

CHAPTER 2: BUILDING PERMIT PROCESS

2.1 PREPARING AND SUBMITTING PLANS

2.1.1. Types of Building Permits

Building projects fall into two groups: residential and commercial. Residential projects include single-family or duplex dwellings. Commercial projects are associated with retail, office, industrial, and apartment houses of three or more dwellings.

Both types usually require a building permit and building plan submittal. The building plans must clearly illustrate what is to be constructed and demonstrate building code compliance.

2.1.2. When Building Permits are Required

Building permits are required when:

- Constructing a new building.
- Adding to or remodeling (interior or exterior) an existing building.
- Changing the use of a building.
- Conducting miscellaneous minor repairs such as reroofing, or changing out a water heater, or changing out electrical or gas service.

There is a [list of projects](#) that require building permits.

2.1.3. Submittal of Plans

Number of plan sets required:

- Three sets at permit application.
- Three plan sets for Environmental Management – Environmental Health if a restaurant or food service facility.
- Two additional sets of sprinkler plans complying with NFPA 13 – must be submitted directly to Fire District.

Building plan sets are submitted to the Building Permits and Inspection Division. For a complete list of building plan requirements, please see **Exhibit 2.1** (pg. 15). Please see **Exhibit 2.2** (pg. 18) for diagram on Building Permit workflow process.

Permit Center Locations (Closest to the Delta)

- Downtown Full Service Commercial Center
 - 827 7th Street, Room 102, Sacramento, CA 95814 (916) 875-5296
 - Hours: Monday – Friday, 8:30 a.m. to 4:30 p.m.
 - Parking: Bring parking stub to counter for one hour validated parking at 725 7th Street – County Parking Garage.



- Bradshaw Full Service Residential Center
 - 9700 Goethe Road, Suite A (Hwy 50/Bradshaw Road), Sacramento, CA 95827 (916) 875-5296
 - Hours: Monday – Friday, 8:30 a.m. to 4:30 p.m.



[Center Location Maps](#)

Applicants with commercial building plans should go to the Downtown Full Service Commercial Center (827 7th Street, Room 102). Applicants with residential building plans could go to either the Downtown Full Service Commercial or the Bradshaw Full Service Residential Center (9700 Goethe Road, Suite A). Most residential plans submitted at the Downtown office will be routed to the Bradshaw office.

Permits can be issued to properly licensed contractors, and owner/builders who accept full responsibility for the project. On commercial projects, tenants may also be considered owner/builders for permit purposes.

During this stage, an actual building plan must be prepared that includes foundations, drainage facilities, structures, and utilities (electrical, plumbing, gas) that will be constructed. Utilities include sewer, water, electrical and gas. Submittal to other agencies for review may also be required.

Some building permits can be [applied for online](#). Online building permits are may be issued for projects associated with one and two family dwellings (this includes duplex homes). Permits related to apartments, condominiums and fourplexes are also included. Permits for commercial building projects such as, but not limited to offices, retail, hotel and manufacturing are not issued online.

New applications take time. For the best possible customer service, please arrive prior to 3:00 pm.

2.1.4. Other Important Considerations

The following are very important considerations you must consider while pursuing a building permit:

- Your project may need a Planning Entitlement(s) (conditional use permit, parcel map, etc.) before you can attain a building permit. Please see Chapters 4 and 5.
- Your project may be located in a designated floodplain. Therefore, please see **Exhibit 2.3** (pg. 19) to see how the recent decertification of Delta levees will affect your project.



Helpful Links

- [Do I need a Building Permit?](#)
- [Building Codes](#)
- [Most Frequently Used Applications](#)
- [Commercial Permits](#)
- [Residential Permits](#)
- [Documents](#)
- [Do I need a Contractor?](#)
- [Frequently Asked Questions](#)

Information on Building Permit Fees

- [Forms of Payment Accepted](#)
- [Where to Pay Fees](#)

Exhibit 2.1

Building Plan Requirements

Residential Plans:

- Assessors' Parcel Number (APN) – need address
- Plot plan showing property lines, setbacks, drainage plan, SWPPP¹, as well as easements and distance to existing structures and location of new work
- Architectural plans including floor plans, roof plans, elevations, cross sections, details, and electrical items, name and contact info
- Structural plans showing foundation plans and anchorage, floor and roof framing plans and details
- Structural calculations as required (need PE #) (Stamped and signed)
- Energy compliance documents as required

Commercial Plans:

- Plot plan showing property lines, existing structures and location of new work
- Architectural plans including floor plans, roof plans, elevations, details, and electrical items
- Structural plans showing foundation plans and anchorage, floor and roof framing plans and details
- Structural calculations as required (Stamped and signed)
- Energy compliance documents as required
- Mechanical plans showing equipment, ductwork, etc.
- Plumbing plans and calculations showing the fixtures, gas, connections to existing work, etc.
- Electrical plans showing panel schedules, load calculations, single line diagrams, lighting, equipment, switching, site work, etc.
- Parking lot photometric light plan (New buildings and additions)
- Landscape drawing
- Food equipment plans (for restaurant)
- Civil drawings* (New buildings and additions)
- Soils reports as required (New buildings and additions)
- Pay fees when plans are submitted. Balance of fees due when plans are approved.

¹ Storm Water Pollution Prevention Plan

* Submit Civil Improvement Plans to Site Improvement & Permits Section

Note: If Design Review is needed, more drawings will be required. Please see pg. 35.

2.2 BUILDING INSPECTIONS

2.2.1. On-Site Inspections

During this stage, a building inspector visits the building or facility location to check (inspect) that construction is consistent with the approved building plans and required building and safety codes.

The approved building plan includes information that shows where and how all foundations, structures, and utilities (electrical, plumbing, gas) must be constructed and installed for the project. All approved documents and plans must be onsite during construction and inspections.

Homeowners or their contractors should contact the County's Building Permits and Inspection Division and request an inspection at necessary stages in the construction process. If the inspector finds problems with the construction, a "Notice of Correction" will be issued. The problem must be corrected before calling another inspection.

The contractor or the homeowner must request an inspection by calling (916) 875-5296 or request an inspection online at:
https://actonline.saccounty.net/CitizenAccess/sacco_help.aspx

Information Needed:

To schedule an inspection: go to https://actonline.saccounty.net/CitizenAccess/sacco_help.aspx. Refer to inspection check list to determine when an inspection is required.

How to Schedule an Inspection

You must be a registered user and logged into your account to schedule inspections and select the correct inspection code. For full Permit search capabilities, log in to the Permit System or search capabilities are restricted to status searches.

[Step-by-step directions in scheduling an inspection.](#)

2.3 BUILDING OCCUPANCY

2.3.1. Certificate of Occupancy

In most cases, issuance of the Certificate of Occupancy (Certificate) is the final step in the building permit process. At this stage, construction is complete but the structure cannot be occupied until the Certificate is obtained. Commercial and multifamily construction projects must obtain a Certificate. Certificates are issued when all work for which the Building Permit was issued is complete and has had a final inspection. A new certificate may not be required for existing buildings that are or have been legally occupied. Certificates are issued at the Building Permit Centers (See pg. 13).

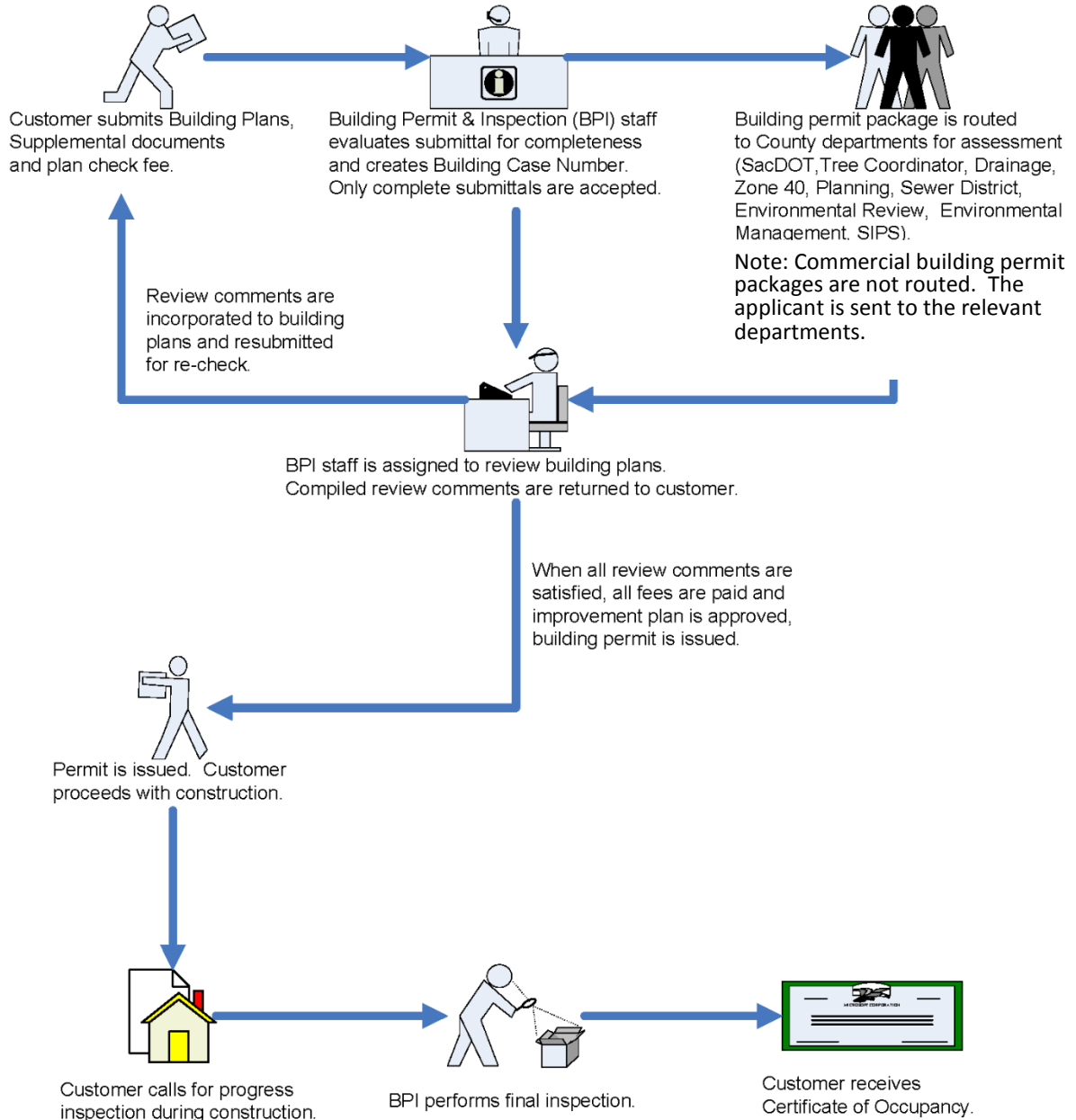
This may take several weeks to complete, as there may be a need to collect reports from a number of agencies before the case can be closed and a certificate issued.

Please note that one and two-family residential dwellings do not require a Certificate.



Exhibit 2.2

SACRAMENTO COUNTY COMMUNITY DEVELOPMENT DEPARTMENT Building Permit Plan Workflow Process



Breaking Ground: Your Guide to Development in Sacramento County. Sacramento County, 2013.

Exhibit 2.3

Decertification of Delta Levees and How This Affects Your Project

Effective August 16, 2012, the Federal Emergency Management Agency (FEMA) mapped the Delta into the Special Flood Hazard Area after de-certifying the levees. The result being that all new structures (exception allowed for garages and barns) must be elevated at least 18 inches above the base flood elevation. Elevation may occur on fill or on a raised flood-resistant foundation. The following table shows the typical ground elevation and base flood elevation for communities in the Delta. These are estimates only and may not be accurate for your property.

Community	Typical Ground Elevation	Base Flood Elevation
Hood	9 ft.	18 ft.
Courtland	10 ft.	16 ft.
East Walnut Grove	8 ft.	17 ft.
West Walnut Grove	4 ft.	10 ft.
Locke	10 ft.	17 ft.

If you are planning to build within a floodplain, you will be required to attain a floodplain management permit from the County. If you plan to build or grade within a federal or local floodplain, you should contact County Water Resources staff at (916) 874-6851. Staff will be able to provide you information on your property's ground and base flood elevations. The Department of Water Resources has information about building in a floodplain, complying with floodplain regulations, and floodplain management permits. This information can be obtained at:

<http://www.stormready.saccounty.net/Pages/Building-in-a-Floodplain.aspx>.

County Water Resources also has a [public counter](#) located at 827 7th Street, Sacramento, 95814.

Additions can be made to existing structures without meeting the above requirements if the value of the addition area is less than 50 percent of the market value of the existing structure. Structures in the Locke and Walnut Grove Historical Preservation Districts may be also improved or repaired to maintain their historical significance without meeting the above requirements by attaining a variance from the [Floodplain Management Ordinance](#). This variance is obtained from the Board of Supervisors.

CHAPTER 2 LINKS

Section 2.1	
Building Codes	http://www.building.saccounty.net/Pages/BuildingCodes.aspx
Most Frequently Used Applications	http://www.building.saccounty.net/Pages/MostFrequentlyUsedApplications.aspx
Commercial Permits	http://www.building.saccounty.net/Pages/ProjectTypes-Commercial.aspx
Residential Permits	http://www.building.saccounty.net/Pages/ProjectTypes-Residential.aspx
Documents and Handouts	http://www.building.saccounty.net/Pages/Documents.aspx
Do I need a Contractor?	http://www.building.saccounty.net/Pages/DoINeedaContractor.aspx
Do I need a Building Permit?	http://www.saccounty.net/news/latest-news/Pages/Do-I-Really-Need-a-Building-Permit.aspx
Frequently Asked Questions	http://www.building.saccounty.net/Pages/FAQs.aspx
List of Projects Requiring Permits	http://www.building.saccounty.net/Pages/Getting%20Started/GettingStarted.aspx
Permit Center Location Maps	http://www.saccounty.net/Government/Pages/ServiceCentersMap.aspx
Building Permits which can be Applied for Online	http://www.building.saccounty.net/Pages/ListingofOnlinePermits.aspx
Forms of Payment Accepted	http://www.building.saccounty.net/Pages/FormsofPaymentWeAccept.aspx
Where to Pay Fees	http://www.building.saccounty.net/Pages/FormsofPaymentWeAccept.aspx
Section 2.2	
To Schedule an Inspection	http://www.building.saccounty.net/Pages/default.aspx
Step-by Step Directions to Schedule an Inspection	https://actonline.saccounty.net/CitizenAccess/Customize/en-US/SACCO_files/Help_pdfs/ACA_Scheduling_An_Inspection.pdf
Information for Building in the Floodplain	http://www.waterresources.saccounty.net/stormready/Pages/Building-in-a-Floodplain.aspx
Floodplain Map Information Service	http://www.waterresources.saccounty.net/stormready/Pages/MapInformationService.aspx
Section 2.3	
Floodplain Management Ordinance	http://www.waterresources.saccounty.net/Drainage/2014%20Floodplain%20Management%20Ordinance.pdf