

## Emergency Permitting Process

In light of recent civil unrest and the associated impact to local businesses, City of Sacramento Community Development Department (CDD) is offering affected applicants' access to an emergency permit process. Because the range of damage experienced by business tenants is vast - from vandalized storefronts and destroyed walls and equipment, to damaged life and safety equipment and essential structural elements – the permitting process will be categorized as follows:

### I. Types of Reviews and Permits

#### A) Planning Review

- 1) To obtain a clearance from the Planning Division so that you can proceed to get a building permit for repairs, contact Bruce Monighan, Urban Design Manager, to get a determination of an exemption or a review process. “Like for Like” repairs will receive exemptions; new or different work or finishes may be able to be approved with no drawings and just photographs. Text: (916) 806-6263 or email: [bmonighan@cityofsacramento.org](mailto:bmonighan@cityofsacramento.org)
- 2) If a building or tenant space is in a historic district or is a landmark structure, Preservation staff approval will continue to be required. “Like for Like” repairs will receive exemptions; new or different work or finishes may be able to be approved with no drawings and just photographs. Contact Sean de Courcy (916) 808-2796 and/or Carson Anderson (916) 808-8259.

#### B) Building Review

- 1) Simple replacement of storefront glass and/or door; considered “like for like”; cosmetic repairs such as re-carpeting, painting, racking/shelving less than six feet from the floor; moveable furniture. This category **does not** require plan review or a permit.
- 2) Minor repair work requiring sheetrock replacement, replacing fixed racks six feet and higher; fixed counters; replacement of light fixtures and other mechanical and plumbing elements. Plans are not required but repair work **does** require a permit. This is a **no cost** permit. These permits will require a final inspection through our [virtual inspections program](#).
- 3) Where significant damage occurred (e.g., storefront system damaged beyond glass replacement); damage due to fire; damage to rated walls, ceilings, corridors, and/or fire-resistive elements, etc.), and/or fire sprinkler/suppression systems. Plans and a **no cost** permit will be required. No fees will be charged for the repair work if the project scope is returned to its original condition prior to the event. Additional work beyond its original condition – addition of security features, reconfiguration of walls or other fixed elements – will be appropriately charged. These permits will require inspections through our [virtual inspections program](#).

Please verify approvals from other governmental agencies such as the Sacramento Metropolitan Air Quality Management District (SMAQMD) and County of Sacramento Environmental Management Department (EMD) for their requirements.

## II. How to Apply for a Building Permit

During this time, we are conducting permit and plan review services electronically. Please see our [online services page](#) for more information. Applicants can apply for a permit through our public email account at [ezpermit@cityofsacramento.org](mailto:ezpermit@cityofsacramento.org). Customers can also call **(916) 808-5318** for further assistance on the application and payment process (if applicable).

## III. How to Pay Online

In addition to major credit cards we are now accepting electronic check payments. You may pay a building permit fees online through the [Citizen Permit Portal](#). For additional information in regards to building fees, please visit our [Pay Building Fees page](#).

## IV. Plan Review Submittals

For question on our electronic submission process, please email [epcintake@cityofsacramento.org](mailto:epcintake@cityofsacramento.org) or call **(916) 808-5318**. Additional instructions on electronic submittal can be found in this [link](#).

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