



DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
BUILDING PERMITS SERVICES

1010 10TH Street, Suite 3400, Modesto, CA 95354
Phone: (209) 525-6557 Fax: (209) 525-7759

Form Available Online: www.stancounty.com/planning/applications.shtm

Building Permits Services
Permit Research Request Form

To better assist you all fields must be completed unless otherwise indicated.

The research will be completed within ten business days from the date the request was received. A research fee shall be charged for all research requests at the weighted hourly rate of \$66.50 per hour.

A deposit with a minimum charge of one half hour, \$34.00, must be submitted at the time of written request. Any remaining balance due shall be collected upon completion of the research.

The cost for each copy of 8 1/2" x 11" is \$1.00 per page. The cost for each copy of 11" x 17" is \$1.00 per page. Authorized plan copies will be charged at a rate of \$2.00 per page.

Check the appropriate box below.

[ ] I am requesting copies of documents.

[ ] No copies requested. I am only requesting verification that a permit was issued for a project.

Job Site Address: \_\_\_\_\_ APN #: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Project Description: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Permit Number (If Known): \_\_\_\_\_

Approximate Construction Date (If Known): \_\_\_\_\_

The following construction permit information is available through the Planning & Community Development.\*

Check the box next to the type of information that you are requesting.

[ ] Construction Permit:
This may contain the job description, contractor, architect/engineer, and the property owner's name.

[ ] Approved inspection log.

[ ] Site Plans: These may, or may not, show the location of a septic system and/or well.

[ ] Other: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

The documents listed may not be available for specific projects. All plans and/or calculations for residential projects are disposed of 90 days after project completion. This department will not have copies.

*\*Please note that any plans, site plans, calculations, etc. that have been signed by an architect, or engineer, are not available for copies. These are view only records.*

Date	Print Your Name
Phone Number	E-Mail Address

**Check Instructions**

Make checks payable to “**STANISLAUS COUNTY**” and include your name and phone number in the memo line. Failure to properly address your check and or failure to include your contact information may result in a delay in processing your Permit Research Request.

**Instructions for Submitting a Permit Research Request Online\*\***

To submit your request online E-Mail the completed form to: Building@stancounty.com

In the subject line type “**Permit Research Request**” and list the site address.

In order to process your Permit Research Request you will need to mail your check to:

**Stanislaus County Planning & Community Development  
Attn: Building Permits Services  
1010 10<sup>th</sup> Street, Suite 3400  
Modesto, CA 95354**

**\*\*Your Permit Research Request will not be processed until your deposit has been received.**

To inquire about the status of your Permit Research Request please call (209) 525-6657.

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**FOR OFFICE USE ONLY**

Deposit _____ \$ 34.00	Paid <input type="checkbox"/>	Date Received: _____
_____ Copies at \$1.00 Each _____ \$ _____		Received By (Initial): _____
_____ Copies at \$0.25 Each _____ \$ _____		Date Completed: _____
_____ Copies at \$2.00 Each _____ \$ _____		Date Requestor Was Notified: _____
_____ Hours at \$66.50/Hour _____ \$ _____		Prepared By: _____
<b>Total</b> \$ _____		

**Date Records Will Be Picked Up & Remaining Balance Will Be Paid: \_\_\_\_\_**