

APPLICATION FOR PERMIT TO BUILD

Street No. 715 Lot 8 Block 3

Owner _____ Address _____

Architect _____ Address _____

Contractor _____ Address _____

Kind of Building _____

Foundation _____

Permit
Date
District

Posts	Girder		Span		Mud Sills	
	1st Floor	2nd Floor	3rd Floor	4th Floor	5th Floor	6th Floor
Joists						
Max. Span						
Bearing Partitions						
Non Bearing Partitions						
Story Height						
Outside Walls						

Ceiling Joists _____ Span _____

Roof _____ Rafters _____

Water Heater _____ Chimney _____

Size of Building—Length _____ Width _____ Height _____

It is hereby agreed that this building will be constructed in conformity with the Ordinances of the City of Sacramento and the Laws of the State of California.

ESTIMATED COST, \$ _____

Plans must be submitted

Owner or Owner's Representative.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part outlines the specific procedures and protocols that must be followed when recording transactions. This includes details on how to categorize expenses, how to handle receipts, and the frequency of reporting.

3. The third part addresses the role of the accounting department in monitoring and auditing the records. It highlights the need for regular reviews and the importance of identifying any discrepancies or irregularities.

4. The final part of the document provides a summary of the key points and reiterates the commitment to maintaining high standards of record-keeping. It also includes a section for any additional notes or questions.