



Breaking Ground

YOUR GUIDE TO

DEVELOPMENT IN

SACRAMENTO COUNTY



JANUARY 2013



SACRAMENTO
COUNTY

OVERVIEW

The Sacramento County Development Services Guide provides information about how to work successfully with County development departments. Development projects may be simple, such as installing a water heater, or more complex, requiring planning and environmental review, engineering solutions and a public hearing process.

This guide will help you prepare and suggests what information to gather before contacting the County.

Highlights of this guide include:

- Description of the development stages:
 - entitlements
 - civil improvement plans
 - building permit, and Construction
- Steps required for each stage
- Contact information
- information to gather before contacting the County
- Frequently Asked Questions
- On-line resources
- Contact information and web addresses



Our team provides development services to the unincorporated areas of the County. Services within cities are provided by the city organization.

The Appendix lists contact information of local government agencies and local districts.

PLANNING AND ZONING

If you are contemplating any land use changes to your property, it is important that you contact the Planning and Environmental Review Division first. The Division can assist you in determining whether your project is consistent with planning and zoning requirements. You may visit the Planning front counter or go to our website.

The Planning staff can assist you in the following ways:

- Filing an application for a discretionary planning entitlement, including General Plan Amendments, Rezones, Use Permits, and Variances
- Submit a Design Review application
- Sign-off on building permits
- Zoning checks on business license applications
- Public Convenience Liquor License
- Other inquiries related to allowed uses and development standards



Filing an application and Pre-Application Meetings:

If you need to file an application for a planning entitlement, our planners can assist you in determining exactly what kind of permit you need, how long it will take to process, and what fees are involved. For large projects, it is highly recommended that you schedule a Pre-Application Meeting (PAM). Staff from various departments will help guide you on project requirements. A fee is involved.

Key Contacts:

Planning & Environmental Review
Planning
827-7th Street, Room 225
916.874.6221
<http://www.per.saccounty.net>

Counter Hours of Operation:
8:30 AM – 4:30 PM
Monday through Friday

Email: sacplan@saccounty.net
Application Filing: Anytime by
appointment – 916.874.6141

Research Requests:

If you need additional assistance beyond what can be handled at the front counter, you may file a research request. Examples include substantial compliance, records research, and letters of zoning verification. An hourly fee is involved.

Design Review:

Design review is required for all commercial, industrial, institutional and multi-family projects. You will need design review approval from the Design Review Administrator prior to submitting for a building permit.

Information needed:

Property Address
Parcel Number
Clear idea of what you want to do with your property

Website Resources:

www.per.saccounty.net

On the web you will find:

- Find the zoning of properties
- Find your parcel number
- Status of pending projects
- Current County General Plan
- Forms and Fees
- Additional Frequently Asked Questions
- County Zoning Code
- County Design Guidelines

Current topics in Planning

Environmental Review

The Environmental Review Section prepares environmental documents pursuant to the California Environmental Quality Act (CEQA) for all discretionary projects within the unincorporated area of Sacramento County.

Review times vary based on the nature and complexity of the project. In some cases, state and/or federal agencies must jointly prepare and process the project's environmental document.

Types of environmental documents include:

Exemption - the project is considered either non-discretionary or is exempt pursuant to a category of the CEQA Guidelines.

Negative Declaration - the project was determined to have less than significant impacts upon the environment and/or those impacts can be mitigated to a less than significant level.

Environmental Impact Report - the potential exists for significant adverse impacts on the environment.

Key Contacts:

Planning and Environmental Review
Environmental Review
827-7th Street, Room 220
916.874.7914
Fax: 916.874.8343
Office Hours: 8:00 AM – 5:00 PM
Monday through Friday

Information Needed:

- Completed Project Application
- Special Studies as Necessary
 - Traffic Studies
 - Noise Studies
 - Arborist Reports

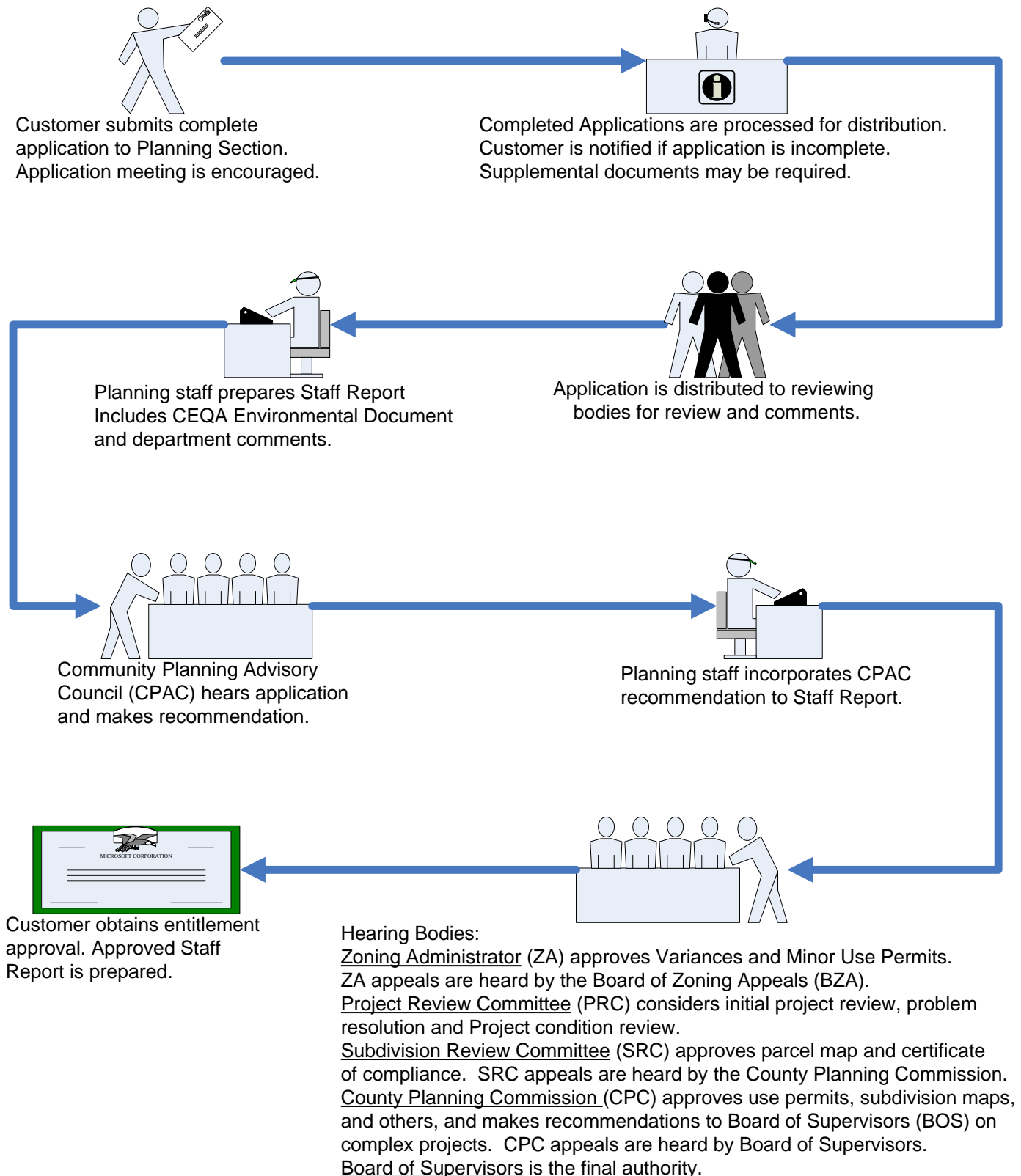
Additional Resources:

Entitlement Information

Environmental Review Requirements

www.per.saccounty.net

SACRAMENTO COUNTY COMMUNITY DEVELOPMENT DEPARTMENT Application Processing Workflow



CIVIL IMPROVEMENT PLANS

Before having building plans prepared, contact the Site Improvement & Permits Section for infrastructure requirements and right-of-way information. When developing a property, owners are responsible for constructing street, drainage and sewer improvements, and, dedication of easements for publicly maintained improvements such as roadway, drainage and sewer facilities.

Most new construction and some additions require improvement plans. These plans must show road, drainage, sewer and on-site improvements. Improvement plan approval is required before building permit can be issued and construction must be completed before occupancy of any structures.

Improvement plans are prepared, signed and submitted by registered civil engineers. The civil engineer coordinates with the local fire district, water district and utility companies.

The County plan review staff has agreed to review and return plan check comments within 20 working days for new plan submittals and 10 working days for subsequent plan submittals.

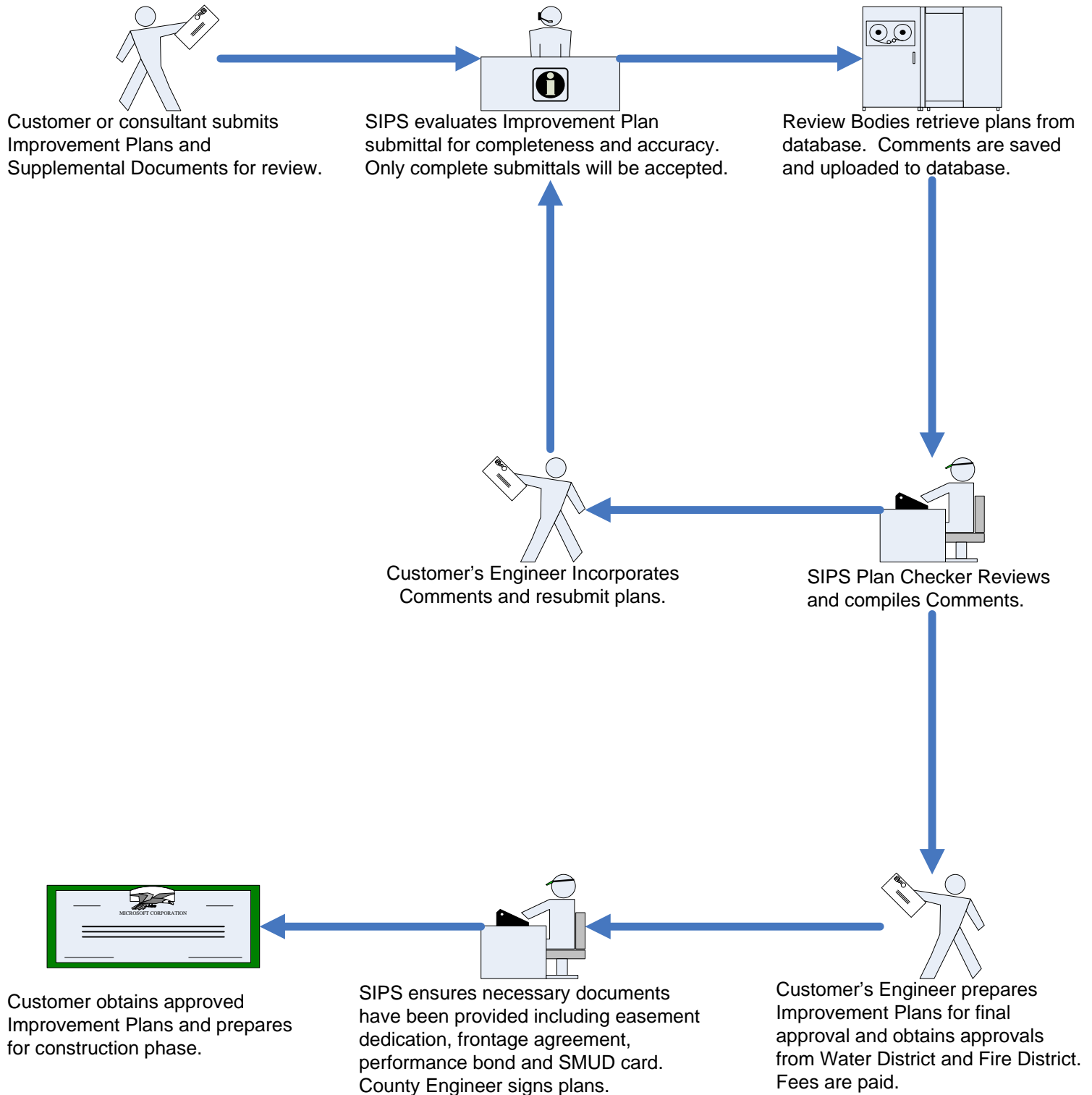
Key Contacts:

County Engineering
Site Improvement & Permits Section
827-7th Street, Room 102
Sacramento, CA 95814
916.874.6544
Office & Public Counter Hours:
8:30 AM – 4:30 PM
Monday through Friday
www.engineering.saccounty.net/sips

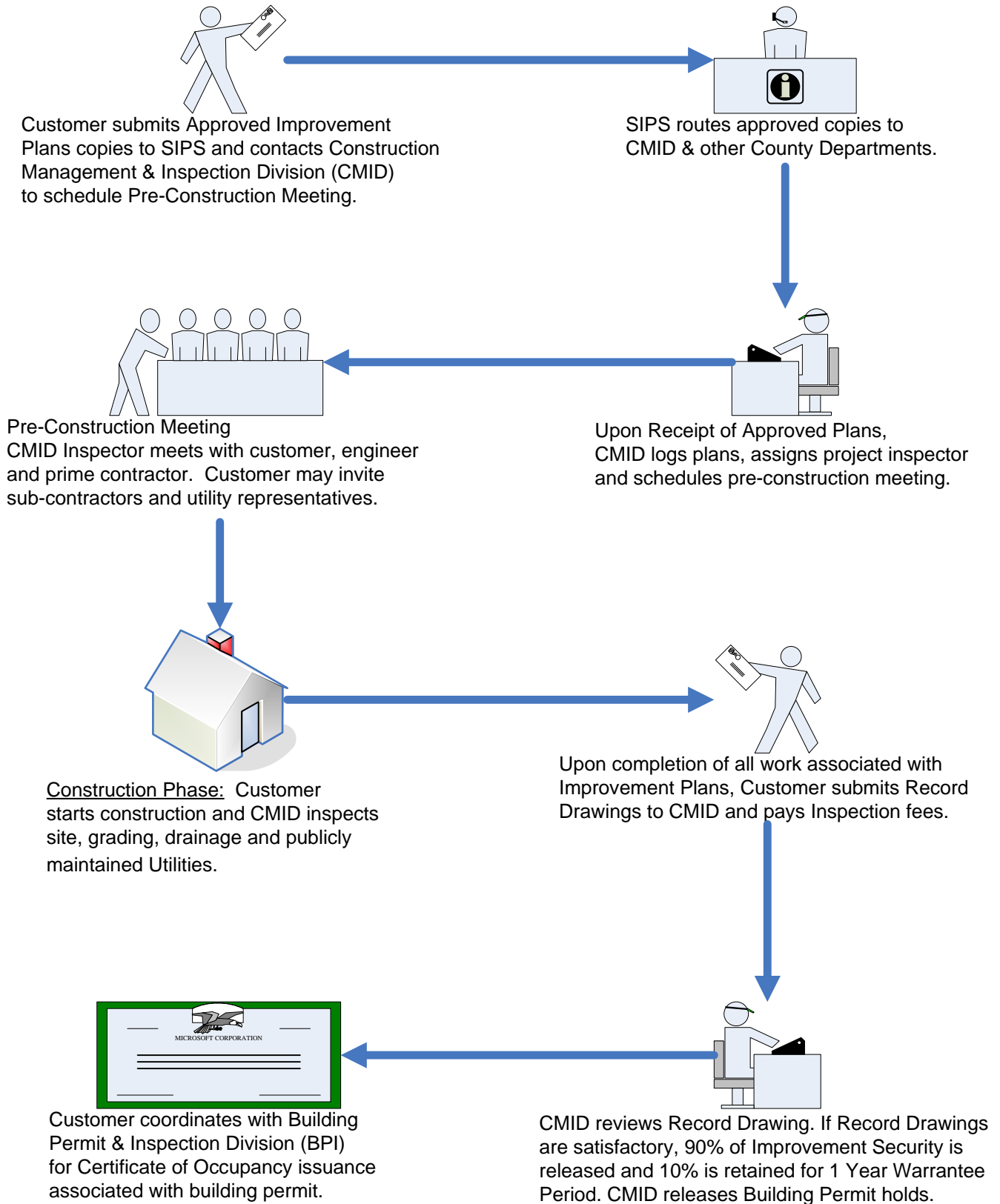
Key Contacts:

Department of General Services
Construction Management and
Inspection (CMID)
3030 Explorer Drive, Suite 5
Sacramento, CA 95827
916.875-2700
916.875.2720 Fax
Office Hours:
8:00 AM – 4:00 PM
Monday through Fridays
www.dgs.saccounty.net/cmld

SACRAMENTO COUNTY COMMUNITY DEVELOPMENT DEPARTMENT Improvement Plan Workflow Process



SACRAMENTO COUNTY COMMUNITY DEVELOPMENT DEPARTMENT Improvement Plan Construction Workflow Process



FINAL PARCEL & SUBDIVISION MAPS

For projects that require lot changes, approval of a tentative parcel or subdivision map, and a recordation of final parcel or subdivision map will be required. All final maps must be recorded with the Sacramento County Recorder.

Once a project has tentative map approval, a registered civil engineer or a licensed land surveyor can be hired by the property owner to prepare and submit a final map application package to the Survey Section. The final map application must include tax, ownership and park fee requirements.

The final parcel or final subdivision map will be processed by the County Surveyor for approval by the Board of Supervisors. Final map review time varies depending on the project complexities.



Information Needed:

- Parcel Ownership Information
- Park Fee Requirements
- School Fees Payment Receipt
- Parcel & Subdivision Map
 - Appropriate Signatures- Engineer, Owner, Lender
- Title Company Information



Key Contacts:

County Engineering Division
Survey Section
827-7th Street, Room 102
Sacramento, CA 95814

916.874.6544

916.874.8535 Fax

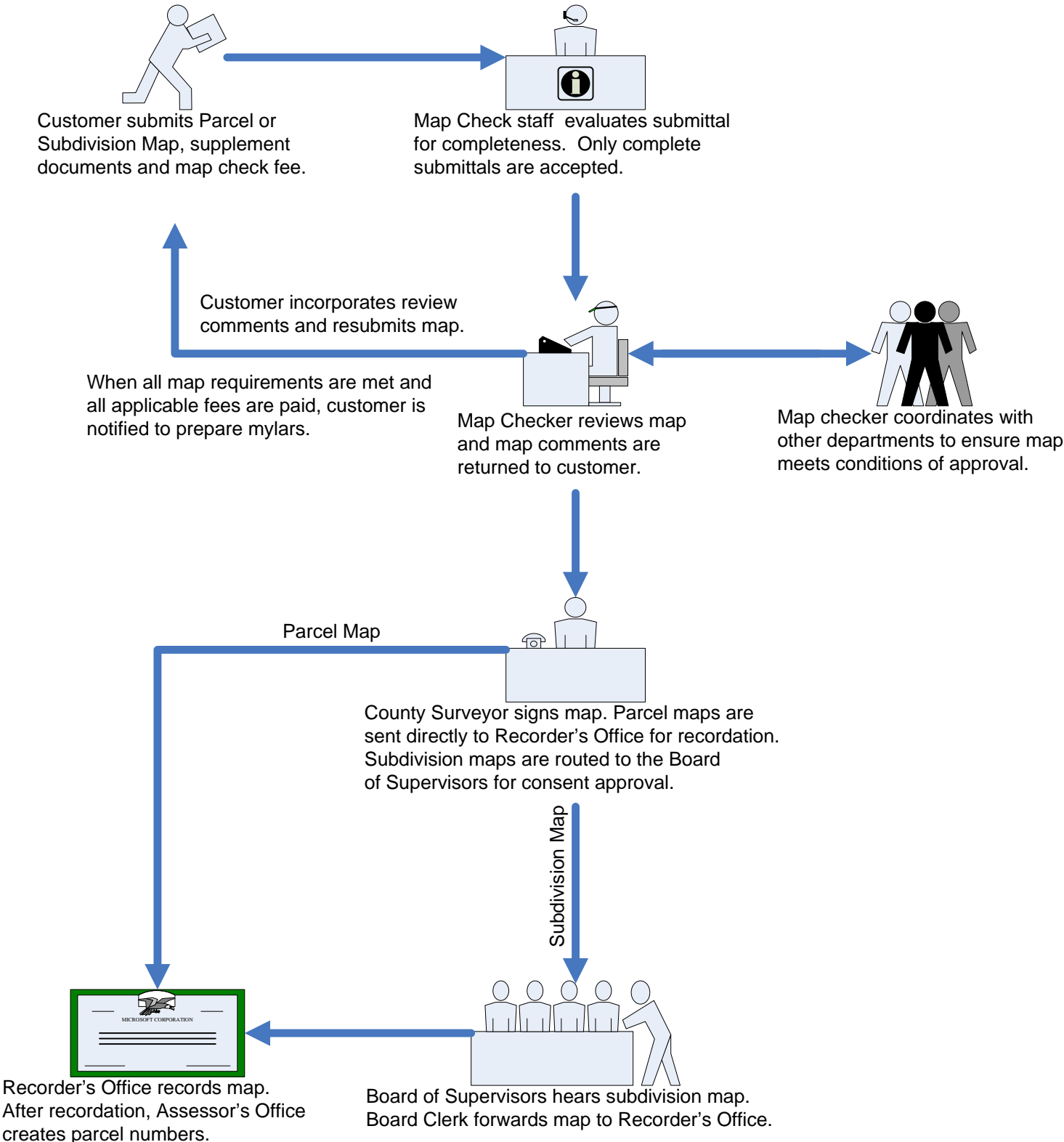
Office & Public Counter Hours:

8:30 a.m. – 4:30 p.m.

Monday through Friday

www.engineering.saccounty.net/Surveys

SACRAMENTO COUNTY COMMUNITY DEVELOPMENT DEPARTMENT Map Check Workflow Process



BUILDING PERMITS & INSPECTION

Building projects fall into two groups: residential and commercial.

Residential projects are home or home related construction. Commercial projects are retail, office, industrial, industrial and apartment houses of three or more dwelling units.

Both types may require a building permit and building plan submittal. The building plans must demonstrate what is to be constructed and building code compliance.

Number of plan sets required:

- three sets at permit application;
- one additional set for the County Assessor for new buildings and additions;
- three plan sets for Environmental Management-Environmental Health if a restaurant or food service facility;
- two additional sets of Sprinkler plans complying with NFPA 13D must be submitted directly to the Fire District.

Permit Locations:

Downtown Permit Center

827 7th Street, Room 102
Sacramento CA 95814
916.875-5296
916.854.9229 Fax
Permit Counter Hours:
8:30 AM – 4:30 PM
Monday – Friday

Branch Permit Center

4101 Branch Center Road
Sacramento CA 95827
916.875.5296
916.854.9228 Fax
Permit Counter Hours:
8:30 AM – 4:30 PM
Monday – Friday

North Area Service Center

6015 Watt Avenue, Suite 4
North Highlands, CA 95660
916.874.2424
916.874.2632 Fax
Public Counter Hours:
9:00 AM – 4:00 PM
Open M – TH, Closed Fridays
Closed 12:00 PM – 1:00 PM
Building Permit: W & TH Only

East Area Service Center

5229 Hazel Ave, Suite B
Fair Oaks, CA 95628
916.876.5622
916.875.1537 Fax
Public Counter Hours:
9:00 AM – 4:00 PM.
Open M - TH, Closed Fridays
Closed 12:00 PM – 1:00 PM
Building Permit: M & TU Only

Building plan sets are submitted to Building Inspection who routes the plans to County Departments for review.

Building permits are required when:

- constructing a new building
- adding to or remodeling an existing building
- changing the use of a building
- conducting miscellaneous minor repairs such as re-roofing, or changing out a hot water heater, or changing out electrical or gas service.

Applications for permits can be handled at any office. Permits can be issued to properly licensed contractors, and owner/builders who accept full responsibility for the project. On commercial projects, tenants are also considered owner/builders for permit purposes.

During this stage, an actual building plan must be prepared that includes foundations, drainage facilities, structures, and utilities (electrical, plumbing, gas) that will be constructed. Utilities include sewer, water, electrical and gas. Submittal to other agencies for review may also be required.

Key resources for permitting include the State of California Building Standards Code and the County Building Code. These Building Codes

are used to ensure that safety standards are followed and that the appropriate materials are used.

See next page for list of specific requirements for residential and commercial building plans.

Additional Resources:

An Applicant's Guide to Residential Building Permits available online

Building Inspection

www.bldginspection.org

Environmental Management

www.emd.saccounty.net

Building Plan Requirements

Residential Plans:

- Assessors' Parcel Number (APN) – need address
- Plot plan showing property lines, setbacks, drainage plan, SWPPP, as well as easements and distance to existing structures and location of new work
- Architectural plans including floor plans, roof plans, elevations, cross sections, details, and electrical items, name and contact info
- Structural plans showing foundation plans and anchorage, floor and roof framing plans and details
- Structural calculations as required (need PE #)
- Energy compliance documents as required

Commercial Plans:

- Plot plan showing property lines, existing structures and location of new work
- Architectural plans including floor plans, roof plans, elevations, details, and electrical items
- Structural plans showing foundation plans and anchorage, floor and roof framing plans and details – (must provide an additional set of plans if this information is provided)
- Structural calculations as required
- Energy compliance documents as required
- Mechanical plans showing equipment, ductwork, etc.
- Plumbing plans and calculations showing the fixtures, gas, connections to existing work, etc.
- Electrical plans showing panel schedules, load calculations, single line diagrams, lighting, equipment, switching, site work, etc.
- Parking lot photometric light plan
- Landscape drawing
- Food equipment plans (for restaurant)
- Civil drawings*
- Soils reports as required
- Pay fees when plans are submitted. Balance of fees due when plans are approved.

* Submit Civil Improvement Plans to Site Improvement & Permits Section

DO I NEED A BUILDING PERMIT?

Project	Permit Required	Project	Permit Required
Accessibility Upgrades	Yes	Deck over 30 inches above grade and/or a required egress. New, repair or replacement	Yes
Addition to Commercial Building, Rowhouse or Condo	Yes	Demolition of any structure	Yes
Addition to House	Yes	Detached Garage	Yes
Air Conditioner and Heating	Yes	Driveway/Patio (concrete) not over 30 inches above grade	No
Alteration/Remodel to a Commercial Building or a Specific Tennant Space	Yes	Electrical – Turn on power to tenant space. {NO WORK, NO CHANGE OF USE (requires copy of business lic.)}	Yes
Appliance Replacement (Hard wired)	Yes	Electrical – Turn on power in vacant space. (for owner of building only)	Yes
Appliance Replacement: Plug-In	No	Electrical Circuit New	Yes
Attic Fan/Whole House Fan (Electric)	Yes	Electric Gate (less than six feet in height)	Yes
Back yard sheds > 120 sq. ft. of floor area or more than 9 feet maximum height or closer than 3 feet to side or rear property line or closer than 6 feet to house or garage	Yes	Electric Gate (over six feet in height)	Yes
Canopy (either attached or detached)	Yes	Electric – New receptacle or circuit for a portable pool or spa	Yes
Carport (either attached or detached)	Yes	Electrical Panels (either service or sub-panel)	Yes
Ceiling fan	Yes	Electrical Repairs – Maintenance purpose (like for like)	No/May
Cellular Towers	Yes	Electric Repair – Improvement (i.e. from fixture to new paddle fan)	Yes
Certificate of Occupancy (for new tenant space)	Yes	Electric to Gas Conversion	Yes
Change in Use to a Building	Yes	Fences less than six feet as measured from either side	No
Deck under 30 inches above grade and/or not used for existing egress	No	Fences over six feet as measured from either side	Yes

DO I NEED A BUILDING PERMIT?

(continued)

Project	Permit Required	Project	Permit Required
Fireplaces (Direct vent or wood burning on exterior of building)	Yes	Landscaping/Drainage	No
Fireplace Insert (into existing fireplace)	Yes	Mobile Home for Residence	Yes
Fireplace (interior with framing – no foundation or increase in area)	Yes	Moving a building	Yes
Fireplace – exterior greater than 6 feet in height	Yes	New Gas Lines	Yes
Fire Pit landscape (no gas line)	No	Occupancy Change	Yes
Fire Pit with gas line	Yes	Outdoor Kitchen	Yes
Flooring including vinyl, carpet, hardwood, tile	No	Outdoor BBQ – Permanent with gas/electric	Yes
Fold Down Ladder-Garage Ceiling Access	Yes	Outdoor Fireplaces (fixed construction /installation)	Yes
Fountains – Portable without piped water; using existing GFCI plug	No	Painting	No
Fountains – Permanent with either piped water or electric pump	Yes	Partitions Only (under 5’9” in height and without being part of any other alterations to the commercial space)	No
Furnace either new or replacement	Yes	Partitions over 5’9” in height	Yes
Garage new either attached or detached	Yes	Patio or Porch Cover (attached/detached)	Yes
Garage Conversion	Yes	Pond (not for human immersion) / with electrical, plumbing or mechanical	No/Yes
Gas Line (new or replacement)	Yes	Portable Carport	Yes
Gas Log Lighter	Yes	Portable Car Cover – cloth, no frame	No
Heating or Air Conditioning Replacement	Yes	Partitions over 5’9” in height	Yes
House Remodeling	Yes	Patio or Porch Cover (attached/detached)	Yes
Irrigation/Sprinklers w/required backflow prevention	Yes	Re-Pitch – changing the pitch of an existing roof structure	Yes
Kitchen-Bath Remodel/Alteration	Yes	Re-Roof more than 400 sq. ft. or 10% of structure – which ever is less	Yes

DO I NEED A BUILDING PERMIT?

(continued)

Project	Permit Required	Project	Permit Required
Roof repair less than 400 sq. ft. or 10% of the area – which ever is less	No	Stucco	Yes
Retaining Walls – wood > 24" earth; masonry > 36" earth or with surcharge	Yes	Swamp (evaporative) Coolers	Yes
Sewer Lines (New or replacement or repair more than 10 feet in length)	Yes	Swimming Pool / Spa – in ground	Yes
Shower Replacement	Yes	Swimming Pool – above ground & more than 5,000 gallons	Yes
Siding	Yes	Swimming Pool Inflatable	No
Retaining Walls – wood > 24" earth; masonry > 36" earth or with surcharge	Yes	Swimming Pool/Spa (Built-in)	Yes
Sewer Lines (New or replacement or repair more than 10 feet in length)	Yes	Termite / Dry-Rot Repair	Yes/No
Signs – Electric – wall, pole or monument	Yes	Toilet Replacements	No
Signs – Non-Electric – wall, pole or monument	Yes	Water Heater	Yes
Solar Panels ground mount	Yes	Water Lines (New or replacement repair)	Yes
Solar Panels on top of building	Yes	Water Softener	Yes
Spa (Portable – above ground – electric permit only)	Yes	Whole House Fans	Yes
Spa installed in ground either gunite, vinyl or fiberglass	Yes	Window Replacement – like for like size & operation. Retro fit or nail type	Yes
Storage Containers (shipping type containers)	Yes	Window Replacement – larger, smaller or different operation	Yes
Stove Hoods – new or replacement	Yes	Wood heater, freestanding	Yes

BUILDING INSPECTION

During this stage, a building inspector actually visits the building or facility location to check (inspect) that construction is consistent with the approved building plans and required building and safety codes.

The approved building plan includes information that shows where and how all foundations, structures, and utilities (electrical, plumbing, gas) must be constructed and installed for the project. All approved documents and plans must be onsite during construction and inspections.

Homeowners or their contractors contact Building Inspection and request an inspection at necessary stages in the construction process.

If the inspector finds problems with the construction, a "Notice of Correction" will be issued.

The problems must be corrected before calling for another inspection.

The contractor or the homeowner must request an inspection by calling 916.875.5381 or requesting an inspection on-line at: www.bldginspection.org

Information Needed:

To schedule an inspection: go to www.bldginspection.org to search the Permit database and/or schedule an inspection. Refer to inspection check list to determine when an inspection is required.

Enter information below to search the Permit database. Permits can be searched by entering any of the following information:

- General Search
- Site Address
- Contractor License Information
- Parcel Number
- Permit Information

Use the dropdown menu to change the Search type.

How to Schedule an Inspection

You must be a registered user and logged into your account to schedule inspections and select the correct inspection code. For full Permit search capabilities, log in to the Permit System or search capabilities are restricted to status searches.

1. Register for an account in the Permit system.
2. Login to your new account
3. Search for your Case
4. Scroll down & click on the underlined case number
5. In the Inspections section; Click the "Schedule" option to the right
6. The website only offers next day inspections
7. Select AM or PM but times are not guaranteed.
8. Enter in special notes or instructions and click the "Schedule Inspection" button

BUILDING INSPECTION,

continued

Building Occupancy

The final stage of a project is occupancy. At this stage, construction is complete but cannot be occupied until the Certificate of Occupancy is obtained. Commercial and multi-family construction projects must obtain a Certificate of Occupancy. Occupancy rules are associated with the uses that will occur in the building. Certificates of Occupancy are issued when all work for which the Building Permit was issued is complete and has had a final inspection. A new certificate may not be required nor issued for existing buildings that are or have been legally occupied.

This may take several weeks to complete, as we need to collect reports from a number of agencies before the case can be closed and a certificate issued.

Please note that one and two-family residential dwellings do not receive a Certificate of Occupancy.

Certificate of Occupancies are issued at:

4101 Branch Center Road
Sacramento, CA 95827
916.875.5296
916.854.9229 Fax
Office & Public Counter Hours:
9:00 AM – 4:00 PM, Closed Fridays

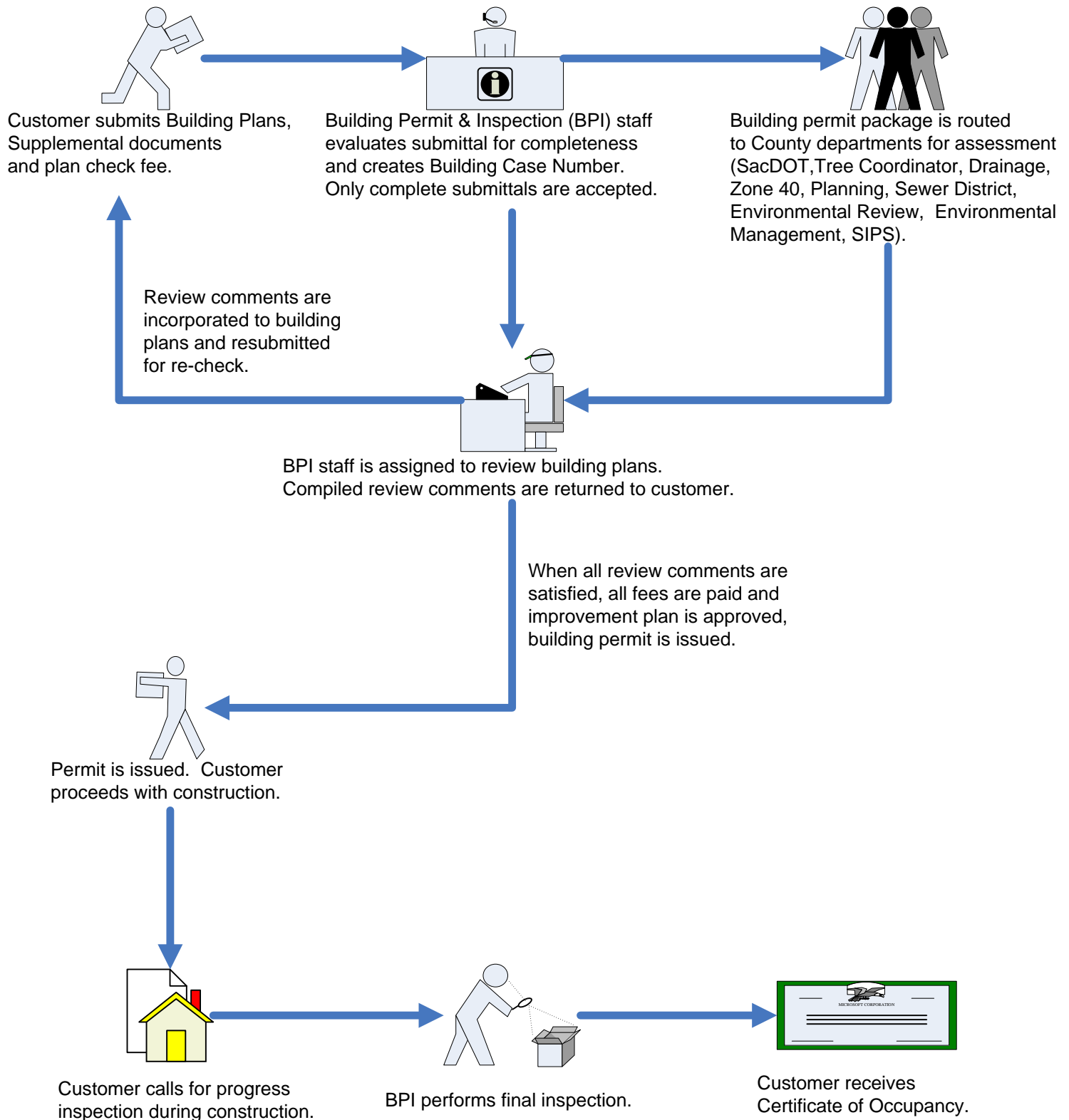
E-mail:

Bldg-Inspection-Info@saccounty.net

Information Needed:

- Case Number
(example: CBNR2009-00000)
- Job Address
- Current return phone number
so that we may contact you.

SACRAMENTO COUNTY COMMUNITY DEVELOPMENT DEPARTMENT Building Permit Plan Workflow Process



FREQUENTLY ASKED QUESTIONS

ENTITLEMENTS

What are entitlements?

Entitlements are the rights that are granted to a land-use project once the project is found to be consistent with County, State and Federal regulations and laws. When an application is filed for a change in land use, the project is reviewed for compliance with the County General Plan, the Zoning Code, neighborhood design requirements, environmental laws, and other applicable State and Federal laws and regulations. Entitlements take the form of project approvals which may require conditions of approval which are requirements placed on the project based on technical review (e.g. traffic, sewer, fire, water, etc.), environmental review, and community concerns. A public hearing is required for discretionary entitlements.

What is the County General Plan and how does it apply to my project?

State Planning and Zoning Law and the California Government Code give local governments (counties and cities) the authority to create land use policies within their jurisdictional boundaries and the ability to create a General Plan policy document. The County General Plan provides a broad outline of future land use patterns in

the unincorporated area of the County.

What fees are involved?

The Planning and Environmental Review Division charges fees based on time and materials. You will be provided a cost estimate at the beginning stages of the process. A deposit is made upon application.

What about Design Review?

Commercial, industrial, institutional and multi-family projects also require design review based on adopted Design Guidelines. This review is conducted concurrently with the application process. Design Review is conducted by the Design Review Administrator and the Design Review Advisory Committee (DRAC). There is a fee associated with this design review.

What types of entitlements are required?

The review process and types of approval are dependent on the details of the project. Some projects require a lengthy review and public hearing process to the County Planning Commission and the Board of Supervisors. Other projects will be simpler and can be approved by staff, the Subdivision Review Committee or the Zoning Administrator.

What technical review occurs?

The project details will dictate which County departments and non-County agencies must review the project application. Applications are referred to a wide variety of County Departments and non-County Agencies for comment and conditions of approval.

Frequently Asked Questions Cont.

What about community and neighborhood review?

Applicants are highly encouraged to submit a Neighborhood Outreach Plan and meet with neighbors before and during the application process. The Community Planning Advisory Councils (CPAC) will hear the project and make a recommendation. The CPAC meetings are noticed to property owners within 500 feet.

Once my project plan and/or map are approved, what is my next step?

Once a project is approved, applicants may proceed to civil improvement plan preparation and building permit review. The details of this stage can be found in the sections following, titled Civil Improvement Plans and Building Permits in this document.

CIVIL IMPROVEMENT PLANS

What is a civil improvement plan?

A civil improvement plan shows where necessary improvements (e.g. curb, gutter, sidewalk, water lines, sewer lines, etc.) are to be installed within existing rights-of-way to support the proposed project. These improvements are designed and constructed pursuant to the County's Improvement Standards and Standards Construction Specifications. Civil improvement plan may include the following:

- Streets, highways, and alleys
- Drainage

- Sewerage
- Street lighting
- Traffic Controls
- Water supply facilities and related public improvements; and
- Set guidelines for all private works which involve drainage, grading, erosion control, trees and related improvements.

When is a civil improvement plan needed?

A complete plan is needed when a project needs streets, bikeways, grading, erosion control drainage facilities, sewerage, street lighting, water distribution systems, including any necessary dedications, easements and rights-of-entry are to be dedicated to the County for maintenance and operation.

Do I need to hire an engineer to prepare the plan?

Yes, a consulting engineer who is legally authorized to practice civil engineering in California is required to prepare and submit civil improvement plans.

Does anyone other than the County have to review or approve the improvement plan?

Yes, when a project is located within areas served by other public agencies (e.g. fire district or water district) those non-County agencies must review the improvement plan to make sure the project meets the Agency's requirements.

Frequently Asked Questions Cont.

What are Improvement Standards?

Improvement Standards are adopted by the County Board of Supervisors and specify requirements for designing:

- streets,
- street lights,
- sound barriers,
- sanitary sewer,
- storm drain,
- grading,
- erosion sediment control, and
- placement of survey monuments

Where can I find the County Improvement Standards?

Sacramento County Improvement Standards can be found online and downloaded at:

www.engineering.saccounty.net/improvementstandards

Where do I submit my improvement plans?

Your improvement plan may be submitted to the Site Improvement & Permits Section (SIPS) at Downtown Permit Center. Electronic submission of improvement plan is preferred. Staff plan review and approval are accelerated.

Once the Civil Improvement Plan is approved, what steps are necessary to commence construction?

Prior to beginning any construction a pre construction meeting must be scheduled with the Construction Management and Inspection Division

(CMID) at 875-2700. The Developer, Consulting Engineer, and Prime Contractor shall be present. Sub Contractor and Utility representative attendance at the discretion of the Developer. CMID will schedule County department representatives as necessary. Contractors are required to have the County Standard Construction Specifications and a copy of the Approved Improvement Plan at all times.

What are the Inspection requirements?

CMID shall inspect all grading and drainage during construction and any improvement that will ultimately be maintained by the County. Each phase of construction shall be inspected and approved prior to proceeding to subsequent phases.

What are the Inspection costs?

CMID charges an hourly rate for all inspection services. This rate is published annually. The charge includes field inspection, travel time, and associated office related tasks. Effective communication and efficient contractor scheduling can minimize costs. Work performed without inspection or non compliant work will result in higher costs. In addition, testing of materials utilized in the construction will be performed by the County Materials Lab on an hourly basis.

Frequently Asked Questions Cont.

What Contractor's License is required to perform the construction of the Civil Improvements?

The Contractor must have a valid State of California Contractors license for the type of work being performed. Class A, General Engineering license allows for the construction of all work. Specialty licenses allow for listed types of work only.

BUILDING PERMITS

What is a building permit?

It is a document that gives permission to do something such as build a project.

Why get a building permit?

It's the law. State law and County Building Codes dictate how buildings must be built to insure the safety of construction and the use of property. Proof of a building permit may also be needed for project financing.

What are Building Codes?

Building codes tell what, where, and how buildings can be built. Building codes insure that buildings are built safely and help make the community livable.

Where can I find the Building Code?

The Sacramento County Building Code can be located online at:
www.Bldginspection.org

When is a building permit needed?

A permit is needed for building a new building, adding to or remodeling an existing building (including electrical, mechanical or plumbing installations or alterations), for swimming pools, sheds over 120 square feet (projected floor area-residential only) or nine feet in height, water heaters, signs, fences over six feet high, patio covers, screen rooms or when changing the use of a building. A permit is needed when altering an existing structure or, adding new structures.

How do I start?

Complete and submit a building permit application to Building Permits & Inspection.

Do I need to hire an engineer to apply for a permit?

Permits can be issued to properly licensed contractors and owner/builders who have completed an owner/builder verification form in addition to the permit application. If the work will be done by a licensed contractor, have the contractor apply for the permit in his or her name.

Who approves a permit?

Building Permits & Inspection approves and issues permits. Other County Departments may need to sign off before a permit is issued

Does anyone other than the County have to review or approve the building permit?

Projects may also require review and approval by the fire, water and sewer district that serve the project.

Frequently Asked Questions Cont.

How much will a building permit cost?

Permit fees vary depending on the type of construction, square footage and/or valuation of the project. Fee estimates can be provided over the phone and fee schedules can be provided upon request. Fee calculators can also be downloaded from the Building inspection web site: www.bldginspection.org

Once fees are paid and building permit issued, what is my next step?

Commence construction and obtain inspection approvals prior to covering any work.

BUILDING INSPECTION

What is a building inspection?

A County building inspector visits a project to check/inspect the construction before that stage of construction is "covered" and before moving to the next construction stage. Inspections are conducted to insure that projects are built safely and as required by building code standards.

When is a building inspection needed?

Building construction must be inspected before any phase is concealed or "covered" by the next phase.

Do I need to hire a contractor to construct my project?

No, an "Owner-Builder" may act as the general contractor. When a homeowner does so, the homeowner assumes the responsibility for the overall job, which may include such things as State and Federal taxes, workers compensation insurance and other legal liabilities. Licensed contractors will assume this responsibility for a project when hired. Refer to the CSLB Website <http://www.cslb.ca.gov/> to learn about contractor licensing.

What should I do to prepare for a building inspection?

Construct the project as required by the approved building plan. Call for an inspection before placing concrete or "covering" the construction and going to the next stage of construction. Be sure the project phase is actually complete and ready for inspection before calling. Inspection sequence will vary based on construction type and scope of work. Consult your inspector for the appropriate inspection schedule.

How do I schedule an inspection?

The easiest way is to use the automated inspection request system that allows you to schedule an inspection for the next work day or before 6:00 a.m. for the same work day. The system is available to callers seven days a week at 916 875-5381 OR via the website at www.bldginspection.org

Frequently Asked Questions Cont.

Once my project receives final approval, what is my next step?

For home projects, once your inspector signs off the completed work, the building permit and project are complete. No certificate of occupancy is needed. Keep all records of your project in the event that you sell your home.

Commercial projects may receive a Certificate of Occupancy.

APPENDIX A (Local Agencies)

City of Citrus Heights
6237 Fountain Square Drive
Citrus Heights, CA 95621
916.725.2448

www.citrusheights.net

City of Elk Grove
8401 Laguna Palms Way
Elk Grove, CA 95758
916.478.2265

www.elkgrovecity.org

City of Folsom
50 Natoma Street
Folsom, CA 95630
916.355.7200

www.folsom.ca.us

City of Galt
495 Industrial Drive
Galt, CA 95632
209.366.7230

www.ci.galt.ca.us

City of Isleton
101 2nd Street
Isleton, CA 95641
916.777.7770

City of Sacramento
300 Richards Boulevard, 3rd Floor
Sacramento, CA 95811
916.264.5011

www.cityofsacramento.org

City of Rancho Cordova
2729 Prospect Park Drive
Rancho Cordova, CA 95670
916.851.8762

www.cityofranhocordova.org

City of Roseville
311 Vernon Street
Roseville, CA 95678
916.774.5334

www.roseville.ca.us

Placer County
3091 County Center Drive
Auburn, CA 95603
530.745.3000

www.placer.ca.gov

San Joaquin County
1810 E. Hazelton Avenue
Stockton, CA 95205
209.468.3124

www.sjgov.org

Contractors State License Board
9821 Business Park Drive
Sacramento, CA 95827
800.321.2752

www.cslb.ca.gov

APENDIX B (County Offices)

Community Development Department
Planning and Environmental Review
Planning
827 7th Street, Room 225 (2nd Floor)
Sacramento, CA 95814
916.874.6221
www.per.saccounty.net

Community Development Department
Planning and Environmental Review
Environmental Review
827 7th Street, Room 220 (2nd Floor)
Sacramento, CA 95814
916.874.7914
www.per.saccounty.net

Community Development Department
Building Permits & Inspection
Downtown Permit Center
827 7th Street, Room 102 (1st Floor)
Sacramento, CA 95814
916.875.5296
www.bldginspection.org

Community Development Department
Building Permits & Inspection
Bradshaw Permit Central
4101 Branch Center Road
Sacramento, CA 95827
916.875.5296
www.bldginspection.org

Community Development Department
County Engineering
Site Improvement & Permits Section
827 7th Street, Room 102 (1st Floor)
Sacramento, CA 95814
916.874.6544
www.engineering.saccounty.net/sips

Community Development Department
County Engineering
Special Districts
827 7th Street, Room 304 (3rd Floor)
Sacramento, CA 95814
916.874.6525

Community Development Department
County Engineering
Surveys – Map Check
827 7th Street, Room 102 (1st Floor)
Sacramento, CA 95814
916.874.6544
www.engineering.saccounty.net/Surveys

Department of Transportation
Landscape Design & Tree Section
906 G Street, Suite 510
Sacramento, CA 95814
916.874.5278
www.sacdot.com/LandscapeDesign

Department of Transportation
Transportation Planning &
Development Services
906 G Street, Suite 510
Sacramento, CA 95814
916.874.6291
www.sacdot.com/Planning

Department of Water Resources
827 7th Street, Room 301 (3rd Floor)
Sacramento, CA 95814
916.874.6851
www.msa2.saccounty.net/dwr

Environmental Management Department
10590 Armstrong Avenue
Mather, CA 95655
916.875-8484
www.emd.saccounty.net

Sacramento Area Sewer District
10060 Goethe Road
Sacramento, CA 95827
916.875.6000
www.sacsewer.com

APENDIX C (Park Districts)

North County

ARCADE CREEK RECREATION & PARK DISTRICT

4855 Hamilton Street
Sacramento, CA 95841-3414
916. 482.8377

www.arcadecreekrecreation.com

ARDEN_MANOR RECREATION AND PARK DISTRICT

1415 Rushden Drive
Sacramento, CA 95864-2730
916.487.7851

www.amrpd.org

ARDEN PARK_RECREATION AND PARK DISTRICT

1000 La Sierra Drive
Sacramento, CA 95864-5248
916. 483.6069

www.aprpd.org

CARMICHAEL RECREATION AND PARK DISTRICT

5750 Grant Avenue
Carmichael, CA 95608-3744
916.485.5322

www.carmichaelpark.com

CORDOVA RECREATION AND PARK DISTRICT

2197 Chase Drive
Rancho Cordova, CA 95670-2098
916.362.1841

www.crpdc.com

DEL NORTE OAKS PARK MAINTENANCE DISTRICT

County of Sacramento
3711 Branch Center Road
Sacramento, CA 95827-3807
916.875.6961

www.msa2.saccounty.net/parks

FAIR OAKS RECREATION AND PARK DISTRICT

4150 Temescal Street
Fair Oaks, CA 95628-7551
916.966.1036

www.fairoakspark.org

FULTON-EL CAMINO RECREATION AND PARK DISTRICT

2201 Cottage Way
Sacramento, CA 95825-1022
916.927.3802

www.fecrecrepark.com

MISSION OAKS RECREATION AND PARK DISTRICT

3344 Mission Ave.
Carmichael, CA 95608-3111
916.488.2810

www.msa2.saccounty.net/parks

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

6040 Watt Avenue
North Highlands, CA 95660-4212
916.332.7440

www.nhrpd.org

ORANGEVALE RECREATION AND PARK DISTRICT

6826 Hazel Avenue
Orangevale, CA 95662-3445
916.988.4373

www.orangevalecommunitycenter.com

RIO LINDA-ELVERTA (CSA 3)

County of Sacramento
3711 Branch Center Road
Sacramento, CA 95827-3807
916.875.6961

www.msa2.saccounty.net/parks

RIO LINDA/ELVERTA RECREATION AND PARK DISTRICT

810 Oak Lane
Rio Linda, CA 95673-2342
916.991.5929

www.riolindaelvertaparks.org

SUNRISE RECREATION AND PARK DISTRICT

7801 Auburn Boulevard
Citrus Heights, CA 95610-2115
916.725.1585

<http://www.sunriseparks.com>

APENDIX C (Park Districts) Cont.
South County

COSUMNES COMMUNITY SERVICES
DISTRICT

8820 Elk Grove Boulevard
Elk Grove, CA 95624-1876
916.405.5800

www.yourcsd.com

CSA 4D-GALT

County of Sacramento
3711 Branch Center Road
Sacramento, CA 95827-3807
916.875.6961

www.msa2.saccounty.net/parks

DELTA (CSA 4C)

Department of Parks and Recreation
66-001

County of Sacramento
3711 Branch Center Road
Sacramento, CA 95827-3807
916.875.6961

www.msa2.saccounty.net/parks

SOUTHGATE RECREATION AND PARK
DISTRICT

Jack N. Sheldon Administrative
Headquarters
6000 Orange Avenue
Sacramento, CA 95823-3225
916.428.1171

www.southgaterecandpark.net

WILTON-COSUMNES (CSA 4)

County of Sacramento
3711 Branch Center Road
Sacramento, CA 95827-3807
916.875.6961

www.msa2.saccounty.net/parks

APENDIX D (Fire Districts)

CITY OF FOLSOM

Fire Department
50 Natoma Street, 2nd Floor
Folsom, CA 95630
916.351.3453
www.folsom.ca.us/depts/fire

SACRAMENTO FIRE DEPARTMENT

5770 Freeport Blvd. Suite 200
Sacramento, CA 95822
916.808.1300
www.sacfire.org

SACRAMENTO METROPOLITAN FIRE DISTRICT

3012 Gold Canal Drive
Rancho Cordova, CA 95670
Phone: (916) 859-4330
www.metrofire.ca.gov

PACIFIC FRUITRIDGE FIRE PROTECTION DISTRICT

Area Contracts with City of Sacramento for Service
5770 Freeport Blvd. Suite 200
Sacramento, CA 95822
916.808.1300

COSUMNES COMMUNITY SERVICES DISTRICT

8760 Elk Grove Blvd.
Elk Grove, CA 95624
916.405.7100
www.yourcsd.com/fire/

COURTLAND FIRE DISTRICT

154 Magnolia Avenue
Courtland, CA 95615
916.775.1210
<http://www.courtlandfire.com>

HERALD FIRE DISTRICT

Fire Station 87
12746 Ivie Road
Herald, CA 95638
209.748.2322
<http://www.heraldfire.net>

CITY OF ISLETON

Isleton Fire District
100 Second Street
Isleton, CA 95641
916.777.7776

WALNUT GROVE FIRE PROTECTION DISTRICT

14160 Grove Street
Walnut Grove, CA 95690
916.776.1111
www.walnutgrovemn.org

WILTON FIRE DISTRICT

Station 81
9000 Dillard Road
Wilton, CA 95690
916.687.6920
www.wilton-fire.org

APENDIX E (School Districts)

North County Area

CENTER UNIFIED

8408 Watt Ave.
Antelope, CA 95843
916.338.6400
www.centerusd.k12.ca.us

DRY CREEK JOINT ELEMENTARY

9707 Cook Riolo Road
Roseville, CA 95747
916.770.8800
www.drycreek.k12.ca.us

ELVERTA JOINT ELEMENTARY SCHOOL DISTRICT (K-8)

7900 Elwyn Avenue.
Elverta, CA 95626
916.991.2244
www.ejesd.net

FOLSOM-CORDOVA UNIFIED

125 East Bidwell Street
Folsom, CA 95630
916.985.3751
www.fcusd.org

NATOMAS UNIFIED

1901 Arena Boulevard
Sacramento, CA 95834
916.567.5400
www.natomas.k12.ca.us

ROBLA

5248 Rose Street
Sacramento, CA 95838
916.991.1728
www.robla.k12.ca.us

SACRAMENTO CITY UNIFIED

5735 47th Avenue
Sacramento, CA 95824
916.643.7400
www.scusd.edu

SAN JUAN UNIFIED

3738 Walnut Ave.
Carmichael, CA 95609
916.971.7700
www.sanjuan.edu

TWIN RIVERS UNIFIED

3200 Howard Street, Building 354
McClellan, CA 95632
916.566.1600
www.twinriversusd.org

South County Area

ARCOHE UNION

PO Box 93
11755 Ivie Road
Herald, CA 95638
209.748.2313
www.archoe.net

ELK GROVE UNIFIED

9510 Elk Grove-Florin Road
Elk Grove, CA 95624
916.686.7700
www.egusd.net

GALT JOINT UNION

1018 C Street, Suite 210
Galt, CA 95632
209.744.4545
www.galt.k12.ca.us

APENDIX F (Water Purveyors)

CAL AMERICAN WATER COMPANY

4701 Beloit Drive
Sacramento, CA 95838
916.568.4200
www.amwater.com

CARMICHAEL WATER DISTRICT

7837 Fair Oaks Boulevard
Carmichael, CA 95608
916.483.2452
www.carmichaelwd.org

CITRUS HEIGHTS WATER DISTRICT

6230 Sylvan Road
Citrus Heights, CA 95610
916.725.6873
www.chwd.org

CITY OF FOLSOM

Utilities Department
50 Natoma Street
Folsom, CA 95630
916.355.7272
www.folsom.ca.us

CITY OF GALT

495 Industrial Drive
Galt, CA 95632
209.366.7230
www.ci.galt.ca.us/

CITY OF ROSEVILLE

311 Vernon Street
Roseville, CA 95678
916.774.5334
www.roseville.ca.us/

CLAY WATER DISTRICT

2379 Lloyd Lane
Sacramento, CA 95825
916.489.8633
www.sscawa.org

DEL PASO MANOR WATER DISTRICT

4268 Lusk Drive
Sacramento, CA 95864
916.487.0419

EL DORADO IRRIGATION DISTRICT

2890 Mosquito Road
Placerville, CA 95667
530.622.4513
www.eid.org

ELK GROVE WATER DISTRICT

9257 Elk Grove Boulevard, #A
Elk Grove, CA 95624
916.685.3556
www.egws.org

FAIR OAKS WATER DISTRICT

10326 Fair Oaks Boulevard
Fair Oaks, CA 95628
916.967.5723
<http://www.fowd.com>

FLORIN COUNTY WATER DISTRICT

7090 McComber Street
Sacramento, CA 95828
916.383.0808

FRUITRIDGE VISTA WATER COMPANY

1108 2nd Street, Suite 204
Sacramento, CA 95851
916.443.2607

GALT IRRIGATION DISTRICT

P.O. Box 187
Herald, CA 95638
209.748.2324
www.sscawa.org

GOLDEN STATE WATER COMPANY

3005 Gold Canal Drive
Rancho Cordova, CA 95670
800.999.4033
www.gswater.com

NATOMAS CENTRAL MUTUAL WATER COMPANY

2601 West Elkhorn Boulevard
Rio Linda, CA 95673
916.419.5936
www.natomaswater.com

OMOCHUMME-HARTNELL WATER DISTRICT

7513 Sloughhouse Road
Elk Grove, CA 95624
916.682.5958
www.sscawa.org

ORANGEVALE WATER COMPANY

9031 Central Avenue
Orangevale, ca 95662
916.988.1693
www.orangevalewater.com

APENDIX F
(Water Purveyors) Cont.

RANCHO MURIETA CSD

15160 Jackson Road
Rancho Murieta, CA 95683
916.354.3700
www.ranchohurietacs.com/

**RIO LINDA/ELVERTA COMMUNITY
WATER DISTRICT**

730 L Street
Rio Linda, CA 95673
916.991.1000

SACRAMENTO COUNTY WATER AGENCY

827 7th Street, Room 301 (3rd Floor)
Sacramento, CA 95814
916.874.6851

**SACRAMENTO SUBURBAN WATER
DISTRICT**

3701 Marconi Avenue, Suite 100
Sacramento, CA 95821
916.972.7171
www.sswd.org

SAN JUAN WATER DISTRICT

9935 Auburn-Folsom Road
Granite Bay, CA 95746
916.791.0115
www.sjwd.org

TOKAY PARK WATER COMPANY

P.O. Box 292146
Sacramento, CA 95829-2146
916.383.3022