

Commercial Project Time Savers

Our staff is available to advise you on potential concerns or delays as your project proceeds through plan review and inspections. We can work in partnership with you to minimize the time through permit processing. Professional permit processing firms that provide complete services in obtaining permits can also be a helpful resource.

The following information describes options available for commercial building permits, and may save you time. Ask our staff for more details if you are interested.

DEVELOPMENT SERVICES TEAM (DST)

The Development Services Team ("DST") is a multi-agency team that acts as an internal coordinator to assist the development community, local businesses and residents with issues or questions related to the development permitting and plan check processes. Team members include representatives from City departments and partner agencies that are involved in development applications. The DST can be a valuable tool for keeping your project on track and can help solve problems should they arise during the review process. For more information, contact Matt Diaz at (916) 851-8754 or email at dst@cityofranhocordova.org.

PRE-REVIEW MEETINGS

Prior to formal submittal of plans, the applicant and his/her architect may call the Building & Safety Division at (916) 851-8760 for an appointment with our plan review staff for a pre-review meeting. At such meetings, staff does a cursory review of the plans to identify potential code compliance problems, provides code interpretation, and offers a critique of the proposed solutions. The Building & Safety Division charges for the time spent when these meetings take longer than one-half hour. Twenty-four hour notice is required for these meetings.

PARTIAL OR FOUNDATION ONLY PERMITS

At the discretion of the Building & Safety Division, a partial or foundation only permit *may* be issued to allow construction to begin before the project plans are approved. To qualify for a partial or a foundation only permit, the applicant must submit plans for the primary permit, and the plans have to be accepted for review. Work authorized by the partial permit shall be limited to plumbing and electrical groundwork, floor slab, and any work that can be left exposed. The plans for underground plumbing or electrical must be approved prior to issuing the partial permit. A foundation only permit is similar to a partial permit but is limited to placement of concrete foundations in addition to the underground site work and slab. Fire District, Public Works Department and Planning Department approval must be obtained and submitted to the Building & Safety Division before a foundation only permit can be issued.

EXPEDITED PLAN REVIEW

To accelerate the process, plan reviews can be done on an overtime basis. As this type of review is performed on a voluntary basis, appropriate staff must be available to perform the plan review on an overtime basis (i.e., outside of normal working hours). The applicant must pay all normal permit fees plus hourly charges, at overtime rates.

THIRD-PARTY PLAN REVIEW

The Chief Building Official, Permit Services Supervisor, or other management staff, may grant a request to use a third party plan review firm if the applicant so desires. These firms must demonstrate to the satisfaction of the Building & Safety Division that they possess proper credentials and experience to perform third party plan reviews. The Building & Safety Division will maintain a list of pre-approved firms that have already been approved to provide third-party plan review services in the City of Rancho Cordova. With prior approval, you may choose one of these firms to check your plans. This may be done

for either residential or commercial projects. Contact the Building & Safety Division staff for more information on this program.

PRE-CONSTRUCTION MEETINGS

The Supervising Building Inspector may be contacted by the applicant and/or responsible contractor to arrange a pre-construction meeting involving the contractor, job engineer/architect, and approved special inspection firm, if applicable. The meeting will be used to clarify areas of responsibility, to establish lines of communication to be used by all involved parties through the inspection process, and to answer questions about the more complex construction details. Pre-construction meetings are available only for large T.I.'s or alterations, new commercial buildings or shells, and tract development. The Building & Safety Division charges hourly for the time spent in these meetings. Twenty-four hour notice is required for these meetings.

INSPECTIONS OUTSIDE OF NORMAL BUSINESS HOURS

Inspections may be scheduled outside of our normal inspection hours. It is required to give at least 48 hours advance notice. Call (916) 851-8760 and ask for the Supervising Building Inspector to make the request. The minimum fee for an inspection outside of normal business hours is \$445.23 (\$148.41 per hour with a three-hour minimum).