



# City of Rancho Cordova

## Development Related Processes and Fees

LAST UPDATED: May 2016

# DEVELOPMENT RELATED PROCESSES AND FEES



LAST UPDATED: May 2016

This booklet has been prepared to provide information about building permit fees, development impact fees, deposits, and processes applicable to new development in the City of Rancho Cordova. While every effort has been made to ensure the accuracy of the data presented in this booklet, there are several factors which may affect the final fees and/or deposits. This could be the result of fee updates, inflationary adjustments, or changes to project specifics.

This booklet also contains an Applicants Guide to Project Review, Plan Review and Construction Inspection with information intended as a guide to assist the applicant through the processes of project review; civil and architectural plan review and construction inspection.

Some projects may also be subject to other payments through development agreements, or have infrastructure requirements based on conditions of approval or provisions contained in the entitlement documentation that may not be covered herein. There are some projects that require a trip generation analysis that could drive the need to perform a traffic analysis. The traffic analysis identifies mitigation requirements that are not covered by Transportation Fees.

Applicants are encouraged to contact and discuss with City staff the specifics of any particular project and may do so through meeting with the Development Services Team.

## Development Services Team

The Development Services Team (DST) is a group of representatives from various departments and agencies that meet, by appointment, on Tuesday at 10:00 am at City Hall. Representatives from the Planning Department, Building Division, Public Works Department, Sacramento Metropolitan Fire District, Economic Development Department, Finance Department and Cordova Recreation and Park District are regular attendees. Other agencies as appropriate may be invited to project specific agenda items. Project proponents are encouraged to contact the DST by email at [DST@cityofranhocordova.org](mailto:DST@cityofranhocordova.org) or by calling Matt Diaz with the Planning Department at (916) 851-8750 to schedule an appointment. For additional information regarding the DST please refer to page 1-2.

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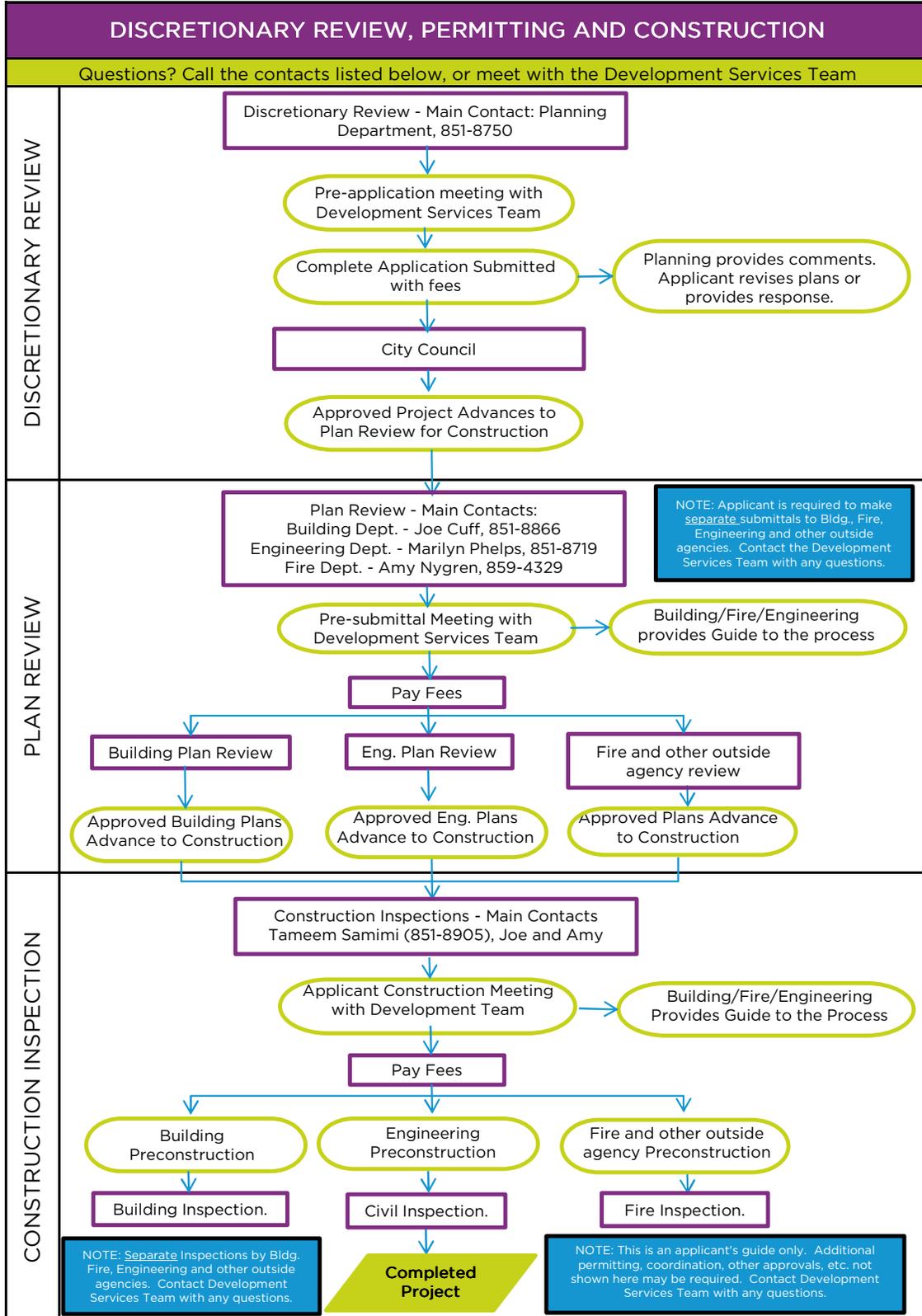
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# Chapter 1 :

Applicant's Guide to Project Review, Plan Review and Construction Inspection

# Discretionary Review, Permitting and Construction Flowchart

This Guide is provided to assist the applicant through the processes of project review; civil and architectural plan review and construction inspection. Every effort has been made to include the most up-to-date information on the development approval processes in the City of Rancho Cordova. If you need assistance with any portion of these processes, please contact any of the Development Services Team members (see page 1-2).



# Development Services Team

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The Development Services Team is a multi-agency team that acts as a coordinator to assist developers, local businesses, and residents with the city's project permitting and plan check processes. The team is designed to be a resource to anyone looking for additional guidance on the development approval process in Rancho Cordova. Typical projects assisted by the team include:

- Starting a Business
- Tenant Improvements
- Residential Improvements
- Nonresidential and Residential Development
- Special Events
- Any Technical, Procedural, or Policy questions regarding projects in the City of Rancho Cordova

The team's goal is to help customers move quickly and efficiently through the entire development approval process. The team provides weekly pre-application meetings to review proposed projects, assist in fee estimates, and review submittal checklists. By proactively identifying potential problems, the team can help guide projects and keep them on track and on schedule.

If you have a question or issue that is specific to one City department or agency, please do not hesitate to contact that department directly. Customers are invited to attend the Development Services Team meeting which are held in the Community Board Room at City Hall on Tuesdays at 10:00 am (by appointment only).

Please contact Matt Diaz with the Planning Department or e-mail [DST@cityofranhocordova.org](mailto:DST@cityofranhocordova.org) to schedule an appointment.

## **Development Services Team Contact Information**

Planning Department: Matt Diaz, (916) 851-8754, [mdiaz@cityofranhocordova.org](mailto:mdiaz@cityofranhocordova.org)  
June Cowles, (916) 851-8756, [jcowles@cityofranhocordova.org](mailto:jcowles@cityofranhocordova.org)

Public Works: Marilyn Phelps, (916) 851-8719, [mphelps@cityofranhocordova.org](mailto:mphelps@cityofranhocordova.org)  
Elizabeth Sparkman, (916) 851-8714, [esparkman@cityofranhocordova.org](mailto:esparkman@cityofranhocordova.org)

Building & Safety Division: Joe Cuffe, (916) 851-8866, [jcuffe@cityofranhocordova.org](mailto:jcuffe@cityofranhocordova.org)  
Steve Twist, (916) 851-8895, [stvist@cityofranhocordova.org](mailto:stvist@cityofranhocordova.org)

Economic Development: Amanda Norton, (916) 851-8783, [anorton@cityofranhocordova.org](mailto:anorton@cityofranhocordova.org)

Finance Department: Michelle Mingay, (916) 851-8738, [mmingay@cityofranhocordova.org](mailto:mmingay@cityofranhocordova.org)

Reinvestment and Housing: Stefan Heisler, (916) 851-8757, [sheisler@cityofranhocordova.org](mailto:sheisler@cityofranhocordova.org)

Cordova Recreation & Park District: Laura Taylor, (916) 362-1871, [ltaylor@crpd.com](mailto:ltaylor@crpd.com)

Golden State Water: Sean Twilla, (916) 853-3600, [seantwilla@gswater.com](mailto:seantwilla@gswater.com)

Sacramento Metropolitan Fire Dist.: Amy Nygren, (916) 859-4329, [nygren.amy@smfd.ca.gov](mailto:nygren.amy@smfd.ca.gov)  
Greg Casentini, (916) 859-4310, [casentini.gregory@metrofire.ca.gov](mailto:casentini.gregory@metrofire.ca.gov)

# Entitlement Review, Licensing and Public Assistance

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A discretionary project is a project that requires the exercise of judgment or liberation by a public agency to approve, approve with conditions or deny a particular project. The discretionary review process will more often involve the City Council, after the application is filed with the City. In many cases, the Planning Department is the responsible agency, which prepares the informational material that evaluates the merits of the proposed project to current standards and adopted policies of the City.

The application processes shown below, offers an overview of the typical processes that a discretionary and non-discretionary project would need to follow in order to receive approval.

## **Project Review Status**

### **Initial Submittal**

- Schedule a pre-application conference to speak with a Planner. (Call Planning at 916-851-8750) – or –
- For larger projects, it is recommended that a Development Service Team (DST) meeting occur to discuss all department requirements.
- Make initial submittal to Planning. The applicant is responsible to make separate submittals to each department: Building, Public Works, Sac. Metro Fire. Failure to make the required submittals could result in significant delays to the project).

### **Development Approval Process**

- Call planning staff to set up an appointment to submit an application to the Planning Department.
- Once an application has been submitted and the applicable fees paid, planning will route the application to all appropriate departments and agencies.
- Prior to receiving comments on the design and submittal material, the project will be reviewed at a Project Evaluation Meeting (PEM). This will be scheduled by the assigned Project Planner and occurs at the same location and time as the DST meeting.
- When necessary, revise plans to address the requirements according to the comments. Comments may also include possible Conditions of Approval.
- Once all issues have been addressed and the Conditions of Approval agreed upon by all parties, a public hearing is scheduled before the final decision makers.
  - Condition compliance timing varies by Condition of Approval; however, generally all Conditions of Approvals shall be met prior to the Building Department's issuance of a Certificate of Occupancy or final inspection of the site improvements.
- City Council or the Community Development Director will make the final decision of approval or denial based on the entitlement type.

### **Business License Review**

The Planning Department will assist the Finance Department in determining whether a new business requires additional use permit prior to issuance of a business license. All use permits must be approved and have completed the appeal period before any license or permit may be issued. As part of the business license process, occupancy for the new business must be approved by the Building Department. Please contact the Building and Safety Division for more information at 916-851-8760.

### **Building Permit Submittals**

Smaller projects (fence, occupancy, patio covers, signs, etc.) may be approved by planning staff over the counter. Larger projects (additions, new construction, etc.) will require a submittal to review. Planning staff will review all permits for consistency with zoning regulations. The zoning code can be found at <http://www.codepublishing.com/CA/RanchoCordova/>.

### **Public Assistance**

- Property setbacks (e.g. building placement, patio covers, fences, sheds, etc.)
- Zoning and land use verification

*Note: This is an applicant's guide only, if you have any questions please contact the Planning Department at 916-851-8750 or <http://www.cityofranhocordova.org/government/planning>.*

# Civil Plan Review and Inspection

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Public Works Engineering Division reviews and inspects all site and civil design elements of development for conformance with City Standard Specifications. This may include street work, sidewalks, curbs, gutters, bridges, or any work being performed in the City right-of-way.

## Civil Plan Review

### **Initial Submittal**

Applicant is to make initial submittals to Public Works, Building, Sac. Metro Fire, County Agencies and Water Agencies. The Applicant is responsible to make separate submittals to each agency/department (A list of agencies and contact information can be found on page 1-13). Contact the Public Works Department or Development Services Team if you need assistance with outside agencies or the submittal process.

For additional information see:

- Submittal checklist (see Appendix)
- Standard Civil Plan Cover Sheet (see Appendix)
- General Notes (see Appendix)

**Plan Review** - Prior to approval of the plans:

- Address requirements according to redline comments, applicable Code and Conditions of Approval.
- Submit cost estimate for on-site grading and erosion & sediment control.
- If there are public improvements:
  - Submit cost estimate for public improvements.
  - Sign frontage agreement.
- Submit bond. Note that there are several surety options. Contact us for more information.
- The Applicant is highly encouraged to submit these documents as early in the process as possible.

*Note: Late submittal could delay the plan approval process.*

### **Outside Agency Approval**

- Applicant to obtain signatures on mylars from Sacramento Sewer District(s), Water District<sup>1</sup>, Sacramento Metro Fire, and Cordova Recreation and Park District (when applicable).
- The applicant is responsible for submitting to these agencies for review and obtaining all signatures on the plans. Public Works does not route plans to these agencies. Contact the Public Works department or Development Services Team if you need assistance with outside agencies or the submittal process.
- Applicant to obtain written approval from the Planning Department.

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<sup>1</sup> City of Rancho Cordova is served by County Water, Golden State and California American Water. Contact the Public Works Department if you need assistance in determining the jurisdiction of your project.

## **City of Rancho Cordova Approval**

- After all signatories to the plan have signed the mylars, submit to the City for final signature.
- City will sign the mylars and return to Applicant.
- Applicant to make copies of plans as follows:
  - 6 copies to City.
  - 7 copies to County Land Division Site Improvement Review (LDSIR). Applicant is responsible for delivering directly to LDSIR and ensuring plans are routed to the appropriate agencies.
  - Note that additional copies to water agencies or other parties may also be required. Contact the Public Works Department for details on your project.
- Applicant to make a submittal to outside agencies per their requirements. Failure to submit copies of the approved plans to outside agencies could result in delay to the project.

A pre-construction meeting is required prior to beginning construction.

## **Civil Inspection**

The following is a guide to the process for completing the civil (outside of the building footprint) improvements:

### **Pre-Construction**

- Inspection services are provided on a time and materials basis. Please provide a deposit prior to beginning the work.
- A pre-construction meeting shall be held attended by representatives from the City, Owner, Utilities and other interested parties.

### **Construction**

- Notify the Public Works Department prior to starting work outside of the building. This will allow us to send our inspector to the site to observe the work. Contractor's diligence in completing the work expeditiously will reduce inconvenience to public and minimize inspection charges.
- Prior to performing any work within or adjacent to the traveled way, a traffic control plan shall be submitted for review and approval.
- Prior to performing any work which would affect sidewalk access, a pedestrian routing plan shall be submitted for review and approval.
- Complete work per the approved plans. Once the work is substantially complete, a punch list will be provided by the inspector.
- Stormwater note: All construction water and debris shall be maintained on site and properly disposed of. No fluids or construction debris (soil, trash, etc.) shall leave the site into the sidewalk, gutter, drain inlets, etc.

## Acceptance

- Provide Lot Certifications for Pads from the Surveyor or Civil Engineer.
- Provide as-graded letter from Soils Engineer (report of testing results).
- Provide Letters of Acceptance from Sewer, Water and Fire agencies.
- Keep City accounts current.
- Provide construction valuation data for public improvements. Contact Tameem Samimi at (916) 851-8905 for additional information.
- Submit one hard copy of the As-Built Civil Engineering Plans, including all Revisions, as well as electronic copies in both AutoCAD and PDF format. Plans shall be labeled as “Record Drawings” and signed by the engineer of record.
- After all items are completed, the surety will be reduced to 10% of original for the one-year warranty period. Prior to end of warranty period a warranty inspection will be performed and punch list provided if there are any outstanding items.

# Building & Safety Division

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The Building & Safety Division reviews and inspects all private residential and non-residential construction for compliance with the California Building Code, and approved construction standards and specifications.

## Non-Residential Building Permit Process Information

### Plan Review

The items listed below are needed to submit your project for review of the building plans. If the submittal package is incomplete, we will be unable to perform a thorough plan review. This will cause delays in the plan review process and issuance of the building permit. The plans should clearly distinguish between all existing conditions and new construction. Additional information may be required during or after plan review.

*Please Note:*

- A multitude of information can be combined on plans for simple buildings if clarity is maintained.
- Other departments and agencies may have to review and approve plans before permits can be issued.
- Depending on your building's occupancy, your plans may be required to be drawn by a licensed professional. (See Preparation of Plans and Specifications in the Appendix on page A-9 for more information).

### Document Submittal List

#### Drawings:

Plan Size: 18" x 24" to 36" x 48" drawn to scale and fully dimensioned. Plans must be clear and legible. Provide the minimum number of sets as required:

- **3** sets for the Building & Safety Division.
- **2** sets for the Fire District (Separate submittal, see contact information on page 1-16)
- **1** set for the Sacramento County Environmental Management Department - Environmental Health Division ("Health Department"), if applicable (Separate submittal; see contact information on page 1-13).
- **2** sets for Partial Permit, if applicable (Separate submittal; Floor plan, underground plumbing and electrical).
- **2** sets for Foundation Only Permits, if applicable (Separate submittal; only on new construction; payment of all fees due for full permit, plus approvals from all departments required for issuance of Foundation Only Permit).
- **2** sets for any racking, interior or exterior, that is over 5'9" in height (Separate submittal).

#### Drawings to consist of:

- |   |                           |
|---|---------------------------|
| - General Information ("Cover Sheet")   | - Structural Plan         |
| - Plot/Site Plan                        | - Site Accessibility Plan |
| - Foundation Plan                       | - Floor Plan              |
| - Green Building Standards Plan         | - Energy Compliance Plan  |
| - Architectural / Fire-Life Safety Plan | - Plumbing Plan           |
| - Mechanical Plan                       | - Electrical Plan         |

- **Food Equipment** (when required by Environmental Health for food facilities)
- **Calculations** (two sets, if required):
  - **Structural Calculations** (Note: All structural details shall be part of the plans, and wet signed by the design engineer)
  - **Energy calculations** (Note: calculations shall be signed by a document author and property owner and shall be a part of the approved plans)
- **Other Documents:**
  - **Hazardous Material Declaration** (List type and quantities of chemicals stored on-site)
  - **M.S.D.S.** (Material safety data sheets)
  - **Geotechnical**, or “soils”, report (for additions and new buildings)
  - **Access Compliance for Existing Non-Residential Buildings** (required at time of submittal for all interior alteration permits; form can be found in the Appendix, starting at page A-11)

### **Plan Review Turn-Around Time Frames**

Once plans are submitted, and depending on the type of project, the first set of plan review comments can be generated within 10 days after submitting the plans for review. Depending on the nature of the corrections to be made, and the expedience of the customer in returning the plans for re-check, it can be anticipated that a plan can be approved within 10 days of re-submittal. However, this does not mean a building permit can be issued. All commercial projects require the approval of the Planning Department, Public Works Department, and the Fire District prior to being released for permit. Some projects may also require the approval of the Sacramento County Environmental Management Department (commonly referred to as the “Health Department”), the Sacramento Area Sewer District, the Sacramento Metropolitan Air Quality Management District, and a host of other outside agencies. Our staff will make the applicant aware of which agency approvals are required for the project at the first plan review turn-around.

### **Permit Issuance**

The Building & Safety Division will issue a building permit for the project after all necessary approvals are received. Before the permit is issued, one final check of all project holds will be reviewed, and payment of any remaining fees will be due.

No commercial building permit may be issued without the approval of the local fire district. A separate submittal and fire district permit is required prior to building permit issuance. For fire district submittal requirements, see page 1-12.

### **Inspections**

Once the permit is issued, inspections may begin. Inspections are scheduled via our phone-in inspection request system. To schedule an inspection the customer will call (916) 851-8766, and enter the permit number after being prompted. The customer is then given the option of choosing the inspection they wish to schedule, and whether they would prefer a morning (AM – 8:00AM to 12:00PM) or afternoon (PM – 1:00PM to 4:00PM) inspection, with the understanding that this is a request only, and will be accommodated as much as possible.

### **Residential Building Permit Process Information**

#### **Plan Review**

The items listed below are needed to submit your project for review of the building plans. If the submittal package is incomplete, we will be unable to render a thorough plan review. This will cause delays in the plan review process and issuance of the building permit. The plans should

clearly distinguish between all existing conditions and new construction, and contain a detailed scope of work. Additional information may be required during or after plan review.

*Please Note:*

- A multitude of information can be combined on plans for simple buildings if clarity is maintained.
- Other departments and agencies may have to review and approve plans before permits can be issued.
- Depending on your building's occupancy, your plans may be required to be drawn by a licensed professional. See form RCB0813 Preparation of Plans and Specifications in the Appendix for more information.

### **Document Submittal List**

Not all of the documents listed are required for all types of projects. Contact our Permit Services staff at 916-851-8760 for specific information regarding submittals.

### **Drawings:**

Plan Size: 18" x 24" to 36" x 48" drawn to scale and fully dimensioned (11" x 17" size will be allowed for simple remodels, additions, and incidental permits). Plans must be clear and legible. Provide the minimum number of sets as required:

- **3** sets for the Building & Safety Division.
- **2** sets for the Fire District, if custom home (Separate submittal; see contact information on page 1-15).

### **Drawings to consist of** (may be combined for simple remodels, additions, and incidental permits):

- General Information ("Cover Sheet")
- Plot/Site Plan
- Foundation Plan
- Floor Plan
- Architectural / Fire-Life Safety Plan
- Mechanical Plan
- Structural Plan
- Green Building Standards Plan
- Energy Compliance Plan
- Plumbing Plan
- Electrical Plan

- **Calculations** (two sets, if required):
  - **Structural Calculations** (Note: All structural details shall be part of the plans, and wet signed by the design engineer)
  - **Energy calculations** (Note: calculations shall be signed by a document author and property owner and shall be a part of the approved plans)
  - **Geotechnical**, or "soils", report (for additions and new buildings)

### **Plan Review Turn-Around Time Frames**

Most residential plans for simple remodels, additions, and incidental permits can be issued over-the-counter, or within a 48 hour period after submittal, provided that the plans are complete. For more complex projects, the first set of plan review comments generally can be generated within 10 days after submitting the plans for review. Depending on the nature of the corrections to be made, and the expedience of the customer in returning the plans for re-check, it can be anticipated that a plan can be approved within 10 days of re-submittal. However, this does not

mean a building permit can be issued. Projects may require the approval of the Planning Department, Public Works Department, and the Fire District prior to being released for permit.

Some projects may also require the approval of the Sacramento Area Sewer District, the Sacramento Metropolitan Air Quality Management District, and a host of other outside agencies (see pages 1-11 to 1-13 for more information). Our staff will make the applicant aware of which agency approvals are required for the project at the first plan review turn-around.

### **Permit Issuance**

The Building & Safety Division will issue a building permit for the project after all necessary approvals are received, and fees are paid. Before the permit is issued, one final check of all project holds will be reviewed, and any payment of any remaining fees will be due.

No custom home building permit may be issued without the approval of the local fire district. A separate submittal and fire district permit is required prior to custom home building permit issuance. For fire district submittal requirements, see page 1-12.

### **Inspections**

Once the permit is issued, inspections may begin. Inspections are scheduled via our phone-in inspection request system. To schedule an inspection the customer will call (916) 851-8766, and enter the permit number after being prompted. The customer is then given the option of choosing the inspection they wish to schedule, and whether they would prefer a morning (AM – 8:00AM to 12:00PM) or afternoon (PM – 1:00PM to 4:00PM) inspection, with the understanding that this is a request only, and will be accommodated as much as possible.

For our customers who need a more accurate idea of when the inspector will be at their site, we offer a special service. After scheduling their inspection, the customer can call our inspection office line at (916) 851-8848, between 7AM and 8AM, the morning of their scheduled inspection, and speak directly to the Building Inspector. At that time, the inspector can give the customer a two-hour time period in which the inspector will be at their job site. This service is subject to workload constraints, and availability of staff.

### **Sacramento County Environmental Management Department (Sac-EMD)**

All permits for food service facilities or commercial pools require plan review and approval by the Sacramento County Environmental Management Department (also known as the “Health Department”) prior to issuance of a building permit. Three sets of plans must be submitted at the Sac-EMD plan review offices at 10590 Armstrong Avenue, Mather Field. For more information on the plan review requirements for Health, contact them by phone at (916) 875-8440 or visit their website at <http://www.emd.saccounty.net/EH/Pages/default.aspx>.

### **Sacramento Metropolitan Air Quality Management District (SMAQMD)**

All commercial permits for tenant improvements where any demolition work is to be done, or demolition of complete structures, are subject to the approval of the Sacramento Metropolitan Air Quality Management District prior to approval of a building permit. For more information on SMAQMD requirements and processes, contact the SMAQMD at (916) 874-4800 or visit their website at <http://www.airquality.org/compliance/asbestosInBuildingMaterials.shtml>.

# Sacramento Metropolitan Fire District

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The Sacramento Metropolitan Fire District conducts plan review and inspections of all commercial construction projects and a limited amount of residential construction projects.

## **Commercial Plan Review Process**

Typically two sets of each type of plan need to be submitted for review and approval prior to the start of construction. Plans must be submitted directly to Sac Metro Fire. The City of Rancho Cordova does not route the plans. Fees are due at the time of submittal. The following are typically what is required to be submitted for review and approval:

### **New Buildings:**

- Civil Engineering (site) Plan
- Building Plan
- Fire Sprinkler Plan
- Underground Fire Service Plan
- Fire Alarm Plan

### **Tenant Improvements:**

- Building Plan
- Fire Sprinkler Plan (if required)
- Fire Alarm Plan (if required)

### **Other Projects that require review:**

- Specialized Fire Protection Systems
- Cell Towers
- High-piled Combustible Storage
- Above Ground Flammable Liquid Tanks
- LPG (propane) Tanks
- Tents

Typical plan review time is approximately 20 working days from the time of submittal. If the project requires new, or modifications to the existing, fire sprinkler or fire alarm system, the approved building or tenant improvement plans will not be released until those plans have been submitted.

## **Residential Plan Review Process**

The Sacramento Metropolitan Fire District reviews all new subdivisions and individual single-family dwellings under any of the following conditions:

- Over 3,599 square feet including the garage, and covered porches and patios
- More than 150 feet from a public street
- On a private street
- On a well
- Additions over 50% and the total is over 3,599 square feet

In addition, Sac Metro Fire reviews all residential fire sprinkler systems in new single family dwellings.

Typical plan review time is approximately 20 working days from the time of submittal.

## **Inspection Process**

Appointments for inspections are made by contacting the Fire Inspector indicated on the Fire District Red Card (permit card). It is recommended to call a minimum of 48 hours prior to when the inspection is needed to make the appointment

# Contact Information

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Listed below are agencies, both City and others, that have direct influence on the building permit process.

## City Departments

- Public Works Engineering Division - Civil Plans; Site Improvements; Grading Permits; Encroachment Permits - (916) 851-8710
- Planning Department - Design Review; Use Permits - (916) 851-8750
- Building & Safety Division - Review of Architectural, Electrical, Plumbing, Mechanical, Structural, Accessibility, and CalGreen plans. - (916) 851-8760

## Outside Agencies

- **Cordova Recreation & Park District** <http://www.crpdc.com/> - Review of park master plans, park improvement and landscape plans along with Park Development Agreements- 2729 Prospect Park Drive, Ste 230, Rancho Cordova, CA. 95670, (916) 842-3300
- **Sacramento Metropolitan Fire District** <https://www.metrofire.ca.gov/> - Review of architectural, structural and fire suppression plans - Community Risk Reduction Division, 10545 Armstrong Ave, Ste. 310, Mather, CA, 95655, (916) 859-4330
- **Sacramento County Site Improvement and Permit Section (SIPS)** <http://www.engineering.saccounty.net/sips/Pages/default.aspx> - Calculate transit, sewer connection for residential projects, drainage, capital fire facilities, and water connection fees - 827 7th Street, Room 101, Sacramento, CA, 95814, (916) 874-6544
- **Sacramento Metropolitan Utility District (SMUD)** - Commercial Service Requirements - <https://www.smud.org/en/business/customer-service/support-and-services/design-construction-services.htm>, - (916) 732-5700
- **Pacific Gas and Electric (PG & E)** - Customer Service: (800) 468-4743
- **Sacramento Area Sewer District** [www.sacsewer.com](http://www.sacsewer.com) - Sewer connection fees - 10060 Goethe Rd., Sacramento, CA, 95827, Fee Quotes: (916) 876-6100
- **Sacramento County Environmental Management Department (Sac-EMD)** <http://www.emd.saccounty.net/EH/Pages/default.aspx> - Review of food facilities and commercial pools - 10590 Armstrong Ave, Ste. B, Mather, CA, 95655, (916) 874-6010
- **Sacramento Metropolitan Air Quality Management District (SMAQMD)** <http://www.airquality.org/compliance/asbestosInBuildingMaterials.shtml>. - Review of commercial permits for tenant improvements where any demolition work is to be done or demolition of complete structures - 777 12<sup>th</sup> St, 3<sup>rd</sup> Floor, Sacramento, 95814,(916) 874-4800
- **Water Districts:**
  - **Golden State Water Company** - [www.gswater.com](http://www.gswater.com) Local Office: 916-853-3600, Customer Service 24-HR: 1-800-999-4033
  - **California American Water** - [www.amwater.com/caaw](http://www.amwater.com/caaw) Customer Service 24-HR: 1-888-237-1333
  - **Sacramento County Water Agency** - Customer Service: 916-874-6851 <http://www.waterresources.saccounty.net/scwa/Pages/default.aspx>
- **School Districts:**
  - **Sacramento City Unified School District** - (916) 643-7400
  - **Elk Grove Unified School District** - (916) 686-7711
  - **Folsom-Cordova Unified School District** - (916) 294-9010

# Chapter 2 :

## Building Permit Fees

## Building & Safety Division Definitions

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The following list is included to help clarify some of the terms used in this section. If you have any questions, please contact the Building & Safety Division at (916) 851-8760, or [PermitServices@cityofranchocordova.org](mailto:PermitServices@cityofranchocordova.org).

- (a) **“Building Permit Fee”** – 60% of Total Permit Fee
- (b) **“CASE”** application types – electronic tracking for Building Code violations with a written Notice of Violation
- (c) **“C-BLDG”** permits – commercial buildings
- (d) **“C-OTHER”** permits – commercial accessory structures
- (e) **“C-SIGN”** permits – commercial signs (there are no residential signs)
- (f) **“DEMO”** permits – demolition only
- (g) **“FOUNDATION”** permits – foundation of structures only (this is a “child” to the C-BLDG permit)
- (h) **“MASTERPLAN”** reviews – review of master plan housing (no permit is actually issued for these types)
- (i) **“P-BLDG”** permits – production homes
- (j) **“PARTIAL”** permits – partial work may begin (this is a “child” to the C-BLDG permit)
- (k) **“Plan Review Fee”** – 40% of total Permit Fee
- (l) **“PME”** permits – miscellaneous plumbing and / or mechanical and / or electrical work
- (m) **“POOL”** permits – swimming pools and spas
- (n) **“R-BLDG”** permits – residential buildings (includes custom homes)
- (o) **“R-OTHER”** permits – residential accessory structures
- (p) **“REROOF”** permits – re-roof work only
- (q) **“SMIP”** – Strong Motion Instrumentation Program. California’s program to monitor and deal with earthquakes and earthquake related issues
- (r) **“Supplemental Permit”** – changes in the scope of a permit made while permit is still being inspected. Also called “Change in Scope”, “Permit Change”, “Scope Change”, “Change in Contractor”, “Plan Change”
- (s) **“Total Permit Fee”** – the combination of the Building Permit fee and the Plan Review fee. Determined by using calculation method in fee schedule.
- (t) **“Zone Check Fee”** – additional fee equal to 13% of Plan Review Fee

# Process Checklist for Building Permit Fees

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Use this checklist to help guide you through the process of determining your building permit fees. Remember that the fees provided in this booklet are for estimating purposes, and you should contact the Building & Safety Division for current fees and more information.

## **Checklists for Estimating Fees for Larger Scale Projects:**

1. Project Criteria: You will need to know certain information about your project before fees can be determined.
  - What type of project are you trying to estimate fees for?
    - New commercial building or addition of square footage
    - New single family dwelling
    - Tenant Improvement, Change-in-Use
  - What is the Occupancy Use of the structure and / or project space (as defined by California Building Code Chapter 3)? Use the Building Valuation Tables on page 2-4 to help determine your Occupancy Use.
  - What is the Construction Valuation of the project? If the project is a new building or addition, use the Building Valuation Tables to determine the Construction Valuation. Remodels, Tenant Improvements and miscellaneous permits will use the verified Contract Value of the actual work as the Construction Valuation.
2. Using your Construction Valuation, determine Building Permit, Plan Review and Zone Check fees.
3. If your project is commercial, or a new single family dwelling, determine the General Plan Cost Recovery fee, Green Building Ordinance Fee, and the Strong Motion Instrumentation Program fee.
4. If your project is a new commercial building, change-in-use, commercial addition, or a new single family dwelling, go to Chapter 3 - Development Impact Fees to determine your development impact fees, and Chapter 4 - Development Fees Collected by Outside Agencies for fees collected outside of the City of Rancho Cordova.
5. All commercial permits and new single family dwelling permits require a separate submittal and approval from the Sacramento Metropolitan Fire District. They can be contacted at (916) 859-4330.
6. If the project is a new food service business, review and approval of the Sacramento County Environmental Health Division (also known as the "Health Department") is required prior to permit issuance. Contact information for the Sacramento County Environmental Health Division is located on page 1-13.

## Construction Valuation for New Square Footage

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The Building Valuation Table is used to determine construction valuation for new buildings, and additions of square footage to existing buildings. Construction Valuation is determined by first finding the type of Occupancy Use of the building (or addition). Then the Construction Type is determined. Once these pieces of information are known, find the Occupancy Use and Construction Type on the following tables. Multiply the “per square foot (\$ / Sq. Ft.)” figure by the square footage in question. This will result in the Construction Valuation for the work. Once the Construction Valuation is determined, use the Construction Permit Fee Schedule to determine the Total Permit Fee.

Example: (“Occupancy Group” + “Use” + “CBC Group Type”) X “\$ / Sq. Ft.” = Construction Valuation)

### **Change-in-Use (CIU) Permits**

The Construction Valuation for “Change-in-Use” permits (permits where there is no increase in physical square footage, but the intended use of the area will change), is determined using this process:

*Sample Project Data: Convert a 12,500 square foot warehouse (Occupancy Group S-1, Type VB) to an indoor sports complex (Occupancy Group A-3, Type VB).*

- Subtract the “\$ / Sq. Ft.” figure of the existing Occupancy Group from the “\$ / Sq. Ft.” figure of the new Occupancy Group.

*Example: \$123.12 (New Group: A-3, Type VB) - \$58.51 (Existing Group: S-1, Type VB) = \$64.61 per square foot*

- Multiply that figure by the square footage of the project. The result is the Construction Valuation.

*Example: \$64.61 x 12,500 Sq. Ft. = \$807,625.00 Construction Valuation*

Once the construction valuation is determined, use the Construction Permit Fee Schedule to determine the Total Permit Fee.

If the “\$ / Sq. Ft.” figure of the existing Occupancy Group is higher than the figure for the new Occupancy Group, the Construction Valuation will be determined by a signed construction contract, an accurate determination of time and materials (including material receipts) or other methods deemed acceptable by the Chief Building Official.

## Building Valuation Tables

Group (2009 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stages	\$ 232.95	\$ 225.43	\$ 220.19	\$ 210.95	\$ 198.59	\$ 192.73	\$204.20	\$ 181.19	\$ 174.51
A-1 Assembly, theaters, without stages	\$ 210.97	\$ 173.01	\$ 198.21	\$ 188.97	\$ 176.66	\$ 170.80	\$ 182.22	\$ 159.26	\$ 152.58
A-2 Assembly, nightclubs	\$ 179.59	\$ 174.54	\$ 170.09	\$ 163.63	\$ 153.89	\$ 149.59	\$ 157.91	\$ 139.54	\$ 134.86
A-2 Assembly, restaurants, bars, banquet halls	\$ 178.47	\$ 173.42	\$ 167.85	\$ 162.51	\$ 151.65	\$ 148.47	\$ 156.79	\$ 137.30	\$ 133.74
A-3 Assembly, churches	\$ 214.73	\$ 207.21	\$ 201.97	\$ 192.73	\$ 180.38	\$ 174.52	\$ 185.99	\$ 162.98	\$ 156.31
A-3 Assembly, general, comm. Halls, libraries, museums	\$ 181.56	\$ 174.03	\$ 167.67	\$ 159.56	\$ 145.40	\$ 141.34	\$ 152.81	\$ 128.68	\$ 123.12
A-4 Assembly, arenas	\$209.85	\$ 202.33	\$ 195.97	\$ 187.85	\$ 174.42	\$ 169.68	\$ 181.10	\$ 157.02	\$ 151.46
B Business	\$180.44	\$ 173.94	\$ 168.37	\$ 160.43	\$ 145.98	\$140.44	\$ 154.15	\$ 127.92	\$ 122.96
E Educational	\$ 197.40	\$ 190.75	\$ 185.33	\$ 177.25	\$ 166.12	\$ 157.63	\$ 171.40	\$ 146.20	\$140.68
F-1 Factory and industrial, moderate hazard	\$ 109.40	\$ 104.38	\$ 98.43	\$ 95.15	\$ 85.23	\$ 81.43	\$ 91.32	\$ 70.19	\$ 66.34
F-2 Factory and industrial, low hazard	\$ 108.28	\$ 103.26	\$ 98.43	\$ 94.03	\$ 85.23	\$ 80.31	\$ 90.20	\$ 70.19	\$ 65.22
H-1 High Hazard, explosive	\$ 102.48	\$ 97.46	\$ 92.62	\$ 88.23	\$ 79.64	\$ 74.72	\$ 84.40	\$ 64.59	N.P
H-2,3,4 High Hazard	\$ 102.48	\$ 97.46	\$ 92.62	\$ 88.23	\$ 79.64	\$ 74.72	\$ 84.40	\$ 64.59	\$ 59.63
H-5 HPM	\$ 180.44	\$ 173.94	\$ 168.37	\$ 160.43	\$ 145.98	\$140.44	\$ 154.15	\$ 127.92	\$ 122.61
I-1 Institutional, supervised environment	Not Used (See Group R-2.1)								
I-2 Institutional, hospitals	\$303.66	\$ 297.17	\$ 291.60	\$283.66	\$268.40	N.P	\$ 277.37	\$250.33	N.P
I-2 Institutional, nursing homes	\$ 212.30	\$ 205.80	\$200.23	\$ 192.30	\$ 178.27	N.P	\$ 186.01	\$ 160.21	N.P
I-3 Institutional, restrained	\$ 207.38	\$ 200.89	\$ 195.32	\$ 187.38	\$ 174.34	\$ 167.69	\$ 181.09	\$ 156.29	\$ 148.73
I-4 Institutional, day care facilities	\$ 180.68	\$ 174.48	\$ 169.80	\$ 162.92	\$ 152.11	\$ 147.95	\$ 164.42	\$ 137.69	\$ 132.29
M Mercantile	\$ 133.55	\$ 128.50	\$ 122.93	\$ 117.59	\$ 107.46	\$ 104.27	\$ 111.87	\$ 93.11	\$ 89.54
R-1 Residential, hotels	\$ 183.05	\$ 176.85	\$ 172.17	\$ 165.29	\$ 154.21	\$150.04	\$ 166.52	\$ 139.78	\$ 134.38
R-2 Residential, multiple family	\$ 153.41	\$ 147.21	\$ 142.53	\$ 135.65	\$ 124.71	\$ 120.85	\$ 137.02	\$ 110.29	\$104.89
R-3 Residential, one- and two-family	\$ 145.58	\$ 141.53	\$ 138.06	\$ 134.41	\$ 129.48	\$ 126.12	\$ 132.19	\$ 121.33	\$ 114.18
R-4 Residential, care/assisted living facilities	\$ 180.68	\$ 174.48	\$ 169.80	\$ 162.92	\$ 152.11	\$ 147.95	\$ 164.42	\$ 137.69	\$ 132.29
S-1 Storage, moderate hazard	\$ 101.36	\$ 96.34	\$ 90.38	\$ 87.11	\$ 77.40	\$ 73.60	\$ 83.28	\$ 62.35	\$ 58.51
S-2 Storage, low hazard	\$ 100.24	\$ 95.22	\$ 90.38	\$ 85.99	\$ 77.40	\$ 72.48	\$ 82.16	\$ 62.35	\$ 57.39
U Utility, miscellaneous	\$ 77.39	\$ 73.17	\$ 68.81	\$ 65.37	\$ 59.04	\$ 55.04	\$ 61.69	\$ 46.60	\$ 44.36

## Occupancy Use Descriptions

Descriptions for each Occupancy Use are provided below. If there are any questions as to the Occupancy Use or the CBC Construction Type of a project, please contact the Building & Safety Division at (916) 851-8760.

**A-1** - Assembly uses, usually with fixed seating, intended for the production and viewing of the performing arts or motion pictures including, but not limited to: Motion picture and television production studio sound stages, approved production facilities and production locations (with live audiences).

- Motion Pictures Theaters
- Television and Radio Studios with an audience
- Theaters
- Symphony and Concert Halls

**A-2** - Assembly uses, intended for food and/or drink consumption including, but not to:

- Banquet Halls
- Night Clubs
- Restaurants
- Taverns and Bars

**A-3** - Assembly uses intended for worship, recreation or amusement and other assembly uses not classified elsewhere in Group A including, but not limited to:

- Amusement Arcades
- Art Galleries
- Bowling Alleys
- Community Halls
- Court rooms
- Dance Halls (not including food or drink Consumption)
- Exhibition Halls
- Indoor Swimming Pool (w/o spectator seating)
- Indoor Tennis Courts (w/o spectator seating)
- Libraries
- Museums
- Places of Religious Worship
- Pool and Billiard Parlors

**A-3 - Uses Continued**

- Funeral Parlors
- Gymnasiums (w/o spectator seating)

**A-4 - Assembly uses intended for viewing of indoor sporting events and activities with spectator seating including, but not limited to:**

- Arenas
- Skating Rinks
- Swimming Pools
- Tennis Court

**B - Business occupancy includes, among others, the use of a building or structure, or a portion thereof, for office, professional or service-type transactions, including storage of records and accounts. Business occupancies shall include, but not be limited to, the following:**

- Airport traffic control towers
- Ambulatory health care facilities serving five or fewer patients
- Animal hospitals, kennels and pounds
- Banks
- Barber and beauty shops
- Car wash
- Civic administration
- Clinic-outpatient (not classifies as I-2.1)
- Dry Cleaning and laundries: pick-up and delivery station and self-service
- Educational occupancies for students above the 12<sup>th</sup> grade
- Electronic data processing
- Laboratories: testing, research and instruction
- Motor vehicle showrooms
- Post offices
- Print shops
- Professional Services (architects, attorneys, dentist, physicians, engineers, etc.)
- Telephone exchanges
- Training and skills development not within a school or academic program

**303.1 Exceptions:**

1. A building or tenant space used for assembly purposes with an occupant load of less than 50 persons shall be classified as a Group B occupancy.
2. A room or space used for assembly purposes with an occupant load of less than 50 persons and accessory to another occupancy shall be classified as a Group B occupancy or as part of that occupancy.
3. A room or space used for assembly purposes that is less than 750 square feet in area and accessory to another occupancy shall be classified as a Group B occupancy or as part of that occupancy.

**E - Educational Group E occupancy includes, among others, the use of a building or structure, or a portion thereof, by more than six persons at any one time for educational purposes through the 12th grade. Religious educational rooms and religious auditoriums, which are accessory to places of religious worship in accordance with Section 303.1 and have occupant loads of less than 100, shall be classified as A-3 occupancies. The use of a building or structure, or portion thereof, for educational, supervision or personal care services for more than six children 2 years of age and older, shall be classified as a Group E occupancy.**

**F-1** - Moderate-hazard occupancy. Factory industrial uses which are not classified as Factory Industrial F-2 Low Hazard shall be classified as F-1 Moderate Hazard and shall include, but not be limited to, the following:

- Aircraft (manufacturing, not to include repair)
- Appliances
- Athletic equipment
- Automobiles and other motor vehicles
- Bakeries
- Beverages: over 16% alcohol content
- Bicycles
- Boats
- Business machines
- Cameras and photo equipment
- Canvas or similar fabric
- Carpets and rugs (including
- Clothing
- Construction and agricultural Machinery
- Disinfectants
- Dry cleaning and dyeing
- Electric generation plants
- Electronics
- Engines (including rebuilding)
- Food processing
- Furniture
- Hemp products
- Jute products
- Laundries
- Leather products
- Machinery
- Metals
- Millwork (sash and door)
- Motion picture and television production studios sound stages: approved production facilities and production locations (without live audiences)
- Musical instruments
- Optical goods
- Paper mills or products
- Photographic film
- Plastic products
- Printing or publishing
- Recreational vehicles
- Refuse incineration
- Shoes
- Soap and detergents
- Textiles
- Tobacco
- Trailers
- Upholstering
- Wood: Distillation
- Woodworking (cabinets)

**F-2** -Low-hazard occupancy. Factory industrial uses that involve the fabrication or manufacturing of noncombustible materials which during finishing, packing or processing do not involve a significant fire hazard shall be classified as F-2 occupancies and shall include, but not be limited to, the following:

- Beverages: up to and including 16% alcohol content
- Brick and masonry
- Ceramic products
- Foundries
- Glass products
- Gypsum
- Ice
- Metal products (fabrication and assembly)

**H-1** -Buildings and structures containing materials that pose a detonation hazard shall be classified as Group H-1. Such materials shall include, but not be limited to, the following:

- Explosives:
  - Division 1.1 - Explosives that have a mass explosion hazard. A mass explosion is one which affects almost the entire load instantaneously.
  - Division 1.2 - Explosives that have a projection hazard but not a mass explosion hazard.
  - Division 1.3 - Explosives that have a fire hazard and either a minor blast hazard or a minor projection hazard or both, but not a mass explosion hazard.  
*Exception: Materials that are used and maintained in a form where either confinement or configuration will not elevate the hazard from a mass fire to mass explosion hazard shall be allowed in H-2 occupancies.*
  - Division 1.4 - Explosives that pose a minor explosion hazard. The explosive effects are largely confined to the package and no projection of fragments of appreciable size or range is to be expected. An external fire must not cause virtually instantaneous explosion of almost the entire contents of the package.  
*Exception: Articles, including articles packaged for shipment, that are not regulated as an explosive under Bureau of Alcohol, Tobacco and Firearms regulations, or unpackaged articles used in process operations that do not propagate a detonation or deflagration between articles shall be allowed in H-3 occupancies.*
  - Division 1.5 - Very insensitive explosives. This division is comprised of substances that have a mass explosion hazard, but that are so insensitive there is very little probability of initiation or of transition from burning to detonation under normal conditions of transport.
  - Division 1.6 - Extremely insensitive articles which do not have a mass explosion hazard. This division is comprised of articles that contain only extremely insensitive detonating substances and which demonstrate a negligible probability of accidental initiation or propagation.
- Organic peroxides; unclassified detonable
- Oxidizers; Class 4
- Unstable (reactive) materials, Class 3 detonable and Class 4

**H-2** -Buildings and structures containing materials that pose a deflagration hazard or a hazard from accelerated burning shall be classified as Group H-2. Such materials shall include, but not be limited to, the following:

- Class I, II, or IIIA flammable or combustible liquids that are used or stored in normally open containers or systems, or in closed containers or systems pressurized at more than 15 psi gage
- Combustible dusts
- Cryogenic fluids, flammable
- Flammable gases
- Organic peroxides, Class I
- Oxidizers, Class 3, that are used or stored in normally open containers or systems, or in closed containers or systems pressurized at more than 15 psi gage
- Pyrophoric liquids, solids and gases, non-detonable
- Unstable (reactive) materials, Class 3, non-detonable
- Water-reactive materials, Class 3

**H-3** -Buildings and structures containing materials that pose a deflagration hazard or a hazard from accelerated burning shall be classified as Group H-2. Such materials shall include, but not be limited to, the following:

- Class I, II, or IIIA flammable or combustible liquids that are used or stored in normally closed containers or systems pressurized at 15 psi gage or less
- Combustible fibers, other than densely packed baled cotton
- Consumer fireworks, 1.4G (Class C, Common)
- Cryogenic fluids, oxidizing
- Flammable Solids
- Organic peroxides, Class II and III
- Oxidizers, Class 2
- Oxidizers, Class 3, that are used or stored in normally closed containers or systems pressurized at 15 psi gauge or less
- Oxidizing gases
- Unstable (reactive) materials, Class 2
- Water-reactive materials, Class 2

**H-4** -Buildings and structures containing materials that are a health hazard shall be classified as Group H-4. Such materials shall include, but not be limited to, the following:

- Corrosives
- Highly toxic materials
- Toxic materials

**H-5** -Semiconductor fabrication facilities and comparable research and development areas in which hazardous production materials (HPM) are used and the aggregate quantity of materials is in excess of those listed in Tables 307-1(1) and 307.1(2) shall be classified as H-5. Such facilities and areas shall be designed and constructed in accordance with Section 415.8.

**I-1** - Not used (See Group R2.1)

**I-2** - This occupancy shall include buildings and structures used for medical, surgical, psychiatric, nursing or custodial care for persons who are not capable of self-preservation or classified as non-ambulatory or bedridden. This group shall include, but not be limited to, the following:

- Child Care facility
- Detoxification facilities
- Hospitals
- Mental hospitals
- Nursing homes

**I-3** - This occupancy shall include buildings or portions of building and structures that are inhabited by one or more persons who are under restraint. An I-3 facility shall include, but not be limited to, the following:

- Correctional centers
- Detention centers
- Jails
- Prisons
- Reformatories
- Juvenile halls

**I-4** - Day care facilities. This group shall include buildings and structures occupied by persons of any age who receive custodial care for less than 24 hours by individuals other than parents or guardians, relatives by blood, marriage or adoption and in a place other than the home of the client cared for. A facility such as the above with six or fewer clients shall be classified as a Group R-3 or shall comply with California Residential Code. Places of worship during religious functions are not included.

**308.5.1 Adult care facility** – A facility that provides accommodations for less than 24 hours for more than five unrelated adults and provides supervision and personal care services shall be classified as Group 1-4.

**308.5.2 Child care facility** – A facility that provides supervision and personal care for less than a 24-hour basis for more than six children, under 2 years of age, shall be classified as Group 1-4. Exception: A child day care facility that provides care for more than six but no more than 100 children under 2 years of age, where the rooms in which the children are cared for are located on a level of exit discharge serving such rooms and each of these child care rooms has an exit door directly to the exterior, shall be classified as Group E.

**M** – Mercantile Group M occupancy includes, among others, the use of a building or structure or a portion thereof, for the display and sale of merchandise and involves stocks of goods, wares or merchandise incidental to such purposes and accessible to the public. Mercantile occupancies shall include, but not be limited to, the following:

- Department stores
- Drug stores
- Markets
- Motor fuel-dispensing facilities
- Retail or wholesale stores
- Sales rooms

**R-1** –Residential occupancies containing sleeping units where the occupants are primarily transient in nature, including:

- Boarding houses (transient)
- Hotels (transient)
- Motels (transient)
- [HCD 1] Efficiency dwelling units (transient)

Congregate living facilities (transient) or congregate residences (transient) with 10 or fewer occupants are permitted to comply with the construction requirements for Group R-3.

**R-2** –Residential occupancies containing sleeping units or more than two dwelling units where the occupants are primarily permanent in nature, including:

- Apartment houses
- Boarding Houses (non-transient)
- Convents
- Dormitories
- Fraternities and Sororities
- Hotels (non-transient)
- Live/work units
- Monasteries
- Motels (non-transient)
- Vacation timeshare properties
- [HCD 1] Efficiency dwelling units (non-transient)

Congregate living facilities with 16 or fewer occupants are permitted to comply with the construction requirements for Group R-3.

**R-2.1** –This occupancy shall include buildings, structures or parts thereof housing clients, on a 24-hour basis, who because of age, mental disability or other reasons, live in a supervised residential environment that provides personal care services.

This occupancy may contain more than six non-ambulatory and/or bedridden clients. (See section 425 Special Provisions for Licensed 24-Hour Care Facilities in a Group R-2.1, R-3.1 or R-4 Occupancy) Residential occupancies containing sleeping units or more than two dwelling units where the occupants are primarily permanent in nature, including: Assisted living facilities such as:

- Assisted Living Facilities such as:
  - Residential care facilities
  - Residential care facilities for the elderly (RCFEs)
  - Adult residential facilities
  - Congregate living health facilities
  - Group homes
  - Residential care facilities for the chronically ill
  - Congregate living health facilities for the terminally ill
- Social Rehabilitation Facilities such as:
  - Halfway houses
  - Community correctional centers
  - Community correctional re-entry centers
  - Community treatment programs
  - Work furlough programs
  - Alcoholism or drug abuse recover or treatment facilities

**R-3** -Residential occupancies where the occupants are primarily permanent in nature and not classified as Group R-1, R-2, R-2.1, R-3.1, R-4 or I, including:

- Buildings that do not contain more than two dwelling units
- Adult facilities that provide accommodations for six or fewer clients of any age for less than 24 hours. Licensing categories that may use this classification include, but are not limited to:
  - Adult Day Programs
- Child care facilities that provide accommodations for six or fewer persons of any age for less than 24 hours. Licensing categories that may use this classification include, but are not limited to:
  - Day-Care Center for Mildly Ill Children
  - Infant Care Center and School Age Child Day-Care Center
- Congregate living facilities or congregated residences with 16 or fewer persons
- Adult and child care facilities that are within a single-family home are permitted to comply with the California Residential Code.

**R-3.1**-[HCD 1] This occupancy group may include facilities license by a governmental agency for a residentially based 24-hour care facility providing accommodations for six or fewer clients of any age. Clients may be classified as ambulatory, non-ambulatory or bedridden. A Group R-3.1 occupancy shall meet the requirements for construction as defined for Group R-3, except as otherwise provided for in Section 425 Special Provision for License 24-Hour Care Facilities in a Group R-2.1, R-3.1 or R-4 occupancy.

This group may include:

- Adult residential facilities
- Congregate living health facilities
- Foster family homes
- Group homes
- Intermediate care facilities for the developmentally disabled - rehabilitative
- Intermediate care facilities for the developmentally disabled - nursing
- Nurseries for the full-time care of children under the age of six, but not including “infants” as defined in Section 310.
- Residential care facilities for the elderly
- Small family homes and residential care facilities for the chronically ill

*Exception: Group homes license by the Department of Social Services which provide nonmedical board, room and care for six or fewer ambulatory children or children two years of age or younger, and which do not have any non-ambulatory clients shall not be subject to regulations found in Section 425.*

**R-4** -This occupancy shall include buildings arranged for occupancy as residential care/assisted living facilities, including more than six ambulatory clients, excluding staff. Group R-4 occupancies shall meet the requirements for construction as defined for Group R-3, except as otherwise provided for in this code or shall comply with the California Residential Code provided the building is protected by an automatic sprinkler system installed in accordance with Section 903.2.8.

This occupancy may contain a maximum of six non-ambulatory or bedridden clients. (See section 425 Special Provisions for Licensed 24-Hour Care Facilities in a Group R-2.1, R-3.1 or R-4 Occupancy). Group R-4 occupancies shall include the following:

- Assisted Living Facilities such as:
  - Residential care facilities
  - Residential care facilities for the elderly (RCFEs)
  - Adult residential facilities
  - Congregate living health facilities
  - Group homes
- Social Rehabilitation Facilities such as:
  - Halfway Houses
  - Community correctional centers
  - Community correctional re-entry centers
  - Community treatment programs
  - Work furlough programs
  - Alcoholism or drug abuse recover or treatment facilities

**S-1** - Moderate-hazard storage. Buildings occupied for storage uses that are not classified as Group S-2, including, but not limited to, storage of the following:

- Aerosols, Levels 2 and 3
- Aircraft hangar (storage and repair)
- Bags: cloth, burlap and paper
- Bamboos and rattan
- Baskets
- Belting: canvas and leather
- Books and paper in rolls or packs
- Boots and shoes
- Buttons, including cloth covered, pearl or bone
- Cardboard and cardboard boxes
- Clothing, woolen wearing apparel
- Cordage
- Dry boat storage (indoor)
- Furniture
- Furs
- Glues, mucilage, pastes and size
- Grains
- Horns and combs, other than celluloid
- Leather
- Linoleum
- Lumber
- Motor vehicle repair garages complying with the maximum allowable quantities of hazardous materials
- Photo engravings
- Resilient flooring
- Silks
- Soaps
- Sugar
- Tires, bulk storage of
- Tobacco, cigars, cigarettes and snuff
- Upholstery and mattresses
- Wax candles

**S-2-** Low-hazard storage. Includes, among others, buildings used for the storage of noncombustible materials such as products on wood pallets or in paper cartons, with or without single thickness divisions; or in paper wrappings. Such products are permitted to have a negligible amount of plastic trim, such as knobs, handles or film wrapping. Group S-2 storage uses shall include, but not be limited to, storage of the following:

- Asbestos
- Beverages up to and including 16% alcohol in metal, glass or ceramic containers
- Cement in bags
- Chalk and crayons
- Dairy products in non-waxed coated paper containers
- Dry cell batteries
- Electrical coils
- Electrical motors
- Empty cans
- Food products
- Foods in noncombustible containers
- Fresh fruits and vegetables in non-plastic trays or containers
- Frozen foods
- Glass
- Glass bottles, empty or filled with noncombustible liquids
- Gypsum Board
- Inert pigments
- Ivory
- Meats
- Metal cabinets
- Metal desks with plastic tops/trim
- Metal parts
- Metals
- Mirrors
- Oil-filled and other types of distribution transformers
- Parking garages, open or enclosed
- Porcelain and pottery
- Stoves
- Talc and Soapstones
- Washers and Dryers

**U** - Buildings and structures of an accessory character and miscellaneous structures not classified in any specific occupancy shall be constructed, equipped and maintained to conform to the requirements of this code commensurate with the fire and life hazard incidental to their occupancy. Group S-2 storage uses shall include, but not be limited to, storage of the following:

- Agricultural building
- Barns
- Carports
- Fences more than 6 feet high
- Greenhouses
- Livestock shelters
- Private garages
- Retaining walls
- Sheds
- Stables
- Tanks
- Towers

**Other Information:**

- a. N.P. = Not Permitted
- b. For Residential Private Garages use Occupancy Group U - Utility; Miscellaneous
- c. Unfinished Floor Area (all use groups) - \$15.00
- d. For shell only buildings, deduct 20%

## Determining Building Permit Fees

Permit fees are based on the Construction Valuation of a project. For projects where new square footage is being built or added, and projects where existing square footage is being modified (also called a “change-in-use”), use the Building Valuation Table to determine the Construction Valuation (shown as “Total Value” in the table below).

For projects where no new square footage is being built, added or modified, the Construction Valuation will be determined by a signed construction contract, an accurate determination of time and materials (including material receipts) or other methods deemed acceptable by the Chief Building Official.

Once a Construction Valuation is determined, use the appropriate fee table provided in the Construction Permit Fee Schedule to determine the Total Permit Fee.

**Note:** The “Total Permit Fee” as shown in the following tables is a combination of the Building Permit and Plan Review fees. The “Total Permit Fee” is split up as 60% for the Building Permit fee, and 40% for the Plan Review fee. An additional fee of 13% of the Plan Review fee is collected as a Zone Check fee.

### Construction Permit Fee Schedule (per Resolution No. 49-2010)

1. R3 (New Homes) and U (Garages, patios) or S (sheds) accessory (attached) to R3 – Permit Types: R-BLDG NEW; P-BLDG NEW	
Total Valuation	Total Permit Fee
\$1.00 to \$2,000	\$280.00
\$2,001 to \$100,000	\$280.00 + (0.015 x valuation exceeding \$2,000 )
\$100,001 and greater	\$1,750.00 + (0.0070 x valuation exceeding \$100,000)

2. Master Plan Review - Upon submittal of a plan for plan review, a plan review fee of forty percent (40%) of the total building permit fee shall be collected. When the plan is issued, the balance of the total permit fee (building permit fee plus plan review fee) is due.

3. R3 (Additions, alterations, remodels) and U (Garages, patios) or S (sheds) accessory (attached) to R3 – Permit Types: R-BLDG ADD, ALT, ADDALT; P-BLDG ADD, ALT, ADDALT	
Total Valuation	Total Permit Fee
\$1.00 to \$2,000	\$250.00
\$2,001 to \$20,000	\$250.00 + (0.0160 x valuation exceeding \$2,000)
\$20,001 and greater	\$538.00 + (0.0100 x valuation exceeding \$20,000)

**4. A, B, E, F1, F2, H1, H2, H3, H4, H5, I1, I2, I3, I4, M, R1, R2, R4, S1, S2 (Commercial / Non-Residential Buildings and Projects) - Permit Types: C-BLDG NEW, ADD, ALT, ADDALT**

Total Valuation	Total Permit Fee
\$1.00 to \$1,000	\$290.00
\$1,001 to \$2,000	\$472.00
\$2,001 to \$50,000	\$472.00 + (0.0270 x valuation exceeding \$2,000)
\$50,001 to \$500,000	\$1,768.00 + (0.0150 x valuation exceeding \$50,000)
\$500,001 and greater	\$8,518.00 + (0.0080 x valuation exceeding \$500,000)

**5. U Occupancies (Carports, patio covers, fences, non-rooftop mounted solar arrays, etc.), Reroof, demolition, fire repairs, and other structures not requiring a plan review -Permit Types: C-OTHER; R-OTHER; REROOF; R-BLDG REPAIR; C-BLDG REPAIR**

Total Valuation	Total Permit Fee
\$1.00 to \$2,000	\$83.00
\$1,001 to \$10,000	\$83.00 + (0.0160 x valuation exceeding \$1,000)
\$10,001 and greater	\$277.00 + (0.010 x valuation exceeding \$10,000)

**5.1 Residential PV solar systems, Rooftop Mounted - Residential Permit Types: R-OTHER**

Flat Rate Permit Fee	\$250.00
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**5.2 Commercial PV Solar Systems, Rooftop Mounted - Commercial Permit Types: C-OTHER**

System Size (kW-h)	Total Permit Fee
0 - 10kW	\$800
11kW - 50kW	\$1,000
51kW - 250kW	\$1,000 + \$7.00 per kW
251kW and greater	\$1,000 + \$12.00 per kW

**6. U Occupancies (Carports, patio covers, fences, non-rooftop mounted solar arrays, etc.), Roof Re-pitches, fire repairs, and other structures requiring a *minimal* plan review - Residential Permit Types: C-OTHER; R-OTHER; REROOF; R-BLDG REPAIR; C-BLDG REPAIR**

Total Valuation	Total Permit Fee
\$1.00 to \$2,000	\$166.00
\$1,001 to \$10,000	\$166.00 + (0.0160 x valuation exceeding \$1,000)
\$10,001 and greater	\$310.00 + (0.0100 x valuation exceeding \$10,000)

7. Miscellaneous Plumbing Permits (PME)	
Total Valuation	Total Permit Fee
\$1.00 to \$1,000	\$83.00
\$1,001 to \$10,000	\$83.00 + (0.0160 x valuation exceeding \$1,000)
\$10,001 and greater	\$227.00 + (0.010 x valuation exceeding \$10,000)

8. Miscellaneous Electrical Permits (PME)	
Total Valuation	Total Permit Fee
\$1.00 to \$1,000	\$83.00
\$1,001 to \$10,000	\$83.00 + (0.0160 x valuation exceeding \$1,000)
\$10,001 and greater	\$227.00 + (0.010 x valuation exceeding \$10,000)

9. Miscellaneous Mechanical Permits (PME)	
Total Valuation	Total Permit Fee
\$1.00 to \$1,000	\$83.00
\$1,001 to \$10,000	\$83.00 + (0.0160 x valuation exceeding \$1,000)
\$10,001 and greater	\$227.00 + (0.0100 x valuation exceeding \$10,000)

10. Sign Permits (C-SIGN) - Illuminated, All Types	
Total Valuation	Total Permit Fee
\$1.00 to \$1,000	\$166.00
\$1,001 to \$10,000	\$166.00 + (0.0160 x valuation exceeding \$1,000)
\$10,001 and greater	\$310.00 + (0.0100 x valuation exceeding \$10,000)

11. Sign Permits (C-SIGN) - Non-Illuminated, Monument	
Total Valuation	Total Permit Fee
\$1.00 to \$1,000	\$83.00
\$1,001 and greater	\$83.00 + (0.0100 x valuation exceeding \$1,000)

12. Sign Permits (C-SIGN) - Non-Illuminated, Wall / Appendage	
Total Valuation	Total Permit Fee
\$1.00 to \$1,000	\$68.00
\$1,001 and greater	\$68.00 + (0.0100 x valuation exceeding \$1,000)

<b>13. Private Swimming Pool Permits (POOL)</b>	
<b>Total Valuation</b>	<b>Total Permit Fee</b>
\$1.00 to \$1,000	\$176.00
\$1,001 to \$10,000	\$176.00 + (0.0160 x valuation exceeding \$1,000)
\$10,001 and greater	\$320.00 + (0.0140 x valuation exceeding \$10,000)

<b>14. Public Swimming Pool Permits (POOL)</b>	
<b>Total Valuation</b>	<b>Total Permit Fee</b>
\$1.00 to \$1,000	\$236.00
\$1,001 to \$10,000	\$236.00 + (0.0160 x valuation exceeding \$1,000)
\$10,001 and greater	\$380.00 + (0.0140 x valuation exceeding \$10,000)

<b>15. Public or Private Spa Permits (POOL)</b>	
<b>Total Valuation</b>	<b>Total Permit Fee</b>
\$1.00 to \$2,000	\$211.00
\$2,001 and Greater	\$211.00+ (0.0140 x valuation exceeding \$2,000)

<b>16. Mobilehome Installation Permit Fees</b>	
Application filing fee	\$20.00
Installation permit fee	\$100.00 provided the inspection is not more than one hour, plus \$30.00 for each 30 minutes or fraction in excess of one hour.
Reinspection fee	\$60.00 provided the reinspection is not more than one hour, plus \$30.00 for each 30 minutes or fractional part in excess of one hour.
Support system, skirting, steps, patio covers, awnings, decks, retrofit-foundation system	Contract Value with fee section 5

<b>17. Temporary Mobilehome - Permit fees for owner-occupied mobilehome used temporarily during dwelling construction.</b>	
Application filing fee	\$20.00
Installation permit fee	\$100.00 provided the inspection is not more than one hour, plus \$30.00 for each 30 minutes or fractional part in excess of one hour.
Reinspection fee	\$60.00 provided the reinspection is not more than one hour, plus \$30.00 for each 30 minutes or fractional part in excess of one hour.
Support system, skirting, steps, patio covers, awnings, decks, retrofit-foundation system	Contract Value with fee section 5

**18. Building Compliance Inspection Fee**

Building compliance inspection fees shall be a minimum of \$100.00, not to exceed \$250.00, based on the extent and type of inspection, to be determined by the Building Official.

**19. Moved Building (R-BLDG NEW)**

Application and Posting Fee - \$250

When the application indicates that the building is to be moved from a location outside of the City of Rancho Cordova, the applicant shall pay an additional fee based on \$75.00 per hour plus 30 cents per mile to defray costs accrued outside of the unincorporated area of the City of Rancho Cordova.

**20. Other Fees**

Issuance of each supplemental permit	\$75.00
Inspection outside of normal business hours	Directly billed based upon labor charges. See current Labor Rate Schedule (page 2-18)
Inspections for which no fee is specifically indicated	Directly billed based upon labor charges. See current Labor Rate Schedule (page 2-18)
Each reinspection	\$100.00
Administrative Fee, Temporary Certificate of Occupancy	\$100.00
Issuance of duplicate Certificate of Occupancy	\$40.00
Permit research letter	Directly billed based upon labor charges. See current Labor Rate Schedule (page 2-18)
Additional plan review required by changes, additions, or revisions to approved plans	Directly billed based upon labor charges. See current Labor Rate Schedule (page 2-18)
Plan review for miscellaneous permits	Directly billed based upon labor charges. See current Labor Rate Schedule (page 2-18)
Boundary adjustment reviews	Directly billed based upon labor charges. See current Labor Rate Schedule (page 2-18)
Pre-application building reviews	Directly billed based upon labor charges. See current Labor Rate Schedule (page 2-18)
Unfinalized permit investigations	Directly billed based upon labor charges. See current Labor Rate Schedule (page 2-18)
Expedited plan reviews	Normal plan review fees plus costs directly billed based upon labor charges (page 2-18)
UBC Lot Line waiver	Directly billed based upon labor charges. See current Labor Rate Schedule (page 2-18)

# Labor Rate Schedule

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These rates are used to determine fees for any hourly review and inspection time.

## **Hourly Plan Reviews (In-House)**

Hourly fees can be incurred when an expedited plan review is requested, or a standard plan review has exceeded two cycles of review.

Any hourly reviews completed by an out-sourced plan review firm will be charged at the plan review firm's actual charge plus an additional 20% for administrative costs.

## **Re-Inspection Fees**

A re-inspection fee may be assessed for any of the following reasons:

1. When such portion of work for which inspection is called is not completely ready or when previous corrections called for are not made.
2. When the job address is not clearly posted and visible from the street or the front of the building.
3. When there is a lack of access to the work to be inspected.
4. When the building permit is not posted on the job site.
5. When the approved plans are not readily available to the inspector.
6. When the building permit, or a copy, and any previous correction notice(s) are not readily available.
7. For deviating from plans required the approval of the Building Official.

## **After-Hour Inspection Fees**

Any After-Hours inspections performed must be PRE-PAID, and will be charged a three (3) hour minimum, at \$148.41 per hour (\$445.23), as outlined in the "Request for After Hours Inspection" form included on page A-14 of the Appendix. Customers will be billed per hour (or fraction thereof) for after hour inspections in excess of the three (3) hour minimum at the current labor rate for a Building Inspector II.

## Other Fees collected with Building Permit

### General Plan Cost Recovery Fee

Resolution 39-2004, establishing a General Plan Cost Recovery Fee was approved in April of 2004, and is used to help offset the costs of the City's obligation to implement a General Plan, as required by State Law. This fee applies to all commercial permits, and permits for new homes. It does not apply to residential properties with an existing single family dwelling.

The fee is calculated as such:  $0.658 \times \text{every } \$1000 \text{ of permit value} = \text{General Plan Cost Recovery Fee}$ .

### Green Building Fee

In Senate Bill 1473, the State of California requires that each city, county, and city and county collect a fee from an applicant for a building permit to cover the costs of creating and implementing the California Green Building Code. The fee is assessed at the rate of four dollars (\$4) per one hundred thousand dollars (\$100,000) in valuation, with appropriate fractions thereof, but not less than one dollar (\$1).

"Appropriate fractions thereof" is interpreted to be \$1 per every twenty-five thousand (\$25,000) in valuation per table illustrated below:

Permit Valuation	Fee
\$1 - \$25,000	\$1.00
\$25,001 - \$50,000	\$2.00
\$50,001 - \$75,000	\$3.00
\$75,001 - \$100,000	\$4.00
Every \$25,000 or fraction thereof above \$100,000	Add \$1

In addition, SB 1473 provides that the city, county, or city and county may retain up to ten (10) percent of the fees collected for related administrative costs and for code enforcement education.

### Strong Motion Instrumentation Program Fee (SMIP)

The State of California has instituted a program for seismic monitoring throughout the State. This program requires the City of Rancho Cordova to collect fees to help pay for seismic monitoring in our area. These fees go toward equipment required for monitoring seismic activity, and training of personnel for dealing with the aftermath of earthquakes.

The fee amount shall be assessed in the following way (per Public Resources Code Division 2, Chapter 8, Section 2705):

(a)(1) Group R occupancies, one to three stories in height, except hotels and motels, shall be assessed at the rate of ten dollars (\$10) per one hundred thousand dollars (\$100,000), with appropriate fractions thereof.

(2) All other buildings shall be assessed at the rate of twenty-one dollars (\$21) per one hundred thousand dollars (\$100,000), with appropriate fractions thereof. Of the amount assessed six dollars (\$6) per one hundred thousand dollars (\$100,000), with appropriate fractions thereof.

(c)(1) A city or county may retain up to 5 percent of the total amount it collects under subdivision (a) or (b) for data utilization, for seismic education incorporating data interpretations from data of the strong-motion instrumentation program and the seismic hazards mapping program, and, in accordance with paragraph (2), for improving the preparation for damage assessment after strong seismic motion events.

# Chapter 3 :

## Development Impact Fee Programs

# Citywide Development Impact Fee Programs

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Certain development impact fees are due at the time of building permit issuance. The City of Rancho Cordova administers several development impact fee programs, and collects pass through fees for other agencies, that fund new development's share of certain capital infrastructure projects. Some of the development impact fee programs are applicable citywide and some are applicable to specific areas of the City.

The development impact fees are applicable to new construction or projects adding new square footage. Project applicants locating in an existing building or existing shell may be required to pay additional development impact fees if they are proposing to change the use from what the original building permit was based on to a more intensive use. For help in understanding the development impact fees applicable to your project, please contact Elizabeth Sparkman at (916) 851-8714.

## **Citywide Development Impact Fee Programs**

The following are the citywide development impact fee programs collected and / or administered by the City of Rancho Cordova:

1. Citywide Transportation Impact Fee which is a multi-zonal fee program that funds major roadways, intersections, interchanges, bridges, transit, bike and pedestrian infrastructure (see page 3-2).
2. Community Facilities Fees which fund the following facilities and services: City Hall, Police Facilities, Community Center, Corporation Yard, Library, Parking Structure and Administration (see page 3-4).
3. Measure A Transportation Mitigation Fee is collected by the City and passed through to the Sacramento Transportation Authority (STA). In 2004 the voters approved an extension of the one-half of one percent Measure A transportation sales tax. The adoption of the fee by all Cities in Sacramento was a condition of receiving the new Measure A sales tax proceeds (see page 3-5).
4. Very Low Income Housing Trust Fund Fee provides a trust fund for the construction of very low income housing (see page 3-6).

**Citywide Transportation Development Impact Fee**

Applicable Development: ALL

Applicable Area: Citywide

Next Scheduled Update: January 2017

Development Type		Area 1* [1,2]	Area 2* [2,3]
Single Family Detached, > 1,200 SF	per Unit	\$9,488.71	\$15,676.18
Single Family Detached, ≤ 1,200 SF	per Unit	\$6,334.86	\$13,794.53
Single Family Attached	per Unit	\$6,334.86	\$13,794.53
Multi-Family	per Unit	\$6,177.02	\$10,973.12
Commercial	per S.F.	\$8.91	\$11.49
Office	per S.F.	\$8.64	\$8.83
Industrial/Manufacturing	per S.F.	\$4.50	\$4.50
*Includes 3.75% Admin Fee			
For land uses not shown on this table, contact Elizabeth Sparkman, Public Works Department, (916) 851-8714			

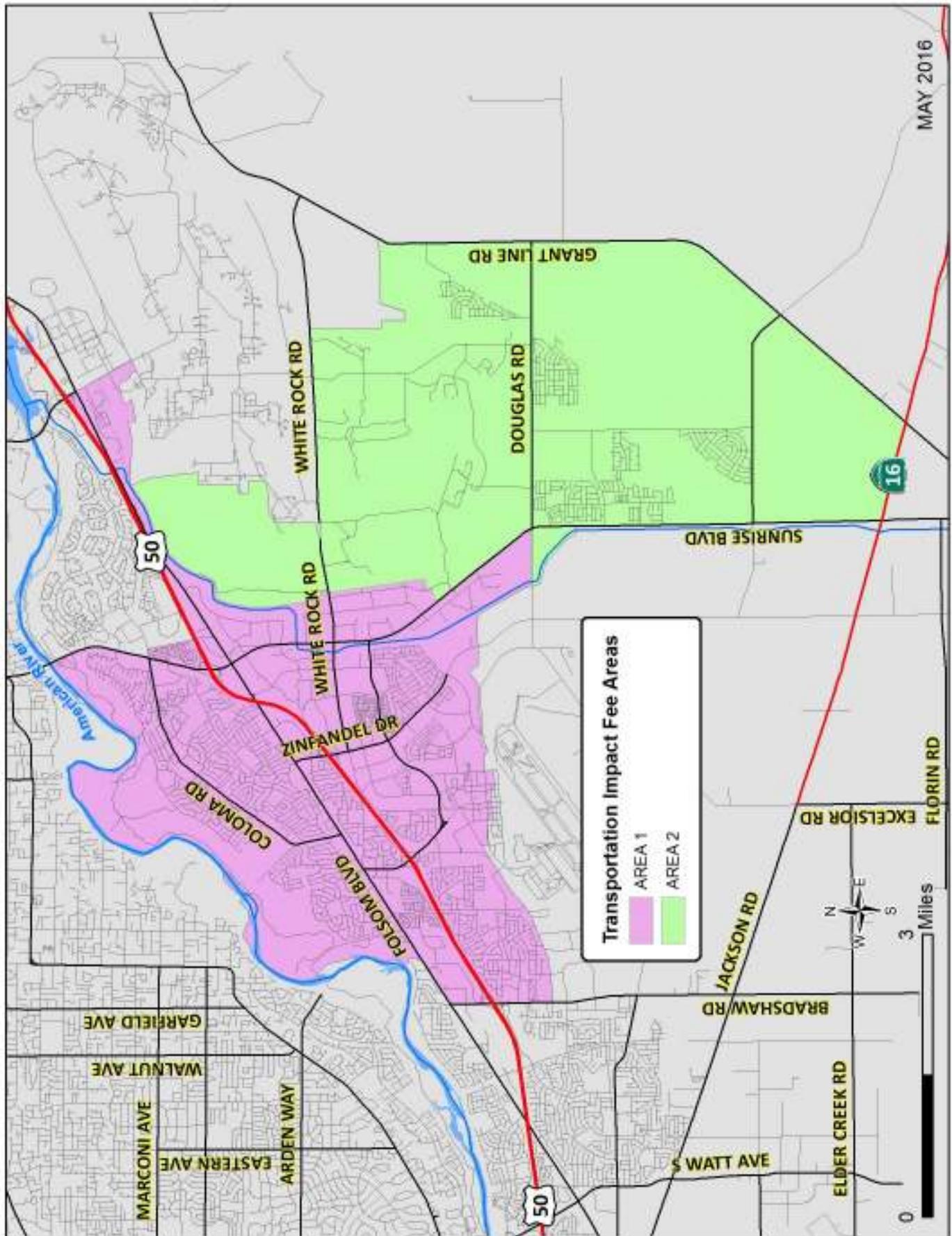
[1] For projects located in the Villages of Zinfandel and Mather Field Planning Areas, the offsite roadway fee as shown in those fee programs shall be deducted from the Citywide Transportation Impact Fee.

[2] Each January 1, starting January 1, 2015, the TDIF for each type of development will automatically be adjusted by the increase, if any, in the 20-City Construction Cost Index (CCI) as reported in the Engineering News Record for the twelve-month period ending October of the prior year.

[3] For projects located in the Sunridge Specific Plan Area, the roadway fee as calculated in that fee program shall be deducted from the Citywide Transportation Impact Fee.

Larger projects with significant travel demands are required to perform a trip generation analysis in order to determine if a traffic study is needed to evaluate and mitigate traffic impacts that are not covered by the Citywide Transportation Impact Fee. To determine whether your project may need to perform this analysis, please contact Rupa Somavarapu at (916) 851-8712.

For your convenience, a Map showing properties covered by each of the Transportation Impact Fee Area's listed above can be found on Page 3-3.



**Community Facilities Fee Program**

Applicable Development: ALL

Applicable Area: Citywide

Next Scheduled Update: January 2017

Development Type		Community Facilities Component	Library Component	Total Fee*
<b>Residential</b>				
Single Family	per Unit	\$3,048.59	\$624.42	\$3,673.01
Multi-Family	per Unit	\$2,382.05	\$488.30	\$2,870.35
<b>Non-Residential</b>				
Commercial	per SF	\$0.46	N/A	\$0.46
Office	per SF	\$0.76	N/A	\$0.76
Industrial	per SF	\$0.19	N/A	\$0.19
*Includes 3.75% Admin Fee				

Each January 1, starting January 1, 2014, the CFF Program fee will automatically be adjusted by the change in the 20-City Construction Cost Index as reported in the Engineering News Record for the twelve-month period ending October of the prior year.

**Measure A Development Impact Fee**

Applicable Development: ALL

Applicable Area: Citywide

Next Scheduled Update: July 1, 2017

Land Use <sup>[1][2]</sup>	Current Rate (\$)	
Single-Family Residential	per Unit	\$1,182
Single-Family Residential, Senior	per Unit	\$945
Multi-family Residential	per Unit	\$827
Multi-family Residential, Senior	per Unit	\$709
Office Use	per 1000 sq. ft.	\$1,420
Retail Use	per 1000 sq. ft.	\$1,773
Industrial Use	per 1000 sq. ft.	\$945
Hotel/Motel	per Sleeping Room	\$685
Extended Stay Hotel/Motel	per Sleeping Room	\$609
Golf Course	per Acre	\$984
Movie Theater	per Screen	\$2,250
Religious Center	per 1000 sq. ft.	\$1,100
Hospital	per 1000 sq. ft.	\$1,983
Service Station	per Fueling Pump	\$1,538
Supermarket	per 1000 sq. ft.	\$1,773
Warehouse/Self Storage	per 1000 sq. ft.	\$296
Assisted Living	per Bed	\$341
Congregate Care	per Unit	\$250
Child Day Care	per Student	\$544
Private School (K-12)	per Student	\$308
Auto Repair/Body Shop	per 1000 sq. ft.	\$1,773
Gym/Fitness Center	per 1000 sq. ft.	\$1,773
Drive-through Car Wash	per 1000 sq. ft.	\$1,773
All Other	Average weekday trip generation rate x 124	TBD

[1] Mixed Use Projects - The amount of the fee shall be based on the predominate use of each building, which is defined as 80% or more of the total gross building square footage. If no one use comprises of 80% or more of the total gross building square footage, then the amount of the fee shall be proportionally determined based on those uses that constitute 25% or more of the total gross building square footage. For mixed residential and non-residential development projects, the amount of the fee will be proportionally determined based on the number of dwelling units and the amount and type of non-residential gross building square footage.

[2] The Measure A Fee is automatically adjusted on July 1st of each year by the Sacramento Transportation Authority.

**Very Low Income Housing Trust Fund Fee Program**

Applicable Development: ALL

Applicable Area: Citywide

Next Scheduled Update: n/a

<b>Land Use</b>	<b>Current Rate (\$)</b>
Office	\$0.97 per sq. ft. floor area
Hotel	\$0.92 per sq. ft. floor area
Research and Development	\$0.82 per sq. ft. floor area
Commercial	\$0.77 per sq. ft. floor area
Manufacturing	\$0.61 per sq. ft. floor area
Warehouse	\$0.26 per sq. ft. floor area
Indoor Recreation Projects (rock climbing, etc)	\$0.50 per sq. ft. floor area

A \$30 - \$100 processing fee is collected with each project. The processing fee amount charged will depend on the complexity of each project and will be determined during the Plan Review.

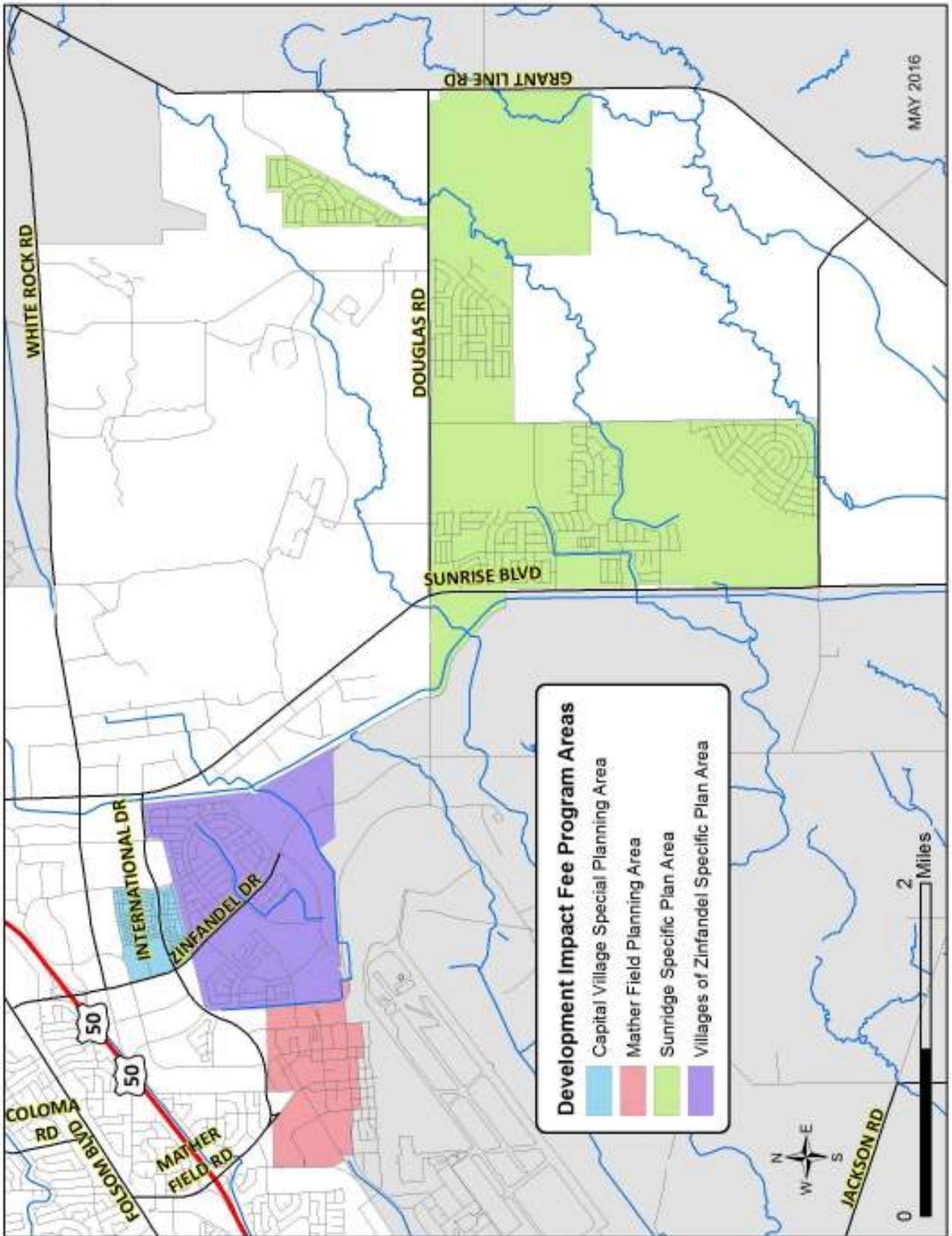
## Plan Area Development Impact Fee Programs

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In addition to the Citywide development impact fee programs administered and / or collected in the City, there are also currently two specific plan and two special planning areas that have specific development impact fees associated with those areas. These fees used to fund infrastructure in specific planning areas located within the City. Because of overlap of portions of infrastructure or facilities within the citywide fee program, a portion of the plan area fees may be credited towards citywide fees. The details of any applicable credits are contained in the footnotes in the schedule of fees within each applicable area.

1. Capital Village Development Impact Fees were established through a development agreement to mitigate park development and transportation improvements (see page 3-9).
2. Mather Field Impact Fees were established by the County to mitigate transportation impacts (see page 3-9).
3. Sunrise Douglas Community Plan /Sunridge Specific Plan Area are specific plan fees to fund roadway improvements, supplemental offsite water facilities, interim sewer facilities, library facilities, transit shuttle, and fee program updates (see page 3-11).
4. Villages of Zinfandel are special planning area fees to fund library facilities and mitigate offsite roadway improvements (see page 3-11).

A Map of the specific plan areas and tables of the corresponding plan area fees follow.



**Capital Village Special Planning Area Fees**

Applicable Area: Capital Village Special Planning Area

Applicable Development: All

Next Scheduled Update: See footnote

<b>Applicable Fee Types</b>	<b>Current Rate (\$)</b>
Park Development Fee	\$7,179.00 per Unit
Park Renovation Fee <sup>[1]</sup>	\$970.55 per Unit
Transportation Impact Fee	\$8,400.00 per Unit

[1] The Park Renovation Fee will be adjusted annually on each January 1 based on the change in the US Department of Labor Consumer Price Index (CPI) for all Urban Consumers for the San Francisco-Oakland-San Jose area between August and August of each year.

**Mather Field Development Impact Fee Program**

Applicable Area: Mather Field Public Facilities Plan Area

Applicable Development: All

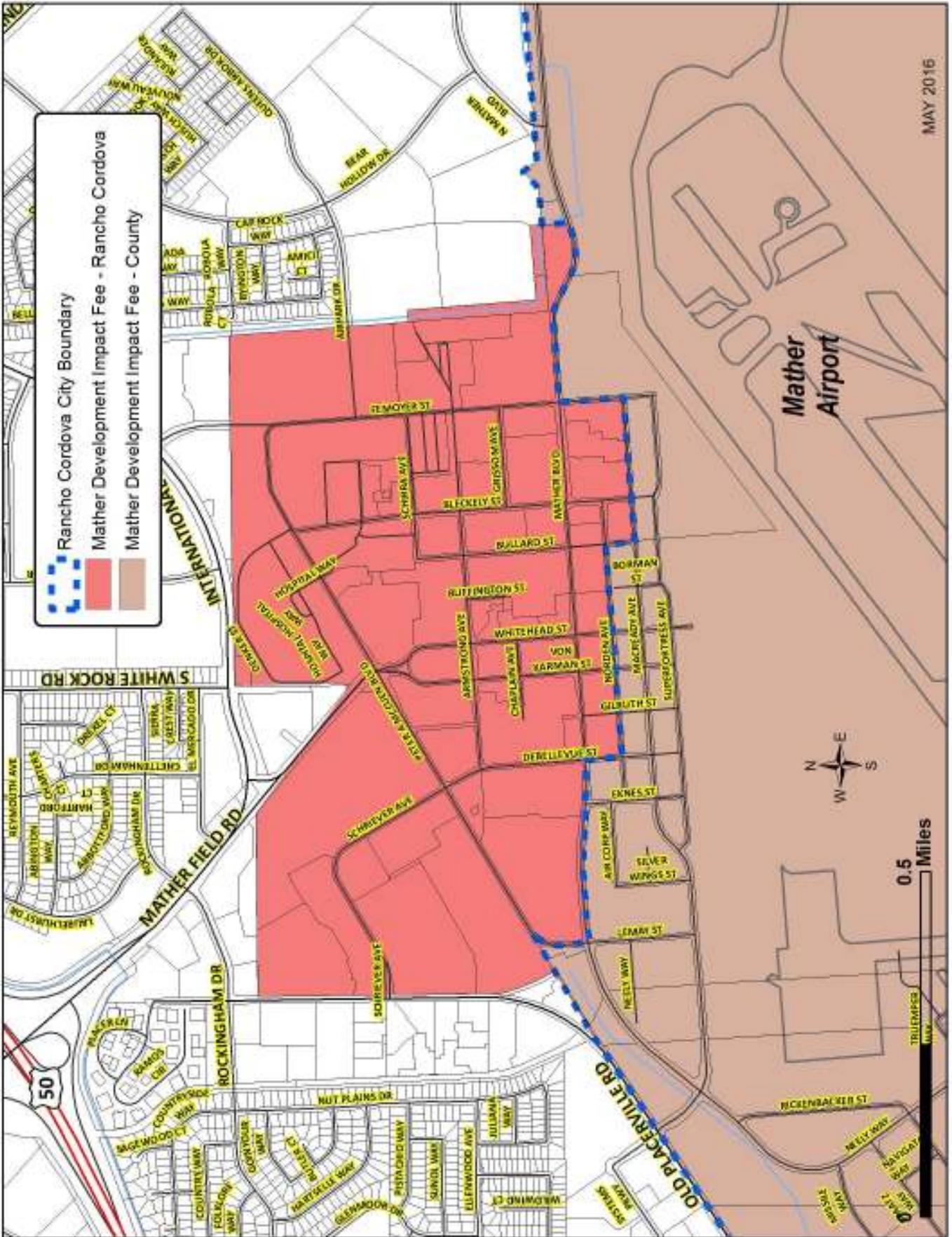
Next Scheduled Update: March 1, 2017

<b>Land Use</b>	<b>Current Rate (\$)</b> <sup>[1], [2]</sup>
Transition Housing	\$495.00 per dwelling unit
Light Industrial	\$2.91 per bldg sq. ft.
Industrial Office Park	\$3.19 per bldg sq. ft.
Business and Professional Office	\$3.79 per bldg sq. ft.
Commercial	\$6.10 per bldg sq. ft.
Commercial Recreation	\$8,729.00 per acre
Child Care	\$14.56 per bldg sq. ft.
Lodging	\$2,211.00 per room
Recreation - Regional Park	\$3,492.00 per acre
Recreation - Golf Course	\$1,135.00 per acre
General Aviation - Airport	\$1,310.00 avg. daily operation
Adminstration	3% per Unit

[1] These fees are collected and administered by the County of Sacramento. For more information regarding the Mather Field Development Impact Fees, please contact Kent Craney of the Sacramento County Special Districts Section at (916) 876-4120.

[2] Fees collected in Mather Field are credited towards the Citywide Transportation Fee, Area 1 (see page 3-2).

A Map of the Mather Field Development Impact Fee Area follows.



## Sunrise Douglas Community Plan Development Impact Fee Program

Applicable Area: Sunrise Douglas Community Plan Area

Applicable Development: All

Next Scheduled Update: January 1, 2017

Applicable Fee Types	Single Family Residential	MultiFamily	Office	Commercial
	per unit	per unit	per sq. ft.	per sq. ft.
Roadways <sup>[1]</sup>	\$13,841.63	\$9,111.30	\$12.16	\$15.20
Transit Shuttle	\$75.97	\$189.90	\$0.25	\$0.42
Supplemental Offsite Water	\$1,346.62	\$1,010.25	\$0.42	\$0.49
Interim Sewer	\$928.53	\$696.40	\$0.19	\$0.09
Park Development <sup>[2]</sup>	\$9,082.38	\$7,154.03	n/a	n/a
Fee Program Updates	\$79.63	\$23.28	\$0.02	\$0.03
Administration <sup>[3]</sup>	\$610.21	\$413.67	\$0.48	\$0.61
<b>TOTAL SDCP FEES:</b>	<b>\$25,964.97</b>	<b>\$18,598.83</b>	<b>\$13.52</b>	<b>\$16.84</b>

[1] The Roadway Fee paid in the Specific Plan Area is credited towards the Citywide Transportation Impact Fee (see page 3-2).

[2] This amount represents the Park Fees adopted by the Cordova Recreation and Park District Board on April 16, 2014. Amounts charged to various development projects will vary based on fees outlined in the perspective Development Agreements.

[3] The SDCP program fee is 3.75% of the fees that the City will administer. These include the Roadway, Transit Shuttle, Supplemental Offsite Water, Interim Sewer and the Fee Program Update fee components.

## Villages of Zinfandel Development Impact Fee Program

Applicable Area: Villages of Zinfandel Special Planning Area

Applicable Development: All

Next Scheduled Update: January 1, 2017

Land Use	Offsite Road Mitigation <sup>[1]</sup>	Park Renovation <sup>[2]</sup>	Administration (3%)
Low Density Residential	\$288.88	\$970.55	\$8.66
Low Density Cluster Residential	\$256.77	\$970.55	\$7.70
Medium Density Residential	\$224.68	\$970.55	\$6.74
Business/Professional Office	\$0.36	n/a	\$0.01
Retail Commercial	\$0.43	n/a	\$0.01
Light Industrial	\$0.37	n/a	\$0.01

[1] The Offsite Road Mitigation Fee paid in the Villages of Zinfandel Special Planning Area is credited towards the Citywide Transportation Impact Fee for Area 1 (see page 3-2).

[2] The park renovation fee is only applicable to the subdivision known as the Alexander Collection, based on the terms of the projects Development Agreement.

## Other Development Agreement Fees

Certain park development, park renovation, supplemental park, supplemental transportation, and affordable housing in-lieu fees have been negotiated pursuant to the terms of development agreements on specific projects.

Those fees are contained in the following tables and shown on corresponding maps.

### **Park Development<sup>2</sup> , Park Renovation and Supplemental Park Fees**

Applicable Area: Specific to Development Agreements for Individual Projects

Next Scheduled Update: See footnote

Development Area	Park Development <sup>[3]</sup>	Park Renovation <sup>[4]</sup>	Supplemental Park Fee
	per unit	per Unit	per Unit
Anatolia I, Villages 1, 3, 4, 7, 8	\$3,752.75	\$970.55	n/a
Anatolia I, Villages 2, 5, 6 <sup>[1]</sup>	\$7,468.89	\$970.55	n/a
Anatolia II, Villages 9A,9B, 12A, 12B, 15	\$3,752.75	\$970.55	n/a
Anatolia II, Villages 10, 11, 13, 14, 16 <sup>[1]</sup>	\$7,468.89	\$970.55	n/a
Anatolia III	\$3,752.75	\$970.55	n/a
Anatolia IV	\$10,382.08	\$1,077.73	\$4,195.00
Anthology at Anatolia	\$13,375.09	\$1,077.73	n/a
Arista del Sol	\$9,230.23	\$1,077.73	n/a
Capital Village	\$7,179.00	\$970.55	n/a
Douglas 98	\$2,356.06	\$1,077.73	n/a
Douglas 103	\$10,382.08	\$1,077.73	n/a
Grantline 208	\$9,230.23	\$1,077.73	n/a
Mather East/Sundance	\$13,375.09	\$1,077.73	\$345.00
Montelena <sup>[2]</sup>	TBD	\$1,077.73	n/a
North Douglas	\$5,322.87	\$970.55	n/a
Sunridge Lot J	\$2,548.12	\$1,077.73	\$345.00
Suncreek Specific Plan	\$10,347.25	\$1,077.73	n/a
Sunridge Park - Phase I	\$3,752.75	\$970.55	\$3,018.00
Sunridge Park - Phase 2	\$7,468.89	\$1,077.73	\$3,018.00
Villages of Zinfandel-Alexander Collection	n/a	\$970.55	n/a

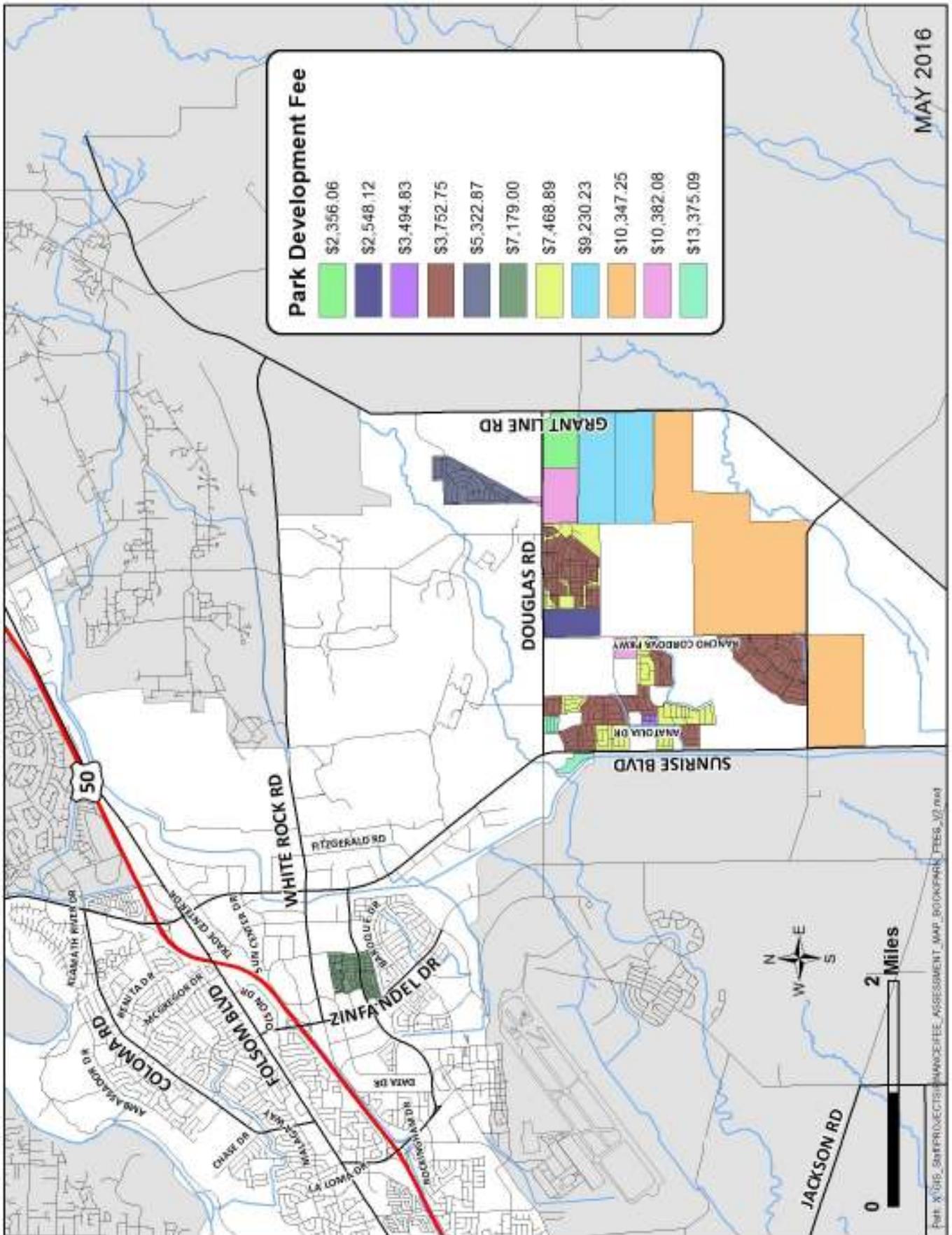
[1] The Park Development and Park Renovation Fee are being collected in accordance with the 2005 Park Nexus Study and the Subdivision Improvement Agreement rather than a Development Agreement

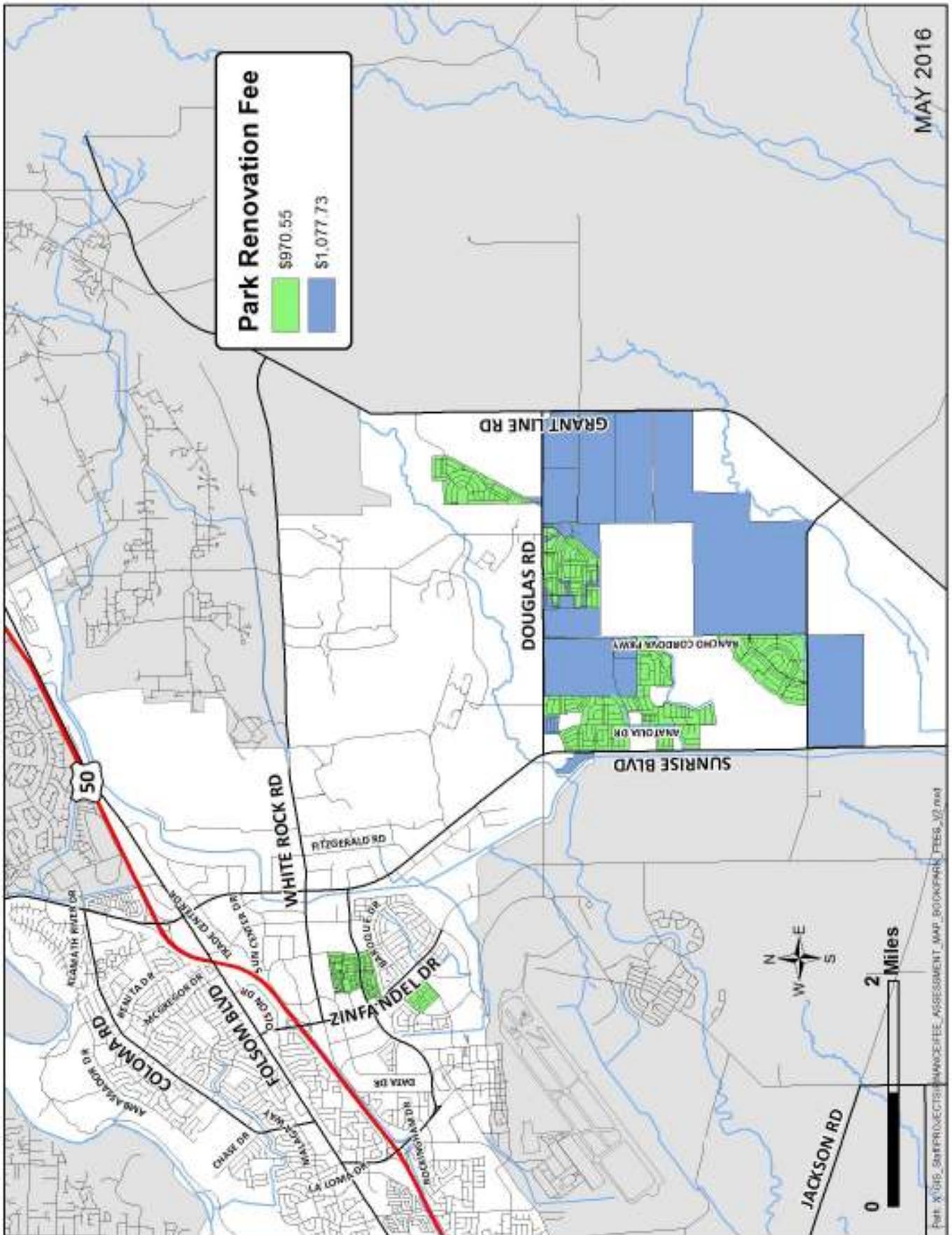
[2] This project has multiple options for Park Development in its City Development Agreement. No Park Development Fee will be listed for this project until the developer enters into a Park Development Agreement with Cordova Recreation & Park District which outlines the fee level approved by the district.

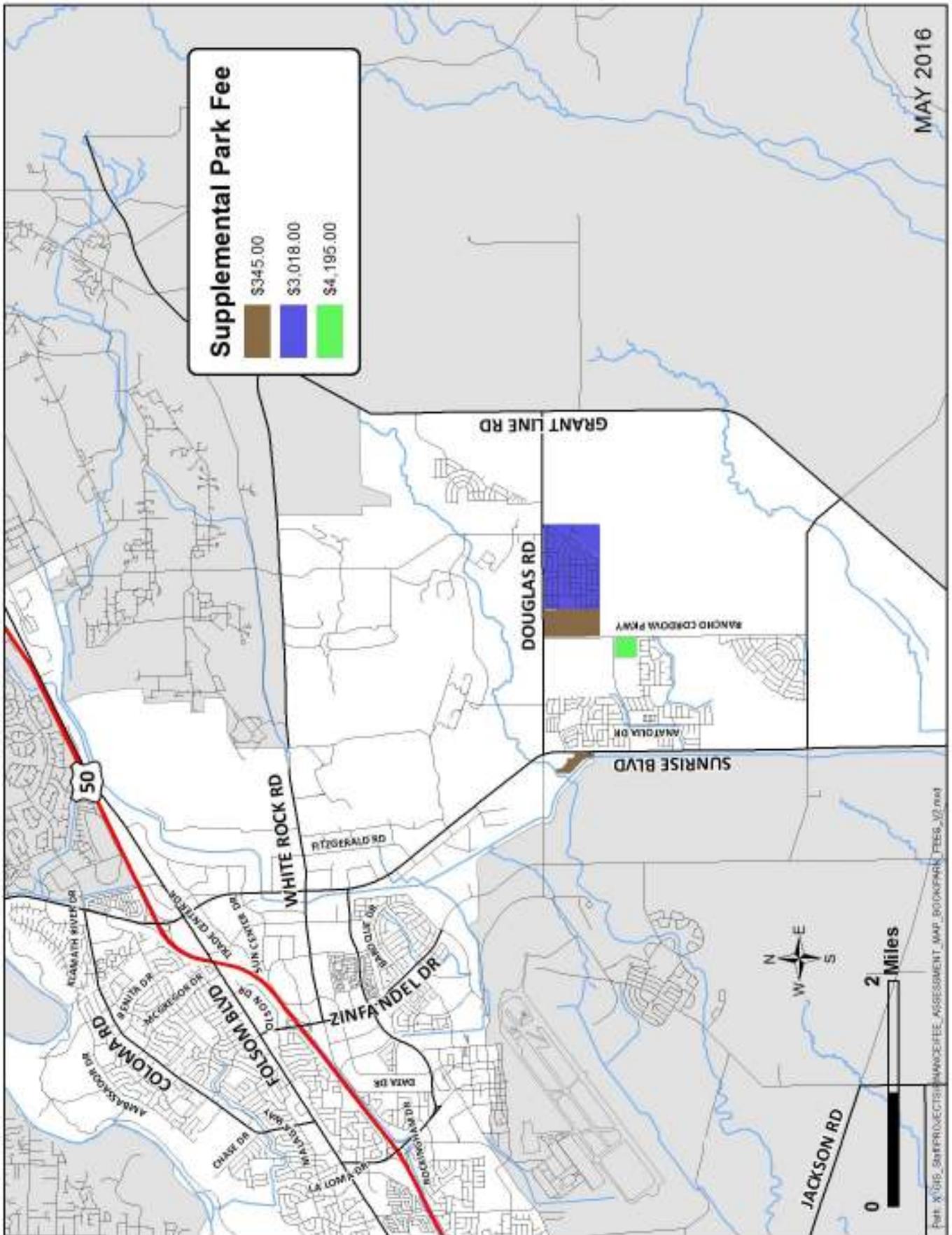
[3] The Park Development Fees are adjusted annually on January 1<sup>st</sup> of each year to coincide with the inflationary adjustments in the Sunridge Specific Plan Area.

[4] The Park Renovation Fee automatically adjusts on January 1<sup>st</sup> of each year pursuant to the terms of the specific Development Agreements for each subdivision area.

<sup>2</sup> Some Park Development Fees include a Park component and an Open Space component. Contact the Finance Department if you need assistance in determining the allocation for your project.







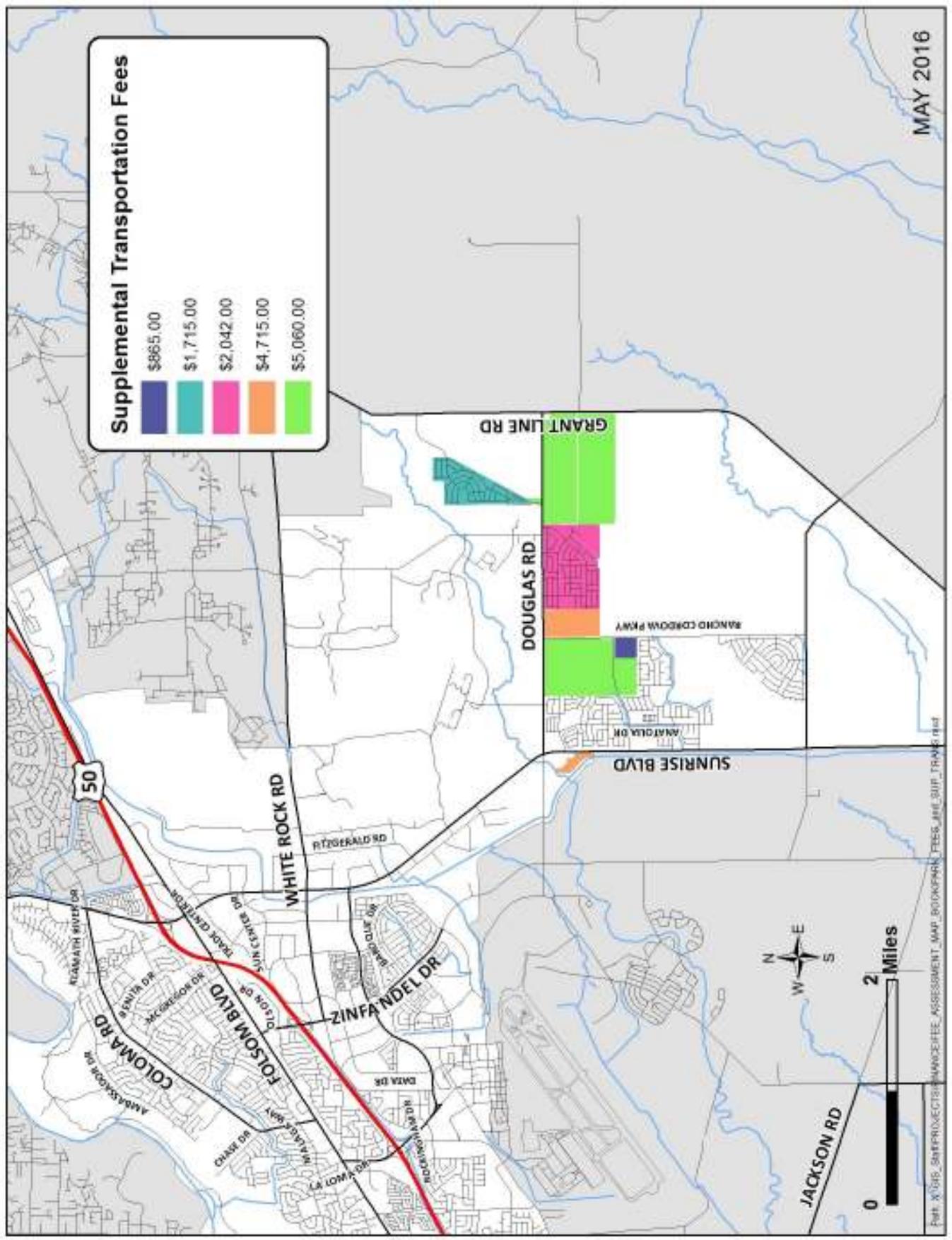
### **Supplemental Transportation Fee**

Applicable Area: Specific to Development Agreements for Individual Projects

Next Scheduled Update: n/a

<b>Development Area</b>	<b>Paid at Final Map <sup>[1]</sup></b>	<b>Paid at Building Permit <sup>[1]</sup></b>
	per unit	per Unit
Anatolia IV	\$865	n/a
Douglas 98	\$865	\$4,195
Douglas 103	\$865	\$4,195
Grantline 208	\$865	\$4,195
Mather East/Sundance	\$865	\$3,850
Montelena	\$865	\$4,195
North Douglas	\$865	\$850
Sunridge Lot J	\$865	\$3,850
Sunridge Park - Phase I	\$865	\$1,177
Sunridge Park - Phase 2	\$865	\$1,177

[1] The Supplemental Transportation Fees are collected pursuant to terms of individual Development Agreements for the subdivision area. A portion is paid at final map and a portion is paid at time of building permit.



Path: X:\GIS\_SAP\PROJECTS\MANORFEE\_ASSESSMENT\_MAP\_BODYPANEL\_FEEB\_LIKE\_SUP\_TRANFEE.mxd

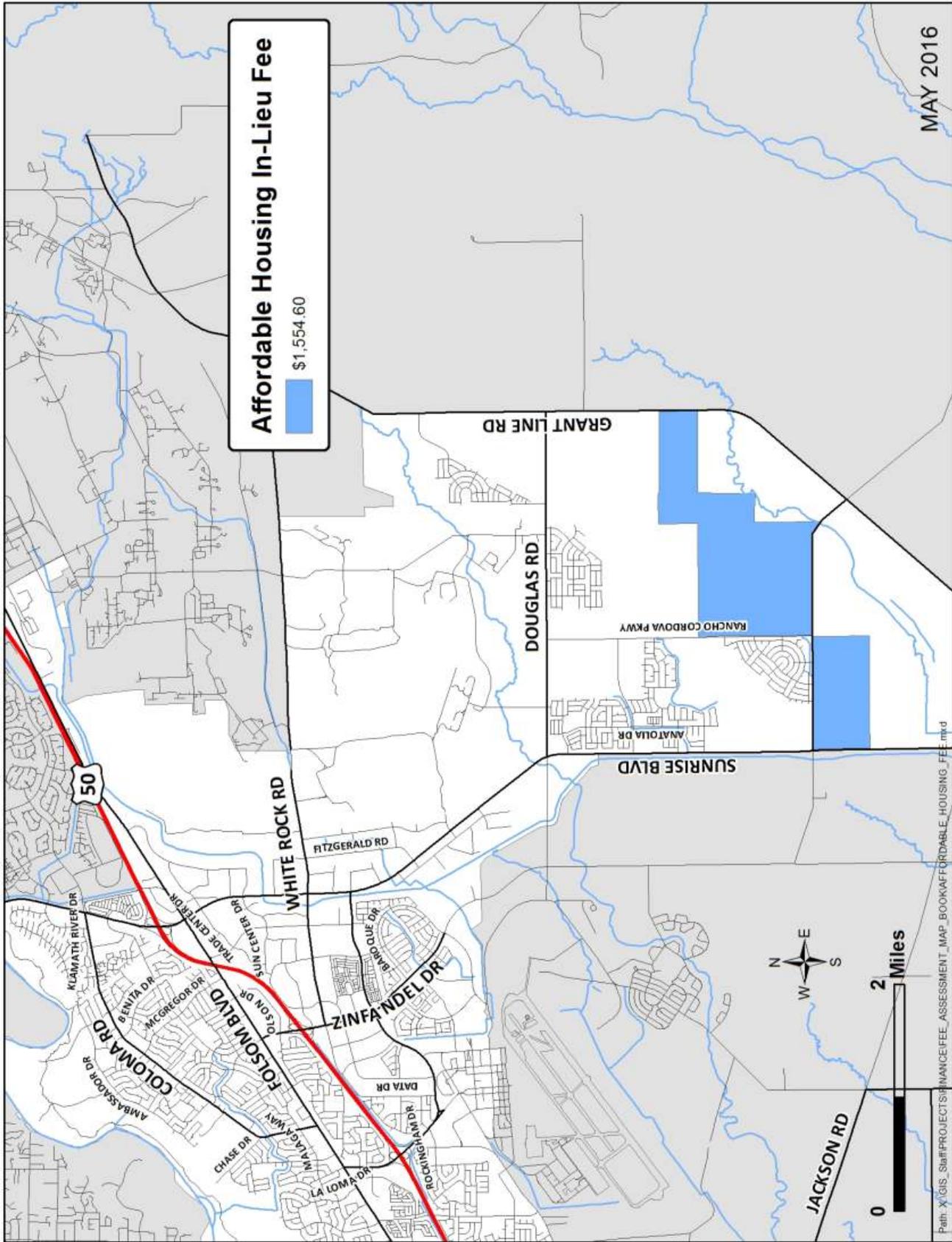
**Affordable Housing In-Lieu Fee**

Applicable Area: Specific to Development Agreements for Individual Projects

Next Scheduled Update: March 1, 2017

Development Area	Affordable Housing In-Lieu Fee <sup>[1]</sup>
	per unit
Suncreek Specific Plan	\$1,554.60

[1] The Affordable Housing In-Lieu Fee is collected pursuant to terms of individual Development Agreements.



# Chapter 4 :

Development Fees Collected by  
Outside Agencies

# Development Fees Collected by Outside Agencies

Some fees are collected by outside agencies. These agencies establish their own fee schedule and collect their own fees. Prior to the issuance of a building permit, you will be required to show proof of payment of those fees.

## **Sewer Fees**

The City of Rancho Cordova falls within the Sacramento Regional County Sanitation District (SRCSD) and the Sacramento Area Sewer District (SASD). Fees are collected for the maintenance and installation of sewer and wastewater lines. New residential and commercial projects are required to pay a connection fee. Expanding a commercial use may also require the payment of additional fees. For permit information and a fee quote you should contact the SRCSD at (916) 876-6100 or visit [www.sacsewer.com](http://www.sacsewer.com) and [www.srcsd.com](http://www.srcsd.com).

## **Drainage Fees**

The City of Rancho Cordova falls within the Sacramento County Water Agency Zone 11A/11B. Fees collected are used to fund trunk and regional drainage facilities in most areas of the City. For more information, including fee schedules and estimates, please visit the county website at <http://www.waterresources.sacounty.net/stormwater/Pages/newdevelopment.aspx> or contact County Technical Resources at (916) 874-6544.

## **Water Service Fees**

The City of Rancho Cordova is provided water service by multiple water purveyors. A map of the water service boundaries is provided on Page 4-2. You should discuss your project with the appropriate provider to find out their fees and requirements.

**Sacramento County Water Agency (Zone 40)** - For more information including fee schedules and estimates, please contact County Technical Resources at (916) 874-6544.

**Golden State Water Company** - For more information and fee estimates, please visit [www.gswater.com](http://www.gswater.com) or contact Sean Twilla at (916) 853-3600 or [seantwilla@gswater.com](mailto:seantwilla@gswater.com).

**Cal American Water Company** - For more information and fee estimates, please visit [www.amwater.com/caaw](http://www.amwater.com/caaw) or contact (916) 568-4251.

## **School District Fees**

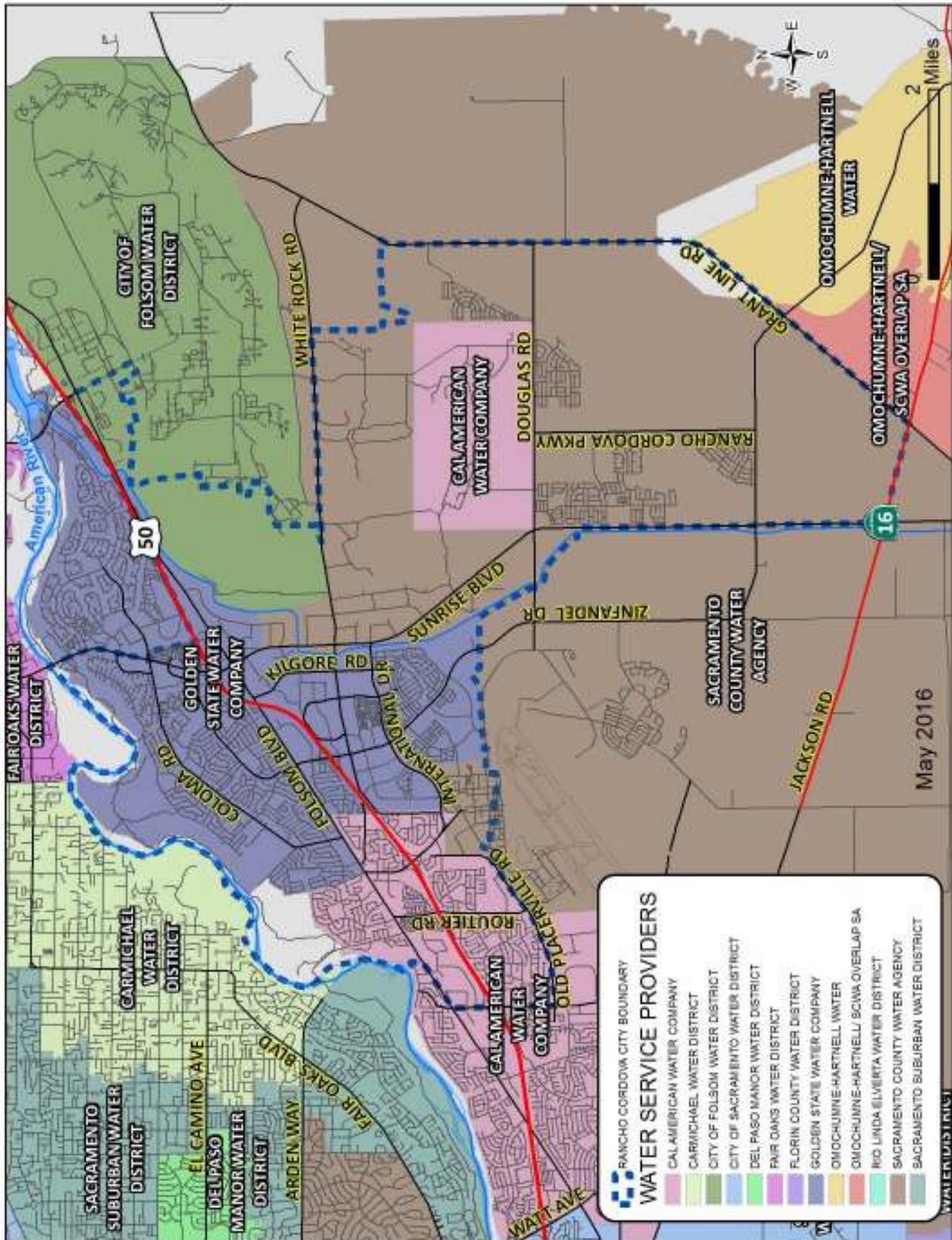
There are three school districts in the City. A map of the school district boundaries is provided on Page 4-3. These school districts charge fees for new development, changes-in-use, and additions of square footage to existing structures. While the information provided is current as possible, please contact the school district directly for the most current fee information:

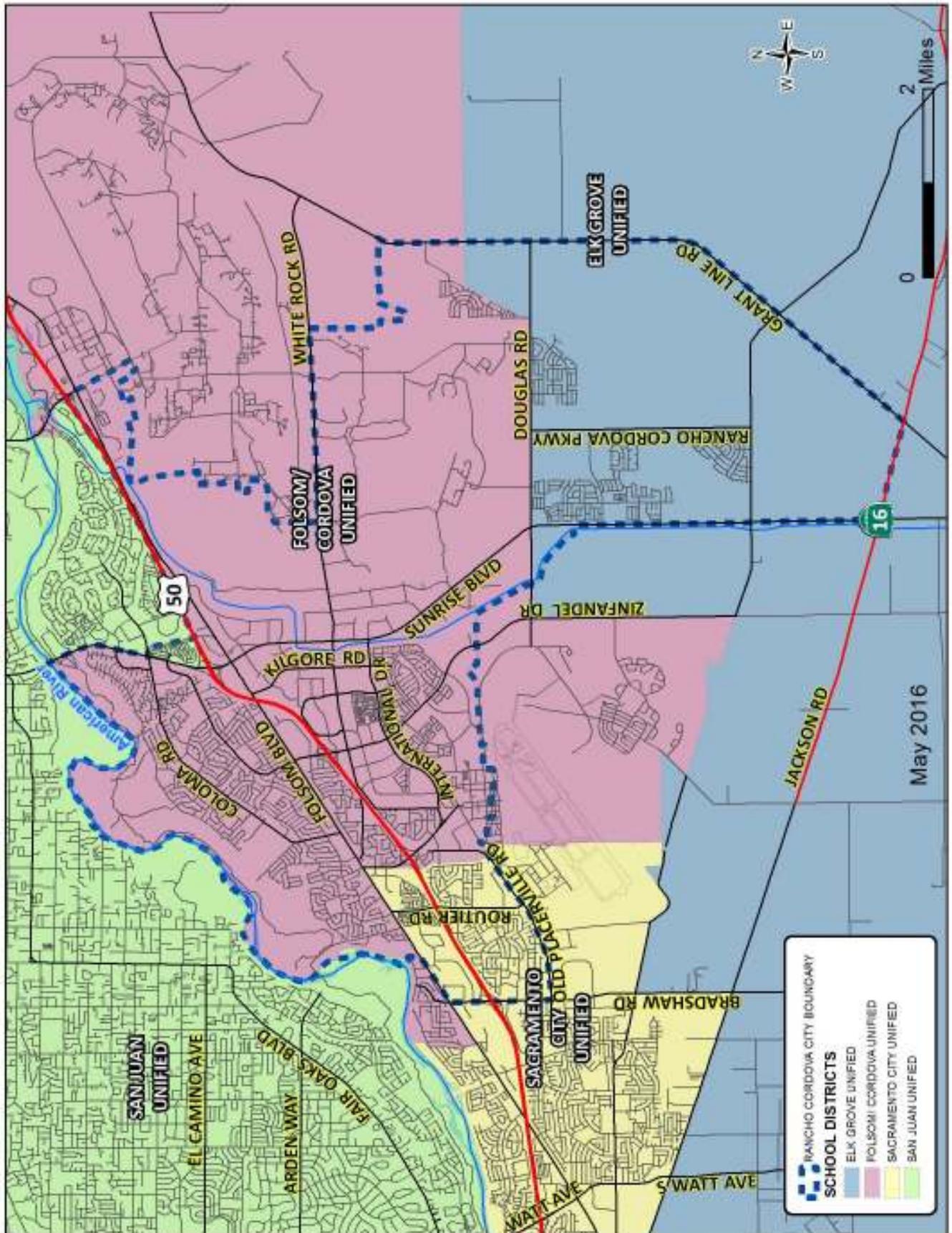
School District	Contact Number	Fee Information	
		Residential	Commercial/Industrial
Sacramento City Unified	(916) 264-4075	\$3.20 per sq. ft	\$0.51 per sq. ft <sup>[1]</sup>
Elk Grove Unified <sup>[2]</sup>	(916) 686-7711	\$4.91 per sq. ft	\$0.54 per sq. ft
Folsom Cordova Unified <sup>[3]</sup>	(916) 294-9010	\$5.27 per sq. ft	\$0.54 per sq. ft

[1] Retail Self-Storage Construction is \$0.42 per Sq. Ft.

[2] Education Code Section 65995.7 (currently suspended) will allow the District to charge a Level III rate of \$9.73 per Sq. Ft. of new residential construction if the State Allocation Board ran out of new construction funds to apportion to school districts.

[3] Education Code Section 65995.7 (currently suspended) will allow the District to charge a Level III rate of \$12.32 per Sq. Ft. of new residential construction if the State Allocation Board ran out of new construction funds to apportion to school districts.





## **SMFD Fire Fee**

The Sacramento Metropolitan Fire District (SMFD) provides fire protection, fire suppression, inspection, plan checking, emergency transportation, and medical services, public education, advanced life support, and rescue services to the City of Rancho Cordova. This fee is collected by Sacramento County on behalf of Sacramento Metropolitan Fire District. The purpose of the fee is to mitigate the financial impact associated with property acquisition, site preparations, design, and the construction and equipping of fire stations within the District necessary to protect the health and safety of the general public. For permit information and a fee quote you should contact the SMFD at (916) 859-4330 or visit [www.metrofire.ca.gov](http://www.metrofire.ca.gov).

<b>Land Use</b>	<b>Current Rate (\$)</b> <sup>[1]</sup> <sup>[2]</sup>
Single Family Residential <sup>[3]</sup>	\$ 1,133 per dwelling unit
Multi-Family Residential	\$ 884 per dwelling unit
Commercial/Retail	\$ 597 per 1,000 sq. ft.
Office	\$ 991 per 1,000 sq. ft.
Industrial	\$ 537 per 1,000 sq. ft.
Institutional/Other	\$ 948 per 1,000 sq. ft.

[1] The Capital Fire Fee shall be adjusted annually, beginning March 1, 2016, and each March 1 thereafter, by the change in the Engineering News Record Building Cost Index for San Francisco, CA. for the twelve (12) month period ending December 31 of the preceding calendar year.

[2] Represents the maximum fee amount that can be imposed by the District as determined pursuant to Government Code 66000 et seq., also known as the "Mitigation Fee Act".

[3] Accessory dwellings (i.e., "mother-in-law units") shall be afforded a reduced rate equal to 60% of the single family residential rate.

NOTE: The fees provided herein shall become effective on March 2015, or as soon thereafter as possible, and shall remain in effect through December 31, 2035.

# Appendix:

## Planning Department Deposit and Fee Schedule

Description of Service	Deposit	Fee
General Plan Amendments	\$15,000	
Rezone	\$15,000	
Specific Plan Initiation	\$5,000	
Special Planning Area Initiation	\$5,000	
Zoning Ordinance Amendment	\$10,000	
Design Review - Minor	\$5,000	
Design Review - Major	\$10,000	
Design Review Amendment	\$5,000	
Development Agreement	\$10,000	
Development Agreement Amendment	\$5,000	
Conditional Use Permit	\$10,000	
Conditional Use Permit Amendment	\$5,000	
Use Permit - Condo Conversion	\$8,000	
Tentative Parcel Map	\$10,000	
Tentative Parcel Map Extension	\$1,000	
Tentative Parcel Map Resubmission	\$5,000	
Tentative Parcel Map Waiver - Condo	\$3,000	
Tentative Parcel Map Amendment	\$3,000	
Tentative Subdivision Map (1-20 lots)	\$10,000	
Tentative Subdivision Map (21+ lots)	\$20,000	
Tentative Subdivision Map Amendment	\$5,000	
Variance	\$10,000	
Non-Conforming Use Certificate	\$3,000	
Initial Study Deposit (Negative Declaration/EIR)	\$5,000	
Development Agreement Annual Compliance Review <sup>[1]</sup>	\$5,000	
Limited Use Permit	\$4,000	
Planning Director Determination - Public Hearing	\$1,500	
Planning Director Determination - No Public Hearing	\$1,000	
Unified Sign Program	\$2,000	
Reasonable Accommodation	\$2,000	
Administrative Use Permit		\$1,184
Adjustment		\$1,231
Temporary Use Permit		\$241
Temporary Use Permit - Signs		\$60
PCN (Public Convenience & Necessity)		\$1,830
Zoning Verification Letter		\$397
Appeals of Planning Director Decision to City Council		\$4,383
Appeals of Planning Commission Decision to City Council		\$4,373
Appeal of Zoning Decision to City Council		\$2,590

## Public Works Deposit Schedule

Description of Service	Deposit	Fee
Improvement Review and Inspection (including grading permits)	Greater of \$2,000 minimum deposit -or- 7% first \$100,000 const. cost, plus 5% next \$100,000 const. cost, plus 4% next \$100,000 const. cost, plus 2% of remaining construction cost	
Improvement Review Warranty Inspection	\$1,000	
Parcel Map Review	\$1,500	
Subdivision Map Review	\$2,500	
Encroachment Permits Application	\$350	
Encroachment Permits Inspection	\$2,000	
Minor Encroachment Permits (residential driveway, etc.)	\$350	
Street Name Change	\$850	
Certificate of Compliance - Parcel Waiver	\$500	
Certificate of Compliance - Lawful Parcel	\$500	
Abandonment of Public Right of Way and Easements	\$850	
Review of Right of Way and Easement Documents	\$120	
Research for Survey and Engineering Records or Misc. Engineering Services	\$120	
Discretionary Review		Time & Materials
Transportation Permits - Single Use		\$16
Transportation Permits - Annual		\$48
Tree Permit		\$30
Street Use Permit		\$25
Street Cut Trench Fee - Transverse cut under 4 ft. deep		\$3.77-\$12.45/sq.ft.
Street Cut Trench Fee - Longitudinal cut under 4 ft. deep		\$3.88-\$6.22/sq.ft.
Street Cut Trench Fee - Transverse cut over 4 ft. deep		\$5.74-\$18.88/sq.ft.
Street Cut Trench Fee - Longitudinal cut over 4 ft. deep		\$2.87-\$9.44/sq.ft.

# Sacramento Metropolitan Fire District Fee Schedule

Code	Construction Fees	Base Fee <sup>[1]</sup>
<b>New Building</b>		
NBP1	Commercial 1 - 10,000 sq.ft.	\$725
NBP2	Commercial 10,001 - 20,000 sq.ft.	\$838
NBP3	Commercial 20,001 - 50,000 sq.ft.	\$1,126
NBP4	Commercial >50,000 sq.ft - Base Fee Plus \$.01 per additional sq.ft. over 50,000	\$1,126
NBPR1	Multi-Unit Commercial Residential 1 - 10,000 sq.ft.	\$655
NBPR2	Multi-Unit Commercial Residential 10,001 - 20,000 sq.ft.	\$906
NBPR3	Multi-Unit Commercial Residential 20,001 - 50,000 sq.ft.	\$1,386
NBPR4	Multi-Unit Commercial Residential >50,000 sq.ft - Base Fee Plus \$.02 per additional sq.ft. over 50,000	\$1,386
NBPS1	Storage/Warehouse 1 -50,000 sq.ft	\$838
NBPS2	Storage/Warehouse 50,001 - 200,000 sq.ft	\$1,285
NBPS3	Storage/Warehouse >200,000 sq.ft - Base Fee Plus \$.01 per additional sq.ft. over 50,000	\$1,285
COR	Certificate of Release - Residential	\$328
<b>Tenant Improvement</b>		
BCF	Basic Construction Fee	\$218
TIP1	Tenant Improvement 1 - 10,000 sq. ft. area	\$521
TIP2	Tenant Improvement 10,001 - 20,000 sq. ft. area	\$979
TIP3	Tenant Improvement 20,001 - 50,000 sq. ft. area	\$1,570
TIP4	Tenant Improvement >50,000 sq. ft. area - Base Fee Plus \$.02 per additional sq. ft. over 50,000	\$1,570
<b>Rack/Shelving/High Piled Storage</b>		
HPS1	High Piled Storage 1 - 10,000 sq. ft. area	\$676
HPS2	High Piled Storage 10,001 - 20,000 sq. ft. area	\$999
HPS3	High Piled Storage 20,001 - 50,000 sq. ft. area	\$1,285
HPS4	High Piled Storage >50,000 sq. ft. area - Base Fee Plus \$.02 per additional sq. ft. over 50,000	\$1,285
RAC1	Rack/Shelving with the maximum height of 8' at top of rack	\$328

Code	Civil Engineering (Site Plan)	Fee
EPK	Perimeter Fencing/Gates	\$437
EPP	Site Plan with 3 or less hydrants	\$437
EPR	Single Family Dwelling with an approved Certificate of Release	\$437
EPS	Public Schools	\$437
TST	Temporary Sales Trailer	\$455

Code	Fire Alarm Systems	Fee
FAL1	Fire Alarm System 1 - 25 devices	\$467
FAL2	Fire Alarm System 26 - 50 devices	\$521
FAL3	Fire Alarm System 51 - 100 devices	\$617
FAL4	Fire Alarm System 101+ devices	\$737
FTP	Flow & Tamper Alarm/Communications Upgrade (per hour)	\$218

Code	Fire Alarm Systems	Fee
<b>New Building/Tenant Improvements/Paint Spray Booth</b>		
FHT	Fire Hydrant(s) Flow Test	\$437
SFP	Stationary Fire Pump	\$1,310
SPA	Fire Sprinkler System 1 - 99 sprinklers	\$437
SPB	Fire Sprinkler System 100 - 199 sprinklers	\$546
SPC	Fire Sprinkler System 200+ sprinklers	\$1,092
SPM	Residential Sprinkler System - Subdivision Model Homes	\$546
SPP	Residential Sprinkler System - Subdivision Production Homes	\$437
SPR	Residential Sprinkler System: 1 - 99 sprinklers (non-subdivision)	\$546
STP	Sprinkler Plan Check - Tenant Improvements, 1 - 99 heads	\$218
STP1	Sprinkler Plan Check - Tenant Improvements, 100 - 199 heads	\$467
STP2	Sprinkler Plan Check - Tenant Improvements, 200+ heads	\$557

Code	Fire Suppression Systems	Fee
CAS	Clean Agent Extinguishing System - or- equal (spray booth/industrial dry chemical systems)	\$546
HDP	Hoods & Duct Systems (per system)	\$437
UGS	Underground Fire Systems - up to 3 hydrants and/or risers Plus \$109 for additional 3 hydrants/risers or combination of both	\$437

Code	Liquid & Compressed Gases	Fee
CGHP	Compressed Gas - Hazardous	\$546
CGM	Compressed Gas - Medical	\$437

Code	Solar Panels	Fee
SIC	Commercial	\$437
SIG	Gound	\$218
SIR	Residential	\$218

Code	Spray Booth	Fee
PBP	Paint Booth Plan Check	\$437

Code	Tanks/Hazmat	Fee
AGT	Above Ground - Flammables/Combustibles, Generators - Base Plus \$218 for each additional tank	\$546
EVR	Enhanced Vapor Recovery	\$218
HMDA	Hazardous Materials Dispense/Use 1-5 chemicals	\$546
HMSB	Hazardous Materials Dispense/Use each additional chemical	\$328
HMSAP	Hazardous Materials Storage 1-5 chemicals	\$437
HMSBP	Hazardous Materials Storage each additional chemicals	\$328
LPGP	Propane Tank Install (Above Ground) - Commercial	\$428
GPR	Propane Tank Install (Above Ground) - Residential	\$328
UGT	Underground Propane Tank	\$328

Code	Miscellaneous	Fee
ADM	Administration Charges (per 1/2 hour)	\$143
AMR	Alt. Material/Technical Report/Method Processing (2 hr min)	\$571
ARI	Additional Inspections (Construction Inspections)	\$428
BLI	Business License Inspections	\$218
CEL	Cell Tower (outside roof, pole, etc.)	\$328
DRC	Design Review/Consultation Meeting - Hourly Rate (1/2 hr min)	\$218
EVAC	Evacuation Plan Review/Fire Drill Monitoring	\$437
FSR	File Research (per 1/2 hour)	\$143
HHH	Haunted House	\$364
INVC	Investigation of Construciton without a Permit - 2 hr minimum fee will be actual time spent brining project into compliance	\$364
KIO	Kiosks, booths, concessions in mall (temporary)	\$455
KXL	Knox Lock (Controlled Access) - per application	\$91
LFD	Large Family Day Care	\$328
MAPB	Mapping Fee - Electronic (new subdivision, site plan, etc)	\$285
MIS	Miscellaneous Fee - per hour	\$228
PRIA	Pre-inspections for 25 or less	\$218
PRIB	Pre-inspections for 25 or more	\$437
OCP	Over-the-Counter Building/Plan Review - 1/2 hour minimum	\$218
CTI	Overtime Inspection/Review - after normal hours (2 hr min)	\$437
PRS2	Re-Submittal Fee - 2nd & subsequent; after approval	\$218
RCF	Residential Care Facility	\$328
RDR	Red Card Replacement	\$143
STL	Satelite Television Letter	\$218
TBU	Temporary Building Use	\$437
ESL	Will Serve Letter	\$218
EXP	Expedited Plan Review (initial and all re-submittals)	\$437

[1] The above fees shall be adjusted annually on July 1<sup>st</sup> as outlined in Exhibit "A" Attachment, Section C to Ordinance No 2015-02

General Policy Statements (Ordinance No. 2015-02):

1. All fees or charges shall be calculated at a one hour minimum unless otherwise specified.
2. Whenever a requester fails to cancel a requested inspection prior to the scheduled time of inspection, or is not prepared for the inspection at its requested scheduled time, the standard inspection fee shall be charged, based on a two hour minimum rate.
3. All fees charged to facilities, projects, processes, or events which require the issuance of a permit and/or site inspection will include one inspection for compliance with applicable codes. If additional inspection are required, the minimum hourly rate will be assessed per inspection hour, calculated in one-half (1/2) hour increments.

# Civil Improvement Plan Review Checklist

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**PUBLIC WORKS ENGINEERING DIVISION**  
2729 Prospect Park Drive | Rancho Cordova, CA 95670  
Phone: (916) 851-8710 | Fax: (916) 851-8787  
www.cityofranhocordova.org

## Civil Improvement Plans Submittal Checklist

1. Plan title is to be on plan at submittal:
  - a. Name of project.
  - b. Address of Parcel (Addresses are issued by Marilyn Phelps at 851-8719.)
2. Provide four complete plan sets for City review (subsequent submittals after the first review will be determined, if submitting hard copies) and a pdf copy. Contact outside agencies for their submittal requirements.
3. Provide separate submittal (4 sets) to County of Sacramento for utility plan review along with (number of plans required is dependent on the submittal. Contact the County for determination)
  - a. Two copies of COA's.
  - b. One copy of initial utility letter.
  - c. \$750 submittal fee to County of Sacramento. Submit to Development & Surveyor Services Division, 827 "7<sup>th</sup>" Street, window 13, Sacramento, CA 95814, (916) 874-6873.
4. Two copies to Sacramento Metro Fire District. Contact Fire District for submittal process and fee.
5. Submit 2 plan sets to Cordova Recreation Park District (CRPD) if project includes CRPD facilities.
6. Two copies of street light voltage calculation (If new street lights or electrical work is included).
7. Two copies of Soils Report, two copies of the Tentative Map (if applicable) and 2 copies of all Conditions of Approval of rezones, use permits, variances etc. for site development as proposed.
8. 2 copies of on-site and off-site drainage shed maps
9. A copy of the drainage study
10. A copy of the storm drain calculations
11. A copy of each initial Utility Transmittal Letter to a utility servicing site; i.e., gas, electricity, water, telephone, cable, etc. (verifying plan submittal has been made). (A utility provided by the County of Sacramento does not require letters; i.e., storm drainage, sanitary sewer, zone 40 water supply & etc.).
12. If this is a subdivision, two copies of the Street Light Plan sheets required for street block signs.
13. A minimum deposit of \$2000 to City of Rancho Cordova to open the account.
14. Applicant shall sign and submit the Planning & Public Works Deposit Replenishment Policy letter.
15. Name, address, and telephone number of the Owner/Developer:

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Street: \_\_\_\_\_

City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Project Name: \_\_\_\_\_





# Preparation of Plans and Specifications

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**BUILDING & SAFETY DIVISION**  
2729 Prospect Park Drive | Rancho Cordova, CA 95670  
Phone: (916) 851-8760 | Fax: (916) 851-8762  
[www.cityofranhocordova.org](http://www.cityofranhocordova.org)

## PREPARATION OF PLANS AND SPECIFICATIONS

Section 107.1 of Chapter 1 of the 2010 California Building Code (CBC) indicates that construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.

In accordance with the provisions of the California Business & Professions Code, the plans, specifications and calculations for all buildings and structures shall be prepared under the direction of and signed by a person certified by the State of California as a registered civil engineer or licensed architect. Structural and soils engineering shall be registered accordingly in the State of California.

The following exemptions to the above requirements may be permitted, unless the buildings and structures are determined by the building official to be of an unusual nature where the structural stability or the safety of such buildings or structures is not evident to the building official. Engineering calculations and the signature of a registered engineer or licensed architect may be required in such cases.

### **Exemptions for Unlicensed Persons (Reference Business & Professions Code, Sections 5537, 5538, 6737.1 and 6745)**

1. Any person, if conforming substantially to conventional framing requirements of UBC Chapter 23 and B&SD approved framing charts, may prepare the following types of residential work:
  - a. Single family dwellings not more than two stories plus basement in height.
  - b. Multi-family dwellings not more than two stories plus basement in height, having not more than four attached dwellings, and not more than four dwellings per lot, including not more than four attached row house dwelling units on separate lots.
  - c. Wood frame garages and other structures appurtenant to a. and b. above.
  - d. Wood frame agricultural and ranch buildings unless the building official deems that an undue risk to the public health, safety, or welfare is involved.

Design documents (plans and calculations) for non-conventional elements that do not conform substantially to the 2010 CBC and B&SD approved framing charts must be prepared by a licensed architect or registered civil engineer certified by the State of California. The documents for that portion shall bear the wet signature and information required of the licensee who is responsible for their preparation.

2. An unlicensed Certified Interior Designer or equally qualified unlicensed person may prepare plans and specifications for the following types of commercial interior additions,

alterations, or tenant improvements in accordance with the provisions of the California Business & Professional Code:

- a. Tenant spaces that are classified only as B and M occupancies or A-3 dining establishments.
  - b. Spaces where area separation walls and horizontal exits are not required.
  - c. Spaces in the building that are not being converted from residential uses.
  - d. Tenant spaces that are not within historical buildings.
3. Any unlicensed person may prepare plans and specifications for the following types of commercial interior additions, alterations, or tenant improvements in accordance with the provisions of the California Business & Professional Code:
- a. Tenant spaces that require only one exit based on Table 10-A of the California Building Code.
  - b. Tenant spaces that are classified only as B and M occupancies or A-3 dining establishments.
  - c. Spaces where area separation walls, occupancy separation walls and horizontal exits are not required.
  - d. Spaces in the building that are not being converted from residential uses.
  - e. Tenant spaces that are not within historical buildings.

Use of Exemption 2 or Exemption 3 is subject to approval of the building official. The Building Official may require plans, computations and specifications to be prepared and designed by an engineer or architect licensed by the State of California to practice as such even if not required by State law.

4. Exemption for licensed contractors (Reference B&P code, Section 6737.3). Contractors licensed in the State of California are not prohibited from designed mechanical and electrical systems of facilities for work to be performed by such contractor within the classification for which his/her license is issued. Nothing in this Section is intended to imply that a licensed contractor may design work this is to be installed by others.

#### **Incomplete Plans:**

Section 107.2.1 of Chapter 1 of the 2010 California Building Code indicates that, "*Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and legislations, as determined by the building official*". Plans that are so lacking in clarity or details as to be **unacceptable will be referred back to the applicant for completion and/or clarification.**

# Access Compliance for Existing Non-Residential Buildings



**BUILDING & SAFETY DIVISION**  
2729 Prospect Park Drive | Rancho Cordova, CA 95670  
Phone: (916) 851-8760 | Fax: (916) 851-8762  
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## ACCESS COMPLIANCE FOR EXISTING NON-RESIDENTIAL BUILDINGS

The provisions of Section 11B-202.4 Exception 8 apply to existing buildings or facilities used as public buildings, public accommodations, commercial buildings or public housing. When these buildings or facilities undergo alterations, structural repairs, or additions, an accessible path of travel must be provided to the specific area of construction. Please check one of the following boxes indicating which condition is applicable to your project:

If the sum of the adjusted construction cost<sup>1</sup> of alterations, structural repairs, or additions to existing buildings and facilities within a three year period **does not exceed** the current valuation threshold of **\$150,244** (as of January 1, 2016), the cost of compliance with Section 11B-202.4 of the 2013 California Building Code shall be limited to 20% of the adjusted construction cost of alterations, structural repairs or additions. If this section applies to your project, please complete page 3 of this form.

When the adjusted construction cost **exceeds** the current valuation threshold of **\$150,244** a fully compliant path of travel from the public way to the area of alteration, structural repair or addition shall be provided except when the adjusted construction cost exceeds the current valuation threshold of **and** the enforcing agency determines the cost of compliance with 11B-202.4 is an unreasonable hardship, as defined in Chapter 2, Section 202, full compliance with 11B-202.4 shall not be required. Compliance shall be provided by equivalent facilitation or to the greatest extent possible without creating an unreasonable hardship; but *in no case shall the cost of compliance be less than 20 percent of the adjusted construction cost of alterations, structural repairs or additions.* The details of the finding of unreasonable hardship shall be recorded and entered into the files of the enforcing agency and shall be subject to Chapter 1, Section 1.9.1.5, Special Conditions for Persons with Disabilities Requiring Appeals Action Ratification. If this section applies to your project, please complete the "Applicant Certification" section on page 3 only.

I certify that this building and site are fully accessible. If inspection by the Building & Safety Division reveals non-compliance with the current accessibility requirement, I will revise this worksheet and the plans, and modify the scope of work so that the building and site are in full compliance, or my 20% obligation is met. Please note that if the worksheet and plans must be modified and resubmitted to the Building & Safety Division for review this may delay final approval and issuance of the Certificate of Occupancy.

When choosing accessible elements to be upgraded, choose those elements that will provide the greatest access:

1. An accessible entrance;
2. An accessible route to the area of alteration, structural repair, or addition (see definition of accessible route Section 202 & 11B-206.2.1 for more information on accessible routes and site arrival points);
3. At least one accessible restroom for each sex serving the area of alteration, structural repair or addition;
4. Accessible telephones, if provided, serving the area of alteration, structural repair, or addition;
5. Accessible drinking fountains, if provided, serving the area of alteration, structural repair, or addition; and
6. When possible, additional accessible elements such as additional parking, storage, signs and alarms.

The second page of this Information Bulletin provides an example showing a Summary of Accessibility Upgrades.

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1. Adjusted cost of construction does not include the cost of alterations to path of travel elements required to be upgraded outside the area of alteration, structural repair or addition.

# Summary of Accessibility Upgrades for Commercial Projects

(For existing buildings where the adjusted construction cost is less than or equal to \$143,303.00 (rev. 1/2014) Sec. 11B-202.4 Exception 8)

<b>Project Address:</b> 123 Hope Street		<b>Application No.</b>	
<b>Project Description/Location:</b> Office tenant improvement (2,040 SF) at 5 <sup>th</sup> floor Suite No. 502		<b>Permit Valuation:</b> \$120,000	
<b>Type:</b> <input checked="" type="checkbox"/> Alteration <input type="checkbox"/> Structural Repair <input type="checkbox"/> Addition		<b>*Adjusted Cost of Proposed Construction:</b> \$100,000	
PATH OF TRAVEL REQUIREMENTS FOR AREA OF ALTERATION, STRUCTURAL REPAIR, OR ADDITION			
Accessible Features	Does existing feature meet accessibility standards of Chapter 11B of the current CBC?	Will this feature be replaced or altered to meet Chapter 11B of the current CBC?	If so, how much will be spent to make this feature accessible?
1. Accessible entrance	Yes		\$
2. Accessible route to the altered area	Yes		\$
3. Accessible restroom for each sex or a unisex restroom	No	Yes	\$12,000
4. Accessible telephones	N/A		\$
5. Accessible drinking fountains	No	Yes	\$6,000
6. Other (Any of the below)			
A. Accessible parking spaces	No	No	\$10,000
B. Signs	No	Yes	\$2,000
C. Alarms	N/A		\$
D. Other:	N/A		\$
Cost of All Features Provided (A)	Summary of costs of Accessible Features Nos. 1-6 provided above.		\$20,000
Adjusted Cost of Proposed Construction (B)	Construction cost for all proposed work on this permit application <b>except</b> Accessible Features Nos. 1-6 provided above.		\$100,000
Percentage Upgrades Provided (A / B)	Cost of all Features Provided / Total Cost on Same Path of Travel.		20%
<b>Description of Access Features Provided:</b>			
New unisex restroom will be created immediately adjacent to existing men and women's restroom in corridor. Drinking fountain at ground floor lobby will be replaced with new hi-lo-accessible unit. Existing signage for 10 accessible parking spaces will be replaced and updated to current requirements. Parking stall access aisle slopes are greater than 2% to existing curbs and cost of creating compliant slopes and curb ramps exceeds the required 20% spending.			
<b>Applicant Certification</b>			
I certify that the above information is true and correct to the best of my knowledge and belief.			
Signature:	<i>John Smith</i>	Date:	01 / 01 / 2014
Company:	John Smith and Associates		
Name:(print)	John Smith		Address:
Title:	Architect of Record		123 Broadway
Agent for:	<input checked="" type="checkbox"/> Owner <input checked="" type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Contractor		City, State Zip:
			Los Angeles, CA 90012
			Phone No.:
			(213) 555-1212
<b>For Building Official Use Only</b>			
Approved by:	Title:	Date: / /	

\*If an area has been altered without providing an accessible path of travel to that area, and subsequent alterations of that area or a different area on the same path of travel are undertaken within three years of the original alteration, the total cost of alterations to the areas on that path of travel during the preceding three-year period shall be considered in determining whether the cost of making that path of travel accessible is disproportionate.

# Summary of Accessibility Upgrades for Commercial Projects

*(For existing buildings where the adjusted construction cost is less than or equal to \$143,303.00 (rev. 1/2014) Sec. 11B-202.4 Exception 8)*

<b>Project Address:</b>		<b>Application No.</b>	
<b>Project Description/Location:</b>		<b>Permit Valuation:</b>	
Type: <input type="checkbox"/> Alteration <input type="checkbox"/> Structural Repair <input type="checkbox"/> Addition		<b>*Adjusted Cost of Proposed Construction:</b>	
<b>PATH OF TRAVEL REQUIREMENTS FOR AREA OF ALTERATION, STRUCTURAL REPAIR, OR ADDITION</b>			
Accessible Features	Does existing feature meet accessibility standards of Chapter 11B of the current CBC?	Will this feature be replaced or altered to meet Chapter 11B of the current CBC?	If so, how much will be spent to make this feature accessible?
1. Accessible entrance			
2. Accessible route to the altered area			
3. Accessible restroom for each sex or a unisex restroom			
4. Accessible telephones			
5. Accessible drinking fountains			
6. Other (Any of the below)			
E. Accessible parking spaces			
F. Signs			
G. Alarms			
H. Other:			
Cost of All Features Provided (A)	Summary of costs of Accessible Features Nos. 1-6 provided above.		
Adjusted Cost of Proposed Construction (B)	Construction cost for all proposed work on this permit application <b>except</b> Accessible Features Nos. 1-6 provided above.		
Percentage Upgrades Provided (A / B)	Cost of all Features Provided / Total Cost on Same Path of Travel.		
<b>Description of Access Features Provided:</b>			
<b>Applicant Certification</b>			
I certify that the above information is true and correct to the best of my knowledge and belief.			
Signature:		Date:	Company:
Name:(print)			Address:
Title:			City, State Zip:
Agent for:	<input type="checkbox"/> Owner <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Contractor		Phone No.:
<b>For Building Official Use Only</b>			
Approved by:		Title:	Date:     /     /

\*If an area has been altered without providing an accessible path of travel to that area, and subsequent alterations of that area or a different area on the same path of travel are undertaken within three years of the original alteration, the total cost of alterations to the areas on that path of travel during the preceding three-year period shall be considered in determining whether the cost of making that path of travel accessible is disproportionate.

# Request to Provide After-Hour Inspections

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**BUILDING & SAFETY DIVISION**  
2729 Prospect Park Drive | Rancho Cordova, CA 95670  
Phone: (916) 851-8760 | Fax: (916) 851-8762  
www.cityofranhocordova.org

## REQUEST TO PROVIDE AFTER-HOUR INSPECTIONS

The request to provide "After-Hours" inspections is not a guarantee that the inspection will be approved. All "After-Hours" inspections must be approved by the Principal Inspector at least 24 hours in advance, with certain exceptions.

Inspections for all "After-Hours" inspections must be PRE-PAID, and will be charged a three (3) hour minimum, and will be billed per hour (or fraction) past three (3) at the current labor rate for a Building Inspector II.

Current Labor Rate for Building Inspector II: \$148.41 per Hour.

Minimum After-Hour Inspection Fee: \$148.41 per hour X 3 Hour (minimum) = **\$445.23**

### To be completed by Applicant:

Permit Number(s) \_\_\_\_\_

Job Address: \_\_\_\_\_

Inspection Requested By: \_\_\_\_\_

Date of Requested Inspection: \_\_\_\_\_

### To be completed by Inspector:

Inspection Date: \_\_\_\_\_

Total Hours of Inspection: \_\_\_\_\_

Total Fees Due (minus initial fee): \_\_\_\_\_

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Principal Inspector Approval

Date