



Development Services Department

300 Richards Boulevard 3rd Floor Sacramento, CA 95811

Help Line: (916) 808-5656

www.cityofsacramento.org/dsd



RESIDENTIAL PLAN CHECK METHODS

- Regular Plan Check
- Over-the-Counter Plan Check
- Appointment Plan Check

GENERAL INFORMATION

The goal of the Building Division's Residential Plan Check Staff is to provide quality review services for one and two family dwellings. In addition to the **Regular Plan Check** process, the Development Services Department offers **Over-the-Counter Plan Checks** and **Appointment Plan Checks** for qualified projects. A description of each type of plan check service is provided below. If your project does not qualify for an Over-the-Counter or an Appointment Plan Check, it will be necessary to submit your plans for a Regular Plan Check.

A Building Technician at the permit counter can help to determine which type of plan check process is applicable for your project.

REGULAR PLAN CHECK

Regular Plan Check offers an applicant the ability to submit their project to a plan checker who will contact them once they have completed a thorough plan review. For most residential construction projects this review is completed in approximately two weeks time. Any project type can be submitted for Regular Plan Review.

OVER-THE-COUNTER PLAN CHECK

Over-the-Counter Plan Check offers an applicant the ability to obtain a convenient and expedient plan check and potential permit approval at the permit counter.

To qualify for over the Counter Plan Check the project should:

- Be a minor construction project such as a small improvement or alteration.
- Not require engineering calculations.
- Not require outstanding review by other divisions or departments.
- Be able to be checked in approximately 30 minutes or less.

Examples include one-story additions of less than 500 square feet, interior remodels, patio covers, etc.

APPOINTMENT PLAN CHECK

Appointment Plan Check offers the applicant the ability to obtain a convenient and expedient plan check and potential permit approval, both of which are accomplished during a scheduled appointment. If the plans qualify an appointment time will be scheduled at or prior to the targeted plan check review date.

To qualify for the Appointment Plan Check the project should:

- Not require extensive review or research.
- Not require outstanding reviews by other divisions or departments.

- Comply with the Conventional Light Frame Construction Provisions in Chapter 23 of the California Building Code or include the signature and seal of the responsible project architect and/or engineer.
- Be able to be checked within the scheduled appointment time of two hours.

Examples include a new dwelling up to 2500 sq. ft. on a concrete slab floor, a new dwelling up to 2000 sq. ft. on a raised wood floor, an addition up to 1500 sq. ft. on a concrete slab floor, and an addition up to 1000 sq. ft. on a raised wood floor.

If your plans qualify for an Appointment Plan Check the Plans Examiner will schedule you an appointment time. Though it is recommended in projects which are designed by an architect and/or engineer that they be present for the appointment, it is not required. If present, the design professional should bring in tools to facilitate plan changes as needed. If changes are needed to the plans that cannot be made during the appointment time, a correction notice will be given to the applicant. When corrections are completed a re-check will be done.

Planning Division and other departmental approvals required for the project shall be obtained prior to the scheduled appointment. A completed permit application, payment of the plan check fees, and completed forms such as the "Grading and Erosion Control Questionnaire," or the "Lot Line Certification," must be provided prior to or during the scheduled appointment time.



For Additional Information Contact:

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|---------------|------------------------------------|--------------|
| • Tom Oxley | Supervisor Residential Plan Review | 916-804-9253 |
| • Carey Boyd | Residential Plans Examiner | 916-808-1014 |
| • Jay Griffin | Residential Plans Examiner | 916-808-1047 |



DEVELOPMENT SERVICES DEPARTMENT BUILDING DIVISION RESIDENTIAL APPOINTMENT PLAN CHECK

Types of projects that generally qualify for Appointment Plan Check:

- ❖ New dwelling of wood frame construction up to 2500 sq. ft. on a concrete slab floor.
- ❖ New dwelling of wood frame construction up to 2000 sq. ft. with raised wood floor.
- ❖ Additions of wood frame construction up to 1500 sq. ft. on a concrete slab floor.
- ❖ Additions of wood frame construction up to 1000 sq. ft. with a raised wood floor.

Note: The Appointment Plan Check process requires the presence of the applicant. It is recommended that if there is design professional of record (architect and/or engineer) on the project, they also be present for the duration of the scheduled appointment. If present, the design professional should bring tools to facilitate plan changes as needed.

- ❖ *CONTACT A RESIDENTIAL PLAN CHECKER TO SCHEDULE AN APPOINTMENT TIME.*
- ❖ *THE PERMIT APPLICANT IS RESPONSIBLE FOR THE APPOINTMENT TIME AND DATE.*
- ❖ *ALL APPOINTMENTS WILL BE SCHEDULED FOR A MAXIMUM 2 HOURS.*
- ❖ *APPOINTMENTS ARE FOR RESIDENTIAL PLAN CHECK ONLY.*

