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.

_________________________________________ on _________________                              _________ _________
Signature       Date

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

____________________________________________
Permit or Case Number                        _________ _________