

COMMERCIAL

Electronic Over the Counter (E-OTC) Plan Review Criteria and Request

An expedited plan review fee will be assessed to projects that obtain approval

Commercial: To request the service: Please email Eotc@cityofsacramento.org between **10:00 am and 3:00 pm** on any business day to request the service for the following business day. This email box will **only accept emails between these hours**. Emails which are received outside the hours of 10 am-3 pm will automatically be deleted. **Each emailed E-OTC request must include the following separate attachments in PDF format: 1. APP file: Completed application- form CDD-0200 and Signed form CDD-0114 - E-OTC Plan Review Criteria and Request (this form) 2. PLANS file: construction plans 3. SUPP file: Supporting Documents where applicable (Calculations, forms, etc.) Submission of an email does not guarantee acceptance into the service. Please visit our OTC webpage for more complete information on the processes of the service.**

Projects eligible for E-OTC review include

- | | |
|---|---|
| <input type="checkbox"/> Basic Interior alterations | <input type="checkbox"/> Minor Electrical |
| <input type="checkbox"/> HVAC installations (<i>see note #11 below</i>) | <input type="checkbox"/> Ansul Systems |

Limitations and Conditions:

Projects that do NOT qualify for OTC:

1. First time tenant improvements, additions, new detached structures, and housing cases.
2. Projects requiring approval from other departments, such as: Utilities, Design Review, Preservation Development Engineering, County Health, etc.
3. Projects with changes in occupancy group classifications.
4. Projects greater than 3,000 sq. ft.
5. Projects that require major disability access review or hardships.

Additional Limitations and Conditions:

6. Estimated plan review time exceeding 20 minutes may not qualify.
7. Plan review staff reserves the right to deem any project not appropriate for OTC review based on the completeness of plans and/or complexity of the project.
8. Occupancy groups B and M only.
9. Minor dry rot and fire damage repairs will be considered on a case-by-case basis, regardless of occupancy group.
10. Structural modifications requiring engineering must be minor in nature.
11. HVAC installs over 400 lbs. require a structural framing plan, engineered anchorage details and engineered calculations verifying the existing framing and anchorage.
12. Simple commercial revisions will be considered on a case by case basis, provided the applicant supplies the approved Job Copy of original plans. The revised sheets must be prepared in accordance with form CDD-0269.

All other reviews and re-submittals shall be submitted and targeted for formal review.

E-OTC Memorandum of Understanding

I understand that this is a request and not a guarantee that my project will be reviewed within this service. No request is deemed to qualify for the service until all required reviewers have confirmed acceptance. I understand that if my request is denied, I will need to make a separate submittal, as per normal procedures and timelines.

I confirm that my plans conform to the OTC criteria as outlined in this document.

Applicant's Name: _____ Cell Number: _____

Applicant's Signature: _____ Date: _____

See page 2 of 2 for Residential Criteria and Memorandum of Understanding

RESIDENTIAL

Electronic Over the Counter (E-OTC) Plan Review Criteria and Request

An expedited plan review fee will be assessed to projects that obtain approval

Residential: To request the service: Please email Eotc@cityofsacramento.org between **10:00 am and 3:00 pm** on any business day to request the service for the following business day. This email box will **only accept emails between these hours**. Emails which are received outside the hours of 10 am-3 pm will automatically be deleted. **Each emailed E-OTC request must include the following separate attachments in PDF format: 1. APP file: Completed application- form CDD-0200 and Signed form CDD-0114 - E-OTC Plan Review Criteria and Request (this form) 2. PLANS file: construction plans 3. SUPP file: Supporting Documents where applicable (Calculations, forms, etc.) Submission of an email does not guarantee acceptance into the service. Please visit our [OTC](#) webpage for more complete information on the processes of the service.**

Projects eligible for E-OTC review include:

- | | | |
|--|--|---|
| <input type="checkbox"/> Tile Roof Calculations | <input type="checkbox"/> Conversions of attached garages | <input type="checkbox"/> Outdoor pools and spas |
| <input type="checkbox"/> Remodels with minor structural changes | <input type="checkbox"/> Patio enclosures | <input type="checkbox"/> General code questions |
| <input type="checkbox"/> Most attached patio covers and trellises | | |

Limitations and Conditions:

Projects that do NOT qualify for E-OTC:

1. New detached structures, additions, revisions, and housing cases.
2. Projects requiring approval from other departments, such as: Utilities, Design Review, Development Engineering, etc. **(Exceptions- Pools/Spas and Attached Sunrooms)**

Additional Limitations and Conditions:

3. Estimated plan review time exceeding 20 minutes may not qualify.
4. Plan review staff reserves the right to deem any project not appropriate for OTC review based on the completeness of plans and/or complexity of the project

All other reviews, revisions, and re-submittals shall be submitted and targeted for formal review.

E-OTC Memorandum of Understanding

I understand that this is a request and not a guarantee that my project will be reviewed within this service. No request is deemed to qualify for the service until all required reviewers have confirmed acceptance. I understand that if my request is denied, I will need to make a separate submittal, as per normal procedures and timelines.

I confirm that my plans conform to the E-OTC criteria as outlined in this document.

Applicant's Name: _____ Cell Number: _____

Applicant's Signature: _____ Date: _____