



Sacramento Metropolitan Fire District

Community Risk Reduction Division

www.metrofire.ca.gov

10545 Armstrong Ave., Suite 310 · Mather, CA 95655 · Phone (916) 859-4330 · Fax (916) 859-3717

KURT P. HENKE
Fire Chief

FILE RESEARCH APPLICATION

Please print clearly and enter all of the information requested. Complete this form and return it by fax to 916-859-3717 or by E-mail to: crdstaff@metrofire.ca.gov

FOR OFFICE USE ONLY

Occupancy ID: _____	Received Stamp: _____
Permit #: _____	
Account#: _____	
Invoice #: _____	RCV'D By: _____

FILE RESEARCH APPLICATION FEE: A **\$143.00** administrative fee is required with this application. This payment covers one half hour of District staff time; additional fees may apply for time spent exceeding the first half hour. Please note some buildings might not have files, this fee applies whether files are located or not. The file research request will not be processed until fees are received.

FILE RESEARCH: Files are researched by "Address" and "Plan Type", once files have been located our personnel will contact you to set up an appointment for you to come to our office and view the files. Please note that separate applications will be required for each address.

COPIES OF FILES: If a copy of a set of Plans is needed, plans can only be released 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 stationery. 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. If copies of documents are requested a fee of \$.50 per page or actual cost to reproduce at \$182.00 per hour will apply.

Search Location

Business Name: _____

Address: _____

City: _____ Zip: _____ Plan Type: _____

Applicant/Contact Information

Business Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____