



**COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING & SAFETY DIVISION**

2729 Prospect Park Drive | Rancho Cordova, CA 95670

Phone: (916) 851-8760

PermitServices@CityofRanchoCordova.org

## **Non-Residential Building Permit Process Information**

### **1. Plan Review**

The items listed below are needed to submit your project for review of the building plans. If the submittal package is incomplete, we will be unable to render a thorough plan review. This will cause delays in the plan review process and issuance of the building permit. The plans should clearly distinguish between all existing conditions and new construction. Additional information may be required during or after plan review.

#### *Please Note:*

- A multitude of information can be combined on plans for simple buildings if clarity is maintained.
- Other departments and agencies may have to review and approve plans before permits can be issued.
- Depending on your building's occupancy, your plans may be required to be drawn by a licensed professional. See form *RCB1014 Preparation of Plans and Specifications* for more information.
- All Tenant Improvements, alterations, remodels, will require approval from the Sacramento Metropolitan Air Quality Management District (SMAQMD). **See contact information at end of this document.**

### **Document Submittal List**

#### **Drawings:**

Plan Size: 18" x 24" to 36" x 48" drawn to scale and fully dimensioned. Plans must be clear and legible.

Provide the minimum number of sets as required:

- **3 sets for the Building & Safety Division (2 sets not required if submitting electronically)**
- **Electronic Submittal for Metro Fire (Separate electronic submittal, see contact information at end of this document)**
- **1 set for the Sacramento County Environmental Management Department – Environmental Health Division ("Health Department"), if applicable (Separate submittal, see contact information at end of this document)**
- **2 sets for Partial Permit, if applicable (Separate submittal; Floor plan, underground plumbing and electrical; 2 sets not required if submitting electronically)**
- **2 sets for Foundation Only Permits, if applicable (Separate submittal; only on new construction; payment of all fees due for full permit, plus approvals from all departments required for issuance of Foundation Only Permit; 2 sets not required if submitting electronically).**
- **2 sets for any racking, interior or exterior, that is over 5'9" in height (Separate submittal; 2 sets not required if submitting electronically)**

#### **Drawings to consist of:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• <b>General Information ("Cover Sheet")</b></li><li>• <b>Plot/Site Plan</b></li><li>• <b>Foundation Plan</b></li><li>• <b>Green Building Standards Plan</b></li><li>• <b>Architectural / Fire-Life Safety Plan</b></li><li>• <b>Mechanical Plan</b></li></ul> | <ul style="list-style-type: none"><li>• <b>Structural Plan</b></li><li>• <b>Site Accessibility Plan</b></li><li>• <b>Floor Plan</b></li><li>• <b>Energy Compliance Plan</b></li><li>• <b>Plumbing Plan</b></li><li>• <b>Electrical Plan</b></li></ul> |
|--|---|
- **Food Equipment** (when required by Environmental Health for food facilities)
  - **Calculations** (two sets, if required):
    - **Structural Calculations** (Note: All structural details shall be part of the plans, and wet signed by the design engineer)

- **Energy calculations** (Note: calculations shall be signed by a document author and property owner and shall be a part of the approved plans)
- **Other Documents:**
  - **Hazardous Material Declaration** (List type and quantities of chemicals stored on-site)
  - **M.S.D.S.** (Material safety data sheets)
  - **Geotechnical, or “soils”, report** (for additions and new buildings)
  - **Form RCB0907 Access Compliance for Existing Non-Residential Buildings** (required at time of submittal for all interior alteration permits)

**Plan Review Turn-Around Time Frames**

Once plans are submitted, and depending on the type of project, the first set of plan review comments can typically be generated within 15 days after submitting the plans for review. Depending on the nature of the corrections to be made, and the expedience of the customer in returning the plans for re-check, it can be anticipated that a plan can be approved within 10 days of re-submittal. However, this does not mean a building permit can be issued. All commercial projects require the approval of the Planning Department, Public Works Department, and Metro Fire prior being released for permit. Some projects may also require the approval of the Sacramento County Environmental Management Department (commonly referred to as the “Health Department”), the Sacramento Area Sewer District, the Sacramento Metropolitan Air Quality Management District, and a host of other outside agencies. Our staff will make the applicant aware of which agency approvals are required for the project at the first plan review turn-around.

**2. Permit Issuance**

The Building & Safety Division will issue a building permit for the project after all necessary approvals are received. Before the permit is issued, one final check of all project holds will be reviewed, and any payment of any remaining fees will be due.

No commercial building permit may be issued without the approval of Metro Fire. A separate submittal and fire district permit is required prior to building permit issuance. For fire district submittal requirements, see the contact information for the Sacramento Metropolitan Fire District located in the “Contact Information; Outside Agencies” section of this document.

**3. Inspections**

Once the permit is issued, inspections may begin. Inspections are scheduled via our phone-in inspection request system. To schedule an inspection the customer will call (916) 851-8766, and enter the permit number after being prompted. The customer is then given the option of choosing the inspection they wish to schedule, and whether they would prefer a morning (AM – 8:00AM to 12:00PM) or afternoon (PM – 1:00PM to 3:30PM) inspection, with the understanding that this is a request only, and will be accommodated as much as possible.

For our customers who need a more accurate idea of when the inspector will be at their site, we offer a special service. After scheduling their inspection, the customer can call our inspection office line, (916) 851-8848, between 7AM and 8AM, the morning of their scheduled inspection, and speak directly to the Building inspector. At that time, the inspector can give the customer a two-hour time period in which the inspector will be at their job site. This service is subject to workload constraints, and availability of staff.

**Contact Information:**

Listed below are agencies, both City and others, that have direct influence on the building permit process.

**City Departments:**

- **Public Works** - Civil Plans; Site Improvements; Grading Permits; Encroachment Permits – (916) 851-8710
- **Planning** – Design Review; Use Permits – (916) 851-8750

**Outside Agencies:**

- **Sacramento Metropolitan Air Quality Management District** [www.airquality.org](http://www.airquality.org) – Project review for asbestos mitigation – 777 12<sup>th</sup> Street, 3<sup>rd</sup> Floor, Sacramento, CA 95814, (916) 874-4800

- **Sacramento Metropolitan Fire District** [www.metrofire.ca.gov/](http://www.metrofire.ca.gov/) – Review of architectural, structural and fire suppression plans – 10545 Armstrong Ave Suite 310, Mather, CA 95655, (916) 859-4330
- **Sacramento County Environmental Management Department , Environmental Health Division** [www.emd.saccounty.net](http://www.emd.saccounty.net) – Plan Review for Food Facilities; Commercial Swimming Pools – 10590 Armstrong Avenue Mather, CA 95655, (916) 875-8440 (program questions); 916-874-6010 (food and pool/spa plan review questions)
- **Site Improvement and Permit Section (SIPS)**  
<http://www.engineering.saccounty.net/sips/Pages/default.aspx> - Calculates transit, sewer connection for residential projects, drainage, Capital Fire Facilities, and water connection fees – 827 7<sup>th</sup> St., RM 101, Sacramento, CA, 95814, (916) 874-6544.
- **Sacramento Metropolitan Utility District (SMUD)** [www.smud.org](http://www.smud.org) – Commercial Service Requirements: (916) 732-5700
- **Pacific Gas and Electric (PG & E)** [www.pge.com](http://www.pge.com) – Business Customer Service Center: 1-(800) 468-4743
- **Sacramento Area Sewer District** [www.sacsewer.com](http://www.sacsewer.com) – Sewer connection fees - 10060 Goethe Rd., Sacramento, CA, 95827, Permit Services Unit / Fee Quotes: (916) 876-6100
- **Water Districts:**
  - **Golden State Water Company** - [www.gswater.com](http://www.gswater.com)  
Customer Service 24-HR: 1-800-999-4033 Local Office: 3005 Gold Canal Drive, Rancho Cordova, CA 95670, 916-852-8563
  - **California American Water** - [www.amwater.com/caaw](http://www.amwater.com/caaw)  
Customer Service 24-HR: 1-888-237-1333, (916) 568-4251, 4701 Beloit Drive, Sacramento, CA 95838
  - **Sacramento County Water Agency** - <http://www.waterresources.saccounty.net/scwa/>  
Customer Service: 916-874-6851, 827 7<sup>th</sup> Street, Room 301, Sacramento, CA 95814
- **School Districts:**  
There are three school districts in the City. These school districts charge fees for new development, changes-in-use, and additions of square footage to existing structures. While information provided is current as possible, please contact the school district directly for the most current fee information\*:

SCHOOL DISTRICT	CONTACT NUMBER	FEE INFORMATION*
<b>Sacramento City Unified School District</b> <b>Facility Support Services</b> 425 1 <sup>st</sup> Ave, Sacramento, CA 95818 <a href="http://www.scusd.edu/facilities-support-services">http://www.scusd.edu/facilities-support-services</a>	(916) 264-4075	Res: \$6.34 per Sq. Ft. Com.: \$0.66 per Sq. Ft.  <small>*verified 9/7/21</small>
<b>Elk Grove Unified School District</b> <b>Facilities &amp; Planning Department</b> 9510 Elk Grove-Florin Road, Elk Grove, CA 95624 <a href="http://www.egusd.net/">http://www.egusd.net/</a>	(916) 686-7711	Res: \$6.33 per Sq. Ft. Com: \$0.66 per Sq. Ft. Mini-Storage: \$0.41 per Sq. Ft.  <small>*verified 9/7/21</small>
<b>Folsom-Cordova Unified School District</b> <b>Facilities &amp; Planning Department</b> 1965 Birkmont Drive, Rancho Cordova, CA 95742 <a href="http://www.fcusd.org/">http://www.fcusd.org/</a>	(916) 294-9010	Res: \$3.36 per Sq. Ft. Com/Indust.: \$0.54 per Sq. Ft. Retail/Self Storage: \$0.26 per Sq. Ft.  <small>*verified 9/7/21</small>