

## 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:

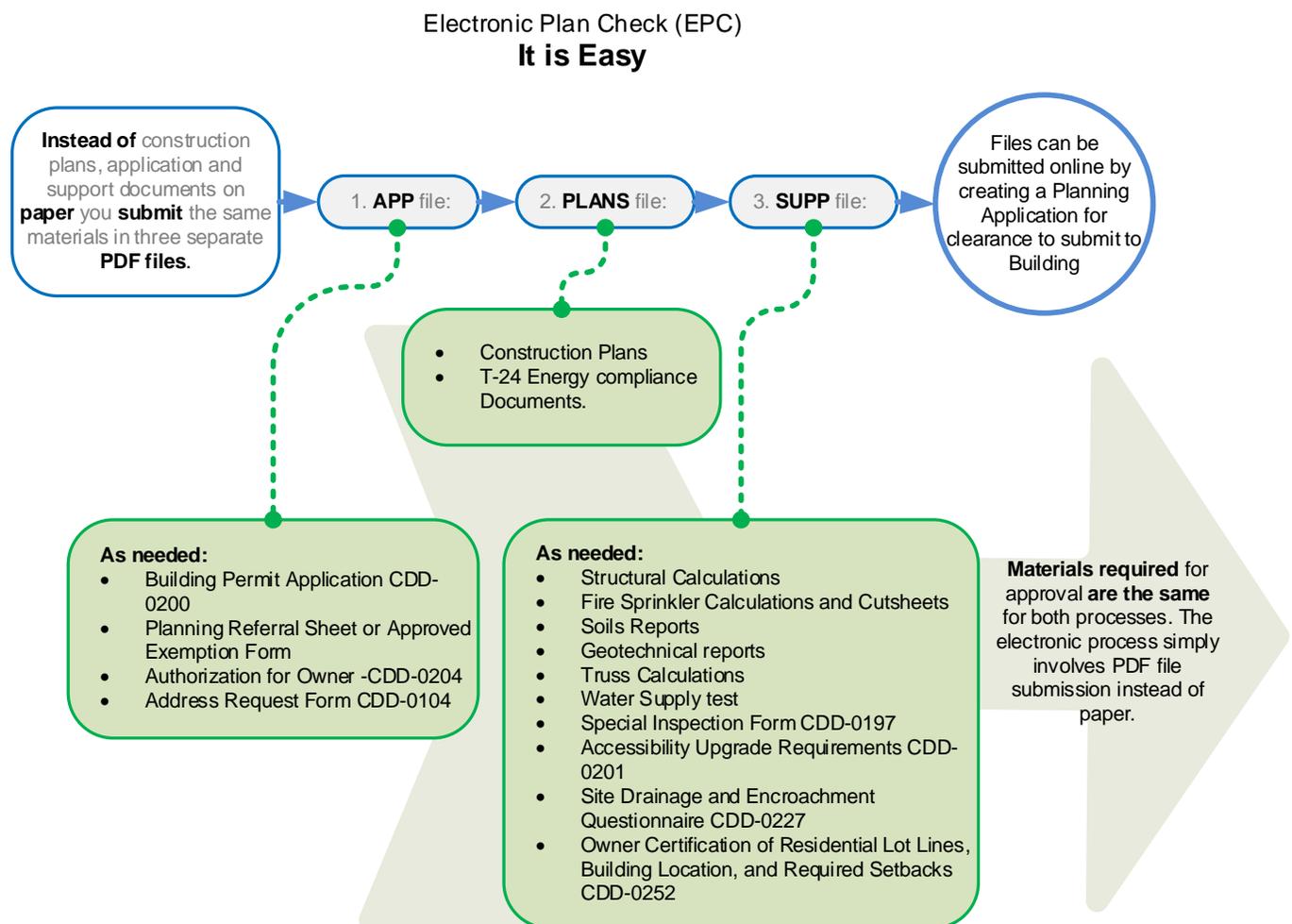
To reduce paper waste and the expense and inconvenience of printing multiple copies of construction documents required for a building permit application the City of Sacramento has developed the Electronic Plan Check Program (EPC).

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.

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 document may be directed to Building Division staff at [epcintake@cityofsacramento.org](mailto:epcintake@cityofsacramento.org).



## 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](#). This will enable you to submit your EPC application through the portal. The [Online Submission Demonstrated](#) section in this guide provides step by step instructions with visual representation of the process.

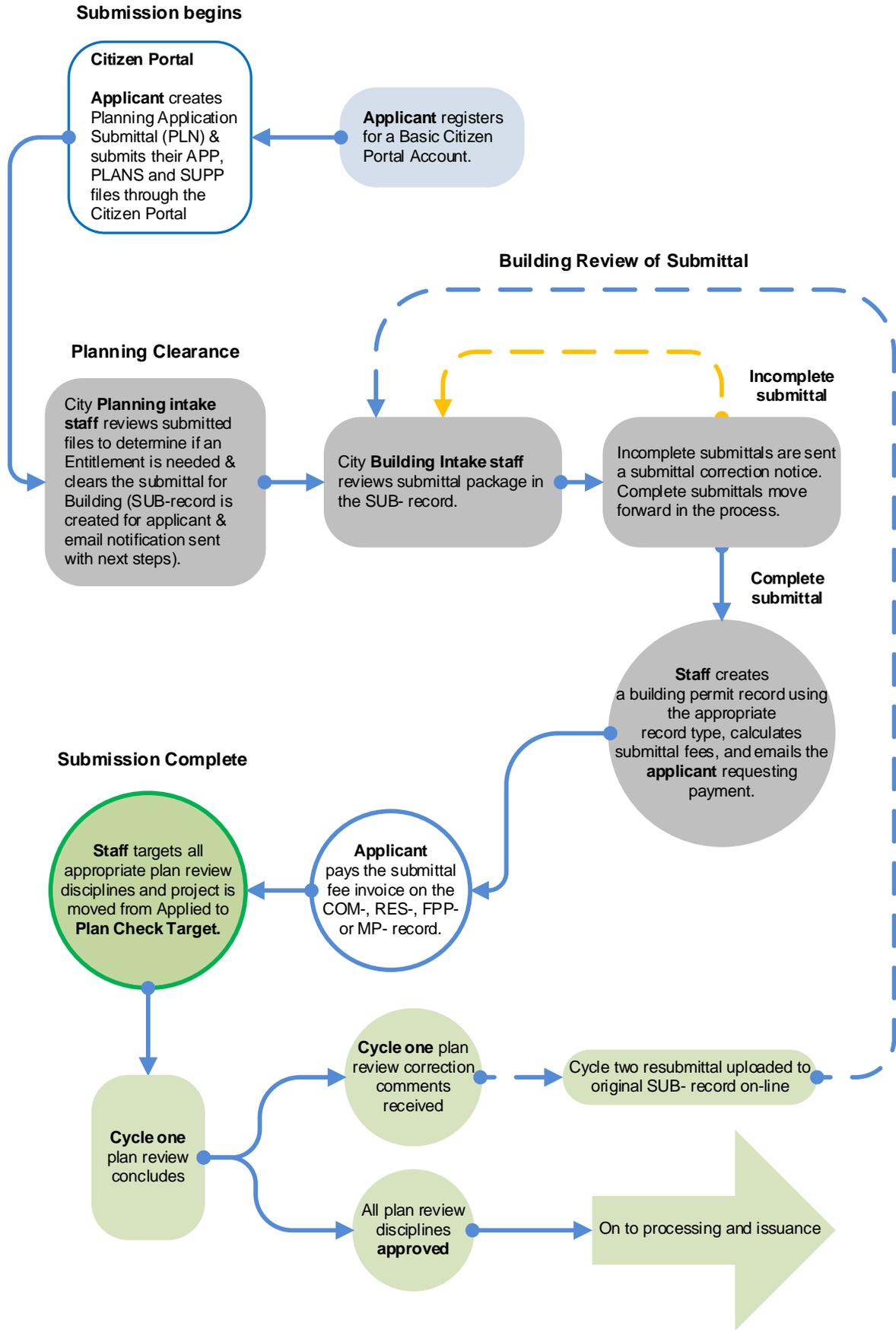
The first step is to create a Planning Application Submittal (PLN) record to receive clearance from planning to submit your plans to building for Electronic Plan Check (EPC). If planning determines that the project already has an approved planning entitlement or does not require one, your application will be deemed *Ready for Building* and a SUB record will be generated for you to continue the application process with your building plan review. You will receive an email notification when of your clearance to submit to building and of any items still required to be submitted. If your files meet the submittal requirements outlined in this guide when submitting your Online Planning Application, building staff will be able to accept your submittal without the need to request content or formatting changes and proceed to create your building permit application. Once your materials are deemed to be a complete submittal package, a building permit record (COM-, RES-, FPP or MP-) appropriate to the projects scope of work will be initialized in our permit management system. Within this record, 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 will be emailed to you when your project receives clearance from planning. This record (the SUB-) will be used to resubmit revised files as you go through plan review, and are given plan review comments.

**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-, FPP- 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. 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 after receiving planning clearance.

The following page contains a visual representation of how EPC submittal works.

# How EPC works



## 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/response 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)** if one was provided. The application can be found online at the City of Sacramento's website at <http://www.cityofsacramento.org> or by following this link [app](#). Note that the Planning Referral Sheet (PR) is being phased out and replaced with a Planning Approval stamp on all building submittals with the launch of the e-Planning services. Questions regarding the Planning clearance to submit to building can be emailed to Planning staff at [planning@cityofsacramento.org](mailto: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.
- **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.
- **Planning Referral Sheet (PR) or Planning Exemption Forms when provided by Planning:** Conveys the Planning Division's authorization for a project to submit to the Building Division for a building permit. Planning may provide a signed exemption checklist instead of a PR sheet. Note that if no PR Sheet or Planning Exemption Form is provided by planning a planning stamp must be present on the construction plans. For more information, see the section below titled "Planning Clearance to Submit to Building."
- 

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

## Planning Clearance to Submit to Building:

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. Planning must clear a project to submit to building for plan review. Building permit applications can now receive planning clearance to submit to building EPC through the Citizen Portal by creating an Online Planning Application (PLN) record under the Planning tab.

The minimum requirements to receive planning clearance to submit to building are:

1. A signed concurrent review form (MOU) is required from your Project Planner if the project has a concurrent planning application that is in progress.
2. A detailed scope of work (interior and exterior) must be in on the cover sheet of the plans. If you have approved exterior work: please include Planning Project file number, Design Review approval and/or exemption approval.
3. Submit architectural plans only. This would include the Cover sheet with the scope of the work proposed, Site plan, Floor plan(s), Building Elevations, Roof, and Landscaping plans. If mechanical work is proposed, a mechanical floor plan is also required.
4. Plans must contain a licensed professional stamp.
5. Plans must be in PDF form only.

### *Additional planning forms:*

You may have received a Planning Approval (PR) Sheet signifying clearance to submit to building in the past. This form should be placed in the APP file. Planning will review this form and stamp the PLANS file.

Depending on the scope of the project, planning may also provide the following alternatives to approve the project for building permit and plan review submittal:

- One or more Planning Exemption Forms and stamped construction plans (see item 4 above) with a Planning Approval or Exemption Stamp.
- Planning Exemption stamp only on construction plans (see item 4 above) without providing a signed Planning Exemption Form.

*Note: In either instance, the plans stamped by the Planning Division must be incorporated into the construction plans file (PLANS).*

Please email the Planning helpdesk ([planning@cityofsacramento.org](mailto:planning@cityofsacramento.org)) if you have any questions on how to obtain Planning Clearance and planning approval.

## 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.

The Green Building Checklist/information, located at: <http://www.cityofsacramento.org/Community-Development/Resources/Forms/Building-Forms/CALGreen-Building-Forms> shall also be included on the plans. 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 SUPP files. See section titled [When do I Resubmit and other details?](#)

## 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
- Site Drainage and Encroachment Questionnaire CDD-0227 (residential 1-2 units only)
- Owner Certification of Residential Lot Lines, Building Location, and Required Setbacks CDD-0252 (residential 1-2 units only)

Only resubmit complete SUPP files. See section titled [When do I Resubmit and other details?](#)

## Plan Review Response Letter (REPLY)

After 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 areas of your application (APP, SUPP or PLANS files) which require revision and resubmission. 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***. Note that without this form your cycle 2 and beyond resubmittal package cannot be accepted. This package (letter and CDD-0270) 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.**

## 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.

In this section you we will detail those file formatting requirements which we are unable to correct for you, and those, which our staff may be able to complete for you at intake. Those formatting requirements which we may be able to correct for you are displayed in green font. Note that if all of these file formatting requirements are fully completed by the applicant, our staff is able to accept your submittal faster and your upload time will also be reduced.

### All files to be PDF:

All digital documents shall be in Portable Document Format (PDF) and **compatible with Adobe Acrobat 10 or newer**, refer to the **Compatibility** section below for more details on minimum versioning.

### File Size:

Ideally each PDF file will not exceed 400MB in size. The system can handle files of larger size but upload and download of these larger files may take significantly longer time spans. Also bear in mind that having a reliable high-speed internet connection becomes increasingly important as file sizes increase.

Within Acrobat 8, select “Save As” then “Optimized PDF”, settings “Mobile” with a “Make compatible with:” Acrobat 10.0 or later. This process is detailed in a separate section below.

### Plans to be vector based PDF's:

PLANS files shall be first generation vector based PDF's which have been directly converted from the computer aided drafting (CAD) applications (e.g. AutoCAD, ArchiCAD, MicroStation, TurboCAD etc.) in which they were created. **Scanned Plans (i.e. plans, elevations, sections, details) will not be accepted unless the plan sheet was hand drawn.**

### 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.

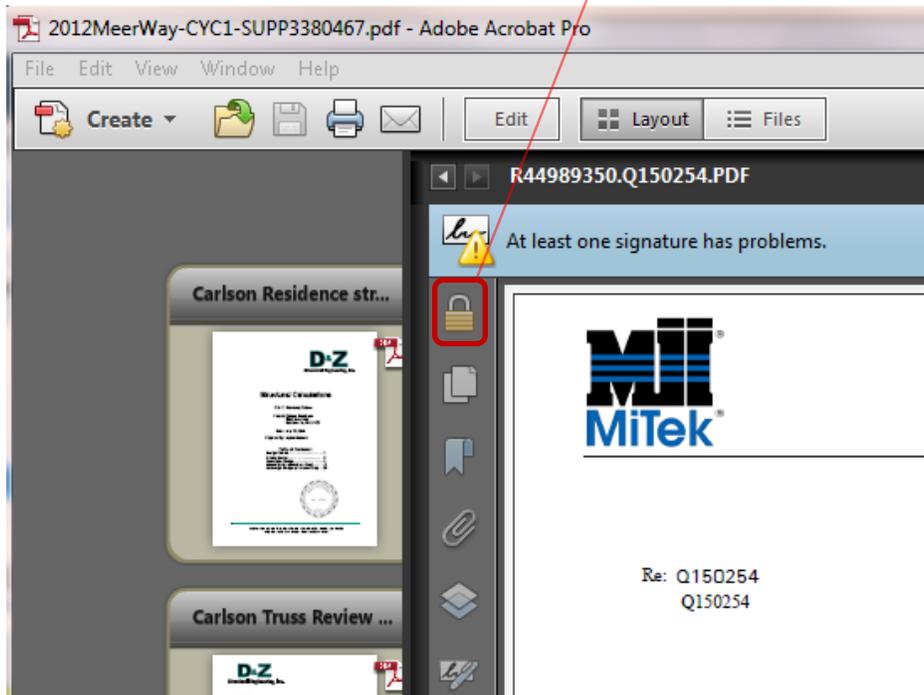
### Page Orientation:

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".

## 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.

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 stamping your plans approved, encrypting the final approved files or merging the file with other approved documents.

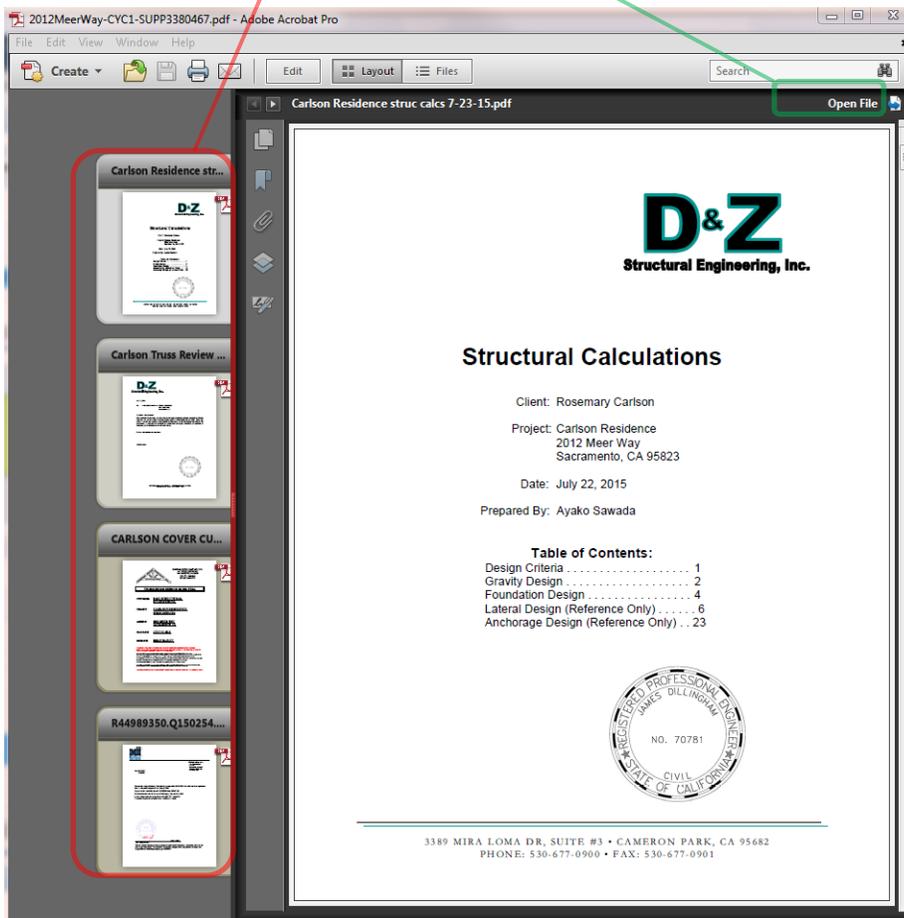


## Adobe Acrobat Portfolios

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.



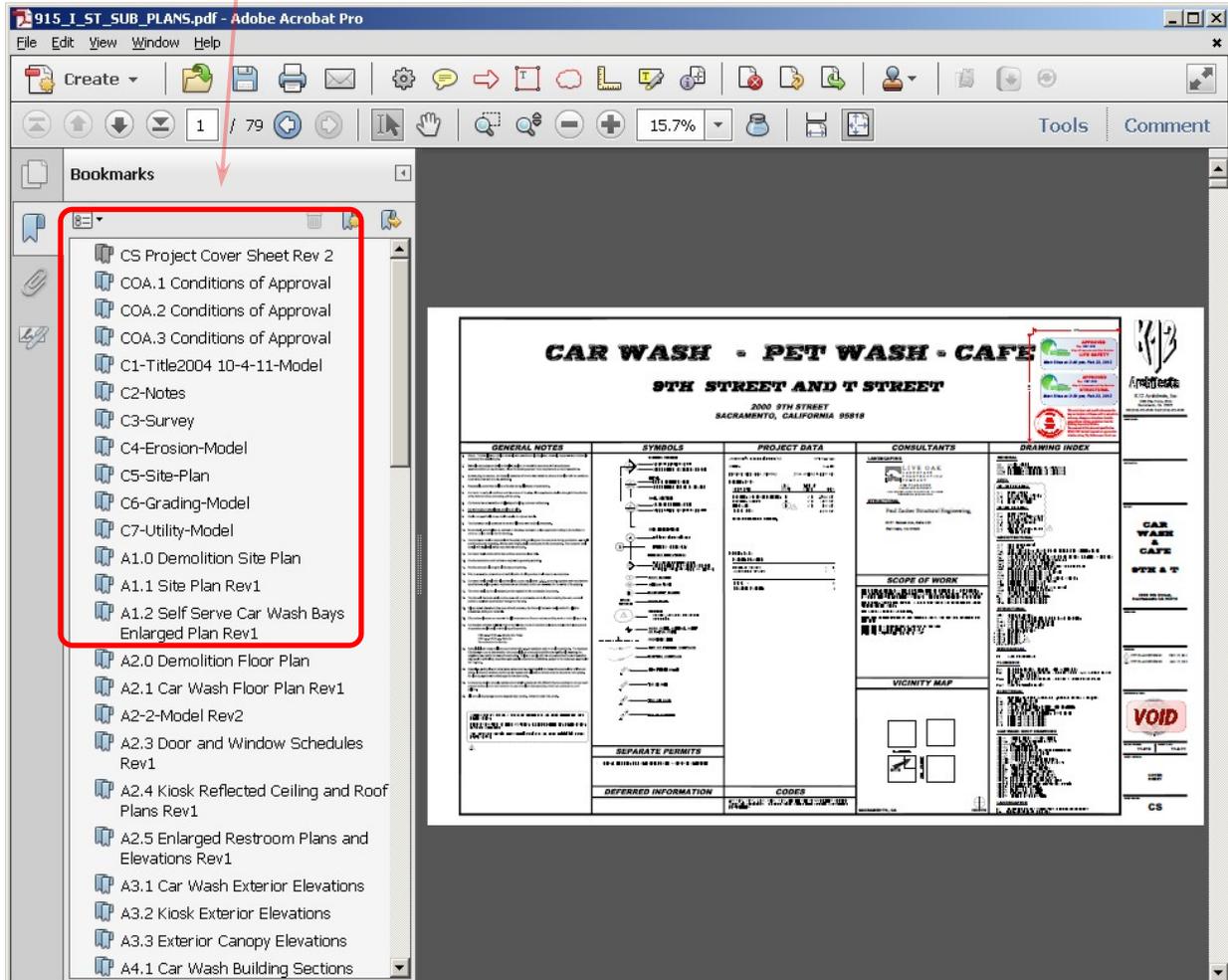
## Bookmarks:

1. All individual plan sheets shall be contained within one single PDF file. If your **PLANS** file exceeds 20 pages in length, each sheet shall be bookmarked for easy reference during plan check and intake (See **Example 1.0**). The bookmark titles should include the sheet number and subject matter (i.e. Floor plan, Site plan, erosion plan, etc.). See below instructions on how to combine multiple pdf files into one while also creating bookmarks.

Ideally your pages are set to “Fit on full page to window view” prior to bookmark creation. This can be achieved by selecting this icon on your tool bar:

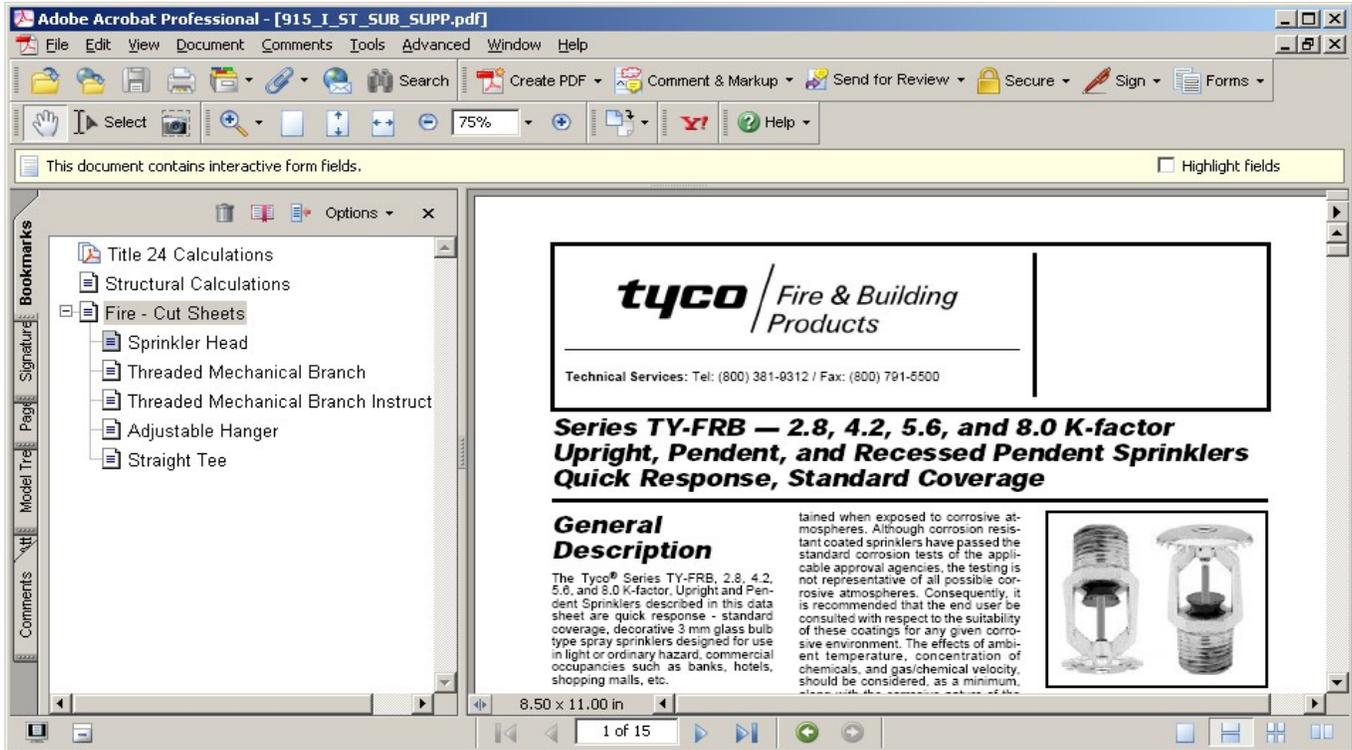


Also see section below on how to assure your plans are set to fit page in Adobe Acrobat Pro at any time.



**Example 1.0**

2. All other support documents such as Title 24, Structural calculations, etc. shall be provided in one consolidated PDF file under the **SUPP** designation See **Example 1.1**.



**Example 1.1**

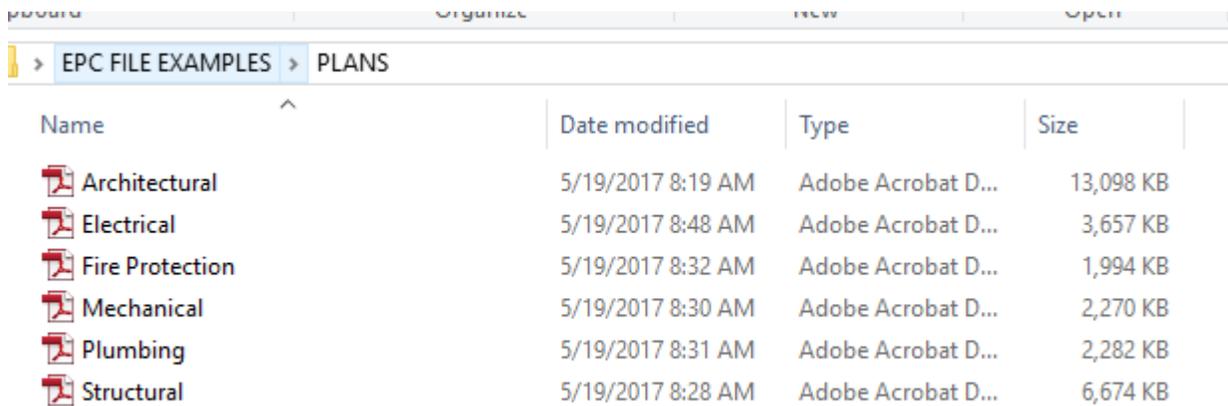
3. **Minimum “section” bookmarks** required within the Supplemental (SUPP) Document PDF file **shall** be as follows.
- Fire Sprinkler Calculations
  - Truss Calculation (if a trussed structure)
  - Structural Calculations

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

## How to combine multiple pdf files into one pdf with bookmarks:

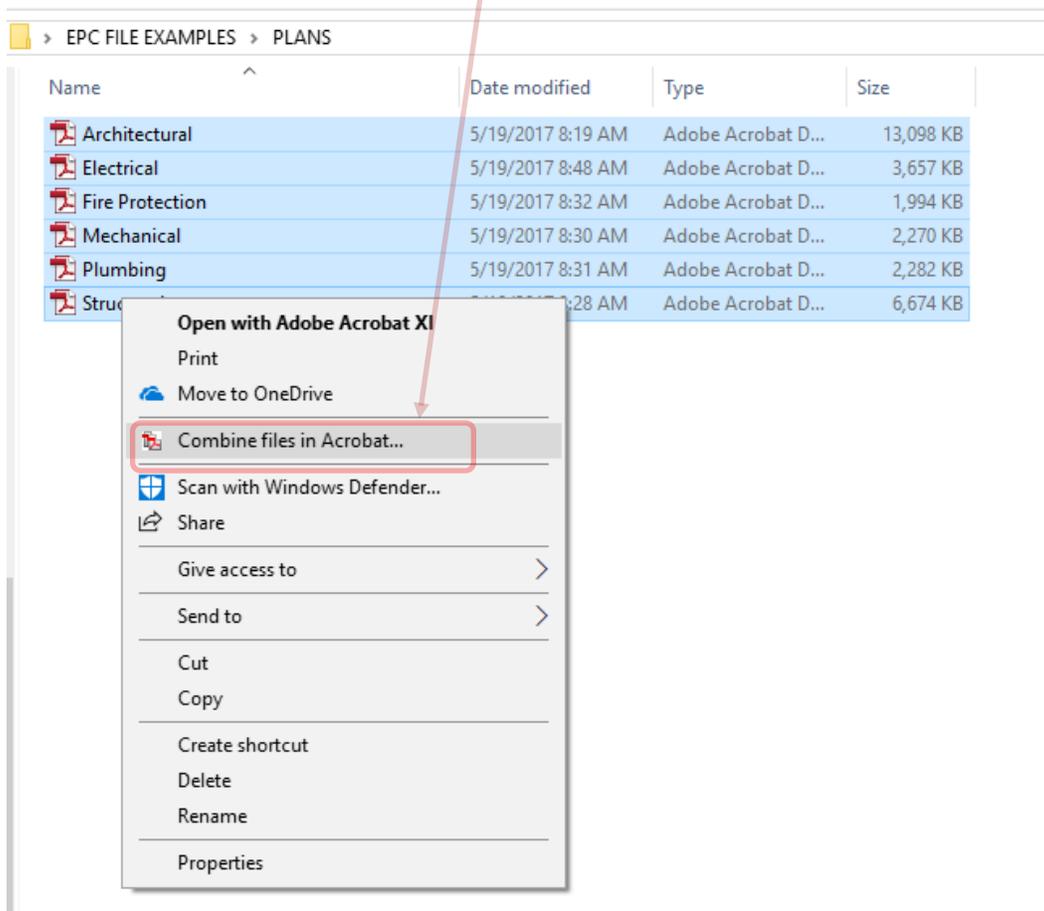
This section is intended to provide you with one of the simplest ways to create bookmarks in your pdf files. When working with your design professionals (architect, structural engineer, etc.) request that they provide you with a pdf file which is bookmarked and also set to fit the screen. Most CAD programs already have a built-in feature to create bookmarks based on sheet naming (e.g. A0.01 Floor Plan, A0.02 Demolition Plan, etc.). When you receive your various bookmarked pdf files, you can simply combine them using Adobe Acrobat Pro as shown below.

In this example each pdf file is already bookmarked by the design professional. You only need to save these files into a file folder and then combine them into a single pdf file.



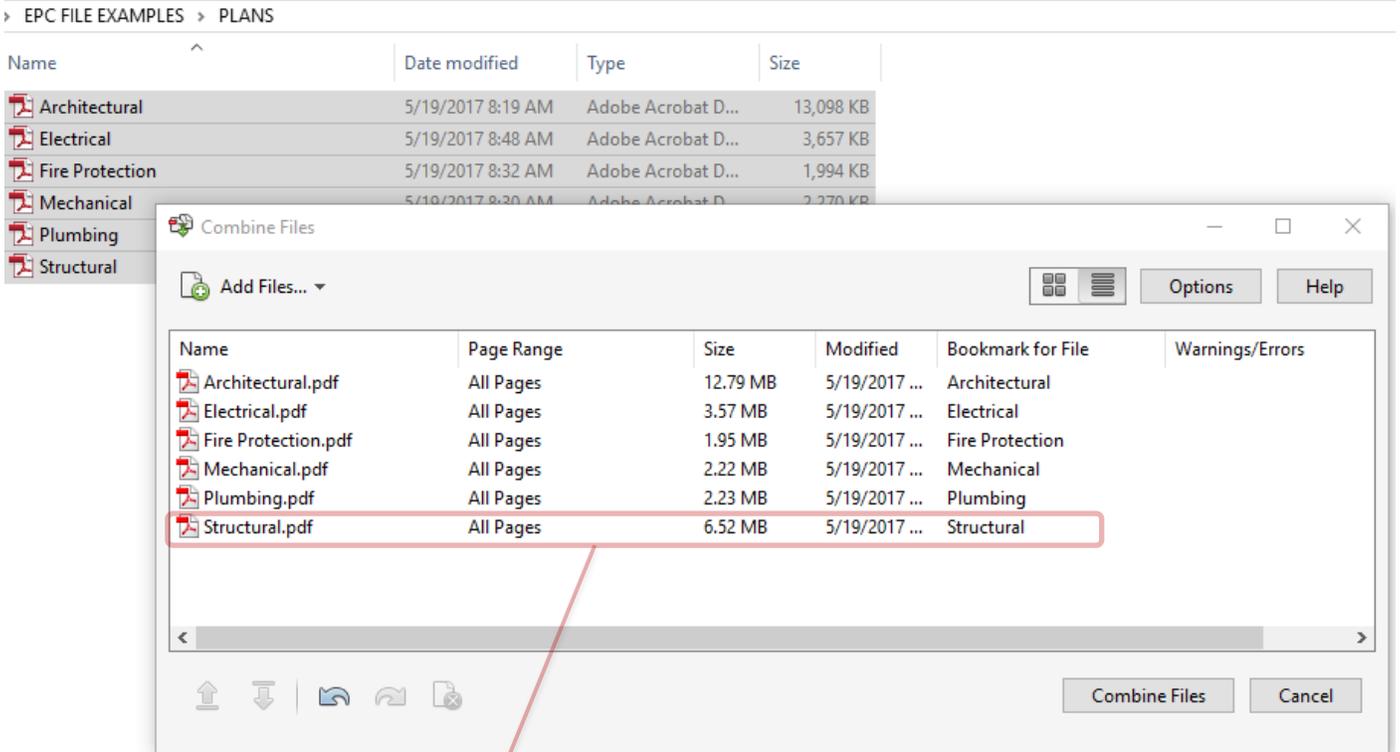
Name	Date modified	Type	Size
Architectural	5/19/2017 8:19 AM	Adobe Acrobat D...	13,098 KB
Electrical	5/19/2017 8:48 AM	Adobe Acrobat D...	3,657 KB
Fire Protection	5/19/2017 8:32 AM	Adobe Acrobat D...	1,994 KB
Mechanical	5/19/2017 8:30 AM	Adobe Acrobat D...	2,270 KB
Plumbing	5/19/2017 8:31 AM	Adobe Acrobat D...	2,282 KB
Structural	5/19/2017 8:28 AM	Adobe Acrobat D...	6,674 KB

Simply highlight each file by clicking on the first file while holding down the “Shift” key on your keyboard and select all files, then right-click to display the option to combine these files into one:

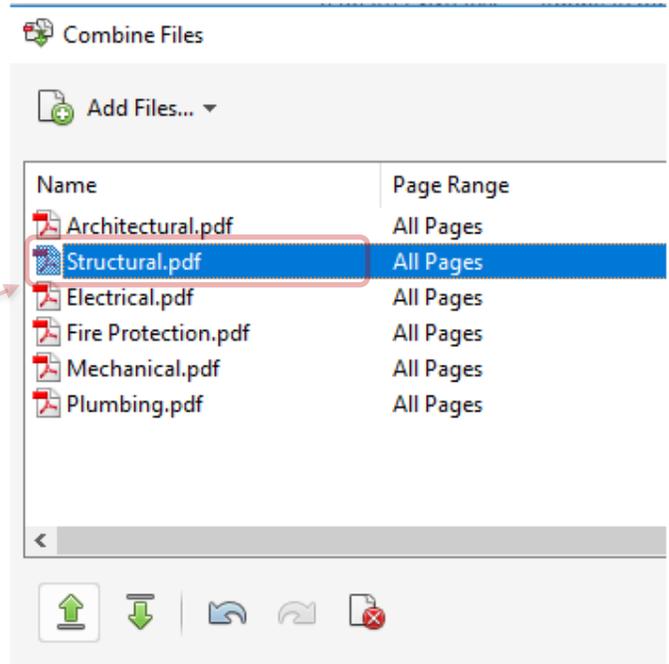
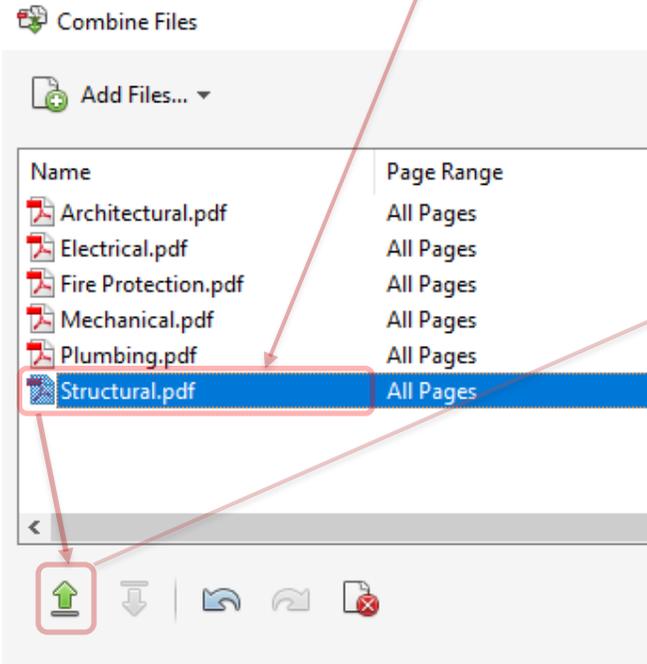


Once you select the “Combine files in Acrobat...” option, the following dialogue box appears:

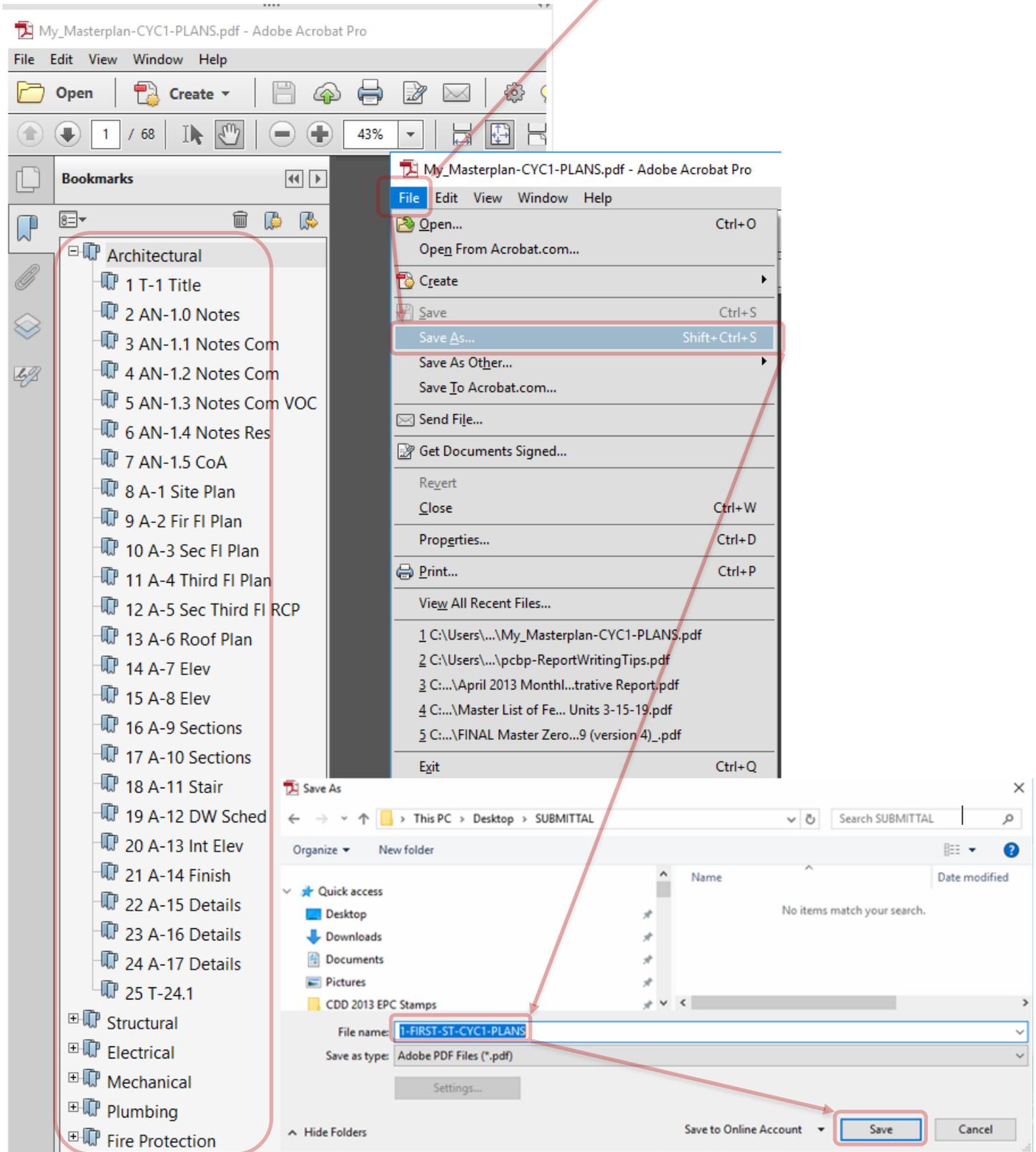
(Do not select "Combine Files" yet if your files are not in the right order!)



Prior to executing this option, you will also be able to move the order of these files, if necessary, to match how they are listed in your sheet index. To move files around simply click on the file name which should be either moved up or down in the order it is displayed, and the corresponding arrow below the files will turn into green as shown below.



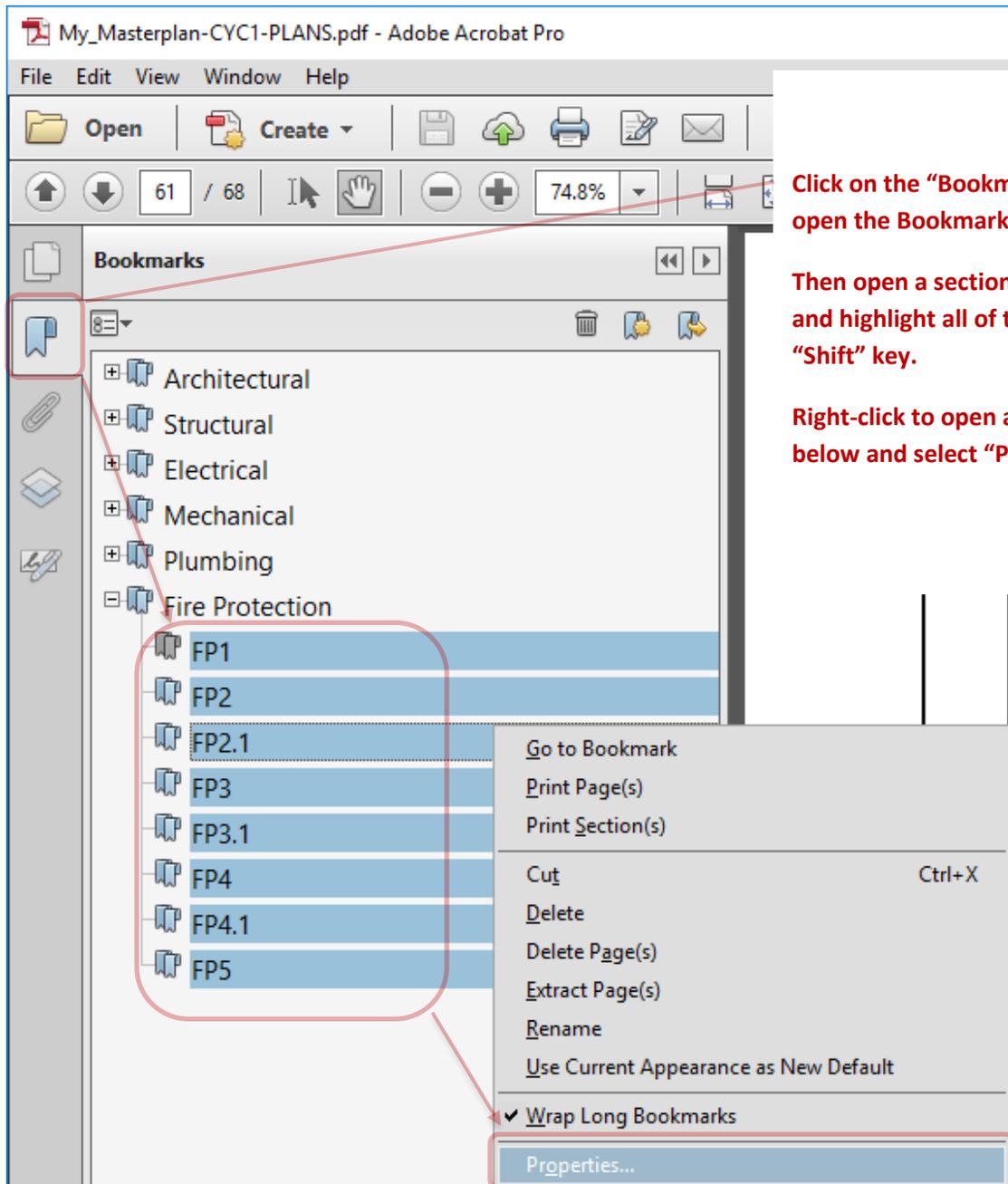
Once your files are arranged in the correct order, simply select the “Combine files” option. This will result in all of the individually bookmarked pdf files being combined into one pdf with nested bookmarks for each individual discipline as shown below. Remember to save this file by selecting “Save as” under “File” and naming the it according to our File Naming Convention requirements discussed in the following chapter below:

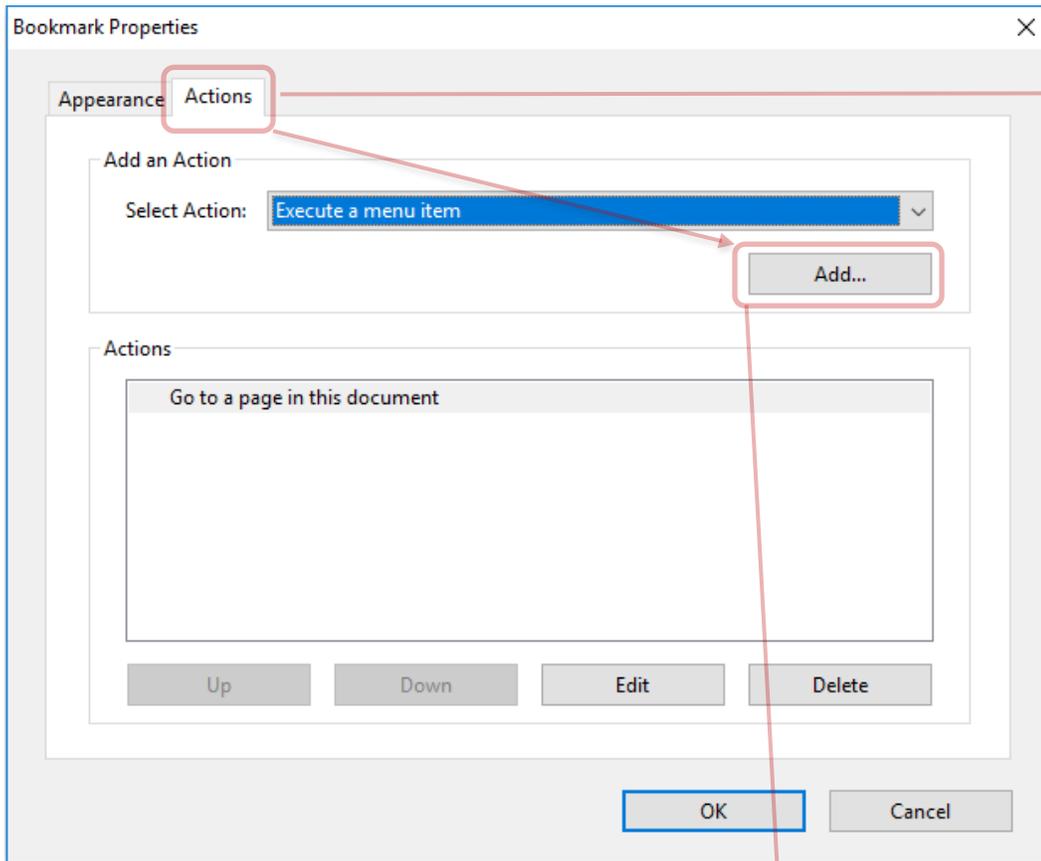


## How to set your PLANS file to “Fit Page” in Adobe Acrobat Pro:

This section is intended to provide you with instructions on how to assure that each page of your plans file will open to fit the user’s computer screen regardless of the size. There are other methods to assure that your files are set to fit the page, however, if some of your design professionals provided you with plans which did not contain this setting and the document already contains bookmarks, this method will assure that the entire document will be set to this setting.

Once your PLANS file is assembled and contains all the required bookmarks, open the bookmark pane and highlight all of the bookmarks within a nested bookmark section by holding down the “Shift” key and highlighting every bookmark. The next step is to right-click for a dialogue box to appear. Select “Properties” and then the “Actions” tab. You will choose the “Add” button which will open a “Menu item” window. Select the “View>Zoom>Zoom to Page Level” and click “OK”. See steps below:





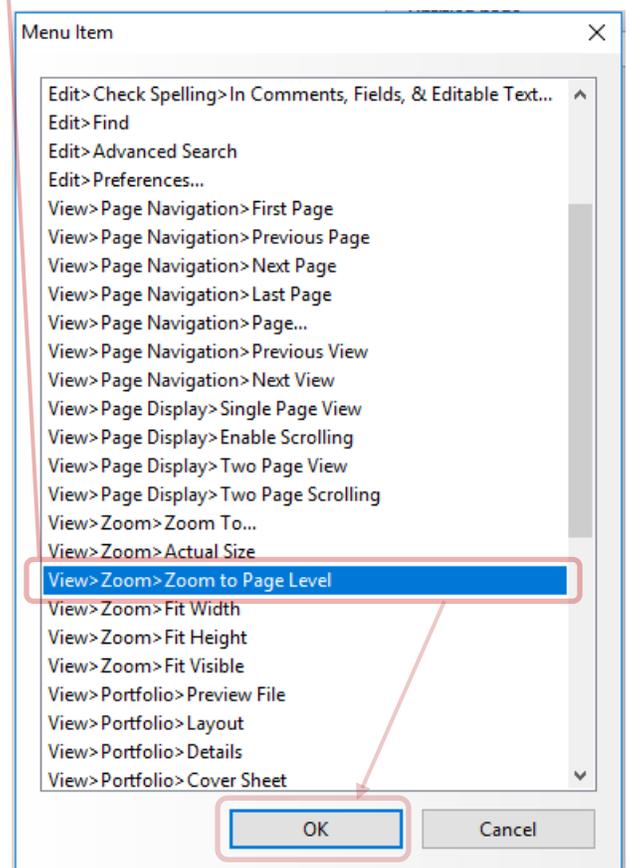
When the “Properties” option is selected as shown above, you will see another dialogue box open with two tabs: “Appearance” and “Actions”.

Click on the “Actions” tab” then “Add”

After selecting the “Add” option, the “Menu Item” window will appear.

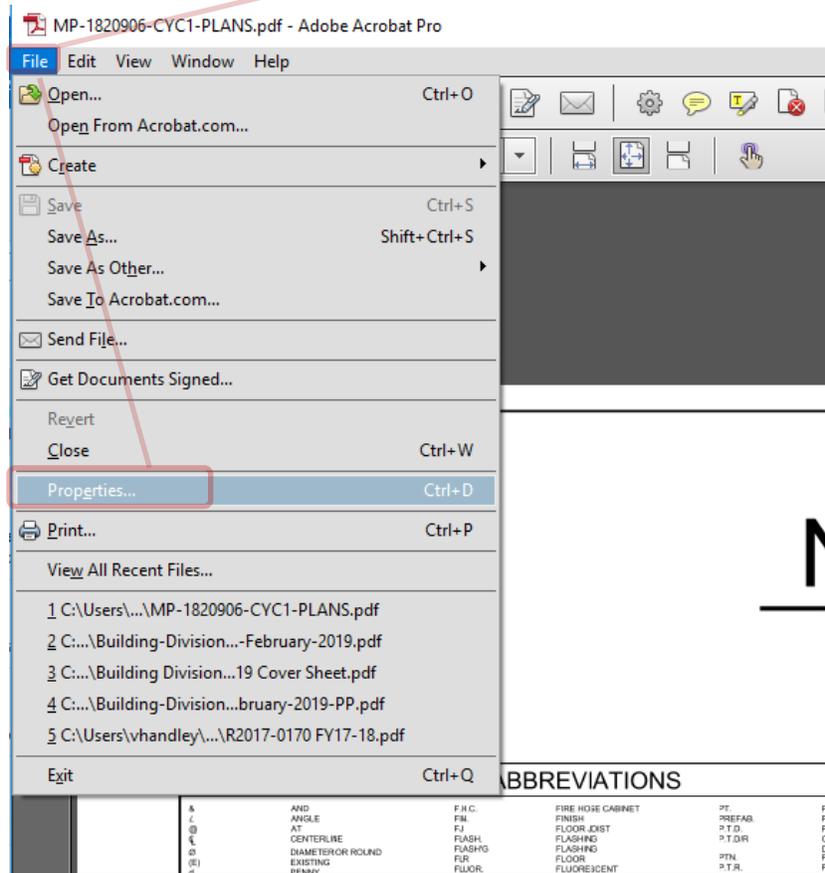
Select the “View>Zoom>Zoom to Page Level” option as shown and select “OK”.

Once you save your pdf all pages within this section are now set to fit the page!

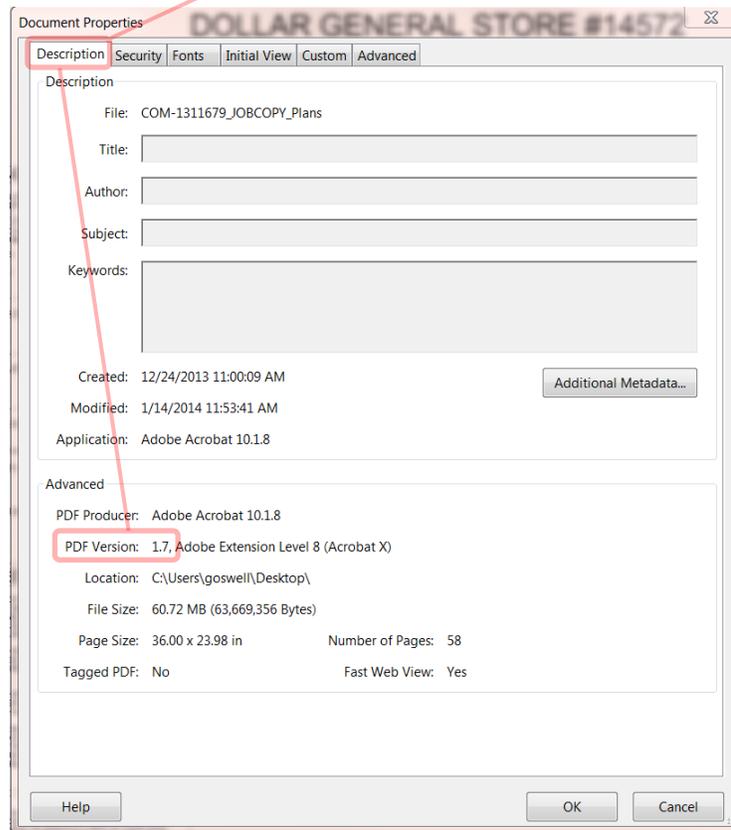


## Compatibility:

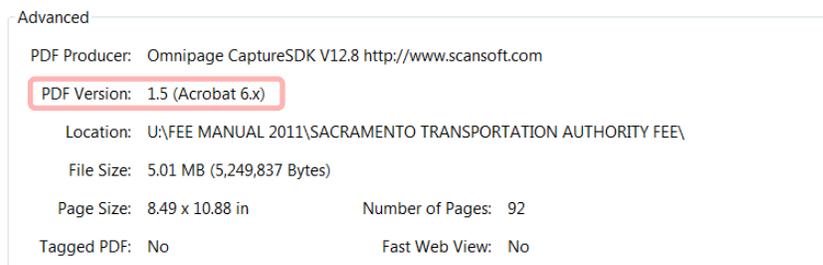
The process described above under File Size must be followed to ensure the PDF files are as small as possible, and compatibility with the City's process. To verify that your files are saved in an appropriate compatibility open in Acrobat 10 (also called Acrobat X) or Acrobat 11 select File, and then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



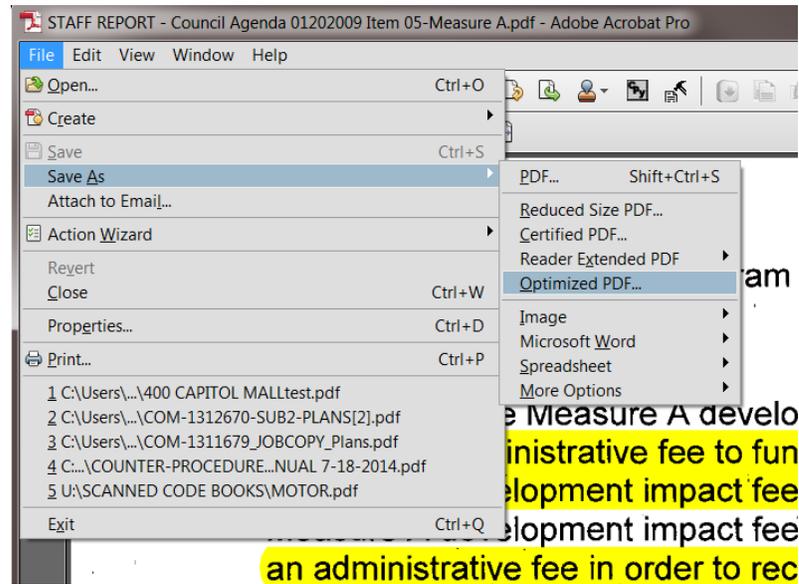
This will open the *Document Properties* window. Within this window select the Description tab. In the lower portion of this window, in the advanced box, will be displayed the **PDF Version** which the file is currently compatible with. Acrobat 10 or newer is ideal. This is the version shown as 1.7.



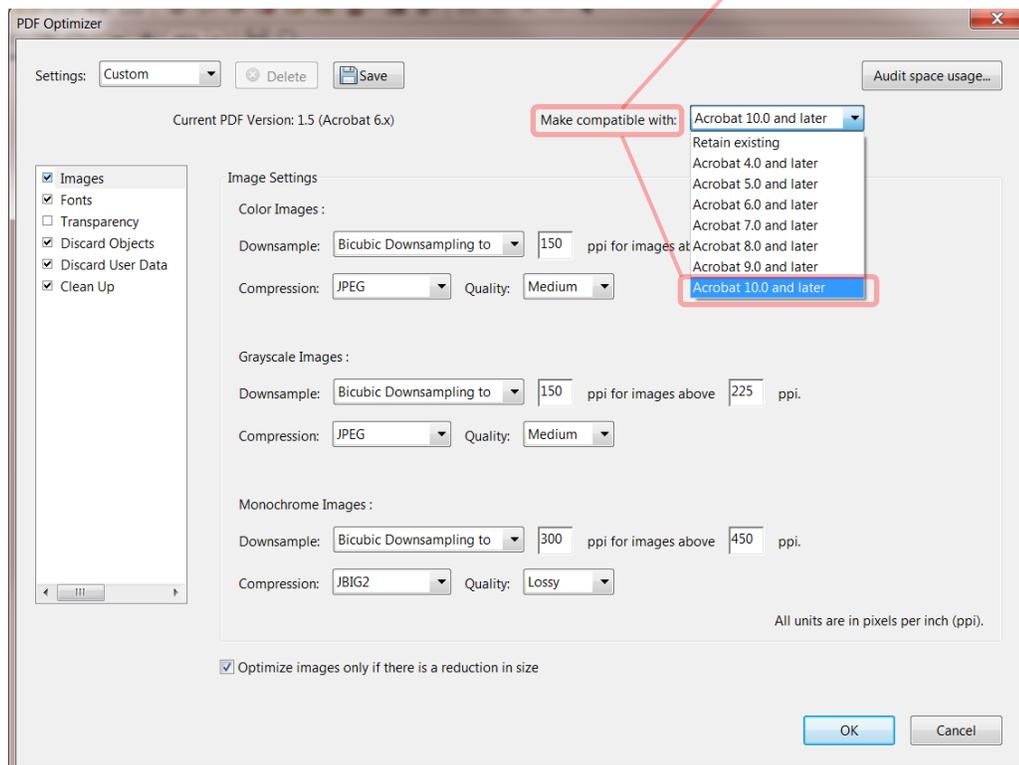
Below is an example of a file with older versioning.



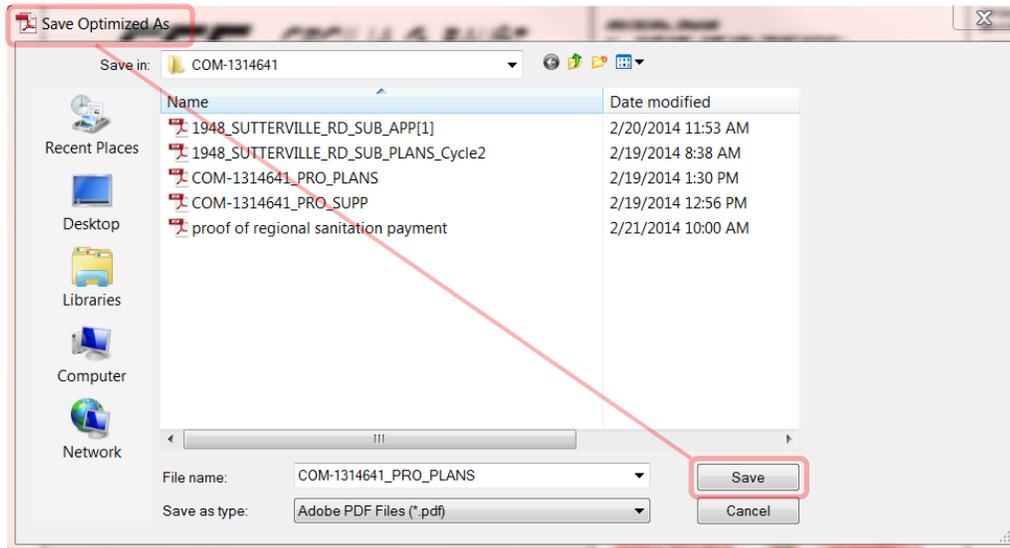
To correct a file with older versioning so that it is compatible with version 10, with the file open in Acrobat 10 or 11 select *Save As* and then *Optimized PDF*.



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*.

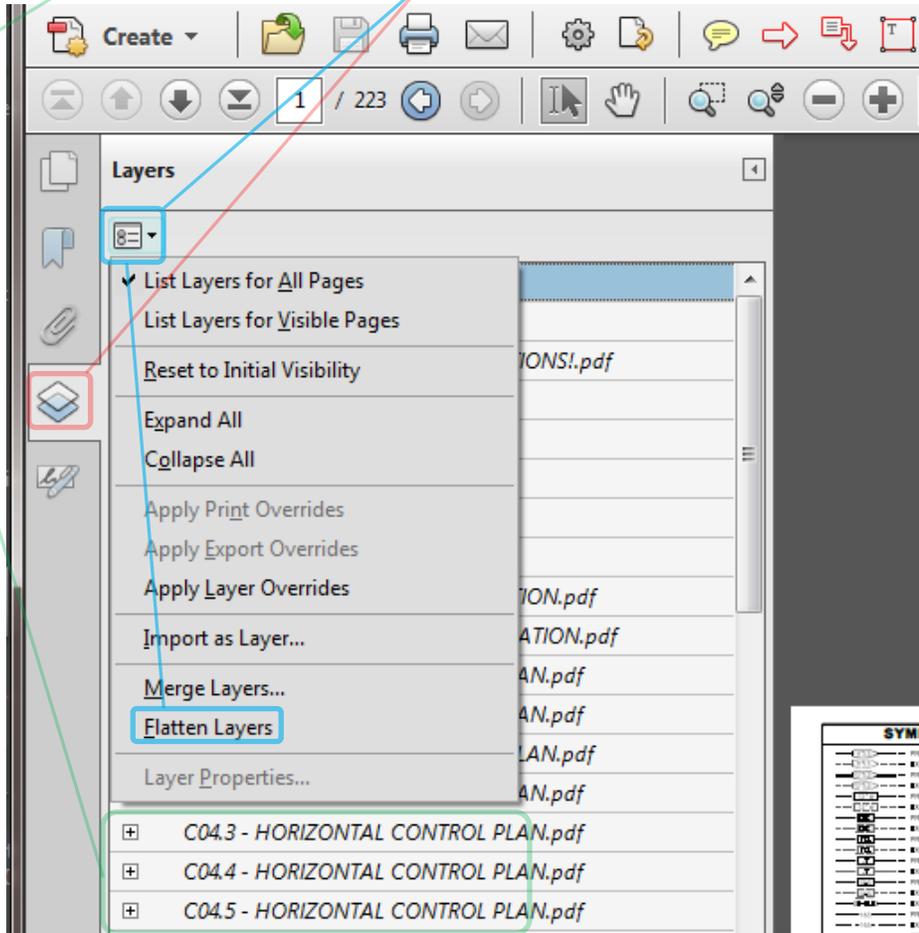


Selecting ok will open the Save Optimized As window. To complete the entire operation, you must select *Save*.



## Layers should be flattened

When converting from the original CAD file to a Portable Document File (PDF), **layers should 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.

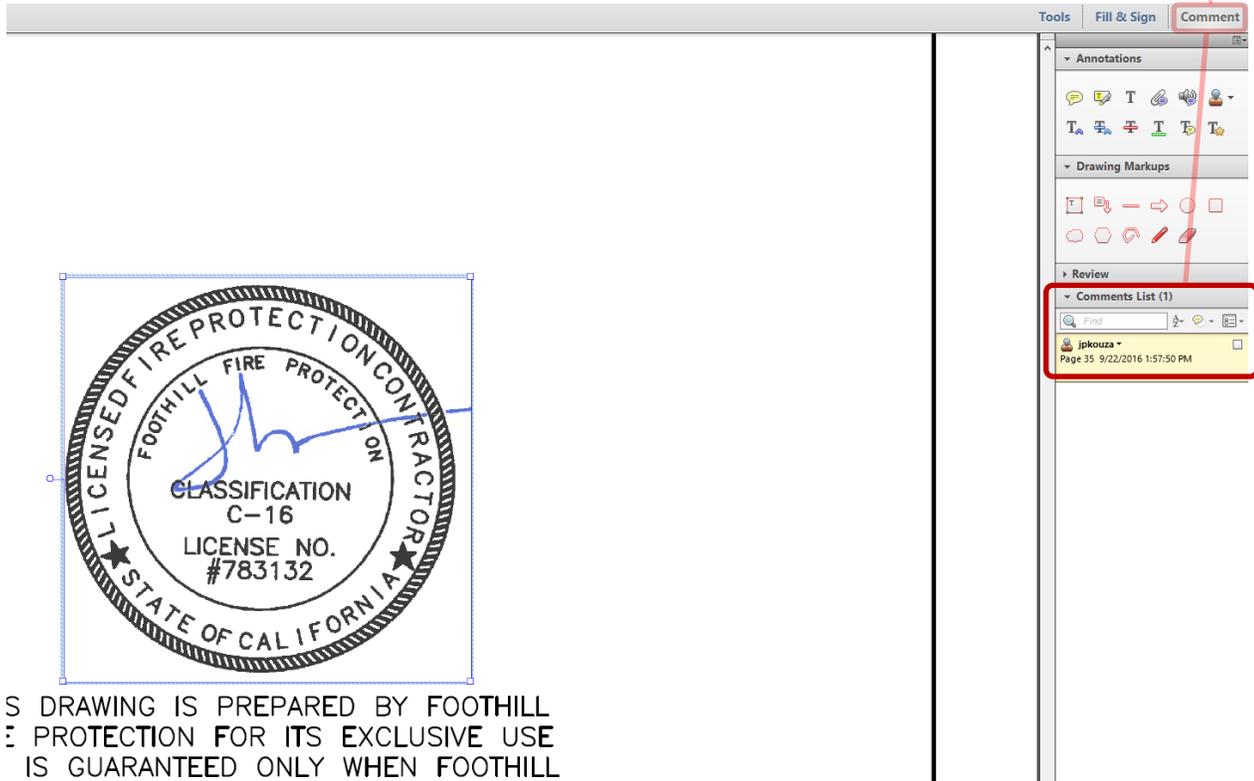


Note that we will attempt to eliminate layers from your file, if they are present.

## Checking for and Eliminating Comments:

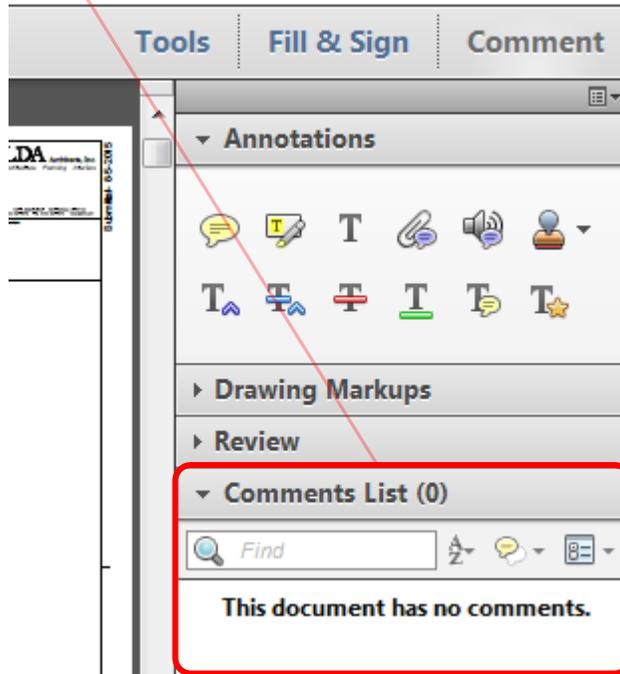
In addition to checking for layers, files must be reviewed for the existence of comments. Submittal files should not have any un-flattened comments. To check for the existence of comments click on the word, Comment in the upper right-hand corner of the screen (in Adobe Acrobat Pro). The example shown below contains one comment. This file must be flattened and re-saved.

There are two reasons for flattening comments. The first reason is customer security. In the example shown a licensed professional's signature is selectable. The second reason is that external comments have proven to cause file stability problems within the city's plan review environment.



The screenshot displays the Adobe Acrobat Pro interface. The top toolbar includes 'Tools', 'Fill & Sign', and 'Comment'. The 'Comment' tab is active, showing a 'Comments List (1)' panel on the right. A red box highlights the comment entry in the list, which reads: 'jpkouza - Page 35 9/22/2016 1:57:50 PM'. On the left, a circular professional seal for 'FOOTHILL FIRE PROTECTION CONTRACTOR' is visible, containing the text 'CLASSIFICATION C-16' and 'LICENSE NO. #783132'. A blue signature is written over the seal. Below the seal, the text reads: 'S DRAWING IS PREPARED BY FOOTHILL PROTECTION FOR ITS EXCLUSIVE USE IS GUARANTEED ONLY WHEN FOOTHILL'.

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.



**Note that we will flatten these types of comments for you if they are present in a file. However, the next section discusses a very specific type of comment which we are unable to flatten for you. These comments will appear to be flattened when using a flattening tool, but they will continue to reappear when opened on another computer. Please, review the “Autodesk AutoCAD SHX text comments” section below.**

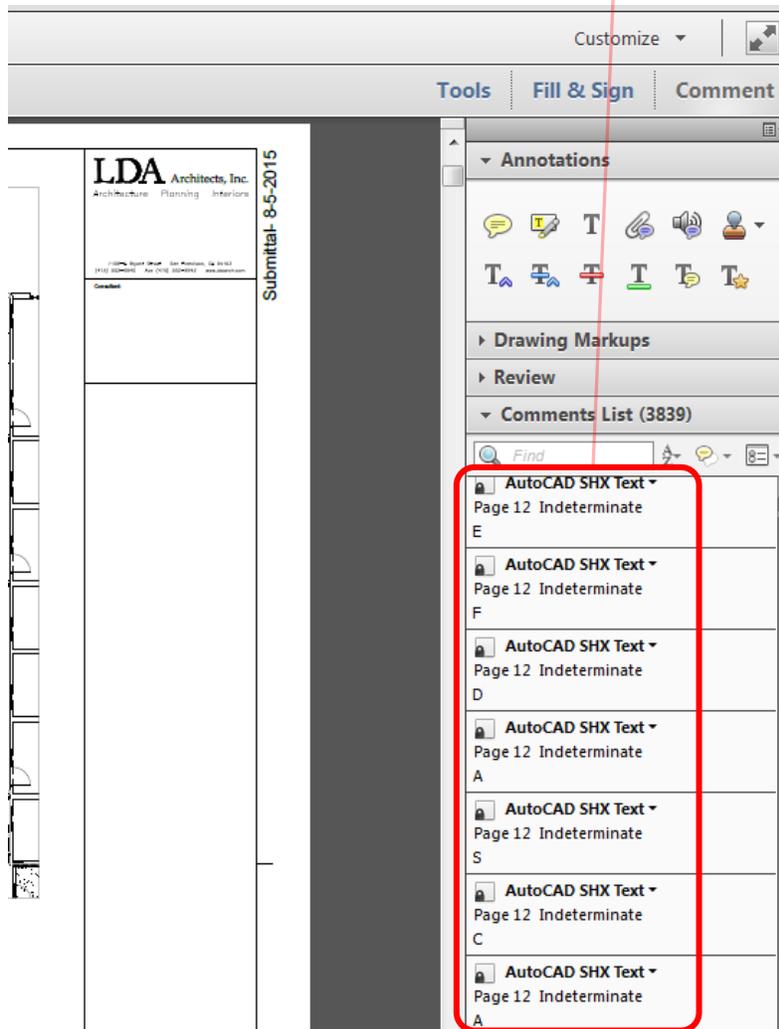
## Autodesk AutoCAD SHX text comments

Among the many types of comments which you may encounter the AutoCAD SHX text comment as shown below are of significance.

**Submitted PDF files must be free of these comments as we are unable to flatten them for you. Even when they appear to be flattened using the standard Adobe Add-on flattening tool described in a section below, they will re-appear once the document is opened on another computer.**

The link below takes you to a discussion of this problem directly from the Autodesk website. There is an issue with AutoCAD 2016 which causes comments to generate when SHX fonts are used in a drawing. This issue can be fixed by the AutoCAD user by installing service pack 1 for AutoCAD 2016. This will allow the user to turn this behavior off within AutoCAD. Alternatively, the AutoCAD user can stop using SHX fonts and use true type fonts which will not produce this problem.

<https://knowledge.autodesk.com/search-result/caas/sfdcarticles/sfdcarticles/Drawing-text-appears-as-Comments-in-a-PDF-created-by-AutoCAD.html>

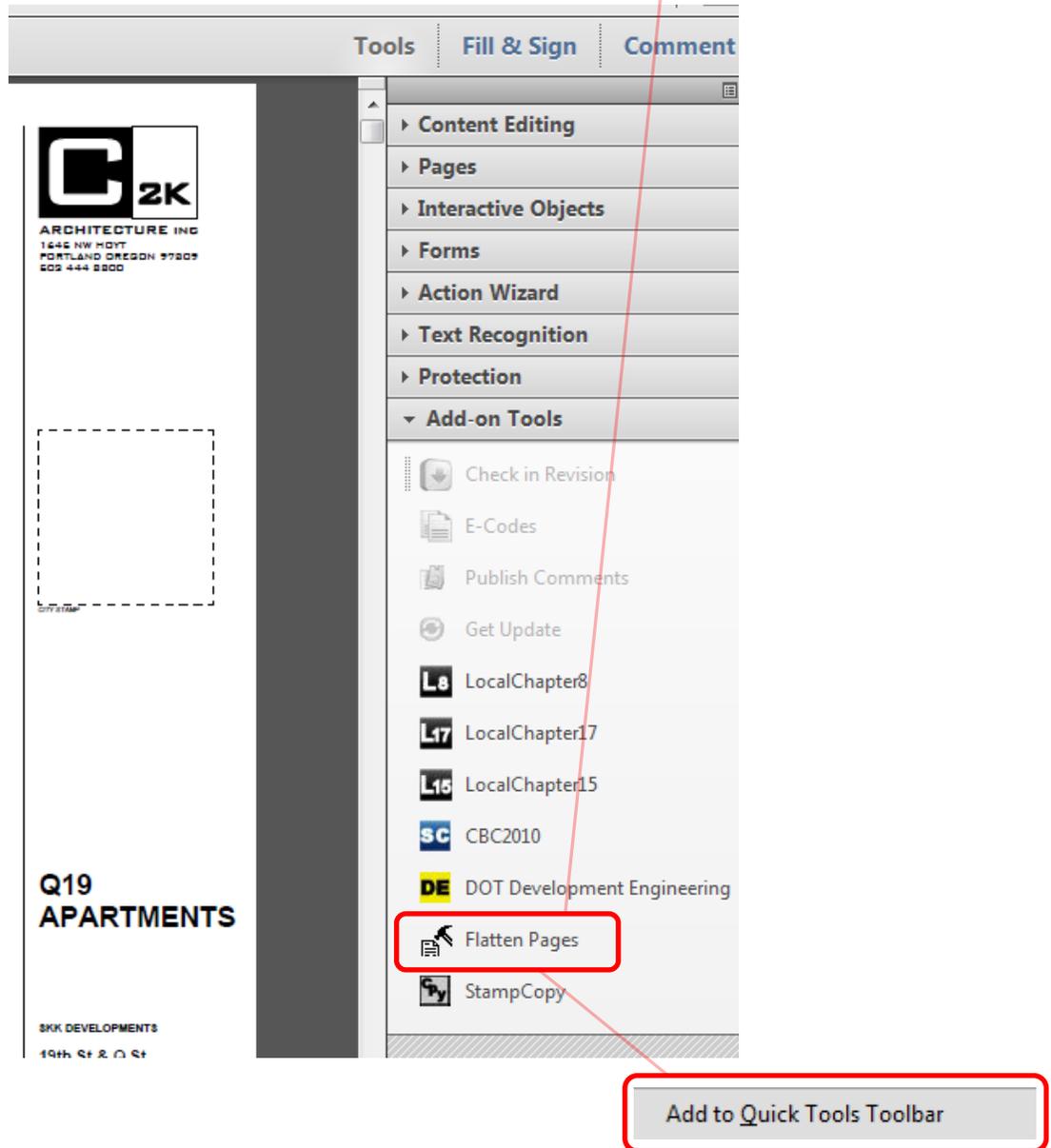


## Flattening Tool:

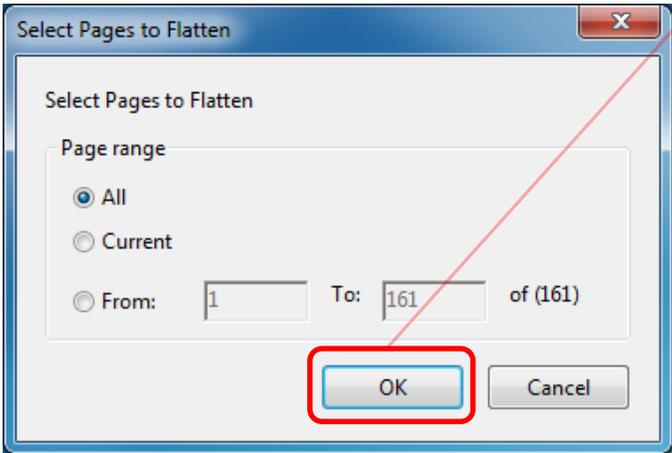
The operation of flattening all comments in a PDF file is very simple. Unfortunately, though, Acrobat does not come with a flattening tool out of the box. Search for “flatten page content tool” on the web and you will find a free downloadable tool.

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.



## 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:

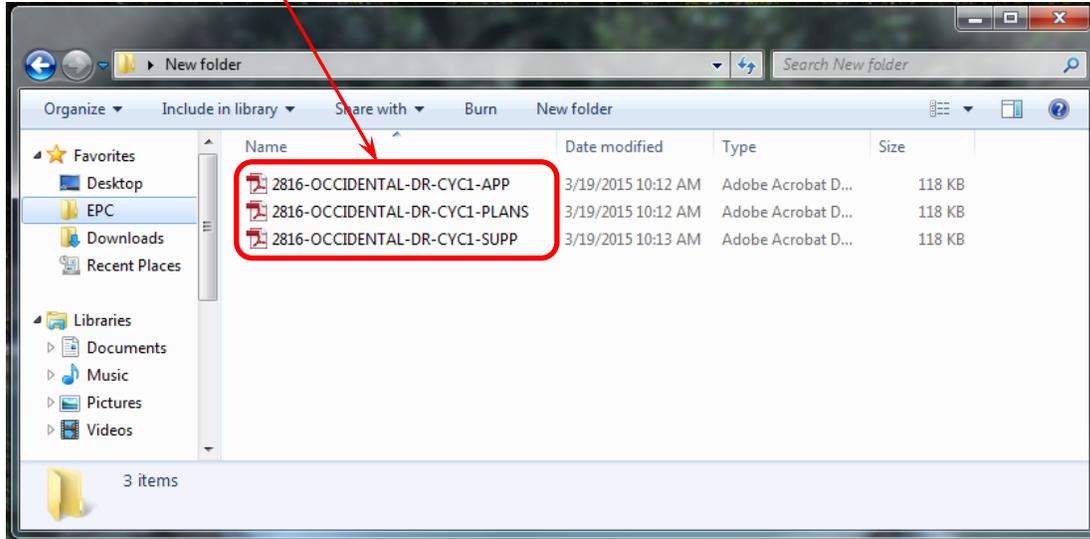
1. XYZaddress-CYC1-APP
2. XYZaddress-CYC1-PLANS
3. XYZaddress-CYC1-SUPP

### 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 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. Therefore, 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. However, if the plan review corrections do not affect a file (SUPP or PLANS), it should not be uploaded when resubmitting for a new plan review cycle.

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 new documents.

## Revisions (to issued permits):

One clear way of knowing that you need to apply for a revision is by asking yourself two simple questions.

Those questions are:

1. Am I seeking authorization to alter the scope of an Issued permit?
2. Am I expanding the scope of the previously issued permit?

If you answer yes to question 1, and no to question 2 you need to apply for a Revision. If your answer is that you do not yet have an issued permit (no to question 1). Then you do not need to apply for a revision. Instead you should refer to the section titled “**When do I Resubmit and other details**”, subparagraph “**Mid plan review scope revisions**”.

If you answer yes to question 2 you most likely need a new separate permit. The reason for this, is that scope expansions involve the need for additional field inspections and potentially other fees. Revision records do not involve the collection of additional field inspection fees or other fees.

Now that we have established that you need to apply for a revision lets go over the steps.

- First fill out the Deferred / Revision form (CDD-0269), adhering to the instruction sheet which accompanies this form. This form should be included in the electronic **APP** file for the revision;
- Next, assemble a **PLANS** file comprised of the sheets effected by the revision. When submitting *revisions*, 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.**
- If the scope of the revision requires support documents or revision of support documents such as structural calculations, sprinkler calculations etc. those must also be submitted as the **SUPP** file;
- Submit the APP, SUPP and PLANS files to the City of Sacramento, Building Department.
  - *Through the Citizen Portal* – for more detail, refer to the section of this guide titled **Online Submission, Demonstrated**. When you get to the application page of the online submission process you will need to select the *Deferred/Revision to issued permit* option. Once this option is selected another box will open requiring you to enter the record number of the permit being revised.

### Revision Naming:

File naming of revision for initial submission can follow the same conventions outlined in the *File Naming* section of this guide. Do not be concerned that the files will become confused with files submitted for the main permit. When you submit your files, they will be assigned a unique record number which will clearly differentiate them from all other submitted electronic files.

### Revision Plan Set Construction:

**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.

### Revision Fees:

Because revisions never expand the scope of a project but instead simply revise its scope they inherently have no project value. The fees which are charged are limited to plan review, a technology recovery and intake fees. At the end of the review process, when your revision has been approved all plan review hours are totaled, an invoice is produced with the plan review hourly fees and the technology fee. This invoice is emailed to the applicant for payment.

## Deferred Submittals:

Deferred submittals are portions of a scope of work covered by a building permit, which were not contained in the plans submitted at the time of permit application. Deferred submittals must be approved by the Building Official or his or her designee. All deferred items must be listed on the cover sheet of the plan set they were deferred from.

If the above steps were not followed when applying for a permit, then a deferred submittal should not be submitted. Instead the scope must be submitted for review and approval as a new separate building permit.

Once you have confirmed the proper steps supporting deferred submittal were followed, proceed with preparation of the electronic files for submittal.

- First fill out the Deferred / Revision form (CDD-0269), adhering to the instruction sheet which accompanies this form. This form will become the electronic **APP** file for the deferred submittal;
- Next, assemble a **PLANS** file showing the scope of the deferred work. When submitting *deferred* submittals only submit sheets showing the scope of the deferred work;
- If the scope of the deferred work requires support documents such as structural calculations, sprinkler calculations etc. those must also be submitted as the **SUPP** file;
- Submit the APP, SUPP and PLANS files to the City of Sacramento, Building Department.
  - *Through the Citizen Portal* – for more detail, refer to the section of this guide titled **Online Submission, Demonstrated**. When you get to the application page of the online submission process you will need to select the *Deferred/Revision to issued permit*. Once this option is selected another box will open requiring you to enter the record number of the permit being revised.

## Deferred Submittal Naming:

File naming of deferred submittal for initial submission can follow the same conventions outlined in the *File Naming* section of this guide. Do not be concerned that the files will become confused with files submitted for the main permit. When you submit your files, they will be assigned a unique record number which will clearly differentiate them from all other submitted electronic files.

## Deferred Submittal Plan Set Construction:

**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, not just the sheets which describe the 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 deferred submittal to an issued permit only involves electrical changes, only E sheets need be submitted.

## Deferred Submittal Fees:

Deferred submittals do not have a project value the value is included in the main permit scope. The fees which are charged are limited to plan review, a technology recovery and intake fees. At the end of the review process, when your deferred submittal has been approved all plan review hours are totaled, an invoice is produced with the plan review hourly fees and the technology fee. This invoice is emailed to the applicant for payment.

## 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 pay submittal fees just like a traditional paper submittal 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. Payments can be made [online](#) or at the [public counter](#).

## 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.

**Building** **Planning** **Public Works** **Operating Permit** **General Property Info** **Home**

Advanced Search ▾

### SACRAMENTO CITIZEN PERMIT PORTAL

Welcome to Sacramento's Citizen Portal! This portal allows the public to check statuses, pay fees, and view details for permits.

If you would like to look up or pay fees for a specific record, select the search or pay fees link under the appropriate program heading.

Some Portal functionality is only available after registering for an account.

#### APPLICATION INSTRUCTIONS

For instructions on preparing and submitting an application navigate to the program's web page below.

**Planning Division:** e-Planning, Online Payments  
**Building Division:** Electronic Plan Check (EPC), Online Minor Permit Program, Safety Inspection Requests, Inspection Scheduling, Online Payments  
**Operating Permits:** Mobile Food Vending, Cannabis Business Operating Permit (BOP)  
**Public Works:** Minor Encroachment, Major Encroachment, Transportation Permit  
**Code Enforcement:** Information on open and closed cases, Code Enforcement, and Housing and Dangerous Building cases

#### FOR ASSISTANCE

- Online Minor Permit Program email: [streamline@cityofsacramento.org](mailto:streamline@cityofsacramento.org)
- Building Electronic Plan Check Process: [epcintake@cityofsacramento.org](mailto:epcintake@cityofsacramento.org)
- Planning Electronic Plan check or submittal: [planning@cityofsacramento.org](mailto:planning@cityofsacramento.org)
- General Building Division question: [ezpermit@cityofsacramento.org](mailto:ezpermit@cityofsacramento.org)
- Public Works:
  - Minor or Major Encroachment Permits: [DE@cityofsacramento.org](mailto:DE@cityofsacramento.org)
  - Blanket Encroachment permits (Utilities Companies only): [encroachments@cityofsacramento.org](mailto:encroachments@cityofsacramento.org)
- Operating Permits: [businesspermits@cityofsacramento.org](mailto:businesspermits@cityofsacramento.org)
- Office of Cannabis Management: [cannabis@cityofsacramento.org](mailto:cannabis@cityofsacramento.org)

If you cannot find the information you are looking for, please use the City's updated search tool at <https://search.cityofsacramento.org> or call 311 or dial (916) 264-5011 outside the city limits.

<b>Building</b>	<b>Planning</b>
<a href="#">Search Permits or Submittals / Pay fees</a>	<a href="#">Search Planning Applications / Pay Fees</a>
<a href="#">Search to Schedule an Inspection</a>	
<b>Public Works</b>	<b>Operating Permit</b>
<a href="#">Search Public Works Applications</a>	<a href="#">Search for Operating Permits</a>
<b>General Property Info</b>	
<a href="#">Zoning and Property Details</a>	

#### Login

User Name or E-mail:

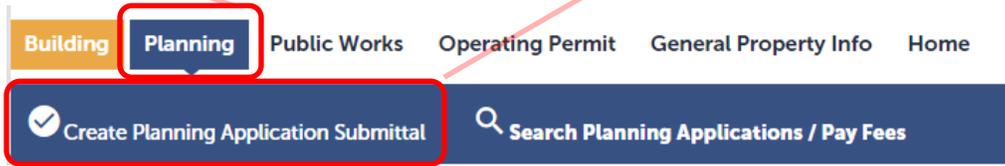
Password:

[Login >](#)

Remember me on this computer  
(Do not forget my password)

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

Once logged in, select the Planning tab. Notice the Create Application Submittal option below:



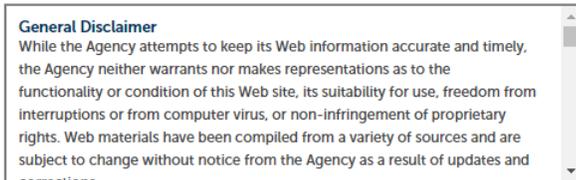
Selecting this link will bring you to the on-line application terms agreement. Agree to this to proceed.



#### Online Application

Welcome to Agency's Online Permitting System. 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.

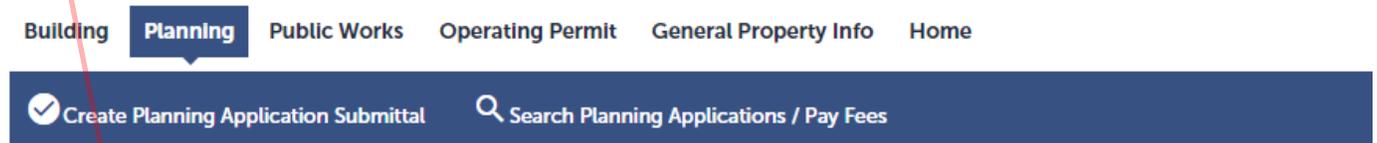
Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.



I have read and accepted the above terms.



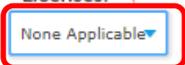
Having agreed to the on-line terms agreement you will be brought to the screen below which enables you to select a contractor's license associated with your Citizen Portal account. It is not necessary for you to have a contractor's license associated with your Citizen Portal account to submit a project 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:



On the next several screen you will be asked to all project specific information:

### 1-Site Information

You are now at the first of several screens which will allow you to enter information describing the location and nature of the application 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.

Building Planning Public Works Operating Permit General Property Info Home

Create Planning Application Submittal Search Planning Applications / Pay Fees

Planning Online Submittal

1 Site Information 2 People 3 Application 4 Documents 5 Review 6

Step 1: Site Information > Location \* indicates a required field.

Address

If property does not currently have a street address only populate the parcel field.

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

Search Clear

Parcel

test

\* Parcel Number: Legal Description:  
//

Search Clear

Owner

test

Owner Name: ⓘ

Address Line 1:

Address Line 2: City: State: Zip:  
--Sel

Search Clear

Continue Application » Save and resume later

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

test

Owner Name:

Address Line 1:

Address Line 2:

City:  State:  Zip:

## 2-People

The section allows you to select the Applicant. The applicant will generally be the project contact the City will communicate with throughout the entire submittal, plan review, processing and permit issuance. Note that you can add multiple contacts to your Public User account, to designate a particular project contact for your submittal.

Step 2 : People > Contacts \* indicates a required field.

**Applicant**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

### 3-Application Details

In this section you can select the Application Type. This guide addresses only projects which either do not require a planning entitlement or already have one, and construction plans and supporting documentation is ready to be submitted to the building division for EPC.

Select Building Permit Submittal Clearance below. Complete Activity Type section, select the activity type which most accurately describes the scope of your project and enter the Job Value. Type the *Description of Work* shown on your building permit application (CDD-0200) into the scope of work box. This scope of work should match your project scope from your construction plans.

**APPLICATION TYPE**

Planning Entitlement:  ?

**Building Permit Submittal Clearance:**  ?

Pre-submittal Zoning Review:  ?

**ACTIVITY TYPE**

[A list of Activity Types is only displayed when "Application for Building Permit Submittal Clearance" is selected.] Please select the most applicable Activity Type for your project.

Job Value: \*

Master Plan Review:  ?

**New Commercial Building:**  ?

Addition to Commercial Building:  ?

Initial Occupancy of Commercial Building:  ?

Remodel and Change of Use of Commercial Building/Space:  ?

Remodel of Commercial Building:  ?

Revision to Issued Residential Permit:  ?

New Residential Building:  ?

Addition to Residential Building:  ?

Remodel of Residential Building:  ?

Deferred/Revision to Issued Commercial Permit:  ?

**SCOPE OF WORK**

\* Applicant Scope of Work:

[Continue Application »](#)

[Save and resume later](#)

**Additions to Commercial or Residential Buildings:**

Note that when your project scope is Addition to Commercial or Residential Building two additional *Job Value* fields must be completed to break down the total project valuation for the addition and the remodel aspect of the proposed work:

**ACTIVITY TYPE**  
[A list of Activity Types is only displayed when "Application for Building Permit Submittal Clearance" is selected.] Please select the most applicable Activity Type for your project.

Job Value: *	<input type="text" value="4300000"/>
Job Value for Addition Work: *	<input type="text" value="4000000"/>
Job Value for Remodel Work: *	<input type="text" value="300000"/>
Master Plan Review:	<input type="checkbox"/>
New Commercial Building:	<input type="checkbox"/>
Addition to Commercial Building:	<input checked="" type="checkbox"/>

**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.

## 4-Documents

This section provides information on the types of documents that must be uploaded for each of the selections made in the previous section. To proceed at least two pdf files must be uploaded: the APP (Building Permit Application) and the PLANS (Construction Plans) file. In this guide only the Building Permit Submittal Clearance option is discussed.

**Building Permit Submittal Clearance:** For applicants who have prepared all building permit application materials and need Planning to review them in order to submit to the Building Division. All projects require planning approval to submit to the building division.

- [Building Construction Plans](#)
- [Building Permit Application \(CDD-0200\)](#)
- [Building Supplemental](#)

**Step 4: Documents > Submittal Documents**

\* indicates a required field.

### Attachment

Three Categories describe Planning applicants: **Planning Entitlement**, **Building Permit Submittal Clearance** and **Pre-submittal Zoning review**. These categories have distinct submittal requirements. Listed below, under the Application Type names, is a list of the required documents for each category.

**Planning Entitlement:** For applicants who know their project requires a Planning entitlement.  
Planning Plans (Site, Floor, Landscaping and Elevation plan sheets)  
Planning Application (CDD-0063)  
Planning Supplemental (see submittal Matrix on page 2 of the Planning Entitlement Application)

**Building Permit Submittal Clearance:** For applicants who have prepared all building permit application materials and need Planning to review them in order to submit to the Building Division. All projects require planning approval to submit to the building division.  
Building Construction Plans  
Building Permit Application (CDD-0200)  
Building Supplemental

**Pre-submittal Zoning Review:** For applicants in the early stages of project planning that need to know if an entitlement is required before preparing construction plans.  
Planning Plans (Site, Floor, Landscaping and Elevation plan sheets)  
Description of work Statement.

The maximum file size allowed is 1000 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	Type	Size	Uploaded	Action
No records found.				

**Add**

**Continue Application »**

**Save and resume later**

To upload your building submittal documents, select **Add**. Then locate the files for upload on your computer:

The image shows two screenshots. The left screenshot is a 'File Upload' dialog box with a close button (X) in the top right. It contains the text: 'The maximum file size allowed is 1000 MB. html;htm;mht;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.' At the bottom, there are buttons for 'Continue', 'Add', 'Remove All', and 'Cancel'. The 'Add' button is highlighted with a red box. The right screenshot is a Windows File Explorer window showing a folder named '123-MAIN-AVE-CYC1-SUPP'. It contains three files: '123-MAIN-AVE-CYC1-APP', '123-MAIN-AVE-CYC1-PLANS', and '123-MAIN-AVE-CYC1-SUPP'. The three files are selected and highlighted with a red box. The 'File name' field at the bottom shows '123-MAIN-AVE-CYC1-SUPP' and the file type is set to 'All Files'. The 'Open' button is highlighted with a red box. Red arrows point from the 'Add' button in the first screenshot to the 'Open' button in the second screenshot, and from the selected files in the second screenshot to the 'Add' button in the first screenshot.

A progress bar may appear while your files are being uploaded. You will see a confirmation of your upload with the following screen. Select Continue finish adding these files to your submittal.



The following page will allow you to select the correct document Category. Note that only the three types of Categories listed above should be selected when requesting clearance to submit to Building. *Don't forget to Save the documents prior to continuing the Application.*

\* Type:  
Building Permit Application (CDD-02▼

File:  
123-MAIN-AVE-CYC1-APP.pdf  
100%

\* Description:  
Building Permit Application, Agent for Owner Authorization Form

\* Type:  
Building Construction Plans ▼

File:  
123-MAIN-AVE-CYC1-PLANS.pdf  
100%

\* Description:  
Construction plans

\* Type:  
Building Supplemental ▼

File:  
123-MAIN-AVE-CYC1-SUPP.pdf  
100%

\* Description:  
Soils Report, Structural Calculations, Sprinkler Cutsheets, Water Supply Test Report

Save Add Remove All

Continue Application »

A confirmation of the successful upload will be displayed along with the document types uploaded as shown below.



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

Name	Type	Size	Uploaded	Action
<a href="#">123-MAIN-AVE-CYC1-APP.pdf</a>	Building Permit Application (CDD-0200)	6.07 MB	12/24/2019	
<a href="#">123-MAIN-AVE-CYC1-SUPP.pdf</a>	Building Supplemental	14.38 MB	12/24/2019	
<a href="#">123-MAIN-AVE-CYC1-PLANS.pdf</a>	Building Construction Plans	641.65 KB	12/24/2019	

Add

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

Create Planning Application Submittal Search Planning Applications / Pay Fees

Planning Online Submittal

1 2 People 3 Application 4 Documents 5 Review 6 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** Edit

Planning Online Submittal

**Address** Edit

300 RICHARDS BLVD

**Parcel** Edit

Parcel Number: 001-0210-045-0000  
Legal Description: N LOT 2 PM 158-12

**Owner** Edit

CITY OF SACRAMENTO  
915 I ST FL 5  
SACRAMENTO CA 95814

**Applicant** Edit

Viktoria Handley  
300 Richards Blvd  
Sacramento, CA, 95811  
United States  
Mobile Phone: 530-518-7282  
E-mail: vhandley@cityofsacramento.org

**Custom Fields** Edit

APPLICATION TYPE

Planning Entitlement:	No
Building Permit Submittal Clearance:	Yes
Pre-submittal Zoning Review:	No

ACTIVITY TYPE

Job Value:	4300000
Job Value for Addition Work:	4000000
Job Value for Remodel Work:	3000000
Master Plan Review:	No
New Commercial Building:	No
Addition to Commercial Building:	Yes
Initial Occupancy of Commercial Building:	No
Remodel and Change of Use of Commercial Building/Space:	No
Remodel of Commercial Building:	No
Revision to Issued Residential Permit:	No
New Residential Building:	No
Addition to Residential Building:	No
Remodel of Residential Building:	No
Deferred/Revision to Issued Commercial Permit:	No

SCOPE OF WORK

Applicant Scope of Work: Construct a 2 story 6,350 sf commercial retail building on a vacant lot, with 350 sf patio & site development

**Attachment** Edit

The maximum file size allowed is 1000 MB.  
html,htm,html,exe,mid,linkz,mp3,mp4,avi,mpg,mov,m4v,gif,rar,doc,docx,xlsx,xls,css,wmv,rpt,txt,xml,rtf,wav,sq,wpd are disallowed file types to upload.

Name	Type	Size	Uploaded	Action
123-MAIN-AVE-CYCL1-APP.pdf	Building Permit Application (CDD-0200)	6.07 MB	12/24/2019	<a href="#">Download</a>
123-MAIN-AVE-CYCL1-SUPP.pdf	Building Supplemental	14.38 MB	12/24/2019	<a href="#">Download</a>
123-MAIN-AVE-CYCL1-PLANS.pdf	Building Construction Plans	641.65 KB	12/24/2019	<a href="#">Download</a>

Continue Application » Save and resume later

## 6 – Record Issuance

Once you select Continue Application, your Planning Application is created. Please, make a note of the Record Number, which in this example is PLN-00052

✓ Create Planning Application Submittal    🔍 Search Planning Applications / Pay Fees

Planning Online Submittal

1    2 People    3 Application    4 Documents    5 Review    6 Record Issuance

**Step 6: 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 PLN19-00052.**

Receipt - You will need this number in case a refund is requested in the future.

Choose "View Record Details" to check status or make other updates to the record.

[View Record Details »](#) (You may need to re-enter the Record Number if your connection is broken.)

## Checking the Status of Your On-Line EPC Submission:

Building Division intake staff has a goal of responding to all EPC submittals within 24 hours (not including weekends or holidays). 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. Once you locate your record number either through logging in or by the general search feature the following steps show how to check on your submission status online.

Your submittal record number should 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.

**Building** Planning Public Works Operating Permit General Property Info Home

Search Permits or Submittals / Pay fees Search to Schedule an Inspection

Record **SUB-1512463:**  
Commercial Plan Review Submittal  
Record Status: **Submittal Incomplete**

Record Info Payments Education Assets Custom Component

Record Details  
Intake Review & Plan Review  
Related Records  
Documents  
Schedule Inspection (will occur 7:30a - 3:00p - Inspector will call before arrival)  
Valuation Calculator

1234 Broad Street  
Nevada City, CA, 95817  
Mobile Phone: 916-123-7891  
encroachmentpermit@gmail.com

**More Details**  
Print/View Record

**Intake Review & Plan Review**

EPC Submittal  
Marked as Cycle 1 Submittal Incomplete on 10/16/2015 by GO  
Due: 10/15/2015  
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.

## 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.

The screenshot displays the Citizen Portal interface for record SUB-1512463. The navigation bar includes 'Building', 'Planning', 'Public Works', 'Operating Permit', 'General Property Info', and 'Home'. Below the navigation bar are search fields for 'Search Permits or Submittals / Pay fees' and 'Search to Schedule an Inspection'. The main content area shows the record details for 'Record SUB-1512463 Commercial Plan Review Submittal' with a status of 'Submittal Incomplete'. A dropdown menu is open under 'Record Info', with 'Documents' selected. A yellow warning banner states: 'In order to schedule inspections, you will need to have an account. If you do not have an account, you can register for one by clicking the 'Register for an Account' link at the top.' The 'Project Description' section reads: 'EPC Submittal - New Commercial Building - Construction of 10,000 sq. Ft. Office Building and associated site development improvements including a parking lot and lighting.' Below this is a table of documents with columns for Name, Record ID, Record Type, Entity Type, Type, Size, and Uploaded. Three documents are listed, all with Record ID SUB-1512463 and uploaded on 10/15/2015. At the bottom left, an 'Add' button is highlighted.

Building Planning Public Works Operating Permit General Property Info Home

Search Permits or Submittals / Pay fees Search to Schedule an Inspection

Record **SUB-1512463**  
Commercial Plan Review Submittal  
Record Status: Submittal Incomplete

Record Info Payments Education Assets Custom Component

Record Details  
Intake Review & Plan Review  
Related Records  
**Documents**  
Schedule Inspection (will occur 7:30a - 3:00p - Inspector will call before arrival)  
Valuation Calculator

1254 Broad Street  
Nevada City, CA, 95817  
Mobile Phone: 916-123-7891  
encroachmentpermit@gmail.com

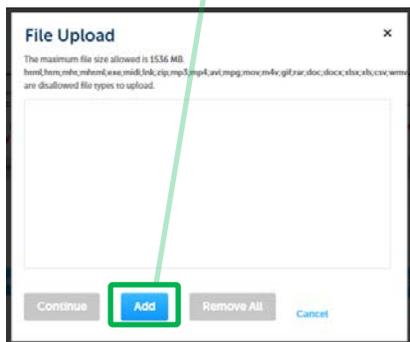
**Project Description:**  
EPC Submittal - New Commercial Building - Construction of 10,000 sq. Ft. Office Building and associated site development improvements including a parking lot and lighting.

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.

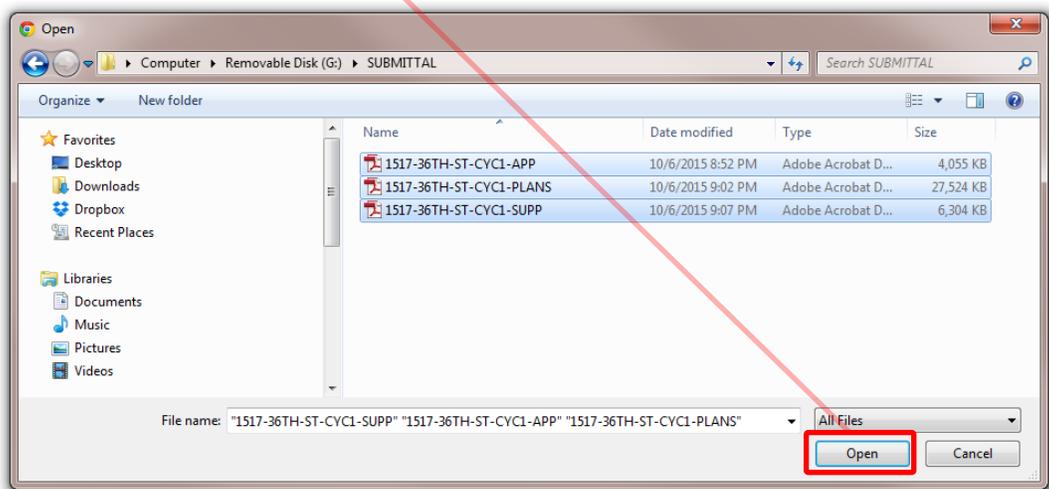
Name	Record ID	Record Type	Entity Type	Type	Size	Uploaded	Acti
1517-36TH-ST-CYC1-APP.pdf	SUB-1512463	Commercial Plan Review Submittal	Record	Permit Documents	3.96 MB	10/15/2015	
1517-36TH-ST-CYC1-SUPP.pdf	SUB-1512463	Commercial Plan Review Submittal	Record	Specifications	6.16 MB	10/15/2015	
1517-36TH-ST-CYC1-PLANS.pdf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

**Add**

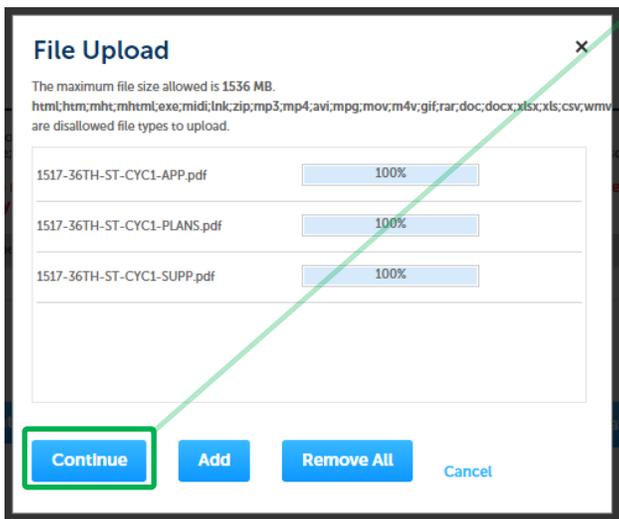
You will see the familiar *File Upload* Window. Select the Add button.



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.

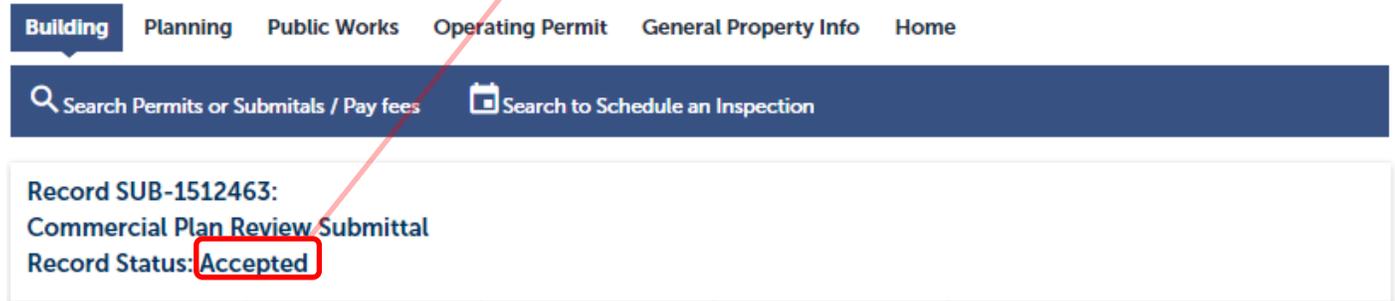


Once the progress bars show 100% next to each of the electronic files being uploaded select the Continue button to complete the upload process. Intake staff will be electronically alerted of your resubmittal. Return to the steps outlined in the section titled **Checking the Status of Your On-Line EPC Submission** over the next 24 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 navigation bar with the following items: Building (highlighted), Planning, Public Works, Operating Permit, General Property Info, and Home. Below the navigation bar is a dark blue search bar with two options: "Search Permits or Submittals / Pay fees" and "Search to Schedule an Inspection". Below the search bar is a white card with the following text: "Record SUB-1512463:", "Commercial Plan Review Submittal", and "Record Status: Accepted". The word "Accepted" is circled in red. A red line points from the underlined "record status" in the text above to the circled "Accepted" in the screenshot.

## Paying Submittal Fees

You can pay submittal fees in three possible ways, on-line (using a credit card or an electronic check), 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.

Building Planning Public Works Operating Permit General Property Info **Home**

Advanced Search ▾

**Building**  
Search Permits or Submittals / Pay fees  
Search to Schedule an Inspection

**Planning**  
Search Planning Applications / Pay Fees

**Public Works**  
Search Public Works Applications

**Operating Permit**  
Search for Operating Permits

**General Property Info**  
Zoning and Property Details

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

### General Search

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

**Search** Clear

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 Education ▾ More... ▾

This record was locked on 10/20/2015.  
Condition: School Facility  
Total Conditions: 2  
Trust Account Information  
View Condition

To schedule an inspection, click Record Info drop-down menu above. Before you can schedule inspections, you will need to log into your account. If you do not have an account, you can register for one by clicking the 'Register for an Account' link at the top.

### Fees

**Outstanding:**

Date	Invoice Number	Amount
<a href="#">10/20/2015</a>	443744	\$10,417.17
<a href="#">10/20/2015</a>	443745	\$73.00

Total outstanding fees: \$10,490.17

**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, 3<sup>rd</sup> 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, 3<sup>rd</sup> Floor between 9:00am & 4:00pm Monday through Friday.

## Plan Review Verify and Processing:

When all disciplines have approved the project, it enters the “Verify and 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-**, **FPP-** 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 a [Citizen Portal](#) account you will need to create one so that the system can identify you. The SUB- record will need to be updated to show you as a contact or licensed professional. This can be coordinated by emailing [CDD-processing@cityofsacramento.org](mailto: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 on the Citizen Portal page at: <https://aca.supp.accela.com/SACRAMENTO/Welcome.aspx>

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 page. You can locate all of the records created with your user account, or those to which you were given access by the department by navigating to the Building tab:

Building Planning Public Works Operating Permit General Property Info Home

Apply for Minor Permits/Safety Inspections Search Permits or Submittals / Pay fees more

### Records

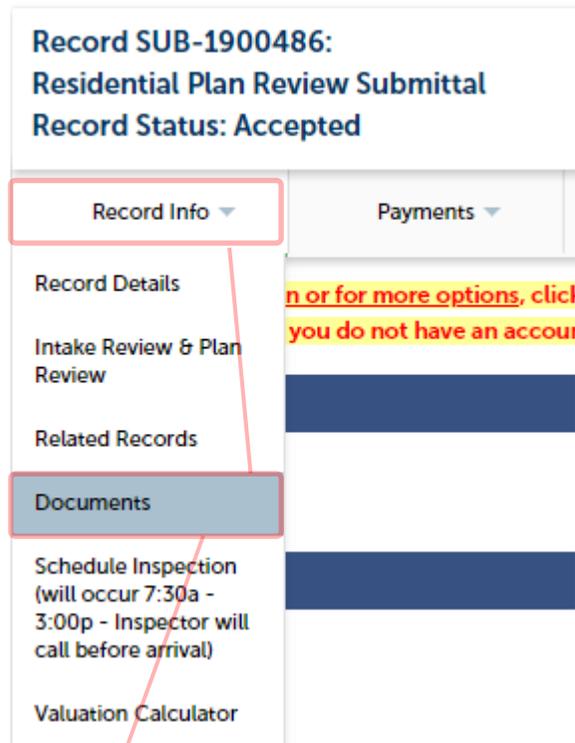
Showing 1-10 of 100+ | Download results | Add to collection

<input type="checkbox"/>	Date	Permit Number	Record Type	Description	Address	Status	Action
<input type="checkbox"/>	01/27/2020	<a href="#">SUB-2000022</a>	Commercial Plan Review Submittal	Construct a 50000 commercial retail building	300 RICHARDS BLVD, SACRAMENTO CA 95811	Submittal Pending Review	
<input type="checkbox"/>	01/17/2020	<a href="#">SUB-2000015</a>	Commercial Plan Review Submittal	New commercial building	300 RICHARDS BLVD, SACRAMENTO CA 95811	Submittal Pending Review	
<input type="checkbox"/>	01/15/2020	<a href="#">SUB-2000013</a>	Commercial Plan Review Submittal	Construct a new 5,000 sq ft single story office building on a vacant lot.	0 UNKNOWN, SACRAMENTO CA 00000	Submittal Pending Review	

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

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. 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](mailto: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.

## 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
<a href="#">COM-1512666-JOBCOPY-SUPP.pdf</a>	SUB-1512463	Commercial Plan Review Submittal	Record	Applications Documents	3.96 MB	10/21/2015	
<a href="#">COM-1512666-JOBCOPY-PLANS.pdf</a>	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	

## 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](mailto:ezpermit@cityofsacramento.org), or by our Electronic Plan Check intake team at [epcintake@cityofsacramento.org](mailto:epcintake@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.*