

ANNUAL RENEWAL INSTRUCTIONS

BY FAX - Fax in copies of the **face sheet of the previous annual with inspection reports and profile sheets (if applicable)** and submit it with a **valid** credit card number and expiration date or a valid Caltrans debtor account number.

DO NOT FAX IN AN APPLICATION WITH COPIES OF PERMITS FOR RENEWAL, YOU WILL RECEIVE DUPLICATE PERMITS.

BY MAIL - Mail in copies of the **face sheet of the previous annuals with inspection reports and profile sheets (if applicable)** and submit with a check, **valid** credit card number and expiration date or a valid Caltrans debtor account number.

IN PERSON - Submit copies of the **face sheet of the previous annuals with inspection reports and profile sheets (if applicable)** and submit with a check, **valid** credit card number and expiration date or a valid Caltrans debtor account number. **CASH NOT ACCEPTED.**

**WALK-INS BY APPOINTMENT ONLY
CALL MAINLINE (916) 322-1297 TO RESERVE AN APPOINTMENT**

PERMITTEES ARE RESPONSIBLE FOR SUBMITTING:

- A VALID EMAIL ADDRESS ***** TO RECEIVE CONSTRUCTION UPDATES
- CORRECT ANNUAL PERMIT NUMBERS
- CORRECT INFORMATION AND/OR DOCUMENTATION REQUESTED
- VALID PAYMENT: CHECK, CREDIT CARD OR CALTRANS DEBTOR ACCOUNT

ONCE A PERMIT IS ISSUED, ANY CHANGES TO THAT PERMIT ARE SUBJECT TO ADDITIONAL FEES.

TRANSPORTATION PERMITS OFFICE

1120 N ST – MS 41
SACRAMENTO, CA 95814
PHONE #916-322-4958
FAX# 916.-445-0469

OFFICE HOURS: MON-FRI - 8 AM-5 PM CLOSED HOLIDAYS

PLEASE SUBMIT REQUEST NO EARLIER THAN 60 DAYS PRIOR TO EXPIRATION DATE. APPLICANTS ARE RESPONSIBLE FOR TIMELY RENEWAL OF PERMIT. ALL APPLICATIONS ARE PROCESSED IN THE ORDER RECEIVED. PLEASE ALLOW A MINIMUM OF 14 BUSINESS DAYS FOR PROCESSING. FAILURE TO PROVIDE ALL NECESSARY INFORMATION AND/OR DOCUMENTATION WILL RESULT IN THE DENIAL OF THE ANNUAL PERMIT RENEWAL. IF THE REQUEST IS DENIED, CUSTOMERS MUST RESUBMIT ALL DOCUMENTATION.

RENEWAL NOTICE WILL NOT BE SENT