



## Building Permits & Inspection Division

General Information: (916) 875-5296  
[www.building.saccounty.net](http://www.building.saccounty.net)

<b>Full Service Center</b> 827 7th Street, Room 102 Sacramento, CA 95814 <i>M-F 8:30am - 4:30pm</i>	<b>East Area Service Center</b> 5229 Hazel Avenue, Suite B Fair Oaks, CA 95628 <i>M-Tu. 9:00am - 4:00pm</i>
<b>Bradshaw Center</b> 9700 Goethe Road, Suite A Sacramento, CA 95827 <i>M-F 8:30am - 4:30pm</i>	<b>North Area Service Center</b> 3331 Peacekeeper Wy., Suite 100 McClellan, CA 95652 <i>W-Th. 9:00am - 4:00pm</i>

# Commercial Project Time Savers

The following sections describe alternatives available for commercial plan review or construction permits. These alternates may be applicable to your project and may save you time. Ask our counter staff for more details if you are interested.

### PRE-REVIEW MEETINGS

Prior to formal submittal of plans, the applicant and his/her architect may call (916) 875-5296 for an appointment with one of our plan review staff for a pre-review meeting. At such meetings, the staff member does a preliminary review of the plans to identify potential code compliance problems, provides code interpretation, and offers a critique of the proposed solutions. Building Permits and Inspection charges for the time spent when these meetings take longer than one-half hour.

### PARTIAL/FOUNDATION ONLY PERMIT

At the discretion of Building Permits and Inspection staff, a partial or foundation-only permit may be issued to allow construction to begin before the project plans are fully approved. To qualify for a partial or a foundation-only permit, the applicant must submit plans for the primary permit, and the plans have to be accepted for review. Work authorized by the partial permit shall be limited to plumbing and electrical groundwork and floor slab; inspections will be required for these items. Any work done above the slab or floor level is done at the applicant's own risk since this work is not included in the scope of a partial permit. The plans for underground plumbing or electrical must be approved prior to issuing the partial permit.

A foundation-only permit is similar to a partial permit but is limited to placement of concrete foundations in addition to the underground plumbing, electrical, slab, and site work. Fire department approval must be obtained and submitted to Building Permits and Inspection before a foundation only permit can be issued.

### EXPEDITED PLAN REVIEW

Plan reviews can be done on an overtime basis. The Building Official or designated Manager must approve the request and appropriate staff must volunteer to perform the plan review on an overtime basis (i.e., outside of normal working hours). The applicant must pay all normal permit fees plus hourly charges, at current hourly overtime rates for the review staff.

### OPTIONAL THIRD PARTY PLAN REVIEW

With prior approval of a Building Permits and Inspection manager, an outside firm may be permitted to perform a third party plan review. The request for third party review may be granted contingent on staffing and current workload. Fees for a third party plan review are borne entirely by the applicant. Some adjustment will be made to County plan review fees.

## **PRE-CONSTRUCTION MEETINGS**

The Building Permits and Inspection Supervising Structural Building Inspector may be contacted by the applicant and/or responsible contractor to arrange a pre-construction meeting involving the contractor, project engineer/architect, and approved special inspection firm, if applicable. The meeting will be used to clarify areas of responsibility, to establish lines of communication to be used by all involved parties through the inspection process, and to answer questions about the more complex construction details. Pre-construction meetings are available only for large tenant improvements or alterations and new buildings or shells

## **AFTER HOURS INSPECTIONS**

Inspections may be scheduled for times outside of our normal inspection hours. It is desired to have at least 48 hours advance notice, but exceptions will be made on a case-by-case basis. Call our Inspections Office at (916) 875-5296 and ask for the appropriate supervisor (e.g., structural, mechanical, electrical or residential). The fee for an inspection outside of normal business hours is based on a minimum three hours at the current overtime labor rate. The fee must be paid at least one business day in advance of the date of the after-hours inspection.

## **OVER-THE-COUNTER PLAN REVIEW**

It may be possible to obtain an over-the-counter plan review for simple tenant improvements and minor alterations. This service is contingent on staff availability, nature of the project, fire district approval, and nature and complexity of any holds on the project or parcel.

## **PROJECT FACILITATOR**

A project facilitator can be available to advise you on potential concerns or delays as your project proceeds through plan review. The project facilitator will work in partnership with you to minimize the time through permit processing. Fast-track projects may find this service to their advantage. There is an additional cost for this service, and users are asked to authorize the level of effort desired prior to starting the service. Professional permit processing firms that provide a complete service in obtaining permits are also available. A list of firms providing these services is available.