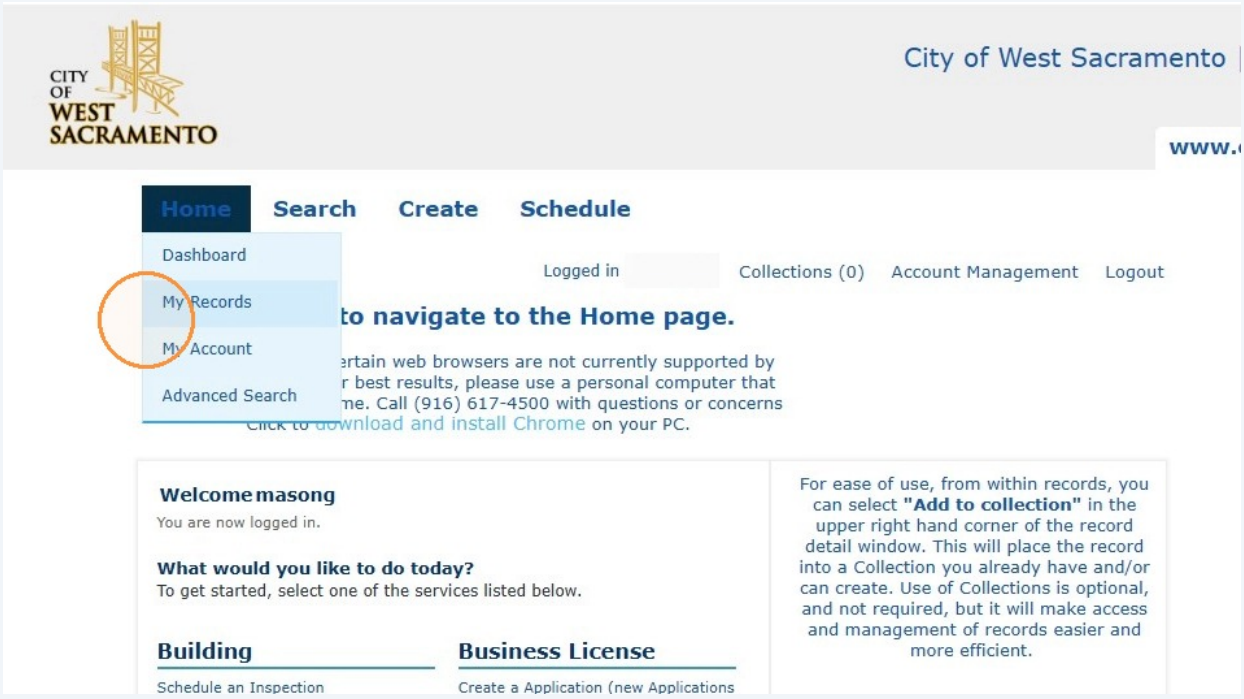
How to download or upload documents from the West Sac Services Portal. Updated October 2026

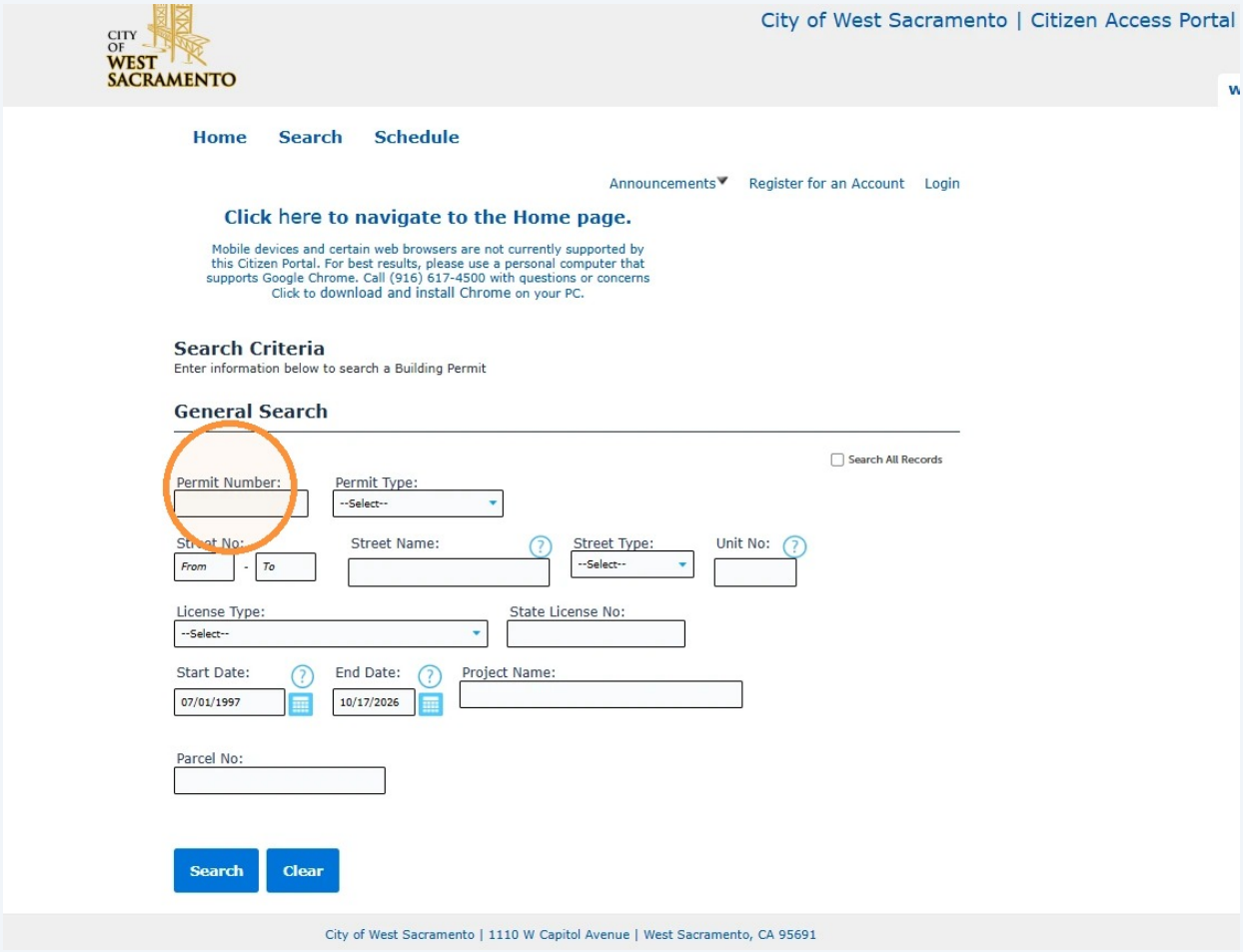
1 Navigate to the [West Sac Services Portal](#).

This CANNOT be accessed on a mobile device.

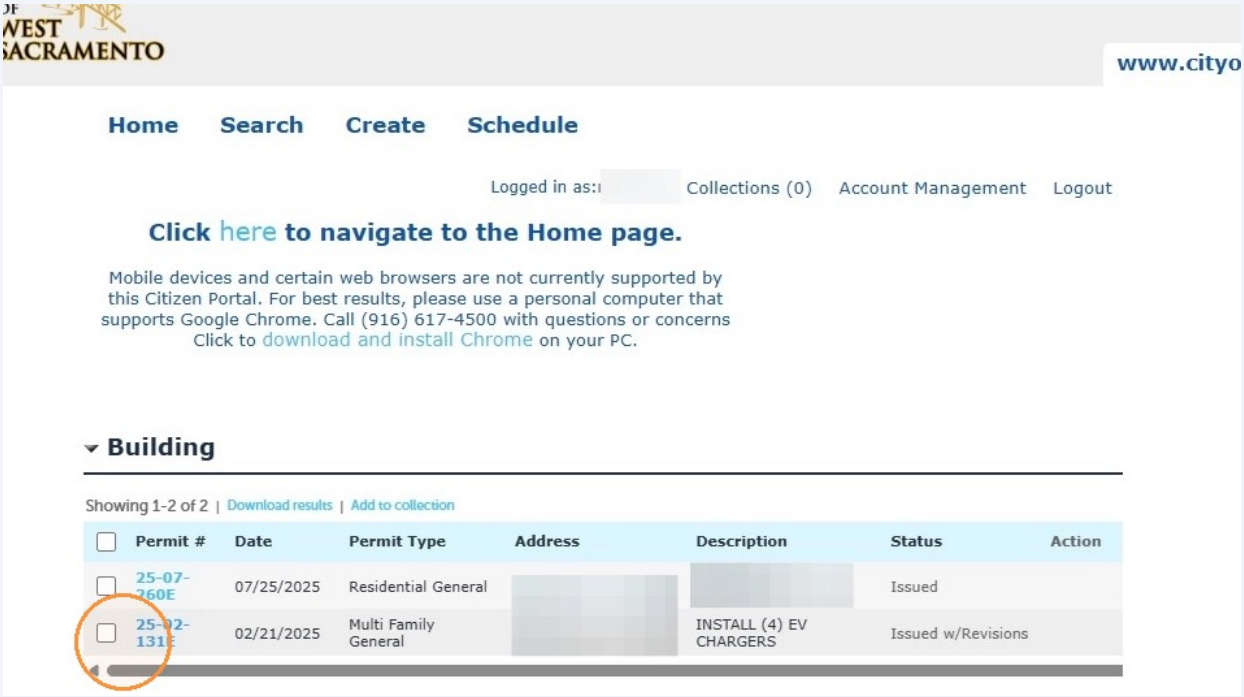
2 Hover over "Home" and click "My Records"



3 Alternatively, you can search the permit number under the "General Search" feature to locate the permit.



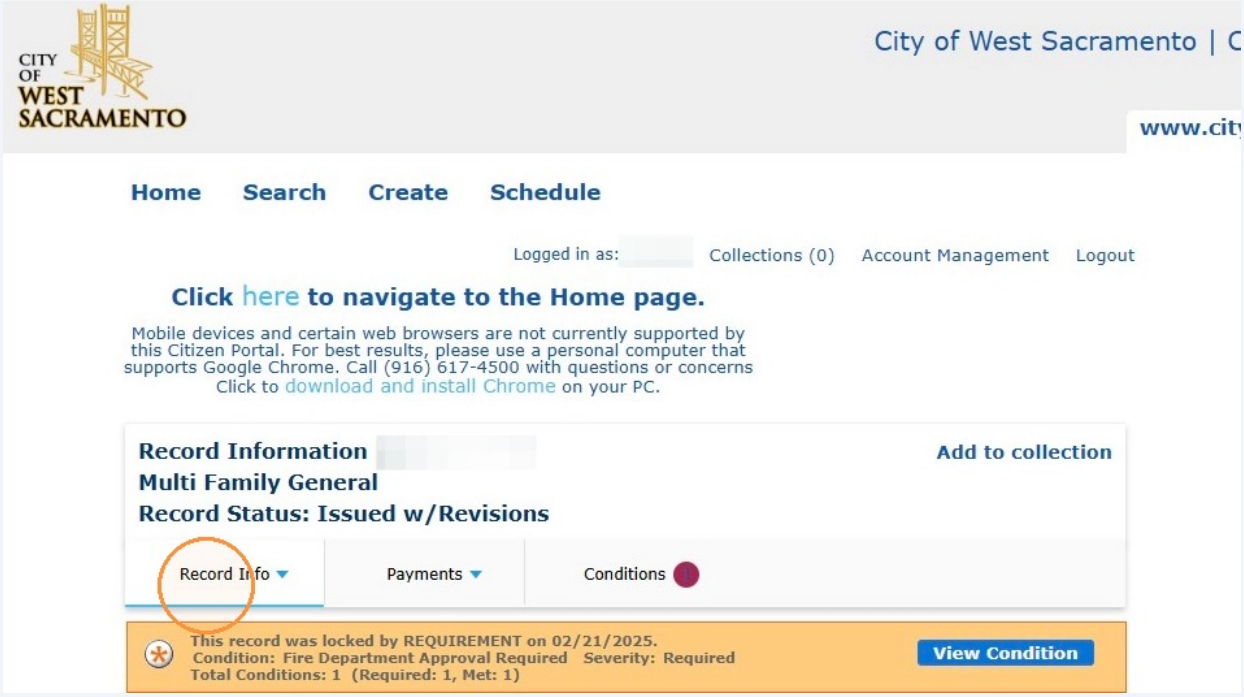
4 Select the permit you are working on.



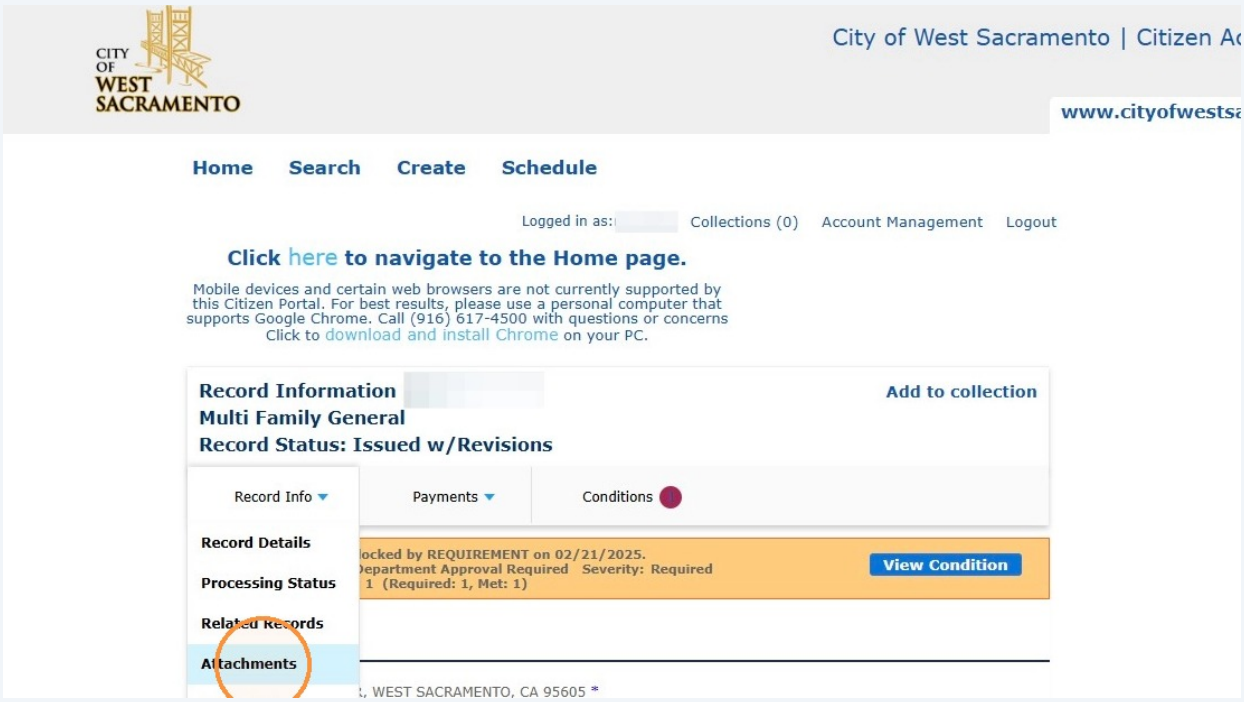
Your West Sac Services account must be linked to the permit to upload or download documents.

E-mail buildingpermits@cityofwestsacramento.orgif the permit you're working on does not show up in "My Records." **Please include the permit number and address of your project when e-mailing.**

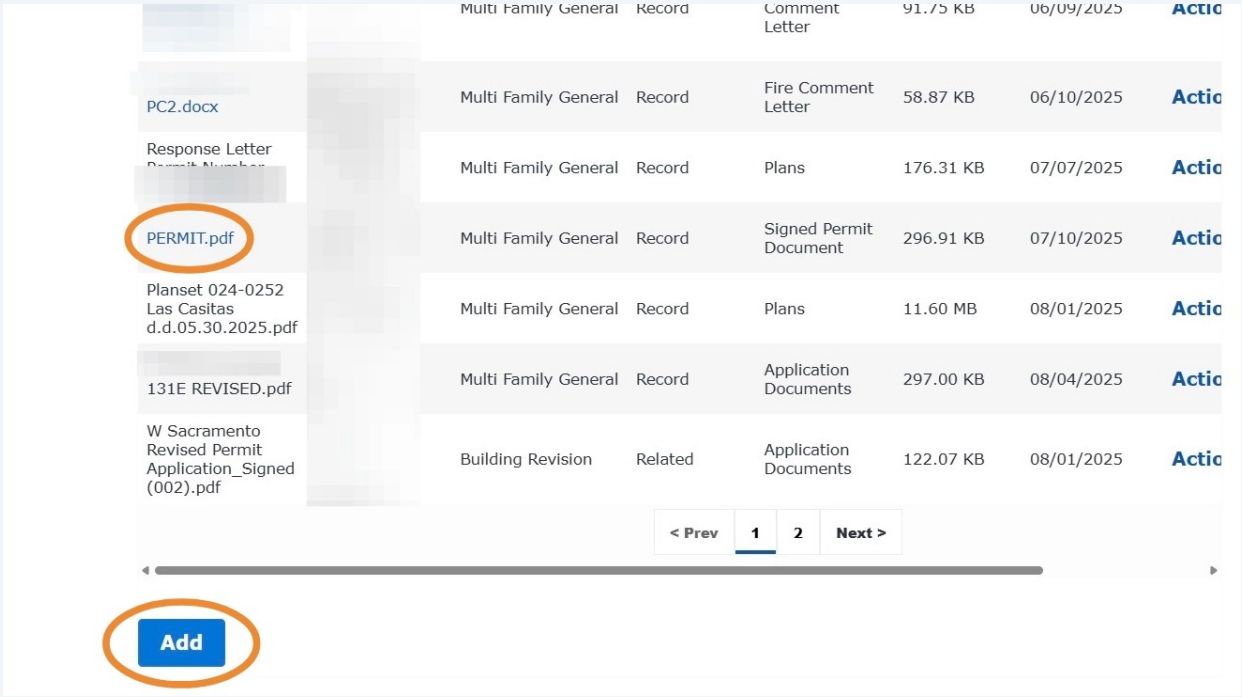
5 Click "Record Info"



6 Click "Attachments"



7 Select and click on files, in blue, that you'd like to download; click *Add* to upload any documents you've been requested to add.



Please email any document concerns — unlinked accounts, plans not downloadable, etc. — to buildingpermits@cityofwestsacramento.org**with a screenshot of the error.**