

City of Sacramento – Building Division  
Facilitated Permit Program (FPP)  
December 7, 2009

Advantages of FPP over Regular Building Permit Submittal

1. Plan intake and permitting is streamlined (plan review in five days or less)
2. The same team of Building Division personnel conducts plan review and inspections for the project.
3. Applicant can call inspectors directly for inspections. Inspectors are familiar with project and can determine readiness for inspection.

Qualifying Project Criteria

1. Project comprised of only interior alterations to office (B occupancy), retail (M occupancy), warehouse (S occupancy), and assemblies less than 100 people.
2. Project does not involve change in building occupancy.
3. Project is “like for like”, with no fire/life safety systemic improvements needed.
4. Project does not require structural review that requires structural analysis and supporting documentation.
5. Proposed building use (land use) is consistent with zoning regulations.
6. Parking requirements are met.
7. Minor exterior changes are permitted if zoning requirements met (no plan review modification, special permit modification or other planning entitlement required).
8. County Health Department approval (if required for building use) must be obtained prior to building permit submittal.
9. Design professional takes responsibility for submittal of complete and accurate set of plans.

Fees

1. For Facilitated Permit Program, 50% of plan check fee is paid in addition to regular plan check fee at time of plan submittal.
2. When permit is ready to issue, pay remainder of building permit fees and all other fees per city code.
3. Applicants are subject to re-inspection fees if inspectors are called out to the project site but work is not ready for inspection.
4. Fire plan review and inspections are billed at \$140 per hour.

Process

1. Staff determines that the project meets FPP criteria, project building permit application is submitted to the Building Division and all FPP plan check fees are paid.
2. Plans are reviewed (turn around is 5 working days or less per cycle)\*

3. Plans are approved, all remaining building permit and other fees per city code are paid, and building permit issued. Work can commence.
4. Applicant calls designated inspector(s) to schedule inspection(s) when work is ready.
5. Permit finalized and building ready for occupancy.

\*If, during plan review, it is discovered that plans need corrections, plan check comments will be given to design professional for corrections.

Comparison between Regular Building Permit Program and FPP

Item	Regular Building Permit	FPP
1 <sup>st</sup> cycle plan review	10 days	5 days
2 <sup>nd</sup> cycle plan review	10 days	5 days (if needed)
Inspection Lead Time	1 day building 1-3 days fire	1 day 1 day
Personnel	1. Plan review and building inspectors in different work group  2. Call automated inspection line for inspection	1. Team approach, same team of people does both plan review and inspections 2. Call inspector directly for inspection
Plan Check Fee	Standard Plan Check fee	Plan Check fee plus 50% for facilitated review (expedited permit fee)

Differences between Original FPP Program and Revised Program

1. The original program required people participating in the program to register their building with the city. The revised program does not require registration of the building (or the \$150 registration fee) and is available to more individuals throughout the city.
2. The original program allowed individuals to start work with an oral or written "Authorization to Start Work". The revised program requires that a building permit is issued before work is started as required by city code.

Next Steps for Program Improvement

1. As the revised Facilitated Permit Program is available to more individuals, the Community Development and Fire Departments will need to monitor the program and report back to the City Council on the impact of the program on department resources. Staff will provide a full evaluation of the program at a later date.
2. Departments will research the feasibility of concurrent review to allow work to proceed simultaneously with plan check.
3. Development of a Facilitated Permit Program Guide by the middle of January 2010.