

Submittal:

- Please email buildingpermits@cityofwestsacramento.org with the completed [building permit application](#), an existing floorplan, complete scope of work, and proposed floor plan (also include the [owner builder document](#), if you are the property owner pulling the permit).
 - o NOTE: Documents must be separate PDFs.
 - *Due to a high volume of emails, all requests will be processed in the order received. It **may** take up to 3 business days for a response.*

Payment of Permit fees:

- Once the application and plans are received and routed, you will receive a “fees due” email. This email will include the permit number, amount due for the permit fees, and a document labeled “Screen shot-how to pay fees online”.
 - o Follow these steps in the document provided to pay your fees with a credit card online.
 - o Reply to the email and let your designated staff person know that you have paid your permit fees.

Corrections:

- If there are corrections required to the application or plans, you will need to revise your documents.
 - o Once you have done so, please resend your application to your designated staff person so they can proceed with processing your permit for issuance.

Issuance:

- Once the application and plans are approved, you will receive an email with the “unsigned permit”, please complete the applicable fields and return via email to your designated staff person.
- Once your designated staff person receives the completed permit, they will email you the approved plans and job card.
 - o Please have these printed out and available on the job site for the inspector to review as needed.