Building Permit & Application Search

User Guide
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Introduction:
The Community Development Department, Building Division offers two systems by which citizens may view information related to planning applications and building permits:

- The Development Tracker (http://sacramento.civicinsight.com) is a searchable database which allows you to view building permit and land use entitlement, application information throughout the city and allows for email notifications when such activity occurs at a property.
- The Citizen Portal (http://aca.accela.com/Sacramento) allows the public to search and view details and status for Community Development Department planning applications (land use entitlements), and building permit applications and permits. Payment of fees is now also available through this site. Registration for these two services is not required.

Also available through the Citizen Portal are the following services which require registration for a Citizen Portal Public User account:

- On-line minor building permits program
- On-line building inspection scheduling
- On-line Electronic Plan Check Submittals (including e-Planning)

This guide provides you with basic instructions on how to search for building permits in Citizen Portal and interpret the contents. For services requiring registration for a Citizen Portal Public User account, please, see our Citizen Portal Registration Guide.
Building Permit & Application Status search:
Begin your search for information related to a specific property address, parcel number, building permit or building application by selecting the Search Permits or Submittals/Pay Fees link at http://aca.accela.com/sacramento this will take you to the General Search page.

[Image of a login page]

For assistance:
- Online Minor Permit Program email: streamline@cityofsacramento.org
- Building Electronic Plan Check Process: epintake@cityofsacramento.org
- Planning Electronic Plan check or submittals: planning@cityofsacramento.org
- General Building Division question: experts@cityofsacramento.org
- Public Works:
  - Minor or Major Encroachment Permits: DE@cityofsacramento.org
  - Blanket Encroachment permits (Utilities Companies only): encroachments@cityofsacramento.org
- Operating Permits: businesspermit@cityofsacramento.org
- Office of Cannabis Management: 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.
Ways of Searching:
Once at the General Search page enter the search criteria you have.

1. Building Permit number or Application number
2. Street Address
3. Parcel Number
4. Contractor’s License
If you enter the street address and date range the system will search for permits which meet those criteria.

One advantage of searching with the street address rather than permit number is, the system shows the activities building permit or application status. Read the inset on the next page (titled Permit and Application Status) to learn more about what each status means.
Permit and Application Status:

When checking on the progress of your permit record online it is important that you know what each status means. The following definitions outline what each status means about where your application record is in the review process.

**Applied:** A status assigned to an activity which exists within the system, but has not entered *Formal Review* sometimes because all submittal documents (plans, application, and support documents) or submittal fees have not been received or fully reviewed.

**Plan Check Target:** A status assigned to an activity which is in *Formal Review* in an active plan review cycle to which not all reviewers have rendered a response (i.e. approved or correction commented).

**Plan Check Wait:** A status assigned to an activity which is in formal review, between review cycles. Correction comments have been issued, but the applicant is yet to resubmit with revised documents.

**Verify:** All plan review disciplines have approved submittal documents (Plans, Support Documents and Calculations).

  **If the application was made in paper,**
  - Processing staff and other relevant fee assessment staff are calculating final fee amounts based on the now finalized and approved scope of work shown on the plans.

  **If the application was made electronically,** by submitting PDF files.
  - Plan review staff is applying approval stamps to the most current plan set. For reviewers who approved in early cycles of plan review, this will involve comparison and verification that relevant scope has not change between the old and new versions of the plans.
  - Processing staff and other relevant fee assessment staff are calculating final fee amounts based on the now finalized and approved scope of work shown on the plans.

**Verify Wait:** All steps detailed above for the verify cycle have been completed but receipts have not yet been collected showing proof of payment for one or all the following categories of impact fees.

  - School Fees
  - Sacramento Area Sewer District fees
  - Regional Sanitation fees

A permit record status letter has been emailed to the applicant detailing the nature of any unresolved conditions which must be satisfied prior to permit issuance. Also attached to this email was the final fee invoice showing all remaining fees due.

**Processing:** All plan review disciplines have approved submittal documents. No fee related tasks remain unresolved, meaning all final fees have been calculated and invoiced and any receipts which require collection (school fees, Sacramento Area Sewer District (SASD), or Regional Sanitation fee) have been collected. If a permit record status letter was not already sent because the record stopped in “Verify Wait” then a letter and fee invoice is now be prepared and sent.
**Process Wait:** All plan review disciplines have approved submittal documents, all fees have been finalized invoiced and communicated to the applicant, any unresolved conditions which must be satisfied prior to permit issuance have been communicated via email to the applicant. There are unresolved conditions which must be addressed prior to building permit issuance and unpaid finalized fees.

**Ready to Issue:** This status is assigned to permit activities when all plan review disciplines have been approved. The City and Job sets are prepared for issuance. No unresolved conditions exist. The fees have been finalized and are the only remaining item which must be received by the city prior to permit issuance.

**Issued:** This status is assigned to permit records that were approved, all fees were paid and the project is now under construction. If there is an outstanding balance under an issued permit record, fees must be paid prior to scheduling any additional inspections. The link next to the building permit record “Pay Fees” allows for on-line payment via major credit cards.

**Finaled:** The project permitted under the permit record received approval on all required inspections.

**Certificate of Occupancy:** A new commercial building or tenant space is approved for occupancy.

**Certificate of Compliance:** Portion of an existing commercial building which was altered with a building permit received all final inspections.

**Expired Application or Permit:** A building permit or application expired due to inactivity.
Record Detail:

If you select the building permit number or application number from the list discussed above or enter it directly at the initial General Search window you will be taken to the Record Detail page shown below. This page displays the basic project information, such as the Record number, type of permit, the Record Status, work location and any licensed professional. You will also notice that this page has three tabs: Record Info, Payments and Conditions.

Record Info:

The first tab is the Record Info. This tab contains record specific information regarding plan review and inspections.

To schedule an Inspection or for more options, click Record Info drop-down menu above. Before you can schedule inspections, you will need to log into your account. If you do not have an account, you can register for one by clicking the ‘Register for an Account’ link at the top.

Work Location

300 RICHARDS BLVD

Record Details

Applicant:  
915 1ST FL 5  
SACRAMENTO, CA 95814  
noemail@noemail.com

Project Description:

summary - BLDG_COMMERCIAL_WF_0417  
EXPEDITED - EPC - BLDG_COMMERCIAL_WF_0417 - PLNG-INSP
When you expand the Record Info drop down menu, the following choices become available:

**Record Details** – initial view of the basic building permit information such as Permit number, Type of Project, Record Status, Address.

**Intake Review & Plan Review** – displays plan review information, such as disciplines requiring review, status of plan review; displays Impact Fee review requirements and impact fee assessment status, or outstanding impact fees payable to outside agencies.

**Related Records** – displays other planning and permit applications that may be related to this permit record.

**Schedule Inspection...** – this is the link to schedule a building permit inspection on an issued permit. This service requires registration.

**Valuation Calculator** – displays the Occupancy, Type of construction and the total Building Permit Valuation for a new building.
**Intake Review & Plan Review**

**Formal Review**

As your project works its way through the plan review process the *Intake Review & Plan Review* category will provide vital information on the progress being made. Select the arrowhead next to the *Formal Review* subcategory. This will expand the *Formal Review* subcategory to reveal all the plan review disciplines. Not all plan review disciplines are relevant to all permit activities. If a project does not involve any plumbing or electrical work then obviously there is no need for a plumbing or electrical plan reviewer to review the plans.

![Intake Review & Plan Review](image)

- Triage Flood
- Tech Review
- Formal Review
- Impact Fees
  - Process
  - Ready To Issue
  - Issued
  - Closure
Displayed below are all the plan review disciplines a permit activity could be targeted for review by. The Plan Review disciplines which have an icon in front of them are the disciplines which must ultimately approve your project. In the example shown below only Structural, Life Safety, Mechanical, Plumbing, Electrical, Fire, Development Engineering, Construction Debris and Planning have been targeted. Below is a summary of each icon’s meaning:

- ✅ = Active and relevant discipline which has not yet reviewed your project.
- ✔️ = Approved, this discipline has reviewed and approved your submittal.
- 🟢 = Correction comments resulted from this disciplines review of your submitted plans.

Directly following the submission of your project before any of the plan reviewers have been able to review the project your permit activity will have an hourglass icon (⏳) in front of each targeted discipline. As the disciplines are reviewed and they are either approved or issued correction comments the ✅ will either be replaced by a ✔️ signifying approval or a 🟢 signifying plan review comments. Once all the icons in the discipline section are either the ✔️, or 🟢 the plan review...
cycle is complete. If ✺ exist next to a discipline your plans should be revised to satisfy all plan review comments, and then resubmitted for review. If all disciplines have ✔ your project will be moved from formal review to Verify where all building permit and development impact fees if any are verified and finalized, then moved to processing where any unresolved associated conditions will be addressed.
Impact Fees:
If the scope of the project will result in development impact fee assessment, when the project enters formal review, an Impact Fee subcategory will also become active, and an hourglass icon (⏳) will appear next to it. Much like the plan review section, each impact fee which may be due on the project will have an hourglass icon next to it, and when the fee assessment has been completed, it is signified by ✔️. When expanding the Impact Fees subcategory, the entire list of fees is displayed. In the example below 10 impact fees may be due on the project and their final assessment will occur when the project enters the Verify cycle after Formal Review has been completed. (see status descriptions in a previous section).
Email Communication:

Plan reviewers email correction comments to the *Project Contact* listed on the submitted Building permit application (CDD-0200). Conversely the plan review disciplines which approve your project do not email to indicate approval. The only way to stay appraised of the approved disciplines it to check status on the Citizen Portal.

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<thead>
<tr>
<th>Date:</th>
<th>Permit #:</th>
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<tbody>
<tr>
<td>Project Location:</td>
<td>Address:</td>
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<tr>
<td>(Lot#, Bldg #, or Ste #):</td>
<td>Parcel Number (APN):</td>
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<tr>
<td>Property Owner:</td>
<td>Name:</td>
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<tr>
<td>Mailing Address:</td>
<td>City/State/Zip:</td>
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<tr>
<td>Licensed Design Professional Information:</td>
<td>Name:</td>
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<tr>
<td>(Architect or Engineer in charge of the project.)</td>
<td>Phone:</td>
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<tr>
<td></td>
<td>Fax:</td>
</tr>
<tr>
<td>Licensed Contractor Information:</td>
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<tr>
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<td>Permit Holder:</td>
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<td>Contractor</td>
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<tr>
<td>To-be-Determined prior to Permit issuance (plan review request only)</td>
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*Please note: building permits are non-transferable. Refunds, if any, shall be issued to the Permit Holder of record.*

### Residential

- **Square footage:**
  - 1st Floor: ________
  - 2nd Floor: ________
  - Other: ________
- **No of Stories:** ________
- **Minor Permit:**
  - Retool: ________
  - New Building: Total: ________ SF
  - No of Buildings: ________
  - # of Units: ________
- **Tenant Improvement:**
  - Existing: ________ SF
  - Addition/Total: ________ SF
- **Housing:**
  - Pool: ________
  - Pool/Spa: ________
  - Spa: ________
  - Remodel/Repairs (describe below)
  - Wrecking Permit (also requires form CDD-0274)
  - Phased Permit
  - Electronic Plan Check
  - FPP (describe below)
  - Other (describe below)

### Commercial

- **Minor Permit:**
  - Retool: # Squares ________ Material ________
  - New Building: Total: ________ SF
  - Apartments: # of Buildings ________ # of Units ________
  - Tenant Improvement: Existing: ________ SF
  - Addition/Total: ________ SF
  - Pool: ________
  - Pool/Spa: ________
  - Spa: ________
  - Remodel or Repairs (describe below)
  - Wrecking Permit (also requires form CDD-0233)
  - Phased Permit
  - Electronic Plan Check
  - FPP (describe below)
  - Other (describe below)

### Description of Work:

<table>
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<th>Description of Work:</th>
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### Value (include all LABOR & MATERIALS): $________

<table>
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### Occupancy:

<table>
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### This Section to be Complete by City Staff: DISCIPLINE ROUTING (Circle those that apply):

|------------|-------------|------|-----------|------|---------|-----------|-----------|-------------|---------------|--------------|-----------|------------|-------------|-----------|----------|

Version 4
Payments:

The second tab on the Record Details page is Payments shown below. Click on the drop-down arrow to display the Fees link. If there are any outstanding fees on a building permit record, the total amount will be displayed here. By following the Pay Fees link on this tab, you can make on-line payments for outstanding fees, such as your plan review fees, total fees due when the project is ready to issue or any re-inspection fees that may become due during your project. It is recommended that payments are only made when a notification is received from building division staff that the fees have been finalized and payment is required.
Conditions:

The third tab is Conditions. This is where mostly administrative conditions requiring attention prior to permit issuance are shown.

Conditions shown with the word resolved, have been satisfied and require no further attention. Unresolved conditions should be addressed. These conditions will generally be in “Applied” status and will be “Required”.

Questions:

Please communicate any questions related to using the Citizen Portal to search for status of Building Permits and Building Permit Applications to ezpermit@cityofsacramento.org. Enter Citizen Portal search in the subject line.