



Building Permits & Inspection Division

General Information: (916) 875-5296
www.building.saccounty.net

Full Service Center 827 7th Street, Room 102 Sacramento, CA 95814 M-F 8:30am - 4:30pm	East Area Service Center 5229 Hazel Avenue, Suite B Fair Oaks, CA 95628 M-Tu. 9:00am - 4:00pm
Bradshaw Center 9700 Goethe Road, Suite A Sacramento, CA 95827 M-F 8:30am - 4:30pm	North Area Service Center 3331 Peacekeeper Wy., Suite 100 McClellan, CA 95652 W-Th. 9:00am - 4:00pm

Check Out Procedure of County Approved Sets of Plans and Microfilm Cards

Office sets of approved plans and archived microfilm cards may be checked out for viewing or replication from Building Permits and Inspection with a supervisor's or manager's permission. The following steps must occur to insure the return of our County approved plans and microfilms.

- Plan Sets may only be released to the following:
 1. Architect or Engineer of Record
 2. Contractor on the job
 3. Owner or Builder
 4. Authorized Agent

- A deposit of \$500.00 in the form of a cashier's check or money order made payable to the County of Sacramento will be required. This deposit will be held by Building Permits and Inspection and refunded when the checked out documents are returned.
- You will have two (2) working days to return the County approved sets of plans and up to seven (7) working days for microfilm cards.
- All inspections on permits related to the plans that are checked out will be stopped after the two (2) day limit has been exceeded.
- Failure to return County approved plan sets and/or microfilm will result in forfeiture of deposited funds and loss of the privilege to check out County approved plans in the future.
- Job sets duplicated from the County approved sets due to loss or destruction of the original plans that need to be re-stamped and signed with the "True and Certified" stamp will be done at a cost of \$15.00 per quarter hour with a quarter hour minimum charge.

I, the undersigned, have read and understand this statement.

	Sheets	Total
_____ on _____	_____	_____
Signature	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
_____	_____	_____
Permit or Case Number	_____	_____
	_____	_____
	_____	_____
		Total Sheets