

Record of Survey Submittal Checklist

*The Record of Survey submittal package **must** include the items listed below:*

1. Map check fee* (\$386 for the first two sheets and \$122 for each sheet thereafter).
2. Two full-sized paper copies of the map (**or** a full-sized 18"x26" PDF of the map if submitting electronically **full size paper copies may still be required**).
3. Current Assessor's Parcel Number(s) of the surveyed property (Assessor's Map).
4. Legible copies of all deeds and maps needed for the resolution of the boundary (vesting deed, adjoiner's deeds, and any documents cited on the map).
5. Legible copies of all maps and deeds needed for boundary resolution that are not Placer County Official Records (unrecorded surveys, Railroad maps, Highway Right-of-Way maps, maps/deeds from adjoining counties if property abuts an adjoining county, etc.).
6. Complete set of closure calculations.
7. Surveyor's or Applicant contact information (name, phone number and email address).

(Please provide PDF versions of all documents if submitting electronically)

For questions about the electronic submittal process, please contact William Day at (530) 745-7577 or WDay@placer.ca.gov or Ben Bardakjian at (530) 745-3179 or BBardakj@placer.ca.gov

***Current fee effective July 13, 2019**

Welcome to the Placer County On-Line Permits Portal

Announcements **Register for an Account** Login

Search...

Home Building Planning Engineering & Surveying Film more

Advanced Search

Welcome to the Placer County Permits Portal

This portal allows access to Placer County's Building, Planning, Engineering, Sewer, Public Works, and Film permits.

Please note that older (pre-2004) permits will show limited information. For additional details on those permits, please use our [Online Document Search](#).

General Information Search for Property Information	Building Search Building Permits Schedule an Inspection Submit a Building Application
Planning Search Planning Permits Submit a Planning Application	Engineering & Surveying Search ESD Permits Submit a ESD Application
Film Create an Application	Environmental Engineering Search Sewer Permits
Public Works Search Encroachment Permits	TRPA Permits and Land Capability Verifications Search TRPA Permits Schedule an Inspection

Login

User Name or E-mail:

Password:

Remember me on this computer

[I've forgotten my password](#)
[New Users: Register for an Account](#)

To submit an application for a Building, Planning, or Film permit, please register for a free account.

Login »

Click here to begin the account registration process

FOLLOW THESE INSTRUCTIONS TO REGISTER AN ONLINE ACCOUNT

Welcome to the Placer County On-Line Permits Portal

- Home**
- [Building](#)
- [Planning](#)
- [Engineering & Surveying](#)
- [Film](#)
- [more](#) ▾

[Advanced Search](#) ▾

Account Registration

In order to submit an online application, we ask that you create an account. Through your account, you will be able to easily access your applications, permits, and projects.

General Disclaimer

While Placer County attempts to keep its Web information accurate and timely, Placer County neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the County as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Registration >](#)

Welcome to the Placer County On-Line Permits Portal

- Home
- Building
- Planning
- Engineering & Surveying
- Film
- more ▾

Advanced Search ▾

Account Registration Step 2: Enter/Confirm Your Account Information

* indicates a required field.

Login Information

If you encounter any issues with account registration, please send us an email at cdrcount@placer.ca.gov.

* User Name:

* E-mail Address:

* Password:

* Type Password Again:

* Enter Security Question:

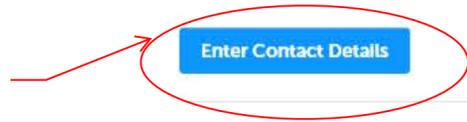
* Answer:

Account Contacts

Please add your contact information. You can add multiple contacts to your account.

Enter surveyor contact information here.

The surveyor will need to select 'Applicant' as the type of Contact. See next page.



Welcome to the Placer County On-Line Permits Portal

- Home
- Building
- Planning
- Engineering & Surveying
- Firm
- more

Advanced Search

Account Registration Step 2: Enter/Confirm Your Account Information

* indicates a required field.

Login Information

If you encounter any issues with account registration, please send us an email at cs@countyperacer.ca.gov.

* User Name:

* E-mail Address:
wday@placer.ca.gov

* Password:

* Type Password Again:

* Enter Security Question:

* Answer:

Account Contact

Please add your contact information

Enter Contact Details

Continue Registration

Select Contact Type

* Type:

- Applicant
- Architect/Engineer
- Authorized Agent
- Contact
- Owner

Cancel Continue

Select "Applicant" as shown above

Welcome to the Placer County On-Line Permits Portal

- Home
- Building
- Planning
- Engineering & Surveying
- Firm
- more

Advanced Search

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* indicates a required field.

Login Information

If you encounter any issues with account registration, please send us an email at cs@countyperacer.ca.gov.

* User Name:

* E-mail Address:

Contact Information

* First: * Last:

Name of Business:

* Address Line 1:

* City: * Zip:

* Primary Phone: Mobile Phone:

* E-mail:

[Discard Changes](#)

[Continue Registration >](#)

Account Registration Step 2: Enter/Confirm Your Account Information

* indicates a required field.

Login Information

If you encounter any issues with account registration, please send us an email at cs@countyperacer.ca.gov.

* User Name:
wlday

* E-mail Address:
wlday@placer.ca.gov

Contact Information

* First: William * Last: Day

Name of Business:

* Address Line 1:
PO Box 1674

* City:
Colfax

* Primary Phone:
916-765-9144

Mobile Phone:

* E-mail:
wlday70@gmail.com

Continue Clear Discard Changes

Continue Registration

The information you entered is not found. Click Continue to create a new account. Click Cancel to change the information.

Continue Cancel

Click 'Continue' to finish

Welcome William Day

You are now logged in.

What would you like to do today?

To get started, select one of the services listed below:

General Information

[Search for Property Information](#)

Building

- [Search Building Permits](#)
- [Schedule an Inspection](#)
- [Submit a Building Application](#)

Planning

- [Search Planning Permits](#)
- [Submit a Planning Application](#)

Engineering & Surveying

- [Search ESD Permits](#)
- [Submit a ESD Application](#)

Select 'Submit a ESD Application'

Film

[Create an Application](#)

Environmental Engineering

[Search Sewer Permits](#)

Public Works

[Search Encroachment Permits](#)

TRPA Permits and Land Capability Verifications

- [Search TRPA Permits](#)
- [Schedule an Inspection](#)

FOLLOW THESE INSTRUCTIONS FOR INITIAL SUBMITTAL OF A RECORD OF SURVEY FOR MAPCHECKING

Online Application

Please "Allow Pop-ups from This Site" before proceeding.

Requirements for online Engineering & Surveying Applications:

The Engineering & Surveying Division is now accepting online applications for **Grading Permits** and **Records of Survey** through this online portal. If you have any questions please contact the Engineering & Surveying Division at (530) 745-3110 or you may submit inquiries by email at eng_surv@placer.ca.gov.

Prior to starting an application, you must complete the following prerequisites.

- Prior to starting an application for a **Grading Permit** review the [Grading Permit Application Filing Instructions](#). Follow the instructions on the checklist carefully and prepare all necessary documents, including a project site plan.
- **Prior to starting an application for a Record of Survey** review the [Record of Survey Filing instructions](#). Provide all necessary documents and information in the checklist.

Be sure to click the this link and carefully read the Record of Survey Filing instructions.

What can I expect once my Application is submitted?

Once your application is submitted, you will receive an email confirmation with your application number. We will review your application for completeness. Applications accepted as complete will include instructions pertaining to payment of application fees. Incomplete applications will be responded to with further instructions.

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I have read and accepted the above terms.

Continue Application »

Click here when you are ready to continue

Welcome to the Placer County On-Line Permits Portal

- Home
- Building
- Planning
- Engineering & Surveying**
- Film
- more ▾

Record of Survey

1 Project Location	2 Project Details	3 Project Contacts	4 Review	5 Pay Fees	6
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Step 1: Project Location > Address, Parcel, & Owner

* indicates a required field.

Address

Enter the address or parcel of the project location. If no address is available, enter the parcel number. If there is more than one parcel involved in the project, please note the additional parcels when entering the Project Description.

*Street No.: Direction: *Street Name: Street Type:

City: State: *Zip:

Parcel

Enter your complete parcel number, including dashes (e.g. 000-000-000-000)

*Parcel Number:

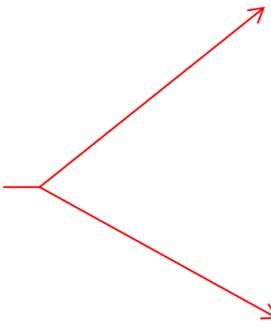
Owner

*Owner Name:

Address Line 1:

City: State: Zip:

Fill in either the assessor parcel number or address. Clicking the appropriate Validate button in either selection should populate the rest of the property information



Record of Survey

1 Project Location	2 Project Details	3 Project Contacts	4 Review	5 Pay Fees	6
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Step 2: Project Details > Project Summary

* indicates a required field.

Detail Information

Describe the project in detail including project purpose, project phasing, operational characteristics and associated construction activities.

* Project Description:

Test of Online ROS Submittal

The surveyor/applicant should provide a brief description of the Record of Survey

[Continue Application >](#)

[Save and resume later](#)

Welcome to the Placer County On-Line Permits Portal

- Home
- Building
- Planning
- Engineering & Surveying**
- Film
- more ▾

Record of Survey

- 1 Project Location
- 2 Project Details**
- 3 Project Contacts
- 4 Review
- 5 Pay Fees
- 6

Step 2: Project Details > Document Upload

* indicates a required field.

Attachment

You must upload all required documents and forms. Please refer to the [Grading Permit Application Filing Instructions](#) or the [Record of Survey Filing instructions](#) for additional information on required documents.

The maximum file size allowed is **100 MB**.
html;htm;mht;mhtml;exe;pif;msi;com;jar;bat;cmd;js;lnk; are disallowed file types to upload.

Name	Type	Size	Action
No records found.			

links to the ROS
submittal checklist on
the Survey and
Mapping page



Opens a browser for
selecting files to be
uploaded.



Add

Continue Application >

Save and resume later

Search ESD Permits

Record of Survey

- 1 Project Location
- 2 Project Details**
- 3 Project Contacts
- 4 Review
- 5 Pay Fees
- 6

Step 2: Project Details > Document Upload

* indicates a required field.

Attachment

You must upload all required documents and forms. Please refer to the [Grading Permit Application Filing Instructions](#) or the [Record of Survey Filing Instructions](#) for additional information on required documents.

The maximum file size allowed is 100 MB.
html,htm,mht,mhtml,exe,pif,msi,com,jar,bat,cmd,js,lnk, are disallowed file types to upload.

Name	Progress
No records found.	
Add	
Continue Application	Save and resume later

File Upload

The maximum file size allowed is 100 MB.
html,htm,mht,mhtml,exe,pif,msi,com,jar,bat,cmd,js,lnk, are disallowed file types to upload.

8 RS 148.pdf	100%
074-02.pdf	100%
2018-90026428.pdf	100%

[Continue](#) [Add](#) [Remove All](#) [Cancel](#)

Welcome to the Placer County On-Line Permits Portal

Search...

- Home
- Building
- Planning
- Engineering & Surveying**
- Film
- more ▾

Search ESD Permits

Record of Survey

1 Project Location	2 Project Details	3 Project Contacts	4 Review	5 Pay Fees	6
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Step 3: Project Contacts > Applicant and Contacts

* indicates a required field.

Contact List

You can add a Contact already associated with this project (e.g. Your information or the Property Owner) by choosing "Select from Account". To manually add a new contact, choose "Enter Contact Details".

If you are a Surveyor submitting a Record of Survey, enter your information using the "Applicant" contact type.

Required Contact Type	Minimum
✓ Applicant	1

- Select from Account**
- Enter Contact Details

✓ Contact added successfully.

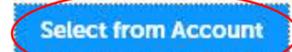
Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
William Day	Placer County	Applicant			wday@placer.ca.gov	Edit Delete

Continue Application >

Save and resume later

The surveyor would select existing account information. They would have selected "applicant" as a contact type in the registration process.



Permit Type

Record of Survey

Address

Edit

2791 LAKE DR
MEADOW VISTA CA 95722

Parcel

Edit

Parcel Number: 074-020-014-000

Owner

Edit

APPLEGATE PROPERTIES INC
PO BOX 785
COLUMBUS MT 59019

Detail Information

Edit

Describe the project in detail including project purpose, project phasing, operational characteristics and associated construction activities.

Project Description: Test of Online ROS Submittal

Attachment

Edit

You must upload all required documents and forms. Please refer to the [Grading Permit Application Filing Instructions](#) or the [Record of Survey Filing instructions](#) for additional information on required documents.

The maximum file size allowed is 100 MB.
htm;htm;mh;html;exe;pif;msi;com;jar;bat;cmd;js;lnk; are disallowed file types to upload.

This will show files that were uploaded

Name	Type	Size	Action
No records found.			

Contact List

Edit

Required Contact Type Minimum

✓ Applicant 1

Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
William Day	Placer County	Applicant			wday@placer.ca.gov	Edit

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date:

Continue Application »

Save and resume later

Welcome to the Placer County On-Line Permits Portal

Search ESD Permits

Record of Survey

1	2 Project Details	3 Project Contacts	4 Review	5 Pay Fees	6 Application Submitted
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Step 6: Application Submitted



We will review your application for completeness and return instructions on payment of the application fees or submitting additional information within 48 hours.

You may contact us through email (eng_surv@placer.ca.gov) or by phone at 530-745-3110 with any questions.

Thank you for using our online services.

Your Application Number is ESD20-00096.

You will need this number to check the status of your application.

[View Record Details >](#)