

### Submittal:

- Please email [buildingpermits@cityofwestsacramento.org](mailto:buildingpermits@cityofwestsacramento.org) with the completed [building permit application](#). (and the [owner builder document](#), if applicable).
  - 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 is 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, 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 is 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 job card.
  - o Please have this printed out and available on the job site for the inspector to review as needed.