

Shortly after you submit your email request, you will receive a call from one of our Permit Technicians to discuss your project and confirm the appointment.

Reminder! Before you schedule your appointment request please make sure that you have the following items ready:

- ✓ [Document Submittal List for Tenant Improvements](#) – Requires appropriate signature at bottom
- ✓ [Completed Building Permit Application](#) – Requires appropriate signature at bottom
- ✓ [Statement of Intended Use](#) – Requires appropriate signature at bottom
- ✓ [Waste Management Plan](#) - Requires signature of contractor and waste hauler selected
- ✓ [Approval from Sacramento Metro Air Quality Management District](#) - Recent changes in their enforcement may require approval prior to permit issuance.

Please include the following in your email:

- ✓ Your name
- ✓ Name of project
- ✓ Address of project
- ✓ Brief description of project
- ✓ Designer (Architect or Engineer) name
- ✓ Your contact phone number
- ✓ Your email address
- ✓ Your requested appointment time between 9 a.m. and noon on a Tuesday or Thursday

Click on the [Send email](#) button to continue.

[Send email](#)