

## **ANNUAL RENEWAL INSTRUCTIONS**

**ONLINE** – Fill out annual application online and upload the previous annual permits with inspection reports or profile sheets (if applicable). Make sure to redact all the credit card information on the face of the old permits before uploading them. Pick a payment method option (credit card, Caltrans debtor account, or exemption if you are a state agency) before submitting the online applications.

**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, cashier check, 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, cashier check, 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, CASHIER CHECK, 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)-322-1297

**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**