

Commercial New Buildings and Additions Take-In Sheet

The following items shall be provided when plans are submitted to the Building Divisions for plan review and permit issuance of a new structure. This applies to new commercial structures and multi-family residential projects with three or more units. A comprehensive list of items required on the plans has been identified for each discipline. The list may also identify when a plan is necessary for submittal. Additional information on the plans may be required at the discretion of the discipline reviewing the plans.

Applicant		Items	City Staff	
Yes	No		Yes	No

Zoning /Land Use Approval from the Planning Division:

<input type="checkbox"/>	<input type="checkbox"/>	Planning approval must be acquired prior to submitting a building permit application to the Building Division. Approval is conveyed via an approved PLN record submitted online at: https://aca-prod.accela.com/sacramento/Default.aspx		
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Environmental Health Department Submission: Call (916) 874-6010 – Plan Review

<input type="checkbox"/>	<input type="checkbox"/>	If the proposed use for the new building, addition or addition and remodel involves any of the following uses a receipt for project submission to Environmental Health is required with your application. <ul style="list-style-type: none"> The retailing or distribution of food to the public. This includes the following: <ul style="list-style-type: none"> Catering facilities Church kitchens or food areas Food banks, soup kitchens or shelters providing or distributing food Food retailers: supermarkets, convenience stores, restaurants, delicatessens, or similar uses Cottage Food Operations selling food made at home Body Art facilities: providing tattooing, permanent cosmetics, piercing, or branding <ul style="list-style-type: none"> Call (916)-875-8440 – Environmental Management Department (EMD) Facilities involving public pools and/or spas, wading pools, and spray grounds 		
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ELECTRONIC PLAN CHECK* IS REQUIRED FOR ALL PLAN REVIEW SUBMITTALS AND RESUBMITTALS.

Required Basic Construction Plan Features:

<input type="checkbox"/>	<input type="checkbox"/>	Cover Sheet shall include: <ul style="list-style-type: none"> Address of Subject Property, Vicinity Map, North Arrow, Cross Streets, Assessor’s Parcel Number (APN) Sheet Index Detailed Description of Work Complete Code Analysis including an Area Analysis, Breakdown of Sq. Ft. per Occupancy Group/Use(s) and Construction Type, Separated/Non-Separated Designation (mixed use), Parcels Zoning Designation and Acreage Building Type: All-Electric or Mixed-Fuel <ul style="list-style-type: none"> Limited Exemption from All-Electric Requirements (list applicable exemption[s]) Approved Infeasibility Waiver Record # Declaration of State and Local Building Codes & Cycle Declaration of any Deferred portions of work 		
<input type="checkbox"/>	<input type="checkbox"/>	General Information on Each Sheet shall include: <ul style="list-style-type: none"> Project Name and Address Licensed Professional’s Signed Stamp and Phone Number Fire Deferral Overhead Additional information to be included on each plan sheet for each discipline is identified below 		

Building and Life Safety – Plan Set Requirements:

<input type="checkbox"/>	<input type="checkbox"/>	Civil Drawings		
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Applicant		Items	City Staff	
Yes	No		Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	Architectural Drawings (i.e., site plan, floor plan, seating plan, roof plans, elevations, details and/or sections)		
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed property lines and all applicable easements shall be depicted on the drawings		
<input type="checkbox"/>	<input type="checkbox"/>	Structural Drawings (i.e., foundation plan, floor framing plan, roof framing plan, sections and/or details)		
<input type="checkbox"/>	<input type="checkbox"/>	Structural Calculations stamped and wet signed by design professional		
<input type="checkbox"/>	<input type="checkbox"/>	Title 24 Energy Calculations, Forms, and Mandatory measures (Note: forms ENV-1, Mech-1, and LTG-1 shall be signed by design engineer and shall be a part of the approved plans)		
<input type="checkbox"/>	<input type="checkbox"/>	Soils Report		
<input type="checkbox"/>	<input type="checkbox"/>	Hazardous Material Declaration (list type & quantities of chemicals stored on site)		
<input type="checkbox"/>	<input type="checkbox"/>	Elevation Certificate, if within Flood Zone		

Plumbing – Plan Set Requirements:

<input type="checkbox"/>	<input type="checkbox"/>	Single line and/or isometric drawings showing location, POC, pipe material, sizing calculations and size of: <ul style="list-style-type: none"> • Drains, wastes, vents, and condensate lines • Potable water and hydronics • Gas lines 		
<input type="checkbox"/>	<input type="checkbox"/>	Water heater details including seismic strapping		
<input type="checkbox"/>	<input type="checkbox"/>	Roof drains and overflows sized for 3" rainfall per hour		
<input type="checkbox"/>	<input type="checkbox"/>	Potable water PSI test for sizing		
<input type="checkbox"/>	<input type="checkbox"/>	Backflow device per city standard		
<input type="checkbox"/>	<input type="checkbox"/>	Required plumbing fixture calculations per CPC table 422.1		
<input type="checkbox"/>	<input type="checkbox"/>	Energy Code Compliance Documents For Plumbing Appliances		
<input type="checkbox"/>	<input type="checkbox"/>	ALTERNATE WATER SYSTEMS – Required for certain new non-residential buildings		

Mechanical – Plan Set Requirements:

<input type="checkbox"/>	<input type="checkbox"/>	For remodels provide demo sheets		
<input type="checkbox"/>	<input type="checkbox"/>	Equipment Schedule – show tonnage, weight, SEER/EER, make and model number		
<input type="checkbox"/>	<input type="checkbox"/>	Size and location of all duct work, plenums, registers, exhaust fans, fire/smoke dampers, fresh air intakes, Makeup air for Hoods and dryers, and air flow in CFM's		
<input type="checkbox"/>	<input type="checkbox"/>	Size and location of all combustion makeup air openings (when gas appliances are used)		
<input type="checkbox"/>	<input type="checkbox"/>	Size, type and termination of any gas vents, grease ducts, etc.		
<input type="checkbox"/>	<input type="checkbox"/>	Indicate which rooms are to be conditioned and how		
<input type="checkbox"/>	<input type="checkbox"/>	Provide minimum required ventilation and outside air (per current CMC and Title 24, Part 6 Energy Code)		
<input type="checkbox"/>	<input type="checkbox"/>	Energy Code compliance documents for mechanical: if modifying $\geq 40'$ of ducting and/or installing new significant equipment		
<input type="checkbox"/>	<input type="checkbox"/>	Walk-in-cooler boxes: provide condensate, spec sheets from manufacturer and/or details of any site build		
<input type="checkbox"/>	<input type="checkbox"/>	Hoods: <ul style="list-style-type: none"> • Provide CFM calculations, locations, type and size of hood, duct, and equipment • Provide CFM of exhaust, make-up air, and balance schedule • Type of fire suppression equipment • Location of exhaust termination, provide equipment installation instructions and listings 		
		Note: Food service Handling Facilities, other than wholesale, require proof of submittal to County Environmental Health Department.		

Applicant		Items	City Staff	
Yes	No		Yes	No

Electrical – Plan Set Requirements:

<input type="checkbox"/>	<input type="checkbox"/>	Electrical Plans shall include:		
		<ul style="list-style-type: none"> • Light Fixture Schedule, include description type and fixture loads • Lighting layout, switching and circuitry identification • Receptacle equipment layout and circuitry • Equipment schedule • HVAC equipment location, supply voltage and demand, their disconnects and circuitry • Misc. Electrical equipment and circuitry • Location of SMUD transformer, service equipment, panels, controllers, etc. 		
<input type="checkbox"/>	<input type="checkbox"/>	Load Calculations: Complete NEC calculations based on Sq. Ft. and with actual loads, include 125% for continuous loads and add 25% of largest motor		
<input type="checkbox"/>	<input type="checkbox"/>	Complete Panel Schedules:		
		<ul style="list-style-type: none"> • Voltage & ampere ratings • Phase and wire no. (3 or 4 wire) • Breaker or fuse sizes • Main Circuit Breaker (M.C.B.) or Main Lugs Only (M.L.O.) • AIC rating (service, panel boards, etc.) • Loads of each circuit • Panel total load 		
<input type="checkbox"/>	<input type="checkbox"/>	Provide Title 24 Energy Documents		
Note: All new or upgraded services require a commitment letter from SMUD.				

Fire – Plan Set Requirements:

<input type="checkbox"/>	<input type="checkbox"/>	Water Supply Test (Required at time of formal plan submittal)		
<input type="checkbox"/>	<input type="checkbox"/>	Indicate on cover sheet deferred submittals		
<input type="checkbox"/>	<input type="checkbox"/>	Indicate on Architectural Cover Sheet the amount of required fire flow required by CFC B and the required number of hydrants per unadjusted amount of fire flow per CFC C		
<input type="checkbox"/>	<input type="checkbox"/>	Indicate on Architectural Cover Sheet any alternate means and methods		
<input type="checkbox"/>	<input type="checkbox"/>	Fire Sprinkler and Fire Alarm plans with calculations and material data sheets		
<input type="checkbox"/>	<input type="checkbox"/>	Path of Fire Department access to site with turning radius and curb identification		
<input type="checkbox"/>	<input type="checkbox"/>	Location of existing and new fire hydrants that are used for the sites fire flow		
<input type="checkbox"/>	<input type="checkbox"/>	Underground fire water piping plan with size and type of pipe		
<input type="checkbox"/>	<input type="checkbox"/>	Underground details, including thrust block, slab penetration, footing penetration, fire department connection(s), vault, and valves details		
<input type="checkbox"/>	<input type="checkbox"/>	Fire flow calculations		
<input type="checkbox"/>	<input type="checkbox"/>	Indicate the location and operation of all new and existing fences and gates		
<input type="checkbox"/>	<input type="checkbox"/>	Location of Knox devices for fire department access to site and building		
<input type="checkbox"/>	<input type="checkbox"/>	Location of Fire Department Control Room		
<input type="checkbox"/>	<input type="checkbox"/>	Material Safety Data Sheets for all hazardous, flammable, and combustible materials		
<input type="checkbox"/>	<input type="checkbox"/>	Quantities, size of container and type of container for all hazardous, flammable, and combustible		

Site or Plot – Plan Set Requirements:

<input type="checkbox"/>	<input type="checkbox"/>	Photo Metrics of all exterior lighting		
<input type="checkbox"/>	<input type="checkbox"/>	Lighting location on site plan and building elevation		

Applicant		Items	City Staff	
Yes	No		Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	Comply with City Zoning Ordinance Requirements in Chapter 17 for all site development		
<input type="checkbox"/>	<input type="checkbox"/>	Signage typically is under a separate permit		

Landscape & Irrigation Plan Set Requirements:

New commercial construction projects with landscaping shall comply with 2025 Green Code section 5.304. Design must comply with the Prescriptive measures in Appendix D of City Code Section 15.92, or the California Department of Water Resources MWEL0, whichever is most stringent.

<input type="checkbox"/>	<input type="checkbox"/>	Completed Application for Prescriptive Compliance Option (Checklist) with Water Efficient Landscape Requirements App. D (Form CDD-0323) signed by Project Applicant and Licensed Landscape Architect		
<input type="checkbox"/>	<input type="checkbox"/>	Landscape plans documenting elements of the Appendix D Checklist signed and stamped by Licensed Landscape Architect		

Performance Compliance Method:

<input type="checkbox"/>	<input type="checkbox"/>	Plans must be signed by a licensed Landscape Architect		
<input type="checkbox"/>	<input type="checkbox"/>	Plan shall be provided with formal submittal packet		
<input type="checkbox"/>	<input type="checkbox"/>	Site plan delineating all landscaped planter areas		
<input type="checkbox"/>	<input type="checkbox"/>	Identification of all plant material (plant legend including tree and plant species)		
<input type="checkbox"/>	<input type="checkbox"/>	Parking lot shading and interior landscaping calculations		
<input type="checkbox"/>	<input type="checkbox"/>	Reduce pressure valve (RP)		
<input type="checkbox"/>	<input type="checkbox"/>	Provide M.A.W.A. water calculations		
<input type="checkbox"/>	<input type="checkbox"/>	Provide irrigation schedule and legend		
<input type="checkbox"/>	<input type="checkbox"/>	Water efficient landscape worksheet (Appendix B of City Code 15.92) with all required information and calculations		

Utilities – Plan Set Requirements:

<input type="checkbox"/>	<input type="checkbox"/>	Clearly defined property line		
<input type="checkbox"/>	<input type="checkbox"/>	Drainage study, hydrology and hydraulic calculations, shed map and overland flow release map, signed and stamped by the engineer of record		
<input type="checkbox"/>	<input type="checkbox"/>	Water quality swale calculations, signed and stamped by the engineer of record (if water quality swale is proposed for the project)		
<input type="checkbox"/>	<input type="checkbox"/>	Storm Water Pollution Prevention Plan (SWPPP), certified by the owner or owner’s authorized representative (if total disturbed area is greater than 1 acre)		
<input type="checkbox"/>	<input type="checkbox"/>	Water supply test		

<input type="checkbox"/>	<input type="checkbox"/>	Civil Plans <ol style="list-style-type: none"> 1. Title Sheet with standard General Notes, official city benchmark, utilities contacts, flood zone reference, building square footage information, site acreage, key map, index to sheet and site overview plan. 2. A topographic sheet based on the official city benchmark showing property lines, R/W lines, easements, and existing utilities. Adjacent off-site topography shall also be shown to the extent necessary to determine the impacts to the surface drainage paths. 3. A grading sheet showing existing and proposed elevations and finished floor elevation. Cross sections showing existing and proposed ground lines, fences, wall, PL, R/W, drainage arrows, utilities, and dimensions. Finished pavement section and base information. 4. Drainage sheet detailing on-site drainage and sewer system slope/length/size information invert and rim elevations of drop inlets and manholes, pipe material and bedding information. Provide details of DIs and MH if non-city standards are used. 5. Utility sheet showing on-site fire, domestic water system with Standard General Water Notes, location of service connections, meters and RP assemblies and details. Include irrigation point of connection. 6. Erosion and Sediment Control Plan with Standard Erosion Sediment Control Notes, location of BMPs selected details of BMP and maintenance schedule (if pavement is greater than 1000 Sq. Ft.). See www.sacstormwater.org. 7. Pavement plan with curb details. 		
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Food Equipment – Plan Set Requirements:

<input type="checkbox"/>	<input type="checkbox"/>	Make, manufacturer and model number of all food equipment (must be NSF or equivalent)		
<input type="checkbox"/>	<input type="checkbox"/>	Water Heater information: type, size, recovery rate, etc.		
<input type="checkbox"/>	<input type="checkbox"/>	Storage areas for food, employee garments and cleaning supplies		
<input type="checkbox"/>	<input type="checkbox"/>	Interior room finishes		
<input type="checkbox"/>	<input type="checkbox"/>	Electrical Nameplate Rating		
<input type="checkbox"/>	<input type="checkbox"/>	Weight of equipment if over 400 lbs.		

Development Engineering – Plan Set Requirements:

A separate submittal to Development Engineering may be required when the scope of your project includes any of the items listed below. Authorization for these scopes of work is given by Development Engineering, a section of the Public Works Department. The separate submittal(s) may hold the resubmittal and/or issuance of any associated building permit. The permit(s) should be submitted such that they are reviewed concurrently with the on-site development and/or improvements.

<input type="checkbox"/>	<input type="checkbox"/>	Encroachment Permits <ul style="list-style-type: none"> • Major <ul style="list-style-type: none"> ○ Frontage Improvements (Curb/Gutter/Sidewalk/Alley/Roadway Installation) (Greater than 100 Lineal Feet) ○ Roadway Widening ○ Roadway Striping Work ○ Utility Main Installation/Extension ○ Street Light Installation • Minor <ul style="list-style-type: none"> ○ Minor Alley and/or Curb/Gutter/Sidewalk Installation or Repairs (Less than 100 Lineal Feet) ○ Utility Taps/Connections (Water/Sewer/Storm Drain/Fire Water) ○ Drain Inlet Installation ○ Dry Utility Trenching (Gas/Electric) ○ Alley Sign Installation 		
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<input type="checkbox"/>	<input type="checkbox"/>	Mapping	
		<ul style="list-style-type: none"> • Lot Line Adjustment/Lot Merger • Final Map (Lot Splits) • Tentative Subdivision Map • Tentative Parcel Map • Master Tentative Map 	
<input type="checkbox"/>	<input type="checkbox"/>	Revocable Permits	
		<ul style="list-style-type: none"> • Awning • Bike Racks • Door Swings into Public Right of Way • Monitoring Wells • Street Light Banners • Roof Drains leading onto Sidewalk 	
<input type="checkbox"/>	<input type="checkbox"/>	Tentative Improvement/Existing Projects	
		<ul style="list-style-type: none"> • Building Addition of 500 Sq. Ft. or greater • Surface Improvement of 1000 Sq. Ft. or greater • Utility Taps (Water/Sewer/Storm Drain/Fire Water) • Drain Inlet Installation/Relocation • Hydrant Installation/Relocation • Roof Drains leading onto sidewalk or Through-Sidewalk Drains • Curb, Gutter, Sidewalk, and/or Alleyway Repairs • Roadway Widening/Improvement • Street Light Installation/Relocation • Entitlement Required w/Change of Use (change of use from 100% residential to 100% office in an RO zone) 	
<input type="checkbox"/>	<input type="checkbox"/>	Entitlements (New or Existing)	
		<ul style="list-style-type: none"> • Special Permit for Drive-Through • Request to Add Drive-Thru • Major Project – 30,000 Sq. Ft. or greater • General/Community Plan Amendment • Rezone 	

Miscellaneous Items Required Prior to Permit Issuance:

<input type="checkbox"/>	<input type="checkbox"/>	Owner/Builder Form (legal document)		
<input type="checkbox"/>	<input type="checkbox"/>	Current Certificate of Workers' Compensation		
<input type="checkbox"/>	<input type="checkbox"/>	Air Quality		
<input type="checkbox"/>	<input type="checkbox"/>	Letter of Authorization Required to sign by Contractor or Owner		
<input type="checkbox"/>	<input type="checkbox"/>	School Impact Fee (copy of paid receipt)		
<input type="checkbox"/>	<input type="checkbox"/>	HCD Forms for Modular/Coaches – Call (800) 952-8356, Housing and Community Development		
<input type="checkbox"/>	<input type="checkbox"/>	County Regional Sanitation Fee (copy of paid receipt)		
<input type="checkbox"/>	<input type="checkbox"/>	Habitat Conservation Plan Fee (Bob Robinson or Farmarz Ansari)		
<input type="checkbox"/>	<input type="checkbox"/>	Flood Elevation Certificate		
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Environmental Health Department approved plans – Call (916)-875-8440, EMD		
<input type="checkbox"/>	<input type="checkbox"/>	Fees paid		