

New Residential Building (1-2 Units) Submittal Checklist

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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ELECTRONIC PLAN CHECK* IS REQUIRED FOR ALL PLAN REVIEW SUBMITTALS AND RESUBMITTALS.

<input type="checkbox"/>	<input type="checkbox"/>	Submit electronically at: https://aca-prod.accela.com/sacramento/Default.aspx		
<input type="checkbox"/>	<input type="checkbox"/>	When the scope of your project necessitates, the following documents are required:		
		<ul style="list-style-type: none"> • Structural Calculations • Soils Reports for all subdivisions are required • Truss Calculations • Fire Sprinkler Calculations • Special Inspection Form 		
<input type="checkbox"/>	<input type="checkbox"/>	Minimum size and scale requirements for electronic plans:		
		<ul style="list-style-type: none"> • 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:

<input type="checkbox"/>	<input type="checkbox"/>	Cover Sheet shall include:		
		<ul style="list-style-type: none"> • Address of Subject Property • Sheet Index • 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) and Construction Type Fire sprinklers yes or no for all buildings on the parcel. • When two or more buildings on a single parcel have water closets (toilets), provide number of water closets (toilets) for all buildings on the parcel, main home, ADU/s, JADU, Pool house, etc. • Building Type: All-Electric or Mixed-Fuel • 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 		
<input type="checkbox"/>	<input type="checkbox"/>	Site or Plot Plan shall include:		
		<ul style="list-style-type: none"> • Location, size, type of material at all points of connection to utilities i.e., water, sewer, gas (if applicable, main electrical and sub panel locations, amperage and bus-bar rating and wiring methods for all buildings onsite. <ul style="list-style-type: none"> ◦ Abandoned septic noted if present • Dimensioned building placement on the parcel (i.e., setbacks) • North arrow and optionally a vicinity map • All easements, Driveway locations, and Arrows indicating site drainage • Sewer line material, location, slope, and method of tying into the parcel's sewer tap 		

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<input type="checkbox"/>	<input type="checkbox"/>	Architectural Plans shall include:		
		<ul style="list-style-type: none"> Floor plan: Use of each room labeled with its proposed use; dimensions, size/type of windows and doors, and ceiling height Elevations: Full North, South, East, and West views Sections: Longitudinal and Transverse 		
<input type="checkbox"/>	<input type="checkbox"/>	Structural Plans shall include:		
		<ul style="list-style-type: none"> Foundation (with footing details) Roof framing and ceiling framing (with ceiling joist and rafter sizes and spacing) Floor framing (with joist size and spacing), braced wall/shear wall plans, and connection details 		
<input type="checkbox"/>	<input type="checkbox"/>	Electrical Layout Plan shall include:		
		<ul style="list-style-type: none"> Location, amperage, and bus-bar rating of all electrical service and/or sub panels on the parcel Switch locations, receptacle, and lighting locations scaled such that code compliance can be determined When multi meter set up (3 or more meters served by one SMUD service), submittal must comply with CDD-0212 – full electrical plans required 		
<input type="checkbox"/>	<input type="checkbox"/>	California Energy Code, Title 24, Part 6:		
		<ul style="list-style-type: none"> California State Energy code requires the energy compliance documents 		
<input type="checkbox"/>	<input type="checkbox"/>	Cal-Green, Title 24, Part 11 compliance documents:		
		<ul style="list-style-type: none"> See form CDD-0183 – this applies to conditioned area 		

Photovoltaic Plans Required:

<input type="checkbox"/>	<input type="checkbox"/>	Photovoltaic Plans shall include:		
		<ul style="list-style-type: none"> Site/roof Plan with module layout and PV equipment locations One line diagram, location, amperage, and bus-bar rating of main electrical service panel Specification sheets for all PV equipment – modules, inverters, optimizers, racking, etc. Required labels and data required by CEC 690.53 and 690.54 Module attachment details SMUD confirmation letter 		

Water Efficiency Landscape Requirements:

<input type="checkbox"/>	<input type="checkbox"/>	Residential developments shall comply with the City of Sacramento's Appendix D of the City Code Section 15.92 or the Department of Water Resources' Model Water Efficiency Landscape Ordinance (MWEL), whichever is more stringent		
<input type="checkbox"/>	<input type="checkbox"/>	Prescriptive Compliance Method (Checklist) – total aggregate landscape area 500 - 2,500 sq. ft.:		
		<ul style="list-style-type: none"> Completed Application with Prescriptive Compliance Option (App. D) signed by Project Applicant and Licensed Landscape Architect (Form CDD-0323) Landscape plans documenting elements of the Appendix D Checklist 		
<input type="checkbox"/>	<input type="checkbox"/>	Performance Compliance Method – any project may elect this option and requires a full landscape documentation package per City Code section 15.92.070 and targeting to plan review for Landscape Architect with Parks Department:		
		<ul style="list-style-type: none"> Cover sheet with required information Landscape design plan Irrigation design plan Grading design plan Water efficient landscape worksheet (Appendix B) with all required information and calculations 		

* 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. Plan Review submittals must be made online at <https://aca-prod.accela.com/sacramento/Default.aspx>.