

**Applicant's Preliminary Building Permit Fee Estimate Worksheet**

There is a fee for estimate preparation. This fee is collected prior to customer receiving estimate results. The fee amounts provided as a result of this request are not binding commitments by the City.

**Instructions to the Applicant:** Complete Sections I & II of the worksheet for ALL projects. If Commercial Project, also complete Section II-A. If Residential Project (including Apartments), also complete Section II-B. Mixed-Use projects need to complete Section II-A & II-B. **Email the completed form to [ezpermit@cityofsacramento.org](mailto:ezpermit@cityofsacramento.org).** Based on the information provided, Building Division staff will prepare a preliminary Building Permit fee estimate. We will call the phone number provided when the estimate is complete. The total valuation and fee amounts for the fee estimate will be based on the information provided below. These fee amounts will reflect the current charges and may change as City Council approves periodic updates. Instructions on how to complete each section of the form are found below. **The numbers above each section are linked to their corresponding instructional section and may be followed by clicking on the number using your mouse. The sections and detailed instructions are also bookmarked.**

**Note: Each proposed building or tenant space requires a separate worksheet.**

**SECTION I**

**APPLICANT INFORMATION<sup>1</sup>**

Applicant<sup>1</sup>: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**SECTION II**

**APPLICANT'S PROJECT ASSUMPTIONS**

Address/Location<sup>2</sup>: \_\_\_\_\_  
Parcel Number<sup>2</sup>: \_\_\_\_\_ Parcel Zoning: \_\_\_\_\_  
Description of Work<sup>3</sup>: \_\_\_\_\_  
Owner/Builder<sup>4</sup>: \_\_\_\_\_ Contractor<sup>4</sup>: \_\_\_\_\_  
Building Use: Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_  
Acreage<sup>5</sup>: \_\_\_\_\_ # of Identical Buildings for the entire project<sup>6</sup>: \_\_\_\_\_ # of Stories: \_\_\_\_\_

**SECTION II-A**

**COMMERCIAL PROJECT**

<input type="checkbox"/> New Construction		<input type="checkbox"/> Addition to Existing Structure		<input type="checkbox"/> Remodel		<input type="checkbox"/> 1st Time Tenant Improvement	
Occ. Group (1st) <sup>7</sup>		Construction Type <sup>8</sup>		Area <sup>9</sup>	sf	Fire Sprinklers	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Existing
Occ. Group (2nd) <sup>7</sup>		Construction Type <sup>8</sup>		Area <sup>9</sup>	sf	Fire Sprinklers	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Existing
Occ. Group (3rd) <sup>7</sup>		Construction Type <sup>8</sup>		Area <sup>9</sup>	sf	Fire Sprinklers	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Existing
Occ. Group (4th) <sup>7</sup>		Construction Type <sup>8</sup>		Area <sup>9</sup>	sf	Fire Sprinklers	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Existing
<b>First Floor<sup>10</sup></b>		Occ. Group		Square Footage			
<b>Second Floor<sup>10</sup></b>		Occ. Group		Square Footage			
<b>Estimated Total Job Valuation<sup>10</sup></b>		\$					

**Section II-B**

**Residential Project<sup>11</sup>**

<input type="checkbox"/> Single Family		<input type="checkbox"/> Half-plex		<input type="checkbox"/> Duplex		<input type="checkbox"/> Apartments or Condos		<input type="checkbox"/> Modular Home		<input type="checkbox"/> Accessory Bldg.	
<b>Total # of Units<sup>12</sup></b>		# of 1 Bedroom Units <sup>13</sup>		# of 2 Bedroom Units <sup>13</sup>		# of 3 Bedroom Units <sup>13</sup>					
Addition	sf	Carport <sup>14</sup>	sf	Garage <sup>14</sup>	sf	Patio/Covered Area <sup>14</sup>	sf	Remodel:	sf		
Occ. Group (1st) <sup>15</sup>		Construction Type		Area <sup>16</sup>	sf	Fire Sprinklers	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Existing				
Occ. Group (2nd) <sup>15</sup>		Construction Type		Area <sup>16</sup>	sf	Fire Sprinklers	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Existing				
<b>First Floor Sq. Ft.<sup>17</sup></b>		Conditioned		Garage/Storage		Porch					
<b>Second Floor Sq. Ft.<sup>17</sup></b>		Conditioned		Garage/Storage		Porch					
<b>Basement Sq. Ft.<sup>17</sup></b>		Conditioned		Garage/Storage		Porch					
<b>Estimated Total Job Valuation<sup>17</sup></b>		\$									

Plan Check Fees are due at the time of plan submittal. The remaining permit fees are due prior to permit issuance. Please note that the preliminary estimate provided does not include all of the fees you can expect on your project. Special District, Development Engineering and Utility fees are calculated during project review and will not be included in your initial fee estimate. **Please contact the agencies below** to pursue fee estimates for their services. A \$300 deposit for Public Works and Utilities will be collected at Plan Check submittal for projects to construct new commercial buildings. School Fees are paid directly to the School District in which the development site is located. In addition, the County, depending on the site location, and project scope may collect Regional Sanitation Fees. Similarly, if County Health Department review is required, the fee calculation and plan check review occurs at the County offices.

**This estimate does not include fees and charges associated with permitting of offsite work (street, sewer, water, etc. improvements) required by Public Works.**

### Additional Agencies

For details related to fees which may be due in conjunction with some Building Permits contact the following agencies:

Type of Fee	Agency	Phone
<b>Water, Storm Drain, Sewer Taps</b> <sup>18</sup>	Utility Department	(916) 808-5454
<b>Water Development Fee</b> <sup>18</sup>	Utility Department	(916) 808-5454
<b>Water Meter Fee</b> <sup>18</sup>	Utility Department	(916) 808-5454
<b>Utilities Fee</b> <sup>18</sup>	Utility Department	(916) 808-5454
<b>Public Works Fee</b> <sup>19</sup>	Development Engineering	<a href="mailto:DE@cityofsacramento.org">DE@cityofsacramento.org</a>
<b>On-Site Review</b> <sup>19</sup>	Development Engineering	<a href="mailto:DE@cityofsacramento.org">DE@cityofsacramento.org</a>
<b>Encroachment Permit</b> <sup>19</sup>	Development Engineering	<a href="mailto:DE@cityofsacramento.org">DE@cityofsacramento.org</a>
<b>Revocable Permit</b> <sup>19</sup>	Development Engineering	<a href="mailto:DE@cityofsacramento.org">DE@cityofsacramento.org</a>
<b>Driveway Permit</b> <sup>19</sup>	Development Engineering	<a href="mailto:DE@cityofsacramento.org">DE@cityofsacramento.org</a>
<b>Sacramento County Health Department Fee</b> <sup>20</sup>	Sacramento County	(916) 874-6428
<b>Sacramento County Regional Sanitation</b> <sup>21</sup>	Sacramento County	(916) 876-6100
<b>Fire Department Plan Review Fee</b> <sup>22</sup>	City of Sacramento	(916) 808-1634
<b>Construction Debris Fee</b> <sup>23</sup>	City of Sacramento, Solid Waste	(916) 808-0965
<b>Air Quality Permit</b> <sup>24</sup>	Sacramento Metropolitan Air Quality Management District	(916) 874-4800
<b>North Natomas Development Fee</b>	Public Improvement Financing and Special Districts Unit of the Finance Dept. (Aaron Harmon)	(916) 808-8243
<b>North Natomas Habitat Conservation</b>	Long Range Planning Division	(916) 808-1964
<b>Development Impact Fees For Railyards, Richards Boulevard, River District and Downtown Areas</b>	Public Improvement Financing and Special Districts Unit of the Finance Department	(916) 808-8788
<b>TOTAL ESTIMATE</b>		

School Districts	
Elk Grove Unified School District	(916) 686-7711 ext. 7231
Twin Rivers Unified School District	(916) 566-1600 ext. 50271
Natomas Unified School District	(916) 567-5468 or 567-5400
Robla Elementary School District	(916) 649-5248 ext. 502 or ext. 0
Sacramento City Unified School District	(916) 264-4075 ext. 0 or ext. 1000
San Juan Unified School District	(916) 971-7073

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## INSTRUCTIONS ON HOW TO FILL OUT THE PRELIMINARY PERMIT FEE ESTIMATE WORKSHEET:

- 1) The person requesting the estimate and to whom the complete estimate will be provided upon payment of the fee charged to cover staff time. [Back](#)
  - 2) Either an active street address or active parcel with which the project property can be located. [Back](#)
  - 3) In order to prepare a fee estimate a complete scope of work is crucial. Additional space is provided at the end of the form for a concise and detail description of work. [Click here](#). If using this expanded section for additional information, be certain to make a reference to it in beginning of the form as well. Additional information can also be in the email that the form is attached to, and be certain to include any buildings which will need to be demolished as part of the project, or any other major parts of the overall project scope which may require permits. [Back](#)
  - 4) The contractor does not have to be declared by name. All that is necessary for the estimate is that we know whether or not the permit will ultimately be pulled by a contractor. [Back](#)
  - 5) This acreage is the total acreage to be developed as part of this project. If the area is less than the whole parcel, this is important because the site development value is calculated by subtracting the building footprint from the total acreage being developed. [Back](#)
  - 6) To keep confusion to a minimum, only put one building per worksheet. If your project involves the construction of more than one building, then fill out a worksheet for each building. However, if the entire project involves two or more identical buildings, indicate how many identical buildings are proposed for the entire project. (Example: new office building complex with several identical buildings) [Back](#)
  - 7) This section allows you to communicate all of the different occupancies which will be in the building (Mixed Use). Our value calculator uses the construction type coupled with the occupancy to arrive at the value per square feet for the building. [Back](#)
  - 8) Usually the same throughout the building. [Back](#)
  - 9) The square footage for each occupancy type. [Back](#)
  - 10) The majority of the impact and building permit fees are derived from the square footage and the value. For new buildings, the value is established with a value calculator which uses specific values for each construction type and occupancy, because of this, it is not necessary for you to provide that information for a fee estimate related to the construction of a new building. Remodel/Tenant Improvement projects require that the "Estimated Total Job Valuation" box be completed. [Back](#)
  - 11) This section is for gathering the residential occupancy related information which will affect the fees. Only information related to R occupancies is relevant. First, select the type of residential structure which relates to the project. For commercial mixed use projects, this is most often apartments or condominiums. [Back](#)
  - 12) Once the type of structure is selected, enter the total number of autonomous units. For example, 25 separate apartment units which have varying number of bedrooms. [Back](#)
  - 13) In the boxes showing the number 13 enter the number of units which have 1, 2 and 3 bedrooms. If all of these boxes are totaled, they should equal the number that was entered in box 12. [Back](#)
  - 14) There are often incidental uses which accompany Residential occupancies (e.g. covered patios, breezeways, garages, carports, utility rooms, etc.). The boxed labeled with number 14 should record the square footages for these incidental uses. A breezeway is considered equivalent to a covered patio. Electrical or mechanical rooms and laundry rooms can be recorded in box 15. [Back](#)
  - 15) This is the area to record the occupancy and in box 16 the corresponding square footage for each use in the proposed building. If all of the uses don't fit in this area, a separate piece of paper can be used and emailed. [Back](#)
  - 16) Corresponding square footage for each occupancy or use. [Back](#)
  - 17) The instructions provided for item 10 apply to this box also. [Back](#)
  - 18) Utilities Department related fees for the City of Sacramento Sewer and Water are difficult to fully estimate. The phone numbers provided on this form should direct you to a person capable of helping with this item. The fees related to Plan Review by the Utilities Department of the on-site scope of your project are done on a full cost recovery basis. The hourly rate is \$152.00 for Utilities plan review. Upon arrival of the on-site project plans, the Utilities Department totals their plan review hours and invoices the balance. The Water Development Fees are based on either pipe size, or Use, depending on the project's location within the city. If the Water Service size is known, it is likely that an accurate Water Development fee estimate can be provided. Fee estimates associated with new Tapping of water and sewer mains will require that the street location of the tap be known. The location, width of the street and other factors contribute to the cost of a new tap. [Back](#)
  - 19) The identified by item 19 is the City of Sacramento Development Engineering Department. The fee depends on the number of staff hours expended on reviewing for the following:
    - a) Consistency between the on-site and off-site plans. Do the two plans match in their representation of the overall scope of work?
    - b) Verification that all requirements outlined in Chapter 18 "Additional Development Requirements" of the City of Sacramento City Codes are fulfilled.
    - c) Compliance with all conditions of approval agreed upon in the entitlement process.
- The other three permits highlighted with item 19: Encroachment, Revocable and Driveway, are permits issued by the Development Engineering for the following reasons:
- Encroachment Permit:** required when work will be done in the Public Right of Way.

**Revocable Permit:** required when an element of a structure projects into or generally is above a Public Right of Way (e.g. awning, balcony, sidewalk seating).

**Driveway Permit:** required when installing a new driveway or enlarging an existing one. [Back](#)

20) Any new or existing food service establishment requires a health department permit in addition to a building permit. The City of Sacramento Building Department does requires proof of that a permit application has been submitted to the County in the form of a receipt from the Sacramento County Health Department at the time the building permit application is being submitted. [Back](#)

21) Commercial development projects done within the City of Sacramento limits pay any Sacramento County Regional Sanitation Fees directly to Sacramento County Regional Sanitation District. The City of Sacramento Building Department does require proof of payment in the form of a receipt from Regional Sanitation prior to the issuance of all building permits. [Back](#)

22) The City of Sacramento Fire Department charges a deposit of \$140 towards the plan review they perform of all new construction and alteration for which a building permit is issued. [Back](#)

23) The Construction Debris Fee applies to all demolition, both interior and down-to-the-ground; any construction, addition, repair, alteration, remodel, or renovation work on any building or structure subject to Title 24, Part 11 of the California Code of Regulations (CALGreen), or with a project value of \$250,000 or greater. This fee is assessed by the Construction Debris Fee Section of the Solid Waste Division of the City of Sacramento. For more information, visit <http://portal.cityofsacramento.org/General-Services/RSW/Collection-Services/Recycling/Construction-and-Demolition>  
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24) Certain projects are required to comply with the U.S. EPA (40 CFR Part 61) and local regulations of the Sacramento Metropolitan Air Quality management District by obtaining an Air Quality Permit. These projects include the new buildings, new foundations, grading permits, remodels, demolition and wrecking permits. For more information visit <http://www.airquality.org/compliance/asbestosInBuildingMaterials.shtml> [Back](#)

**DESCRIPTION OF WORK (ADDITIONAL SPACE FOR A CONCISE AND DETAILED SCOPE OF PROPOSED WORK):**

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