



DEVELOPMENT SERVICES DEPARTMENT

**CITY OF SACRAMENTO
CALIFORNIA**

300 RICHARDS BLVD
3RD FLOOR
SACRAMENTO, CA
95811

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. **Facility Permit Program Application** – 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. **Contractors Listing Sheet** – Names the contractors and/or facility personnel who routinely perform structural, electrical, plumbing, Mechanical, fire alarm and sprinkler work.
4. **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.
5. **Permit and Inspection Fee Schedule** – Outlines applicable fees for all Facility Program services.

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



FACILITY PERMIT PROGRAM REGISTRATION APPLICATION

Business Name _____

Facility Name _____

Mailing Address: _____

City & State _____ Zip Code: _____

e-billing Address*:

****this email address will be used to electronically send your billing statement.***

Owners / Agents
Representative: _____ Phone: _____

Responsible Party: _____ Phone: _____

Accounts Payable
Representative: _____ Phone: _____

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

Responsible Party Signature: _____

REGISTRATION FEES WILL BE BILLED TO THE APPLICANT AS A PORTION OF THEIR FIRST PROJECT BILLING

Facility Permit Program Coordinator

Date



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Facility Permit Program Fee Schedule

Effective December, 2007

FACILITY REGISTRATION

An annual fee is required to register in the program, each year, per site enrolled in the program. The annual registration fee schedule is as follows:

"Level 1 Sites" [Sites with 1 building]	\$150.00
"Level 2 Sites" [Sites with 2 buildings]	\$250.00
"Level 3 Sites" [Sties with 3 buildings]	\$350.00
"Level 4 Sites" [Sites with 4 buildings]	\$425.00
"Level 5 Sites" [Sites with 5 or more buildings]	\$500.00

BUILDING ORIENTATION

The Orientation is designed to familiarize the Inspection Team with the facility. The Inspection Team (Including the Building, fire, Plumbing/Mechanical, and Electrical Inspectors) will research all information of record on each registered building and may arrange to visit the site. The cost is \$150.00 per hour, per inspector.

FIELD INSPECTIONS, PLAN REVIEW AND RELATED FEES

The fee for field inspection, plan review, process management and job consultations or other related work conducted under the Facility Permit Program is \$150.00 per hour. The minimum inspection fee will be a one-hour charge. Billing will be monthly to the Owner's account using Project Reference Numbers provided by the owner.

Projects with valuations \$250,000 or greater will be charged standard permit and plan review fees.

The State of California requires a Strong Motion Instrumentation Program Fee (SMIP) be collected: Commercial—Value x .00021; Condos or Apartments (less than three stories, Hotels and Motels)—Value x \$.50 minimum on all uses. Other fees: General Plan Surcharge--\$.59 cents per \$1,000 of Value; Technology Surcharge—Total Permit and Plan Review fees x .04; Fire





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Department Review Fee—Square footage x 0.38; City Business Operation Tax—Valuation x 0.0004 (\$5,000 maximum per year).

MISCELLANEOUS REVIEW AND FEES TO OTHER BUREAUS

Fees will be assessed and billed monthly, to Project Reference Numbers provided by the owner, for any services outside the Department of Development Services jurisdiction, necessary for the approval and issuance of construction authorization.

Facility Permit Program Control Agreement Notification Form

The Facility Permit Program provides that where the owner of a building does not occupied the structure enrolled in the program; they must have a control agreement in place. A control agreement is commonly in the form of a lease agreement. The lease may state that the tenant may not do any remodel, alteration, repair, 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 of 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 shall be notified immediately upon any change in status of the control agreement.

Owner Responsibility

- The owner or his designate agent shall comply with all requirements o the Facility Permit Program, and the Electrical, Fire, Plumbing, Mechanical and Structural 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 the applicable code in one building or structure may subject the entire registration of multiple buildings to be revoked.

Statement of Responsibility

My signature below 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: _____