City of SACRAMENTO Community Development

Streamline Sacramento – The City's Development Process Improvements Program

Potential Actions Table (October 2026)

Overview: Streamline Sacramento is a 2025 City Council initiative launched by Mayor McCarty and Councilmember Pluckebaum to identify improvements to the City's development approval process with the overarching goal of increasing the supply of housing, advancing economic development activities and supporting small businesses. Streamline Sacramento is a customer-driven, cross-departmental effort (Community Development (CDD), Public Works (PW), Utilities (DOU), Economic Development (EDD), Fire, and Finance) initially focusing on all aspects of the building permit process from submittal of building permit applications, issuance of building permit, to plan review, inspections and final inspection/certificate of occupancy. As the initiative has evolved, its scope has expanded beyond the building permit process to include broader development review, interdepartmental coordination and resources, and policy and process improvements that support a faster, more predictable Citywide development process. This Potential Actions Table reflects the input received to date from the development community. These actions focus on ways to improve consistency, timeliness and to make the development experience as efficient and certain as possible.

This table is intended to be a working document that will be updated regularly to prioritize actions, identify leads, and track progress.

Status Legend: Exploring; Implementing; Instituted; Ongoing.

1. Customer Service

Process & Potential Action	Lead	Status	Potential Action Summary
Customer Service			
1. Minor Alterations & Improvements Processes	CDD/Building	Ongoing	Review the City's current Electronic Over the Counter (E-OTC), Facility Permit Program (FPP) and online minor permit programs for opportunities to improve or expand services. The E-OTC program will be replaced by the Small Project Rapid Review program (SPRR). SPRR will complete project reviews within 72 hours and customers will be able to submit SPRR application 24 hours a day. The E-OTC has limited hours (10am-3pm, Monday-Friday). Additionally, increase customer awareness of FPP.
2. Small Project Rapid Review (SPRR)	CDD/Building	Implemented (July 2026)	Small Project Rapid Review (SPRR), the new automated process replaced the current email-based Electronic Over the Counter (E-OTC) plan check for small scope projects, was deployed June 30, 2026, and opened for submittals from applicants on July 1, 2026. SPRR provides a more reliable submission process with increased transparency and streamlined approvals.

Process & Potential Action	Lead	Status	Potential Action Summary
Customer Service			
3. Information Bulletins & Reference Materials	CDD/Building	Instituted (September 2025) & Ongoing	Consider instituting Information Bulletins that are published on the City's webpage to update the development community on the latest building codes, construction practices, safety standards and regulatory changes. As an example, see City of San Diego's webpage and sample bulletin. The City currently has informational guides and forms that are updated every triennial code cycle. The 2025 Building Code went into effect in January 2026. The Building Division is in the process of reformatting and reorganizing these documents to make them easier to locate. How-to videos to assist customers with the electronic building permit application submittals are available and will be promoted via the webpage and email updates. The Building Division created a new FAQs webpage to address various questions related to the building permit process, including links to step-by-step videos in a single location. The page was published in September 2025. The webpage will continue to evolve with new content to help customers.
4. Application Forms (Consolidate & Simplify)	CDD/Building CDD/Planning	Building: Ongoing & Instituted (July 2025) Planning: Implementing (Feb 2027)	Consolidate and simplify applications, forms and checklists, and remove duplicative fields. The Building Division constantly updates and revises forms strategically so as not to disrupt normal business operations. In conjunction with Streamline Sacramento efforts and the triennial code update to the 2025 California Building Standards Codes, the Building Division will consolidate and make it easier for customers to identify the appropriate forms/applications. In July 2025, Minor Permit Application Form Bundles were added to the webpage to make it easier for contractors and homeowners to find all the forms required for each common minor permit type. AB 130, effective July 1, 2025, included substantive amendments to the Permit Streamlining Act. On January 13, 2026, the City Council adopted Ordinance 2026-0001 including amendments to local regulations implementing the Permit Streamlining Act. Concurrently, Planning Division staff evaluated all existing application forms for consistency with AB 130 and overall clarity and usability. Internal stakeholder meetings revealed the organization and content of existing forms is universally disliked, frustrating, and confusing. The Planning Division will overhaul all existing application forms for consistency with the Permit Streamlining Act and goals including workflow efficiency, alignment with both legal requirements and administrative practice, general clarity, and ease of use. The timing of this work will coincide with adoption of the comprehensive update to Title 17 (Planning & Development Code) to achieve consistency with the 2040 General Plan.

Process & Potential Action	Lead	Status	Potential Action Summary
Customer Service			
5. 300 Richards Blvd. Public Counter Operation & Virtual Appointments	Multiple Departments	Instituted (May; October 2025)	In October 2025, staff initiated a pilot program to expand public counter services from three to five days per week. A review of customer trends and appointment utilization indicated that only 8% of customers use the public counter and appointments are readily available. Customers can currently utilize the online portal 24/7. Effective May 1, 2025, expanded services for walk-in customers were implemented, while still prioritizing those with appointments. Staff will continue to assess customer usage trends and costs of delivering the enhanced service and make revisions accordingly.
6. Fill & Retain Development Related Vacant Positions	Multiple Departments	Ongoing & Exploring	Identify barriers and develop solutions for development related vacancies. CDD's Building Division has worked actively to reduce their vacancy rate. As of January 2026, the vacancy rate is 17% compared to 26% in August 2025. Public Works' Engineering Services Division has a 24% vacancy rate. Exploring Building Division job shadowing and internship programs with local high schools and community colleges to establish an additional job readiness pipeline for students. See "Job Shadowing Program" for updates.
7. Job Shadowing Program	CDD/Building & Planning	Implementing	Partnering with American River College Design and Engineering Department on a shadowing program for their construction design students. The thought is to have them shadow staff one day a week (Thursdays) for six to eight weeks to see the entire process from planning intake, passed to building intake, plan review and finish with processing and issuance. The plan is for students to shadow each process for two weeks, which would provide them with a high-level overview of the permitting process. The first position will be offered for the Fall 2026 semester. The first group of applications for the program will be sent for review by the 2nd week of September.
8. AI-Powered Tools for Increased Efficiency & Customer Service	CDD/Building	Instituted (Spring 2026) & Ongoing	The Building Division is currently utilizing "IchiPlan"— an AI Co-Pilot for Building Code Compliance that assists with implementation and training of building plan review and building inspections. Staff will continue to monitor the capabilities of other AI-powered tools that could answer applicant's pre-application questions, simplify the customer portal, ensure applicants submit complete application packages and reduce plan review cycles. SacGPT, the City's AI-powered search summarization was made available to the public on December 18, 2025, and can assist customers with easily finding information in the City's Code and other resources available on the City's website.

Process & Potential Action	Lead	Status	Potential Action Summary
Customer Service			
9. Shelf Ready Accessory Dwelling Unit Plans	CDD/Building	Instituted (December 2025)	In 2023, the City developed Shelf Ready Accessory Dwelling Unit (ADU) Plans. These plans are free to residents and are available as a Studio, One Bedroom and Two Bedroom. In December 2025, these plans were updated to provide additional flexibility (premanufactured roof trusses, ductless mini-split heating/cooling), reduce construction costs, and support more efficient project delivery. Approximately 30 applications with Shelf Ready ADU Plans were submitted in 2025 for review and approval. AB 1332 requires all local jurisdictions to develop a program for the preapproval of ADU plans to reduce design costs. Local agencies must post approved plans and contact information of the applicant on the local agency's internet website. A webpage was created to host preapproved plans.
10. Building's General Phone Line	CDD/Building	Instituted (June 2026)	Phones were installed for a general inspection question line, and a new phone number was set up with voicemail. Inspection staff is available to answer inquiries related to specific inspections, or general field inspection procedures, Monday through Friday, 7:00 a.m. to 4:30 p.m. at 916-808-5795. The website was updated to include the new contact information.
11. Coordination Meetings	CDD/Building & Multiple Departments	Implementing	The City currently offers both pre-application and pre-submittal meetings. Staff will be adding guidance to the Building webpage describing available meeting types, scheduling information, and when/why developers should request them.
12. Condition Monitoring	CDD/Building	Implementing	Developer requested improved visibility into unresolved conditions to avoid last-minute delays. In response, we are implementing recurring "Automated Condition Emails" for unresolved conditions (ACR submitted 5/29/2026). Most conditions are currently viewable to the public for project monitoring via the Public Permit Portal and certain automatic reminders are also emailed through Accela.
13. Customer Service Satisfaction Surveys	CDD/Building	Ongoing & Instituted (July 2025)	Continue to administer and incorporate feedback from Building Division Customer Satisfaction Surveys for counter services, inspections, plan review and project management. In July 2025, QR codes for the survey were placed at the public counter and links were added to email signatures.
14. Staff Contact Information & Responsiveness	All Development-Related Departments	Instituted (March 2025)	Staff communicating with the development community should have phone and email address in signature block of each email and be available by phone. Additionally, all correction notices list the phone and email address of the plan reviewer in the letterhead. In May 2025, CDD instituted standard email signatures.

Process & Potential Action	Lead	Status	Potential Action Summary
Customer Service			
15. Small Business Liaison Program	CDD/Building	Instituted (October 2025; March 2026)	In Fall 2024, the Building Division introduced a dedicated liaison program for small business owners and the Downtown Partnership's "Calling All Dreamers" initiative. In 2025, this program expanded staffing to further support small businesses navigating the complexities of the building permitting process and to provide educational training. To assist with navigating the process, in September 2025, the Building Division created a Small Business Liaison webpage providing an overview of the steps required to obtain a building permit and complete construction within the City of Sacramento. The new webpage outlines the steps and applicable resources in one place, including checklists for restaurants and tenant improvements (www.cityofsacramento.gov/buildingsmallbusiness). The Small Business Liaison program was presented to the Downtown Partnership's Calling All Dreamers Program and to the City's Community Ambassadors Program in October 2025 and to the Stockton Blvd Partnership in January 2026. In the first quarter of 2026, the Small Business Liaison team connected with the small business community, business associations and Property and Business Improvement Districts (PBIDs) to start offering quarterly Permitting 101 workshops for new or expanding small businesses that will require tenant improvements. The first Permitting 101 for Small Business workshop was hosted on Thursday, March 19, 2026, at 300 Richards Blvd. So far, three workshops have been held in 2026. The next workshop will be in December 2026.
16. Increased Coordination and Communication between City Departments and Agencies (e.g., utility providers, sanitation district, county health department)	CDD/Building & Multiple Departments	Instituted (September 2025)	Explore options for the Building Division's Project Management Section to facilitate enhanced coordination and communication processes throughout lifecycle of development process between departments and agencies. Coordination meetings have been established with the Sacramento County Health Department to improve city/county coordination and support restaurants navigating the permitting process. Bi-monthly coordination meetings have also been established with the City departments that review development projects and SMUD, PG&E, and SacRT.
17. Concierge Service Program	CDD/Building & EDD	Implementing & Exploring	The Building Division and Economic Development Department staff are collaborating to establish, brand, and roll out a concierge service for development projects. The program will provide new development projects with an introductory connection to available City resources and staff contacts, helping applicants navigate existing services and pathways throughout the development process. Staff is establishing the program in two phases. Phase 1, currently underway, will include an introductory email connecting applicants with available resources and staff contacts. Phase 2 will develop a more formal program in 2027, once the new Economic Development Department director is hired and sets a strategy.

2. Permit Application Submittal & Plan Review

Process & Potential Action	Lead	Status	Potential Action Summary
Permit Application Submittal & Plan Review			
18. Accessory Dwelling Unit Optional Zoning Review	CDD/Planning	Instituted (July 2026)	Pursuant to state law, a building permit is the only required approval before Accessory Dwelling Unit (ADU) construction may begin. However, prior to submitting a building permit application, applicants are encouraged to take advantage of the ADU Optional Zoning Review (Review) to verify that applicable objective zoning standards are met before spending significant time and money on construction plans. The cost of the Review was $117. To encourage additional participation in the Review, effective July 12, 2026, the City Council approved fee schedule update reduces that fee to zero/free.
19. Pre-Approval House Plans for Zoning Compliance: Change Review Authority	CDD/Planning	Implementing *City Council: November 2026*	City Code Chapter 17.600 provides for the review of 'registered house plans' for purposes of zoning compliance. Projects utilizing approved plans proceed directly to building permit application. To date, no person has submitted a 'registered housing plan' application. Planning Division staff drafted an ordinance assigning the Design Director authority to approve these plans, instead of the Planning and Design Commission. This will result in a substantially more predictable process that takes less time (e.g., 6 or more months) and lowers costs (e.g., planning permit fees, architect design fees). City Council will consider the ordinance in November 2026.
20. Planning & Development Code: Annual Maintenance via Omnibus Ordinance	CDD/Planning	Implementing *City Council: November 2026*	Next Title 17 Omnibus Ordinance at City Council in November 2026, addressing the following topics: <u>State law consistency:</u> • ADUs/JADUs: to comply with SB 543 and AB 1154 • Childcare Centers: to comply with AB 752 • Density Bonus: to comply with SB 87 • Office to Housing Conversion: to comply with AB 504 <u>Streamlining:</u> • Permitted residential uses in SC zone • Site Plan & Design Review: Exemptions for demolition • Modifications to Site Plan & Design Review approval <u>Administrative clean-up:</u> • Fixing typos

Process & Potential Action	Lead	Status	Potential Action Summary
Permit Application Submittal & Plan Review			
21. Meet or Exceed Plan Review Timelines	CDD, PW (Development Engineering, Transportation & Urban Forestry) Fire, DOU	Instituted (November 2025) & Ongoing	Cycle Times for Plan Review have been established based on valuation and cycle #. Plan review staff is on-time or early 98.5% of the time. The department's target is 90%. • Created guidance documents and hold monthly training sessions for consistency & training of plan review staff. • Offer preliminary/pre-submittal meeting with applicants to get input from departments prior to submitting building permit application. • Training staff as back-up reviewers or establishing on-call plan reviewers list for all disciplines to address capacity/vacancies/absences. Urban Forestry has trained additional arborists to conduct plan review. DOU, and Public Works now have contract plan reviewers in place.
22. Cycle Times Study for Building Plan Review	CDD/Building	Ongoing	Building Division is conducting a study to evaluate the average number of review cycles and the average number of days that projects are reviewed early or late relative to current cycle times, organized by project type. The study is expected to be completed and analyzed in Fall 2026. Based on its findings, staff will identify published review timelines that can be reduced further, with an initial focus on high-volume residential permit applications. Revised review timelines are anticipated to be published by early 2027.
23. Implement Cycle Review Times for Lot Mergers/Adjustments and Parcel Maps	PW/ Development Engineering	Implementing	Public Works, Development Engineering is in the process of overhauling and modernizing the Development Engineering module and workflows in the City's development software management system (Accela) and PW customer portal, for the ability to create workflows, automated due dates, automatic email applications status emails, etc., for lot merger/adjustments, parcel maps, final maps, substantial conformance review, easements, etc.
24. Cycle Times Study for DOU/PW	CDD/PW/DOU	Exploring	Implemented monthly meetings between Building Division, Public Works and Department of Utilities to explore, plan, and implement a strategy for reducing the # of plan review cycles for DOU and PW.

Process & Potential Action	Lead	Status	Potential Action Summary
Permit Application Submittal & Plan Review			
25. Best Practices & Procedures for Plan Review & Reducing Number of Plan Review Cycles	CDD/Building	Instituted (August 2025) & Ongoing	After the 2nd Cycle of Plan Review, customers are encouraged to meet with staff to resolve the remaining corrections. At the conclusion of the 3rd Cycle of Plan Review, Plan Review Manager triages outstanding correction items to determine if intervention is necessary. Projects needing intervention will be required to meet with plan review staff prior to subsequent submissions. Meetings are intended to discuss outstanding correction items with the design professional to minimize the number of future submissions. Establish customer education strategies and new procedures, as necessary. See also "Information Bulletins & Reference Materials." The Building Division currently offers free in-person or virtual pre-submittal meetings to answer project specific questions. Potentially consider enhancements.
26. Self-Certification Program	Multiple Departments	Instituted (January 2026) & Exploring	Explore implementing a self-certification program which allows registered professionals to bypass the plan review process by taking responsibility for and certifying a project's compliance with building code, standards and ordinances. The City has implemented the requirements of AB 671, which became effective January 1, 2026, establishing an accelerated building plan approval process for restaurant tenant improvements. Under AB 671, jurisdictions must approve/deny complete building permit applications prepared by a qualified professional certifier within 20 business days or the application is deemed approved. The City is evaluating the feasibility of similar self-certification approaches for other minor tenant improvement projects, including B (office), M (retail), and S (warehouse) occupancies.
27. Parcel Map Waivers	PW/ Development Engineering & CDD/Planning	Instituted (June 2026)	Development projects that are subdividing a lot into two or more parcels are subject to the Subdivision Map Act and associated public hearing requirements, including a notification of a parcel map to City Council. The Subdivision Map Act and the City's Planning and Development Code permit a parcel map waiver for parcel maps of 1-4 lots, but to date it has rarely been utilized. A parcel map waiver can save up to three months of processing time and associated costs by avoiding the City Council notification step. A new Parcel Map Waiver application was published in June 2026 which details submittal requirements and information about the review process, including the time-saving opportunity.
28. Pre-approved ADU Plans	CDD/Building & Planning	Exploring/ Implementing	Building is considering adding services and plans by outside designers who have submitted their plans to Planning and Building to have them approved for permit ready status. Those specific designs would be contracted to the original author and not through the City, but the City would consider them in the same manner as the City authored plans. Building is working with Planning to create a process.

Process & Potential Action	Lead	Status	Potential Action Summary
Permit Application Submittal & Plan Review			
29. Meeting After the Third Review Cycle (Onsite & Offsite Plan Check)	DOU	Instituted (July 2026)	If, after the third review cycle, DOU staff identifies remaining issues that may prevent approval in the fourth review cycle, a coordination meeting shall be scheduled with the applicant/owner, project engineer, and City DOU staff. This meeting will provide an opportunity to clarify requirements, resolve recurring concerns, and help the project move forward efficiently.
30. Required Studies Must Be Submitted by the Second Review Cycle	DOU	Implementing	To support timely and productive reviews, all required technical studies, reports, and supporting documentation identified during entitlement or the initial plan or permit review shall be submitted no later than the second review cycle. If studies are not received by the second cycle submittal, DOU may pause its review until the information is provided.
31. Avoidance of Plan Review Comments After Cycle 1	CDD/Building	Instituted (January 2025)	Where feasible and not life safety issues, strive to avoid additional plan review comments that were not made during Cycle 1 (unless project is revised between cycles).
32. In-Field Revisions & Corrections	CDD/Building	Instituted (January 2025)	Allow in-field revisions or corrections in certain circumstances instead of requiring a full plan revision.
33. Request for Information (RFI) Process	CDD/Building	Instituted (January 2025)	Revisited RFI procedures and instituted the ability to proceed with inspections for minor RFI clarifications.
34. Proactively Monitor Project Applications & Implement Triage Plans	CDD/Building	Instituted (September 2025)	Proactively resolve challenges for projects that appear stalled. A new automated internal report was created in Accela in September 2025 to easily identify the number of days a project has been with the applicant. This report will make it easier for staff to proactively intervene with projects that have stalled and have been in Plan Check Wait status for an extended time. Additionally, the Accela permitting software automatically sends notifications to customers 30 and 15 days prior to permit expiration. See also “Best Practices & Procedures for Plan Review & Reducing Number of Plan Review Cycles.”
35. Sign Permits	CDD/Building	Instituted (August 2025)	Improved efficiency and tracking of sign permit applications by migrating the process from email to the electronic plan check portal (EPC). The EPC allows real time tracking to ensure approval targets are being met.
36. Addressing	CDD/Building	Instituted (Oct 2025; January 2026)	To significantly speed up the processing time for assigning new addresses, staff revised the process to update addresses twice monthly in Accela, instead of the previous once a month process. A successful pilot was launched in August 2025 with the Department of Information Technology’s Geographic Information Systems Section and in October 2025 the revisions became permanent. Additionally, as of January 2026, the process has sped up further by assigning new address every two weeks, instead of twice a month.

Process & Potential Action	Lead	Status	Potential Action Summary
Permit Application Submittal & Plan Review			
37. Prequalified Architectural Submittal System (PASS)	CDD/Building	Instituted (September 2025)	Applicants enrolled in PASS can bypass the submittal package review step (triage) and are able to go directly to Plan Review. Five Building Division staff completed the PASS training and obtained certifications. Information about the PASS program is available on the City's new FAQ webpage.
38. Concurrent Review for SMUD Interconnection Approval	CDD/Building	Instituted (June 2026)	Allow the plan review to start prior to obtaining SMUD approval for interconnection on residential infill projects.
39. Permit Contacts	CDD/Building	Implementing	Request from designers/developers to allow the record creator to add additional contacts to SUB records in Accela to help ensure communication is reaching all appropriate project contacts.

3. Financing

Process & Potential Action	Lead	Status	Potential Action Summary
Financing			
40. Deferral and Reduction of Development Impact Fees	CDD/Building	Ongoing & Exploring	Citywide Impact Fee Reform adopted by Council in 2017 standardized impact fees, reduced certain impact fees (Transportation and Parks) and established the Fee Deferral Program. Fee Deferral Program allows developers to wait to pay impact fees until final inspections/certificate of occupancy from the Building Division. Established in 2018, a $0 rate is applied to affordable dwelling units for City-controlled impact fees. SB-937, effective January 1, 2025, allows deferral of impact fees for affordable housing and projects with 10 or fewer dwelling units. As of December 2025, the City has received five SB-937 fee deferral applications for missing middle housing projects of up to four units. Explore options such as info sheets and early notifications to customers about available programs for deferring or reducing fees.
41. Community Facilities District (CFD)	Infrastructure Finance/PW/ DOU	Exploring & Implementing	Consider revisions to CFD reimbursement/public bidding process/funding agreement language to expedite process. City Council has authority to suspend competitive bidding for each CFD reimbursement agreement. Developers are encouraged to initiate CFD formation early in the development process. Additionally, the City is in the process of creating a checklist to guide applicants through the process and steps needed when public financing is requested.

Process & Potential Action	Lead	Status	Potential Action Summary
Financing			
42. Flat Fees for PW, Offsite Plans	PW	Exploring & Implementing	The Department of Public Works' (PW) Development Engineering Division is considering revising the fee structure for reviewing offsite plans from the current cost recovery system to a flat fee. This change would allow developers to better plan project finances and would decrease the burden on staff in administrating this fee. As an interim step, staff have modified the current deposit amount for FY25/26 Fee & Charge Report, effective July 1, 2025. In Summer 2026, PW kicked off a department-wide fee study. The flat fee study may happen in the future but for now the interim solution has been successful and will remain in place.
43. Bond Opportunities for Land Development (BOLD) Program	Infrastructure Finance	Instituted (April 2025) & Ongoing	City Council authorized participation in the BOLD Program on April 8, 2025 (Resolution No. 2025-0092). BOLD is offered by the California Municipal Finance Authority (CMFA) which can be used to finance public impact fees and infrastructure required for new development within the City, allowing greater flexibility for the development community and will lessen the administrative burden on City staff. Two Standard-Form Agreements are being developed and those will be brought to Council in accordance with CMFA timelines.
44. Small Business Accessibility Rebate Program Approval	CDD/Building & EDD	Implementing	Creating a Small Business Accessibility Rebate Program using allocated CASp funds to provide $2,500 to $10,000 rebates for eligible accessibility improvements, helping reduce costs, avoid project delays, and support code-compliant business improvements.
45. Establishing the AB 507 Adaptive Reuse Investment Incentive Program	CDD/Planning & Finance	Implementing	The Program would support office-to-housing conversions under AB 507, the Office to Housing Conversion Act (Adaptive Reuse). City staff recommends opting into a tax increment program through a Council resolution to provide a financial incentive for eligible conversion projects and encourage the reuse of existing office buildings for housing.

4. Building Permit Issuance

Process & Potential Action	Lead	Status	Potential Action Summary
Building Permit Issuance			
46. Instant Building Permit Issuance	CDD/Building	Instituted (April 2025; March 2026)	The Building Division's minor permit process now allows a contractor to self-certify and instantly receive a building permit for minor permits (e.g., water heater and residential PV solar with SolarAPP+) through the Public Permit Portal. Compliance with code is verified through virtual or in-person inspection. This program was expanded on March 16, 2026, to allow instant building permit issuance for property owners for certain eligible permits. Homeowners can now obtain minor permits online for a residential re-roof, HVAC change out, or water heater change out for a single-family home or duplex.

Process & Potential Action	Lead	Status	Potential Action Summary
Building Permit Issuance			
47. Demolition/Wrecking Permit	CDD/Building & Multiple Departments	Instituted (June 2025) & Exploring	Building Division's Project Management Section has implemented a more streamlined routing and approval process for demolition/wrecking applications to expedite permit approvals. By utilizing Adobe Sign, staff consolidated the signature gathering process, saving time for both applicants and staff. New process effective June 16, 2025. Staff is exploring additional efficiencies and modifications to further improve the process.

5. Building & Offsite Inspections

Process & Potential Action	Lead	Status	Potential Action Summary
Building & Offsite Inspections			
48. Building Inspection Certificate Trainings & California Building Standards Code, Consistent Interpretation	CDD/Building	Ongoing	The Building Division will continue to have staff-led International Code Council (ICC) certificate training programs and will have additional staff instructors receive ICC training certification. Exam preparation (e.g., plumbing, electrical) will continue to be contracted out. Ongoing weekly code uniformity sessions led in-office in an effort to provide consistency of interpretations of the field inspectors for our customers.
49. Drone Assisted Building Inspections	CDD/Building	Exploring	Explore using drones to assist building inspectors in conducting inspections of hard-to-reach areas of buildings like rooftops and facades.
50. Final Inspection and Certificate of Occupancy	CDD/PW/DOU	Implementing	For commercial building permits, DE and DOU staff traditionally have placed "do not final" conditions to ensure that the required public improvements have been substantially completed prior to the building permit being finalized. In an effort to not prevent the multiple final inspections being held up by these conditions, PW and DOU staff will place "do not issue Certificate of Occupancy" conditions until that time that new final inspections workflows have been created for PW/DOU by the IT Accela team.
51. Inspections & Approved Building Plans	CDD/Building	Instituted (January 2025)	Review process for ensuring project in the field matches plans approved during plan review process. See "Request for Information (RFI) Process" and "AI-Powered Tools for Increased Efficiency & Customer Service" for more information.
52. Virtual Inspections	CDD/Building	Instituted (October 2025; January 2026)	Entered into a contract for virtual inspection software (VuSpex) for remote inspections and kicked off the project in July 2025. Virtual inspections went live on October 20, 2025, for Minor HVAC and Minor Water Heater residential web permits. Starting January 12, 2026, the virtual inspection program was expanded and will be required for certain residential web permit types (Minor HVAC, Minor Water Heater, Solar/PV, and EV Chargers). Additionally, optional virtual inspections have been added for residential re-roofs.

Process & Potential Action	Lead	Status	Potential Action Summary
Building & Offsite Inspections			
53. Onsite & Offsite Inspections	CDD/Building/ DOU/PW	Instituted (April 2025)	CDD, PW, and DOU consolidated the same mapping/improvement process for private street small lot Single-Family Housing (SFH) subdivision vs. standard public street SFH subdivision. This will simplify the process for developers who work on infill lot developments and is supporting the Missing Middle Housing (MMH) Interim Ordinance. Effective, April 2025, private streets as part of subdivisions to be shown on offsite plans and to be inspected by Public Works & Utilities/offsite inspectors.
54. Issuance of Inspection Results	CDD/Building	Instituted (July 2025)	Consider policy for building inspectors to upload inspection results to both the portal and through email to contractor and developer. The project applicant currently receives email alerts of inspection results and can add additional email addresses to receive alerts of inspection results and other project milestones by emailing ezpermit@cityofsacramento.org or by contacting their project manager.
55. Building Inspection Process Efficiencies	CDD/Building /Fire	Instituted (March-December 2025)	Consider procedures for increasing inspection efficiency such as: 1) (Instituted, March 2025) conducting entire inspection in one visit, if feasible, instead of multiple 15-minute visits. Especially important for final inspections for multi-unit housing projects; 2) (Instituted, March 2025) Inspectors currently call 30 minutes before arrival. Appointment times are provided for virtual inspections.; 3) (Instituted, March 2025) Consider using third-party inspectors, as needed, to keep projects on track. 4) (Instituted August 2025) At the conclusion of the inspection, enter results into Accela in real time from the field to avoid any delays in moving to the next step. 5) (Instituted, December 2025) Developed an Inspection Tracker – an internal web-based dashboard for supervisors to track inspections and make schedule or inspector adjustments in real time, thereby preventing overloaded inspectors and the need for inspections to rollover to the next business day.
56. Alternate Water Systems Ordinance	CDD/Building	Instituted (December 2025)	The City's Alternate Water Systems Ordinance required new graywater piping requirements for certain new commercial non-residential buildings that filed applications for building permits on or after July 1, 2023. These graywater piping requirements were instituted in part to offset potential job loss impacts to plumbers and pipefitters from the New Building Electrification Ordinance. However, enforcement of the City's New Building Electrification Ordinance was suspended in April 2023 because of a Ninth Circuit Court of Appeals decision and is being deleted from Sacramento City Code. The graywater piping requirements have limited environmental benefit because there is no requirement to install a full treatment system to backfill water closets and urinals. Though there is a requirement to include a graywater system for subsurface irrigation, landscaping is typically limited for applicable projects. Additionally, the graywater piping requirements have been identified by the development community as a financial burden that could make projects such as hotels financially infeasible. On December 2, 2025, City Council rescinded the graywater piping requirements.

6. Final Inspection & Certificate of Occupancy

Process & Potential Action	Lead	Status	Potential Action Summary
Final Inspection and Certificate of Occupancy			
57. Temporary Certificate of Occupancy & Safe to Stock	CDD/Building	Instituted (August 2025)	Builders are encouraged to first strive for a Certificate of Occupancy (CofO), but the City issues Temporary Certificates of Occupancy (TCOs) as necessary for portions or phases of the development to allow for early occupancy. To allow for greater flexibility, staff implemented an alternative option to TCO. Safe to Stock will allow installation of equipment/furniture and staff training prior to final inspection sign-off and the space being occupied. To expedite sign-offs of TCOs and Safe to Stock, the Chief Building Official has authorized a second approver.