

## Residential Addition/Interior Remodel Take-In Sheet

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: <a href="https://aca-prod.accela.com/sacramento/Default.aspx">https://aca-prod.accela.com/sacramento/Default.aspx</a>		
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**ELECTRONIC PLAN CHECK\* IS REQUIRED FOR ALL PLAN REVIEW SUBMITTALS AND RESUBMITTALS.**

<input type="checkbox"/>	<input type="checkbox"/>	Submit electronically at: <a href="https://aca-prod.accela.com/sacramento/Default.aspx">https://aca-prod.accela.com/sacramento/Default.aspx</a>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>When the scope of your project necessitates, the following documents are required:</b> <ul style="list-style-type: none"> <li>Structural Calculations</li> <li>Soils Reports for all subdivisions are required</li> <li>Truss Calculations</li> <li>Fire Sprinkler Calculations</li> <li>Special Inspection Form</li> </ul>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Minimum size and scale requirements for electronic plans:</b> <ul style="list-style-type: none"> <li>No less than 11" x 17"</li> <li>Site and Civil Plans: no less than 1/8"=1'; all other plan sheets no less than 1/4"=1'</li> </ul>		

**Required Basic Construction Plan Features: When project creates an additional Dwelling unit, please reference CDD-0312 for required Electrical, Plumbing, Site, and Utilities information to be included on plans.**

<input type="checkbox"/>	<input type="checkbox"/>	<b>Cover Sheet shall include:</b> <ul style="list-style-type: none"> <li>Address of Subject Property</li> <li>Detailed Description of Work to be covered by the building permit</li> <li>Declared Occupancy Group/Use for which the proposed work is intended (in the residential environment usually R3 or U)</li> <li>Declaration of Designer or licensed professional signed stamp, if the scope of work requires a licensed design professional</li> <li>Declaration of State and Local Building Codes &amp; Cycle to which the plans are compliant</li> </ul>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Site or Plot Plan shall include:</b> All points of connection (i.e., sewer, and water lines); if present, abandoned septic noted. North arrow and optionally a vicinity map.		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Architectural Plans shall include:</b> Floor plan, elevations, sections, and details necessary to review for compliance with state and local building code regulations. All rooms should be labeled with their existing and proposed uses. Additions require a floor plan of the entire house not just the addition		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Structural Plans shall include:</b> Foundation, roof framing, ceiling framing, floor framing, braced wall/shear wall plans		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Electrical Plans shall include:</b> Switch, outlets, and lighting locations scaled such that code compliance can be determined		
<input type="checkbox"/>	<input type="checkbox"/>	<b>California Energy Code, Title 24, Part 6:</b> California State Energy code requires the energy compliance documents be integrated into your plans		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Cal-Green, Title 24, Part 11 compliance documents:</b> See form CDD-0183 – this applies to conditioned area		

**Fire Department Review Required:**

<input type="checkbox"/>	<input type="checkbox"/>	Structures with any point greater than 150' from city street may require a fire hydrant and/or a sprinkler system with an access road and a turnaround		
<input type="checkbox"/>	<input type="checkbox"/>	3,600 sq. ft. (of useable space under the same roof) or more requires 1,500 GPM min. water flow. Note: 3,600 sq. ft. is area under roof structure not just habitable space		

\* Electronic Plan Check (EPC) – for details about the EPC process, see EPC Submittal Checklist (CDD-0316) and the EPC Building Permit Submittal Requirements documents available on the CDD Building Division website under Plan Review/Electronic Plan Check.