

*City of*  
**SACRAMENTO**  

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**Community Development**

**Guide to Permits Workshop**  
**Thursday, December 8, 2016**

# Speakers

- ▶ Sean Burke, Permit Services Manager
- ▶ Judy Elias, Development Services Technician II

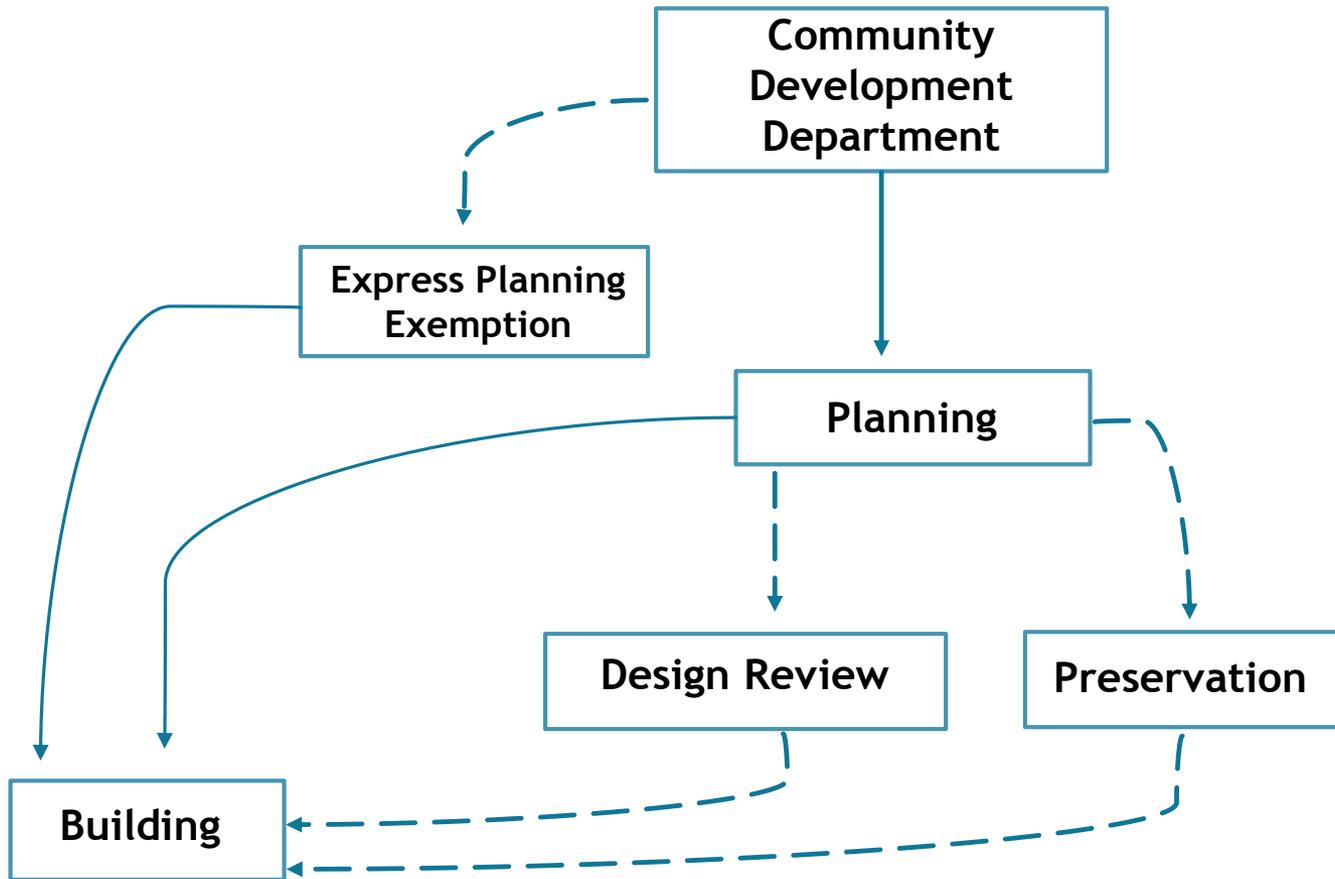
# “Getting our Customers to Success”

- ▶ **Sponsored by the City of Sacramento,  
Community Development Department**
- ▶ **Purpose: To continuously provide our customers  
with the tools and information for success**
- ▶ **When: Monthly**
- ▶ **Where: 300 Richards Blvd., 2<sup>nd</sup> floor RM 221  
Sacramento, CA 95811**

## How it works

- ▶ You bring your brown bag lunch
- ▶ We provide the topic and refreshments
- ▶ Please DO ask questions as they arise
- ▶ Please DO NOT feel like you are interrupting
- ▶ General questions are strongly encouraged. However, if you have specific project questions, please hold them for after the meeting!
- ▶ Please turn off your cell phone or put on “silent.”
- ▶ If you need to go to the restroom, please step out quietly as this session is being recorded

# Residential Project Flow Chart



- Express
- Housing
- Minor
- Sign
- Building

----- = Path is applicable

# Design Review & Historic Preservation Criteria

- ▶ If your structure is in a designated design review area the following apply:
  - ▶ Exterior changes, modifications or additions, including window and door change outs, re-roofs and heating/air conditioning (HVAC) need design review or preservation review. This review requires a planning application.
  - ▶ Check to see if your project is located within a Historic District  
[Historic Districts Maps](#) (CDD Resources-Maps)

# When You Need a Permit

- ▶ Building Code requires permits for construction, alteration, repairs, moves, and demolitions of buildings and structures



# When You Do Not Need a Permit (see handout)

## ▶ Exemptions

- ❑ One story detached accessory buildings not exceeding 120 square feet (e.g., tool and storage sheds and playhouses)
- ❑ Fences not over 7 feet in height
- ❑ Oil derricks



# When You Do Not Need a Permit, cont.

- ❑ Decks not exceeding 200 square feet in area, that are not more than 30 inches above grade at any point, are not attached to a dwelling and do not serve the exit door required by section R311.4
- ❑ Painting, papering and similar finish work

# When You Do Not Need a Permit, cont.

- ❑ Temporary motion picture, television and theater stage sets and scenery
- ❑ Most window awnings
- ❑ Prefabricated swimming pools that are less than 24 inches deep

## Keep in Mind...

- ▶ Plumbing, electrical and mechanical permits may be required for some exempted items
- ▶ Setbacks must be maintained even when permits are not required

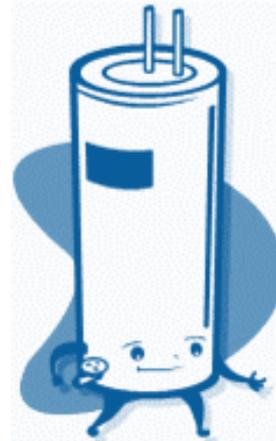


# Minor Permits

Permits which do not require support documents (e.g. drawings, structural calculations, engineering reports, etc.)

# Minor Permits

- ▶ Reroof (replacing waterproof barrier or sheet lining)
- ▶ Heating and air conditioning units (HVAC'S)
- ▶ Water heaters
- ▶ Minor repairs
- ▶ Re-plumb of house



# Minor Permits

- ▶ Electrical panel upgrade
- ▶ Rewiring of entire house
- ▶ Sewer line repairs or replacements (onsite)
- ▶ Water service repairs or replacements (onsite)
- ▶ Kitchen remodel involving no structural changes
- ▶ Bathroom remodels involving no structural changes
- ▶ Like for like-sized window change out

# Other Improvements

Projects which require supporting documents such as drawings, structural calculations, energy efficiency reports, Truss calculations, etc.

- ▶ Additions
- ▶ Remodels involving structural modifications to a structure
- ▶ Garage conversions
- ▶ Patio covers or patio enclosures
- ▶ Space conversions (e.g., attic space to habitable)

# Most Common Causes for Delays in Processing

- ▶ Window change-out
- ▶ Re-roof with change of material type
- ▶ Siding change of material ie: siding to stucco
- ▶ Landmark structure or historic district

# Field Inspections

- ▶ Request inspections prior to concealing work
- ▶ Request inspection by 6 p.m., one business day prior to inspection
- ▶ Have the inspection area ready for the Inspector

# Resources

- ▶ Planning

- ▶ E-mail us at: [planning@cityofsacramento.org](mailto:planning@cityofsacramento.org)

- ▶ Building

- ▶ E-mail us at: [EZpermit@cityofsacramento.org](mailto:EZpermit@cityofsacramento.org)

- ▶ Community Development Department website:  
<http://www.cityofsacramento.org/CDD>

# Resources, cont.

- ▶ Informational material is also available at our Public Counter
- ▶ Public Counter appointments
  - ▶ Tuesdays and Thursdays:
    - ▶ 8:30 a.m.; 2:00, 2:30, 3:00 and 3:30 p.m.
    - ▶ Call 916-808-5838 or e-mail [CDD-Appointments@cityofsacramento.org](mailto:CDD-Appointments@cityofsacramento.org)
- ▶ Sean Burke, Permit Services Manager  
(916) 808-5337  
[sburke@cityofsacramento.org](mailto:sburke@cityofsacramento.org)
- ▶ Judy Elias, Development Services Technician  
(916) 808-5194  
[jelias@cityofsacramento.org](mailto:jelias@cityofsacramento.org)

***Thank you for attending!***  
***Please complete the evaluation form  
before you leave.***