

PROGRAM GUIDE

FACILITY PERMIT PROGRAM

For

Commercial Buildings

September 2, 2016

**City of Sacramento
Community Development Department
300 Richards Blvd.
Sacramento, CA 95811**

I. Description and Overview	2
II. Criteria and Qualifications	3
a. Qualifying Buildings.....	3
b. Application / Building Registration	3
c. Building Orientation	3
d. Owner - Duties and Obligations.....	3
e. Responsible Party – Duties and Obligations	3
f. Suspension and Termination	4
g. Appeal of Suspension and Termination	4
III. Components (Exhibit #1).....	4
IV. Fees and Billing	6
V. Evaluations and Annual Reporting	6

I. Description and Overview

The Facility Permit Program (FPP) has been developed for construction projects within commercial buildings:

- Minor & Major Interior Alterations, Tenant Improvements, & Remodels.

The FPP simplifies the standard permit and inspection process by:

- Assigning one **Plan Review** Team for all of the Owner's buildings;
- Having an Inspection Team that specializes in the building, plumbing/mechanical, electrical, and fire trades;
- Using expedited plan review and inspections;
- Having a Responsible Party, designated by the building Owner, who has primary responsibility to coordinate all permitted work;
- Providing process management for the requirements of other departments;
- Providing cost effective and accountable delivery of services;
- Having the FPP administered by the FPP Coordinator.

The FPP is available to Owners of commercial buildings. The program is best suited to serve Owners who have 'on-going' interior tenant improvements or frequent upgrades and renovations. Owners may designate an authorized agent, such as a management company or a tenant, to act on the Owner's behalf in discharging the Owner's duties and responsibilities under the FPP.

The success of the FPP is contingent on developing an ongoing working relationship between a participating building Owner and the assigned **FPP** Team. Each Owner, therefore, is required to assign a person, designated as the Responsible Party, for each building, to act as liaison with its **FPP** Team. Owners can expect an improved level of communication and service delivery tailored to the Owner's needs, including pre-design consultations, site meetings and process management assistance.

Each building in the FPP must be registered annually. Owners may register as many qualified buildings as they wish, contingent upon the FPP Coordinator's approval. To ensure consistency of requirements, all buildings owned by a single Owner will be assigned to the same Inspection Team based on the geographical location(s).

Once their buildings are registered in the FPP, Owners will be able to use the FPP for most of their tenant improvement needs. For purposes of continuity and coordination of site activities within registered buildings, Owners shall use the FPP for expedited plan reviews, issuance of permits, and inspections for all qualifying improvement work within the buildings (including all building, mechanical, fire, electrical, and plumbing work). Improvement work that does not qualify for the FPP will go through the standard plan review (including Over

the Counter Review if appropriate), permit issuance and inspection processes.

II. Criteria and Qualifications

a. Qualifying Buildings

The FPP is available only for commercial buildings at this time.

b. Application / Building Registration

The FPP Coordinator will assist the Owner in answering any questions regarding application and registration of buildings into the FPP. Applicants to the FPP must be either the Owner of the building or the Owner's authorized agent. The Coordinator will also assist the Owner in completing the required application and registration forms supplied by the Department.

Please note that the work done under the FPP must be done by the Owner's employees or contractors who have the appropriate licenses and/or registrations. A full explanation of those requirements may be obtained from the FPP Coordinator.

The FPP Coordinator will accept applications and registrations into the FPP at any time of the year, but registrations must be renewed each July 1.

The applicant shall provide a list of buildings to be included in the building registration. The list shall include the address and name of each building.

c. Building Orientation

The purpose of the Building Orientation is to familiarize the **FPP** Team with registered buildings and their conditions. A Building Orientation may be required prior to commencement of any work.

The Building Orientation will include a review of building floor plans, and any agreements between the City and the Owner. If the layout of the building is complex, it may be necessary to arrange a walk through for the **FPP** Team to familiarize them with the layout.

d. Owner - Duties and Obligations

An Owner shall designate a Responsible Party who is either an employee or is under contract to provide these services:

- Ensure that all communications with the Department for work covered by the program is conducted through the Responsible Party;

e. Responsible Party – Duties and Obligations

The designated Responsible Party will represent the Owner in communications with the FPP Coordinator for a registered building. The Responsible Party may be either an employee of the Owner or an individual under contract with the

Owner to provide services as the designated Responsible Party. The Responsible Party will be the primary contact between the Owner and the Inspection Team for a registered building.

In certain circumstances, there may be a need to have more than one Responsible Party for a registered building. In these cases, this need shall be identified, and agreed upon by all parties, at the time of registration.

Among the duties and obligations of the Responsible Party are the following:

- Pre-review and communicate all planned work to the **FPP** Team;
- Act as the primary contact with **FPP** Team;
- Assure that all work installed complies with the guidelines outlined in this program guide;
- Maintain records, and verify the accuracy, of all plan submittals;
- Monitor the work and when necessary assist in resolving any project related communication issues with the **FPP** Team;
- Ensure compliance with the requirements of other Departments;
- Ensure access to the building by the Inspection Team;

f. Suspension and Termination

Any Owner that refuses or neglects to comply with the rules and the requirements of the FPP outlined in this program guide may be suspended or terminated from participation in the FPP by the Coordinator. All work deficiencies shall be corrected and made to comply with the requirements of the City Code and all applicable building codes.

g. Appeal of Suspension and Termination

The Owner may appeal a suspension or termination to the Director of the Community Development Department. The appeal must be made in writing within 15 calendar days of the suspension or termination.

III. **Components (Exhibit #1)**

a. Minor Alterations and Improvements

Minor alterations and improvements, depending on their complexity, may be approved within hours or days of submittal. For this type of work, the Owner/Responsible Party may simply contact the **FPP Coordinator** for a review of the project scope. The **Coordinator** will advise the Owner /Responsible Party regarding plan review and permitting requirements. If the project plans are approved over-the-counter, a permit may be issued on the same day.

b. Major Interior Tenant Improvements & Remodels

Many interior tenant improvements may be performed under the FPP. To qualify, the improvement work must meet all of the following criteria at the time of building permit application:

- The improvement work is comprised solely of interior alterations or repairs or the erection, installation, enlargement, alteration, repair, removal, conversion, or replacement of any electrical, gas, mechanical, or plumbing system, with only minor exterior alterations, if any;
- The improvement work is a B (office), M (retail), or S (warehouse) occupancy, or an A (assembly) occupancy for less than 100 people, and does not involve a change in building occupancy creating a higher life and safety hazard;
- The improvement work does not require any fire/life safety systemic improvements;
- **Improvements with minor structural may qualify with FPP Coordinator Approval on a Case by Case Basis;**
- The improvement work is consistent with the zoning on the project site, meets all parking requirements, and has obtained all required discretionary approvals under Title 17 of the Sacramento City Code.
- County Health Department approval, if required, has been obtained.
- All required plans have been prepared by a registered design professional.

Examples of work to which the FPP is best suited include, but are not limited to:

- Remodel or renovation of an existing tenant space;
- Creation of a new tenant space within the existing shell of a building;
- Accessibility retrofits;
- Alterations of exterior, non-bearing walls provided there is no expansion of usable floor space beyond the existing shell of the building;
- Changes in the use of an existing space, within an occupancy classification;
- Occupancy changes which do not create a higher life or fire safety hazard level;
- Additions or alterations of mechanical, plumbing, or electrical systems.

Though almost all interior work may be done under the program, some levels of work may be better suited to the 'standard' review process. Examples of this work might be full structural retrofits, seismic upgrades, or multi-floor tenant improvements. The **FPP Coordinator** will work with the building Owner to identify these projects on a case-by-case basis.

As with all alteration and improvement projects the Owner should contact the **FPP Coordinator** for a conceptual review of the scope of the work. Alteration and Improvement work requires plan review and permit approval prior to the commencement of the work. Plan submittal for Major Improvements will require a minimum of four sets of plans and a partial set for a phased permit, if requested. Please contact the FPP Coordinator to submit plan sets.

As projects are developed and working drawings are being created, Owners may request consultations or pre-construction meetings with FPP Team. As individual projects are proposed the **FPP** Team shall review and approve these projects prior to the beginning of work. Based on the complexity of the

proposed work, approval may require formal plan review and may utilize a phased permit rather than a full permit prior to the commencement of work. Additionally, the **FPP Coordinator** may request specific review by other departments. It is the intent of the program to allow simple, informal interactions between the **FPP Coordinator** and the Responsible Party, assuring project specific levels of service.

*Note: Minor Alterations & Improvements shall be subject to Policy #CDD-0236 "Who May Prepare Plans."

IV. Fees and Billing

Current fees and fee amounts are specified in the attachment to the application packet. The fees related to the FPP are described below:

a. **FPP Standard Hourly Rate**

- Current staff hourly rate with a one hour minimum and prorated in ½ hour increments thereafter.

b. **FPP Annual Registration Fee**

- \$152 per building per year. The FPP Registration Fee is charged on a fiscal year basis and is not pro-rated for partial year registrations.

c. **Tenant Improvements & Remodels**

- This work will be subject to standard plan review and building permit (inspection) fees based on the estimated value of the work to be done, with an additional 50 percent expedited plan review fee. A phased permit fee will be charged when applicable. Fees are due and payable and will be collected at the time of application submittal. All Fire Department plan review and inspections will be billed at the current hourly rate. The Fire plan review fees plus a minimum of two hours of Fire inspection fees will be collected at the time of permit issuance. All remaining Fire inspection fees will be assessed and paid prior to final Fire inspection. Should fees be required as a result of reviews outside of outlined FPP services, those fees shall be itemized and billed to the appropriate Project Reference Number.

V. Evaluations and Annual Reporting

The program will be evaluated on an annual basis to verify success of full cost recovery and to assess potential program modifications resulting from stakeholder input. The program administrator will provide an annual financial report to the responsible manager or Director.

Facilities Permit Program Flow Chart

Tenant Improvements/Remodels (Major and Minor)

