



**DEPARTMENT OF PLANNING AND COMMUNITY  
DEVELOPMENT BUILDING PERMITS SERVICES**

1010 10<sup>TH</sup> Street, Suite 3400, Modesto, CA 95354

Phone: (209) 525-6557 Fax: (209) 525-7759

Form Available Online: [www.stancounty.com/planning/applications.shtm](http://www.stancounty.com/planning/applications.shtm)

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**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 \$53.00 per hour.

**A deposit with a minimum charge of one half hour, \$26.50, 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 \$0.25 per page. The cost for each copy of 11" x 17" is \$0.50 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.*

_____	_____
<b>Date</b>	<b>Print Your Name</b>
_____	_____
<b>Phone Number</b>	<b>E-Mail Address</b>

**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**

<b>Deposit</b> _____	<b>\$</b> 26.50	<b>Paid</b> <input type="checkbox"/>	<b>Date Received:</b> _____
_____ Copies at \$0.25 Each	_____ \$		<b>Received By (Initial):</b> _____
_____ Copies at \$0.50 Each	_____ \$		<b>Date Completed:</b> _____
_____ Copies at \$2.00 Each	_____ \$		<b>Date Requestor Was Notified:</b> _____
_____ Hours at \$53.00/Hour	_____ \$		<b>Prepared By:</b> _____
	<b>Total</b> \$	_____	

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