

2. Check the location and loading window

Use the signs at the proposed spot and the current information from the responsible city or county office. Ask about the actual vehicle, location and loading activity. A general answer about neighborhood parking may leave those details unresolved.

- ☐ Photograph the days, hours and other conditions shown on the relevant signs.
- ☐ Check the planned arrival and loading period against posted restrictions, including street cleaning where relevant.
- ☐ Ask whether any permit, commercial-vehicle or size restrictions affect the proposed arrangement.
- ☐ If using an alley or another constrained area, ask specifically about that location.
- ☐ Clarify conflicting information and recheck for temporary notices close to moving day.

Posted conditions / planned loading window

Vehicle details supplied for the check

Office contacted / answer / date

3. Compare a preferred spot and a backup

An empty space is a candidate until the relevant access and parking questions are answered. Identify an alternative to discuss with the mover. A different spot may change the carrying route, equipment or work involved, so confirm the revised arrangements before relying on it.

- ☐ Record the exact location and access notes for both options.
- ☐ Keep property access confirmation separate from any city or county parking response.
- ☐ Write down any conditions attached to the confirmed arrangement.
- ☐ Ask whom to contact if the planned loading spot becomes unavailable.

Plan A: location / confirmed conditions

Plan B: location / checks still needed

Change-of-plan contact / phone

4. Prepare a short crew handoff card

Share the confirmed plan before pickup. Include a photo of the meeting point if the entrance is difficult to identify. Send sensitive access codes directly to the people who need them; leave those codes off copies that may be left outside.

- ☐ Confirm who will meet the crew and keep their phone available.
- ☐ Share the entrance, loading location and any written access instructions.
- ☐ Highlight any pending question and name the person who will resolve it.

Moving-day contact / phone

Meeting point / agreed arrival arrangement

Pending item / person responsible

5. Carry the plan through to delivery

For a long-distance move, check destination access as well as pickup. Share the information you have and identify what needs a later update. Keep your travel essentials separate from the shipment.

- ☐ Confirm the destination address and receiving contact.
- ☐ Discuss destination loading, stairs and building access with the mover.
- ☐ Review the inventory and any last-minute changes before departure.
- ☐ Keep medication, identification, keys and essential chargers with you.

Destination / receiving contact

Delivery access confirmed / pending

Next update to share with mover

Where to confirm your arrangements

Use the current instructions and contacts for your own property and destination. Record who confirmed each arrangement and which questions still need an answer.

- **Your city or county parking or public works office**
Ask what applies to the proposed truck, loading activity, exact location and date.
- **Current signs and notices at the proposed location**
Record the conditions shown and ask the responsible office to clarify any uncertainty.
- **Your property manager's loading and access instructions**
Confirm the entrance, any elevator arrangements and the areas the property controls.
- **Your mover's assessment of the approach and carrying route**
Share photos and known constraints before treating a proposed spot or backup as workable.

Pro Moving & Storage · (949) 880-0300

<https://promovingusa.com/moving-parking-checklist/>

Use current instructions for your own address and moving date.