

Building Plan Review Meeting Request

For use after cycle 2 comments are received and prior to cycle 3 submittal.

The meeting is to discuss specific questions related to plan review comments. All plans shall be submitted through the normal City process after all correction notice comments are responded to.

Date: Email Address:

Permit #: Project Address:

Applicant's Name: Contact #:

Select One: ☐ In-Person meeting ☐ Remote web meeting

Discipline(s) Requested: Estimated Time per Discipline:
(not to exceed 30 min. per discipline or 90 min. total)

Residential: ☐

Life Safety: ☐

Structural: ☐

Plumbing: ☐

Mechanical: ☐

Electrical: ☐

Planning: ☐

Fire: ☐

Utilities (DOU): ☐

Development Engineering (DE): ☐

Meetings are offered Tuesdays and Thursdays from 9 am - 12 pm and are scheduled on a first come first served basis. Please propose four meeting dates and times that work for your team.

Notes:

- 1) Submit the completed form to CDDPlanCheck@cityofsacramento.org
- 2) Every effort will be made to schedule the meeting within 7 business days of the request, however it is dependent on staff and conference room availability.
- 3) You will receive a meeting invite with the room location at 300 Richards Blvd 3rd floor if "in-person meeting" is selected. The meeting invite will contain a link and call-in number if "remote web meeting" is selected. It is your responsibility to forward the meeting invite to all required parties.
- 4) This meeting is not offered for the departments of Health, Regional Sanitation, Air Quality, Landscape Architect, or Construction Debris at this time.
- 5) It is not necessary to schedule this meeting to discuss plan review comments with the reviewers. Plan reviewer contact information is provided on the correction notice and you are welcome to contact them directly when needed.