

Using the Building Permit Application Archive and Search System

1. Start at this URL:
<http://www.cityofsacramento.org/dsd/appsearch/>



2. Click on the [Search Applications](#) link. This window will appear:

A screenshot of the 'Permit Manager' interface. The header includes the title 'Permit Manager' and the subtitle 'Welcome to Sacramento, CA'. To the right is the 'Development Services City of Sacramento' logo with the tagline 'We Help Build A Great City' and the website URL 'www.cityofsacramento.org/dsd'. The main content area is titled 'City of Sacramento Development Services Department' and contains the text: 'This system allows you to view the details of building permits and planning applications that have been filed within the City of Sacramento, CA.' Below this is a 'Please note' section: 'Information on this site only goes back to 1982. For information before then, or if you don't find the information you are looking for, please call the Development Services Help Line: (916) 808-5656 Monday - Friday 7:30 AM to 3:30 PM'. A 'Contact Information' section follows. There are two main service cards: 'Check/Research Permits' with a document icon and description 'Check on filed permits and find permit information on pending projects, projects under construction, or completed projects.', and 'Check/Research Inspections' with a document icon and description 'View scheduled inspections and inspection results.'. On the right side, there is a sidebar with 'About Permit Manager' (including a 'Click here' link), 'Learn more about Permit Manager including:' (with links for 'Common Questions', 'Helpful Tips', 'Usage Fees', 'Getting Started', and 'My Permit Manager'), 'Technical Support' (with email 'Support@accela.com' and phone '1-559-627-1959 ext 5'), and a feedback prompt 'How may we improve this solution? Send us your suggestions.' At the bottom right is a 'GeoTrust' security seal for 'Accela, Inc.' with a timestamp 'CLICK 19.03.07 17:20 UTC'.

3. Click on the [Check/Research Permits](#). This page appears:

The screenshot shows the 'Permit Manager' website for the City of Sacramento. The header includes the title 'Permit Manager', the text 'Welcome to Sacramento, CA', and the 'Development Services' logo with the tagline 'We Help Build A Great City' and the website URL 'www.cityofsacramento.org/dsd'. Below the header, the text 'City of Sacramento Development Services Department' is displayed. The main heading is 'Check/Research a Permit'.

4. If you have the address of the project you are interested in, go to step 6. If you have the application number of the project, click on [By Permit Number](#) in the right-hand column, then enter the application number in the field that appears. Skip to step #12.
5. Click on the [By Address](#) link in the left-hand column. This page appears:

The screenshot shows the search interface for 'Look up Address and Parcel details By Address'. It features a search form with the following fields: 'Street Number' (containing '915'), 'Direction' (a dropdown menu), 'Street Name' (containing 'I'), and 'Suffix' (a dropdown menu). Below these is a 'City/Community' dropdown menu set to 'SACRAMENTO'. There are three buttons: 'Search', 'Clear', and 'New Search'. A 'Search Tips' box is located below the form, containing the text: 'The input for an address search consists of a Street Number (may be referred as House or Building Number at some communities), a Street Name, and a City. You may perform a search with a full or partial Street Name alone. For example, if you'.

6. Enter an address in the appropriate fields. Be sure to only put the street name, and not the suffix. For example, as in the screen shot above, for 915 I Street, put "915" under "Street Number", and just "I" for the street name. You can select "Street" in the Suffix field, but it is not required. Then, click on the "Search" button.
7. Select the desired address from the list that appears.

8. The Address Detail page appears for the address you selected:

Click on the Parcel Number link to view detailed information about the address, such as its school district, design review district, regional sanitation district, historic district, and other information.

9. Click on the “See Permits List” button at the bottom of the page to see if there are any permits associated with the address. This page appears:

Permit#	Type	Status	Date
COM-0617423	Commercial, Remodel, Office	Finaled-BLDG_Com-12/19/2006 2:49:27 PM	11/7/2006
INSTALL HORIZONTAL "LIFELINE" SYSTEM ON FIFTH FLOOR. "N...			
PR06-00078	Miscellaneous, Planning Referral, PR Sheet	Issued-PLN_HEARING-11/7/2006	11/7/2006
Applicant proposing to construct a Horizontal Life Line...			
RES-0618919	Residential, Addition, Single Family	Estimate-BLDG_Res-12/7/2006	12/7/2006
M01-033	Miscellaneous, M Files, M Void-PLN_MISC-Files		2/14/2001

10. There are several types of applications (listed here as “permits”) that are available for review. Some of the more common applications are:

- RES Residential building permit
- COM Commercial building permits
- DR Design Review planning application
- PB Historic Preservation planning application
- PR Planning referral application
- M Miscellaneous planning application

11. Select a permit to view. This screen appears:

The screenshot shows the 'Permit Manager' interface for the City of Sacramento. At the top, it says 'Welcome to Sacramento, CA' and 'City of Sacramento Development Services Department'. The main content area is titled 'Detail' and contains a table of permit information. Below the table are links for 'Inspections', 'Status', and 'Payment History', and a 'View Map' link. At the bottom, there is a 'Contacts' section listing Matt Hudson, a contractor for Rhino Rigging Solutions Inc.

Detail	
Case / Application / Permit Number	COM-0617423
Type / Classification	Building Commercial Remodel / Office
Address	915 I ST SACRAMENTO, CA 95814
Parcel Number	00000410139000
File Date	11/7/2006
Status	BLDG.Com - Finald
Status Date	12/19/2006 2:49:27 PM
Valuation	\$0.00
Fees	\$2,099.41
Payments	\$2,099.41
Balance	\$0.00
Description	INSTALL HORIZONTAL "LIFELINE" SYSTEM ON FIFTH FLOOR, "NEW CITY HALL"

[View Map](#) (Click the "Back" button on the browser to return to Permit Manager.)

Contacts	
Name	MATT HUDSON
Business	RHINO RIGGING SOLUTIONS INC
Relationship	Contractor
Phone	408-894-6131
Class Code 1	N/A

12. Here you will find more information about the application in question. Along with this, there are three links at the top, which you can use to review even more detailed information:

- a. **Inspections:** Lists the inspections available for that type of permit, as well as any permits that have been completed, with comments. Not all permits require the all the inspections listed to be completed. For example, a re-roof may not require a temporary power inspection.
- b. **Status:** This lists the steps the permit goes through before it is complete. Applications issued before 2005 have some information, but use acronyms instead of complete descriptions. Applications before 1997 have limited information available. Please contact the Research Librarian (916-808-5656) for more information, or send an email to ezpermit@cityofsacramento.org. Please note that only applications made in 1981 or later are listed on this web site. For earlier information, please contact the Research Librarian.
- c. **Payment History:** More information about the fees and payments made on this application.

13. To run a new search, click on the "New Search" button at the bottom of the screen.

Need help?

Please call our help line at (916) 808-5656, between 7:30 AM and 3:30 PM Pacific. Or you may send your questions to ezpermit@cityofsacramento.org.