



8401 Laguna Palms Way • Elk Grove, California 95758
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Development Services

Building Safety & Inspection (916) 478-2235
Community Enhancement (916) 687-3040
Economic Development (916) 478-2261
Planning (916) 478-2265
Public Works (916) 478-2263

Permits Via Facsimile

The City of Elk Grove would like to thank you for the opportunity to serve you. As a convenience to our customers, we are offering permits via facsimile. You can now transmit your completed application to us at **(916) 691-4757 by using the “Fax Permit Application” form.** We will process your application(s) and mail your completed permits to you.

Types of Permits Eligible:

- **ROOFING: Reroofing or repairs over one roofing square.**
New installations or reroofing (including overlays) with materials having a total combined weight exceeding 3-1/2 pounds per square foot must be applied for in person.
- **WATER HEATERS: Water heater replacements in the same location.**
Relocation of water heaters must be applied for in person.
- **HVACS: Replacement of existing units in the same location.**
Relocations must be applied for in person.
- **SEWER LINES: Repair or replacement of existing line in same location.**
Relocation or new connections must be applied for in person.
- **WATER LINES: Repair or replacement of existing line in same location.**
Relocation or new connections must be applied for in person.
- **ELECTRICAL SERVICE: Panel replacement or upgrade in same location.**
Relocation of service panel must be applied for in person.

Procedure

- A. Submit your completed Permits Via Facsimile registration form, along with the Fax Permit Application via fax to (916) 691-4757. ***Licensed contractors must provide proof of active state license & worker’s compensation.***
- B. Fax Permit Applications must be typed or neatly printed. Applications that are not legible, or which are missing necessary information will not be processed. Please transmit your application to the City of Elk Grove at (916) 691-4757. Applications received before 12 p.m. will be processed and mailed the same business day.
- C. Your application will be processed and the job card, receipt and any other applicable handouts will be mailed to you. City regulations prohibit you from commencing work before you have obtained your permit and job card.

Note: The City of Elk Grove assures that your name and credit card information will be kept confidential and will not be used for advertisement purposes or mail distribution listings.



Registration for Permits Via Facsimile

Name of Applicant Company _____

AUTHORIZATION: Name and signature(s) of owner(s) of business authorizing the filing of this application:

Please Print:

Name _____ Title _____

Address _____ City _____ State ____ Zip _____

Telephone _____ E-mail _____

Signature _____

Payment Method:

Card Type: (please circle one): Visa Mastercard

Card Number: _____ Expiration Date:

CVV Code (3 digit # on reverse side of card): _____

Authorized Signature on Card _____

People Authorized to pull permits via facsimile:

Please note that only signatures matching those below will be accepted for your own protection.

NAME	SIGNATURE	E-MAIL ADDRESS (If applicable)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I agree that this application submitted is correct to my knowledge. If there are any modifications to this application, I will notify the City of Elk Grove as soon as possible. I also agree that I am fully responsible for all fees charged to the listed credit card(s) for the payment of permits via facsimile (and any subsequent modification based on the current fee schedule which is in effect at the time the work is performed). Additionally, I authorize the City to offset any shortages based on any additional work not included on original permit. If there are any changes to my credit card, I will notify you as soon as possible.

Signature of Billing Party

Date