

Electronic Plan Check (EPC) Building Permit Submittal Requirements

Submittals do not become active plan check activities until payment is received.

Beginning with Cycle 2, all design professional stamps must be signed and limitations like “Not for Construction”, “Preliminary” or “Bid Set Only” may not be present on plan sheets.

**All file uploads must be made to SUB- records.
It is not possible to upload files directly to COM-, RES- or MP- files.**

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Introduction:

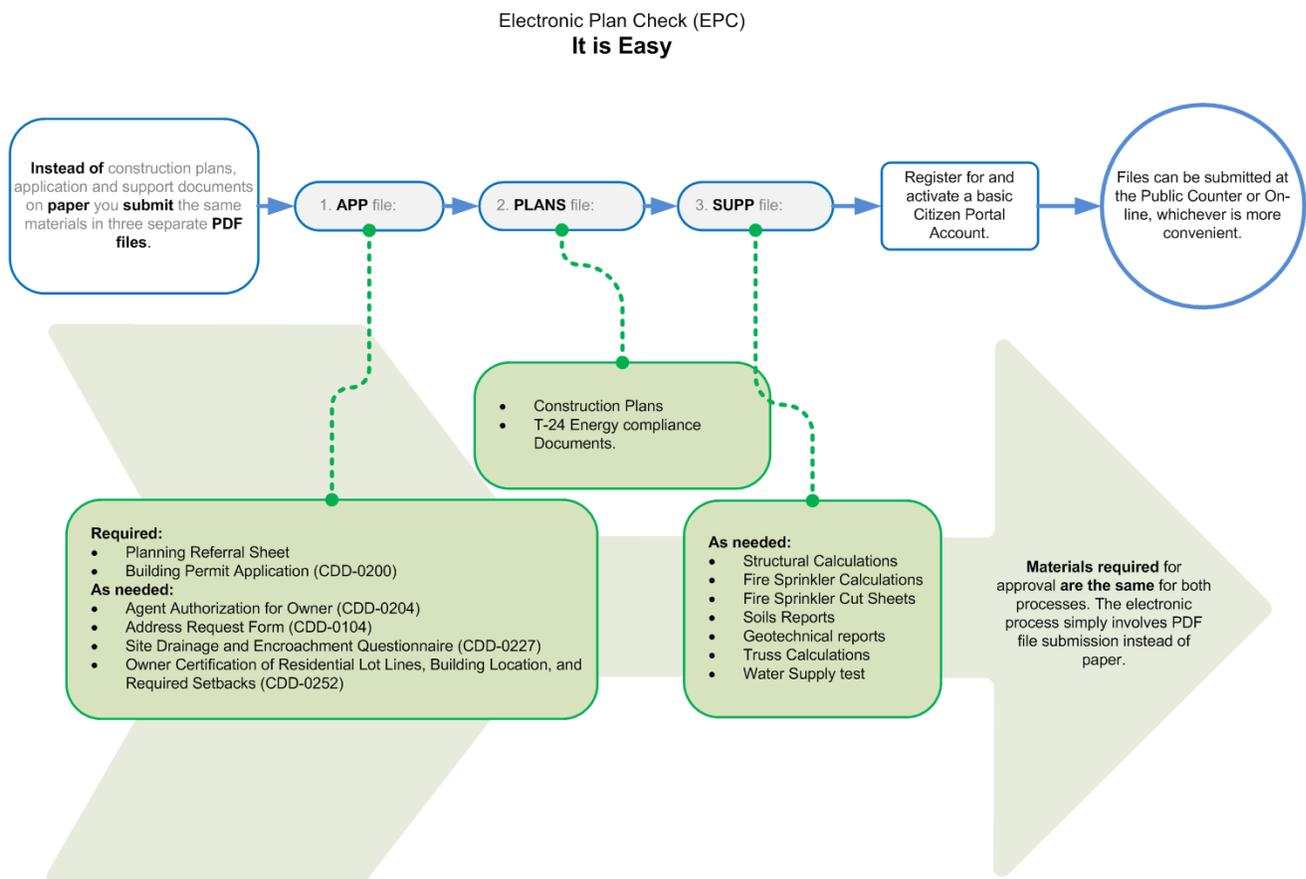
In an effort to reduce paper waste and the expense and inconvenience of printing multiple copies of the construction documents required for a building permit application the City of Sacramento has developed the Electronic Plan Check Program (EPC).

Applicants participating in this program condense their submittal package into three bookmarked PDF files the contents of which are discussed in detail below. Submittal of these three files can be made remotely through the Citizen portal (<http://aca.accela.com/sacramento>) or at the public counter (300 Richards Boulevard). Regardless of your method of submission all applicants will need to register for a basic Citizen Portal account. Review the section of this manual titled [Registering of a Basic Citizen Portal Account](#) for step by step instructions.

A full detailing of general plan review requirements can be found on our website under Plan Review and then [Plan Preparation](#). For an Electronic Plan Check specific pre-submittal checklist, go to *Plan Review* and then [Electronic Plan Check](#). All files must be named according to the naming standards outlined under [File Naming](#) below.

Please note: All EPC submittals go through the same standard review process as hardcopy submittals. Submitting an EPC does not constitute an expedited review. Applicants may check the status of an electronic or hardcopy application through the online portal at <https://aca.accela.com/sacramento/Default.aspx>

Questions about any of the information contained in this handout may be directed to Building Division staff at epcintake@cityofsacramento.org, or Edward Oswell at goswell@cityofsacramento.org.



File Contents Detailed:

As illustrated in the flowchart above there are three primary PDF files which are used to convey all EPC submittals. These files are the APP, PLANS and SUPP file. There is one other file which plays a significant role. This file is the REPLY file. This file is only needed in cycle two and beyond because it contains reply comments to the plan reviewers.

Your initial submission will be comprised of an APP, PLANS and SUPP file. In subsequent plan review cycles only files which needed modification (due to plan review comments or changes) along with a REPLY file will need to be resubmitted.

Resubmissions to plan review comments (Cycle two and beyond) will most often be comprised of a PLANS, SUPP and REPLY file. Only in cases where the APP file needed revision or augmentation will a new APP file be required.

The following paragraphs detail the content of each distinct PDF file. Applicants must submit [on-line](#) or at the public counter. If submission is made at the public counter the files should be supplied to counter staff with one (1) CD, DVD or thumb drive which contains no more than the maximum four PDF files.

Application (APP):

The most important core documents contained in the **APP** file are the **Universal Building Permit Application** (CDD-0200) and the **Planning Referral Sheet (PR)**. The application can be found online at the City of Sacramento's website at <http://www.cityofsacramento.org> or by following this link [app](#). The Planning Referral (PR) Sheet can be acquired at the public counter at 300 Richards Blvd. 3rd Fl., Monday through Friday 9:00 am to 4:00 pm. Questions can be emailed to Planning staff at planning@cityofsacramento.org.

In general the **APP** file should contain any City form necessitated by the scope of your project. Common documents or forms which fall into this category are:

- **Building Permit Application** (CDD-0200): Application for a building permit.
- **Planning Referral Sheet (PR)**: Conveys the Planning Division's authorization to allow a project to submit to the Building Division for a building permit. For more information, see the section below titled "Planning Referral Sheet."
- **Agent Authorization for Owner** (CDD-0204): Required when an individual will be representing the recorded real property owner.
- **Agent Authorization for the Contractor** (CDD-0196): Required when an individual who does not appear on the *Personnel List* posted on the [California Contractors State License Board](#) website is representing said contractor in the pursuit of a building permit. With this form completed, an individual is authorized as an agent of the contractor.
- **Address Request form** (CDD-0104): Necessary if the scope of your building permit will require the creation of a new street address.

Any forms requiring signature should be wet signed and scanned rather than electronically signed.

Plans (PLANS):

The second PDF file is primarily comprised of the construction plans. Special care should be paid to the sheet index, often on the cover sheet. This index should only bear sheets which are included in the submitted set, and all sheets included in the set should be shown in this index. It is also necessary to bookmark each sheet included in the set. T-24 energy compliance documents should be included as plan sheets per California energy code requirements.

Unsigned stamps from the architect and/or engineer will be allowed at the time of submittal. Although, if this option is exercised it will be impossible for Cycle 1 plans to be approved for issuance. **Beginning with Cycle 2 resubmittals, all design professional stamps must be signed.** Signature should be accomplished by placing an image which includes the digital stamp and wet signature on each sheet.

Make sure to be in **“Fit on full page to window view”** prior to bookmark creation. This can be achieved by selecting this icon



in Adobe Acrobat on your tool bar.

The Green Building Checklist/information, located at: <http://www.cityofsacramento.org/dsd/forms/green-building-forms.cfm>, shall also be included on the plans.

In order to have a precise and timely estimate of final fees; the building area, occupancy group and construction type must be provided on the title page of the plans.

Only resubmit complete PLANS files. Refer to the section below titled *Plan Review Response Letter (REPLY)*.

Supplemental (SUPP) Information:

The third PDF is the SUPP file. This file contains all required support documents. The following is a list of some common support documents which would be included in the SUPP file. Not all of these documents are required for every project. The scope of the project dictates their need:

- Fire Sprinkler Calculations
- Fire Sprinkler System component cut sheets
- Structural Calculations
- Soils Reports
- Geotechnical reports
- Special Inspection form CDD-0197 (only required in resubmittals)
- SWPP Storm Water Pollution Plan
- Water Study (usually subdivisions)
- Sewer Study (usually subdivisions)
- Drainage Study (usually subdivisions)
- Water supply test
- Project Manuals
- Technical Specifications

Only resubmit complete SUPP files. Read on for more explanation.

Plan Review Response Letter (REPLY)

At the conclusion of each cycle of plan review, each discipline (i.e. electrical, life-safety, etc.) plan reviewer will either approve the submitted PLANS and SUPP in their current form, or they will issue a correction notice which details non-code compliant work. When resubmitting plans revised to satisfy plan review comments, plans must be accompanied by a plan review response letter addressing each correction comment. All alterations must be clouded, delta'd and in the same format and scale as the original submission.

Accompanying this letter should be a complete ***Plan Review Resubmittal (CDD-0270) form***. This package comprises The **REPLY** PDF file. In most cases it will take the place of the **APP** file which was submitted in the first cycle, but if changes or additions have occurred to the APP file then it must be resubmitted also. **This makes it possible for there to be four PDF files each cycle after the first.**

Planning Referral Sheet:

All building permit submittals are reviewed by Planning staff to determine if the proposed work is consistent with zoning and design requirements or if a planning application is required. The Planning Referral sheet is a record of that review and authorizes submittal for electronic plan check. Planning Referral sheets can only be obtained by visiting the public counter at 300 Richards Boulevard and speaking with a planner about the scope of the project. Please email the Planning helpdesk (planning@cityofsacramento.org) if you have questions about what to bring with you to the counter.

If the "Not Required" box is checked in the *Plan Check Required* area of the Planning Referral sheet, construction plan sheets being submitted to Building must bear a planning approval.



City of Sacramento
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING REFERRAL SHEET

FILE NUMBER: PR16-00144	ADDRESSING NEEDED?	FLOOD ZONE: X PROTECTED BY LEVEE
ADDRESS: 2222 I ST		
PARCEL: 007-0024-009-0000	ZONING: R-3A	
PUD: N/A	SPD: N/A	
DR AREA: CENTRAL CITY	HISTORIC INFO: BOULEVARD PARK HISTORIC DISTRICT	
EXISTING LAND USE: Multi-family		
PROPOSED LAND USE: Multi-family		
SCOPE OF WORK: New windows and siding for an existing apartment building.		

PLANNING STAFF DETERMINATION:

APPLICANT CANNOT SUBMIT FOR BUILDING PERMIT:

- Use is NOT allowed
- This is a counter discussion or preliminary review ONLY. The information on this form must be reviewed again and confirmed at the time of building permit submittal
- Use is allowed, however, the project requires the following Planning Application(s):
- Use is allowed, however, Planning Application (s) { } is/are still "In Progress".

APPLICANT MAY APPLY FOR BUILDING PERMIT. Use is allowed and the following item is true:

- Applicant may proceed to Building for minor permit. No planning entitlement necessary.
- Concurrent Submittal Sheet approved for { }. Applicant notified that a second Planning Referral Sheet/Plan Check Cycle will be required
- Applicant has approved entitlement(s) or exemption(s)
- Electronic Plan Check (EPC) submittal

Plan Check Required: Planning/Zoning Design Review Preservation Not Required

If Applicable, Approved Planning Application(s) is/are as follows:

File Number(s): PB16-004

Most Recent

Approval Date: 01/27/2016

Recent Planner related to Entitlement File: Daniel Abbes

COMMENTS:

New windows and siding for an existing apartment building. Project is approved applicant may submit for permits.

Submittal File Standards:

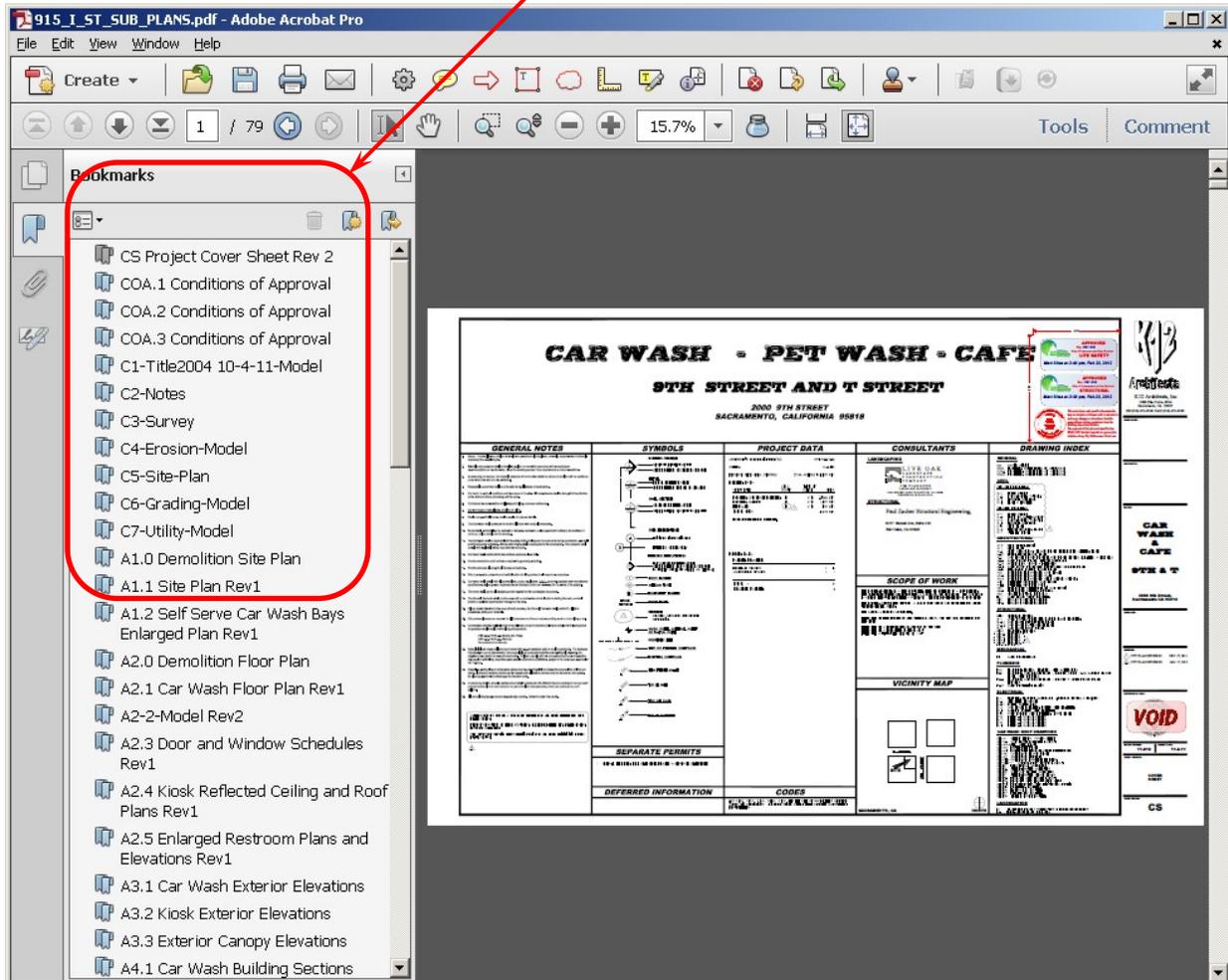
All digital files must comply with the following standards. Any deviation from the standards contained in these instructions may result in a delay in the processing of your application:

File format:

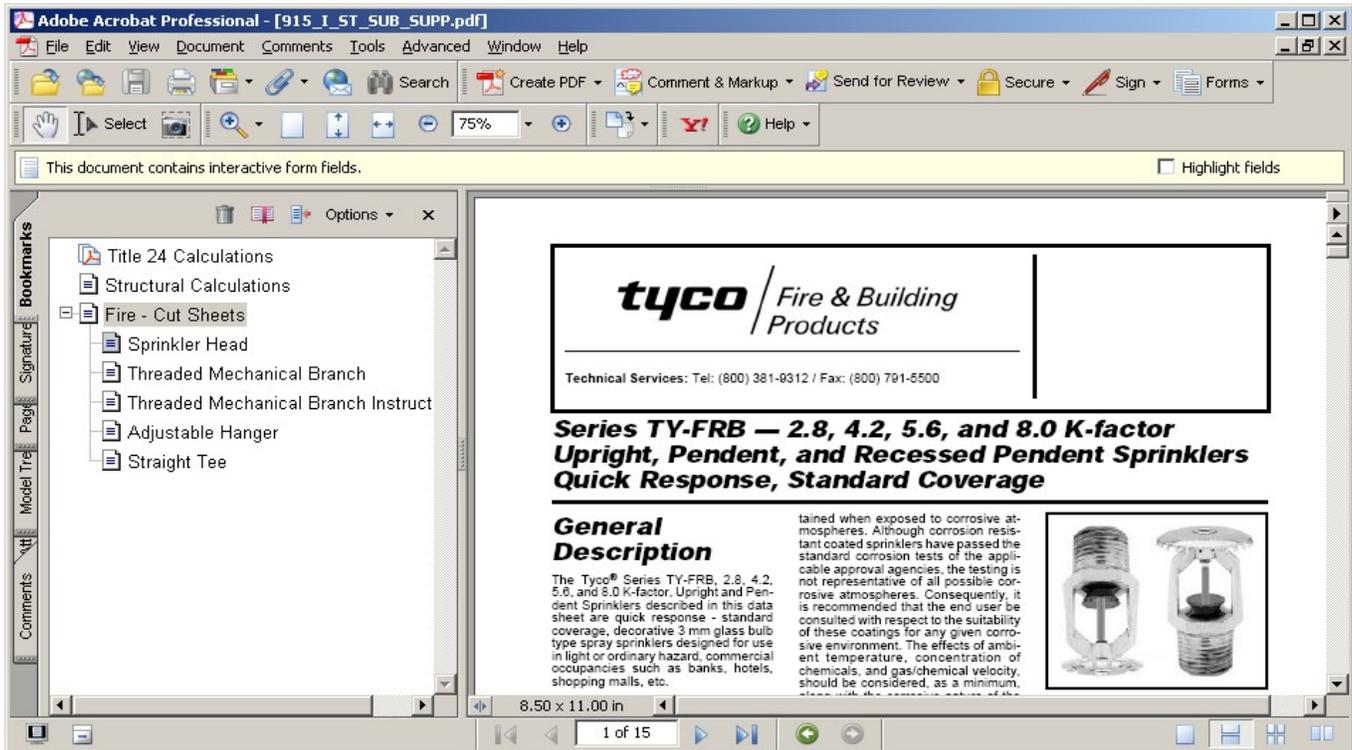
1. All digital document files must be MS-Windows (i.e. not Apple OS) compatible. This does not mean that you cannot create the files on a MAC platform and convert them.
2. All digital documents shall be in Portable Document Format (PDF) and **compatible with Adobe Acrobat 8 or newer**, refer to the ***Compatibility*** section below for more details on minimum versioning.
 - a. **PDF Portfolios should not be used as part of your submittal package.**
 - b. PDF's shall be a first generation vector based file (direct conversion from AutoCAD, ArchiCAD, MS Word, etc.). **Scanned Plans (i.e. plans, elevations, sections, details) will not be accepted.**
 - c. All layers must be flattened. See section below titled "[Layers must be Flattened](#)".
 - d. All comments must be flattened. See section below titled "[Checking for and eliminating Comments](#)".

Bookmarks:

1. All individual plan sheets shall be contained within one single PDF file. Each sheet number and title shall be bookmarked for easy referencing during the plan check, and intake process (See **Example 1.0**). Make sure to be in “Fit on full page to window view” prior to bookmark creation. This can be achieved by selecting this icon on your tool bar: 
2. All other support documents such as Title 24, Structural calculations, Planning Record of Decisions, etc. shall be provided in one consolidated PDF file under the SUPP designation See **Example 1.1**.



Example 1.0



Example 1.1

3. **Minimum “section” bookmarks** required within the Supplemental (SUPP) Document PDF file shall be as follows.
- Fire Sprinkler Calculations
 - Truss Calculation (if a trussed structure)
 - Structural Calculations

Note: Individual pages do not need to be bookmarked in the APP or SUPP files, only the sections need to be bookmarked.

Security:

PDF document security settings must allow staff to mark up the PDF file, and create comments. No electronic signatures should be used on forms or drawings. Electronic signatures restrict security settings. Licensed professional stamps should be digital stamps produced through Annotations or Drawing Markup tools.

Scale:

PDF exhibits must be generated at a prescribed scale (i.e. $\frac{1}{4}'' = 1'-0''$, or $\frac{1}{8}'' = 1'-0''$) in order for staff to verify dimensions and areas within the file, using the built-in Acrobat measuring tool. Graphic scales may also be included, but are not required.

Page Orientation:

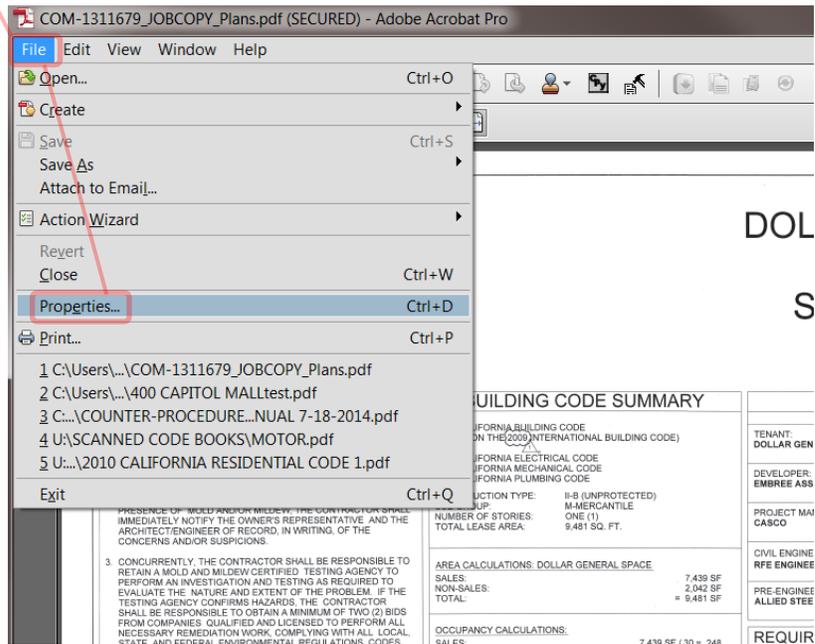
Page Orientation: All plans must be oriented so the top of the page is always at the top of the monitor, and set to landscape. A north arrow must be provided on all plans. All supplemental information must be oriented so the top of the page is always at the top of the monitor in either portrait **or** landscape format based on the supporting documents provided. All supplemental information must be sized at 8-1/2" x 11" or 11"x 17".

File Size:

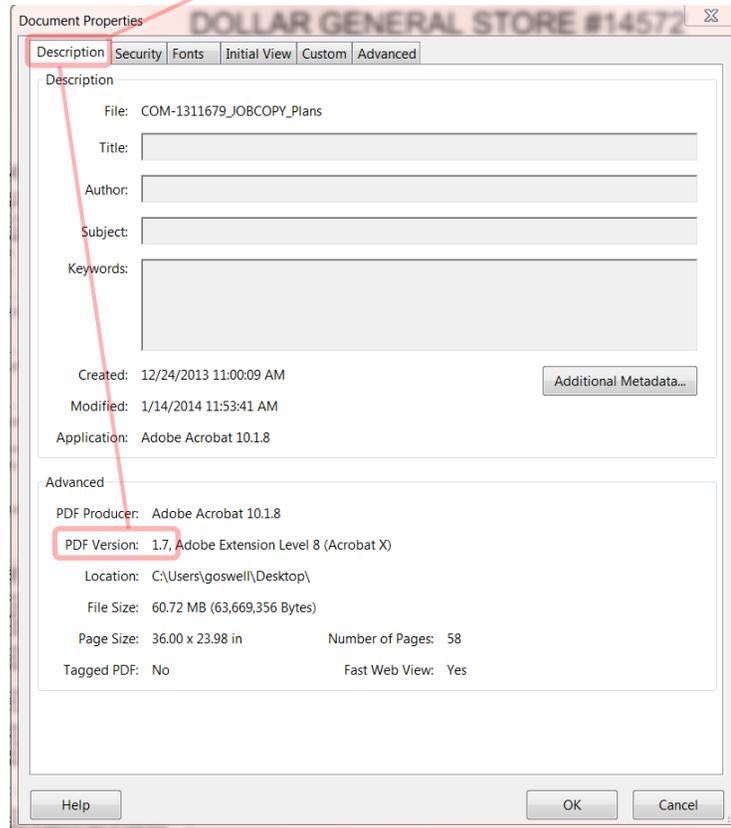
All PDF files must not be larger than 300MB each and must be reduced to the smallest size available to provide quick access to the files. Within Acrobat 8, select “Save As” then “Optimized PDF”, settings “Mobile” with a “Make compatible with:” Acrobat 8.0 or later. If any of your files are larger, please contact the City by emailing epcintake@cityofsacramento.org prior to submittal or resubmittal.

Compatibility:

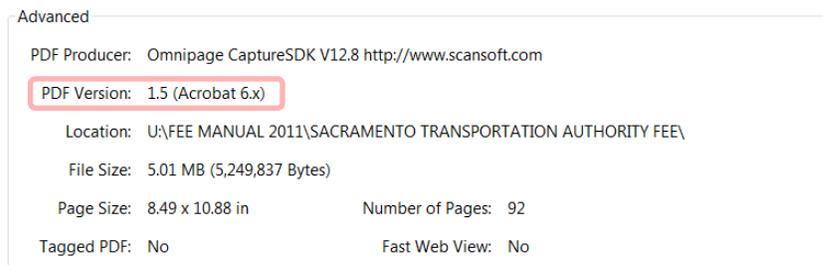
The process described above under *File Size* must be followed to insure that the PDF files are as small as possible, but also to ensure compatibility with the City’s process. To verify that your files are saved in an appropriate compatibility, with the file open in Acrobat 10 (also called Acrobat X) or Acrobat 11 select File, and then Properties.



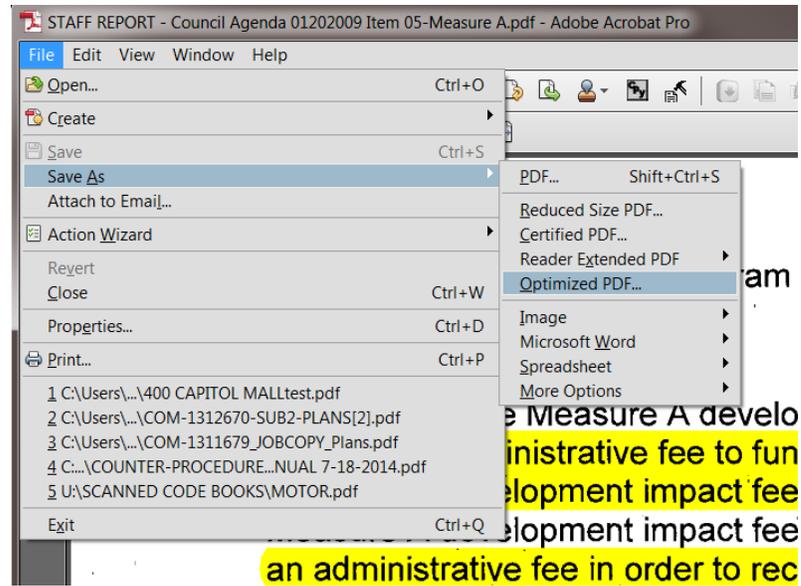
This will open the *Document Properties* window. Within this window select the Description tab. In the lower portion of this window in the advanced box will be displayed the **PDF Version** which the file is currently compatible with. Acrobat 10 or newer is ideal. This is the version shown as 1.7.



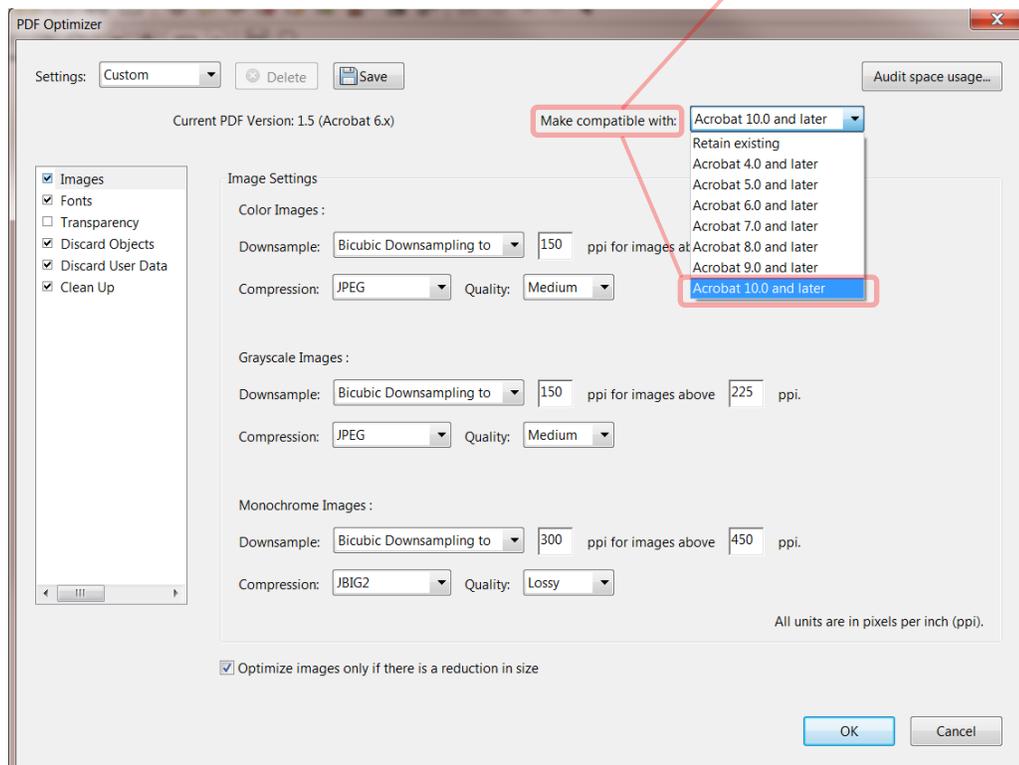
Below is an example of a file with older versioning.



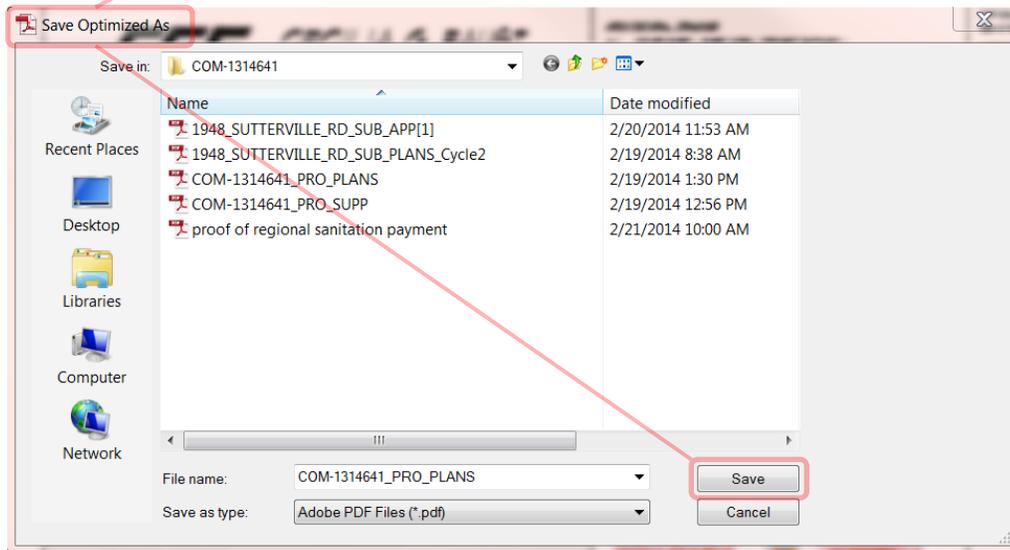
To correct a file with older versioning so that it is compatible with version 10, with the file open in Acrobat 10 or 11 select *Save As* and then *Optimized PDF*.



Within the *PDF Optimizer* window select **Acrobat 10.0 and later** in the Make compatible with box. Complete the work in this window by selecting *ok*.

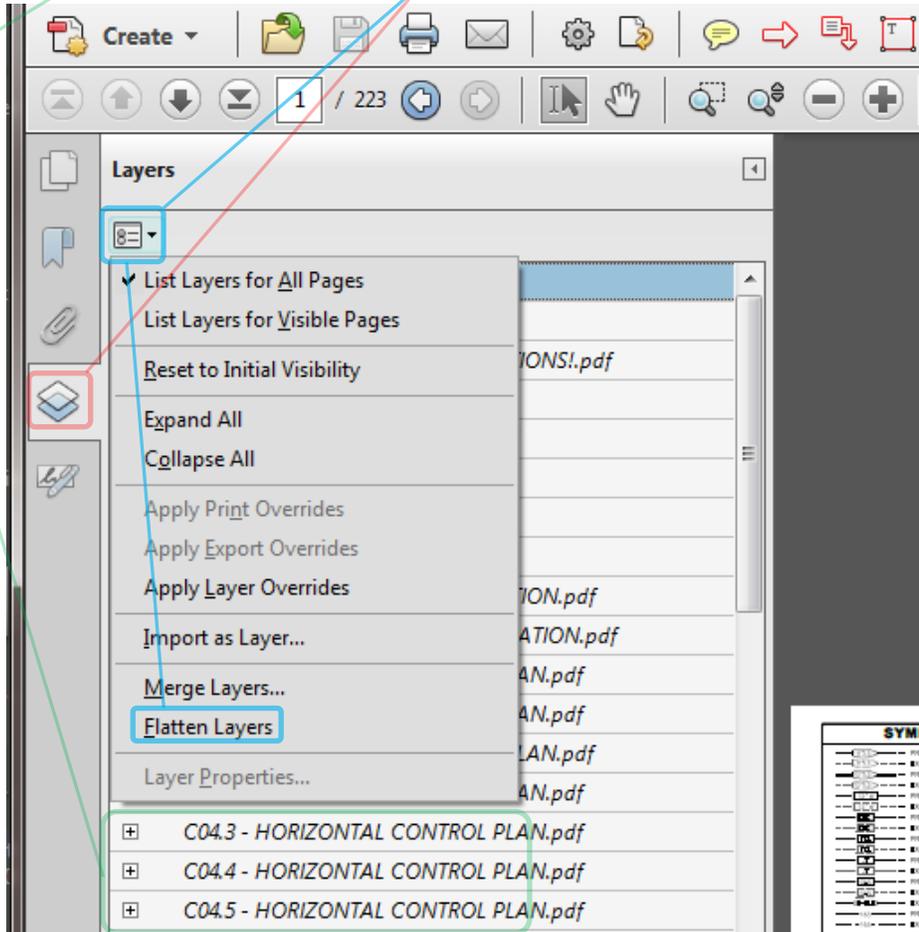


Selecting ok will open the Save Optimized As window. To complete the entire operation you must select *Save*.



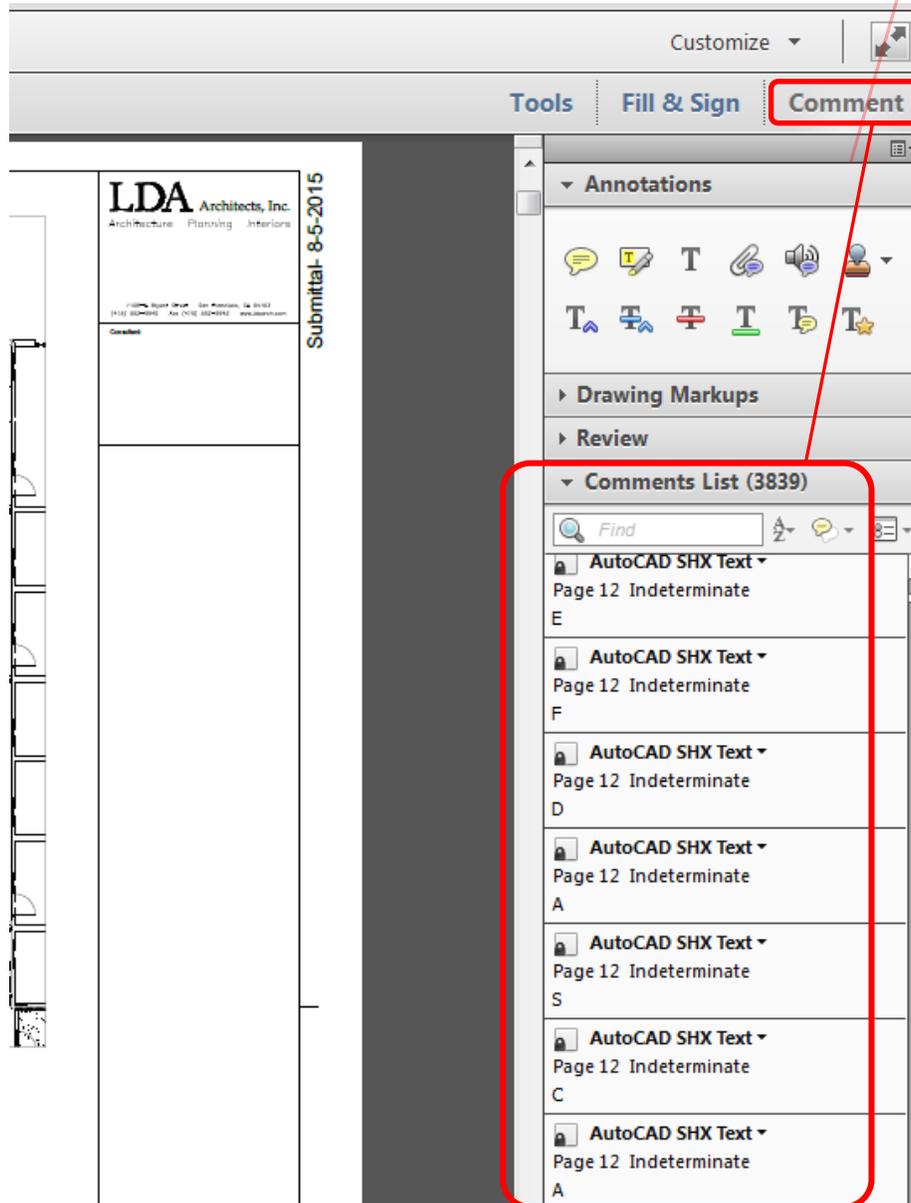
Layers must be flattened

When converting from the original CAD file to a Portable Document File (PDF), **layers must not be retained** in the resulting PDF. This practice creates an excessively slow cumbersome file. To verify within Adobe Acrobat X (10) and 11 that the PDF PLANS file does not have layers, select the **Layers** tool located on the left side of the screen. There should be no layers listed. If layers are shown select the options tool within layers and select *Flatten Layers*. The process of *Flattening* can take a considerable amount of time. After *Flattening*, resave the file. After this process, when the Layers tool is select no Layers should be listed.

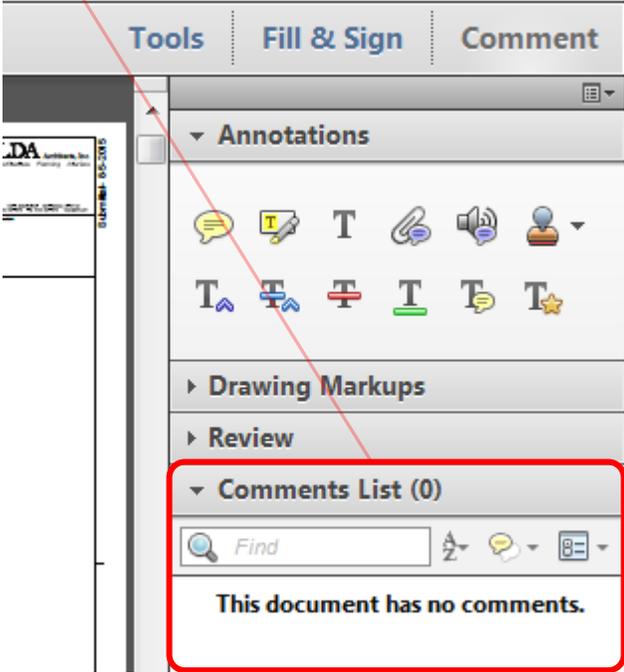


Checking for and Eliminating Comments:

In addition to checking for layers files must be reviewed for the existence of comments. Submittal files should not have any un-flattened comments. To check for the existence of comments click on the word Comment in the upper right hand corner of the screen (in Adobe Acrobat Pro). The example shown below shows a number of comments 3,839 to be exact.



Here is an example of the comments area of a file where no comments remain. This is how an EPC PDF file should look prior to submission. Note, after a file is opened and comment is selected it often takes a moment for the comments to load. When checking for comments be sure to allow an adequate amount of time for the comments to load.

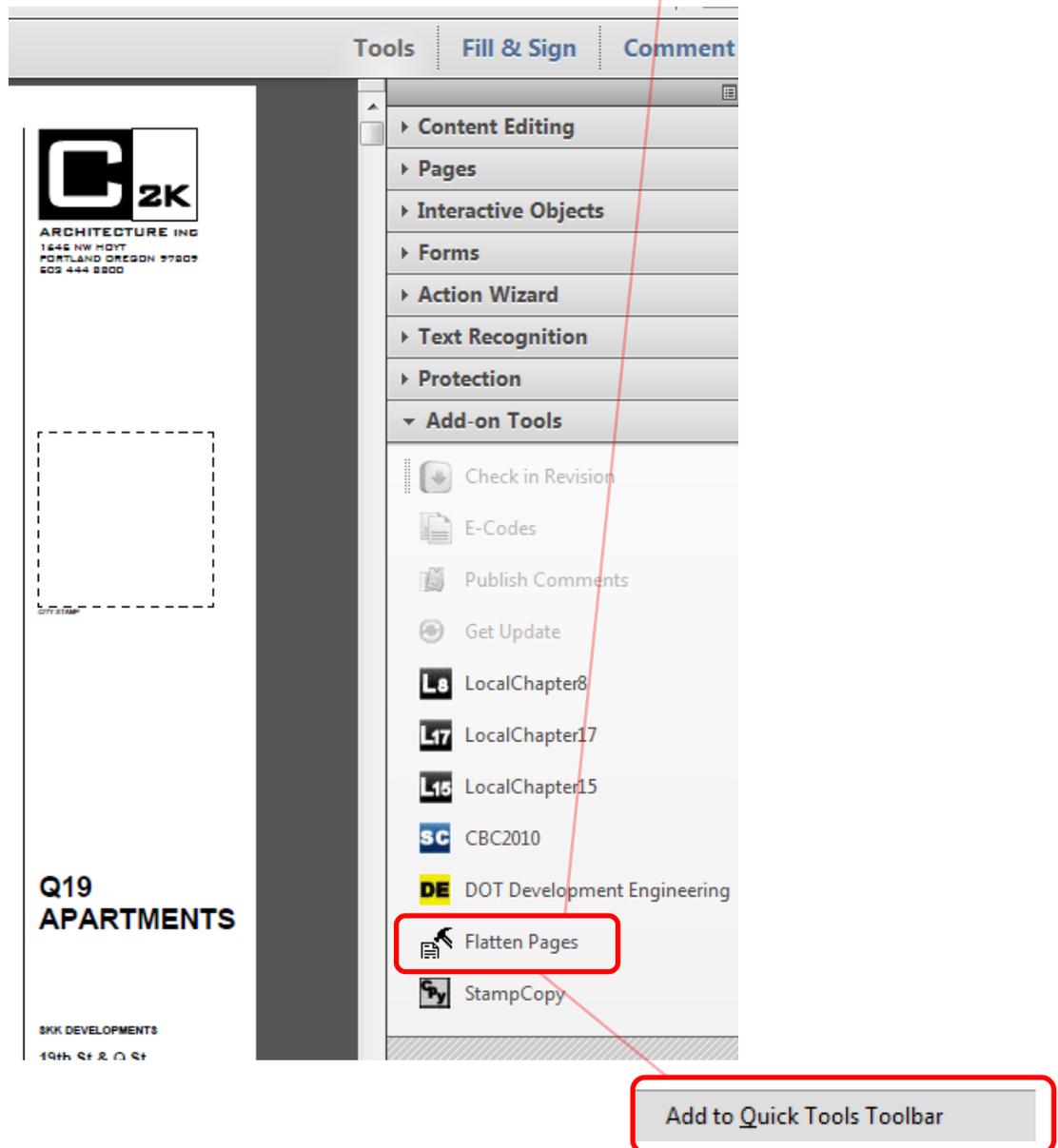


Flattening Tool:

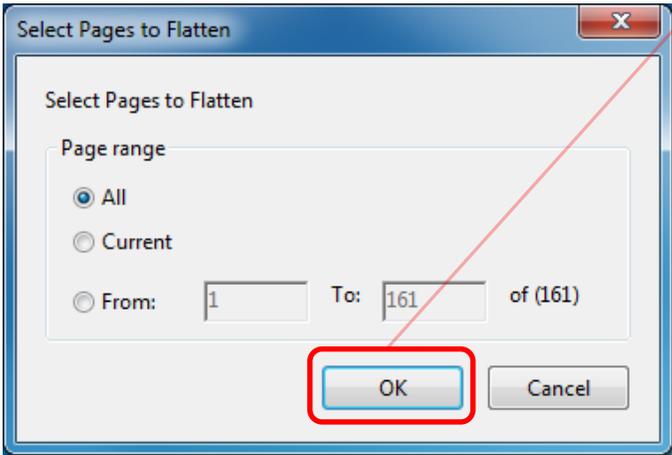
The operation of flattening all comments in a PDF file is very simple. Unfortunately though, Acrobat does not come with a flattening tool out of the box. Search for “flatten page content tool” on the web and you will find a free downloadable tool.

Once you locate and install the flattening tool you will be able to flatten and thus secure all comments and annotations within your PDF file by clicking one button. If comments are not flattened they are vulnerable to being inadvertently selected and deleted or altered by someone else working on the file.

Select the flatten tool. If this tool does not appear on the *Quick Tool Toolbar* go to *Tools* and then *Add-on Tools*. The *Flatten Pages* tool is located under *Add-on Tools*. Right click this tool and select add to quick tool toolbar.



To flatten the file, select the *Flatten* tool . The following dialog box will appear. Select the *ok* button. The length of time necessary to execute this operation will depend on the number of comments being flattened. Once the operation is complete, the file will need to be saved in its new flattened state.

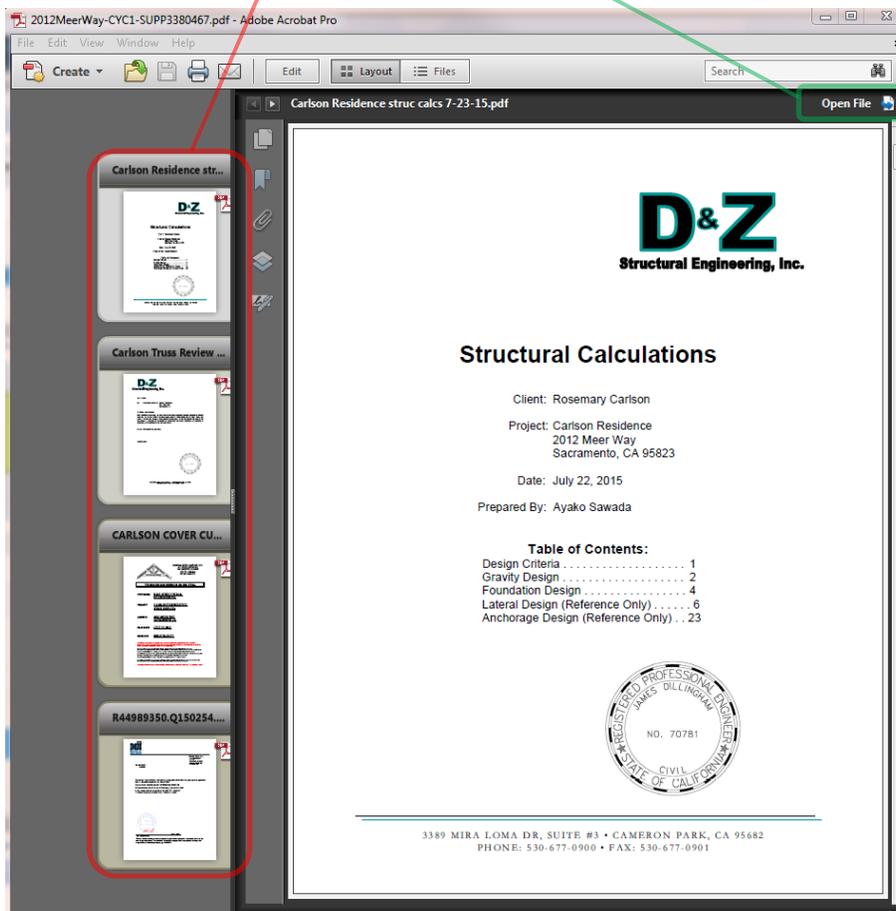


Adobe Acrobat Portfolios

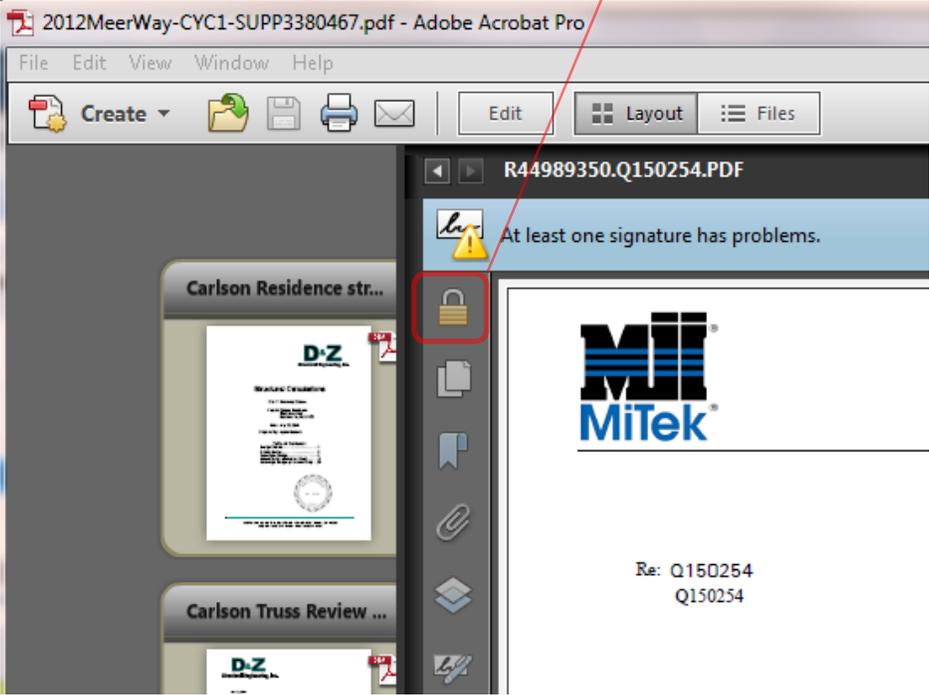
We do not accept files submitted in Adobe Acrobat *Portfolios*. Portfolios enable multiple PDF files to be organized into a “*Portfolio*”. The use of *Portfolio* does not conform to our submittal requirements which limits submissions to three or maximum four (resubmission only) PDF files. Below is a screenshot of what an Acrobat *Portfolio* looks like. You can see that contained within this one *Portfolio* is four separate PDF files. In fact to access the files you have to select the open file which further shows that upon opening a *Portfolio* you haven’t really opened “a file”.

One of the reasons why applicants will often submit PDF files packaged in a Portfolio is because they have been supplied an electronically signed PDF file from one of their design professionals. Electronically signed PDF’s are locked in a manner which makes it impossible to insert the file into another PDF file. We require that all four of the PDF files shown below be merged into one PDF file, organized within by bookmarks for each of the separate documents it contains.

Following the screenshot below is a screenshot showing an electronically signed PDF file because of this signature the file is locked.



The following PDF document contains an electronic signature which has locked the file from further alteration such as insertion or merging into another PDF document. We cannot accept PDF files which are locked. The gold padlock icon indicates the file is locked. This will prevent us from encrypting the final approved files or merging the file with other approved documents.



File Naming:

There are three distinct naming conventions that must be followed when creating the APP, PLANS, and SUPP files for your initial submission:

1. Projects with an existing assessor parcel number (APN) and street address;
2. Projects with an existing assessor parcel number (APN) but no street address;
3. Master Plan projects.

Projects with an existing address:

The files must be named using the following simple naming convention:

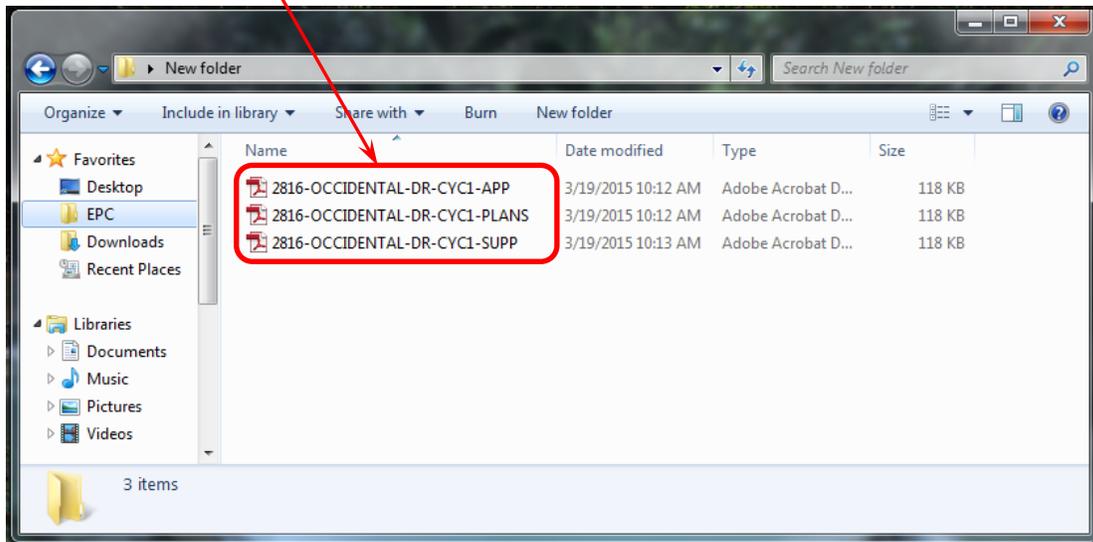
1. XYZaddress-CYC1-APP
2. XYZaddress-CYC1-PLANS
3. XYZaddress-CYC1-SUPP

Projects with an existing assessor parcel number and no street address:

1. 000-0000-000-0000-CYC1-APP
2. 000-0000-000-0000-CYC1-PLANS
3. 000-0000-000-0000-CYC1-SUPP

Usually zeros unless
a condominium

The following shows how these files should appear when brought up on the city's computer for uploading. For clarity the sample address is 2816 Occidental Drive.



Master Plan Projects:

The file names must be named using the following simple naming convention:

1. Bowling Green -Bldg1 -CYC1-APP
2. Bowling Green -Bldg1 -CYC1-PLANS
3. Bowling Green -Bldg1 -CYC1-SUPP

In the example above, “Bowling Green” represents a model name; “Bldg1” represents a model number. Should the model name include several words, please, limit the file name to one or two words. For instance, “Bowling Green Business Park” may be simply “Bowling Green”.

Please note that if you are submitting at the public counter the submittal disk must be physically labeled with the project address, assessor’s parcel number, applicant name/info, and date submitted.

As a reminder, all files should be converted to PDF directly from their native or originating software files as opposed to scanning of paper documents. Optical character recognized PDF files are required.

Cycle 2 and beyond Naming:

After your initial submission (Cycle 1) you will know the record number which has been assigned to your project. For residential or Subdivision projects these record numbers will either have the COM, RES or MP prefix in front of a seven digit number. The naming convention for resubmission must then follow the convention below:

1. COM-1234567-CYC2-APP
2. COM -1234567-CYC2-PLANS
3. COM -1234567-CYC2-SUPP
4. COM -1234567-CYC2-REPLY



Or

1. MP- 1234567-CYC2-APP
2. MP- 1234567-CYC2-PLANS
3. MP- 1234567-CYC2-SUPP
4. MP- 1234567-CYC2-REPY



Definitions of Terms:

Master Plan: A record number which tracks the review and approval of construction plans detailing a structure to be built in the future within a specified development project. This process requires that the structure be constructed a minimum of three times or more. Each individual structure is then authorized for construction by individual Production Permits which review for site specific plan review criteria.

Production Permits: A permit authorizing the construction of a structure in conformance with an approved Master Plan on a specific parcel or in a specific location within the specified development project it was authorized for. Each production permit pays 50% of the plan review fees paid on a standard building permit.

In-Fill Permits: Generic term used to refer to building permits authorizing work related to structures which are not part of a subdivision development or commercial campus development.

When do I Resubmit and other details?

Once all of the plan review disciplines required to review your application have completed their review you can resubmit your revised plans for another review cycle. You will know that all disciplines have completed review when the status of your COM-, RES- or MP- record is **“Plan Check Wait”**.

You resubmit to the SUB- record number. Even though your comments bear a COM-, RES- or MP- record number you always resubmit or upload revised files to the SUB- record number.

Permit record status can be monitored at either of the two following web addresses:

<http://sacramento.civicsight.com> (data is refreshed every few hours)

Or

<http://aca.accela.com/sacramento> (data is immediately refreshed)

To reduce the overall process time, **separate corrections** from each plan review discipline are sent to the applicant **immediately** after each review is completed. This gives the applicant an opportunity to coordinate and forward the City corrections to the appropriate design team member as soon as possible. However, you must coordinate your design team response and resubmit a **complete** drawing set which responds to corrections from **all** the review disciplines. EPC requires that a complete plan set be submitted for each cycle of review. This is one difference between the paper process and the electronic process. In the standard paper process the city **does** allow a resubmission to be comprised of only the sheets which required revision.

Revised plans are uploaded to the original SUB- activity which was created when you initially submitted your application. Intake staff will be automatically alerted to your resubmission once your files have been uploaded. Refer to the section within this document title, [***Resubmitting Your Submittal, Demonstrated***](#), for step by step screenshots of the upload process.

Beginning with Cycle 2, all design professional stamps must be signed. Signature should be accomplished by placing a raster image of design professional stamps and wet signatures on each sheet which require them.

Mid plan review scope revisions which are voluntarily made by the applicant or the design team, and which do not directly relate to plan review correction comments **must be brought to the attention of the intake staff** and detailed in the response to plan review correction comments letter (REPLY file). Review of this kind of scope revision will be performed at additional cost for one plan review cycle at the current staff hourly rate. Mid-plan review scope revisions can also incur more significant fee changes and process changes which transcend simple additional plan review costs. This is why good transparent communication with intake staff, project managers and plan reviewers is of great value.

The “reply” document can be created in whatever fashion the customer wishes as long as it is legible, but will need to be submitted to the City in a PDF format. Responses for each disciplines’ corrections shall be included in a single PDF with the disciplines bookmarked.

Resubmittal files submitted via the Citizen Portal must be uploaded to the SUB- file which was used when making your original submission. Refer to the *Submitting On-Line* section for more on this topic.

- Provide the revised files using the file name (provided at the top of each plan review correction). Standard file format for resubmission is as follows:
 - **COM-1001122-CYC2-PLANS**

- **COM-1001122-CYC2-SUPP**
- **COM-1001122-CYC2-REPLY** (Cycle two and beyond)
- **COM-1001122-CYC2-APP** (only necessary if changes or augmentations have occurred)

Note: “CYC2” in this example refers to Cycle 2 Submittal.

The Electronic Plan Response and Resubmittal process continues until all City corrections are satisfactorily resolved.

Plan Review Resubmittal, File Preparation

Resubmittal packages should include a complete version of any of the electronic files (PLANS, APP or SUPP) which required revision in satisfying plan review comments. Very often APP files never need revision throughout the plan review process. For this reason they often only need to be submitted in cycle 1. PLANS and SUPP files alternatively often require revision.

As an example let’s take the resubmittal of a SUPP file. If in cycle 1 due to the scope of your project you submitted a SUPP file comprised of a *soils report*, *fire sprinkler calculations* and *structural calculations*. Cycle 1 plan review comments required revision of the *fire sprinkler calculations*. The cycle 2 resubmittal should include the **original** *soils report*, **revised** *sprinkler calculations* and the **original** *structural calculations* in a new cycle 2 SUPP. This is what is meant by complete. The PLANS file should be handled in the same manner. No slip sheeting is performed in Electronic Plan Check.

This way of handling electronic document management reduces processing time and thus processing fee costs associated with assembly and disassembly of multicomponent documents. Preparation of resubmittals should be a simple process of swapping out revised component documents and augmenting the file with missing documents.

Revisions and Deferred Submittals (to issued permits):

When submitting *revisions and deferred* submittals you should only submit sheets which describe the scope of the revised work. This is distinct from *Resubmission* which occurs after receiving plan review comments.

The EPC process requires that complete sets be resubmitted from one cycle to the next. This policy can cause confusion when applicants submit *Revisions and deferred submittals*. Sometimes the assumption is made that a revision or deferred package must include the complete plan set for the permit being revised, not just the sheets which describe the scope of the revision or deferred scope. If there are E, P, and M sheets for example the activity must be targeted to Electrical, Plumbing, and Mechanical. Thus if the scope of your revision to an issued permit only involves electrical changes only E sheets need be submitted.

Submittal Fees:

For a submittal to become an active Building Permit Application the city must receive payment for all required submittal fees. Customers who submit at the counter will be expected to pay submittal fees just like any other applicant needing plan review. Customers who elect to submit their project remotely will be sent an invoice which must be paid before their project will become an active plan check activity.

Public Counter Submittal:

Prior to submitting at the public counter you need to setup a basic account with our online **Citizen Portal** system. Refer to the section at the end of this guide titled, [Registering for a Basic Citizen Portal Account](#) for step by step instructions on this process.

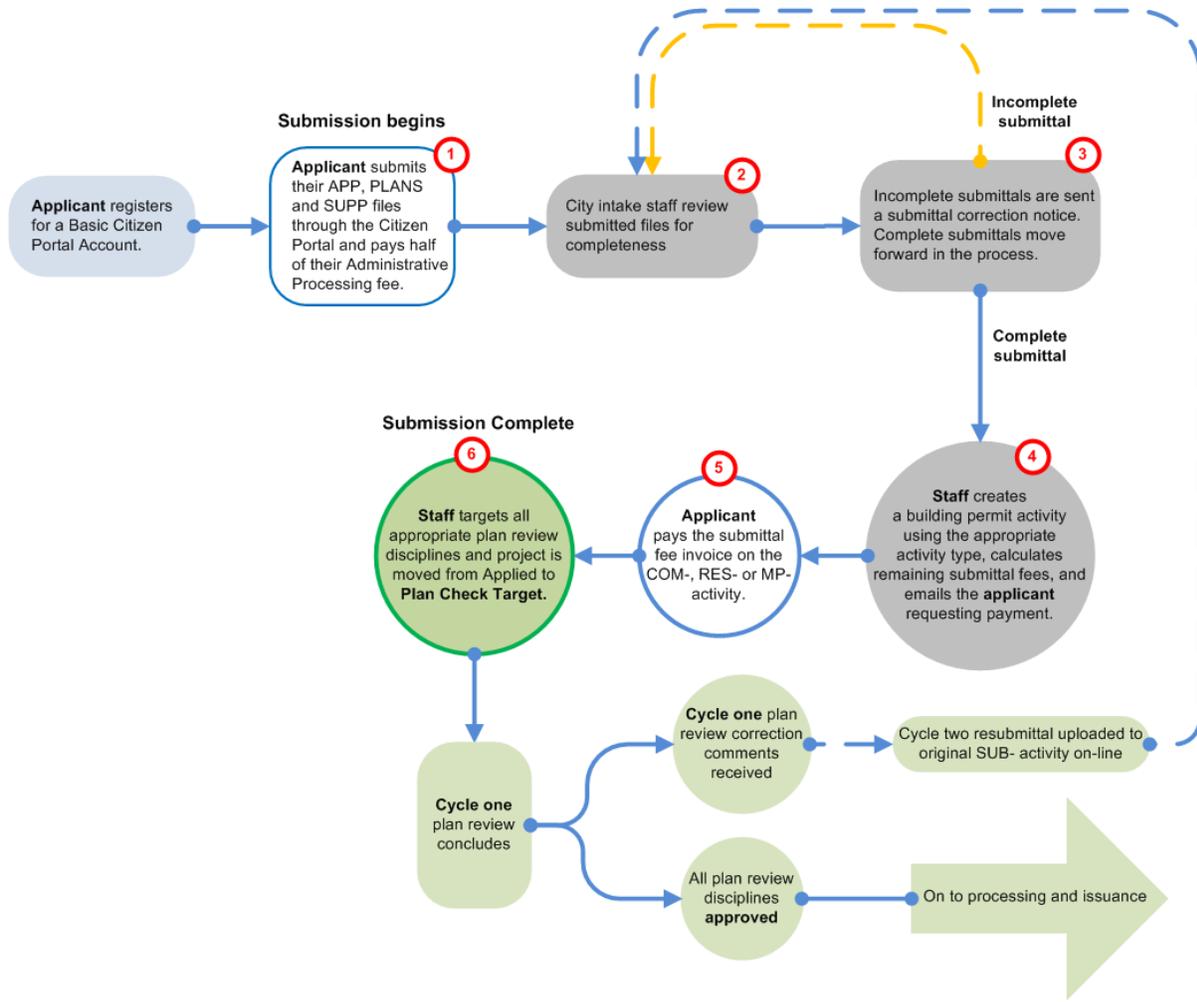
When submitting at the public counter (at 300 Richards Blvd. 3rd floor) a Building Division Counter Technician will setup a permit activity and a **Submittal (SUB-)** activity in our system. The SUB- activity will enable you to remotely resubmit any plans which require revising during the plan review and comment process.

Once these two records have been created the counter technician will generate an invoice with the submittal fees for your project, and upload your electronic files as an attachment to the activity. It is understood by staff that if you plan to acquire your *Planning Referral sheet (PR)* on the same day you make your building submittal it will be impossible for you to include said PR sheet electronically in your APP file. Handing a paper copy of the PR sheet just acquired from Planning is acceptable.

Submitting On-Line:

To submit your application remotely you will need to begin the submittal process by setting up a basic account at the CDD Citizen Portal. For step by step instructions on this process refer to the section at the end of this guide titled, [Registering for a Basic Citizen Portal Account](#). This will enable you to submit your EPC application through the portal (creating an SUB- record). In all cases the plan check cannot begin until full *submittal fee* payment is received. The submittal fees include the *Plan Review* fees which are not calculated until intake staff has reviewed the materials submitted on-line. Once these materials are deemed to be a complete submittal package a building permit activity (COM-, RES- or MP-) appropriate to the projects scope of work will be initialized in our permit management system. Within this activity the submittal fees will be calculated and invoiced and then emailed to the applicant for payment. Once payment of this invoice is made the project will formally enter plan review. It is important to retain the SUB- record number which you initially create or are assigned when submitting online. This record (the SUB-) will be used to resubmit revised files as you go through plan review, and are given plan review comments.

EPC Remote Submission Process Via Citizen Portal



Even after you are assigned a COM-, RES- or MP- number continue to upload revised plans which are in response to plan review comments to the original SUB- file. There will always be a one to one relationship between SUB- record numbers and COM-, RES- or MP- records, so if you apply for a building permit and then apply for phased permits under that main permit you will need to submit each phased permit application separately through the portal thus creating a new distinct SUB- record number for each phase permit activity. This principal also applies to revisions proposed to an issued permit. If you have an issued permit and wish to apply for a revision to that permit you will need to submit that separately through the portal and in doing so you will be assigned a new SUB- record number for that revision.

Online Submission, Demonstrated:

The Citizen Portal can be accessed via links on our public website or by going directly to <https://aca.accela.com/sacramento> . Once there you will see the screen below. To unlock access to EPC submission you must login to the Citizen Portal. If you do not have a *Citizen Portal* account select the, **New Users: Register for an Account** link.

The screenshot shows the CDD's Citizen Portal interface. At the top, there are navigation tabs: Home, Building, Planning, and General Property Info. Below the tabs is an 'Advanced Search' dropdown. The main content area is titled 'Welcome to CDD's Citizen Portal' and includes a brief description of the portal's purpose. It lists several services available with registration, including On-line Permits, Electronic Plan Check (EPC) Application Submittal, and Scheduling of Inspections. A 'Login' section on the right side features input fields for 'User Name or E-mail' and 'Password', a 'Login »' button, and a 'Remember me on this computer' checkbox. Below the login section are links for 'I've forgotten my password' and 'New Users: Register for an Account'. A note at the bottom right recommends using Internet Explorer 9 and up, Google Chrome 41, Mozilla Firefox 32, or Safari 6. At the bottom of the page, there are sections for 'Building' and 'Planning' with sub-links for searching permits and planning applications, and a 'General Property Info' section with a link for zoning and property details.

Home Building Planning General Property Info

Advanced Search ▾

Welcome to CDD's Citizen Portal

This portal allows the general public to view the details and status of Community Development Department planning applications, building permit applications, and permits without registering for an account.

Additional services are available with registration:

- **On-line Permits** - California licensed contractors can acquire building permits for many of the most common trade projects. Visit the [On-line Minor Permits](#) page for a detailed list of the types of permits available On-line. This service requires a free portal user account and the association of your license number with the account.
- **Note:** Each license is restricted to a single account. Download the [On-line Permitting Registration Guide](#) for instructions. Should you have any questions regarding this service please email Streamline@cityofsacramento.org.
- ***NEW* Electronic Plan Check (EPC) Application Submittal** - An applicant with a project needing plan review approval can submit PDF files for review and avoid time consuming visits to the public counter submitting and resubmitting for each cycle. Visit the [Electronic Plan Check](#) page for more detailed information about assembling your submittal package.
- **Scheduling of Inspections** - If you have an issued Building Permit and are ready for a field inspection, you can schedule it through the Citizen Portal. You do have to establish a free basic portal user account but will not be required to associate a license with this account. The city offers several ways to schedule Building permit field inspections. Visit the [Schedule an Inspection](#) page to learn about them all.

Please note that archived files for building permits (1982-1997) and planning applications (1982-1999) display limited information. You may contact City Records at records@cityofsacramento.org to request additional details. Building permits prior to 1982 can be found on the City's Online Record Library at <http://www.records.cityofsacramento.org>.

Information on existing and closed code enforcement cases including open housing and dangerous building cases can be viewed through a [separate link](#).

If you cannot find the information you are looking for, please contact CDD at (916) 264-5011 or dial 311 inside the City limits.

To get started, select one of the services listed below:

Building
Search Permits or Submittals / Pay Fees
[Schedule an Inspection](#)

Planning
Search Planning Applications

General Property Info
[Zoning & Property Details](#)

Login
User Name or E-mail:

Password:

Login »

Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

For best results, use one of the following browsers: Internet Explorer 9 and up, Google Chrome 41, Mozilla Firefox 32, or Safari 6.

Once logged in from the *Home* tab, you will see the following screen view. Notice the *Create an Application/Electronic Submittals* link now available in the building category.

The screenshot shows the user interface of the City of Sacramento portal. At the top, there is a navigation bar with tabs for 'Home', 'Building', 'Planning', and 'General Property Info'. Below this is a secondary navigation bar with links for 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. The main content area starts with a welcome message: 'Welcome john citizen. You are now logged in.' This is followed by a section titled 'Additional services are available with registration:' which contains three bullet points. The first bullet point is about 'On-line Permits' and includes a note about license restrictions and a contact email. The second bullet point is about '*NEW* Electronic Plan Check (EPC) Application Submittal'. The third bullet point is about 'Scheduling of Inspections'. Below the bullet points is a paragraph about archived files for building permits and planning applications. Another paragraph provides information on existing and closed code enforcement cases. A final paragraph offers contact information for CDD. At the bottom, there are three sections: 'Building', 'Planning', and 'General Property Info'. The 'Building' section has a red box around the link 'Create an Application/Electronic Submittals'. The 'Planning' section has a link 'Search Planning Applications'. The 'General Property Info' section has a link 'Zoning & Property Details'.

Home Building Planning General Property Info

Dashboard My Records My Account Advanced Search ▼

Welcome john citizen
You are now logged in.

Additional services are available with registration:

- **On-line Permits** - California licensed contractors can acquire building permits for many of the most common trade projects. Visit the [On-line Minor Permits](#) page for a detailed list of the types of permits available On-line. This service requires a free portal user account and the association of your license number with the account.
 - **Note:** Each license is restricted to a single account. Download the [On-line Permitting Registration Guide](#) for instructions. Should you have any questions regarding this service please email Streamline@cityofsacramento.org.
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Please note that archived files for building permits (1982-1997) and planning applications (1982-1999) display limited information. You may contact City Records at records@cityofsacramento.org to request additional details. Building permits prior to 1982 can be found on the City's Online Record Library at <http://www.records.cityofsacramento.org>.

Information on existing and closed code enforcement cases including open housing and dangerous building cases can be viewed through a [separate link](#).

If you cannot find the information you are looking for, please contact CDD at (916) 264-5011 or dial 311 inside the City limits.

To get started, select one of the services listed below:

Building
[Create an Application/Electronic Submittals](#)
Search Permits or Submittals / Pay Fees
[Schedule an Inspection](#)

Planning
[Search Planning Applications](#)

General Property Info
[Zoning & Property Details](#)

Selecting this link will bring you to the on-line application terms agreement. Agree to this to proceed.

Home **Building** Planning General Property Info

Create an Application/Electronic Submittals Search Permits or Submittals / Pay Fees more ▾

Online Application

Welcome to the City of Sacramento, Community Development Department's Citizen Portal. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

Notice
Importance of accuracy and completeness: Completion of the following on-line building permit application fulfills California Building Code and California Residential Code requirements outlined in section 105 of both codes. Outlined in this section is the requirement that all applications, identify and describe the work to be covered by the permit for which the application is made. Selections made during the on-line application process produce a description of work statement. It is the applicant's responsibility to provide accurate information. Work identified

I have read and accepted the above terms.

[Continue Application »](#)

Having agreed to the on-line terms agreement you will be brought to the screen below which enables you to select a contractor's license associated with your Citizen Portal account. It is not necessary for you to have a contractor's license associated with your Citizen Portal account to submit a project for EPC. If you do have a license associated and that license will ultimately be the permit holder for the permit you are applying for you may select it now. If not simply select None Applicable and then *Continue Application*.

Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

* Licenses:

--Select--
--Select--
Contractor 111881
None Applicable

[Continue Application »](#)

On the next screen (shown below) select *Commercial Submittal* or *Residential* depending on which is appropriate. Residential would be used if the permit is for a Single Family or Duplex structure.

Home **Building** Planning General Property Info

Create an Application/Electronic Submittals Search Permits or Submittals / Pay Fees more ▾

Select a Building Permit Application

Applying minor permits online is only for licensed contractors at the moment. We will extend this feature in the future. If you have any questions, please send an email to: Streamline@cityofsacramento.org

Licensed Contractors: If you are interested in pulling permits online for AMPP, Residential/Commercial Water Heater, Residential/Commercial Reroof, Residential Electrical, Residential HVAC, or Residential Plumbing, please associate a license to your account by going to 'Account Management' above the search field. You will be notified if it has been approved.

****New** Electronic Plan Check (EPC) Submittals:** Please refer to the [EPC webpage](#) for more information and instructions on how to submit your documents using the Citizen Portal.

Choose one of the following available record types. For assistance or to apply for a permit type not listed below please contact us. **For any changes to a Manufactured Home, contact the State of California, Department of Housing and Community Development at <http://www.hcd.ca.gov/contact.html>**

If you would like instructions for the following permit types, please click on the links (underlined):

AMPP: [Overview](#) / [Registration Guide](#) / [Permit User Guide](#)

- AMPP Registration
- Commercial Plan Review Submittal
- Commercial Reroof
- Commercial Water Heater
- Residential Electrical
- Residential HVAC
- Residential Plan Review Submittal
- Residential Plumbing
- Residential Reroof
- Residential Water Heater

Master Plans and Production Permits

When a project involves the construction of the same building design (structure and floor plan) three or more times there are plan review cost savings which can be realized by using the Master Plan Review Process. This process involves the submission of the design for plan review and approval with no site specific analysis. Once the Master Plan has been approved Production permits can be issued for each instance in which the design will be constructed. Each production permit pays only 50% of the plan review fees which would conventionally be charged.

1-Site Information

Having selected *Commercial Submittal* you are now at the first of several screens which will allow you to enter information describing the location and nature of the building permit you are applying for. The first piece of information which is necessary is the site location. If there is a street address this should be entered using the *Street No.* and *Street Name* boxes. If the property does not yet have a street address enter a parcel number, and submit a complete Address Request Form (CDD-0104).

Applications for *Master Plan Review* where a building design is being reviewed independent of a specific property in preparation for *Production Permits*, no address or parcel is required. For these jobs leave the *Street No.*, *Street Name*, and *Parcel Number* blank.

Home **Building** Planning General Property Info

Create an Application/Electronic Submittals Search Permits or Submittals / Pay Fees more ▾

Commercial Plan Review Submittal

1 Site Information	2 Documents	3 People	4 Application	5 Review	6	7
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Step 1: Site Information > Location

* indicates a required field.

Address

*Street No.: Direction: --Select-- *Street Name: Street Type: --Select-- Unit Type: --Select-- Unit No.:

Parcel

*Parcel Number: Legal Description:

FIRM Flood Zone: CVFPP Levee Toe: Zoning:

Design Review Area: Historic District: Historic Landmark:

General Plan 2035: Building Inspection Area:

PUD: SPD: School District:

Parking Districts:

Housing Impact Fee:

Natomas Basin:

Old Sacramento Historic District:

Park Planning Area:

The owner section should self-populate when a street address or parcel number is entered. When submitting a master plan this section can remain un-populated. To proceed with submission select the Continue Application button.

Owner

Owner Name: ?

Address Line 1:

Address Line 2: City: State: Zip:

2-Documents

You have now reached the Attachment page within the *documents* section of the submittal process. From this page you can upload the required APP, PLANS, and SUPP documents. Select **Add** this will open the *File Upload window*. Browse to your three files. Make sure they are named in conformance with the Naming convention shown in the *Naming* section of this document. You do not have to upload or select all three files at the same time but you can by holding the Ctrl key down while selecting.

Home **Building** Planning General Property Info

Create an Application/Electronic Submittals Search Permits or Submittals / Pay Fees more ▾

Commercial Plan Review Submittal

1 Site Information	2 Documents	3 People	4 Application	5 Review	6	7
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Step 2 : Documents > Plans or Photos

NOTE: Click the 'Add' button below to attach documents (forms, images, plans, etc.). Please wait until the progress bar reaches 100% and then click on the Save button to complete the upload.

Please also attach a completed [Address Request Form \(CDD-0104\)](#) if the Building Permit subject property currently has no street address.

* indicates a required field.

Attachment

The maximum file size allowed is 1536 MB.
html;htm;mht;mhtml;exe;midi;lnk;zip;mp3;mp4;avi;mpg;mov;m4v;gif;rar;doc;docx;xlsx;xls;csv;wmv;rpt;txt;xml;rtf;wav;sql;wpd are disallowed file types to upload.

This application type requires you to submit the following types of documents: Plans/Drawings. Subject to the collected information, you may be required to submit additional documents prior to approval.

Name	Type	Size	Uploaded	Action
No records found.				

Add

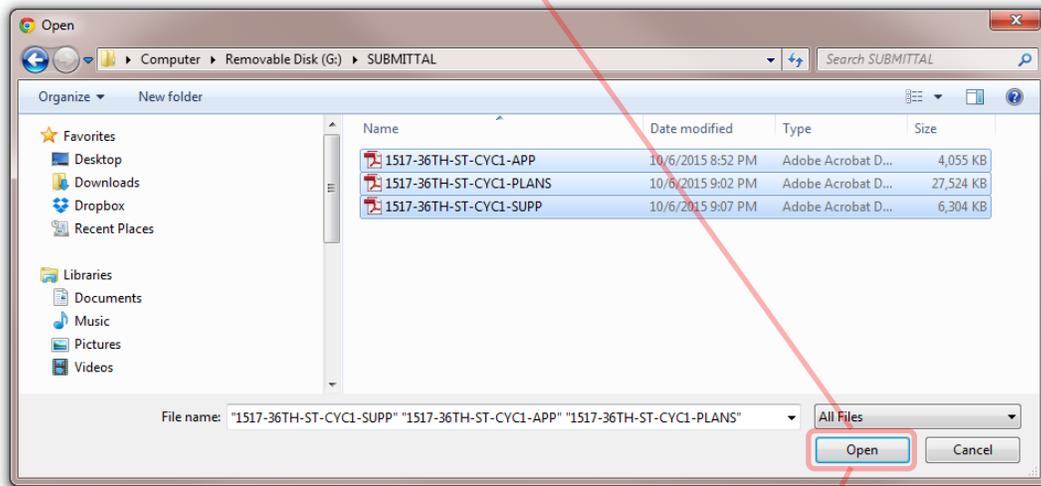
Continue Application » **Save and resume later**

File Upload ×

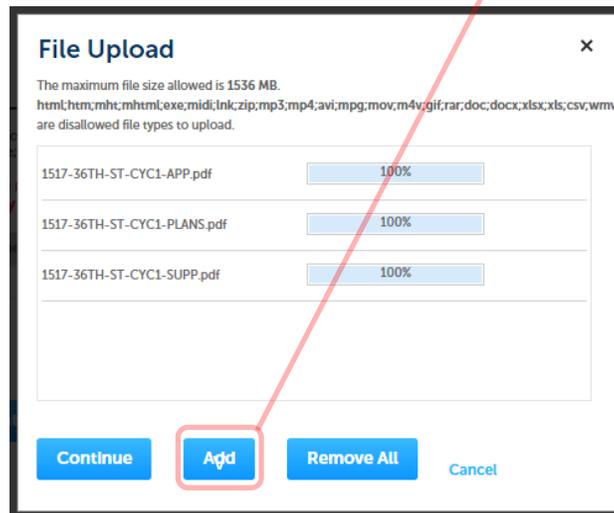
The maximum file size allowed is 1536 MB.
html;htm;mh;mhtml;exe;midi;lnk;zip;mp3;mp4;avi;mpg;mov;m4v;gif;rar;doc;docx;xlsx;xls;csv;wmv are disallowed file types to upload.

Continue **Add** Remove All Cancel

Select the files you wish to upload and then select *Open*.



The progress window shown below will open showing each file uploading. Wait until each file shows 100% and then select *Add*.



Once you have selected *Add*, which initiates the attachment process, make sure that you select the appropriate type for each document: APP = permit document, PLANS = Plans/Drawings, and SUPP = Specifications. The progress bars should all be at 100% before save is selected.

Step 2 : Documents > Plans or Photos

NOTE: Click the 'Add' button below to attach documents (forms, images, plans, etc.). Please wait until the progress bar reaches 100% and then click on the Save button to complete the upload.

Please also attach a completed **Address Request Form (CDD-0104)** if the Building Permit subject property currently has no street address.

* indicates a required field.

Attachment

The maximum file size allowed is 1536 MB.

html;htm;mht;mhtml;exe;midi;lnk;zip;mp3;mp4;avi;mpeg;mov;m4v;gif;rar;doc;docx;xlsx;xls;csv;wmv;rpt;txt;xml;rtf;wav;sql;wpd are disallowed file types to upload.

This application type requires you to submit the following types of documents: Plans/Drawings. Subject to the collected information, you may be required to submit additional documents prior to approval.

Name	Type	Size	Uploaded	Action
No records found.				

1

*Type:
Permit Documents

Remove

File:
1517-36TH-ST-CYC1-APP.pdf
100%

*Description:
permit Documents

2

*Type:
Plans/Drawings

Remove

File:
1517-36TH-ST-CYC1-PLANS.pdf
100%

*Description:
drawings

*Type:
Specifications

Remove

File:
1517-36TH-ST-CYC1-SUPP.pdf
100%

*Description:
spec

Save Add Remove All

Continue Application >

Save and resume later

Once all of the progress bars have reached 100%, and *Save* has been selected the screen will look like the following. Select *Continue Application* to progress to the people section of the application submittal.

 **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

Commercial Plan Review Submittal

1 Site Information	2 Documents	3 People	4 Application	5 Review	6	7
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Step 2 : Documents > Plans or Photos

NOTE: Click the 'Add' button below to attach documents (forms, images, plans, etc.). Please wait until the progress bar reaches 100% and then click on the Save button to complete the upload.

Please also attach a completed [Address Request Form \(CDD-0104\)](#) if the Building Permit subject property currently has no street address.

* indicates a required field.

Attachment

The maximum file size allowed is 1536 MB.
html;htm;mht;mhtml;exe;midi;lnk;zip;mp3;mp4;avi;mpg;mov;m4v;gif;rar;doc;docx;xlsx;xls;csv;wmv;rpt;txt;xml;rtf;wav;sql;wpd are disallowed file types to upload.

This application type requires you to submit the following types of documents: Plans/Drawings. Subject to the collected information, you may be required to submit additional documents prior to approval.

Name	Type	Size	Uploaded	Action
1517-36TH-ST-CYC1-APP.pdf	Applications Documents	3.96 MB	10/15/2015	
1517-36TH-ST-CYC1-SUPP.pdf	Specifications	6.16 MB	10/15/2015	
1517-36TH-ST-CYC1-PLANS.pdf	Plans/Drawings	26.88 MB	10/15/2015	

Add

Continue Application »

Save and resume later

3-People

Once you are at the *People* tab you can either select from people already associated with your Citizen Portal account or select Add New and type in new contact information for the applicant associated with this permit application. This information should be consistent with the information contained in the uploaded APP file. This also applies to the Licensed Professional section which directly follows the *Applicant* section.

Commercial Plan Review Submittal

1 Site Information	2 Documents	3 People	4 Application	5 Review	6	7
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Step 3: People > Contacts

NOTE: LICENSED PROFESSIONAL LIST section is not required. However, if there is a contractor, please use the lookup option to add one. If the lookup does not return a contractor, please contact: streamline@cityofsacramento.org

* indicates a required field.

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

Select from Account

Add New

LICENSED CALIFORNIA CONTRACTOR

To add a new Licensed Professional, click the Add Licensed Professional link. To find a Licensed Professional, enter the search criteria and click the Search button. To edit an existing Licensed Professional, select the Licensed Professional number in the list.

Select from Account

Look Up

Showing 0-0 of 0

License #	License Type	Contact Name	Business Name	Phone	Action
No records found.					

Continue Application >

Save and resume later

4-Application

Having completed the entry of information in the *People* tab you will move on to the *Application* tab. The first field you will encounter is the job value field. Enter the project value for the permit you are applying for. This value should correlate with the value shown on the building permit application (CDD-0200) contained in your uploaded APP file. Next, enter the planning referral (PR) sheet number, from the PR sheet planning produced authorizing the submission of your project to building. If you reach this point and realize that you do not yet have a PR sheet you can save this activity and resume it later by selecting the *Save and resume later* button in the lower right hand corner of this screen. Then contact planning by coming to the public counter at 300 Richards Blvd., 3rd fl. Monday-Friday 9:00 am to 4:00 pm to acquire a PR sheet for your project or email planning@cityofsacramento.org.

Commercial Plan Review Submittal

1	2 Documents	3 People	4 Application	5 Review	6 Pay Fees	7
---	-------------	----------	---------------	----------	------------	---

Step 4 : Application > Details

All sections that are **required (*)** must be completed before moving forward. For each field that has a help bubble next to it, more information is provided if you click on it.

* indicates a required field.

Additional Information

The Job Value entered here should match the Project Value shown on the building permit application (CDD-0200) contained in your APP file.

* Job Value(\$):

1,100,000

ASI

PLANNING APPROVAL

All building permit projects must be authorized by the Planning Division for submission to the Building Division. Approval is conveyed with a Planning Referral (PR) sheet, or alternatively with a Planning Approved Exemption checklist. Below either enter the PR sheet number in the box provided, or check the Approved Planning Exemption box to indicate what type of project authorization your project received. Intake staff will require that the Planning Approved Exemption Checklist is included in your APP file for your submittal to be deemed complete.

***Enter a Valid PR# or select the Approved Planning Exemption to indicate which authorization was given by Planning. If an exemption checklist is selected be sure to include it in your submitted APP file.**

Valid
Enter PR # for Project:

PR15-00639

Approved Planning Exemption:

In the event that your project is a commercial or residential addition please provide a *value breakdown* separating how much of the Job Value will be expended on Addition work and how much will be expended on Remodel work.

VALUE BREAKDOWN

If your project involves the construction of additional square footage and remodeling, please enter the values associated with these distinct portions of the project.

Job Value for Addition Work (\$):

Job Value for Remodel Work (\$):

In the *Activity Type* section, using the question mark bubbles as reference, select the activity type which most accurately describes the scope of your project.

ACTIVITY TYPE

Select the following activity type which most accurately describes the scope of your project.

- Master Plan Review: ?
- New Commercial Building: ?
- Addition to Commercial Building: ?
- 1st Time Occupancy of Commercial Building: ?
- Remodel and Change of Use of Commercial Building/Space: ?
- Remodel of Commercial Building: ?
- Revision to Issued Permit:

Type the *Description of Work* shown on your building permit application (CDD-0200) into the scope of work box.

SCOPE OF WORK

* Please type in the scope of work here:

Construction of 10,000 sq. Ft. Office Building and associated site development improvements including a parking lot and lighting.

Complete this page by selecting the *Continue Application* button in the lower left hand corner of the page.

[Continue Application »](#)

5-Review

You are now at the *Review* screen. All of the information you entered through the preceding screens can be edited through the *Review* screen. If you need to edit any information select the *Edit* buttons provided next to each of the section titles .

Commercial Plan Review Submittal

1	2	3 People	4 Application	5 Review	6 Pay Fees	7 Record Issuance
---	---	----------	---------------	----------	------------	-------------------

Step 5 : Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Commercial Plan Review Submittal

Address

[Edit](#)

Parcel

[Edit](#)

Owner

[Edit](#)

Attachment

[Edit](#)

The maximum file size allowed is 1536 MB.

html;htm;mht;mhtml;exe;midi;lnk;zip;mp3;mp4;avi;mpg;mov;m4v;gif;rar;doc;docx;xlsx;xls;csv;wmv;rpt;txt;xml;rtf;wav;sql;wpd are disallowed file types to upload.

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1517-36TH-ST-CYC1-SUPP.pdf	Specifications	6.16 MB	10/15/2015	📄
1517-36TH-ST-CYC1-PLANS.pdf	Plans/Drawings	26.88 MB	10/15/2015	📄

Applicant

[Edit](#)

john citizen
big business
1234 broad stree
nevada city, CA, 95817

E-mail: citizenqhohn@gmail.com

LICENSED CALIFORNIA CONTRACTOR

[Edit](#)

Showing 0-0 of 0

License #	License Type	Contact Name	Business Name	Phone	Action
No records found.					

Additional Information

[Edit](#)

Job Value(\$):1,100,000.00

ASI

PLANNING APPROVAL

[Edit](#)

Enter PR # for Project: pr15-00639
Planning Referral (PR) Short Form: No
Approved Planning Exemption: No

VALUE BREAKDOWN

[Edit](#)

Job Value for Addition Work (\$):
Job Value for Remodel Work (\$):

ACTIVITY TYPE

[Edit](#)

Master Plan Review: No
New Commercial Building: Yes
Addition to Commercial Building: No
1st Time Occupancy of Commercial Building: No
Remodel and Change of Use of Commercial Building/Space: No
Remodel of Commercial Building: No
Revision to Issued Permit: No

SCOPE OF WORK

[Edit](#)

Please type in the scope of work here: Construction of 10,000 sq. Ft. Office Building and associated site development improvements including a parking lot and lighting.

KEY DATES

[Edit](#)

Application Expiration Date:

[Continue Application >](#)[Save and resume later](#)

Once finished with this section select the *Continue Application* button to move forward.

[Continue Application >>](#)

You are now at the *Pay Fees* tab. At this stage of the submission process you are being charged half of the total Administrative Processing fee which is due for each building permit. Once this amount is paid the submission activity will become active in our permit management system. Staff will be alerted of its creation and will review it for completeness.

Home **Building** Planning General Property Info

Create an Application/Electronic Submittals Search Permits or Submittals / Pay Fees more ▾

Commercial Plan Review Submittal

1	2	3 People	4 Application	5 Review	6 Pay Fees	7 Record Issuance
---	---	----------	---------------	----------	------------	-------------------

Step 6: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. After clicking on Continue Application, you will be directed to the payment page. If you encounter an error, please send us an email at Streamline@cityofsacramento.org and provide us the error message. Please do not resubmit payment information if you have already entered it.

Application Fees

Fees	Qty.	Amount
Administrative Processing Fee - 201	0.5	\$76.00

TOTAL FEES

Note: DO NOT MOVE FORWARD IF AMOUNT(S) DO NOT ADD UP!

\$76.00

Continue Application »

If you see the following screen you have successfully created a submission record. The record number should be retained so that you can check on the progress of your submission over the course of the next 72 hours (not including weekends).

Step 7: Record Issuance

 Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.

Your Record Number is **SUB-1512516**

Important Notice:

You have successfully submitted your application for Electronic Plan Check. *This record type does not authorize any work.* Staff will review your online plan review application submittal package and contact you within three business days. This record will be used for subsequent plan review cycle resubmittals as well as to download your approved construction plans once your permit is issued. Please, print a copy of this confirmation page for your records.

[Print/View Record](#)

-

[View Record Details »](#) (You must post the record in the work area.)

Checking the Status of Your On-Line EPC Submission:

Building Division intake staff has a goal of responding to all EPC submittals within 72 hours (not including weekends). To check on the status of your submittal go to <http://aca.accela.com/sacramento> . It is not mandatory that you log in to check on your submittal, but if you do login to your account the system will bring up all submittal records you have created from your *Citizen Portal* account. Enter your User Name or E-mail and Password and select the *login* button.

Home Building Planning General Property Info

Advanced Search ▾

Please Login

Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users

If you are a new user you may [register](#) for a free Citizen Portal account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now >](#)

Login

User Name or E-mail:
citizenjohn

Password:
.....

[Login >](#)

Remember me on this computer

[I've forgotten my password](#)
[New Users: Register for an Account](#)

Alternatively, you can select the *Building* tab, and the *Search Permit or Submittals / Pay Fees* link to go directly to a specific record.

Home **Building** Planning General Property Info

Create an Application/Electronic Submittals [Search Permits or Submittals / Pay Fees](#) more ▾

Records

Showing 1-10 of 26 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Permit Number	Record Type	Description	Address	Status	Action
<input type="checkbox"/>	10/15/2015	SUB-1512463	Commercial Plan Review Submittal	EPC Submittal - New Commercial Building - Construction of 10,000 sq. Ft. Office Building and associated site development improvements including a parking lot and lighting.	CA United States	Applied	
<input type="checkbox"/>	10/15/2015	15TMP-004331	Commercial Plan Review Submittal		CA United States		Resume Application

Your submittal record number should now appear in the upper left hand corner of the screen. Your submittal records status is shown below this number and is labeled with the title *Record Status*. The example record shown below has a status of *Submittal Incomplete* this means that something about the submission package must be revised for it to be possible to move forward.

Accessing Submittal Correction Comments:

Select the arrow just to the left of the words *Record Info*. A drop down will appear, select the *Intake Review & Plan Review* choice. The *Intake Review & Plan Review* section will open. Within this window select the arrow next to *EPC Intake*. Next, select the arrow next to *Assigned to TBD*. Here you will find comments detailing how your submittal must be revised for resubmission.

Home **Building** Planning General Property Info

Create an Application/Electronic Submittals Search Permits or Submittals / Pay Fees more ▾

Record **SUB-1512463:** Add to collection
Commercial Plan Review Submittal
Record Status: **Submittal Incomplete** Like 0 Tweet 0

Record Info ▾ Payments ▾

Record Details

Intake Review & Plan Review

Related Records

Documents

Inspections (will occur 7:30a - 3:00p - Inspector will call before arrival)

Valuation Calculator

Intake Review & Plan Review

EPC Submittal

Assigned to TBD

Comment
Plans file must be bookmarked. Currently not all pages are bookmarked. APP file your: your APP file contains your structural calculation they must be submitted in the SUPP file. Please revise your submission and upload corrected files. Thanks you, Intake staff.

Closure

Resubmitting your Submittal, Demonstrated:

Once you have revised your submittal package in accordance with the submittal correction comments. You will need to go to the Citizen Portal as described in the section above titled **Checking the Status of Your On-Line EPC Submission**, with one difference. When uploading new files you must login to your Citizen Portal account. If you do not log in you will not be able to upload new files. Once you have logged in and located your submittal record select the *Record Info* link to open the drop down menu. Within the drop down menu select the *Documents* choice. This will open the *Documents* section for this specific record. Select the *Add* button.

Home **Building** Planning General Property Info

Create an Application/Electronic Submittals Search Permits or Submittals / Pay Fees more ▾

Record SUB-1512463: Add to collection
Commercial Plan Review Submittal
Record Status: Submittal Incomplete Like 0 Tweet 0

Record Info ▾ Payments ▾

Record Details

Intake Review & Plan Review

Related Records

Documents

Inspections (will occur 7:30a - 3:00p - Inspector will call before arrival)

Valuation Calculator

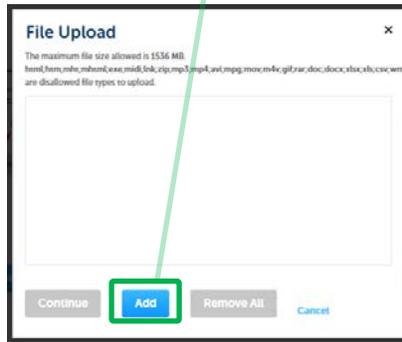
Documents

The maximum file size allowed is 1536 MB.
html;htm;mhtml;exe;midi;lnk;zip;mp3;mp4;avi;mpg;mov;m4v;gif;rar;doc;docx;xlsx;xls;csv;wmv;rpt;txt;xml;rtf;wav;sql;wpd are disallowed file types to upload.

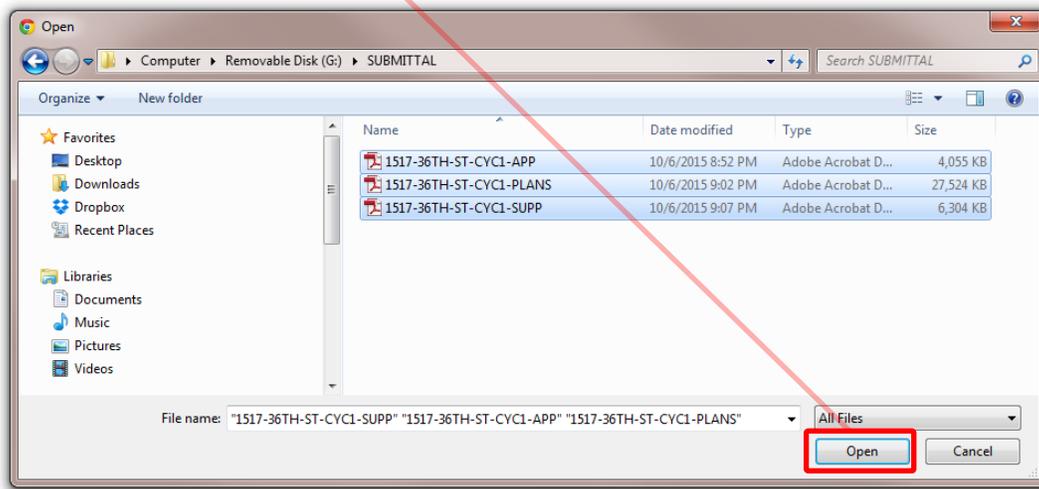
Name	Record ID	Record Type	Entity Type	Type	Size	Uploaded	Acti
1517-36TH-ST-CYC1-APP.pdf	SUB-1512463	Commercial Plan Review Submittal	Record	Permit Documents	3.96 MB	10/15/2015	
1517-36TH-ST-CYC1-SUPP.pdf	SUB-1512463	Commercial Plan Review Submittal	Record	Specifications	6.16 MB	10/15/2015	
1517-36TH-ST-CYC1-PLANS.pdf	SUB-1512463	Commercial Plan Review Submittal	Record	Plans/Drawings	26.88 MB	10/15/2015	

Add

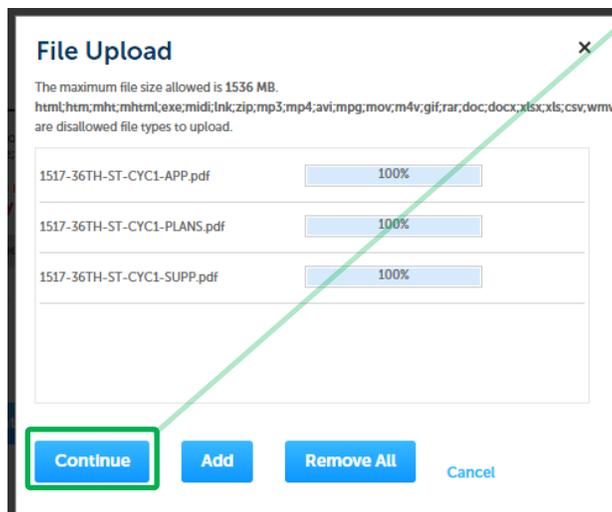
You will see the familiar *File Upload* Window. Select the *Add* button.



Next, navigate to your revised PDF files. Don't worry about changing the file naming. Intake staff will be able to differentiate between the initially submitted files and your revised files by date. Select the files either one at a time or all at once using the Ctrl key. Select the *Open* button to initiate the Upload process.



Once the progress bars show 100% next to each of the electronic files being uploaded select the *Continue* button to complete the upload process. Intake staff will be electronically alerted of your resubmittal. Return to the steps outlined in the section titled **Checking the Status of Your On-Line EPC Submission** over the next 72 hours (not including weekends) to monitor the progress of your submittal.



Submittal “Accepted”:

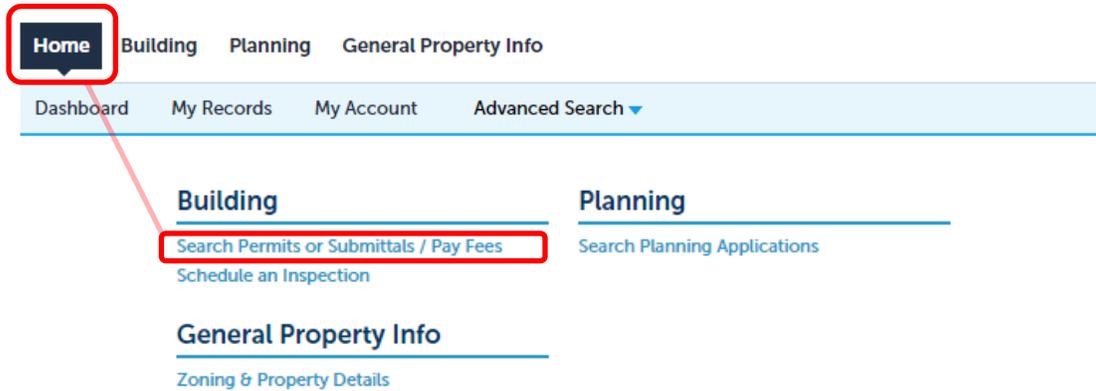
Once you return to the Citizen Portal and the record status is shown as *Accepted*, you will know that your submittal package met all of the submittal requirements. At this point in the intake process staff will create a COM-, RES- or MP- record for your project and emailing you an invoice with the remaining submittal fees based on your projects scope and value. Payment of this invoice will trigger your application being moved into **formal plan review**.

The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'Building' (highlighted), 'Planning', and 'General Property Info'. Below the navigation bar is a light blue banner with the text 'Create an Application/Electronic Submittals', 'Search Permits or Submittals / Pay Fees', and 'more ▾'. The main content area features a record card for 'Record SUB-1512463: Commercial Plan Review Submittal'. The 'Record Status' is 'Accepted', which is circled in red. To the right of the record title are social media buttons for 'Like' (0) and 'Tweet' (0), along with an 'Add to collection' link. Below the record card are two tabs: 'Record Info ▾' and 'Payments ▾'. At the bottom of the visible area is a section titled 'Work Location'.

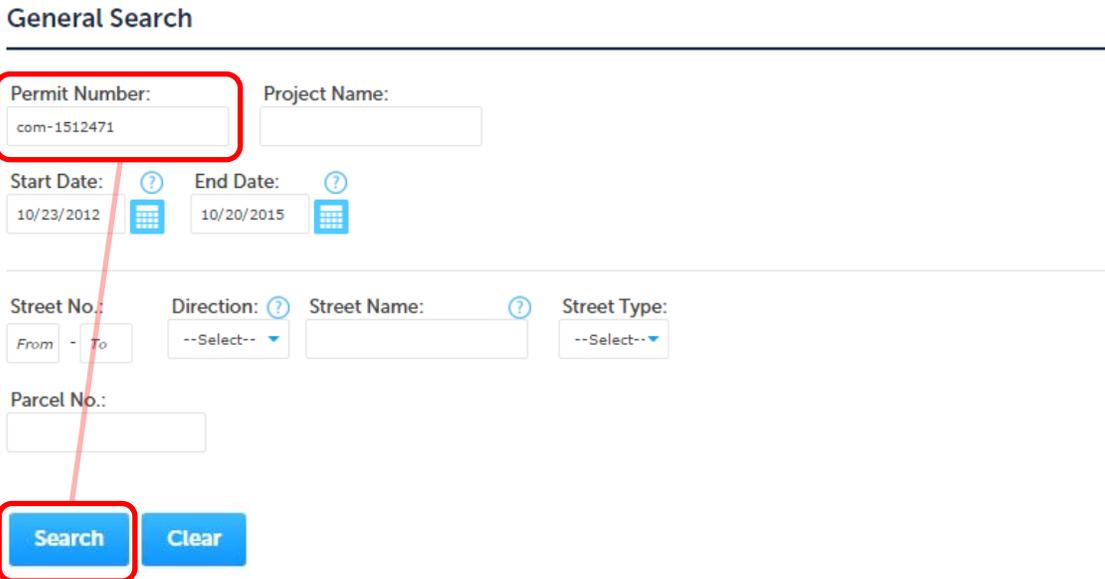
Paying Submittal Fees

You can pay submittal fees in three possible ways, on-line (using a credit card), via standard mail (with a check) or in person at the public counter.

To **pay on-line** go to the Citizen Portal. From the home tab, select the *Search Permits or Submittals / Pay Fees* link.



Enter the COM- or MP- in the *Permit Number* box and then select the *Search* button to move forward.



Select the blue arrow on the *Payments* tile. Then select the *Fees* link. This will display the invoiced submittal fees. To pay the fees select the blue *Pay Fees* link.

Record COM-1512471:
Commercial New Building
Record Status: Formal Review

Record Info ▾ Payments ▾ Conditions 2

* This record was locked on 10/20/2015.
Condition: School Fees Proof of Payment Severity: Required
Total Conditions: 2 (Required: 2) [View Condition](#)

Work Location

300 RICHARDS BLVD

Fees

Outstanding:

Date	Invoice Number	Amount	
10/20/2015	443744	\$10,417.17	Pay Fees

Total outstanding fees: \$10,417.17

To mail in payment, mail a check made out to the City of Sacramento for the amount of owed submittal fees with the invoice number and permit record number:

City of Sacramento, Building Division, EPC Intake
Attention: (the COM-, RES- or MP- number here)
300 Richards Blvd, 3rd Floor
Sacramento, CA 95811

Be sure to include a copy of the invoice.

To pay fees in person at the public counter, bring payment to 300 Richards Blvd, 3rd Floor between 9:00am & 4:00pm Monday through Friday.

Plan Review Processing:

When all disciplines have approved the project it enters the “Processing” stage. During this stage all approval stamps will be consolidated on to the most current set of submitted plans. For example if a project took three cycles to gain all plan review discipline approvals any of the reviewers which approved in earlier cycles will be asked to approval stamp the most current set. Once the most current set is fully stamped final fees will be calculated, an email will be sent to the building permit applicant. This email will communicate the final fees and outstanding conditions which must be resolved prior to permit issuance. Following the instructions outlined in this email will result in the permit achieving a “Ready to Issue” status. Once the permit activity has achieved the “Ready to Issue” status all that remains for the applicant to do is pay the invoiced fees. Having resolved all outstanding conditions and paid the associated permit fees the project will become issued.

Permit Issued:

Once the permit is issued the approved **plans** and **supplementary** documents will be made available to the permit holder or original applicant via the Citizen Portal. They should be downloaded, printed and kept at the jobsite during construction. See the section below titled ***Downloading Issued plans*** for a description of how to download the approved issued plans.

The final approved PDF set, called the “Job Set” will **only** have **read** and **print** privileges. Staff will not change the permit status to “Issued” until all fees are paid in full.

Downloading Issued Plans:

The process of downloading your issued plans and supplementary files through the Citizen Portal should begin by you confirming that the **COM- or RES-** is in an **Issued** status or if the application is for Master Plan Review that the **MP-** is in a **complete** status. As previously demonstrated above in, [Online Submission, Demonstrated](#) this can be accomplished by navigating to the CDD Citizen Portal at <https://aca.accela.com/sacramento>. To check the status you will not have to log in, but to download the files you will, so go ahead and enter your *User Name or Email* associated with your account, and your password.

If you are a contractor, only now becoming involved in the project and you do not yet have an ACA account you will need to create one so that the system can identify you. Go to the section in this document titled [Registering for a Basic Citizen Portal Account](#). This section will walk you through the process of setting up a basic ACA user account. The SUB- activity will need to be updated to show you as a contact or licensed professional. This can be coordinated by emailing CDD-processing@cityofsacramento.org or if your projects value is over \$1 million email your project manager directly. In this email indicate that when the project was initially submitted the contractor was yet to be determined (TBD), but that you have now been established as the contractor and thus need to be installed as a contact on the SUB- record which will be used to distribute the issued plans. Be sure to clearly communicate the email address which is associated with the Citizen Portal account you have established. You should also be the contractor listed on the *Building Permit Application CDD-0200*) as the permit holder.

When the applicant is sent the email during processing which conveys the final fees due, and any outstanding unresolved conditions which must be dealt with. The applicant will need to respond with instructions to add you as a contact or licensed professional. It is only necessary to establish an ACA account with an associated California contractor's license if you plan to apply for on-line minor permit otherwise a basic ACA user account will suffice.

Once the preceding measures have been put in place and the individual wishing to download the issued plans is appropriately associated with the SUB- record. That individual should log in using their User Name and Password.

The screenshot displays the 'CDD's Citizen Portal' website. At the top, there is a navigation menu with 'Home', 'Building', 'Planning', and 'General Property Info'. Below the menu is an 'Advanced Search' dropdown. The main content area is titled 'Welcome to CDD's Citizen Portal' and includes a brief description of the portal's purpose. A list of services is provided, including 'On-line Permits', 'Electronic Plan Check (EPC) Application Submittal', and 'Scheduling of Inspections'. A 'Login' form is highlighted with a red box, featuring fields for 'User Name or E-mail' and 'Password', a 'Remember me on this computer' checkbox, and a 'Login »' button. Below the login form are links for 'I've forgotten my password' and 'New Users: Register for an Account'. At the bottom, there are sections for 'Building', 'Planning', and 'General Property Info', each with a list of related services.

Home Building Planning General Property Info

Advanced Search ▾

Welcome to CDD's Citizen Portal

This portal allows the general public to view the details and status of Community Development Department planning applications, building permit applications, and permits without registering for an account.

Additional services are available with registration:

- **On-line Permits** - California licensed contractors can acquire building permits for many of the most common trade projects. Visit the [On-line Minor Permits](#) page for a detailed list of the types of permits available On-line. This service requires a free portal user account and the association of your license number with the account.
 - **Note:** Each license is restricted to a single account. Download the [On-line Permitting Registration Guide](#) for instructions. Should you have any questions regarding this service please email Streamline@cityofsacramento.org.
- ***NEW* Electronic Plan Check (EPC) Application Submittal** - An applicant with a project needing plan review approval can submit PDF files for review and avoid time consuming visits to the public counter submitting and resubmitting for each cycle. Visit the [Electronic Plan Check](#) page for more detailed information about assembling your submittal package.
- **Scheduling of Inspections** - If you have an issued Building Permit and are ready for a field inspection, you can schedule it through the Citizen Portal. You do have to establish a free basic portal user account but will not be required to associate a license with this account. The city offers several ways to schedule Building permit field inspections. Visit the [Schedule an Inspection](#) page to learn about them all.

Please note that archived files for building permits (1982-1997) and planning applications (1982-1999) display limited information. You may contact City Records at records@cityofsacramento.org to request additional details. Building permits prior to 1982 can be found on the City's Online Record Library at <http://www.records.cityofsacramento.org>.

Information on existing and closed code enforcement cases including open housing and dangerous building cases can be viewed through a [separate link](#).

If you cannot find the information you are looking for, please contact CDD at (916) 264-5011 or dial 311 inside the City limits.

To get started, select one of the services listed below:

Building
Search Permits or Submittals / Pay Fees
Schedule an Inspection

Planning
Search Planning Applications

General Property Info
Zoning & Property Details

Login
User Name or E-mail:

Password:

Login »

Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

For best results, use one of the following browsers: Internet Explorer 9 and up, Google Chrome 41, Mozilla Firefox 32, or Safari 6.

Following successful login, the screen will change slightly to what is shown below. You will be able to see your *User Name* at the top of the screen, and you will see one more link has appeared in the building tile. Select the *Search Building Permits or Pay Fees* link.

Announcements **Logged in as: john citizen** Collections (0) Account Management Logout

For best results, use one of the following browsers: Internet Explorer 9 and up, Google Chrome 41, Mozilla Firefox 32, or Safari 6.

Home Building Planning General Property Info

Dashboard My Records My Account Advanced Search ▾

Welcome john citizen
You are now logged in.

Additional services are available with registration:

- **On-line Permits** - California licensed contractors can acquire building permits for many of the most common trade projects. Visit the [On-line Minor Permits](#) page for a detailed list of the types of permits available On-line. This service requires a free portal user account and the association of your license number with the account.
 - **Note:** Each license is restricted to a single account. Download the [On-line Permitting Registration Guide](#) for instructions. Should you have any questions regarding this service please email Streamline@cityofsacramento.org.
- ***NEW* Electronic Plan Check (EPC) Application Submittal** - An applicant with a project needing plan review approval can submit PDF files for review and avoid time consuming visits to the public counter submitting and resubmitting for each cycle. Visit the [Electronic Plan Check](#) page for more detailed information about assembling your submittal package.
- **Scheduling of Inspections** - If you have an issued Building Permit and are ready for a field inspection, you can schedule it through the Citizen Portal. You do have to establish a free basic portal user account but will not be required to associate a license with this account. The city offers several ways to schedule Building permit field inspections. Visit the [Schedule an Inspection](#) page to learn about them all.

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If you cannot find the information you are looking for, please contact CDD at (916) 264-5011 or dial 311 inside the City limits.

To get started, select one of the services listed below:

Building
[Create an Application/Electronic Submittals](#)
[Search Permits or Submittals / Pay Fees](#)
[Schedule an Inspection](#)

Planning
[Search Planning Applications](#)

General Property Info
[Zoning & Property Details](#)

For best results, use one of the following browsers: Internet Explorer 9 and up, Google Chrome 41, Mozilla Firefox 32, or Safari 6.

Having selected *Search Building Permits or Pay Fees*, all applications you submitted or you are a designated contact or licensed professional for will appear in a list (see example below).

Records

Showing 1-10 of 28 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Permit Number	Record Type	Description	Address	Status	Action
<input type="checkbox"/>	10/20/2015	COM-1512471	Commercial New Building	Construction of 10,000 sq. ft. Office building and associated site development improvements including a parking lot and lighting.	300 RICHARDS BLVD, SACRAMENTO CA 95811	Formal Review	Pay Fees Due
<input type="checkbox"/>	10/16/2015	AMPR-1512464	AMPP Registration			Applied	
<input type="checkbox"/>	10/15/2015	SUB-1512463	Commercial Plan Review Submittal	EPC Submittal - New Commercial Building - Construction of 10,000 sq. Ft. Office Building and associated site development improvements including a parking lot and lighting.	CA United States	Accepted	

Below this list is a *General Search* screen which allows you to search by Permit/Record Number, or Street No. and Street Name. After making entries select *Search*.

General Search

Search my records only

Permit Number: Project Name:

Start Date: End Date:

Street No.: Direction: Street Name: Street Type:

Parcel No.:

License Type: State License Number:

First: Last: Name of Business:

▶ [Search Additional Criteria](#)

Once you get to the specific record you are looking for the record number will be displayed in the upper left hand corner of the screen.

Record SUB-1512463:
Commercial Plan Review Submittal
Record Status: Accepted

[Add to collection](#)
 Like 0
 Tweet

[Record Info](#) ▾ [Payments](#) ▾

Next, you will need to open the dropdown menu under *Record Info* and select *Documents*. The Job Copy files, PLANS and SUPP should display in the column labeled with “Name”. The names of these files should be blue. This indicates that they are downloadable. If they are not shown in blue text you may have not been designated as a contact or licensed professional for this file and should contact the processor of your COM-, RES- or MP- file. This would be the person who emailed you the final invoice. You can also email epcintake@cityofsacramento.org and type the SUB-# and “I need access” in the subject line.

Assuming everything is in order you should see your two jobcopy files, PLANS and SUPP. Click directly on the file names individually. Depending on the configuration of your computer system some type of progress bar will appear asking if you would like to open the file or save the file. After saving the file you will have possession of your issued PLANS and SUPP files. They have been encrypted to allow printing and saving but no alteration.

Record SUB-1512463:
Commercial Plan Review Submittal
Record Status: Accepted

[Add to collection](#)
 Like 0
 Tweet

[Record Info](#) ▾ [Payments](#) ▾

Record Details

Intake Review & Plan Review

Related Records

Documents

Inspect Documents (7:30a - 3:00p - Inspector will call before arrival)

Valuation Calculator

Documents

The maximum file size allowed is 1536 MB.
 html;htm;mht;mhtml;exe;midi;lnk;zip;mp3;mp4;avi;mpg;mov;m4v;gif;rar;doc;docx;xlsx;xls;csv;wmv;rpt;txt;xml;rtf;wav;sql;wpd are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Uploaded	Action
COM-1512666-JOBCOPY-SUPP.pdf	SUB-1512463	Commercial Plan Review Submittal	Record	Applications Documents	3.96 MB	10/21/2015	
COM-1512666-JOBCOPY-PLANS.pdf	SUB-1512463	Commercial Plan Review Submittal	Record	Applications Documents	6.16 MB	10/21/2015	
21000112256672013-08-27SAFCA-DIF_5-1-2015.PDF	SUB-1512463	Commercial Plan Review Submittal	Record	Plans/Drawings	134.36 KB	10/21/2015	

Registering for a Basic Citizen Portal Account:

Step one towards acquiring permits online or submitting for Electronic Plan Check (EPC) is registration with the Citizen Portal. The web address for our Citizen Portal is <http://aca.accela.com/sacramento> . It is not necessary for you to navigate to the Citizen Portal via the City of Sacramento website. You can save the above address as a favorite and go directly to the portal.

Once you have navigated to <http://aca.accela.com/sacramento> begin registration by selecting the New Users: Register for an Account link.

Login

User Name or E-mail:

Password:

[Login »](#)

Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

For best results, use one of the following browsers: Internet Explorer 9 and up, Google Chrome 41, Mozilla Firefox 32, or Safari 6.

Review the terms associated with using the Citizen Portal. It is necessary that you accept these terms. Your acceptance is signified by selecting the “*I have read and accepted the above terms*” check box.

General Disclaimer

Information presented on this website is collected, maintained, and provided for the convenience of the user. While every effort is made to keep such information accurate and up-to-date, the City of Sacramento does not certify the authenticity of any information that is provided on this website. Under no circumstances will the City of Sacramento be liable for any actions taken or omissions made from reliance on any information contained herein from whatever source nor will the

I have read and accepted the above terms.

[Continue Registration »](#)

Next, Fill out the login information and select the *Add New* button located under the Contact Information heading

Account Registration Step 2:
Enter/Confirm Your Account Information

Login Information

* User Name:

* E-mail Address:

* Password:

* Type Password Again:

* Select a Security Question:

* Answer:

Contact Information

Choose how to fill in your contact information.

Add New

Enter the words below

4218

Continue Registration >

Select "Individual" as the contact type from the drop down menu and select continue.

Select Contact Type

* Type: --Select--

Continu

- Appellant
- Applicant
- Assigned Engineer
- Assigned Planner
- Association
- Billing Contact
- CIP Manager
- Complainant
- Confidential Applicant
- Consultant
- Designer
- Developer
- Environmental Planner
- Environmental SR Planner
- External Agency
- Foreman
- General Contact
- Hearing Body Member
- Individual**
- Job Contact
- Operator
- Organization
- Other City Contact
- Owner Representative
- Primary Contact
- Project Manager
- Requestor
- Surety Company
- Tenant

You should now be at the *Contact Information* window. Boxes with a red * asterisk next to their label are required fields. They must be populated with the appropriate information.

Contact Information

*First: Middle: *Last:

Name of Business:

*Address:

*City: *State: *Zip:

*Mobile Phone: Work Phone: Home Phone:

*E-mail:

Continue **Clear** Discard Changes

Once the above window has been completely filled out select the Continue button. Next, provide the security code by either typing or speaking (only if your computer is configured to accept speaking) the numbers, letters or characters into the box provided. The example shown would be 1152.

Enter the words below



Continue Registration »

On occasion these codes are difficult to decipher. If you cannot decipher the code shown select the refresh button and the system will serve you another code. Once you have communicated the codes, select the *Continue Registration* button to complete the registration application process.

You should now see the following window, and a note which indicates that your account has been created, but that it is not yet active. The most important portion of this note is that you will receive further instructions via e-mail.

 Your account has been created successfully but is NOT active yet. You will receive additional instructions by e-mail.

Your account has been successfully created but is NOT active.

Once your account is verified, you will be able to log into the Citizen Portal.

Account Information

User Name:	citizenqjohn
E-mail:	citizenqhohn@gmail.com
Password:	*****
Security Question:	make of first car

Contact Information

john citizen	Home Phone:
big business	Work Phone:
1234 broad stree	Mobile Phone: 916-123-7891
citizenqhohn@gmail.com	

Verification email

The following email will be sent to the email address which was supplied in the *Login Information* section of the setup process. Once you select the Verification link within this email your Basic Citizen Portal Account will be activated.

 noreply@accela.com <noreply@accela.com>
to me ▾

Thank you for registering for an account with the City of Sacramento, Community Development Department Citizen Portal website.

The user name you registered with is: citizenqjohn

Please click on the verification link to validate your registration [Verification Link](#)

Thank you.

Community Development Department
City of Sacramento
Streamline@cityofsacramento.org

Selecting this link will redirect you to the Citizen Portal login box. Once you enter your password select the login button.

Please Login

Thank you for registering for a CDD Citizen Portal user account. Your account has been activated. You can now log in by entering your user name and password. If you are having trouble logging in or have received this e-mail in error, please contact streamline@cityofsacramento.org as soon as possible.

Login

User Name or E-mail:
citizenjohn

Password:
.....

Login »

Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

Proof of Activation

Following your successful login, you will be redirected to a page confirming that your account is active. Your account is activated if your user name is visible on the screen as shown below. At this stage you have a basic *Citizen Portal Account*. With this Basic account, you can schedule inspections for issued building permits, and remotely submit a building permit application for either commercial or residential plan review through the Electronic Plan Check (EPC) Process. Navigate to these services by selecting *Building*.

Home **Building** Planning General Property Info

Dashboard My Records My Account Advanced Search

Hello, john citizen

Action Required (0) [?](#) [- Hide](#)

There are no actionable items which need your attention right now.

My Collection (0) [View Collections](#)

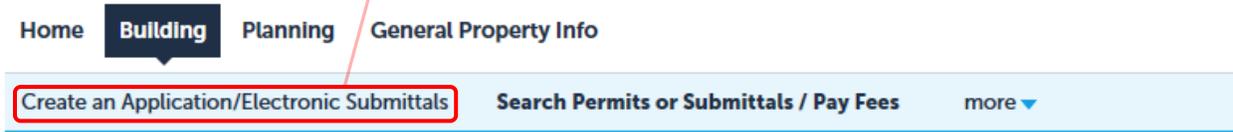
You do not have any collections right now.

Work in progress [?](#) [View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
No records found				

Electronic Plan Check (EPC) Submittal Selection

Once you select *Building* you will see a page headed by the command bar shown below. To submit an EPC submittal package select *Create an Application/electronic submittals*.



Frequently Asked Questions:

The following information is provided to help answer any unresolved questions related to submission or processing an application using the Electronic Plan Check Submittal. Additional Questions not answered below may be addressed to the Building Helpdesk, at ezpermit@cityofsacramento.org, or by Edward Oswell, at goswell@cityofsacramento.org.

Q. How can I check on the status of my application?

A. Applicants or any member of the public can check the status of a project by visiting: <https://aca.accela.com/sacramento/Default.aspx>, and selecting the Building tab followed by “SEARCH BY RECORD INFORMATION” and entering the project number (See **Example 1.1**).

Q. How can I create a scaled PDF?

A. When plotting your electronic plans use the built in scale parameters to set the final scale of the plan. If your software does not have this function, try running a keyword search on the internet for “creating a PDF to scale”, or contact your software manufacturer.

Q. I cannot reduce my file size below 50 or 200 Megs, how can I reduce the size of my PDF files?

A. When initially plotting your plans make sure the PDF creation settings are Black and White only (no gray scale or color) and at 300 DPI. This simple adjustment generally will decrease the file size and after using Adobe 10 Pro “optimize” function most files will be well under 50 Megs. The City has received 130 page plans that were reduced to 28 Megs by the use of this method.

Q. What types of plan prints are required on the jobsite once I have downloaded the issued sets?

A. The City requires color plans on the job site. This provides an additional level of verification that the “Job Copy” is official. This does not preclude you from making black and white copies for sub-consultants or for bidding purposes.

Q. I cannot upload files during the resubmittal phase of plan review. Why does the system keep saying “An error has occurred, Action Cancelled”?

A. This error occurs when you try to upload files to the RES, MP- or COM- record number rather than the SUB- record. The record which is used to convey files back and forth, whether it be uploading or download is the SUB- record.

The City of Sacramento reserves the right to modify any Electronic Plan Check review policies and procedures at any time.

Guide to relevant Forms: All of the forms necessary to complete an Electronic Plan Check Submittal can be found on the City of Sacramento website at: www.cityofsacramento.org/dsd/forms/buildingforms.cfm.

Form Name	Form Number	Primary Use
Address Request Form	CDD-0104	Used when requesting a new address on a property
Optional Expedited Plan Review Request	CDD-0155	This form must be completed and signed by the customer when requesting expedited plan review and it must be approved by the plan review manager and other affected departments.
Commercial Addition and Alteration	CDD-0165	This checklist is for non-residential additions of 1,000 square feet or more and alterations with a valuation of \$200,000 or greater.
Residential VOC Limits	CDD-0180	Residential Green Code VOC and Formaldehyde Limits
Commercial New Construction	CDD-0181	Mandatory requirements California Green building Code Checklist Non-Residential New Buildings
Commercial VOC Limits	CDD-0182	Commercial Green Code VOC and Formaldehyde Limits
Residential New Construction	CDD-0183	Residential New Construction
Residential Additions and alterations	CDD-0183A	Residential Additions and Alterations
Agent Authorization for Contractor	CDD-0196	This form can be completed by a licensed California contractor to convey agent Authorization to an individual in matters related to acquiring a building permit.
Agent for Owner Authorization Form	CDD-0204	This form can be completed by a real property owner to convey agent Authorization to an individual in matters related to acquiring a building permit.
Application for Permit	CDD-0200	Submitted with all Plan Check applications
Owner Builder Verification Form	CDD-0220	This form must be completed and signed by the property owner when he or she is assuming construction liability by being the building permit holder.
Commercial New Buildings and Additions Submittal Checklist	CDD-0224	Informational: Details the items which must be included and addressed when applying for a commercial new building or addition building permit application package.
Commercial Alteration and Tenant Improvement Submittal Checklist	CDD-0231	Informational: Details the items which must be included and addressed when applying for a commercial Alteration and Tenant Improvement building permit application package.

Residential Addition/Interior Remodel Take-in Sheet	CDD-0253	Informational: Details the items which must be included and addressed when applying for a residential addition or interior remodel building permit application package.
Deferred – Revision Intake Form	CDD-0269	This form must be completed by an applicant when submitting for a deferred submittal or a revision to an issued building permit.
Plan Review Resubmittal Intake Form	CDD-0270	This form must be completed and signed by the permit applicant and is intended to communicate any potential scope changes to building intake staff.
Projected Cycle Times for Building Plan Review	CDD-0294	This document is informational. It provides the number of projected business days it will take for each plan review cycle.
Residential New Single Family Submittal Checklist	CDD-0312	Informational: Details the items which must be included and addressed when applying for a residential new single family home or duplex building permit application package.