



# 4

DEVELOPMENT SERVICES  
DEPARTMENT  
OFFICE OF THE CHIEF BUILDING OFFICIAL

**CITY OF SACRAMENTO**  
CALIFORNIA

300 RICHARDS BLVD, 3RD FLOOR  
SACRAMENTO, CA 95811-0218  
bchase@cityofsacramento.org  
(916) 808-8024  
fax: (916) 808-5328

## MEMORANDUM

**TO:** Members of the Development Oversight Commission

**FROM:** BOB CHASE  
Chief Building Official

**DATE:** September 8, 2008

**SUBJECT:** Phased Permit Submittal Process (PPSP)

### SUMMARY

The Phased Permit Submittal Process (hereafter referred to as PPSP) is established to provide a 'menu' to applicants for projects of such complexity that there it is advantageous to apply for and receive Building Permits for incremental phases of a project. Often, well before detailed final Construction Documents are completed, enough information has been generated for an earlier phase of construction (such as rough grading, foundations, underground utilities, etc.) to commence.

On major projects, this can result in significant time and cost savings. Of course, any conflicts that may arise on a later phase, and require revisions to the work previously reviewed and permitted, will be corrected at the applicants expense; as a part of the PPSP package, a Disclaimer Statement will be signed by the applicant at the outset, indicating that they are opting to pursue this process at their own risk.

It is the intent of this program to organize the phases sequentially with the construction process; however, some items may occur in different order on different projects. For instance, Underground Utilities and/or Off-site





Improvements may or may not occur prior to Foundation work. More work will be needed to refine this process, and work with Maureen to ensure that the process is fully coordinated with Accela, and that tracking mechanisms are in place to ensure that each separate permit is monitored and approved properly.

To help ensure coordination prior to any final approvals and issuance of a Certificate of Occupancy, the final Full Building Permit submittal shall include any and all prior approved permits, 'for reference only' such that ultimately all permit information and approvals exist in one place.

Please review and comment on this process package. Once we have an agreed upon package, we will present it to our plan review, inspections, counter and support services staff to begin to implement it. We will also perform outreach or issue a memo electronically to our development partners to apprise them of this process.

I would like to thank Ed Short, Carl Hefner, Robert Hurtado and our staff for their contributions and assistance in this endeavor.

Please let me know if you have any questions.

Thank you.

cc: William Thomas, Development Services Director  
Willie Harris, Operations Manager  
Carl Hefner, Deputy Chief Building Official  
Ed Short, Supervising Engineer

