City of SACRAMENTO
Community Development

300 Richards Blvd., 3rd Floor
Sacramento, CA 95811
Help Line: 916-264-5011
www.cityofsacramento.gov/cdd

Residential Addition/Interior Remodel Take-In Sheet

Applicant		Items	City Staff	
Yes	No		Yes	No
Zoning/Land Use Approval from the Planning Division:				
☐	☐	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		
ELECTRONIC PLAN CHECK* IS REQUIRED FOR ALL PLAN REVIEW SUBMITTALS AND RESUBMITTALS.				
☐	☐	Submit electronically at: https://aca-prod.accela.com/sacramento/Default.aspx		
☐	☐	**When the scope of your project necessitates, the following documents are required:** • Structural Calculations • Soils Reports for all subdivisions are required • Truss Calculations • Fire Sprinkler Calculations • Special Inspection Form		
☐	☐	**Minimum size and scale requirements for electronic plans:** • No less than 11" x 17" • Site and Civil Plans: no less than 1/8"=1'; all other plan sheets no less than 1/4"=1'		
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.				
☐	☐	**Cover Sheet shall include:** • Address of Subject Property • Detailed Description of Work to be covered by the building permit • Declared Occupancy Group/Use for which the proposed work is intended (in the residential environment usually R3 or U) • Declaration of Designer or licensed professional signed stamp, if the scope of work requires a licensed design professional • Declaration of State and Local Building Codes & Cycle to which the plans are compliant		
☐	☐	**Site or Plot Plan shall include:** All points of connection (i.e., sewer, and water lines); if present, abandoned septic noted. North arrow and optionally a vicinity map.		
☐	☐	**Architectural Plans shall include:** 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		
☐	☐	**Structural Plans shall include:** Foundation, roof framing, ceiling framing, floor framing, braced wall/shear wall plans		
☐	☐	**Electrical Plans shall include:** Switch, outlets, and lighting locations scaled such that code compliance can be determined		
☐	☐	**California Energy Code, Title 24, Part 6:** California State Energy code requires the energy compliance documents be integrated into your plans		
☐	☐	**Cal-Green, Title 24, Part 11 compliance documents:** See form CDD-0183 – this applies to conditioned area		
Fire Department Review Required:				
☐	☐	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		
☐	☐	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.