

Applicant		New Residential Building (1-2 Units) Submittal Checklist	City Staff	
Yes	No		Yes	No
Zoning /Land Use Approval from the Planning Division:				
		Planning approval must be acquired prior to submitting a building permit application to the Building Division. Approval is conveyed via an approved PLN record submitted online at https://aca-prod.accela.com/sacramento/Default.aspx		
Minimum size and scale requirements:				
		No less than 11" x 17"		
		Site and Civil Plans: no less than 1/8"=1'. All other plan sheets no less than 1/4"=1'		
Requirements for Electronic Plan Check*:				
		All plan review submittals and resubmittals must be submitted electronically at https://aca-prod.accela.com/sacramento/Default.aspx		
		When the scope of your project necessitates the following documents are required: <ul style="list-style-type: none"> • Structural Calculations • Soils Reports for all subdivisions are required • Truss Calculations • Fire Sprinkler Calculations • Special Inspection Form 		
Required Basic Construction Plan Features:				
		Cover Sheet including: Address of subject property; detailed description of work to be covered by the building permit; declared occupancy/use for which the proposed work is intended (in the residential environment usually R3 or U); declaration of designer or licensed professional signed stamp if the scope of work requires a licensed design professional; declaration of state and local building codes & cycle to which the plans are compliant.		
		Site or Plot plan including: All points of connection (i.e., sewer, electrical, gas, and water lines); if present abandoned septic noted. Dimensioned building placement on the parcel (i.e., setbacks), North arrow and optionally a vicinity map. All easements, Driveway locations, Arrows indicating site drainage.		
		Architectural Plans including: <ul style="list-style-type: none"> • Floor plan: Use of each room labeled with its proposed use; dimensions, size/type of windows and doors, and ceiling height; • Elevations: Full North, South, East and West views; • Sections: Longitudinal and Transverse. 		
		Structural Plans including: Foundation (with footing details), roof framing and ceiling framing (with ceiling joist and rafter sizes and spacing), floor framing (with joist size and spacing), braced wall/shear wall plans, and connection details.		
		Electrical Layout Plan: switch locations, outlets and lighting locations scaled such that code compliance can be determined.		
		California Energy Code, Title 24 Part 6: California State Energy code requires the energy compliance documents be integrated into your plans.		
		Cal-Green Title 24, part 11 compliance documents: See form CDD-0183. This applies to conditioned area.		

*See the *Electronic Submittal Verification Checklist* (CDD-0316) and the *Submittal Requirements* documents for the Electronic Plan Check (EPC) process available on the CDD website under Plan Review/Electronic Plan Review.

Photovoltaic Plans Required:

		Site plan with module layout and PV equipment locations One line diagram Specification sheets for all PV equipment – modules, inverters, optimizers, racking, etc. Required labels and data required by 2019 CEC 690.53 and 690.54 Module attachment details SMUD confirmation letter		
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Water Efficiency Landscape Requirements:

		Residential developments shall comply with the city of Sacramento’s Appendix D of the City code Section 15.92 or the Department of Water Resources’ Model Water Efficiency Landscape Ordinance (MWELO), whichever is more stringent.		
		Prescriptive Compliance Method (Checklist) – total aggregate landscape area 500-2,500 sq. ft.: <ul style="list-style-type: none"> • Completed Application with Prescriptive Compliance Option (App. D) signed by Project Applicant and Licensed Landscape Architect (Form CDD-0323) • Landscape plans documenting elements of the Appendix D Checklist 		
		Performance Compliance Method – any project may elect this option and requires full landscape documentation package per City Code section 15.92.070 and targeting to for plan review for Landscape Architect with Parks Dept.: <ul style="list-style-type: none"> • Cover sheet with required information • Landscape design plan • Irrigation design plan • Grading design plan • Water efficient landscape worksheet (Appendix B) with all required information and calculations 		

*See the *Electronic Submittal Verification Checklist* (CDD-0316) and the *Submittal Requirements* documents for the Electronic Plan Check (EPC) process available on the CDD website under Plan Review/Electronic Plan Review.