



Community Development Department

300 Richards Boulevard 3rd Floor Sacramento, CA 95811

Help Line: (916) 264-5011

www.cityofsacramento.org/dsd



Criteria for Over the Counter Plan Review

Please check the appropriate boxes and complete the MOU. Include with the over-the-counter plan submittal.

Residential:

Over-the-counter review hours are 9:00 a.m. to 3:00 p.m. Monday through Friday. Projects eligible for over-the-counter review include:

- Tile roof calculations
- Remodels with minor structural changes
- Most attached patio covers
- General code questions

Notes:

1. Projects that require approval from other departments, such as: Utilities, Design Review, Development Engineering, etc. may not qualify for an over-the-counter review.
2. Estimated plan review time exceeding 20 minutes may not qualify.

Commercial:

Over-the-counter review hours are 9:00 a.m. and 12:00 p.m. on Monday, Wednesday, and Friday. Projects eligible for over-the-counter review include:

- Interior alterations (see note #1 below)
- HVAC installations (see note #8 below)
- Minor Electrical
- General code questions

Notes:

1. Basic interior alterations (no first time tenant improvements and no additions).
2. Occupancy groups B and M only, no restaurants, assembly, or group H occupancies.
3. Projects that require approval from other departments, such as: Utilities, Design Review, Development Engineering, County Health etc. may not qualify for an over-the-counter review.
4. No change in occupancies to a higher life safety hazard.
5. No projects greater than 3,000 sq. ft.
6. No structural modifications requiring engineering.
7. No projects that require major disability access review or hardships.
8. HVAC installs over 400 lbs may qualify for over-the-counter review with a structural framing plan, anchorage details and engineered calculations verifying the existing framing and anchorage.
9. Must have Air Quality (Asbestos Survey) and Regional Sanitation approval prior to submittal.
10. Estimated plan review time exceeding 20 minutes may not qualify.

All other reviews, revisions, and re-submittals shall be submitted and targeted for formal review.

Over-the-Counter Memorandum of Understanding

I understand that requesting an over-the-counter review will not guarantee a permit issued same day unless the project meets the over-the-counter criteria and the plans have been approved by all disciplines. I also understand that this is a request and not a guarantee that my project will be reviewed. I understand that receiving an over-the-counter review depends on the availability of plan review staff and number of requests.

I confirm that my plans conform to the over-the-counter criteria as outline in this document.

Applicant's Name: _____ Cell Number: _____

Applicant's Signature: _____ Date: _____