Guide to Permits Workshop
Thursday, December 8, 2016
Speakers

- Sean Burke, Permit Services Manager
- Judy Elias, Development Services Technician II
“Getting our Customers to Success”

- Sponsored by the City of Sacramento, Community Development Department

- Purpose: To continuously provide our customers with the tools and information for success

- When: Monthly

- Where: 300 Richards Blvd., 2nd floor RM 221 Sacramento, CA 95811
How it works

➤ You bring your brown bag lunch
➤ We provide the topic and refreshments
➤ Please DO ask questions as they arise
➤ Please DO NOT feel like you are interrupting
➤ General questions are strongly encouraged. However, if you have specific project questions, please hold them for after the meeting!
➤ Please turn off your cell phone or put on “silent.”
➤ If you need to go to the restroom, please step out quietly as this session is being recorded
Residential Project Flow Chart

Community Development Department

Express Planning Exemption

Planning

Design Review

Preservation

Building

- Express
- Housing
- Minor
- Sign
- Building

Path is applicable
Design Review & Historic Preservation Criteria

- If your structure is in a designated design review area the following apply:
  - Exterior changes, modifications or additions, including window and door change outs, re-roofs and heating/air conditioning (HVAC) need design review or preservation review. This review requires a planning application.
  - Check to see if your project is located within a Historic District

[Historic Districts Maps](CDD Resources-Maps)
When You Need a Permit

- Building Code requires permits for construction, alteration, repairs, moves, and demolitions of buildings and structures
When You Do Not Need a Permit (see handout)

Exemptions

- One story detached accessory buildings not exceeding 120 square feet (e.g., tool and storage sheds and playhouses)
- Fences not over 7 feet in height
- Oil derricks
When You Do Not Need a Permit, cont.

- Decks not exceeding 200 square feet in area, that are not more than 30 inches above grade at any point, are not attached to a dwelling and do not serve the exit door required by section R311.4
- Painting, papering and similar finish work
When You Do Not Need a Permit, cont.

- Temporary motion picture, television and theater stage sets and scenery
- Most window awnings
- Prefabricated swimming pools that are less than 24 inches deep
Keep in Mind...

- Plumbing, electrical and mechanical permits may be required for some exempted items
- Setbacks must be maintained even when permits are not required
Minor Permits

Permits which do not require support documents (e.g. drawings, structural calculations, engineering reports, etc.)
Minor Permits

- Reroof (replacing waterproof barrier or sheet lining)
- Heating and air conditioning units (HVAC’S)
- Water heaters
- Minor repairs
- Re-plumb of house
Minor Permits

- Electrical panel upgrade
- Rewiring of entire house
- Sewer line repairs or replacements (onsite)
- Water service repairs or replacements (onsite)
- Kitchen remodel involving no structural changes
- Bathroom remodels involving no structural changes
- Like for like-sized window change out
Other Improvements
Projects which require supporting documents such as drawings, structural calculations, energy efficiency reports, Truss calculations, etc.

- Additions
- Remodels involving structural modifications to a structure
- Garage conversions
- Patio covers or patio enclosures
- Space conversions (e.g., attic space to habitable)
Most Common Causes for Delays in Processing

- Window change-out
- Re-roof with change of material type
- Siding change of material ie: siding to stucco
- Landmark structure or historic district
Field Inspections

- Request inspections prior to concealing work
- Request inspection by 6 p.m., one business day prior to inspection
- Have the inspection area ready for the Inspector
Resources

- **Planning**
  - E-mail us at: planning@cityofsacramento.org

- **Building**
  - E-mail us at: EZpermit@cityofsacramento.org

- Community Development Department website: http://www.cityofsacramento.org/CDD
Resources, cont.

- Informational material is also available at our Public Counter
- Public Counter appointments
  - Tuesdays and Thursdays:
    - 8:30 a.m.; 2:00, 2:30, 3:00 and 3:30 p.m.
    - Call 916-808-5838 or e-mail CDD-Appointments@cityofsacramento.org

- Sean Burke, Permit Services Manager
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- Judy Elias, Development Services Technician
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Thank you for attending!

Please complete the evaluation form before you leave.