

### New Residential Building (1-2 Units) Submittal Checklist

Applicant		Items	City Staff	
Yes	No		Yes	No

**Zoning/Land Use Approval from the Planning Division:**

<input type="checkbox"/>	<input type="checkbox"/>	Planning approval must be acquired prior to submitting a building permit application to the Building Division. Approval is conveyed via an approved PLN record submitted online at: <a href="https://aca-prod.accela.com/sacramento/Default.aspx">https://aca-prod.accela.com/sacramento/Default.aspx</a>		
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**ELECTRONIC PLAN CHECK\* IS REQUIRED FOR ALL PLAN REVIEW SUBMITTALS AND RESUBMITTALS.**

<input type="checkbox"/>	<input type="checkbox"/>	Submit electronically at: <a href="https://aca-prod.accela.com/sacramento/Default.aspx">https://aca-prod.accela.com/sacramento/Default.aspx</a>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>When the scope of your project necessitates, the following documents are required:</b>		
		<ul style="list-style-type: none"> <li>Structural Calculations</li> <li>Soils Reports for all subdivisions are required</li> <li>Truss Calculations</li> <li>Fire Sprinkler Calculations</li> <li>Special Inspection Form</li> </ul>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Minimum size and scale requirements for electronic plans:</b>		
		<ul style="list-style-type: none"> <li>No less than 11" x 17"</li> <li>Site and Civil Plans: no less than 1/8"=1'; all other plan sheets no less than 1/4"=1'</li> </ul>		

**Required Basic Construction Plan Features:**

<input type="checkbox"/>	<input type="checkbox"/>	<b>Cover Sheet shall include:</b>		
		<ul style="list-style-type: none"> <li>Address of Subject Property</li> <li>Sheet Index</li> <li>Detailed Description of Work to be covered by the building permit</li> <li>Declared Occupancy Group/Use for which the proposed work is intended (in the residential environment usually R3 or U) and Construction Type Fire sprinklers yes or no for all buildings on the parcel.</li> <li>When two or more buildings on a single parcel have water closets (toilets), provide number of water closets (toilets) for all buildings on the parcel, main home, ADU/s, JADU, Pool house, etc.</li> <li>Building Type: All-Electric or Mixed-Fuel <ul style="list-style-type: none"> <li>Limited Exemption from All-Electric Requirements (list applicable exemption[s])</li> <li>Approved Infeasibility Waiver Record #</li> </ul> <i>For more info, go to: <a href="http://www.cityofsacramento.org/Community-Development/Building/Electrification">http://www.cityofsacramento.org/Community-Development/Building/Electrification</a></i> </li> <li>Declaration of Designer or licensed professional signed stamp if the scope of work requires a licensed design professional</li> <li>Declaration of State and Local Building Codes &amp; Cycle to which the plans are compliant</li> </ul>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Site or Plot Plan shall include:</b>		
		<ul style="list-style-type: none"> <li>Location, size, type of material at all points of connection to utilities i.e., water, sewer, gas (if applicable, main electrical and sub panel locations, amperage and bus-bar rating and wiring methods for all buildings onsite. <ul style="list-style-type: none"> <li>Abandoned septic noted if present</li> </ul> </li> <li>Dimensioned building placement on the parcel (i.e., setbacks)</li> <li>North arrow and optionally a vicinity map</li> <li>All easements, Driveway locations, and Arrows indicating site drainage</li> <li>Sewer line material, location, slope, and method of tying into the parcel's sewer tap</li> </ul>		

Applicant		Items	City Staff	
Yes	No		Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	<b>Architectural Plans shall include:</b> <ul style="list-style-type: none"> <li>Floor plan: Use of each room labeled with its proposed use; dimensions, size/type of windows and doors, and ceiling height</li> <li>Elevations: Full North, South, East, and West views</li> <li>Sections: Longitudinal and Transverse</li> </ul>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Structural Plans shall include:</b> <ul style="list-style-type: none"> <li>Foundation (with footing details)</li> <li>Roof framing and ceiling framing (with ceiling joist and rafter sizes and spacing)</li> <li>Floor framing (with joist size and spacing), braced wall/shear wall plans, and connection details</li> </ul>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Electrical Layout Plan shall include:</b> <ul style="list-style-type: none"> <li>Location, amperage, and bus-bar rating of all electrical service and/or sub panels on the parcel</li> <li>Switch locations, receptacle, and lighting locations scaled such that code compliance can be determined</li> <li>When multi meter set up (3 or more meters served by one SMUD service), and/or 3 or more service panels or sub panels for all buildings on the parcel, submittal must comply with CDD-0212 – full electrical plans required</li> </ul>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>California Energy Code, Title 24, Part 6:</b> <ul style="list-style-type: none"> <li>California State Energy code requires the energy compliance documents be integrated into your plans</li> </ul>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Cal-Green, Title 24, Part 11 compliance documents:</b> <ul style="list-style-type: none"> <li>See form CDD-0183 – this applies to conditioned area</li> </ul>		

**Photovoltaic Plans Required:**

<input type="checkbox"/>	<input type="checkbox"/>	<b>Photovoltaic Plans shall include:</b> <ul style="list-style-type: none"> <li>Site/roof Plan with module layout and PV equipment locations</li> <li>One line diagram, location, amperage, and bus-bar rating of main electrical service panel</li> <li>Specification sheets for all PV equipment – modules, inverters, optimizers, racking, etc.</li> <li>Required labels and data required by CEC 690.53 and 690.54</li> <li>Module attachment details</li> <li>SMUD confirmation letter</li> </ul>		
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**Water Efficiency Landscape Requirements:**

<input type="checkbox"/>	<input type="checkbox"/>	Residential developments shall comply with the City of Sacramento’s Appendix D of the City Code Section 15.92 or the Department of Water Resources’ Model Water Efficiency Landscape Ordinance (MWEL0), whichever is more stringent		
<input type="checkbox"/>	<input type="checkbox"/>	Prescriptive Compliance Method (Checklist) – total aggregate landscape area 500 - 2,500 sq. ft.: <ul style="list-style-type: none"> <li>Completed Application with Prescriptive Compliance Option (App. D) signed by Project Applicant and Licensed Landscape Architect (Form CDD-0323)</li> <li>Landscape plans documenting elements of the Appendix D Checklist</li> </ul>		
<input type="checkbox"/>	<input type="checkbox"/>	Performance Compliance Method – any project may elect this option and requires a full landscape documentation package per City Code section 15.92.070 and targeting to plan review for Landscape Architect with Parks Department: <ul style="list-style-type: none"> <li>Cover sheet with required information</li> <li>Landscape design plan</li> <li>Irrigation design plan</li> <li>Grading design plan</li> <li>Water efficient landscape worksheet (Appendix B) with all required information and calculations</li> </ul>		

\* Electronic Plan Check (EPC) – for details about the EPC process, see EPC Submittal Checklist (CDD-0316) and the EPC Building Permit Submittal Requirements documents available on the CDD Building Division website under Plan Review/Electronic Plan Check. Plan Review submittals must be made online at <https://aca-prod.accela.com/sacramento/Default.aspx>.