



(Property Owner)
(Mailing Address)

(Date)

Re: Notice of Pending Expiration of Temporary Housing Permit (TEM)

(Property Address, APN)
Permit No.

Dear (Property Owner):

This notice is to advise you that your one-year permit for temporary occupancy of a travel trailer, recreational vehicle, or transportable housing unit on the above-named property will expire soon. You need to renew your permit before the expiration date (insert date). To renew your permit, please complete the enclosed application and bring it to this Department or apply online at www.permitsonoma.org. If the unit is being used for caregiver purposes, please provide an updated letter from a physician that documents that a significant medical condition continues to exist. If your permit relied on a contract for waste pump and haul services, please provide a new contract for the duration of the new term as well as proof of unbroken service for the expiring term.

Please do not allow your permit to expire. You must have a valid permit to continue to use the travel trailer, recreational vehicle, or transportable housing unit on this property.

If you have any questions, please contact Department Staff.

Sincerely,

(Staff name)
(staff phone number)

