



Sacramento Metropolitan Fire District

Fire Prevention Bureau

3012 Gold Canal Drive • Rancho Cordova, CA 95670 • Phone (916) 859-4330 • Fax (916) 859-3717

KURT P. HENKE
Fire Chief

BUILDING PLAN SEARCH FILE RESEARCH APPLICATION

Information is filed by address. A \$70.50 administrative fee will be due at the time of research. This payment covers one half hour of research time. We will look for files referencing the "Search Location" and "Plan Type" and call you with a status. Please note that separate applications are required for each address. If files are available, you, or your representative, must schedule an appointment to come to our office to review the plans.

COPIES: Plans can only be released for duplication to an employee of the firm that created them *or* to a person with a letter of authorization written by a principal of the design firm on its letterhead stationary. A \$50.00 Security Deposit must be posted before a set of plans is released for copying and will be returned when the plans are delivered back to our office.

Please fax the completed application to (916) 859-3717 and thank you for your cooperation.

**** PLEASE PRINT CLEARLY ****

Search Location

Address _____

City _____ State _____ Zip _____

Plan Type _____ Date Submitted _____

Applicant

Business Name _____

Address _____ Phone _____

City _____ State _____ Zip _____

Requestor's Name _____

Requestor's Signature _____

Email Address _____

*** FOR OFFICE USE ONLY ***

Approved by _____ Date _____

Office Tech _____ Date _____