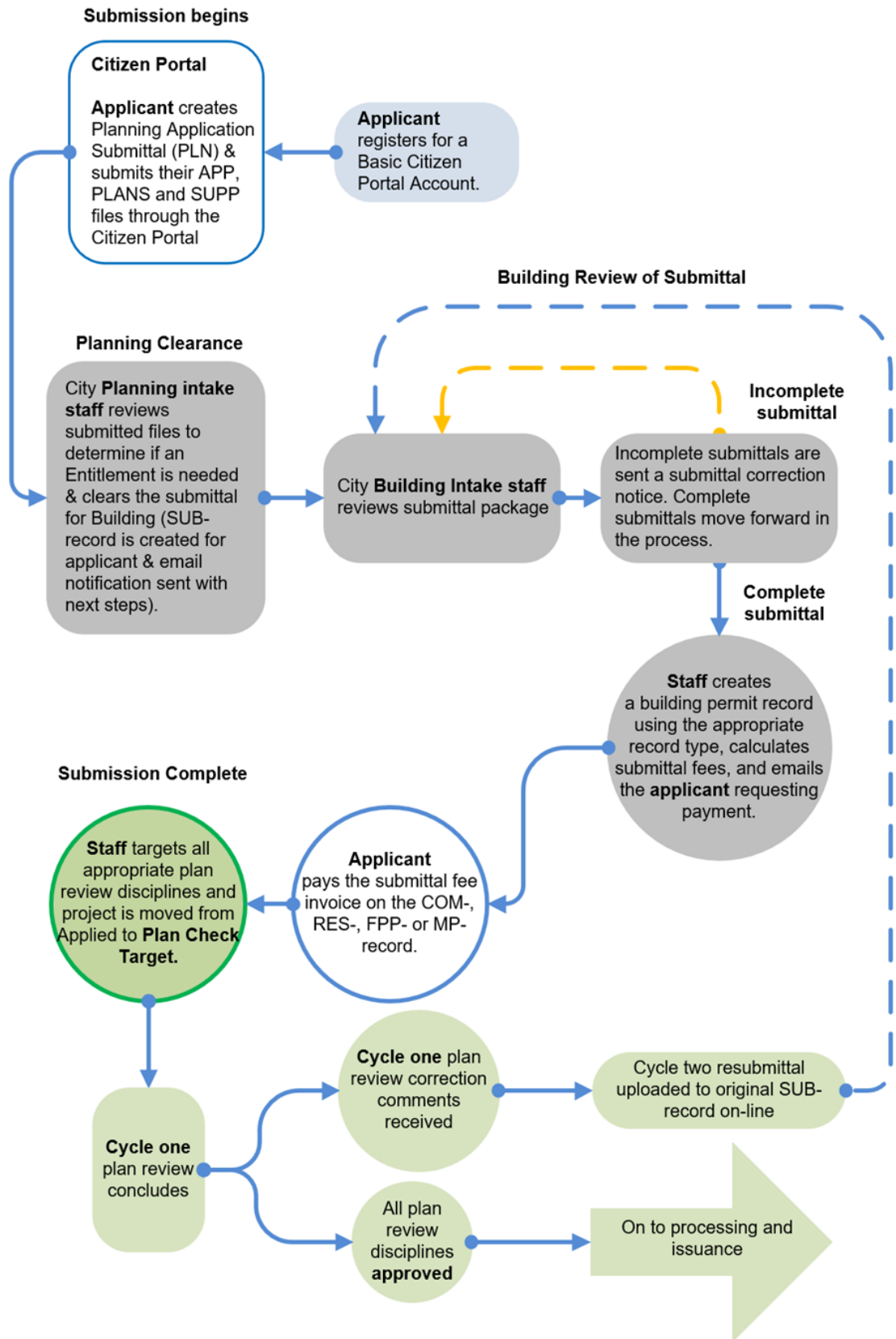


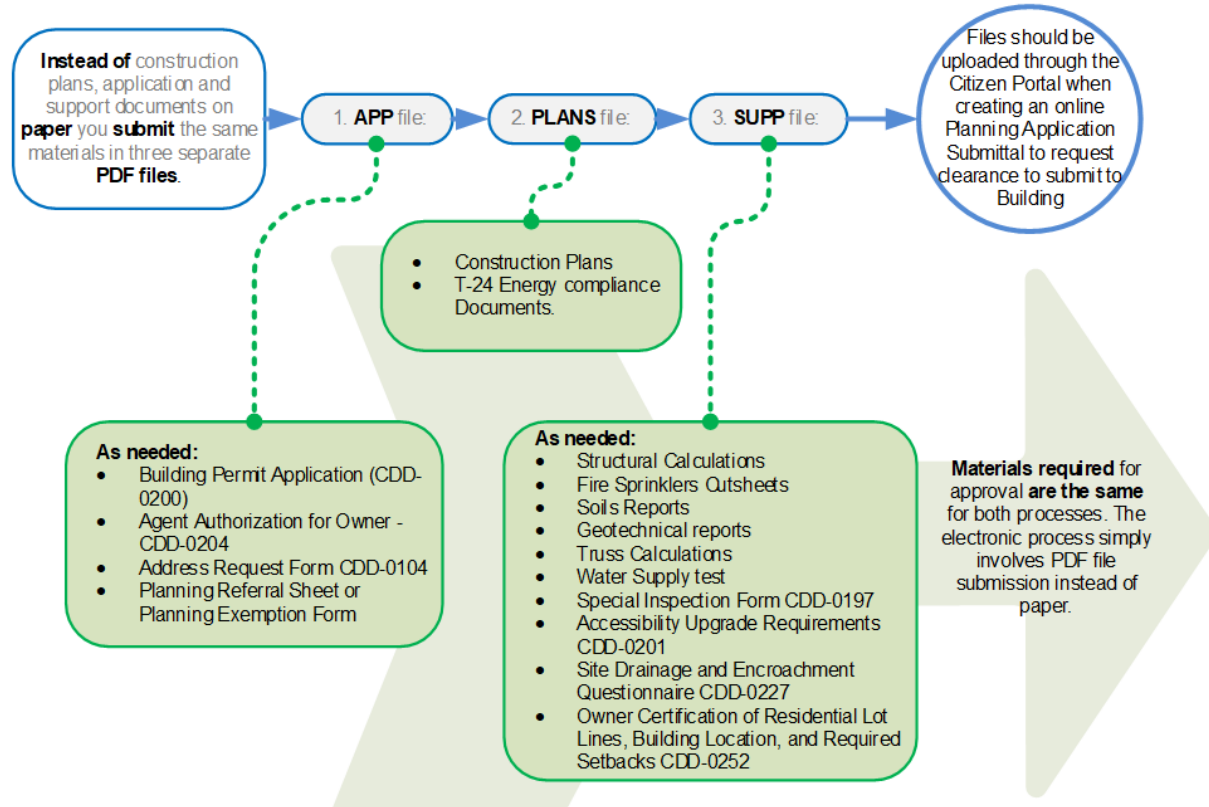
**How Electronic Submittal Works**



## How to submit?

All building permit applications require clearance from the Planning Division to submit for Building plan check. After file preparation and formatting detailed below, create a basic public user account at our Citizen portal: <https://aca.accela.com/SACRAMENTO/Default.aspx> then select *Create a Planning Application* under the *Planning* tab to submit your plans for planning clearance. Once planning deems the project ready for Building plan check, we will create your building submittal record (SUB) for you and notify you via email of next steps.

## What to submit?



[See a detailed checklist for each file content on the next page.](#)

## How to Format my Files?

### Required formatting:

- **PDF Portfolios cannot not be used** as part of your submittal package.
- PDF Files cannot be secured (use flattened images for licensed professional stamps and signatures instead)
- Pages must have the same orientation and page size. (e.g. landscape for PLANS file)
- PLANS files with over 20 pages must be bookmarked, SUPP files must be bookmarked at the first page of each distinct section (e.g. Structural Calculations, Fire Sprinkler Calculations, Sprinkler Head cut sheets, etc.)
- PLANS files shall be first generation vector based PDF's which have been directly converted from the computer aided drafting (CAD) applications (e.g. AutoCAD, ArchiCAD, MicroStation, TurboCAD etc.) in which they were created. Scanned Plans (i.e. plans, elevations, sections, details) will not be accepted unless the plan sheet was hand drawn.

### Formatting which, if not present, we will attempt to fix for you:

- All layers must be flattened.
- All comments must be flattened.
- Pages are to be set to fit the screen (page).
- Files should be compatible with Acrobat X and greater.

See the comprehensive EPC Submittal Guide for detailed step by step instructions on how to complete these steps, available at <http://www.cityofsacramento.org/Community-Development/Building/Plan-Review/Electronic-Plan-Check>

## Electronic Plan Check Submittal Checklist:

The following is a list of standard file content which should be included in an EPC submittal.  
**A maximum of 3 pdf files are to be uploaded for submittal: APP, PLANS and SUPP files**

(and REPLY for addressing plan check correction resubmittals):

<b>Standard content for an EPC submittal</b>			
Document description:	In which file to include?		
<p><b>Application Documents:</b> Merged into one PDF file, each distinct document bookmarked.</p> <ul style="list-style-type: none"> <li>• <b>Building Permit Application</b> (CDD-0200) – Application for a building permit.</li> <li>• <b>Planning Clearance to Submit to Building is obtained as the first step in submitting online through an Online Planning Application.</b> Clearance to submit to Building may be conveyed by:                             <ul style="list-style-type: none"> <li>○ Planning Approval or Exemption stamp on the PLANS file;</li> <li>○ Planning may also provide a Planning Referral Sheet (PR-sheet) or Planning Exemption Form to be included in the APP file. For more information, on obtaining planning clearance email <a href="mailto:planning@cityofsacramento.org">planning@cityofsacramento.org</a></li> </ul> </li> <li>• CDD-0204 – <b>Agent Authorization for Owner:</b> Required when an individual will be representing the recorded real property owner.</li> <li>• CDD-0196 – <b>Agent Authorization for the Contractor:</b> Required when an individual who does not appear on the <i>Personnel List</i> posted on the <a href="http://www.cslb.ca.gov">California Contractors State License Board</a> website is representing said contractor in the pursuit of a building permit. With this form completed, an individual is authorized as an agent of the contractor.</li> <li>• CDD-0104 – <b>Address Request form:</b> Necessary if the scope of your building permit will require the creation of a new street address.</li> </ul> <p style="text-align: center; color: red;">Any forms requiring signature should be wet signed and scanned rather than electronically signed.</p>	APP		
<p><b>Plans:</b> Merged into one PDF file, each <b>page bookmarked</b>. Plan sets should include a cover sheet detailing all sheets in the set. Only sheets included in the submitted set should be included in the index. T-24 energy compliance documents should be included as plan sheets per California energy code requirements. Assure that the Planning stamped sheets are incorporated into the PLANS file.</p> <p style="text-align: center; color: red;">Only resubmit complete PLANS files. Refer to the section below titled <i>Plan Review Response Letter (REPLY)</i>.</p>	PLANS		
<p><b>Supplemental Information:</b> Merged into one PDF file with Section Bookmarks. The following are common document which would be included in the SUPP file. Not all documents shown are relevant for every job.</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> <li>• Fire Sprinkler Calculations</li> <li>• Fire Sprinkler System component cut sheets</li> <li>• Structural Calculations</li> <li>• Soils Reports</li> <li>• Geotechnical reports</li> <li>• Special Inspection form CDD-0197 (only required in resubmittals)</li> <li>• Accessibility Upgrade Requirements for Existing Non-Residential Buildings CDD-0201</li> <li>• SWPP Storm Water Pollution Plan</li> </ul> </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> <li>• Water Study (usually subdivisions)</li> <li>• Drainage Study (usually subdivisions)</li> <li>• Water supply test</li> <li>• Project Manuals</li> <li>• Technical Specifications</li> <li>• Site Drainage and Encroachment Questionnaire CDD-0227 (residential 1-2 units only)</li> <li>• Owner Certification of Residential Lot Lines, Building Location and Required Setbacks CDD-0252 (residential 1-2 units only)</li> </ul> </td> </tr> </table> <p style="text-align: center; color: red;">Only resubmit complete SUPP files. See section titled <u><a href="#">When do I Resubmit and other details?</a></u> In the full EPC Submittal Guide available here <a href="http://www.cityofsacramento.org/Community-Development/Building/Plan-Review/Electronic-Plan-Check">http://www.cityofsacramento.org/Community-Development/Building/Plan-Review/Electronic-Plan-Check</a></p>	<ul style="list-style-type: none"> <li>• Fire Sprinkler Calculations</li> <li>• Fire Sprinkler System component cut sheets</li> <li>• Structural Calculations</li> <li>• Soils Reports</li> <li>• Geotechnical reports</li> <li>• Special Inspection form CDD-0197 (only required in resubmittals)</li> <li>• Accessibility Upgrade Requirements for Existing Non-Residential Buildings CDD-0201</li> <li>• SWPP Storm Water Pollution Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Water Study (usually subdivisions)</li> <li>• Drainage Study (usually subdivisions)</li> <li>• Water supply test</li> <li>• Project Manuals</li> <li>• Technical Specifications</li> <li>• Site Drainage and Encroachment Questionnaire CDD-0227 (residential 1-2 units only)</li> <li>• Owner Certification of Residential Lot Lines, Building Location and Required Setbacks CDD-0252 (residential 1-2 units only)</li> </ul>	SUPP
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**Response Letter:** One PDF file with responses to each plan review discipline with comments. This file must be organized by discipline with section Bookmarks for each plan review discipline. Accompanying this letter should be a complete **Plan Review Resubmittal (CDD-0270) form**. This package comprises The **REPLY** PDF file. In most cases it will take the place of the **APP** file which was submitted in the first cycle, but if changes or additions have occurred to the APP file then it must be resubmitted also. **This makes it possible for there to be four PDF files each cycle after the first.**

**REPLY**

## Plan Review Requirements - How to prepare the content of these files?

A full detailing of general **plan review** requirements can be found on our website under Plan Review and then [Plan Preparation](#). For an Electronic Plan Check specific pre-submittal checklist, go to *Plan Review* and then [Electronic Plan Check](#). All files must be named according to the naming standards outlined in the Electronic Plan Check Submittal [guide](#). This guide can be downloaded from the Electronic Plan Check web page within the Building Division website.

## Additional resources to prepare the submittal package?

This document is a quick reference overview of the Electronic Plan Check (EPC) submittal process more detailed information is available in the **Electronic Plan Check Building Permit Submittal Requirements** document available at the City of Sacramento's public website. This is a link directly to the page where you can download the complete EPC submittal guide. <http://www.cityofsacramento.org/Community-Development/Building/Plan-Review/Electronic-Plan-Check>.

## Does EPC mean expedited plan review?

**Please note:** All EPC submittals go through the same standard review process as hardcopy submittals. Submitting an EPC does **not** constitute an expedited review. Clients may check the status of an electronic or hardcopy application through the online portal at <https://aca.accela.com/sacramento/Default.aspx> or <http://sacramento.civicsight.com>

## Contact information:

Questions about any of the information contained in this handout may be directed to the Building Division intake staff at [epcintake@cityofsacramento.org](mailto:epcintake@cityofsacramento.org). All Building EPC applications are submitted online by creating a Planning Application to receive clearance to submit to Building EPC.

## How to Access the Citizen Portal to submit for EPC?

The Citizen Portal can be accessed via links on our public website or by going directly to <https://aca.accela.com/sacramento> . To unlock access to EPC submission you must login to the Citizen Portal. If you do not have a *Citizen Portal* account select the, **New Users: Register for an Account** link. Step by step instructions detailing the on-line submittal process can be found in the [Plan Check \(EPC\) Building Permit Submittal Guide](#).

Building Planning Public Works Operating Permit Home more ▾

Advanced Search ▾

### SACRAMENTO CITIZEN PERMIT PORTAL

Welcome to Sacramento's Citizen Portal! This portal allows the public to check statuses, pay fees, and view details for permits.

If you would like to look up or pay fees for a specific record, select the search or pay fees link under the appropriate program heading.

Some Portal functionality is only available after registering for an account.

#### APPLICATION INSTRUCTIONS

For instructions on preparing and submitting an application navigate to the program's web page below.

Planning Division: e-Planning, Online Payments  
Building Division: Electronic Plan Check (EPC), Online Minor Permit Program, Safety Inspection Requests, Inspection Scheduling, Online Payments  
Operating Permits: Mobile Food Vending, Cannabis Business Operating Permit (BOP)  
Public Works: Minor Encroachment, Major Encroachment, Transportation Permit  
Code Enforcement: Information on open and closed cases, Code Enforcement, and Housing and Dangerous Building cases

#### FOR ASSISTANCE

- Online Minor Permit Program email: [streamline@cityofsacramento.org](mailto:streamline@cityofsacramento.org)
- Building Electronic Plan Check Process: [epcintake@cityofsacramento.org](mailto:epcintake@cityofsacramento.org)
- Planning Electronic Plan check or submittal: [planning@cityofsacramento.org](mailto:planning@cityofsacramento.org)
- General Building Division question: [ezpermit@cityofsacramento.org](mailto:ezpermit@cityofsacramento.org)
- Public Works:
  - Minor or Major Encroachment Permits: [DE@cityofsacramento.org](mailto:DE@cityofsacramento.org)
  - Blanket Encroachment permits (Utilities Companies only): [encroachments@cityofsacramento.org](mailto:encroachments@cityofsacramento.org)
- Operating Permits: [businesspermits@cityofsacramento.org](mailto:businesspermits@cityofsacramento.org)
- Office of Cannabis Management: [cannabis@cityofsacramento.org](mailto:cannabis@cityofsacramento.org)

If you cannot find the information you are looking for, please use the City's updated search tool at <https://search.cityofsacramento.org> or call 311 or dial (916) 264-5011 outside the city limits.

<b>Building</b>	<b>Planning</b>
<a href="#">Search Permits or Submittals / Pay fees</a>	<a href="#">Search Planning Applications / Pay Fees</a>
<a href="#">Search to Schedule an Inspection</a>	
<b>Public Works</b>	<b>Operating Permit</b>
<a href="#">Search Public Works Applications</a>	<a href="#">Search for Operating Permits</a>
<b>General Property Info</b>	
<a href="#">Zoning and Property Details</a>	