Condominium Conversion - Inspection Request & Fees

The Condominium Conversion process is overseen and approved by the Planning Department. The applicant shall provide Building Inspection two copies of the required property report as defined by Zoning Code Section 305-91 (b-e). Per Zoning Code Section 305-96, Building Inspection shall review the property report and provide a field inspection of the structures and general area within the project as deemed necessary by the Chief Building Official. Project site and structure inspections shall be coordinated between the applicant and the assigned building inspector(s). The Building Inspection review shall include a written report identifying all items evidenced by the applicant’s property report and/or as provided by our field inspection. The review shall recognize those items in noncompliance with applicable building and housing codes or conditions, which are hazardous to the life, health or safety of any occupant of the units within the project or to the general public. All such items shall be corrected to the satisfaction of the Chief Building Official. Applicable building permits as required by the County of Sacramento shall be obtained for the performance of necessary corrective work.

The minimum fee (deposit) for the Building Inspection Review and Inspection of the applicants report and property are as follows:*  

- Minimum Fee of $1000.00 (for one or two structures)  
- $400.00 per each structure for three to five structures  
- $2000.00 plus $250.00 per structure for each structure over five to a total of ten  
- $3250.00 plus $200.00 per structure for each structure over ten  
- Above fees may be adjusted for larger structures and unusual or complicated projects

* The minimum non-refundable deposit for the review of the applicant’s property report, inspection of the property, research of applicable codes, writing of the report and required supervision and record keeping may require additional fees should actual project dedicated staff hours (costs) exceed the above minimum sums. In such an instance, an additional billing will be provided to the applicant prior to submission of the Building Inspection Report to the Planning Department. Fees will be based on the current hourly rates set by the County.
REQUEST FOR CONDOMINIUM CONVERSION INSPECTION
(Applicant to provide 2 copies of proper report with this request form)

County of Sacramento Project Name: 

Planning Department Control #: 

Planning Department Contact Person: 

Phone #: 

Project Name: 

Property Address: 

Contact Person: 

Purpose for this Project: 

Contact’s Phone #: 

Contact Person on Site (if applicable): 

Phone #: 

Located in Unit #: 

________________________________________________________________________

Number of Structures/Buildings to be Inspected: 

Minimum Fee for Inspection: 
(See Minimum Fee Breakdown on previous page)