

A dark blue silhouette of the Sacramento skyline, including various buildings and the two towers of the Bay Bridge, set against a light blue background.

Small Developer Academy

City of Sacramento Small Developer Incubator Program

Run of Show

| | |
|--------------------------------|-----------------|
| 1. Zoning Administration | 9:35 AM |
| 2. Site Plan and Design Review | 9:55 AM |
| 3. Building Intake/Submittal | 10:15 AM |
| -BREAK- | 10:35 AM |
| 3. Building Plan Review | 10:45 AM |
| 4. Building Inspections | 11:05 AM |
| Staff Meet and Greet + Q&A | 11:25 AM |

Zoning Administration

Agenda:

1. Getting Information
2. Submitting a Project
3. Exemptions
4. Accessory Dwelling Units



[Planning Website](#)

Zoning Administration – Getting Info

- Planning Division website includes:
 - FAQs, submittal page, forms
- Contact us at planning@cityofsacramento.org
 - Questions about zoning, land use, submitting projects, exemptions
 - Response within 48 hours, but likely same day
- Visit us at 300 Richards Boulevard, 3rd Floor
 - 9:00 AM to 3:30 PM
 - Appointments recommended but not required



[Planning Website](#)

Zoning Administration – Submitting a Project

Public Permit Portal

- E-Planning submittal guide / submittal videos available
- PLNs – First step in project submittal process
 - Building Permits / Signs – Once a project is deemed consistent, the PLN is forwarded to the Building Division.
NOTE: Do not submit a new PLN when responding to incomplete submittals.
 - Planning Entitlements – After materials are provided, an invoice is created. After payment, project is assigned to a staff planner.
NOTE: Another PLN submittal is required to submit for a building permit after Entitlement review.



[E-Planning Website](#)

Zoning Administration – Submitting a Project

Public Permit Portal

- Submittal Requirements – Planning Entitlement
 - Application Form - CDD-0063
 - Planning Plans
 - Site Plan
 - Floor Plan
 - Elevations
 - Planning Supp
 - Supplemental Applications
 - Color and Materials Board
 - Project Description

Zoning Administration – Exemptions from SPDR

Site Plan and Design Review (SPDR) Exemptions –

- Submitted through Planning email, Building email, or Public Permit Portal
 - Required documents
 - Exemption Form
 - Color Photographs of Site / Work
 - Site Plan / Floor Plan
 - Specs of work (cutsheets, window diagrams, etc)

Zoning Administration – Exemptions from SPDR

- Submittal Process (including historic properties)
 - Request exemption through email / Public Permit Portal
 - Planning staff reviews project and requests additional information if needed
 - Planning staff consults Urban Design Director or Preservation Director for determination
 - If deemed exempt, Planning staff stamps request and forwards to Building Division for processing
 - If project cannot be exempt, information about filing for SPDR is provided

Zoning Administration – ADUs

Optional Zoning Review (CDD-009)

- Highly recommended! Confirms compliance with zoning regulations. Can be completed prior to paying for engineered plans. \$117

Building Permit Review

- Planning will **not** review an ADU for consistency with zoning regulations at intake (PLN) stage.
- Optional zoning review (CDD-009) can avoid costly delays during Building Permit process.
- ADU plans must include reference to either State ADU Guidelines or Local ADU Ordinance. More information is available at adu.cityofsacramento.org



[ADU Website](http://adu.cityofsacramento.org)

Questions?

planning@cityofsacramento.org

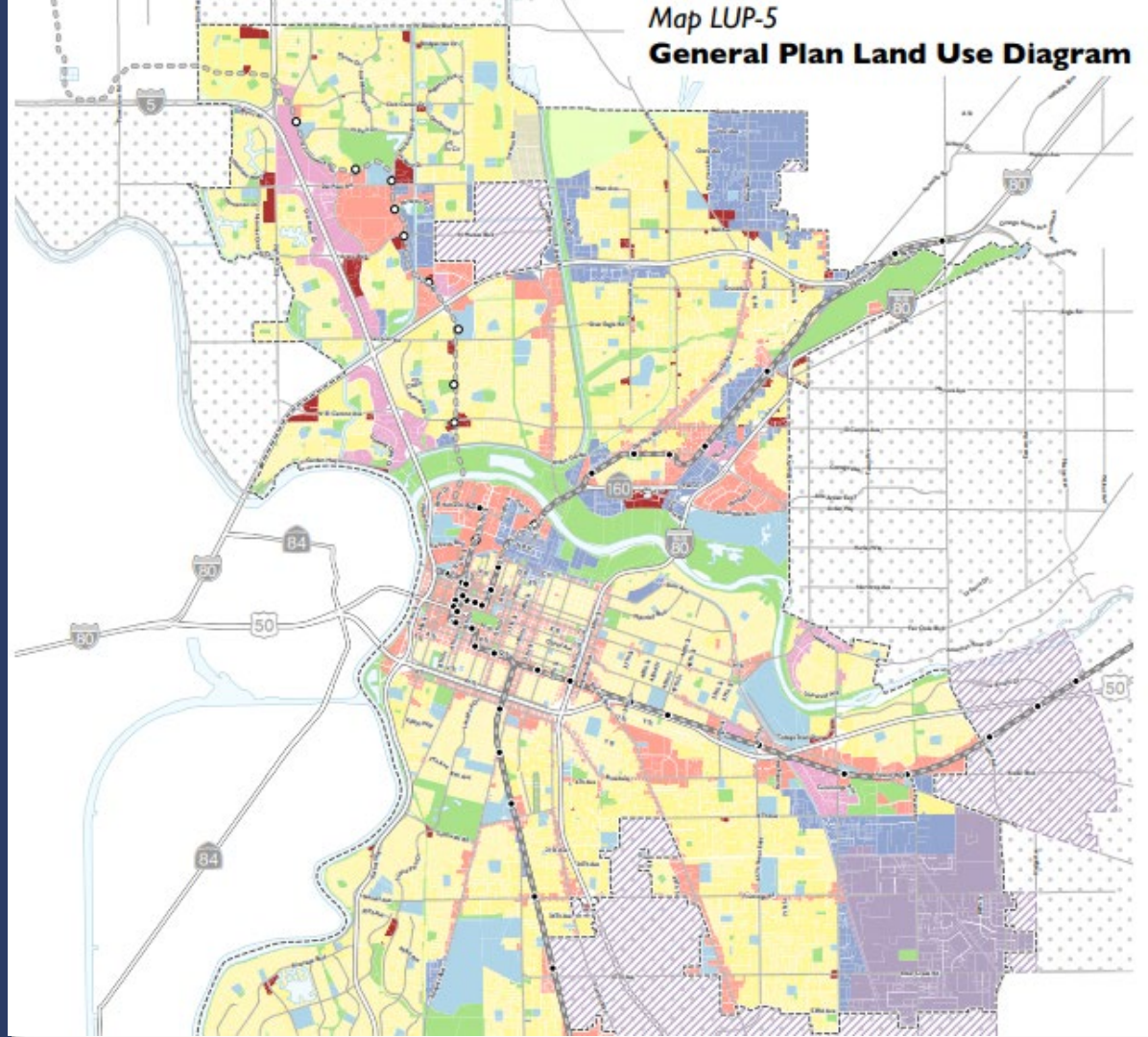
Site Plan & Design Review



Site Plan & Design Review

Agenda

- Definition
- Complete
- Consistency
- High Quality & Compatible
- Common pitfalls
- Discretionary

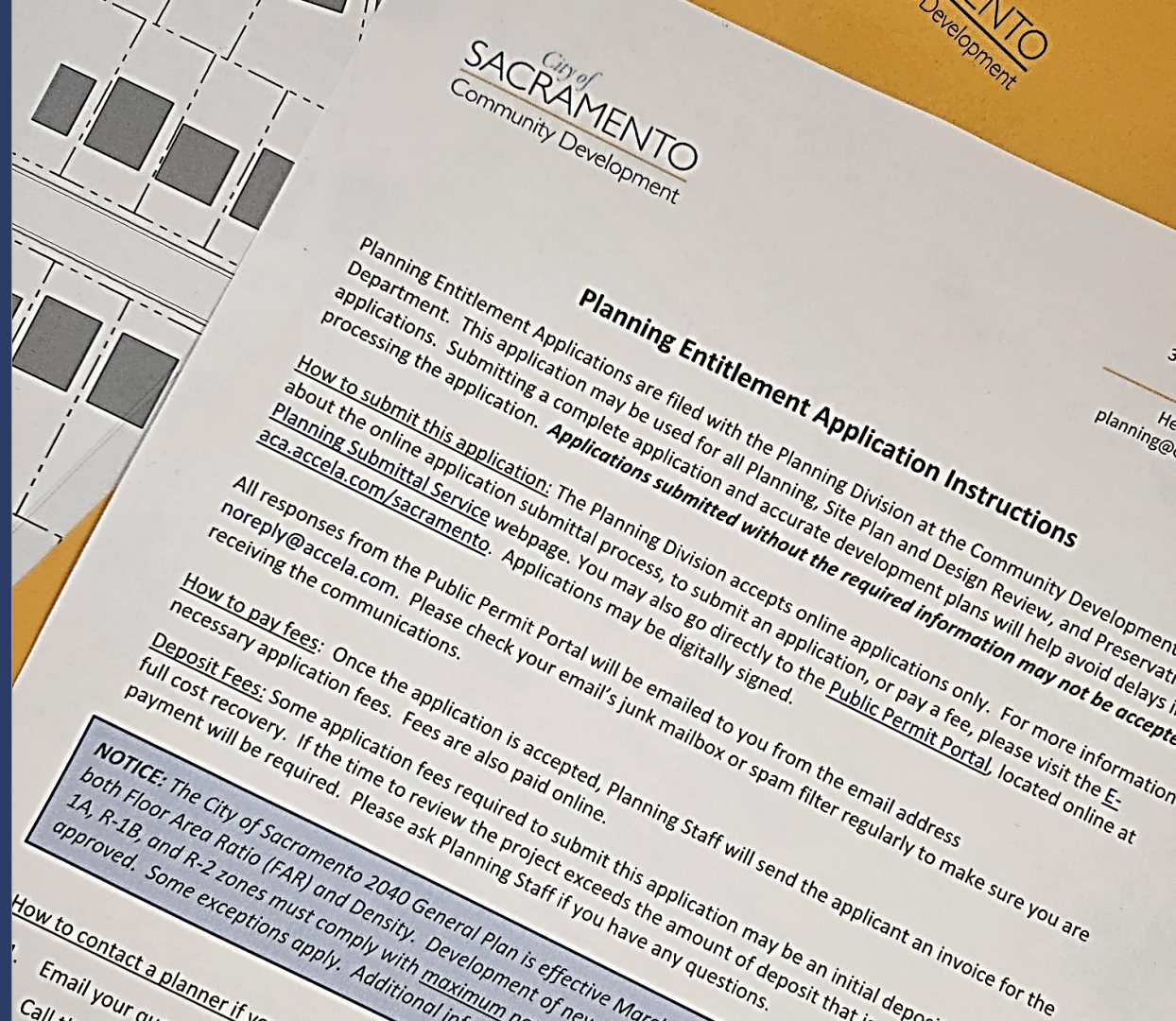


What is Site Plan and Design Review?

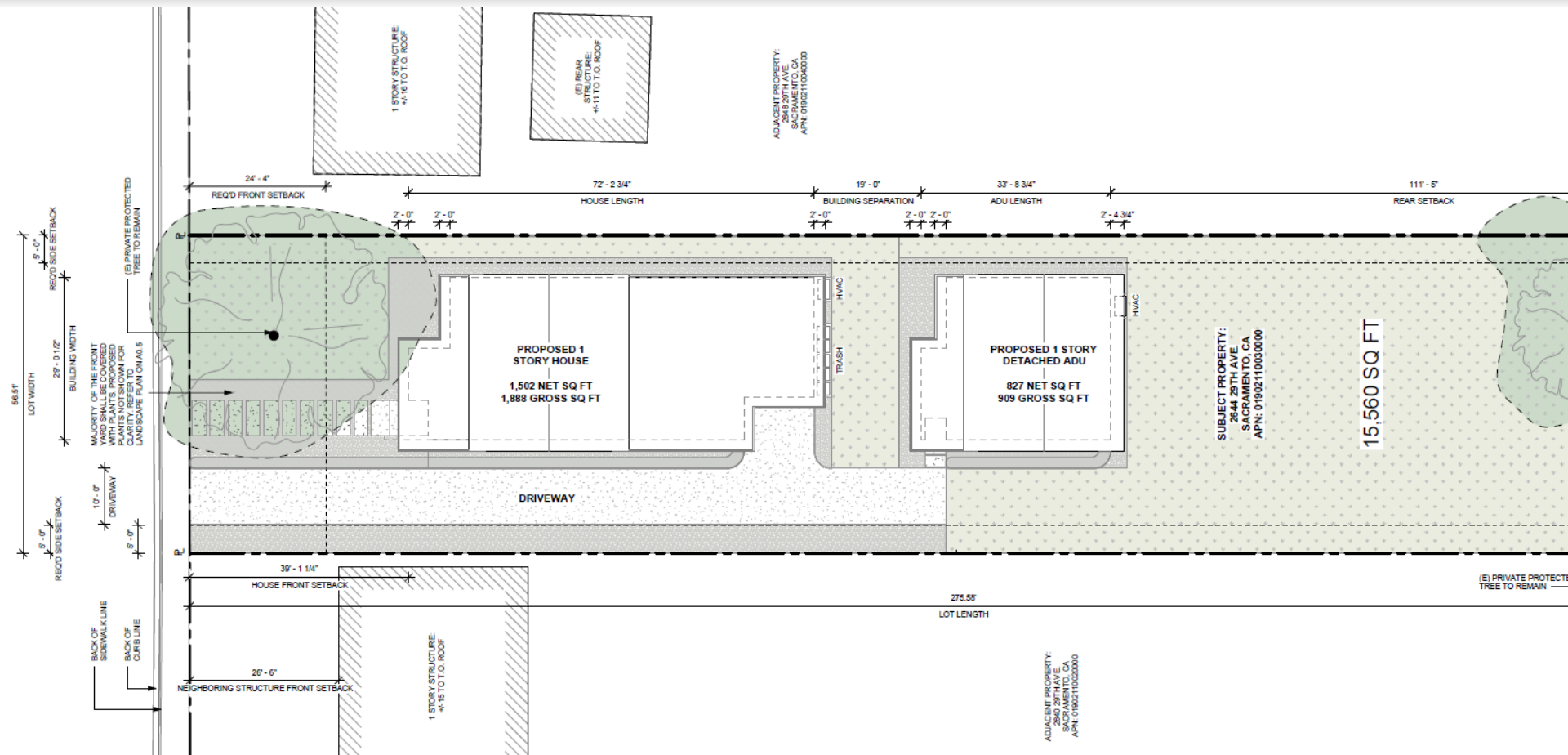
“The purpose of the site plan and design review permit is to ensure that the physical aspects of development projects are **consistent** with the general plan and applicable specific plan or transit village plan and with all applicable design guidelines; to ensure the development is of **high quality and is compatible** with and complimentary to surrounding development. Site plan and design review is a **discretionary** permit and is not the automatic right of an applicant.”

Site Plan & Design Review

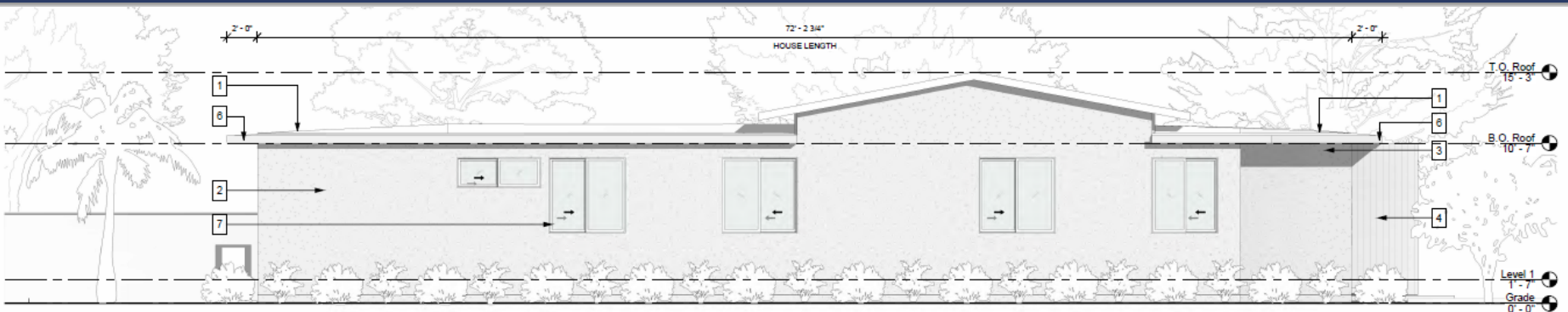
- Definition
- **Complete**
- Consistency
- High Quality & Compatible
- Common pitfalls
- Discretionary



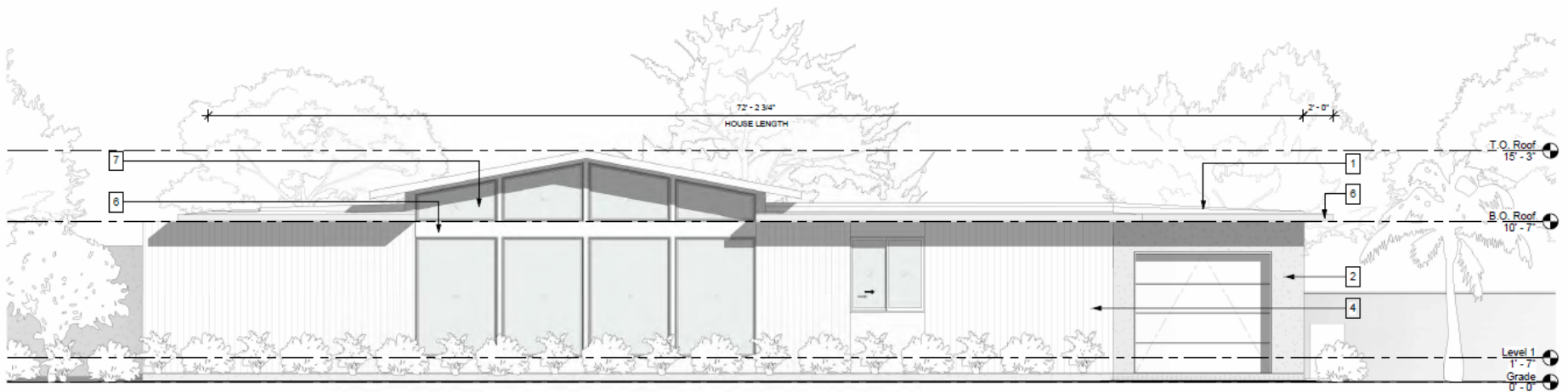
Site Plan



Elevations



② House - East Elevation
1/4" = 1'-0"



Site Plan & Design Review

- Definition
- Complete
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Title 17
PLANNING AND DEVELOPMENT CODE

Chapters:
Division I
General Provisions
[17.100](#) Title, Purpose, and Authority
[17.104](#) How to Use the Planning and Development Code
[17.108](#) Definitions
[17.112](#) Enforcement
Division II
Zoning Districts and Land Use Regulations
[17.200](#) Agriculture and Open Space
[17.204](#) Single-Unit and Duplex Dwelling
[17.208](#) Multi-Unit Dwelling
[17.212](#) Residential Care Facilities
[17.216](#) Community Development

**SACRAMENTO 2040
GENERAL PLAN**
ADOPTED BY CITY COUNCIL ON [DATE]

Single-Unit Dwelling and Duplex Dwelling Design Guidelines



Who else reviews plans?

Public Works

Department of Utilities

Youth, Parks, & Community Enrichment

Fire Prevention Services

Urban Forestry

Sacramento Police Department

Sacramento Municipal Utility District

Other Regional & State Agencies

Neighborhood & Community Groups



Site Plan & Design Review

- Definition
- Complete
- Consistency
- High Quality & Compatible
- Common pitfalls
- Discretionary



Successful integration of new and traditional design by reflecting the height, mass and rhythm of the existing Single-Unit dwellings

Site Plan & Design Review

- Definition
- Complete
- Consistency
- High Quality & Compatible
- Common pitfalls
- Discretionary

- 
- Multiple materials
 - Planar changes
 - Massing & Proportionality
 - Cohesive design
 - Articulation & Detailing
 - Energy efficiency

Successful integration of new and traditional design by reflecting the height, mass and rhythm of the existing Single-Unit dwellings

Site Plan and Design Review

- Definition
- Complete
- Consistency
- High Quality & Compatible
- Common pitfalls
- Discretionary



**Please do not
engineer plans!**

Site Plan & Design Review

- Definition
- Complete
- Consistency
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- Construction documents
- Tree removal
- Commercial Vs. Residential
- Driveway issues
- Piecemeal
- Extensive off-site improvements
- Not every property has the same development potential



Site Plan & Design Review

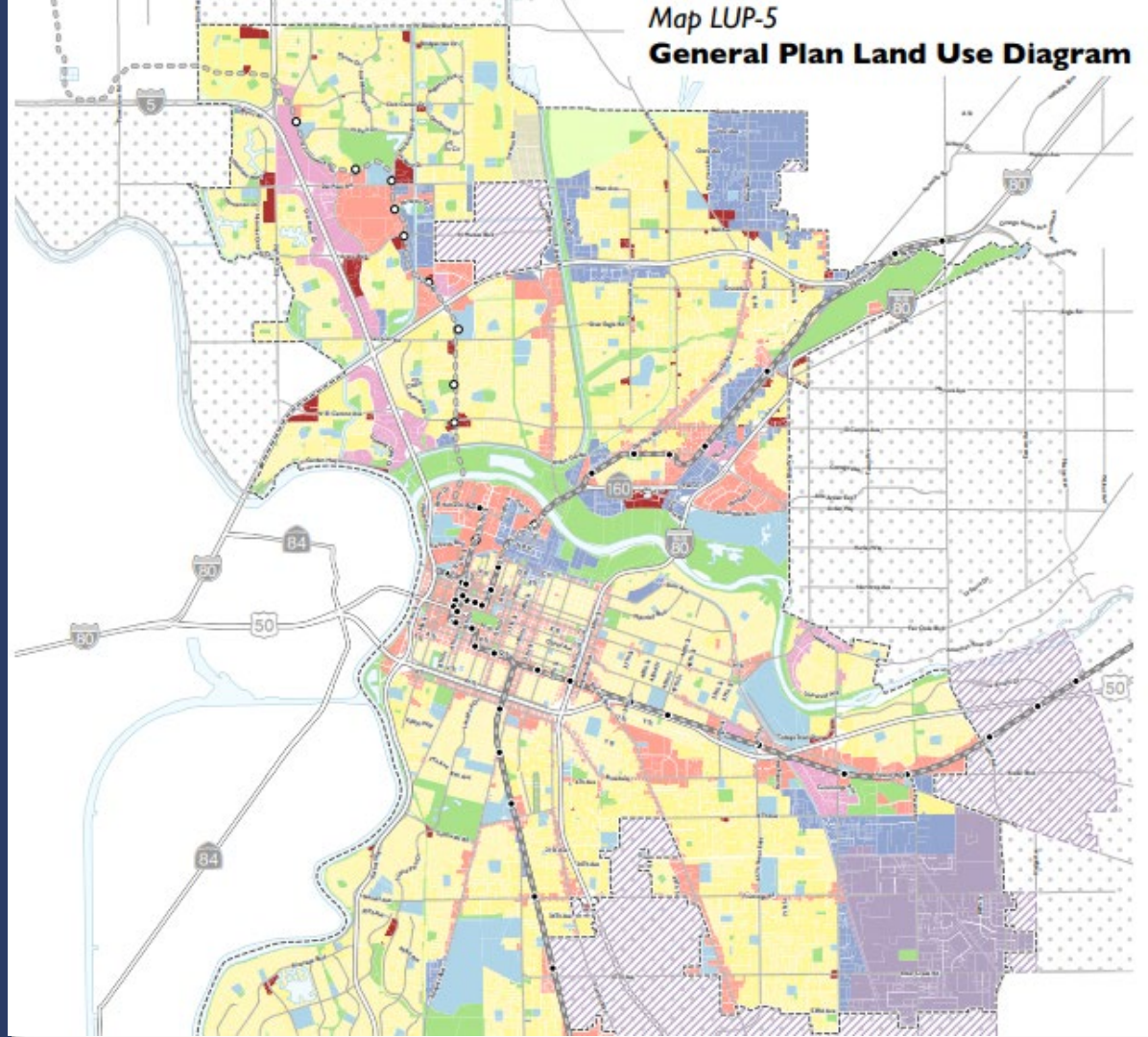
- Definition
- Complete
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**We want to work with you
towards a successful project.**



Site Plan & Design Review

- Definition
- Complete
- Consistency
- High Quality & Compatible
- Common pitfalls
- Discretionary



Questions?

planning@cityofsacramento.org

Helpful Links

Planning Forms –includes
applications and fee estimates

Design Guidelines

Sacramento City Code

To track projects and to be
alerted of development in your
area: AgencyCounter

Building Intake Service

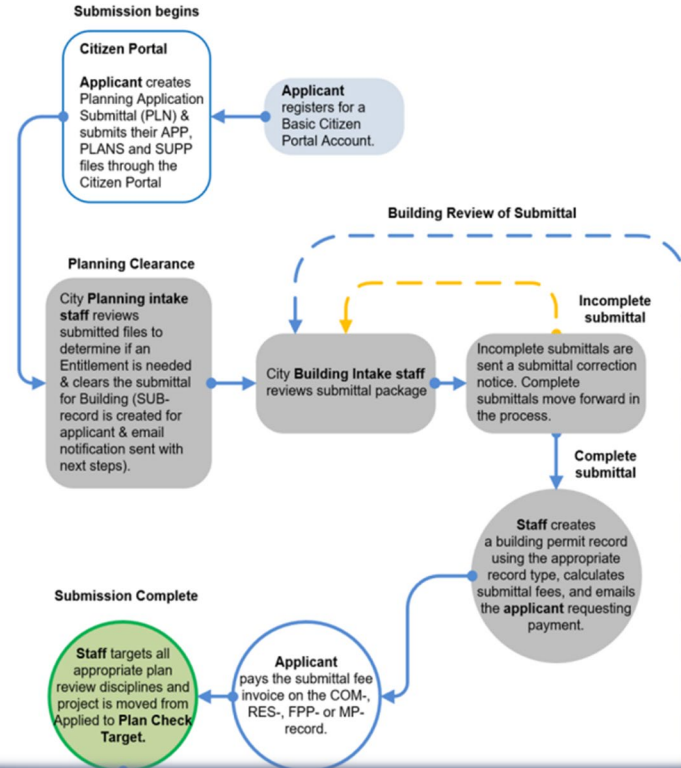
Agenda

- Preparing Files
- Submitting to Building
- Submittal Triaged for completeness
- Plan review fee paid, and project routed for review
- What to Expect & Tips for Success
- Fee Thresholds

EPC Quick Reference Guide

<https://www.cityofsacramento.gov/content/dam/portal/cdd/Building/Plan-Review/Electronic-Plan-Check/EPC-Quick-Reference-Submittal-Guide.pdf>

How Electronic Submittal Works



Preparing Files

App File

- Complete Building Permit Application ([CDD-0200](#))
- Owner-Builder ([CDD-0220](#))
- Agent Authorization:
 - For Contractor ([CDD-0196](#))
 - For Owner ([CDD-0204](#))

Plans File

- Complete Set of Construction Drawings
 - Reference From ([CDD-0312](#)) as a guide.

Supp File

- Specification documents for equipment.
- Structural Calculations.
- Energy Compliance Documents.

Submission Begins

Citizen Portal

Applicant Creates PLN & submits their APP, Plans and SUPP files through the Citizen Portal. The city will create a SUB record and forward to Building Intake.



Review

City Building Intake staff reviews submittal package for completeness.

RES/COM Record Created

Staff creates a building permit record using the appropriate record type and calculates submittal fees.



Plan Review Fees Invoiced

Applicant pays the submittal fee invoice on the RES or COM record.

Fees to get project submitted for Plan Review

1. Plan Review
2. Public Works Deposit
3. Planning Plan Review
4. All remaining fees to be assessed at time of plan review completion

https://www.cityofsacramento.gov/content/dam/portal/cdd/Building/Forms/CDD-0245_Fees-and-Charges-on-Residential-Bldg-Permits.pdf

City of
SACRAMENTO
Community Development

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

Fees and Charges Collected on Residential Building Permits

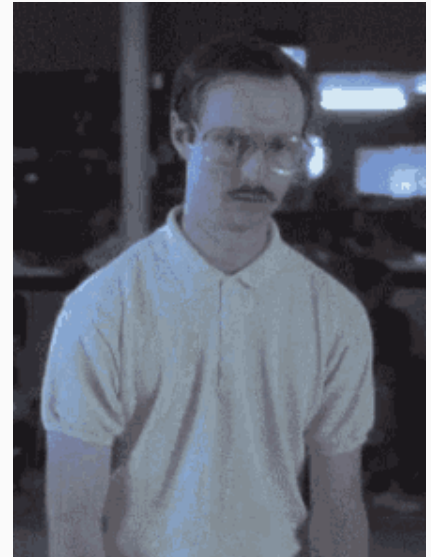
| VALUATION DETERMINATION | | |
|--|--|---|
| 1. Valuation is determined by the Building Official 2. Fees are based on either the calculated valuation for the structure per the ICC valuation tables or the contract value, whichever is higher. | | |
| PLAN REVIEW FEES | VALUATION | BUILDING PERMIT FEES |
| Refer to Fee Schedule below | \$0 to \$99,999.00 | Refer to Fee Schedule below |
| Refer to Fee Schedule below | \$99,999.01 to \$100,085.00 | Multiply \$0.006787 for each dollar over \$100,000 and add \$1.078 |
| 42% of the building permit fee | \$100,085.01 to \$2,999,999.99 | Multiply \$0.006787 for each dollar over \$200,000 and add \$1.078 |
| 42% of the building permit fee | \$3,000,000.00 to \$9,999,999.00 | Multiply \$0.005133 for each dollar over \$3 million and add \$20,761 |
| Production Permit Plan Review Fees for Master Plan Projects - Divide Plan Review by two | For values \$10,000,000.00 and greater use fee schedule | |
| ADDITIONAL PLAN REVIEW FEES | CHARGES BASED ON VALUATION | |
| 1. Plan Revisions Review (Building) – \$214 per hour 2. Fire Department Plan Review Fee – \$255 per hour 3. Planning Projects (Proposed New) – 15% of Building Plan Review Fee (min. \$234) 4. Planning Production Permit Plan Review – 7.5% on subsequent Master Plan units (min. \$117) | 1. Construction Excise Tax – Valuation of all new square footage x 0.008 2. Strong Motion Fee – Valuation x 0.00013 (min. \$0.50) 3. City Business Operations Tax – Charged when contractor is the permit applicant. Valuation x 0.0004 (max. \$5,000 per year) 4. Green Building Fee – \$1 per \$25,000 of valuation (min. \$1) 5. General Plan Fee – \$2.60 per \$1,000 of valuation | |
| ADDITIONAL INSPECTION FEES | SPECIFIC COST PERMITS | |
| 1. Reinspection Fee – \$107 minimum ¹ 2. Emergency Inspection – \$642 minimum ² 3. Overtime Inspection – \$642 minimum ² 4. Fire Department Inspection – \$0.11 x project area (min. \$288) | Minor Permits, one trade – \$105 Minor Permits, multiple trades – valuation based, see Building Permit Fees section above HVAC and Re-roof – \$175 | |
| OTHER FEES | | |
| 1. Technology Surcharge – 5% of Permit and Plan Review Fee | | |
| NOTE: ADDITIONAL IMPACT FEES MAY BE APPLIED TO SPECIFIC PROJECTS | | |

¹ Charged hourly, half-hour minimum for residential
² Charged hourly at time and a half, two hour minimum

CDD-0245 Revised 07-19-2025 Page 1 of 3

Submission Complete

Staff targets all appropriate plan review disciplines. The project is moved from Applied to Plan Check Target.



What to Expect & Tips for Success



What should a developer be doing in preparation for Plan Review?

1. Complete the Mapping process and submit new address to addressing to get address approved to avoid delay.
2. Work with a solar contractor to finalize solar plans, partner with SMUD to verify solar plans to obtain interconnection approval and have those plans ready to incorporate.
3. Work with a fire contractor to finalize fire sprinkler plans and have those ready to incorporate.

Impact Fee Thresholds for ADU



Exemption Threshold Based on ADU Square Footage

- 749 sqft and under meets the exemption threshold
- 750 sqft and over is not exempt
- CDD-0419

https://www.cityofsacramento.gov/content/dam/portal/cdd/Building/Forms/CDD-0419_Accessory-Dwelling-Unit-Fee-Estimate.pdf

Accessory Dwelling Unit (ADU) Fee Estimate (New Construction)

| Project Valuation: | \$125,360.13 | \$125,527.50 | \$200,844.00 |
|---|--------------------------------|--------------------|--------------------|
| Square Footage: | | | |
| Dwelling (price/sq. ft.) | \$ 167.37 | | |
| Building Permit Fee * | 749 | 750 | 1,200 |
| Building Plan Review Fee * | \$1,250.12 | \$1,251.26 | \$1,762.43 |
| Fire Dept Administrative Fee | 325.00 | 325.53 | 740.22 |
| Fire Dept Inspection | 173.00 | 173.00 | 173.00 |
| Fire Dept Plan Review Fee | 288.00 | 82.50 | 132.00 |
| Planning Inspection Fee | 255.00 | 255.00 | 255.00 |
| Planning Review Fee | 468.00 | 468.00 | 468.00 |
| Public Work Review Fee (\$205 Deposit + hourly) | 234.00 | 234.00 | 234.00 |
| Utilities Fee (\$205 Deposit + hourly) | 205.00 | 205.00 | 205.00 |
| C&D Recycling Processing Fee | 50.14 | 50.21 | 80.34 |
| Regional Sanitation Fee ** | Check with County | | |
| Sewer Development Fee ** | Check with County | | |
| City Business Operation Tax * | 50.14 | 50.21 | 80.34 |
| Construction Excise Tax * | 590.21 | 591.00 | 945.60 |
| General Plan Fee * | 327.60 | 327.60 | 522.60 |
| Green Building Fee * | 6.00 | 6.00 | 9.00 |
| Residential Construction Tax (3+ bedrooms) | 315.00 | 315.00 | 315.00 |
| Strong Motion Fee ** | 16.30 | 16.32 | 26.11 |
| Technology Fee * | 142.01 | 142.14 | 200.21 |
| Park Development Impact Fee ** | - | 2,602.50 | 4,164.00 |
| Sacramento Area Flood Control Agency Development Impact Fee (SAFCA DIF) | - | 1,575.00 | 2,520.00 |
| Sacramento Transportation Authority (STA) Mitigation Fee - 2% Admin Fee | - | 1,126.76 | 1,381.68 |
| School Impact Fee (See CDD-0220) | Paid at school district office | | |
| Transportation Development Impact Fee (TDIF) ** | - | - | - |
| Total (approximately) | \$5,100.58 | \$10,202.03 | \$14,419.52 |

* Based on Project Valuation

** May be lower in certain infill areas or incentive zones

This is only an estimate. The actual fees can vary based on project scope, location, fee changes, etc.

Questions?

For submittal inquiries please contact the Building
Department at

epcintake@cityofsacramento.org

Or

EZPermit@cityofsacramento.org



Break (10 min)

Building Plan Review



Building Plan Review



Residential Building Plan Review

- **Single Family Residence**
- **Two Family "Duplex"**
- **Accessory Dwelling Units**
- **Townhomes**



Commercial Building Plan Review

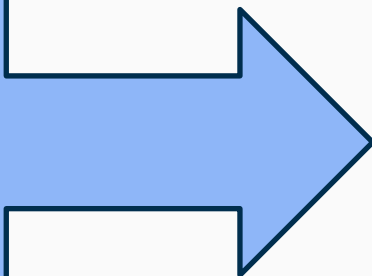
Buildings containing three or more dwelling units (including ADUs)

Building Plan Review



Residential Building Plan Review

- Single Family Residence
- Two Family "Duplex"
- Accessory Dwelling Units
- Townhomes



California Residential Code (CRC)

Building Plan Review



**Commercial Building Plan
Review**

**Buildings containing three or
more dwelling units
(including ADUs)**



**California
Building Code
(CBC)**

Building Plan Review

Classification of Multiple Dwelling Units Constructed with Common Building Elements Policy

This policy explains how the city determines the building type, permit requirements, and accessibility rules for clusters of attached homes. Refer to the link below for more information.

https://www.cityofsacramento.gov/content/dam/portal/cdd/Building/Forms/CDD-0409_Multiple-Dwellings-Constructed-w-Common-Building-Elements_1-01-2020.pdf

Building Plan Review



Who May Prepare Plans

Plans must be prepared, signed, and stamped by a California-licensed architect or registered engineer when they do not conform to the conventional framing requirements of the CBC or CRC. Other conditions may also require a design professional; refer to the link below for more information.

https://www.cityofsacramento.gov/content/dam/portal/cdd/Building/Forms/CDD-0236_Who-May-Prepare-Plans_1-1-17.pdf

Building Plan Review

Primary Departments

Building Division Commercial Building Plan Review

- Structural
- Mechanical
- Electrical
- Plumbing
- Life safety

Planning Division

- Zoning compliance
- Design review

Residential Building Plan Review

- Residential Building Plan Review
- Electrical Plan Review

Fire Prevention

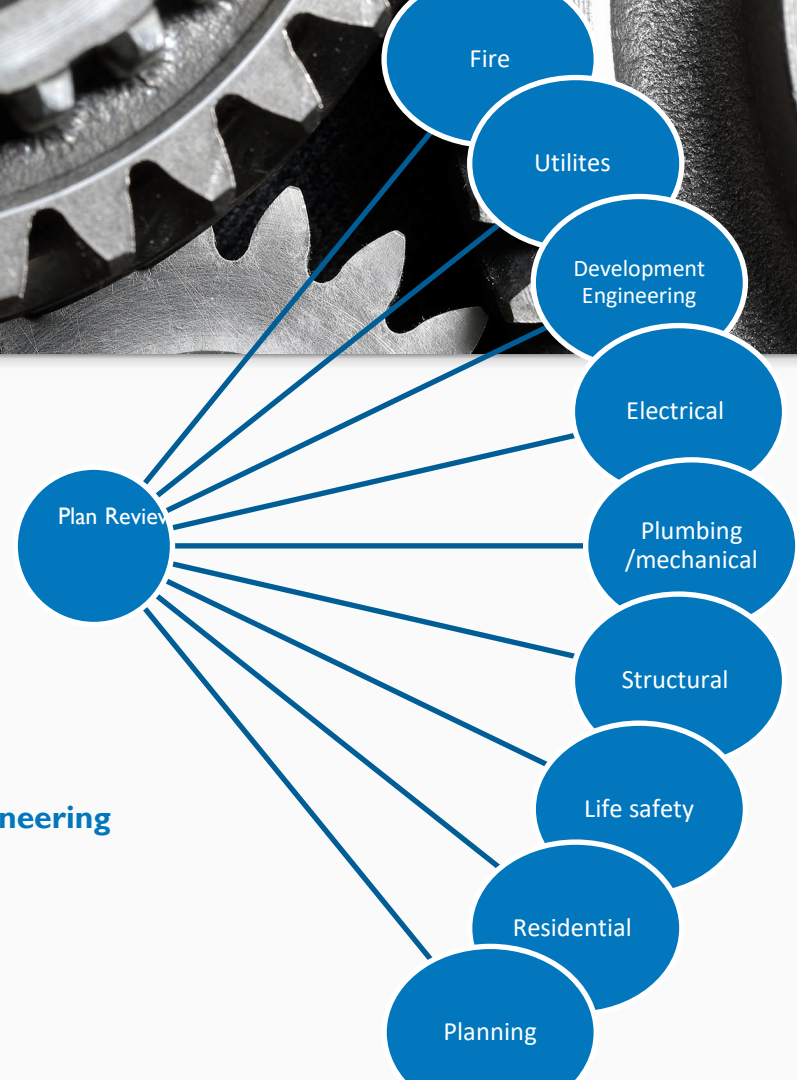
- Fire review

Public Works/Development Engineering

- Encroachment permits
- Site improvements
- Stormwater

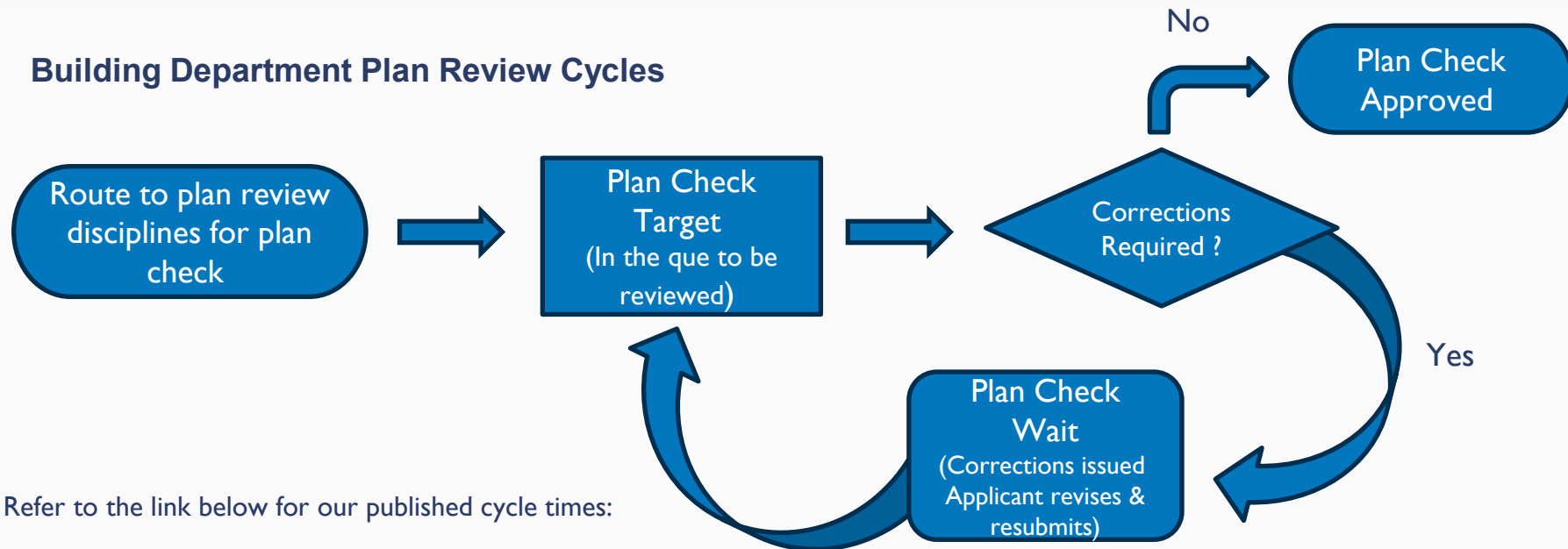
Utilities Department

- Water service
- Sewer connection



Building Plan Review

Building Department Plan Review Cycles



Refer to the link below for our published cycle times:

[CDD-0294 Projected-Cycle-Times-for-Building-Plan-Review.pdf](#)

Building Plan Review

Building Department Forms

<https://www.cityofsacramento.gov/community-development/building/building-forms>

Building Department Contacts

<https://www.cityofsacramento.gov/community-development/contact-cdd/building-division-contacts>

Building Department Plan Review Information

<https://www.cityofsacramento.gov/community-development/building/plan-review>

Building Plan Review

Thank
you!



Questions?

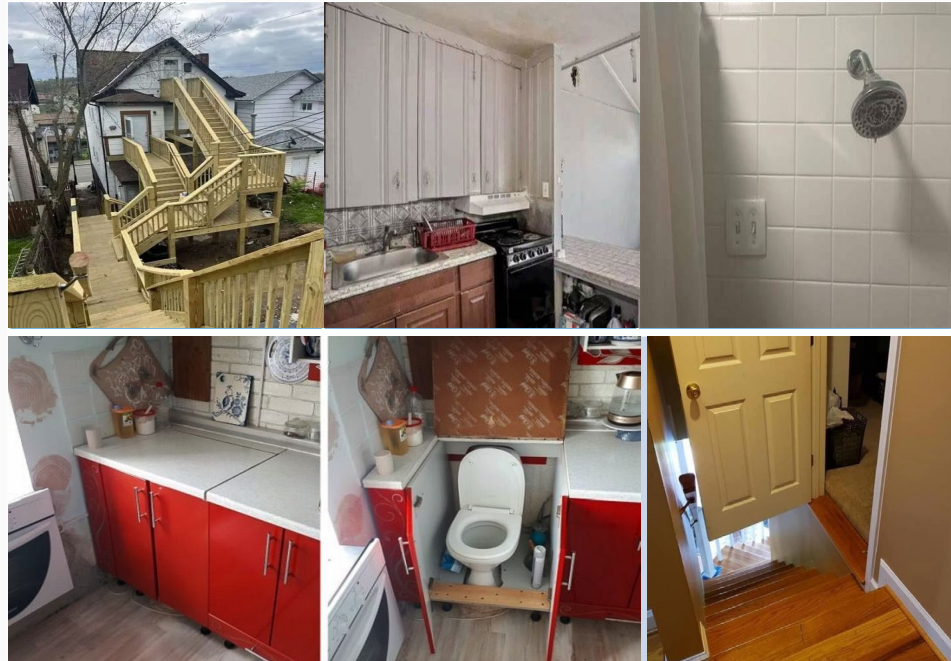
Inspection Process

1.8.4.4 Inspections.

Construction or work for which a permit is required shall be subject to inspection by the building official and such construction or work shall remain accessible and exposed for inspection purposes until approved.

R105.4 Validity of permit.

The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the jurisdiction.



Inspection Process

Residential New Construction

- Foundation/ setbacks/ Underground utilities
- Slab
- Shear nail/ roof nail
- Frame across the board/ exterior moisture barrier
- Sheet rock nail/ brace walls
- Final inspection



#ASKQUESTIONS

Inspection Process

Residential Remodel

- Foundation/ setbacks/ Underground utilities
- Shear nail/ roof nail
- Frame across the board/ exterior moisture barrier
- Sheet rock nail
- Final inspection



Not sure what inspection is necessary? Remodels can get confusing as to what inspections are needed.

Inspection Process

Minor permits

- Rough inspections
- Mechanical, electrical, plumbing
- Gas test
- Temp power
- Sheet rock, Fire wall, brace walls
- Final inspection



Inspection Process

- Commercial Inspections- Building-MEP-Fire-Planning-Utilities
- Under-floor
- Rough- for each trade
- Framing
- Shear/ Roof nail
- Final for each trade Building will always be the last inspection
- #ASK QUESTIONS

Questions?

Thank you!

Contact us:

City of Sacramento
915 I St
Sacramento, CA

cityofsacramento.org

City of
SACRAMENTO

