

RENEWAL INSTRUCTIONS

- ❖ BY FAX - fax in copies of the face sheet of the previous annual issued with inspection reports and profile sheets (IF APPLICABLE) to be renewed **OR, legibly** list the permit numbers on business letterhead and submit with a valid credit card number with expiration date or a valid Caltrans debtor account number.
- ❖ BY MAIL - mail in copies of the face sheet of the previous annuals with inspection reports and profile sheets (IF APPLICABLE) to be renewed **OR, legibly** list the permit numbers on business letterhead and submit with a check or money order for the exact amount or with a valid credit card number with expiration date or Caltrans debtor account number.
- ❖ IN PERSON - submit copies of the face sheet of the previous annuals with inspection reports and profile sheets (IF APPLICABLE) to be renewed **OR, legibly** list the permit numbers on business letterhead and submit with a check or money order for the exact amount or with a valid credit card number with expiration date or Caltrans debtor account number. **CASH NOT ACCEPTED. WALK-INS ACCEPTED AFTER 3:00 P.M. WILL BE PROCESSED THE FOLLOWING BUSINESS DAY.**

RENEWALS OR NEW APPLICATION REQUESTS FOR OVERNIGHT SERVICES MUST BE SUBMITTED BY 10:00 A.M. OTHERWISE THE APPLICATIONS WILL BE PROCESSED THE FOLLOWING BUSINESS DAY. OVERNIGHT FEES ARE CHARGED TO PERMITTEE.

PERMITTEES ARE RESPONSIBLE FOR SUBMITTING CORRECT ANNUAL PERMIT NUMBERS AND DOCUMENTATION FOR RENEWAL. ONCE THE PERMIT HAS BEEN ISSUED, ANY CHANGES TO THAT PERMIT IS SUBJECT TO ADDITIONAL FEES.

NORTH REGION OFFICE

DEPT. OF TRANSPORTATION
TRANSPORTATION PERMITS
1823 14TH ST
SACRAMENTO, CA 95814
PH# 916.322.1297
FAX# 916.322.4966

SOUTH REGION OFFICE

DEPT. OF TRANSPORTATION
TRANSPORTATION PERMITS
655 WEST 2ND ST
SAN BERNARDINO, CA 92410
PH# 909.383.4637
FAX# 909.383.7979

OFFICE HOURS: MON-FRI- 8 AM-5 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 UP TO 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**