



Residential Permit Submittal Checklist

The items listed below are needed to submit your project for plan check. Without the appropriate items, we will be unable to render a complete and thorough plan check. This will cause delays in the plan check procedure and permit issuance. The plans should clearly delineate between all existing and new construction.

Please Note:

- A multitude of information can be combined on plans for simple buildings if clarity is maintained.
- This is not a complete list of all required submittals.
- Additional information may be required after plan review.
- 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 *RCB1014 Preparation of Plans and Specifications* for more information.

A. Document Submittal List

1. Drawings:

Size: 11" x 17" (18" x 24" preferred for new dwellings), 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 Section B for information)

Drawings to consist of (see Specific Information for Plan Review items on following pages):

- General Information (Cover Sheet)
- Plot/Site Plan
- Architectural and Structural Plans
- Electrical Plans

2. Calculations (two sets, if required)

- Structural Calculations (Note: All structural details shall be part of the plans, and wet signed by a design professional)
- Energy calculations (Note: calculations shall be signed by a design engineer and shall be a part of the approved plans)

3. Other Documents

- "Soils" reports (for new buildings when soil bearing pressure used in design exceeds 1000 psf)
- Special Inspection Forms (i.e., field welding, post-tension concrete, or high strength bolts)

B. Specific Information for Plan Review

General Information (cover sheet)

- Project name and address, as well as the project owner's name, address
- Design professional's name, title, address, and telephone number
- Parcel number

- Occupancy group(s) and type of construction; fire sprinklers
- Current applicable codes (Title 24 California Codes, California Health & Safety Code)
- Total square footage
- Zoning
- Description or scope of work
- Index of drawings
- Vicinity map, location, and North arrow
- Stamp and wet signature of design professional (all sheets) as applicable

Plot/Site Plan

- Lot dimension showing whole parcel and property lines
- Building footprint - provide dimensions to property lines
- Identify building orientation and North arrow
- Show location of:

<input type="checkbox"/> Electric meters	<input type="checkbox"/> Gas meters
<input type="checkbox"/> Water meters / back flow preventers	<input type="checkbox"/> Direction of lot drainage
<input type="checkbox"/> Sewer and water lines	<input type="checkbox"/> Propane tank
<input type="checkbox"/> Septic system	<input type="checkbox"/> Show Building Pad elevations
<input type="checkbox"/> Cleanout	<input type="checkbox"/> Retaining Walls
<input type="checkbox"/> Location of wells	<input type="checkbox"/> Oak tree location
- Mandatory requirements of Planning and/or Use Permit
- Access roadways (fire district)
- Fire hydrant locations and water main size
- Show all easements and setback requirements
- Show all grading necessary to accommodate the structure
- Proposed use of structure

Architectural and Structural Plans

- Foundation Plan** if applicable (show new and existing work)
- Floor plan** (show new and existing work and show each floor drawn to scale and fully dimensioned):

<input type="checkbox"/> Show size of all openings, swings of doors	<input type="checkbox"/> Identify uses of all rooms
<input type="checkbox"/> Show exiting systems to a public way	<input type="checkbox"/> Reference to section details
<input type="checkbox"/> Show location of electrical panels	
<input type="checkbox"/> Show location of all mezzanines and stairways	<input type="checkbox"/> Smoke Alarm locations
<input type="checkbox"/> Carbon Monoxide Alarm locations	
- Details Architectural/Structural**

<input type="checkbox"/> Cross Sections	<input type="checkbox"/> Framing details
<input type="checkbox"/> Bracing and support details	<input type="checkbox"/> Section details
<input type="checkbox"/> Protection of penetrations in floors and walls	<input type="checkbox"/> Ceiling assemblies
<input type="checkbox"/> Structural material specifications	<input type="checkbox"/> Flashing
<input type="checkbox"/> Door/window Schedules	<input type="checkbox"/> Footings, Piers, Grade Beams, etc.
<input type="checkbox"/> Structural connections-hold downs, welding	<input type="checkbox"/> Hardware
<input type="checkbox"/> Handrails, Guardrails, along with support details	

Electrical Plans

- Floor plan showing electrical item locations:**
 - Lighting fixtures/GFI Circuits
 - New and existing and to be removed
 - HVAC equipment
 - Receptacles and light switches
 - Panel locations/size
- Site plan showing service entrance conduit route**
- Load calculations subject to jurisdictional approval**

Additional Information

- **Sacramento Metropolitan Air Quality Management District** www.airquality.org – Project review for asbestos mitigation – 777 12th Street, 3rd Floor, Sacramento, CA 95814, (916) 874-4800
- **Sacramento Metropolitan Fire District** www.metrofire.ca.gov/ – Review of architectural, structural and fire suppression plans – 10545 Armstrong Ave Suite 310, Mather, CA 95655, (916) 859-4330
- **Sacramento Metropolitan Utility District (SMUD)** www.smud.org – Commercial Service Requirements: (916) 732-5700
- **Pacific Gas and Electric (PG & E)** www.pge.com – Business Customer Service Center: 1-(800) 468-4743
- **Sacramento Area Sewer District** www.sacsewer.com – Sewer connection fees - 10060 Goethe Rd., Sacramento, CA, 95827, Permit Services Unit / Fee Quotes: (916) 876-6100
- **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*
Sacramento City Unified School District Facility Support Services 425 1 st Ave, Sacramento, CA 95818 http://www.scusd.edu/facilities-support-services	(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>
Elk Grove Unified School District Facilities & Planning Department 9510 Elk Grove-Florin Road, Elk Grove, CA 95624 http://www.egusd.net/	(916) 686-7711	Res: \$5.94 per Sq. Ft. Com/Indust.: \$0.61 per Sq. Ft. <small>*verified 1/24/20</small>
Folsom-Cordova Unified School District Facilities & Planning Department 1965 Birkmont Drive, Rancho Cordova, CA 95742 http://www.fcusd.org/	(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>