

## Residential Building Permit Process Information

### 1. 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.
- At the Building Official's discretion, plans may be required to be drawn by a licensed design professional. See form *RCB1014 Preparation of Plans and Specifications* for more information.

**Document Submittal List** Not all of the documents listed are required for all types of projects. Contact our Permit Services staff 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 at end of this document)

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

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

- **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 15 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. Our staff will make the applicant aware of which agency approvals are required for the project at the first plan review turn-around.

### **2. 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 any payment of any remaining fees will be due.

No custom home building permit, or permit that increases the total covered square footage to greater than 3,599 square feet, 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 the contact information for the Sacramento Metropolitan Fire District located in the "Contact Information; Outside Agencies" section of this document.

### **3. 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 3:30PM) 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, (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.

### **Contact Information:**

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

#### **City Departments:**

- **Public Works** - Civil Plans; Site Improvements; Grading Permits; Encroachment Permits – (916) 851-8710
- **Planning** – Design Review; Use Permits – (916) 851-8750

#### **Outside Agencies:**

- **Sacramento Metropolitan Air Quality Management District** [www.airquality.org](http://www.airquality.org) – Project review for asbestos mitigation – 777 12<sup>th</sup> Street, 3<sup>rd</sup> Floor, Sacramento, CA 95814, (916) 874-4800
- **Sacramento Metropolitan Fire District** [www.metrofire.ca.gov/](http://www.metrofire.ca.gov/) – Review of architectural, structural and fire suppression plans – 10545 Armstrong Ave Suite 310, Mather, CA 95655, (916) 859-4330
- **Sacramento County Site Improvement and Permit Section (SIPS)** <http://www.engineering.saccounty.net/sips/Pages/default.aspx> - Calculates transit, sewer connection for residential projects, drainage, Capital Fire Facilities, and water connection fees – 827 7<sup>th</sup> St., RM 101, Sacramento, CA, 95814, (916) 874-6544.
- **Sacramento Metropolitan Utility District (SMUD)** [www.smud.org](http://www.smud.org) – Residential Service Requirements: (888) 742-7693
- **Pacific Gas and Electric (PG & E)** [www.pge.com](http://www.pge.com) – Building and Renovation Service Center: 1-(877) 743-7782
- **Sacramento Area Sewer District** [www.sacsewer.com](http://www.sacsewer.com) – Sewer connection fees - 10060 Goethe Rd., Sacramento, CA, 95827, Permit Services Unit / Fee Quotes: (916) 876-6100
- **Water Districts:**
  - **Golden State Water Company** - [www.gswater.com](http://www.gswater.com)  
Customer Service 24-HR: 1-800-999-4033 Local Office: 3005 Gold Canal Drive, Rancho Cordova, CA 95670, 916-852-8563
  - **California American Water** - [www.amwater.com/caaw](http://www.amwater.com/caaw)  
Customer Service 24-HR: 1-888-237-1333, (916) 568-4251, 4701 Beloit Drive, Sacramento, CA 95838
  - **Sacramento County Water Agency** - <http://www.waterresources.saccounty.net/scwa/>  
Customer Service: 916-874-6851, 827 7<sup>th</sup> Street, Room 301, Sacramento, CA 95814
- **School Districts:**

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

SCHOOL DISTRICT	CONTACT NUMBER	FEE INFORMATION*
<b>Sacramento City Unified School District Facility Support Services</b> 425 1 <sup>st</sup> Ave, Sacramento, CA 95818 <a href="http://www.scusd.edu/facilities-support-services">http://www.scusd.edu/facilities-support-services</a>	(916) 264-4075	Res: \$3.36 per Sq. Ft. Com/Indust.: \$0.54 per Sq. Ft. Retail/Self Storage: \$0.26 per Sq. Ft. <small>*verified 1/24/20</small>
<b>Elk Grove Unified School District Facilities &amp; Planning Department</b> 9510 Elk Grove-Florin Road, Elk Grove, CA 95624 <a href="http://www.egusd.net/">http://www.egusd.net/</a>	(916) 686-7711	Res: \$5.94 per Sq. Ft. Com/Indust.: \$0.61 per Sq. Ft. <small>*verified 1/24/20</small>
<b>Folsom-Cordova Unified School District Facilities &amp; Planning Department</b> 1965 Birkmont Drive, Rancho Cordova, CA 95742 <a href="http://www.fcusd.org/">http://www.fcusd.org/</a>	(916) 294-9010	Res: \$5.65 per Sq. Ft. Com: \$0.56 per Sq. Ft. Mini-Storage: \$0.23 per Sq. Ft. <small>*verified 1/24/20</small>