

RENEWAL INSTRUCTIONS

- **BY FAX** – fax copies of the face sheet of the previous annuals with inspection reports, copy of state permit, and profile sheets (if applicable) to be renewed OR, legibly list the permit numbers on a business letterhead. **NOTE: We will not release permit/permits until payment has been received.**
- **BY MAIL** – mail in copies of the face sheet of the previous annuals with inspection reports, copy of state permit, and profile sheets (if applicable) to be renewed OR, legibly list the permit numbers on a business letterhead and submit with a check.
- **IN PERSON** – submit copies of the face sheet of the previous annuals with inspection reports, copy of state permit, and profile sheets (if applicable) to be renewed OR, legibly list the permit numbers on business letterhead and submit. Cash or checks are accepted. **NOTE: Walk-ins will have a 24 hour turnaround.**

PERMITTEES ARE RESPONSIBLE FOR SUBMITTING CORRECT ANNUAL PERMIT INFORMATION AND DOCUMENTATION FOR RENEWAL. ONCE THE PERMIT HAS BEEN ISSUED, ANY CHANGES OR REVISIONS TO THAT PERMIT WILL REQUIRE THAT A NEW PERMIT BE PURCHASED.

MADERA COUNTY ROAD DEPARTMENT
2037 W. CLEVELAND AVENUE #D
MADERA CA 93637
PH# 559-675-7811
FAX# 559-675-7631

OFFICE HOURS: MON – FRI; 8AM – 5PM; CLOSED HOLIDAYS

PLEASE SUBMIT REQUEST 30 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 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