

## RENEWAL INSTRUCTION

**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 AFTER 3:00 P.M. WILL BE PROCESSED THE NEXT DAY.**

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

**RENEWALS OR NEW APPLICATION REQUESTS FOR OVERNIGHT SERVICES MUST HAVE A VALID ACCOUNT WITH FEDEX OR UPS. WE CANNOT ACCEPT CREDIT CARDS FOR OVERNIGHT SERVICE. OVERNIGHT FEES ARE CHARGED TO PERMITTEE.**

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

### TRANSPORTATION PERMITS OFFICE

1823 14<sup>TH</sup> ST – MS 41  
SACRAMENTO, CA 95811  
PHONE #916-322-4958  
FAX# 916.-445-0469

**OFFICE HOURS: MON-FRI- 8 AM-3 PM CLOSED HOLIDAYS**

PLEASE SUBMIT REQUEST **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