

This document is a checklist prepared for applicants to use in performing a last minute review of their Electronic Plan Check submission. This document should not be used as the sole source of information in preparing your submission. The **Electronic Plan Check (EPC) Building Permit Submittal Requirements** guide must be reviewed to successfully prepare a submittal. Although this document is lengthy it is primarily comprised of screenshots depicting how a submission is actually performed.

Applicant		Electronic Plan Check (EPC) Submittal Verification Checklist	City Staff	
Yes	No		Yes	No
		Submission methods: <ul style="list-style-type: none"> • If submitting via the Citizen Portal (http://aca.accela.com/sacramento) you will need: <ul style="list-style-type: none"> ○ An active basic citizen portal account; ○ Your submission is condensed into three PDF files (APP, PLANS, and SUPP); see below for contents. • If submitting at the public counter (300 Richards Blvd.) you will need: <ul style="list-style-type: none"> ○ An active basic citizen portal account; ○ CD/DVD disk permanently marked with project address, assessor parcel number, and applicant name/info., containing your submission condensed into three PDF files (APP, PLANS, and SUPP); see below for contents. 		
		All files are named per the address or APN naming standards (see EPC Building Permit Submittal Guide "File Naming")		
APP File Related: (Max. file size 50 MB)				
		<ul style="list-style-type: none"> • Is a copy of this submittal checklist printed or attached to the application? 		
		<ul style="list-style-type: none"> • Is your project scope cleared by the Planning Division to submit to building? <i>Note that when submitting online, the first step is to create an online planning application (PLN record) to request Planning clearance to submit to Building:</i> <ul style="list-style-type: none"> ○ <i>If the submittal package is already complete (i.e. APP, PLANS, SUPP files are uploaded), then planning will stamp the plans signifying clearance to submit to building and these files will be copied over to the Building submittal record (SUB) automatically.</i> ○ <i>If the package is not complete, the following items are required to be incorporated into the submittal package and uploaded into the SUB record created for you:</i> <ul style="list-style-type: none"> ▪ Construction plan sheets are stamped by Planning with Approval/Exemption stamp to be incorporated into the PLANS file; ▪ Additionally, a Planning Referral (PR)-sheet or Planning Exemption Form may be provided which is to be included in the APP file. For more information, on obtaining planning clearance email planning@cityofsacramento.org 		
		<ul style="list-style-type: none"> • Are all pages oriented such that the top of the page is always at the top of the monitor? 		
		<ul style="list-style-type: none"> • Is each separate document bookmarked (e.g. Building Permit Application, Planning Referral Sheet, Agent Authorization etc.?) 		
		<ul style="list-style-type: none"> • Are all of the relevant project square footages, Occupancy groups, Construction Types, and a complete scope of work provided on the Building Permit Application CDD-0200, and is this information consistent with the information shown on the building plans title sheet? 		
PLANS File Related: (Max. file size 300 MB*)				
		<ul style="list-style-type: none"> • Unsigned Electronic Architect and/or Engineer Stamps on plans? Applicant must agree that all plans will be signed on sets submitted to cycle 2 and beyond. This is a requirement of participants in the EPC process. 		

		<ul style="list-style-type: none"> • Are all pages oriented such that the top of the page is always at the top of the monitor? 		
		<ul style="list-style-type: none"> • Is all of the text shown on the plans legible? 		
		<ul style="list-style-type: none"> • All pages bookmarked and set to fit the page (page 13 of the EPC Submittal Guide)? 		
		<ul style="list-style-type: none"> • All comments are flattened (page 25, of the EPC Submittal Guide)? 		
		<ul style="list-style-type: none"> • All Layers are flattened (page 24, of the EPC Submittal Guide)? 		
		<ul style="list-style-type: none"> • Do the Plans and overall submittal supply all of the information required by the relevant plan review check list? <ul style="list-style-type: none"> ○ Commercial New Buildings and Additions Submittal Checklist – CDD-0224 ○ Commercial Alteration and Tenant Improvement Submittal Checklist – CDD-0231 ○ Cannabis Related Occupancies – Commercial Building Permit Application Submittal Requirements – CDD-0420 ○ Cannabis Cultivation and Manufacturing Facilities Commercial Remodel Submittal Checklist – CDD-0421 ○ Residential Addition/Interior Remodel Take-in Sheet – CDD-0253 ○ Residential New Single Family Submittal Checklist – CDD-0312 		
		<ul style="list-style-type: none"> • Are the appropriate Green Building Checklists necessitated by the permits scope included in the plan set? <ul style="list-style-type: none"> ○ Mandatory Requirements California Green Building Code Checklist-Non-Residential New Buildings – CDD-0181 ○ Mandatory Requirements California Green Building Code Checklist-Non-Residential Additions and Alterations – CDD-0165 ○ Mandatory Requirements California Green Building Code for Residential Building Permits – CDD-0183 ○ Commercial VOC Limits – CDD-0182 ○ Residential VOC Limits – CDD-0180 		
		<ul style="list-style-type: none"> • T-24 Certificate of Compliance documents must be incorporated into the plans 		
		<ul style="list-style-type: none"> • Do the plans call out a prescribed scale (i.e. ¼" = 1'-0", or 1/8" = 1'-0"), so that staff can verify dimensions using Adobe Acrobat electronic measuring tool? 		
		<ul style="list-style-type: none"> • Has a North Arrow been provided on the plans? 		
SUPP File related : (Max. file size 150 MB)				
		<ul style="list-style-type: none"> • Each distinct document must be bookmarked (Structural Calculations, Fire Sprinkler Calculations, etc.) 		
		<ul style="list-style-type: none"> • Are all pages oriented such that the top of the page is always at the top of the monitor? 		
Additional Items:				
		<ul style="list-style-type: none"> • Is this a Building Plan check occurring concurrent with the planning, zoning, design review, or preservation review? If so, what is the entitlement# _____ ? 		

*If your file size will exceed the 300 MB Maximum size please coordinate with Electronic Plan Check intake staff by emailing epcintake@cityofsacramento.org or your assigned Project Manager.