

Applicant		Residential New Building Take-In Sheet	City Staff	
Yes	No		Yes	No
		Items		
<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> or an appropriate <i>Planning Exemption Checklist</i> .		
		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>Five full sets</b> (Routed to: Building, 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 set are required:</b> <ul style="list-style-type: none"> <li>• Structural Calculation</li> <li>• Soils Reports for all subdivisions are required</li> <li>• Truss Calculations</li> <li>• Fire Sprinkler Calculations</li> </ul>		
<b>Required Basic Construction Plan Features:</b>				
		<b>Cover Sheet including:</b> Address of subject property; detailed <b>description of work</b> to be covered by the building permit; <b>declared occupancy/use</b> for which the proposed work is intended (in the residential environment usually R3 or U); <b>declaration of designer or licensed professional</b> signed stamp if the scope of work requires a licensed design professional; declaration of <b>state and local building codes &amp; cycle</b> 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 the 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.		
		<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.		
		<b>Cal-Green Title 24, part 11 compliance documents:</b> See form CDD-0183. This applies to conditioned area.		
<b>Fire Department Review Required:</b>				
		Fire Sprinkler Plans should include hydraulic calculations, Manufacturer Specification Data Sheets. Plans must be designed by a licensed C-16 or licensed Engineer. Refer to the Department of Utilities, Fire Draft Policy ( <a href="http://www.cityofsacramento.org/Fire/Resources/New-Construction">http://www.cityofsacramento.org/Fire/Resources/New-Construction</a> )		
<b>Water Efficiency Landscape Requirements:</b>				
		Landscape projects with an aggregate landscape area equal to or greater than 500 square feet but equal to or less than 2,500 sq. ft. may comply with either the Prescriptive Compliance Option (Checklist) of Appendix D of the City code Section 15.92 or the Performance Compliance Method.		
		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>		

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