



Building Permits & Inspection Division

General Information: (916) 875-5296
www.building.saccounty.net

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

Who is Authorized to Prepare Plans

Section 107 of the California Building Code indicates that the Building Official may require plans, computations, and specifications to be prepared and designed by an engineer or architect licensed by the State of California to practice as such.

In accordance with the provisions of the California Business & Professions Code, the plans, specifications, and calculations for all buildings and structures shall be prepared under the direction of and signed by a person certified by the State of California as a registered civil engineer or licensed architect. Structural and soils engineers are civil engineers with the authority to use their respective titles. Any person who practices electrical or mechanical engineering shall be registered accordingly in the State of California.

The following exemptions to the above requirements may be permitted unless the buildings and structures are determined by the Building Official to be of an unusual nature where the structural stability or the safety of such buildings or structures is not evident to the Building Official. Engineering calculations and the signature of a registered engineer or licensed architect may be required in such cases and will require wet stamped documents.

Exemptions for Unlicensed Persons (Reference Business & Professions Code, Sections 5537, 5538, 6737.1, and 6745).

1. Any person, if conforming substantially to conventional framing requirements of the California Residential Code and Building Inspection approved framing charts, may prepare the following types of residential work:
 - a. Single family dwellings of wood frame construction not more than two stories plus basement in height.
 - b. Multi-family dwellings not more than two stories plus basement in height, having not more than four attached dwellings, and not more than four dwellings per lot, including not more than four attached row house dwelling units on separate lots.
 - c. Wood frame garages and other structures appurtenant to a. above.
 - d. Wood frame agricultural and ranch buildings unless the Building Official deems that an undue risk to the public health, safety, or welfare is involved.

Design documents (plans and calculations) for non-conventional elements that do not conform substantially to the California Residential Code and Building Inspection approved framing charts must be prepared by a licensed architect or registered civil engineer certified by the State of California. The documents for that portion shall bear the wet signature, seal/stamp and information required of the licensee who is responsible for their preparation.

2. An unlicensed Certified Interior Designer or equally qualified unlicensed person may prepare plans and specifications for the following types of non-structural or non-seismic commercial interior additions, alterations, or tenant improvements in accordance with the provisions of the California Business & Professions Code:
 - a. Tenant spaces that are classified only as B and M occupancies or dining establishments.
 - b. Spaces where area separation walls and horizontal exits are not required.
 - c. Spaces in the building that are not being converted from residential use.
 - d. Tenant spaces that are not within historical buildings.
3. Any unlicensed person may prepare plans and specifications for the following types of non-structural or non-seismic commercial interior additions, alterations, or tenant improvements in accordance with the provisions of the California Business & Professions Code:
 - a. Tenant spaces that require only one exit based on Table 1015.1 & 1021.2 of the California Building Code.
 - b. Tenant spaces that are classified only as B and M occupancies or dining establishments.
 - c. Spaces where area separation walls, occupancy separation walls, and horizontal exits are not required.
 - d. Spaces in the building that are not being converted from residential use.
 - e. Tenant spaces that are not within historical buildings.

Use of Exemption 2 or Exemption 3 is subject to approval of the Building Official. The Building Official may require plans, computations, and specifications to be prepared and designed by an engineer or architect licensed by the State to practice as such even if not required by State law.

4. Exemption for licensed contractors. (Reference B & P Code, Section 6737.3.) Contractors licensed in the State of California are not prohibited from designed mechanical and electrical systems of facilities for work to be performed by such contractor within the classification for which his/her license is issued. Nothing in this Section is intended to imply that a licensed contractor may design work that is to be installed by others.

Incomplete Plans:

The California Building Code stipulates that plans and specifications must be of sufficient clarity to indicate the nature and extent of the work proposed and show in detail that it will conform to the provisions of the Code and all relevant laws, ordinances, rules, and regulations. Plans that are so lacking in clarity or detail as to be unacceptable will be referred back to the applicant for completion and/or clarification.