



Building Permit & Application Search

User Guide

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Introduction:

The Community Development Department, Building Division offers two systems by which citizens may view information related to planning applications and building permits:

- The [Development Tracker](http://sacramento.civicsight.com) (<http://sacramento.civicsight.com>) is a searchable database which allows you to view building permit and land use entitlement, application information throughout the city and allows for email notifications when such activity occurs at a property.
- The [Citizen Portal](http://aca.accela.com/Sacramento) (<http://aca.accela.com/Sacramento>) allows the public to search and view details and status for Community Development Department planning applications (land use entitlements), and building permit applications and permits. Payment of fees is now also available through this site. Registration for these two services is not required.

Also available through the Citizen Portal are the following services which require registration for a Citizen Portal Public User account:

- On-line minor building permits program
- On-line building inspection scheduling
- On-line Electronic Plan Check Submittals (including e-Planning)

This guide provides you with basic instructions on how to search for building permits in Citizen Portal and interpret the contents. For services requiring registration for a Citizen Portal Public User account, please, see our [Citizen Portal Registration Guide](#).

Building Permit & Application Status search:

Begin your search for information related to a specific property address, parcel number, building permit or building application by selecting the *Search Permits or Submittals/Pay Fees* link at <http://aca.accela.com/sacramento> this will take you to the *General Search* page.

Building Planning Public Works Operating Permit Home more ▾

Advanced Search ▾

SACRAMENTO CITIZEN PERMIT PORTAL

Welcome to Sacramento's Citizen Portal! This portal allows the public to check statuses, pay fees, and view details for permits.

If you would like to look up or pay fees for a specific record, select the search or pay fees link under the appropriate program heading.

Some Portal functionality is only available after registering for an account.

APPLICATION INSTRUCTIONS

For instructions on preparing and submitting an application navigate to the program's web page below.

Planning Division: e-Planning, Online Payments
Building Division: Electronic Plan Check (EPC), Online Minor Permit Program, Safety Inspection Requests, Inspection Scheduling, Online Payments
Operating Permits: Mobile Food Vending, Cannabis Business Operating Permit (BOP)
Public Works: Minor Encroachment, Major Encroachment, Transportation Permit
Code Enforcement: Information on open and closed cases, Code Enforcement, and Housing and Dangerous Building cases

FOR ASSISTANCE

- Online Minor Permit Program email: streamline@cityofsacramento.org
- Building Electronic Plan Check Process: epcintake@cityofsacramento.org
- Planning Electronic Plan check or submittal: planning@cityofsacramento.org
- General Building Division question: ezpermit@cityofsacramento.org
- Public Works:
 - Minor or Major Encroachment Permits: DE@cityofsacramento.org
 - Blanket Encroachment permits (Utilities Companies only): encroachments@cityofsacramento.org
- Operating Permits: businesspermits@cityofsacramento.org
- Office of Cannabis Management: cannabis@cityofsacramento.org

If you cannot find the information you are looking for, please use the City's updated search tool at <https://search.cityofsacramento.org> or call 311 or dial (916) 264-5011 outside the city limits.

Building **Planning**

Search Permits or Submittals / Pay fees Search Planning Applications / Pay Fees

Search to Schedule an Inspection

Public Works **Operating Permit**

Search Public Works Applications Search for Operating Permits

General Property Info

Zoning and Property Details

Ways of Searching:

Once at the *General Search* page enter the search criteria you have.

1. Building Permit number or Application number
2. Street Address
3. Parcel Number
4. Contractor's License

General Search

Permit Number: Project Name:

Start Date: End Date:

Street No.: Direction: Street Name: Street Type:

Parcel No.:

License Type: State License Number:

First: Last: Name of Business:

▶ [Search Additional Criteria](#)

If you enter the street address and date range the system will search for permits which meet those criteria.

Start Date: **End Date:**

Street No.: - **Direction:** **Street Name:** **Street Type:**

Parcel No.:

One advantage of searching with the street address rather than permit number is, the system shows the activities building permit or application status. Read the inset on the next page (titled Permit and Application Status) to learn more about what each status means.

Showing 1-10 of 100+ | Download results

<input type="checkbox"/>	Date	Permit Number	Record Type	Description	Address	Status	Action
<input type="checkbox"/>	01/31/2020	COM-2000032	Commercial New Building	Rolands Testing SB13	300 RICHARDS BLVD, SACRAMENTO CA 95811	Plan Check Target	
<input type="checkbox"/>	01/27/2020	SUB-2000022	Commercial Plan Review Submittal	Construct a 50000 commercial retail building	300 RICHARDS BLVD, SACRAMENTO CA 95811	Submittal Pending Review	
<input type="checkbox"/>	01/24/2020	RES-2000021	Residential New Building	Insp Checklist Testing	300 RICHARDS BLVD, SACRAMENTO CA 95811	Issued	
<input type="checkbox"/>	01/17/2020	SUB-2000015	Commercial Plan Review Submittal	New commercial building	300 RICHARDS BLVD, SACRAMENTO CA 95811	Submittal Pending Review	
<input type="checkbox"/>	01/17/2020	SIG-2000014	Sign 1-5	Sign	300 RICHARDS BLVD, SACRAMENTO CA 95811	Plan Check Target	
<input type="checkbox"/>	01/10/2020	SUB-2000009	Commercial Plan Review Submittal	I want to remodel my restaurant, with no exterior changes.	300 RICHARDS BLVD, SACRAMENTO CA 95811	Submittal Pending Review	
<input type="checkbox"/>	01/08/2020	SUB-2000005	Commercial Plan Review Submittal	I want to do a tenant improvement in an existing space.	300 RICHARDS BLVD, SACRAMENTO CA 95811	Submittal Pending Review	
<input type="checkbox"/>	01/07/2020	CF-2000004	County Fire CF		300 RICHARDS BLVD, SACRAMENTO CA 95811	Applied	
<input type="checkbox"/>	12/27/2019	COM-1900510	Commercial Revision		300 RICHARDS BLVD, SACRAMENTO CA 95811	Applied	
<input type="checkbox"/>	12/18/2019	SUB-1900508	Commercial Plan Review Submittal	testing scope of work	300 RICHARDS BLVD, SACRAMENTO CA 95811	Submittal Pending Review	

Permit and Application Status:

When checking on the progress of your permit record online it is important that you know what each status means. The following definitions outline what each status means about where your application record is in the review process.

Applied: A status assigned to an activity which exists within the system, but has not entered *Formal Review* sometimes because all submittal documents (plans, application, and support documents) or submittal fees have not been received or fully reviewed.

Plan Check Target: A status assigned to an activity which is in *Formal Review* in an active plan review cycle to which not all reviewers have rendered a response (i.e. approved or correction commented).

Plan Check Wait: A status assigned to an activity which is in formal review, between review cycles. Correction comments have been issued, but the applicant is yet to resubmit with revised documents.

Verify: All plan review disciplines have approved submittal documents (Plans, Support Documents and Calculations).

If the application was made in paper,

- Processing staff and other relevant fee assessment staff are calculating final fee amounts based on the now finalized and approved scope of work shown on the plans.

If the application was made electronically, by submitting PDF files.

- Plan review staff is applying approval stamps to the most current plan set. For reviewers who approved in early cycles of plan review, this will involve comparison and verification that relevant scope has not change between the old and new versions of the plans.
- Processing staff and other relevant fee assessment staff are calculating final fee amounts based on the now finalized and approved scope of work shown on the plans.

Verify Wait: All steps detailed above for the verify cycle have been completed but receipts have not yet been collected showing proof of payment for one or all the following categories of impact fees.

- School Fees
- Sacramento Area Sewer District fees
- Regional Sanitation fees

A permit record status letter has been emailed to the applicant detailing the nature of any unresolved conditions which must be satisfied prior to permit issuance. Also attached to this email was the final fee invoice showing all remaining fees due.

Processing: All plan review disciplines have approved submittal documents. No fee related tasks remain unresolved, meaning all final fees have been calculated and invoiced and any receipts which require collection (school fees, Sacramento Area Sewer District (SASD), or Regional Sanitation fee) have been collected. If a permit record status letter was not already sent because the record stopped in “Verify Wait” then a letter and fee invoice is now be prepared and sent.

Process Wait: All plan review disciplines have approved submittal documents, all fees have been finalized invoiced and communicated to the applicant, any unresolved conditions which must be satisfied prior to permit issuance have been communicated via email to the applicant. There are unresolved conditions which must be addressed prior to building permit issuance and unpaid finalized fees.

Ready to Issue: This status is assigned to permit activities when all plan review disciplines have been approved. The City and Job sets are prepared for issuance. No unresolved conditions exist. The fees have been finalized and are the only remaining item which must be received by the city prior to permit issuance.

Issued: This status is assigned to permit records that were approved, all fees were paid and the project is now under construction. If there is an outstanding balance under an issued permit record, fees must be paid prior to scheduling any additional inspections. The link next to the building permit record "Pay Fees" allows for on-line payment via major credit cards.

Finalized: The project permitted under the permit record received approval on all required inspections.

Certificate of Occupancy: A new commercial building or tenant space is approved for occupancy.

Certificate of Compliance: Portion of an existing commercial building which was altered with a building permit received all final inspections.

Expired Application or Permit: A building permit or application expired due to inactivity.

Record Detail:

If you select the building permit number or application number from the list discussed above or enter it directly at the initial *General Search* window you will be taken to the Record Detail page shown below. This page displays the basic project information, such as the Record number, type of permit, the Record Status, work location and any licensed professional. You will also notice that this page has three tabs: Record Info, Payments and Conditions.

Record Info:


The first tab is the Record Info. This tab contains record specific information regarding plan review and inspections.

Building Planning Public Works Operating Permit General Property Info more ▾

Search Permits or Submittals / Pay fees Search to Schedule an Inspection

Record COM-1900267:
Commercial New Building
Record Status: Processing

Record Info ▾ Payments ▾ Conditions 3 Education ▾
More... ▾

 A notice was added to this record on 08/19/2019.
Condition: Electronic Plans/Documents Submitted Severity: Notice
Total Conditions: 3 (Notice: 2, Required: 1) [View Condition](#)

To schedule an Inspection or for more options, click Record Info drop-down menu above. Before you can schedule inspections, you will need to log into your account. If you do not have an account, you can register for one by clicking the 'Register for an Account' link at the top.

Work Location

300 RICHARDS BLVD

Record Details

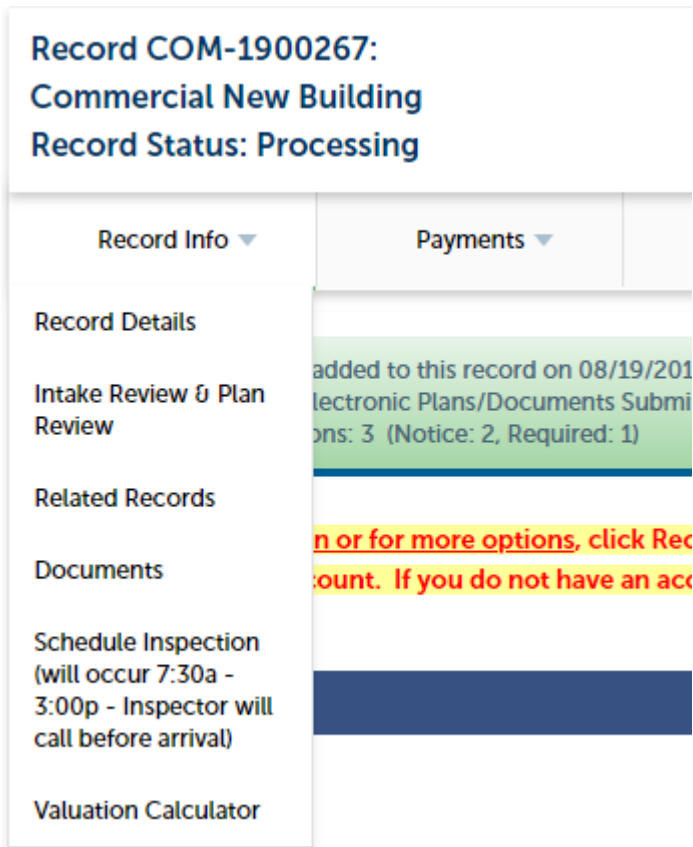
Applicant:
b b
915 I ST FL 5
SACRAMENTO, CA, 95814
noemail@noemail.com

Project Description:
summary - BLDG_COMMERCIAL_WF_0417
EXPEDITED - EPC - BLDG_COMMERCIAL_WF_0417 -
PLNG-INSP

▶ **More Details**

[Print/View Record](#)

When you expand the Record Info drop down menu, the following choices become available:



“Record Details” – initial view of the basic building permit information such as Permit number, Type of Project, Record Status, Address.

“Intake Review & Plan Review” – displays plan review information, such as disciplines requiring review, status of plan review; displays Impact Fee review requirements and impact fee assessment status, or outstanding impact fees payable to outside agencies.

“Related Records” – displays other planning and permit applications that may be related to this permit record.

“Schedule Inspection...” – this is the link to schedule a building permit inspection on an issued permit. This service requires registration.

“Valuation Calculator” – displays the Occupancy, Type of construction and the total Building Permit Valuation for a new building.

Intake Review & Plan Review

Formal Review

As your project works its way through the plan review process the *Intake Review & Plan Review* category will provide vital information on the progress being made. Select the arrowhead next to the *Formal Review* subcategory. This will expand the *Formal Review* subcategory to reveal all the plan review disciplines. Not all plan review disciplines are relevant to all permit activities. If a project does not involve any plumbing or electrical work then obviously there is no need for a plumbing or electrical plan reviewer to review the plans.

Intake Review & Plan Review

✓ ▶ Triage Flood

✓ ▶ Tech Review

⌚ ▶ Formal Review

⌚ ▶ Impact Fees




Process

Ready To Issue
















Issued







Closure



Displayed below are all the plan review disciplines a permit activity could be targeted for review by. The Plan Review disciplines which have an icon in front of them are the disciplines which must ultimately approve your project. In the example shown below only Structural, Life Safety, Mechanical, Plumbing, Electrical, Fire, Development Engineering, Construction Debris and Planning have been targeted. Below is a summary of each icon's meaning:

-  = Active and relevant discipline which has not yet reviewed your project.
-  = Approved, this discipline has reviewed and approved your submittal.
-  = Correction comments resulted from this disciplines review of your submitted plans.

Intake Review & Plan Review

-  ▶ Triage Flood
-  ▶ Tech Review
-  ▼ Formal Review
 - Marked as TBD on TBD by TBD
Due: 09/27/2017
 -  ▶ Review Begin
 - Verify Begin
 -  ▶ Structural
 -  ▶ Life Safety
 -  ▶ Mechanical
 -  ▶ Plumbing
 -  ▶ Electrical
 - Design Review
 - Preservation
 -  ▶ Utilities
 -  ▶ Fire
 -  ▶ Development Engineering
 - Landscape Architect
 - Air Quality
 -  ▶ Construction Debris
 -  ▶ Planning
-  ▶ Impact Fees
- Process
- Ready To Issue
- Issued
- Closure

Directly following the submission of your project before any of the plan reviewers have been able to review the project your permit activity will have an hourglass icon () in front of each targeted discipline. As the disciplines are reviewed and they are either approved or issued correction comments the  will either be replaced by a  signifying approval or a  signifying plan review comments. Once all the icons in the discipline section are either the , or  the plan review

cycle is complete. If  exist next to a discipline your plans should be revised to satisfy all plan review comments, and then resubmitted for review. If all disciplines have  your project will be moved from formal review to Verify where all building permit and development impact fees if any are verified and finalized, then moved to processing where any unresolved associated conditions will be addressed.

Impact Fees:

If the scope of the project will result in development impact fee assessment, when the project enters formal review, an *Impact Fee* subcategory will also become active, and an hourglass icon (🕒) will appear next to it. Much like the plan review section, each impact fee which may be due on the project will have an hourglass icon next to it, and when the fee assessment has been completed, it is signified by ✓. When expanding the *Impact Fees* subcategory, the entire list of fees is displayed. In the example below 10 impact fees may be due on the project and their final assessment will occur when the project enters the *Verify* cycle after *Formal Review* has been completed. (see status descriptions in a previous section).

The screenshot displays a project review interface titled "Intake Review & Plan Review". It features a vertical list of review stages: "Triage Flood" (with a green checkmark), "Tech Review" (with a green checkmark), "Formal Review" (with an hourglass icon), and "Impact Fees" (with a dropdown arrow and an hourglass icon). A red rounded rectangle highlights the expanded "Impact Fees" list, which includes: 65th Street, Downtown Trans, FBA, HCP, HIF, HTF, Jacinto Creek, North Natomas, PIF, Railyard, Regional San, River District, SAFCA-DIF, Sewer Develop Fee, SNCIF, STA, TDIF, Water Develop Fee, Willow Creek, SASD, School Fees, and Combined Sewer Fee. Below this list, a "Process" section shows four stages: "Ready To Issue", "Issued", and "Closure".

Email Communication:

Plan reviewers email correction comments to the *Project Contact* listed on the submitted Building permit application (CDD-0200). Conversely the plan review disciplines which approve your project do not email to indicate approval. The only way to stay apprised of the approved disciplines it to check status on the Citizen Portal.

Application for Permit- Part I, Page 2 of 4

Date: _____		Permit #: _____	
Project Location: Address: _____			
(Lot#, Bldg #, or Ste #): _____		Parcel Number (APN): _____ - _____ - _____	
Property Owner: Name: _____			
Email: _____		Phone: _____	Fax: _____
Mailing Address: _____ City/State/Zip: _____			
Licensed Design Professional Information: <i>(Architect or Engineer in charge of the project.)</i>			
Name: _____		Lic #: _____	
Email: _____		Phone: _____	Fax: _____
Mailing Address: _____ City/State/Zip: _____			
Licensed Contractor Information: Company Name: _____			
Lic #: _____		Email: _____	Phone: _____ Fax: _____
Mailing Address: _____ City/State/Zip: _____			
Project Contact: <input type="checkbox"/> Owner <input type="checkbox"/> Design Professional <input type="checkbox"/> Contractor <input type="checkbox"/> Other: _____			
Name: _____		Email: _____	
Phone: _____		Fax: _____	
Permit Holder: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> To-be-Determined prior to Permit Issuance (plan review request only)			
<i>Please, note: building permits are non-transferable. Refunds, if any, shall be issued to the Permit Holder of record.</i>			
Residential		Commercial	
Square footage: 1 st Floor: _____ 2nd Floor: _____ Garage: _____ Basement: _____ Patio/Deck: _____ Other: _____ No of Stories: _____ <input type="checkbox"/> Minor Permit: <i>Reroof: # Squares _____ Material _____</i> HVAC: <input type="checkbox"/> Change-out or <input type="checkbox"/> Cut-in / <input type="checkbox"/> Split system or <input type="checkbox"/> Package system / <input type="checkbox"/> Roof Mount or <input type="checkbox"/> Ground Siding: Type: _____ <input type="checkbox"/> Single Family <input type="checkbox"/> Duplex <input type="checkbox"/> Halfplex <input type="checkbox"/> Master Plan Plan #/Option: _____ <input type="checkbox"/> Production Permit MP# _____ <input type="checkbox"/> Addition Total: _____ SF <input type="checkbox"/> Pool: <input type="checkbox"/> Pool <input type="checkbox"/> Pool/Spa <input type="checkbox"/> Spa <input type="checkbox"/> Remodel or Repairs (describe below) <input type="checkbox"/> Wrecking Permit (Also requires form CDD-0233)		<input type="checkbox"/> Minor Permit: <i>Reroof: # Squares _____ Material _____</i> <input type="checkbox"/> New Building: Total: _____ SF <input type="checkbox"/> Apartments: # of Bldgs _____ # of Units _____ <input type="checkbox"/> Tenant Improvement: Existing: _____ SF <input type="checkbox"/> Addition/ Total: _____ SF <input type="checkbox"/> Pool: <input type="checkbox"/> Pool <input type="checkbox"/> Pool/Spa <input type="checkbox"/> Spa <input type="checkbox"/> Remodel or Repairs (Describe Below) <input type="checkbox"/> Sign (Also requires form CDD-0274) <input type="checkbox"/> Wrecking Permit (Also requires form CDD-0233) <input type="checkbox"/> Phased Permit <input type="checkbox"/> Electronic Plan Check <input type="checkbox"/> FPP (Describe Below) <input type="checkbox"/> Other (Describe Below)	
Description of Work: _____			
Value (include <u>all</u> LABOR & MATERIALS):\$ _____ Construction Type: _____ Occupancy: _____			
This Section to be Complete by City Staff: DISCIPLINE ROUTING (Circle those that Apply):			
Structural Life Safety Elec Plmg/Mech Fire Dev Eng Utilities Landscape Air Quality County Health Const. Debris Planning Preservation Design Review OSHPD-III			

Payments:

The second tab on the Record Details page is *Payments* shown below. Click on the drop-down arrow to display the *Fees* link. If there are any outstanding fees on a building permit record, the total amount will be displayed here.

By following the *Pay Fees* link on this tab, you can make on-line payments for outstanding fees, such as your plan review fees, total fees due when the project is ready to issue or any re-inspection fees that may become due during your project. It is recommended that payments are only made when a notification is received from building division staff that the fees have been finalized and payment is required.

The screenshot shows the Record Details page for Record COM-1900510, Commercial Revision, with a Record Status of Applied. The Payments tab is selected, showing a dropdown menu with options for Fees and Trust Account Information. A red box highlights the Payments tab and the Fees link. A red line connects the Fees link to the Pay Fees button in the Outstanding fees table. A yellow warning banner is visible at the top of the page.

Record COM-1900510:
Commercial Revision
Record Status: Applied

Record Info ▾ **Payments ▾** Education ▾ Assets Custom Component

To schedule an inspection, you need to log into your account. **Click Record Info drop-down menu above. Before you can schedule inspections, you will need to log into your account, you can register for one by clicking the 'Register for an Account' link at the top.**

Fees

Outstanding:

Date	Invoice Number	Amount
02/04/2020	445474	\$168.00

Total outstanding fees: \$168.00

[Pay Fees](#)

Conditions:


The third tab is *Conditions*. This is where mostly administrative conditions requiring attention prior to permit issuance are shown.

Conditions shown with the word *resolved*, have been satisfied and require no further attention.

Unresolved conditions should be addressed. These conditions will generally be in “Applied” status and will be “Required”.

Record RES-1900351:
Residential New Building
Record Status: Processing

Record Info ▾	Payments ▾	Conditions 1	Education ▾	More... ▾
---------------	------------	---------------------	-------------	-----------

 This record was locked by REQUIREMENT on 09/11/2019.
Condition: WASTE MANAGEMENT PLAN REQUIRED Severity: Required
Total Conditions: 1 (Required: 1, Met: 1)

To schedule an inspection or for more options, click Record Info drop-down menu above. Before you can schedule inspections, you will need to log into your account. If you do not have an account, you can register for one by clicking the 'Register for an Account' link at the top.

Conditions

Showing 1-2 of 2

Building - 1 Applied
BLDG
WASTE MANAGEMENT PLAN REQUIRED
CONSTRUCTION DEBRIS ORDINANCE MUST BE MET. Send a completed Waste Management Plan form to C&D@cityofsacramento.org. You can find the WMP form and more information about construction and demolition debris here: <http://www.cityofsacramento.org/public-works/RSW/Collection-Services/Recycling/Construction-and-Demolition> Remember to Resolve this Notice/Condition.
Applied | Required | 09/11/2019

General - Resolved
EP
Electronic Plans/Documents Submitted
Electronic Plans/Documents have been submitted for this project.
Resolved | | 02/04/2020

Questions:

Please communicate any questions related to using the Citizen Portal to search for status of Building Permits and Building Permit Applications to ezpermit@cityofsacramento.org. Enter Citizen Portal search in the subject line.