



Dear Client:

Thank you for inquiring about our Facilities Permit Program. Please find the enclosed documents necessary for registration. The document titles listed below include a brief description of each form:

1. **Annual Registration Form** – Names the Responsible Party, the Owner Representative and provides phone numbers and mailing addresses.
2. **Facility Location Sheet** – Lists all of the buildings to be covered by the program for a given facility and gives a designator for each. (Example – Foundry Building. F1, Clean Room C4, etc.) This form also provides us with Project Reference Numbers (PO Numbers) for each building enrolled.
3. **Control Agreement Notification Form** – This form notifies the owner that they should have an agreement in place (usually a lease agreement) requiring the tenant to obtain the owners approval for all construction work.
4. **Fee Schedule** – Information pertaining to Facility Permit Program fees.

If I can assist you in completing these forms, or if you have any questions, please contact me at (916) 804-1784. I will be contacting you shortly to discuss any further questions you may have regarding this program.

Sincerely,

Sean Burke
Program Coordinator
sburke@cityofsacramento.org



Community Development Department

300 Richards Boulevard 3rd Floor Sacramento, CA 95811

Help Line: (916) 264-5011

www.cityofsacramento.org/dsd



Facility Permit Program Annual Registration Form

Business Name _____

Facility Name _____

Mailing Address: _____

City & State _____ Zip Code: _____

Email Address*: _____

****an email address is required for projects receiving electronic billing statements.***

Owners / Agents Representative: _____

Phone: _____ Email: _____

Responsible Party: _____

Phone: _____ Email: _____

Accounts Payable Representative: _____

Phone: _____ Email: _____

I attest by my signature below, that I have read and agree to the provisions of the program as outlined in the Facility Permit Program Guide.

Responsible Party Signature: _____ Date: _____

A \$140 per building Registration Fee is required at the time of registration. The fee can be mailed with the Registration Form or paid in person at the Permit Counter, 300 Richards Blvd, Third Floor.

Received by: _____ (Facility Permit Program Coordinator) _____ (Date)

Facility Permit Program Control Agreement Notification Form

The Facility Permit Program provides that where the owner of a building does not occupy the structure enrolled in the program; a control agreement between the owner and the tenant/applicant must be in place. A control agreement is most commonly written in the form of a lease agreement. The lease may state that the tenant may not do any remodeling, alterations, repairs, or maintenance on or within the structure without express written approval of the owner, or it may allow the tenant complete authorization to perform routine maintenance and repair work, alterations or any other interior tenant improvements.

- The owner or his designated agent is responsible for all such work and shall follow the contractor registration and licensing laws established by the State of California.
- The City of Sacramento, Facility Permit Program staff shall be notified immediately of any change in the status of the control agreement.

Owner Responsibility

- The owner or his designated agent shall comply with all requirements of the Facility Permit Program and the Building, Electrical, Fire, Plumbing, Mechanical, and Energy Codes of the State of California and the City of Sacramento.
- The responsible party shall contact the Facility Permit Program Coordinator in order to schedule required inspections.
- Work performed in violation of any applicable codes may subject all registered buildings to removal from the Facility Permit Program.

Statement of Responsibility

By my signature below, I attest that I have a control agreement in place with all tenants for whom work will be conducted under the Facility Permit Program.

Name of Owner (Print): _____

Owner Signature: _____ Date: _____

Facility Permit Program Fee Schedule

FPP Annual Registration Fee

\$140 per building per year

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

Tenant Improvements & Remodels

Standard valuation based fees and expedited plan review and hourly fire review and inspection

These projects will be subject to standard project valuation plan review and building inspection fees based on National Construction Indexes and Valuation Tables. In addition, a fifty (50) percent expedited plan review fee will be assessed. If applicable, phased permit fees may also be charged. Fees will be collected at the time of application submittal.

Fire Department plan review and inspection fees will be billed at \$140 per hour. The fire plan review fees and a fire inspection deposit of a minimum of \$280 will be collected at the time of permit issuance. All remaining fire inspection fees will be assessed and paid prior to the final fire inspection.

If additional fees are required as a result of reviews outside of the outlined FPP services, those fees shall be itemized and billed to the appropriate Project Reference Number.