



# Sacramento Metropolitan Fire District

## Community Risk Reduction Division

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

**KURT P. HENKE**  
Fire Chief

### FILE RESEARCH APPLICATION

A **\$91.00** administrative fee is required with this application.

This payment covers one half hour of research time.

Additional fees may apply for time spent exceeding the first half hour.

#### FILE RESEARCH

Information is filed by address. We will look for files referencing the "Search Location" and "Plan Type" and call you with a status. Please note that separate applications will be required for each address. One application may be submitted for a range of addresses on the same street, i.e., "2300 – 2700 Main Street". If files are available, you, or your representative, must schedule an appointment to come to our office to review the plans.

#### BUILDING PLAN SEARCH

**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 and enter all of the information requested.

#### 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 \_\_\_\_\_