

Applicant		New Residential Building (1-2 Units) Submittal Checklist	City Staff	
Yes	No		Yes	No
<b>Zoning /Land Use Approval from the Planning Division:</b>				
		Planning approval must be acquired prior to submitting a building permit application to the Building Division. Approval is conveyed via the <i>Planning Referral Sheet (PR)</i> , an appropriate <i>Planning Exemption Checklist</i> , or Planning Stamp to clear the project to submit to Building.		
		Plans associated with PR sheets which have the <i>Not Required</i> check box checked in the <i>Plan Check Required</i> area of the PR sheet must bear a planning approval stamp on the construction plans being submitted to building.		
<b>Minimum size and scale requirements:</b>				
		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'		
<b>Minimum number of paper sets for routing and review if Electronic Plan Check is not used*:</b>				
		<b>Six full sets</b> (Routed to: Building, Electrical, Fire, Utilities, Development Engineering, and Planning) and one set which only includes a site and floor plan (routed to: County Assessor)		
		<b>When the scope of your project necessitates the following documents two sets are required:</b> <ul style="list-style-type: none"> <li>• Structural Calculations</li> <li>• Soils Reports for all subdivisions are required</li> <li>• Truss Calculations</li> <li>• Fire Sprinkler Calculations</li> <li>• Special Inspection Form</li> </ul>		
<b>Required Basic Construction Plan Features:</b>				
		<b>Cover Sheet including:</b> 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.		
		<b>Site or Plot plan including:</b> 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.		
		<b>Architectural Plans including:</b> <ul style="list-style-type: none"> <li>• Floor plan: Use of each room labeled with its proposed use; dimensions, size/type of windows and doors, and ceiling height;</li> <li>• Elevations: Full North, South, East and West views;</li> <li>• Sections: Longitudinal and Transverse.</li> </ul>		
		<b>Structural Plans including:</b> 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.		
		<b>Electrical Layout Plan:</b> switch locations, outlets and lighting locations scaled such that code compliance can be determined.		
		<b>California Energy Code, Title 24 Part 6:</b> California State Energy code requires the energy compliance documents be integrated into your plans.		

\*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.

		<b>Cal-Green Title 24, part 11 compliance documents:</b> See form CDD-0183. This applies to conditioned area.		
<b>Photovoltaic Plans Required:</b>				
		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		
<b>Water Efficiency Landscape Requirements:</b>				
		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"> <li>• Completed Application with Prescriptive Compliance Option (App. D) signed by Project Applicant and Licensed Landscape Architect (Form CDD-0323)</li> <li>• Landscape plans documenting elements of the Appendix D Checklist</li> </ul>		
		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"> <li>• Cover sheet with required information</li> <li>• Landscape design plan</li> <li>• Irrigation design plan</li> <li>• Grading design plan</li> <li>• Water efficient landscape worksheet (Appendix B) with all required information and calculations</li> </ul>		

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