



Plan Review Intake Checklist

Permit # _____ Submittal Date: _____

Permit Type: COMMERCIAL RESIDENTIAL

The following items are required for plan submittal.

Received	Required	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 Sets of Plans for Submittal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 sets of Plans for Partial Permit (as applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Original Building Permit Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notice to Property Owner form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agent for Owner / Contractor Authorization letter
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Special Inspection Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hazardous Materials form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Request for Utilities form (as applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Access Compliance for Existing Non-Residential Buildings form (as applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 sets of Structural Calculations (as applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 sets of Truss Calculations (as applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 sets of Energy Documentation (as applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 Geotechnical/Soils Report (for new buildings and additions)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approval document from Sacramento Area Sewer District (SASD), if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approval document from SMAQMD, if applicable

The following items are to be **addressed** with the customer **prior to completing intake**: Prior to issuance these items may be required from the applicant

Addressed	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Process for Metro Fire approval (plans are submitted electronically only)
<input type="checkbox"/>	<input type="checkbox"/>	Process for Sac County EMD approval (2 sets of plans required)
<input type="checkbox"/>	<input type="checkbox"/>	Process for Sacramento Area Sewer District approval (1 set of plans required)
<input type="checkbox"/>	<input type="checkbox"/>	Process for SMAQMD approval
<input type="checkbox"/>	<input type="checkbox"/>	Process for School District approval
<input type="checkbox"/>	<input type="checkbox"/>	Process for compliance with Construction, Waste and Debris Ordinance
<input type="checkbox"/>	<input type="checkbox"/>	Requirements for Planning, Public Works submittals
<input type="checkbox"/>	<input type="checkbox"/>	Payment of Fees to Sacramento County (1 set of plans required)
<input type="checkbox"/>	<input type="checkbox"/>	Separate permits being required for racking, separate structures, signs
<input type="checkbox"/>	<input type="checkbox"/>	Possibility of fees changing during plan review due to change-in-use, scope change, or if contract valuation changes

FOR OFFICE USE ONLY

Copy of Intake Checklist provided to project contact? YES NO

Copy of Permit Process Information provided to project contact? YES NO

Contact Name (Print)

Contact Signature

BSD Staff

Date