



REQUEST FOR BUILDING & SAFETY DIVISION RECORDS

(Fill out one request per address)

Type of Structure: COMMERCIAL RESIDENTIAL MULTI-FAMILY

Date of Request: _____ Assessor's Parcel Number: _____

Address of Interest: _____

Permit Number(s): _____

Information Requested by:

Name: _____ Phone Number: _____

Address: _____ Fax Number: _____

_____ Email: _____

_____ Other: _____

Type of Information being requested (check all that apply):

- Building Permits (copies and/or computer scans)
- Microfiche Records (***certain restrictions apply. Not available for residential properties**)
- Certificates of Occupancy (**not available for residential properties**)
- Master Plans (***certain restrictions apply**)
- Commercial Plans (***certain restrictions apply**)

ALL REQUESTS FOR RECORDS FROM DEPARTMENTS OUTSIDE OF THE BUILDING & SAFETY DIVISION MUST BE MADE DIRECTLY TO THAT DEPARTMENT, OR THE CITY CLERK'S OFFICE.

*While most permit documentation is public record, State laws preclude the copying and distribution of documents (including plans, details, calculations, etc.) that were designed by a registered design professional (architect, or registered engineer) without written approval. To receive copies of these types of documents you must submit a Public Records Request to the City Clerk's Office. An affidavit will be sent to the licensed Design Professional for approval.

A fee *may* be required to reasonably cover costs of duplication of materials.

Requests can be made on-line at <https://www.cityofranhocordova.org/government/city-clerk/public-records-requests>, or contact the City Clerk's Office at (916) 851-8720.

For information on availability of Building & Safety Division records, please call (916) 851-8760, or email:

- **Steve Stokes, Assistant Building Official, SStokes@CityofRanchoCordova.org**
- **Ka Vang, Administrative Assistant, KVang@CityofRanchoCordova.org**