



## Development Services Department

300 Richards Boulevard 3rd Floor Sacramento, CA 95811

Help Line: (916) 264-5011

[www.cityofsacramento.org/dsd](http://www.cityofsacramento.org/dsd)



### Before You Start Your Project

Before you submit your application, use this checklist showing common issues that can affect project timelines and approvals. This will help avoid unnecessary delays. This is especially important for small projects completed without the help of a design professional.

- I am confident that I have the necessary skills to handle this project on my own or I have obtained the help that I will need to complete this project.
- I have checked the location and size of the water lines and they will be sufficient for this project. Contact Utilities at 916-808-5454
- I have checked the location and size of the sewer lines and they will be sufficient for this project. Contact Utilities at 916-808-5454
- I have reviewed my property documents to ensure that there are not easements in the area where development will occur.
- I have verified that there are not any heritage trees on my site and that their drip line does not extend into the area where development will occur.
- I have checked the requirements for parking and have the space available to meet these requirements.
- I have checked the requirements for any off-site improvements that need to be made such as sidewalks, street improvements, trenching, etc. Contact Development Engineering at 916-808-8300
- I have reviewed the fees associated with this project and have the funds or financing available.
- I have checked to see if my building is of historical significance.
- I have checked to see if I am in a Design Review District and what the requirements are for my area.
- I have had the soil checked for contamination.
- I have submitted plans to the Sacramento County Environmental Management Department, Environmental Health Division (restaurants and food sales only). Contact the Health Department at 916-875-8440
- I have contacted the Sacramento Air Quality Management District (commercial demolitions only). Contact Air Quality at 916-874-4800
- I have obtained an approval letter from the Sacramento Municipal Utility District (new commercial structures only). Contact SMUD's New Services Division at 1-888-742-7683.